

National Tsing Hua University
Workplace English, Fall 2019
職場英文口語表達

本門課內容與老師先前開過的「商用英文」內容大部分相同，請已經修過老師所開「商用英文」的同學先不要選修本課。有興趣選修老師其他英文課程的同學下學期可考慮選修老師將開設的「經貿英文選讀」(Business Reading)。

INSTRUCTOR

Jade Mao (Mao Pei-chi)
mpcjade@gmail.com

TIME

R3R4 (10:10~11:50, no break)

CLASSROOM

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TEXTBOOK

None

Videos and handouts are used as major materials.

GRADING

1. Attendance and participation (in-class activities) 30%
2. Group Presentation 20%
3. Midterm Interview 20%
4. Final exam 30%

CLASS ACTIVITIES

Lecturing

Listening activities

Pair/Group discussions

Video viewing

Group presentation

Dictation

Brainstorming and problem solving

Peer Interview

Video Recording

CLASS RULE

Students are expected to get to class ON TIME. Sleeping, USING CELL PHONES and other disruptive behaviors are not allowed in class. Roll calls are taken regularly and ACTIVE class participation is highly valued.

CLASS DESCRIPTION

This is an upper intermediate level English class with a focus on equipping students with the language they need for the workplace. This class will cover a variety of topics including socializing, preparing and delivering presentations, organizing meetings, receiving foreign guests, negotiating, etc. Videos of related topics are used as authentic language input to facilitate students' listening skills. Communicative/interactive activities and discussions will give students a lot of opportunities to practice oral skills and build up fluency.

DETAILED SYLLABUS

Week	Date	Main Topic
1.	9/12	Course Orientation; Small talks and Socializing
2.	9/19	Office Issues and Requesting a Leave
3.	9/26	Arranging a Meeting
4.	10/3	Arranging a Meeting Part II
5.	10/10	National Day
6.	10/17	Improving Presentation Skills
7.	10/24	Job Interviews
8.	10/31	Receiving Foreign Guests and Dining Etiquette
9.	11/7	Receiving Foreign Guests and Job Positions
10.	11/14	Midterm Interview (Peer Recording, Individual Interview)
11.	11/21	Video Viewing
12.	11/28	Company/Product Introduction
13.	12/5	Enquiring and Requesting
14.	12/12	Sales skills
15.	12/19	Negotiating and Closing Deals
16.	12/26	Negotiations Part II
17.	1/2	Group Presentation
18.	1/9	Final Exam

