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真理大學

課程大綱

部別：大學進修學士班

一〇二學年度第二學期

列印日期：2014/01/07

科目名稱：英語溝通技巧 開課班級：進學英文四A

學分：2.00 授課時數：2

授課教師：施琳達

科目英文名稱：English Communication Skills

教學目標(中文)

Communication Skills introduces students to the non-verbal and verbal uses of communication with examples from the digitalized world and emphasis on the differences of intercultural communication. Students will learn vocabulary terms and criteria of effective communication so they can evaluate their own communication styles and adopt clear methods for improvement. Secondly, this course allows students to practice speech communication in both informal and formal assignments such as short duet or small group class talks and fully prepared midterm and final speeches, respectively. Students will learn the fundamentals of public speaking including speaker credibility, ethics, and audience analysis. Finally, students will be encouraged to think about the usefulness of mastering effective communication skills to their personal development as students and success as future professionals in today's workplace

教學目標(英文)

成績評定

Oral activities & written assignments 50%
Midterm Speech 25%
Final Speech 25%

授課方式

☐口頭講授 ☐分組討論 ☐媒體教學 ☐上機實習
☐其他(請詳述於後) all of the above and formal speeches

教科書

【遵守智慧財產觀念，不得非法影印】

序1

教科書書名：no textbook, online resources

作者：書局/出版社：

參考書

【遵守智慧財產觀念，不得非法影印】

序1

參考書：Projects in Speech Communicati

作者：Perfection Learning 出版社：online resources

教學進度表

序	週次	內容	備註
1	1	Introduction to the origin of different languages	
2	2	Uniqueness and power of human communication	
3	3	Introduction Self-Evaluation communication profile	
4	4	Methods to Improve Foreign language learning and communication skills	
5	5	Individual Voice and diction coaching	
6	6	Introduction to 3-part speech structure	
7	7	Tips to overcome anxiety speech	

8	8	Impromptu speaking practice-games	
9	9	Speech	1 - Midterm presentation
10	10	Introduction to visual literacy; Marshall McLuhan	
11	11	POP culture' s message in Taiwan	
12	12	Speech	2 topic from mass media
13	13	Organizing a 10-minute power point presentation	
14	14	Communication for different careers	
15	15	Speech	3 - Career Model Speech
16	16	Research tips for informative supporting materials	
17	17	Effective use of humor in formal presentations	
18	18	Speech	4 Final Presentation (10 minutes with ppt)

本課程能達成學系或通識之教育目標			
序	教育目標		
1	English language proficiency; Improved organization and logic skills; Appreciation for the power of persuasion; Improved self-confidence		

學生基本素養(核心能力)			
序	基本素養(核心能力)		權重
1	Core abilities consistent with the Department of English Core abilities		

教師基本資料				
E-mail	教學網站	電話(公)	辦公室時間	地點
au4456@mail.au.edu.tw	244, Room 6	2621-2121, Ext 2102		

備註	