

97-1 大葉大學 完整版課綱 - 上課進度

上課進度		分配時數(%)				
週次	教學內容	講授	示範	習作	實驗	其他
1	Interduction, Unit 1: Let's get started.	20	10	50		20
2	Unit 1: Let's get started: Listening / Meet people for the first time / Talk about what you do / Open a meeting	20	10	50		20
3	Unit 2: Make contact: Listening / Get through to the right person / Take or leave a message / Check information	20	10	50		20
4	Unit 3: Receive visitors: Greet visitors / Make polite offers and requests / Make small talk	20	10	50		20
5	Writing 1: Messages and notes: Write a telephone message / Write a note	20	10	50		20
6	Unit 3: Greet visitors / Make polite offers and requests / Make small talk	20	10	50		20
7	Unit 6: Participate in meetings: Give your opinion / Ask for opinions / Agree and disagree	20	10	50		20
8	Midterm Exam	20	10	50		20
9	Writing 2: Emails : Request information / Reply to a request	20	10	50		20
10	Unit 7: Make appointments by phone: Say dates and times / Make an appointment / Change an appointment	20	10	50		20
11	Unit 9: Make suggestions: Make suggestions / Respond to suggestions / Make a choice	20	10	50		20
12	Writing 3: Memos: Structure a memo / Explain a procedure	20	10	50		20
13	Unit 10: Present information: Check visual aids / Talk about trends / Describe graphs	20	10	50		20
14	Unit 10: Present information: Check visual aids / Talk about trends / Describe graphs	20	10	50		20
15	Unit 12: Deal with problems: Explain a problem / Discuss options / Deal with a problem	20	10	50		20
16	Writing 4: Letters: Make a complaint / Respond to a complaint	20	10	50		20
17	Unit 13: Run a meeting: Manage time / Keep to the point / Close the meeting	20	10	50		20
18	Unit 13: Run a meeting: Manage time	20	10	50		20

