

102-1 Preliminary Syllabus, Da-Yeh Univ

| Information | | | |
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| Title | 英語會話(三) | Serial No. / ID | 2317 / ELF2043 |
| Dept. | 英美語文學系 | School System / Class | 大學日間部2年2班 |
| Lecturer | 倪淑芳 | Full or Part-time | 專任 |
| Required / Credit | Required / 2 | Graduate Class | No |
| Time / Place | (五)34 / J216 | Language | English |

| Introduction |
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| <p>This is a two-semester course. In the first semester, an introductory program on how to present effectively in the public is emphasized. Presentation skills and other visual aids about self-introduction, informal interview, formal interview and reporting will be introduced. The students will be asked to participate in various activities to correct their pronunciation in the class.</p> |

| Outline | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <table border="1"> <thead> <tr> <th>Week</th> <th>Content</th> </tr> </thead> <tbody> <tr><td>1</td><td>No class</td></tr> <tr><td>2</td><td>Some important notes when speaking in the public</td></tr> <tr><td>3</td><td>Self-introduction I</td></tr> <tr><td>4</td><td>Self-introduction II</td></tr> <tr><td>5</td><td>Self-introduction III</td></tr> <tr><td>6</td><td>Self-introduction IV</td></tr> <tr><td>7</td><td>informal Interviewing I</td></tr> <tr><td>8</td><td>informal Interviewing II</td></tr> <tr><td>9</td><td>informal Interviewing III</td></tr> <tr><td>10</td><td>informal Interviewing IV</td></tr> <tr><td>11</td><td>formal Interviewing I</td></tr> <tr><td>12</td><td>formal Interviewing II</td></tr> <tr><td>13</td><td>formal Interviewing III</td></tr> <tr><td>14</td><td>formal Interviewing IV</td></tr> <tr><td>15</td><td>Reporting I</td></tr> <tr><td>16</td><td>Reporting II</td></tr> <tr><td>17</td><td>Reporting III</td></tr> <tr><td>18</td><td>Reporting IV</td></tr> </tbody> </table> | Week | Content | 1 | No class | 2 | Some important notes when speaking in the public | 3 | Self-introduction I | 4 | Self-introduction II | 5 | Self-introduction III | 6 | Self-introduction IV | 7 | informal Interviewing I | 8 | informal Interviewing II | 9 | informal Interviewing III | 10 | informal Interviewing IV | 11 | formal Interviewing I | 12 | formal Interviewing II | 13 | formal Interviewing III | 14 | formal Interviewing IV | 15 | Reporting I | 16 | Reporting II | 17 | Reporting III | 18 | Reporting IV |
| Week | Content | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | No class | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Some important notes when speaking in the public | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Self-introduction I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Self-introduction II | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Self-introduction III | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Self-introduction IV | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | informal Interviewing I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | informal Interviewing II | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | informal Interviewing III | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | informal Interviewing IV | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | formal Interviewing I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | formal Interviewing II | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | formal Interviewing III | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | formal Interviewing IV | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | Reporting I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | Reporting II | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | Reporting III | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | Reporting IV | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Prerequisite |
|---------------|
| Basic English |