

# Course Syllabus

## General English Education (Required course for freshmen), 2022 Spring@CLS

|                      |  |                      |  |
|----------------------|--|----------------------|--|
| Course #<br>課程編號     | 7102221-04   | Instructor<br>任課教授   | Yu-Ning Lai<br>賴郁寧                         |
| Course Title<br>科目名稱 | English Communication Skills (Intermediate Level)<br>應用英語技巧(強化班)   | Semester<br>上課期間     | 2021 Fall<br>(Feb. 14, 2022~Jun. 13, 2022) |
| Class Hours<br>上課時間  | 16:10~18:00 Mon  | Classroom<br>上課地點    | Room 225 CLS<br>語言中心 225 教室                |
| Credit Hours<br>學分數  | 2 credits (通識 2 學分)  | E-mail               | clsyn[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 Wed (事先預約)                     |

第一次上課將說明課程要求及進行相關學習檢核(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 who are placed at Intermediate level.

經認定需修習「強化」課程者。

### 2. Course Objectives/課程目標

| This course will help students...   | 本課程將幫助學生...                           |
|---|---------------------------------------|
| 1. use English to build global knowledge across different workplace topics        | 1. 涉獵多元主題的職場相關內容或全球知識                 |
| 2. enhance workplace communication skills in English by using authentic materials | 2. 使用真實的英文職場情境內容或全球知識範疇來強化英文溝通內涵與互動技能 |
| 3. develop problem-solving skills in English for a variety of workplace scenarios | 3. 運用不同多元的職場溝通場景或互動情節來培養解決問題技巧        |

### 3. Learning Outcomes/學習成效

| By the end of the semester, course takers will be able to...  | 修完本堂課，你將學會...                         |
|---|---------------------------------------|
| 1. develop deeper understanding of workplace concepts through English listening and reading texts             | 1. 經由大量的英文聽力閱讀文本以增廣職場相關知識             |
| 2. use a range of English vocabulary and expressions commonly used in the workplace                           | 2. 使用跨國溝通或職場常用的英文字彙及用語                |
| 3. develop workplace writing skills in English  | 3. 英文書寫職場常見書信，以達到溝通目的                 |
| 4. develop appropriate communication skills at work such as business conversation and presentation in English | 4. 解決跨國溝通或職場問題的英文討論技巧                 |
| 5. discuss and solve real-life problems at work in English  | 5. 使用合宜的英文互動溝通技巧於跨國或職場情境，如職場對話及正式口頭簡報 |

### 4. Method of Instruction/授課方式

|                                     |              |
|-------------------------------------|--------------|
| 1. Lecturing                        | 1. 課堂講解      |
| 2. Individual practice & group work | 2. 個別練習及小組活動 |
| 3. Online interactive learning      | 3. 線上互動學習    |

### 5. Course Materials/課程教材

Christine J., *Intelligent Business Pre-Intermediate*. Person Education., England, 2008.

請尊重智慧財產權，不得非法影印教師指定之教科書籍

### 6. 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。                                  |

## 7. Grading /評量

|   | Grading                       | 評量項目       | Percent          |
|---|-------------------------------|------------|------------------|
| 1 | Attendance + Participation    | 出席率 +課程參與  | <b>18% + 12%</b> |
| 2 | Quizzes & Assignments & Tasks | 小考、作業、學習任務 | <b>32%</b>       |
| 3 | Midterm exam + Final exam     | 期中考 +期末考   | <b>15% + 10%</b> |
| 4 | Final Project                 | 期末發表       | <b>8%</b>        |
| 5 | English Proficiency Test      | 英語能力會考     | <b>5%</b>        |
| 6 | Bonus                         | 參加校外英檢獎勵積分 | Bonus 1~5 points |

## 8. Course Schedule & Topics/課程大綱

| Week | Date | Topics  | 主題                           | 自學                 |
|------|------|---|------------------------------|--------------------|
| 1    | 2/14 | Course Introduction<br>Assessment Task                                    | 課程介紹<br>學習檢核                 |                    |
| 2    | 2/21 | Unit 1 Activities: Playing the game                                       | 單元一 職場學問大                    |                    |
| 3    | 2/28 | <b>Holiday</b>  | <b>和平紀念日</b>                 |                    |
| 4    | 3/7  | Unit 1 Activities: Playing the game<br>Unit 2 Data: No privacy            | 單元一 職場學問大<br>單元二 網路隱私        |                    |
| 5    | 3/14 | Unit 2 Data: No privacy<br>Unit 3 Etiquette: Bad manners at work          | 單元二 網路隱私<br>單元三 職場禮儀         |                    |
| 6    | 3/21 | Unit 4 Image: Creating a buzz<br>Unit 5 Success: Passion into profit      | 單元四 企業形象<br>單元五 創業熱情         |                    |
| 7    | 3/28 | Unit 6 Future: Going up?<br>Unit 7 Location: Field of dreams              | 單元六 未來展望<br>單元七 夢想新市場        | Unit 8 Job seeking |
| 8    | 4/4  | <b>Holiday</b>  | <b>兒童節</b>                   |                    |
| 9    | 4/11 | <b>Mid-term</b>   | <b>期中考試</b>                  |                    |
| 10   | 4/18 | Unit 9 Selling: Hard to reach   | 單元九 行銷花招                     |                    |
| 11   | 4/25 | Unit 10 Price: Pushing down prices  | 單元十 削價競爭                     |                    |
| 12   | 5/2  | Unit 11 Insurance: Honesty is the best policy                             | 單元十一 誠實為上策                   |                    |
| 13   | 5/9  | Unit 12 Service: A complaint is a gift                                    | 單元十二 正向面對客訴                  |                    |
| 14   | 5/16 | Unit 12 Service: A complaint is a gift<br><b>English Proficiency Test</b> | 單元十二 正向面對客訴<br><b>英語能力會考</b> |                    |
| 15   | 5/23 | Unit 13 Productivity: Fighting back                                       | 單元十三 提高生產力                   |                    |
| 16   | 5/30 | Unit 14 Creativity: How to be a brilliant thinker                         | 單元十四 創意高手                    | Unit 15 Motivation |
| 17   | 6/6  | <b>Final Project Presentation</b>   | <b>成果呈現</b>                  |                    |
| 18   | 6/13 | <b>Final Exam</b>   | <b>期末考試</b>                  |                    |

\*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