

1072 NCNU Syllabus

一、課程目標 Course objectives:

(請任課教師具體說明課程目標，並加強與核心能力關聯的論述。)

1. Enable students to learn and interact from made-real situation.
2. Enable students to respond appropriately with the situation.
3. Make students more familiar with task handling and strive from within.
4. Give plenty of opportunity to enable them in speaking and using the target language.
5. Give students a feel of being a team player and be able to negotiate and carry out the task.

二、師生晤談時間及地點 Instructor office hours:

Time: 2hi

Place: 詳見語文中心公告

三、授課方式 Teaching approach:

透過演練方式讓同學領悟溝通的重點

小組討論, 教授課程, 做練習, 學習單

四、Requirements

- 1 課程參與: 一定要參與討論(團體, 小組: 練習口語表達) 20%
- 2 出席並購買用書: 請勿缺席超過3次! 不計計分! 20%
- 3 個人報告: 讓你自己的能夠說出你的想法和如何處理事情的態度 30%
- 4 團體報告: 練習如何成為團體的一員, 如何協力合作 30%

五、參考書目 Textbook & references: (酌列作者姓名、出版年份、書名、出版書局等資料)

(一) 教科書 : Presenting in English : how to give successful presentations

By Mark Powell Crane publication

(一) 參考書 : Build your business vocabulary

By John Flower Crane publication

六、教學進度 (週次、授課主題、教學活動、評量方式/作業、章節)

Course schedule (week, topic, activities, evaluation/assignment, text, etc.):

第1週: Introduction and regulations in class

The principle of communication: to respond, intention, understanding

(With learning handout to help students to drill in a real-life scenario.)

第2週: Know your role in a team and the preparation work procedures

Organization chart / what is the job

第3週: Practice their own role: usher, call-in staff

Interacting topics / exhibition information

第4週: Practice responding, welcoming expression & giving direction to the venue, drills to practice on improvising tasks.

Booking a hotel room –worksheet

第5週: How to introduce your product and enlighten people

Product information / advertising 1

第6週: introduce your product and discount

Advertising 2 / Letters – sales 5

第7週: How to interact with potential customers: emotional tone scale

(This is a crucial element that I would like my students to learn. When at work being capable at work is one thing, being able to mingle and handle things harmoniously is another. I would like students to be observant and be able to learn and strive themselves

through any ups and downs. Tone scale is something important to learn and its drill is fun to do. They will encounter the situation once they are at work.)

What to say and how to say / how to handle rejection

第8週: Eye contact and confrontation / introduce yourself

第9週: Questionnaire: create your own questions and ask 10 people

第10週: What to say in introduction / how to organize your content

Presenting ideas / phrases

七、TA協助事項Teaching Assistant tasks:

八、備註Remarks:

九、本課程可培養學生之核心能力與教學活動及評量方法對應表

教學活動：

1.課堂討論

2.書面報告、作業、作品

3.學生口頭報告

4.證照/檢定

5.參與課程規劃之校內外活動及競賽

6.課外閱讀

評量方法:

- 1.紙筆考試或測驗
- 2.實作評量 (含口頭、書面報告、表現評量)
- 3.其他表現 (校內外活動及競賽)

培養學生國際視野之教學活動:

培養學生國際視野之評量方法:

培養學生溝通表達之教學活動:

培養學生溝通表達之評量方法: