

課程資訊 (Course Information)			
中文名稱 Course Title	商用華語一		
英文名稱 Course English Title	Business Chinese I		
任課教師 Instructor	陳奕志		
上課時間 Time	W789	上課教室 Room	GEN II 綜二 202
提醒您：請遵守智慧財產權，勿使用非法影印教科書 Please respect the intellectual property rights, do not use illegal copies of textbooks.			
此科目對應之系所課程規畫所欲培養之核心能力 Core capability to be cultivated by this course			
課程簡述 (Brief course description)			
<p>本課程教授外籍學生學習職場或商業往來等特定情境下使用的中文。目的是讓學生藉由語言學習，不只建立特定情境下以中文應對的工作能力，也了解台灣，甚至華人圈職場與商場的文化。</p> <p>This course teaches foreign students how to use Chinese in specific situations such as in the workplace or business interactions. The goal is to enable students to develop the skills to handle tasks in Chinese within these specific contexts through language learning, and to understand the workplace and business culture in Taiwan and even in the broader Chinese-speaking world.</p>			
課程大綱 (Syllabus)			
<p>Course keywords: 商用華語, Business Chinese, Business Mandarin, Resume, Receipt</p> <p>●● 重要提醒：</p> <p>1. 課程會接觸到很多正式的說法，建議至少修完「中級華語二」再選課。The course will involve many formal expressions, so it is recommended to complete "Intermediate Chinese II" before enrolling.</p> <p>2. 想「加簽」(Extra selection)的學生，開學的第一和第二週必須來上課，並且請在上課前先寫信給老師。這兩週沒來上課也沒寫信給老師，不接受加簽申請。</p>			

Students who want to request "extra selection" (加簽) must attend the first and second weeks of class and email the teacher before the class starts. If you do not attend these two weeks and do not email the teacher, extra selection requests will not be accepted.

- 課程說明(Course Description)

1.本課程教授外籍學生學習職場或商業往來等特定情境下使用的中文，學習的內容從如何找工作、面試，到應聘及上班時內部開會與出差等。

1.This course teaches foreign students Chinese for specific situations in the workplace or business interactions. The content covers everything from how to find a job, and interview, to applying for a job, attending internal meetings, and business trips.

2.目的是讓學生藉由語言學習，不只建立在特定情境中以中文應對的能力，也了解台灣及華人圈職場與商場的文化。

2.The goal is to enable students, through language learning, not only to develop the ability to respond in Chinese in specific situations but also to understand the workplace and business culture in Taiwan and the Chinese-speaking world.

3.教學進度為預計每兩週教授一課。

3.The teaching schedule is planned to cover one lesson every two weeks.

4.每一課有對話也有閱讀材料，預計接觸到的文本類型包含：徵才資訊、履歷、錄取通知信、公告、會議通知、發票與收據以及出差行程表。

4.Each lesson includes dialogues as well as reading materials. The types of texts expected to be covered include: job advertisements, resumes, job offer letters, announcements, meeting notices, invoices and receipts, and business trip itineraries.

- 指定用書(Textbooks)

清華大學華語中心編《商用華語》第一到第七課

Situated-based Business Chinese, Wunan Publishing. Lesson 1-7

ISBN: 9789577631008

* 自己準備課本 Prepare Your Own Textbook

- 教學方式(Teaching Method)

老師講授 Teacher Lectures、師生互動 Teacher-Student Interaction、小組討論 Group Discussions、活動練習 Activity Practice、任務型教學 Task-Based Teaching

- 教學進度(Syllabus)

教學進度可能因實際上課情況而有所調整。

The teaching schedule may be adjusted according to the actual progress of the class.

W1-W2 第一課：找工作 Job Hunting

W3-W4 第二課：面試 Job Interview

W5-W6 第三課：應聘 Job Offer

W7-W8 第四課：辦公環境 Office Environment

W9 期中報告/期中考 Midterm Exam

W10-W11 第五課：參加會議 Attending a Meeting

W12-W13 第六課：商務表單 Business Sheets

W14-W15 第七課：商務出差 Taking a Business Trip

W16 期末考試 Final Exam

● 成績考核(Evaluation)100%

課堂表現&參與 Performance & Engagement during the class : 20 %

* 情境活動表演 (包含延伸活動) Scenario Activity Performance (including extended activities)、
課文內容提問 Text content questions、課堂討論 Classroom discussion。

*請注意你的發音和聲調，如果錯太多，也會扣分。Please pay attention to your pronunciation and tone, if you make too many mistakes, you will also lose points.

課堂預習小考 Quizzes for preview : 40%

* 聽寫單字和句子 Dictation of words and sentences、回答問題 (課文對話、閱讀材料) answering questions (text dialogue, reading materials)。(每次上課都有預習考試 There is a preview exam for every class)

*如果遲到，寫不完，自行負責。If you are late and fail to finish writing, you are responsible for it.

作業 Assignments : 10%

期中報告/期中考 Midterm (presentation) : 10%

期末考 Final Exam (written test)，考試範圍是第一課到第七課 The examination range is from Lesson 1 to Lesson 7 : 20%

其他注意事項 Other notes :

1.只要是老師指定的功課，都不接受遲交。功課遲交就是 0 分。只要晚一分鐘都是遲交。

If the Assignments is assigned by the teacher, late submissions will not be accepted. Assignments submitted late will result in 0 points. The assignment is considered late if it's even just one minute past the deadline.

2.上課時間如果有睡覺、和同學聊天、吃東西等，影響老師和同學上課的行為，每一次扣學期總成績五分，若嚴重影響上課，會通報學校。

If you sleep, chat with classmates, eat, etc. during class time, which affects the teacher and classmates in class, five points will be deducted from the **total semester grade each time**. If it seriously affects class, the school will be notified.

3.請假規定：請於上課前一天寫電子郵件(中文)跟老師請假，最晚在上課前一天晚上九點前寫電子郵件給老師，不接受其他請假方式。除非有非常臨時的事情以外。

Rules for requesting leave: Please write an email (Chinese) to the teacher to ask for leave the day before class. Please write an email to the teacher before 9 pm on the day before class at the latest. Other methods of requesting leave are not accepted. Unless there is something very temporary.

4.上課請說中文，如果你一直說中文以外的語言，學期總成績會扣三分。每說一次，扣三分。

Please speak Chinese in class. If you keep speaking a language other than Chinese, three points will be deducted from your **total semester grade**. Each time you say it, three points will be deducted.

5.上課請準時到教室，遲到兩次，就扣學期總成績 1 分，除非有特殊的事情。

Please arrive at the classroom on time. Being late twice will result in a deduction of 1 point from the **total semester grade**, unless there are special circumstances.

6.上課時間不可以使用手機(手機需調靜音)、IPAD 等相關電子產品。沒有老師同意使用手機或平板，第一次口頭警告，第二次開始扣學期總成績兩分(累計)。

During class time, the use of mobile phones (which must be set to silent), iPads, and other related electronic devices is not allowed. Without the teacher's permission, the first offense will result in a verbal warning, and from the second offense onwards, 2 points will be deducted from the **total semester grade** (cumulative).

7.不管什麼樣到考試，只要作弊，成績都為 0 分，並且向學校報告作弊事件。

No matter what kind of exam you take, as long as you cheat, your score will be 0 points, and the cheating incident will be reported to the school.

8.修讀本課程之學生於選課時視為同意所有老師的課堂規定。

Students enrolled in this course are considered to have agreed to all the classroom regulations set by the teacher at the time of course selection.

● AI 使用規定：

本課程無涉及 AI 使用。