

2017 Summer 暑期外語進修班

課程名稱：職場英文

課程說明：本課程針對初級至中級英文程度學習者，培養其職場英文的聽、說能力為主，針對各種職場情境，以聽力訓練理解，再學習聽到的重點句型，最後以引導式對話模式進行會話練習。

時間：每週二 13:00-15:00

日期：6/29 – 8/8 (7/20 停課乙次)

課綱：(暫定)

課次	日期	主 題
1	6/29	Course introduction & orientation / About you and your job
2	7/4	Your business activities
3	7/6	Location and layout of your company
4	7/11	Meeting and welcoming/The first two minutes
5	7/13	Setting up a meeting & confirming arrangements
6	7/18	Changing plans & dealing with the unexpected
7	7/25	Explaining and apologizing
8	7/27	Making contact by phone/Email and telephone problems
9	8/1	Dealing with incoming calls & taking and leaving messages
10	8/3	Arriving and meeting contacts/Gifts and saying thank you
11	8/8	Partings and thanks/Returning home

教材：教師自編