

# Course Syllabus

2022 Spring, Language Center  
National Chung Cheng University

<b>Course #</b> 課程編號	7102231_04	<b>Instructor</b> 任課教授	Chia-chia Lee 李佳家
<b>Course Title</b> 科目名稱	English Communication Skills (Integrated Skills) 應用英語 (整合技巧)	<b>Semester</b> 上課期間	2022 Spring (Feb. 01, 2022~June. 17, 2022)

<b>Class Hours</b> 上課時間	16:10~18:00 Wed
<b>Classroom</b> 上課地點	Room 225 Center for Language Studies, in the Library & Information Building 語言中心 225 教室
<b>Credit Hours</b> 學分數	2 credits (通識 2 學分)
<b>Phone</b>	05-2720411 ext. 16711
<b>E-mail</b>	clcjil[at]ccu.edu.tw
<b>Web Page</b> 課程網頁	<a href="http://cls.ccu.edu.tw/">http://cls.ccu.edu.tw/</a> (中正大學語言中心網頁) <a href="https://ecourse2.ccu.edu.tw/login/index.php">https://ecourse2.ccu.edu.tw/login/index.php</a> (中正大學 Ecourse 課程平台)

**Office Hours**  
諮詢時段 (建議先與授課教師預約時段)

第一次上課將進行期初英語能力檢核測驗 (佔學期成績 2%)，欲修課者請準時出席

本課程目標與通識課程九大核心素養及外語學習五大能力指標之相關性程度如下：

(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 Core competencies of General education	相關程度★				
	1	2	3	4	5
思考與創新 Critical thinking & innovation				★	
道德思辨與實踐 Logical thinking & action taking				★	
生命探索與生涯規劃 Life exploration & career planning					★
公民素養與社會參與 Citizenship & community engagement				★	
人文關懷與環境保育 Humanities & environmentalism				★	
溝通表達與團隊合作 Communication & teamwork					★
國際視野與多元文化 Global insights & multicultural awareness					★
美感與藝術欣賞 Arts & aesthetics			★		
問題分析與解決 Problem analysis & solution					★
「英文作為國際語」的課程內涵外語學習五大能力指標 Content Standards: English as an International Language	相關程度★				
溝通能力：能以英文進行有意義的及有效的溝通 Communication: Communicating in English					★
文化理解：能以英文汲取新知或理解其他文化深度 Cultures: Gaining knowledge and understanding of other cultures					★
語文素養：經由英文能力培養對文化視野 Comparisons: Developing Insight into the Nature of Language and Culture					★
跨域學習：能以英文學習其他專業領域的新知 Connections: Connecting with other disciplines and acquiring new information					★
社群參與：能以英文參與跨語言的國際社群 Communities: Participating in multilingual communities at home and around the world					★

## 1. Course Level/建議修課程度

Students ready for integrated skills training

經課程審查小組認定為需選修「整合技巧」者

## 2. Course Objectives/課程目標

After completing the course, students will

1. appropriately use workplace vocabulary for different purposes
2. solve communication problems for a variety of workplace scenarios
3. develop workplace writing skills to effectively communicate in global business contexts

修完本課程後，學生將能

1. 使用適當的職場字彙於不同目的性的場合
2. 善用解決問題技巧於多元職場情境
3. 培養國際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, you will be able to...

1. use a wider range of workplace vocabulary and expressions
2. take notes on workplace listening and writing passages
3. summarize/report main ideas and critically analyze key concepts to solve workplace problems
4. initiate and respond with effective interactive communication skills in presentations, attending meetings, telephoning, negotiating, and socializing.
5. write business correspondence for a variety of purposes from messages and notes, emails, memos, letters, to short reports

修完本堂課，你將學會

- 使用職場常用的字彙及用語
- 針對職場聽力與閱讀段落進行筆記
- 摘要報告職場訊息的重點，並進而採用批判思維分析解決職場個案問題
- 應用職場口語溝通技巧於口頭簡報、會議討論、電話溝通、談判等多元社交場合
- 應用職場寫作技巧於多元的職場寫作文體，如留言、電子郵件、商用書信等等

## 4. Method of Instruction/授課方式

1. Lecturing
2. Individual practice & group work
3. Online interactive learning

1. 課堂講解
2. 個別練習及小組活動
3. 線上互動學習

## 5. Course Materials/課程教材

Barrall & Barrall,, *Intelligent Business Skills Book*. Person Education., England, 2006.

## 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.
2. Class Etiquette: Turn off your cell phones during class ABSOLUTELY and leave cell phones in the personal bags put in the classroom closets.
3. Food/drink: Do not bring food/drink into the classroom.

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. 教室禮儀：尊重所有人之上課權益，務必確認手機已關機、且放置教室前方之櫃上，避免造成測驗或小考的不公平。
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	1. 出席率	18%
2. Participation	2. 課程參與	12%
3. Placement test	3. 檢核測驗	2%
4. Learning tasks & Assignments	4. 課堂檢核活動、作業	30%
5. Midterm exam	5. 期中考	15%

6. Final Project	6. 期末發表	8%
7. Final exam	7. 期末考	10%
8. English Proficiency Test	8. 英語能力會考	5%
9. Bonus	9. 參加校外英檢	Bonus 1-5 分

## 8. Available Support Service/課程資源

- BBC: English at Work <http://www.bbc.co.uk/learningenglish/english/features/english-at-work>
- EnglishCentral <https://www.englishcentral.com/videos>
- Businessenglishpod <https://www.businessenglishpod.com/>

## 9. Course Schedule & Topics/課程大綱

Week	Date	Topics	主題
1	2/16	Course Introduction Placement Test	課程介紹 檢核測驗
2	2/23	Unit 1 Let's get started	單元一：自我介紹
3	3/2	Unit 2 Make contact	單元二：電話聯絡
4	3/9	Unit 3 Receive visitors Writing Task 1: Messages and notes	單元三：客戶接待 寫作任務一：筆記/留言寫作
5	3/16	Unit 4 Be a good guest Unit 5 Talk about company history Speaking Practice: Company pitch	單元四：參訪禮儀 單元五：企業回顧 課堂練習：企業簡介
6	3/23	Unit 6 Participate in meetings Writing Task 2: Email	單元六：會議發言 寫作任務二：Email 寫作
7	3/30	Unit 7 Make appointments by phone Speaking Practice: Telephoning	單元七：電話預約 課堂練習：電話溝通
8	4/6	Unit 8 Show round a new colleague	單元八：新同事會面
9	4/13	<b>Mid-term</b>	<b>期中考</b>
10	4/20	Unit 9 Make suggestions Writing Task 3: Memos	單元九：意見交流 寫作任務三：備忘錄寫作
11	4/27	Unit 10 Present information Speaking Practice: Graph description	單元十：資訊圖表發表 課堂練習：圖表描述
12	5/04	Unit 11 Present an argument	單元十一：觀點論述
13	5/11	Unit 12 Deal with problems Writing Task 4: Letters	單元十二：解決客訴問題 寫作任務四：職場書信寫作
14	5/18	<b>English Proficiency Test</b> Unit 12 Deal with problems Writing Task 4: Letters	<b>英語能力會考</b> 單元十二：解決客訴問題 寫作任務四：職場書信寫作
15	5/25	Unit 13 Run a meeting	單元十三：召開會議
16	6/01	Unit 15 Presentations Writing Task 5: Short reports	單元十五：正式口說簡報 寫作任務五：商務報告寫作
17	6/08	<b>Final Presentation</b>	<b>成果呈現</b>
18	6/15	<b>Final Exam</b>	<b>期末考</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