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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：日間部碩士

112學年度第2學期

列印日期：2024/03/04

中文課程名稱：商用英語溝通技巧	英文課程名稱：Communication of Commercial Used English	授課教師：林黃淑化
開課班級：智慧商務碩士二甲	學分：3.0	授課時數：3.0
合班班級：智慧商務碩士一甲		實習時數：0.0

1. 中文教學目標(Chinese Teaching objectives)

本課程擬提供學生初級英文，聽、說、之訓練。學生修畢本級數課程後，應能達成1500~2000 之字彙能力，並能簡單對話。進而閱讀初級英文文章，及聽懂切身相關領域中所使用之英文訊息；學生應亦能使用初級英文的英文句子及口語表達。This course is designed for all-levels students to build up their skills in English, through a wide range of topics and activities. The vocabulary ability is aimed at 1500-2000 words. Students are expected to acquire functional reading and oral expression competency through the course.

2. 英文教學目標(English Teaching objectives)

本課程擬提供學生初級英文，聽、說、之訓練。學生修畢本級數課程後，應能達成1500~2000 之字彙能力，並能簡單對話。進而閱讀初級英文文章，及聽懂切身相關領域中所使用之英文訊息；學生應亦能使用初級英文的英文句子及口語表達。This course is designed for all-levels students to build up their skills in English, through a wide range of topics and activities. The vocabulary ability is aimed at 1500-2000 words. Students are expected to acquire functional reading and oral expression competency through the course.

3. 中文教學綱要(Chinese CourseDescription)

如何在溝通場合選用最恰當的主題，表答適當的用語，單字量的展現與正確文法之使用，以英語達到百分之百之對話。Communicating with interlocutor by using appropriate words and sentences to demonstrate one's oral abilities in English. Enhance learner's communication skills in an excellent dialogue.

4. 英文教學綱要(English CourseDescription)

如何在溝通場合選用最恰當的主題，表答適當的用語，單字量的展現與正確文法之使用，以英語達到百分之百之對話。Communicating with interlocutor by using appropriate words and sentences to demonstrate one's oral abilities in English. Enhance learner's communication skills in an excellent dialogue.

5. 中文核心能力

核心能力名稱	核心能力百分比
1 管理基礎能力	20%
2 管理決策能力	20%
3 組織管理能力	20%
4 院共同基礎能力	20%

6. 英文核心能力

核心能力名稱	核心能力百分比
1 Basic management skills	20%
2 Decision making skill	20%

3	Organizational management skill	20%
4	Core competence in college of management	20%

7. 教科書

中文書名：Listening PRO2 2nd Edition 英文書名：Listening PRO2 2nd Edition

中文作者：Joseph Schier 英文作者：Joseph Schier

1 中文出版社：National Geographic Learning 英文出版社：National Geographic Learning

出版日期：年 月 備註：

8. 參考書

中文書名：新制多益 NEW TOEIC 單字大全：2018起多益更新單字資訊完全掌握！（附13小時8種版本MP3） 英文書名：新制多益 NEW TOEIC 單字大全：2018起多益更新單字資訊完全掌握！（附13小時8種版本MP3）

中文作者：David Cho 英文作者：David Cho

1 中文出版社：國際學村 英文出版社：國際學村

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	Introducing of semester schedule	Introducing of semester schedule		
2	7 Who's calling, please? A: Business Introductions Reasons for Calling B: Vocabulary: Words related to Customers Sales Calls C: Call Centers Activity: Making cold calls	7 Who's calling, please? A: Business Introductions Reasons for Calling B: Vocabulary: Words related to Customers Sales Calls C: Call Centers Activity: Making cold calls		
3	7 Who's calling, please? A: Business Introductions Reasons for Calling B: Vocabulary: Words related to Customers Sales Calls C: Call Centers Activity: Making cold calls	7 Who's calling, please? A: Business Introductions Reasons for Calling B: Vocabulary: Words related to Customers Sales Calls C: Call Centers Activity: Making cold calls		
4	8. Welcome to our booth! A: Booths Trade Shows B: Vocabulary: Words related to business	8. Welcome to our booth! A: Booths Trade Shows B: Vocabulary: Words related to business		

