

101-2 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	職場英語A	Serial No. / ID	0023 / 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
<ol style="list-style-type: none">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
<ol style="list-style-type: none">1. Negotiating your salary and company benefits2. Documents and Equipment3. Company organization4. Days off and overtime5. Preparing for a meeting6. Business travel7. Making a presentation8. Dining with clients9. Performance

Prerequisite
Intermediate English reading, writing, listening and speaking skills.