

# Course Syllabus

## General English Education (First-Year Required Course), 2026 Fall@CLS

|                                           |                                                                                                                                                      |                      |                                            |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------------------------------------------|
| Course #<br>課程編號                          | 7102231_01                                                                                                                                           | Instructor<br>任課教授   | Chia-chia Lee<br>李佳家                       |
| Course Title<br>科目名稱                      | English Communication Skills (Integrated Skills)<br>應用英語（整合技巧）                                                                                       | Semester<br>上課期間     | 2026 Fall<br>(Sep. 10, 2026~Jan. 07, 2027) |
| Class Hours<br>上課時間                       | 16:10~18:00 Thurs                                                                                                                                    | Classroom<br>上課地點    | Room 226 CLS<br>語言中心 226 教室                |
| Credit Hours<br>學分數                       | 2 credits (通識 2 學分)                                                                                                                                  | E-mail               | clcjll[at]ccu.edu.tw                       |
| Web Page<br>課程網頁                          | <a href="http://cls.ccu.edu.tw/">http://cls.ccu.edu.tw/</a> (語言中心)<br><a href="http://ecourse2.ccu.edu.tw">http://ecourse2.ccu.edu.tw</a> (中正大學課程平台) | Office Hours<br>諮詢時段 | 10:00-12:00 Thurs (事先預約)                   |
| 第一次上課將說明課程要求及 W1 學習任務（佔學期成績 2%），欲修課者請準時出席 |                                                                                                                                                      |                      |                                            |

### 1. Course Level/建議修課程度

Students ready for integrated skills (with a focus on speaking & writing)

經認定需修習「整合技巧」者

| 課程分級<br>Level        | 理解<br>Remembering-Understanding | 應用<br>Applying-Analyzing | 創造<br>Evaluating-Creating |
|----------------------|---------------------------------|--------------------------|---------------------------|
| 基礎 Pre-Intermediate  | ★ ★ ★                           | ★                        | ★                         |
| 強化 Intermediate      | ★                               | ★ ★ ★                    | ★                         |
| 整合 Integrated Skills | ★                               | ★ ★                      | ★ ★                       |

### 2. Course Objectives/課程目標

| This course will help students...                                                                                        | 本課程將幫助學生...            |
|--------------------------------------------------------------------------------------------------------------------------|------------------------|
| 1. Explore diverse and real-world global issues commonly encountered in the workplace through authentic texts in English | 1. 涉獵多元且真實職場情境中常見的全球議題 |
| 2. develop interactive English communication skills required for global workplace scenarios.                             | 2. 培養全球職場情境所需應用的互動溝通技巧 |
| 3. develop business writing skills to communicate effectively in various workplace situations.                           | 3. 培養職場情境所需應用的寫作技巧     |

### 3. Learning Outcomes/學習成效

| By the end of the semester, course takers will be able to...                                                                   | 修完本堂課，修課者將學會...                           |
|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| 1. use a wider range of workplace vocabulary and expressions in English.                                                       | • 使用全球溝通及職場常用的英文字彙及用語                     |
| 2. take notes on workplace English listening and reading passages.                                                             | • 針對全球溝通及職場常見英文聽力與閱讀段落進行筆記訓練              |
| 3. initiate and respond with effective interactive communication skills in English for presentations, meetings, or networking. | • 應用全球溝通及職場英文口語溝通技巧於口頭簡報、會議討論、人際交流等多元社交場合 |
| 4. write business correspondence in English for a variety of purposes from posted messages, emails, to reports.                | • 應用寫作技巧於全球溝通及職場寫作文體，如社群媒體留言、電子郵件、商用書信等等  |
| 5. use English to summarize main ideas, critically analyze key concepts, and present ideas to solve workplace problems         | • 摘要報告職場訊息的重點，進而採用批判思維分析，並經由發表來解決職場個案問題   |

### 4. Method of Instruction/授課方式

|                                        |                  |
|----------------------------------------|------------------|
| 1. Lecturing                           | 1. 課堂講授          |
| 2. Individual practice & group work    | 2. 個別練習及分組活動     |
| 3. Learning tasks (Speaking & writing) | 3. 英文學習任務（口說及寫作） |

### 5. Course Materials/課程教材

Appleby, R., & Watkins, F. (2014). *International Express: Upper Intermediate: Student's book with Pocket book (3rd ed.)*. Oxford University Press.

## 6. Course Resources/課程資源

- **Integrated skills:** Barrall, I. & Barrall, N. (2006), *Intelligent Business Skills Book*. Person Education.
- **Communication in business contexts:** <https://www.businessenglishpod.com/>
- **Forbes:** <https://www.forbes.com/>
- **Business Writing:** <https://learnenglish.britishcouncil.org/business-english/english-for-emails>

## 7. Course Policies and Requirements/課程要求

- |                                                                                                                                                                                  |                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| 1. Attendance: It is required to attend and participate in each class meetings. The final score will be deducted for each absence and no make-up quizzes or exams will be given. | 1. 出席：準時出席每堂課並參與課堂討論與活動。每次缺席會影響出席及課程參與成績。請假需經授課教師後同意。小考皆無補考機制。     |
| 2. Class Etiquette: Turn off your cell phones during class ABSOLUTELY and leave cell phones in the personal bags put in the classroom closets.                                   | 2. 教室禮儀：尊重每一位課程參與者之認真上課及學習之權益，務必確認手機已關機、且放置教室前方指定櫃內，避免造成測驗或小考的不公平。 |
| 3. Food/drink: Do not bring food/drink into the classroom.                                                                                                                       | 3. 食物/飲料：教室內禁止飲食。食物/飲料請放在教室外之食物櫃。                                  |

