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國立高雄科技大學
NATIONAL KAOHSIUNG
UNIVERSITY OF SCIENCE
AND TECHNOLOGY

授課大綱 Syllabus

部別：日間部四技

112學年度第2學期

列印日期：2024/03/08

中文課程名稱：商務英語簡報	英文課程名稱：Business Presentation in English	授課教師：許正義
開課班級：應英系三甲	學分：3.0	授課時數：3.0
合班班級：日二技應英三戊, 應英系三乙, 日二技應日三丙		實習時數：0.0

1. 中文教學目標(Chinese Teaching objectives)			
By taking this course, students will 1) improve oral communication skills in business presentation, 2) increase self-confidence and ability to express themselves in a variety of business situations, and 3) develop language sensitivity in cross-cultural business communication.			
2. 英文教學目標(English Teaching objectives)			
By taking this course, students will 1) improve oral communication skills in business presentation, 2) increase self-confidence and ability to express themselves in a variety of business situations, and 3) develop language sensitivity in cross-cultural business communication.			
3. 中文教學綱要(Chinese CourseDescription)			
By taking this course, students will 1) improve oral communication skills in business presentation, 2) increase self-confidence and ability to express themselves in a variety of business situations, and 3) develop language sensitivity in cross-cultural business communication.			
4. 英文教學綱要(English CourseDescription)			
By taking this course, students will 1) improve oral communication skills in business presentation, 2) increase self-confidence and ability to express themselves in a variety of business situations, and 3) develop language sensitivity in cross-cultural business communication.			
5. 中文核心能力			
核心能力名稱(中)	核心能力名稱(英)	核心能力百分比	備註
語言學、外語教學能力			提供學生構成語言能力的理論基礎，增強學生英語文之應用能力，培育兼具理論知識與實務基礎的英語教學師資，畢業後可任教於公私立中小學、英語補習班、或其他外語教學機構。
英語聽講能力			培養中高級英語聽力、口說能力，藉由連續性及完整性之教學設計，讓學生具備國際化與全球化市場所需的語文競爭能力。
商用溝通、電腦應用能力			培養學生商用溝通、運用電腦網路的能力，運用商用書寫、口語溝通及多媒體軟體的能力，幫助學生在職場上更具競爭力。
英文閱讀寫作能力			培養中高級英文閱讀、寫作能力，藉由連續性及完整性之教學設計，讓學生具備吸收國際化與全球化市場多元資訊的閱讀、書寫溝通能力。
跨文化、文學分析能力			培養學生對世界文化的異同深入了解、對各種文類的分析，深入了解歐美文化的背景，以增

進學生跨文化溝通的能力，增進學生的國際化程度。

訓練學生之翻譯實務能力，並培養學生具有國際視野、跨文化認知、與廣泛背景知識，以助學生在職場能勝任隨行口譯或商務口譯等傳譯工作、翻譯各類型文件。

口筆譯能力

無英文核心能力資料。

7. 教科書

中文書名：The instructor's self-prepared handouts. 英文書名：

中文作者： 英文作者：

1 中文出版社： 英文出版社：

出版日期：年 月 備註：

8. 參考書

中文書名：Optional: Sweney, S. (2004). (2nd.) Communicating in business. Cambridge University Press: UK. Dignen, B. (2011). Communicating across cultures. Cambridge University Press: UK. Powell, M. (2012). International negotiations. Cambridge University Press: UK. 英文書名：

1 中文作者： 英文作者：

中文出版社： 英文出版社：

出版日期：年 月 備註：

9. 教學進度表

週次或項目 Week or Items	中文授課內容 Chinese Course Content	英文授課內容 English Course Content	分配節次 Assigned Classes	備註 Note
1	W1-Introduction and Overview	W1-Introduction and Overview	3	
2	W2-228 Memorial Day	W2-228 Memorial Day	3	
3	(1) Resume Final Draft Due and Review	(1) Resume Final Draft Due and Review	3	
4	(2) Voice File Due and (3) Mock Group Interview (dress up!)	(2) Voice File Due and (3) Mock Group Interview (dress up!)	3	
5	Prep for Elevator Pitch	Prep for Elevator Pitch	3	
6	(4) Elevator Pitch	(4) Elevator Pitch	3	
7	SPRING BREAK	SPRING BREAK	3	
8	Prep for Individual Presentation	Prep for Individual Presentation	3	

9	(5) Individual Presentation (green products)	(5) Individual Presentation (green products)	3
10	W10-Decathlon-Mock Interview with Ms Annie Chang	W10-Decathlon-Mock Interview with Ms Annie Chang	3
11	PBL-1 led by Tim (Group Impromptu Presentation)	PBL-1 led by Tim (Group Impromptu Presentation)	3
12	PBL-2 led by Ms Annie Chang	PBL-2 led by Ms Annie Chang	3
13	PBL-3 led by Wendy Chen, personnel specialist, Hwa-nan Bank	PBL-3 led by Wendy Chen, personnel specialist, Hwa-nan Bank	3
14	PBL-4 led by Wendy Chen	PBL-4 led by Wendy Chen	3
15	PBL-5 led by Wayne Lee, purchasing manager, Bosch	PBL-5 led by Wayne Lee, purchasing manager, Bosch	3
16	PBL-6 led by Wayne Lee	PBL-6 led by Wayne Lee	3
17	PBL Final Group Presentation Contest (joined by Annie Chang, Wendy Chen)	PBL Final Group Presentation Contest (joined by Annie Chang, Wendy Chen)	3
18	Course reflection (in-class)	Course reflection (in-class)	3

10. 中文成績評定(Chinese Evaluation method)

1. 每週出席 = 30% (一週缺席扣總分2分) 2. 個人作業((1). 履歷設計撰寫、(2). 兩分鐘自我介紹錄音、(3). 新鮮人集團面試模擬、(4). 電梯演說、(5). 八分鐘產品創意簡報、(6). 期中企業主徵才面試) = 30% (每項5分) 3. 小組作業((7). 問題導向個案分析小組簡報、(8)期末問題導向小組即席簡報) = 40%

11. 英文成績評定(English Evaluation method)

1. Weekly participation = 30% (1-week absence = 2 points of total) 2. Individual in-class assignments = 30% (each = 5%) ==>resume, 2-min self-introduction audio clip, mock group interview, elevator pitch, 8-min individual presentation, mock interview with the industry specialist 3. Group assignments = 40% ==>PBL case study X 5 = 25% ==>PBL Final Group Presentation Contest = 15%

12. 中文課堂要求(Chinese Classroom requirements)

Don't miss any class. Be prepared to participate actively.

13. 英文課堂要求(English Classroom requirements)

Don't miss any class. Be prepared to participate actively.

14. 本課程與SDGs相關項目(This course is relevant to these of SDGs as following_)

「遵守智慧財產權」；「不得非法影印」！