# 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：MARLENA LEE PADGETT

Instructor:MARLENA LEE PADGETT

課程名稱：進階職場英文

Course Title：Advanced English for the Workplace

2026/11/4

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| 課程代號： FE1592701<br>Course Code<br>學分數： 2<br>Credits | 必選修：選修/半學年<br>Required/Electve:Elective/Half Yr.<br>先修課程：<br>Prerequisites |
| 節次教室： F6(T4-402) F7(T4-402)<br>Time/Location | |
| 專業核心能力：<br>Core Professional Competencies | 1. 專業英語(ESP/EAP)運用、溝通能力<br>2. 批判性思考及問題解決能力<br>3. 溝通、協調、合作的能力<br>4. 多元文化及跨文化溝通能力 |
| 課程網址：<br>Course Website | https://moodle2.ntust.edu.tw/course/view.php?id=19565 |
| 課程宗旨：<br>Course Objectives | This advanced course develops high-level English communication skills for professional advancement and competitive workplace contexts. Students refine their ability to articulate qualifications with precision, respond effectively in formal interview settings, and produce targeted professional documents aligned with organizational expectations. Emphasis is placed on strategic self-presentation, advanced language control, and clear professional judgment in both spoken and written English. Through structured practice and applied workplace tasks, students strengthen their readiness for high-stakes professional communication environments. |
| 課程大綱：<br>Outline of Lectures | |

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| | Week 1 (Feb 27): University Holiday - No Class<br>Week 2 (Mar 6): Course introduction and overview of professional communication<br>Week 3 (Mar 13): Professional tone, clarity, and workplace communication standards<br>Week 4 (Mar 20): Organizing professional information and introducing oneself effectively<br>Week 5 (Mar 27): Developing and refining professional CVs in English<br>Week 6 (Apr 3): University Holiday - No Class<br>Week 7 (Apr 10): Interview practice and speaking with clarity under pressure<br>Week 8 (Apr 17): Review and preparation for midterm meeting assessment<br>Week 9 (Apr 24): Midterm Assessment - Professional Interview and Written Summary<br>Week 10 (May 1): University Holiday - No Class<br>Week 11 (May 8): Analyzing job descriptions and aligning qualifications strategically<br>Week 12 (May 15): Writing effective cover letters for targeted positions<br>Week 13 (May 22): Refining interview responses and professional self-presentation<br>Week 14 (May 29): Mock interview practice and application refinement<br>Week 15 (Jun 5): Final Project - Professional Positioning Project (Job Application Package and Mock Interview)<br>Week 16 (Jun 12): Course reflection and review<br><br>Note: Classes do not meet on university-designated holidays. Course pacing may be adjusted accordingly. |
| 授課方式：<br>Method of Instruction | 講授 Lecture：15%<br>分組討論 Group discussion：35%<br>案例研討 Case study：25%<br>操做練習 Practical exercises：25%<br>講授 Lecture：n/a% |
| 教科書：<br>Textbooks | No required textbook. |
| 參考書目：<br>References | All course materials will be on Moodle. Students must bring a printed or digital copy of the materials to every class. |
| 修課須知：<br>Notice | Attendance & Participation:<br><br>This course is built on applied practice and interactive business communication tasks. Weekly Applied Communication Activities (40%) are completed during scheduled class time. If a student is absent, the associated activity may not be fully recoverable. Regular attendance and preparation are therefore essential for success in the course.<br><br>Students experiencing illness or emergencies should contact the instructor before class to discuss options. |
| 評量方式：<br>Grading | Weekly Applied Communication Activities - 40%<br>Midterm Assessment - 30%<br>Final Presentation - 30% |
| 備註說明：<br>Notes | This course is conducted primarily in English and is designed for students with advanced English proficiency. Because the course is activity-based, regular attendance is expected. Assessment is based on demonstrated English communication skills using rubric-based evaluation. |