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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：會議與談判英語	英文課程名稱：Meetings and Negotiations in English	授課教師：廖惠娟
開課班級：應英系四甲	學分：3.0	授課時數：3.0
合班班級：日二技應英四戊, 應英系四乙, 應英系四丙		實習時數：0.0

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

This course aims to equip students with communication, negotiation, and meeting skills they need at work.

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

This course aims to equip students with communication, negotiation, and meeting skills they need at work.

**3. 中文教學綱要(Chinese CourseDescription)**

Through listening practice, pair work, group discussion, games, and various types of interactive activities, students acquire and sharpen their business communication, negotiation, and meeting skills.

**4. 英文教學綱要(English CourseDescription)**

Through listening practice, pair work, group discussion, games, and various types of interactive activities, students acquire and sharpen their business communication, negotiation, and meeting skills.

**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：自編教材 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： 英文書名：Teacher-made handouts

中文作者： 英文作者：course instructor

1 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	Course overview	Course overview	3	
2	Negotiation: Overview & primary stages	Negotiation: Overview & primary stages	3	Matching games & board game
3	Rapport-building with negotiation counterparts	Rapport-building with negotiation counterparts	3	Role-play game
4	Leading a meeting	Leading a meeting	3	Simulated meetings
5	Tips for effective opening proposals in negotiations (I)	Tips for effective opening proposals in negotiations (I)	3	Video 04-1 & 04-2
6	Tips for effective opening proposals in negotiations (II)	Tips for effective opening proposals in negotiations (II)	3	Video 04-2 & 04-3 Body-language poker game
7	---	---	3	National holiday
8	Questioning techniques	Questioning techniques	3	Interactive activities & board game
9	Midterm assessment	Midterm assessment	3	
10	Negotiation skills (I)	Negotiations skills (I)	3	Interactive activities / board game
11	Negotiations skills (II)	Negotiations skills (II)	3	Interactive activities

12	Persuasive skills (I)	Persuasive skills (I)	3	Test our persuasive IQ
13	Persuasive skills (II)	Persuasive skills (II)	3	Board game
14	Dealing with negotiation breakdowns (I)	Dealing with negotiation breakdowns (I)	3	
15	Dealing with negotiation breakdowns (II)	Dealing with negotiation breakdowns (II)	3	Interactive activities
16	Negotiating a contract	Negotiating a contract	3	Interactive activities
17	Final assessment	Final assessment	3	
18	---	---	3	National holiday

#### 10. 中文成績評定(Chinese Evaluation method)

Attendance, participation, assignments 50%; midterm 15%; portfolio & final assessment 35% \*\*Subject to change according to course activity adjustments to maximize learning effects.

#### 11. 英文成績評定(English Evaluation method)

Attendance, participation, assignments 50%; midterm 15%; portfolio & final assessment 35% \*\*Subject to change according to course activity adjustments to maximize learning effects.

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

1. Participate in class activities actively. 2. Submit assignments on time. 3. Use original instead of pirated textbook.

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

1. Participate in class activities actively. 2. Submit assignments on time. 3. Use original instead of pirated textbook.

#### 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」！