

# 102-1 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	職場英語A	Serial No. / ID	2208 / 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 / J319	Language	Chinese

Introduction
<ol style="list-style-type: none"><li>1. Help students sharpen essential skills for job success and professional development.</li><li>2. Introduce students to a variety of business and workplace situations.</li><li>3. Expose students to English being used in a range of different business contexts.</li></ol>

Outline
<ol style="list-style-type: none"><li>1. Negotiating your salary and company benefits</li><li>2. Documents and Equipment</li><li>3. Company organization</li><li>4. Days off and overtime</li><li>5. Preparing for a meeting</li><li>6. Business travel</li><li>7. Making a presentation</li><li>8. Dining with clients</li><li>9. Performance</li></ol>

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