國立台灣科技大學 114學年 第2學期　課程大綱

Spring 2026 NTUST Course Outline

授課教師：陳淑嬌

Instructor:Su-chiao Chen

課程名稱：職場英文

Course Title：Career English

2026/11/3

課程代號： FE1591703 Course Code 學分數： 2 Credits	必選修：選修/半學年 Required/Electve:Elective/Half Yr. 先修課程： Prerequisites
節次教室： Time/Location	R8(IB-409-2) R9(IB-409-2)
專業核心能力： Core Professional Competencies	
課程網址： Course Website	
課程宗旨： Course Objectives	This syllabus is designed for students with a TOEIC proficiency level between 500 and 550. The course aims to enhance ESL (English as a second language) learners' communication skills for workplace and business-related contexts. It includes workplace scenarios and introduces patterns of language use, functions, and structures commonly found in professional settings. Additionally, the course covers cultural differences across various workplaces. The aim is to highlight key points that will help students use English effectively and behave appropriately in workplace contexts.
課程大綱： Outline of Lectures	2/26 Week 1 Introduction - Course overview, Ice-breaking, and understanding the importance of English proficiency in workplace. 3/05 Week 2 Making introductions & social networking skills (small talks, big talks & workplace etiquette) 3/12 Week 3 Running meetings (moderators) 3/19 Week 4 ----- Continued ------ 3/26 Week 5 Presentation (Substitute Teacher) 4/02 Week 6 ----- Continued ------- 4/09 Week 7 Negotiations 4/16 Week 8 ----- Continued ------- 4/23 Week 9 Mid-term role-playing (professional use of language through role play) 4/30 Week 10 Interviews 5/07 Week 11 Mock interviews 5/14 Week 12 CV writing 5/21 Week 13 Cover-letters writing 5/28 Week 14 Sit-in paper-and-pencil exam 6/04 Week 15 Students' final oral presentation 6/11 Week 16 Students' final oral presentation --- *** This syllabus is subject to change in case of whatever contingency ***
授課方式： Method of Instruction	講授 Lecture：40% 分組討論 Group discussion：20% 案例研討 Case study：20% 操做練習 Practical exercises：20%

	講授 Lecture：1. PBL teaching approach: The problem-based learning (PBL)approach is adopted for most of the course. 2. Participation: Participation is mandatory. Students must keep up with the reading materials and actively engage in class discussions. 3. Final Project and Role Play: Students are required to complete a project and perform a role play as part of their final grade. 4. Homework: Homework will be assigned occasionally.%
教科書： Textbooks	1. Handouts (to be made available either before or during class) 2. Books (recommended) i. Tomalin, Barry (2012). English for Key Business Skills. London: HarperCollins Publishers. ii.Vaughan, Andrew & Dorothy E. Zemach (2013). Get Ready for International Business. Macmillan. iii. https://www.indeed.com/career-advice (Career Guide)
參考書目： References	i. Tomalin, Barry (2012). English for Key Business Skills. London: HarperCollins Publishers. ii.Vaughan, Andrew & Dorothy E. Zemach (2013). Get Ready for International Business. Macmillan. iii. https://www.indeed.com/career-advice (Career Guide)
修課須知： Notice	NO.
評量方式： Grading	1. Class attendance and contribution 20% 2. Assignments, Group discussion, & quizzes 30% 3. Mid-term Exam (Role playing) 20% 4. Final project presentation + Final exam 30%
備註說明： Notes	No prerequisite requirement is required.