

106 學年第 2 學期 推廣教育多益寫作口說寫作 課程綱要

課程名稱：(中文) 多益英文口說寫作

(英文) TOEIC Speaking & Writing

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修課條件：一般社會大眾，想要提升在現職或未來工作職場以英文口說寫作表達能力的學員們。此課程特別強調實作，需具一定程度英文聽力及閱讀能力，欲修習本課程的學員程度建議如下：

- 達到歐洲語言能力分級 CEFR B1-B2 程度者
- 英語程度曾取得全民英檢 GEPT 中級初試(含)以上者
- 英語程度曾取得多益測驗 TOEIC Listening & Reading 550 分(含)以上者
- 英語程度曾取得雅思 IELTS 4 分(含)以上者

課程概述與目標：

Course description: This course

- helps students to increase speaking and writing skills needed in the present or future workplace.
- guides students to adapt their style of communication to fit different business and social situations.
- helps students get their message across effectively in all business and social situations.

Goals:

1. Speaking: After completing the course, students are expected to
 - generate language intelligible to native and proficient nonnative English speakers,
 - select appropriate language to carry out routine social and occupational interactions,
 - create connected, sustained discourse appropriate to the typical workplace.
2. Writing: After completing the course, students are expected to
 - produce well-formed sentences,
 - produce multi-sentence-length text to convey straightforward information, questions, instructions, and narrative,
 - produce multi-paragraph-length text to express complex ideas, using, as appropriate, reason, evidence, and extended explanations.

Reference: ETS (2007). *Prope!™ 1 Workshop for the TOEIC® Speaking and Writing Tests*. Educational Testing Service, U.S.

教科書：N/A (All teaching materials are self-made PPT slides and worksheets)

評量項目：

1. Participation 20%
2. Midterm exam: 30%
3. Final exam: 30%
4. Quizzes: 20%

每週預定進度表

Week	Date	Content
1	3/19	Course Introduction and placement test
2	3/26	TOEIC Speaking Type 1: Read a Text Aloud TOEIC Speaking Type 2: Describe a picture
3	4/2	TOEIC Speaking Type 3: Respond to questions
4	4/9	TOEIC Speaking Type 4: Respond to questions with information provided
5	4/16	TOEIC Speaking Type 5: Propose a solution
6	4/23	Midterm
7	4/30	TOEIC Speaking Type 6: Express an opinion
8	5/7	TOEIC Writing Type 1: Write a sentence based on a picture
9	5/14	TOEIC Writing Type 2: Respond to a written request I
10	5/21	TOEIC Writing Type 2: Respond to a written request II
11	5/28	TOEIC Writing Type 3: Write an opinion essay
12	6/4	Final Exam