

101-1 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	職場英語A	Serial No. / ID	0020 / CDC1888
Dept.	共同教學中心	School System / Class	大學日間部1年4班
Lecturer	蘇育琪	Full or Part-time	專任
Required / Credit	Optinal / 2	Graduate Class	NO
Time / Place	(五)34 / J318	Language	Chinese

Introduction

1. Help students sharpen essential skills for job success and professional development.
2. Introduce students to a variety of business and workplace situations.
3. Expose students to English being used in a range of different business contexts.

Outline

1. Negotiating your salary and company benefits
2. Documents and Equipment
3. Company organization
4. Days off and overtime
5. Preparing for a meeting
6. Business travel
7. Making a presentation
8. Dining with clients
9. Performance

Prerequisite

Intermediate English reading, writing, listening and speaking skills.