## 8. Grading /成績評量方式

|   | Grading                                    | 評量項目                                      | Percent          |
|---|--------------------------------------------|-------------------------------------------|------------------|
| 1 | Attendance + Participation                 | 出席率 + 課程參與                                | 26%              |
| 2 | Quizzes & Assignments & Tasks              | 小考、作業、學習任務                                | 24%              |
| 3 | Midterm exam + Final exam                  | 期中考 + 期末考                                 | 15% + 15%        |
|   | Assessment Test & English Proficiency Test | 期初檢核測驗 + 英語能力會考                           | 10%              |
| 4 | Final Project Presentation                 | 期末發表                                      | 10%              |
| 5 | Standardized English Proficiency Test      | 參加校外英檢獎勵積分                                | Bonus 1~5 points |
| 6 | Alternative Learning Task                  | 彈性學習任務獎勵積分                                | Bonus 0~3 points |
| 7 | Self-accessed Learning Activities          | 課外語言學習獎勵積分(參加語言中心舉辦之講座、工作坊、競賽活動等，且繳交心得筆記) | Bonus 0~2 points |

## 9. Course Schedule & Topics/課程大綱

| Week | Date  | Topics                                                              | 主題                              |
|------|-------|---------------------------------------------------------------------|---------------------------------|
| 1    | 9/10  | Course Introduction<br>Learning Task                                | 課程介紹<br>學習任務                    |
| 2    | 9/17  | Unit 1: Social media                                                | 第一課：社群媒體                        |
| 3    | 9/24  | Unit 1: Social media<br>Assessment Test                             | 第一課：社群媒體<br>期初檢核測驗              |
| 4    | 10/01 | Unit 2: Resources                                                   | 第二課：資源運用                        |
| 5    | 10/08 | Unit 3: Work-life balance<br>Writing Task 1: Email structure        | 第三課：工作生活平衡<br>寫作任務一：Email 格式與架構 |
| 6    | 10/15 | Unit 4: Providing a service                                         | 第四課：客戶服務                        |
| 7    | 10/22 | Unit 4: Providing a service<br>Writing Task 2: Responding to emails | 第四課：客戶服務<br>寫作任務二：Email 回覆      |
| 8    | 10/29 | Review: Integrated Skills                                           | 複習：整合技巧                         |
| 9    | 11/05 | Mid-term                                                            | 期中考                             |
| 10   | 11/12 | Unit 8: Unique Selling Points                                       | 第八課：USP 獨特賣點                    |
| 11   | 11/19 | Unit 8: Unique Selling Points                                       | 第八課：USP 獨特賣點                    |
| 12   | 11/26 | Unit 9: Collaboration<br>Writing Task 3: Writing a proposal         | 第九課：團隊合作<br>寫作任務三：提供建議          |
| 13   | 12/03 | Unit 9: Collaboration<br>Unit 10: Customer choice                   | 第九課：團隊合作<br>第十課：消費者的選擇          |
| 14   | 12/10 | English Proficiency Test                                            | 英語能力會考                          |
| 15   | 12/17 | Final Presentation                                                  | 成果呈現                            |

|       |               |                           |        |
|-------|---------------|---------------------------|--------|
| 16    | 12/24         | Final Exam                | 期末考    |
| 17-18 | 12/31<br>1/07 | Alternative Learning Task | 彈性學習任務 |

\*Adjustments may be made in the syllabus to meet students' needs and course requirements.

\*課程進度及課程要求將依教學需要做適度的調整

## 10.Relevance between the Course Objectives and the Core Competencies of General Education/本課程目標與通識課程九大核心素養之相關程度

(1至5分為符合程度，5分代表完全符合)

| 通識九大核心素養<br>Core competencies of General education     | 相關程度★ |  |   |   |   |
|--------------------------------------------------------|-------|--|---|---|---|
| 思考與創新<br>Critical thinking & innovation                |       |  |   | ★ |   |
| 道德思辨與實踐<br>Logical thinking & action taking            |       |  | ★ |   |   |
| 生命探索與生涯規劃<br>Life exploration & career planning        |       |  |   | ★ |   |
| 公民素養與社會參與<br>Citizenship & community engagement        |       |  |   |   | ★ |
| 人文關懷與環境保育<br>Humanities & environmentalism             |       |  | ★ |   |   |
| 溝通表達與團隊合作<br>Communication & teamwork                  |       |  |   |   | ★ |
| 國際視野與多元文化<br>Global insights & multicultural awareness |       |  |   |   | ★ |
| 美感與藝術欣賞<br>Arts & aesthetics                           |       |  | ★ |   |   |
| 問題分析與解決<br>Problem analysis & solution                 |       |  |   |   | ★ |

## 11.Relevance between the Course Objectives and the UN Sustainable Development Goals (SDGs)/本課程目標與聯合國永續發展目標及細項之對應

|                            |       |                 |
|----------------------------|-------|-----------------|
| 與聯合國永續發展目標<br>(SDGs)及細項之對應 | 目標： 4 | 細項： 4.3 4.6 4.7 |
|                            | 目標： 8 | 細項： 8.6         |