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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：王怡人
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)

In this course, students will: 1. Have deeper understanding of business-related topics. 2. Develop business communication and language skills at work. 3. Learn about different topics, sectors, or industries in business 4. Practice different forms of communication in business 5. Apply language skills in business contexts 6. Develop integrated English skills and strategies in business English communication

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

In this course, students will: 1. Have deeper understanding of business-related topics. 2. Develop business communication and language skills at work. 3. Learn about different topics, sectors, or industries in business 4. Practice different forms of communication in business 5. Apply language skills in business contexts 6. Develop integrated English skills and strategies in business English communication

3. 中文教學綱要(Chinese CourseDescription)

This course aims to develop students the communication skills needed in various business contexts. It will equip students with the English language skills typically required within a business environment. This course will provide different scenarios and thus create a situational learning environment in class. Students will learn business vocabulary and expressions in both spoken and written business communication including networking, telephoning, negotiations, presentations, writing emails, meetings, reading business texts, and listening. Through various activities such as lecturing, individual practice, pair/group work, in-class discussion, in-class activities, online interactive learning, and mock business interview/meeting, students will practice and integrate listening, speaking, reading, and writing skills in business situations. Students will learn how to compose sentences in different business situations, write business messages, demonstrate appropriate manner in business meetings, discern the sophistication of different business cultures, convince business partners with good attitude, make persuasive presentations, etc. This course will prepare students to be successful communicators in their future workplace and career.

4. 英文教學綱要(English CourseDescription)

This course aims to develop students the communication skills needed in various business contexts. It will equip students with the English language skills typically required within a business environment. This course will provide different scenarios and thus create a situational learning environment in class. Students will learn business vocabulary and expressions in both spoken and written business communication including networking, telephoning, negotiations, presentations, writing emails, meetings, reading business texts, and listening. Through various activities such as lecturing, individual practice, pair/group work, in-class discussion, in-class activities, online interactive learning, and mock business interview/meeting, students will practice and integrate listening, speaking, reading, and writing skills in business situations. Students will learn how to compose sentences in different business situations, write business messages, demonstrate appropriate manner in business meetings, discern the sophistication of different business cultures, convince business partners with good attitude, make persuasive presentations, etc. This course will prepare students to be successful communicators in their future workplace and career.

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。
口筆譯能力			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。

無英文核心能力資料。

7. 教科書

中文書名：English for Business communication Book2 英文書名：English for Business communication Book2

中文作者：Michelle Witte 英文作者：Michelle Witte

1 中文出版社：Cosmos Culture Ltd 英文出版社：Cosmos Culture Ltd

出版日期：年 月 備註：

8. 參考書

中文書名：PPT slides / Handouts 英文書名：PPT slides / Handouts

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：

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
Week 1	Introduction Syllabus Running a meeting -The opening of a meeting	Introduction Syllabus Running a meeting -The opening of a meeting		

Week 2	Running a meeting -Progressing and controlling a meeting -Asking for opinions	Running a meeting -Progressing and controlling a meeting -Asking for opinions
Week 3	Running a meeting -Interruptions -Asking questions	Running a meeting -Interruptions -Asking questions
Week 4	Running a meeting -Making decisions and closing a meeting	Running a meeting -Making decisions and closing a meeting
Week 5	Activity 1: Lead a business meeting.	Activity 1: Lead a business meeting.
Week 6	Negotiation and persuasion -making preparations -opening and agreeing on the agenda	Negotiation and persuasion -making preparations -opening and agreeing on the agenda
Week 7	Negotiation and persuasion - stating your purpose and position - making and responding to proposals	Negotiation and persuasion - stating your purpose and position - making and responding to proposals
Week 8	Negotiation and persuasion - Bargaining - dealing with sticking points and conflict	Negotiation and persuasion - Bargaining - dealing with sticking points and conflict
Week 9	Negotiation and persuasion - closing a negotiation	Negotiation and persuasion - closing a negotiation
Week 10	Activity 2: Negotiation and persuasion	Activity 2: Negotiation and persuasion
Week 11	Sales and Promoting -talking about market and company strategies for a product -proposing and discussing a strategy for advertising	Sales and Promoting -talking about market and company strategies for a product -proposing and discussing a strategy for advertising
Week 12	Sales and Promoting -planning a promotional campaign -describing and recommending services to customers	Sales and Promoting -planning a promotional campaign -describing and recommending services to customers Sales and Promoting

		-persuading your customer	
Week 13	Sales and Promoting -persuading your customer Communicating and problem-solving at work - discussing a mistake made at work	Sales and Promoting -persuading your customer Communicating and problem-solving at work - discussing a mistake made at work	
Week 14	Communicating and problem-solving at work - discussing issues or problems with your work - making complaints or criticisms	Communicating and problem-solving at work - discussing issues or problems with your work - making complaints or criticisms	
Week 15	Communicating and problem-solving at work - making requests or suggestions - dealing with complaints from customers	Communicating and problem-solving at work - making requests or suggestions - dealing with complaints from customers	
Week 16	English for job hunting - Reading want Ads - CV or resume Activity 4: resume	English for job hunting - Reading want Ads - CV or resume Activity 4: resume	Activity 3: video (about communicating and problem-solving at work)
Week 17	English for job hunting - write a cover letter - interview and follow-up	English for job hunting - write a cover letter - interview and follow-up	
Week 18	Activity 4: Exam (online test)	Activity 4: Exam (online test)	

10. 中文成績評定(Chinese Evaluation method)

Attendance & Participation 20% Activity 1 15% (role play) Activity 2 20% (role play) Activity 3 20% (video) Activity 4 5+15% (CV and exam)

11. 英文成績評定(English Evaluation method)

Attendance & Participation 20% Activity 1 15% (role play) Activity 2 20% (role play) Activity 3 20% (video) Activity 4 5+15% (CV and exam)

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

Attendance is mandatory. This course is a workshop class that includes in-class discussion, peer work, and conferences. Therefore, students should not be late and should not miss classes. Any class work missed as a result of tardiness or absence is the student's responsibility to make up. Each absence above the allowed number (two) will result in a 3-point deduction from a student's final grade if that student remains in the course. If you have a legitimate conflict or an extreme emergency, discuss it with your instructor.

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

Attendance is mandatory. This course is a workshop class that includes in-class discussion, peer work, and conferences. Therefore, students should not be late and should not miss classes. Any class work missed as a result of tardiness or absence is the student's responsibility to make up. Each absence above the allowed number (two) will result in a 3-point deduction from a student's final grade if that

student remains in the course. If you have a legitimate conflict or an extreme emergency, discuss it with your instructor.

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」！