	events Product Demonstrations C: Customer Surveys Activity: Completing a questionnaire	events Product Demonstrations C: Customer Surveys Activity: Completing a questionnaire
5	8. Welcome to our booth! A: Booths Trade Shows B: Vocabulary: Words related to business events Product Demonstrations C: Customer Surveys Activity: Completing a questionnaire	8. Welcome to our booth! A: Booths Trade Shows B: Vocabulary: Words related to business events Product Demonstrations C: Customer Surveys Activity: Completing a questionnaire
6	9. Let's celebrate! A: Event Planning Milestones B: Vocabulary: Words related to business celebrations C: Dress Codes Activity: Judging one's looks	9. Let's celebrate! A: Event Planning Milestones B: Vocabulary: Words related to business celebrations C: Dress Codes Activity: Judging one's looks
7	9. Let's celebrate! A: Event Planning Milestones B: Vocabulary: Words related to business celebrations C: Dress Codes Activity: Judging one's looks	9. Let's celebrate! A: Event Planning Milestones B: Vocabulary: Words related to business celebrations C: Dress Codes Activity: Judging one's looks
8	9. Let's celebrate! A: Event Planning Milestones B: Vocabulary: Words related to business celebrations C: Dress Codes Activity: Judging one's looks	9. Let's celebrate! A: Event Planning Milestones B: Vocabulary: Words related to business celebrations C: Dress Codes Activity: Judging one's looks
9	Mid-term	Mid-term

10. Is this for sale or for rent?
 A:
 Landlord and Home Repairs
 Home Types and Ideal Locations
 B:
 Vocabulary: Words related to housing issues
 Buying and Selling Homes
 C:
 Dealing with Realtors Activity:
 Closing a deal

10. Is this for sale or for rent?
 A:
 Landlord and Home Repairs
 Home Types and Ideal Locations
 B:
 Vocabulary: Words related to housing issues
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 Dealing with Realtors Activity:
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10. Is this for sale or for rent?
 A:
 Landlord and Home Repairs
 Home Types and Ideal Locations
 B:
 Vocabulary: Words related to housing issues
 Buying and Selling Homes
 C:
 Dealing with Realtors Activity:
 Closing a deal

11. Stay tuned!
 A:
 Television Shows
 Radio Shows
 B:
 Vocabulary: Words related to TV programs
 Movies
 C:
 Show Hosts
 Activity:
 Making a presentation

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 11. Stay tuned!
 A:
 Television Shows
 Radio Shows
 B:
 Vocabulary: Words
 related to TV programs
 Movies
 C:
 Show Hosts
 Activity:
 Making a presentation

15
 11. Stay tuned!
 A:
 Television Shows
 Radio Shows
 B:
 Vocabulary: Words
 related to TV programs
 Movies
 C:
 Show Hosts
 Activity:
 Making a presentation

16
 12. Tech-savvy or tech-ignorant?
 A:
 Electronic Objects
 Mechanical Objects
 B:
 Vocabulary: Words
 related to technology
 Scientific Discoveries
 C:
 Historical Technologies
 Activity:
 Debating which is better

17
 12. Tech-savvy or tech-ignorant?
 A:
 Electronic Objects
 Mechanical Objects
 B:
 Vocabulary: Words
 related to technology
 Scientific Discoveries
 C:
 Historical Technologies
 Activity:
 Debating which is better

18 Final Final

10. 中文成績評定(Chinese Evaluation method)

Attendance 30% Midterm 30% Final 40%

11. 英文成績評定(English Evaluation method)

Attendance 30% Midterm 30% Final 40%

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

認真. 好學. 想學會口語並增加英語字彙, 進而能閱讀簡單文章. 願意嘗試開口說英語運用於日常生活. Motivation required. Enhancing Oral skill as well as reading an article easily in daily life. Students need to be interested in English.

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

認真. 好學. 想學會口語並增加英語字彙, 進而能閱讀簡單文章. 願意嘗試開口說英語運用於日常生活. Motivation required. Enhancing Oral skill as well as reading an article easily in daily life. Students need to be interested in English.

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」！