



文藻外語大學 115 學年度第 1 學期 教學綱要
Wenzao Ursuline University of Languages
Syllabus for the 1st Semester of the 2026 Academic Year
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壹、課程基本資料

課程名稱 Course Title	日常與職場英文(一) ENGLISH FOR LIFE AND CAREER (1)			
課程類別(學制) School System	進修部四技 Four-Year College of Division of Continuing Education			
開課單位 Academic Unit	英國語文系			
授課教師 Instructor	葉瑪雅		職稱 Academic Rank	講師
師生互動 Data of Instructor	辦公室 Office		辦公室電話 Office Phone Number	
	電子信箱 E-mail	100827@gap.wzu.edu.tw		
	約談時間 Office Hours	Appointment via e-mail		
學分 Credits	2學分	選課別 Category	[]必修 Required Course [√]選修 Elective Course	
開課類別 Course Length	[]學年課 Year-long course(2 semesters) [√]學期課 semester course(1 semester)		開課年級Year Taught: 1年級 授課班級Class Taught: 進四技英文一年級	
課程內容概要 Course Content Syn opsis	■課程內容概要：本課程旨在加強學生英語能力讓學生習慣使用日常英文。教師透過各式教學活動，引導學生以適切的方式進行日常溝通以習得用英語自我表達的能力。教學內容為英語檢定教材，幫助學生提升英文能力，增進個人與職涯發展的優勢。 This course aims to enhance students' English skills to familiarize themselves with everyday English. Through various teaching methods, instructors help students conduct daily communication in English to acquire the ability of self-expression in English. Teaching materials come from test banks of English language proficiency so as to increase their English proficiency for gaining more advantages for self-and career-development. ■主要授課語言： 英語(English)			
課程學習目標 Course Learning Goals	修習完此課程後，學生將： (1)能使用流利的英文，以適切的方式，進行日常溝通， (2)能精準地分析語句，掌握意義， (3)能掌握語檢要義，提升職場競爭力。 At the end of the semester, students are able to: (1) use English fluently and properly in daily communication, (2)analyze sentences accurately and grasp their meanings precisely, and (3)get familiar with language tests to enhance workplace competitiveness.			
系培育目標與核心能力以及學習目標Development Goals, Skill Indicator, & Learning Objectives	系培育目標 Development Goal	核心能力指標 編碼 Skill Indicator Code	核心能力 Skill Indicator	學習目標 Learning Objective
	一、培養聽、說、讀、寫之中高級英語能力。	1-4-2	加強學生寫作技巧及校訂能力，能撰寫五段之文章。	

	其他(Others)	
學生先備知能 Prerequisite Knowledge Skills	Basic English grammar English vocabulary	
教學學理基礎 Theoretical Foundation of Instruction	Teaching English as a foreign language	
授課資訊 Instructional Information	■課程類型(Top Down)	
	一般課程Regular course	
	■教學平台	
	實體教學(一般 18 週)Face-to-Face Instruction - Standard 18 Weeks	
	■主要教學策略	
	講授Lecture 實作Hands-on 自主學習Learning autonomy 分組討論Group discussion 問題導向Problem-based 影片欣賞Video appreciation	
評量 Student Assessment	■評量方式與評分比例分配 Evaluation Criteria	
	Daily participation: 50% (including quizzes, attendance, class participation, and assignments) Midterm exam: 25% Final exam: 25%	
	■課堂要求 Course Requirements & Policies	
	1. Students should follow the academic requirements and attendance policies of the first three years of junior college at Wenzao. 2. 期中/期末考試須依「文藻外語大學考試規則」規定辦理，不得請事假，因病無法應試者，應由本人或代理人於考試當日以電話、通訊軟體或電子郵件通知任課老師。 All examinations must adhere to the Wenzao Ursuline University of Languages Examination Regulations. Personal leave during examinations is not permitted. In the event of a medical emergency that prevents a student from taking an exam, the student or their representative must notify the course teacher on the same day via phone, messaging app, or email. 3. For more detailed rules and regulations, please refer to the pdf file provided by the instructor. 4. The syllabus is subject to change upon announcements in class.	
教材 Learning Materials	「請學生務必使用正版教科書」Please respect copyright and use original textbooks.	
	■教科書 Textbooks	
	尚未輸入	
	■參考書目或網址 References or Websites	
	1、書名： https://elearning.wzu.edu.tw/	
教學用軟體 Software	付費軟體Commercial software Microsoft Office OthersGoogle Classroom	
補充資料 Additional Remark	本科目無相關下載檔案。	

貳、課程內容與進度(Course Content and Schedule)

週次 Week	上課日期 Date	單元名稱 Units	授課方式 Instructional Approaches	作業、報告、考試或其它 Assignments, Tests and Others	備註 Remarks
1	115/09/06 ~ 115/09/12	Getting to Know You	Pair introductions; class survey; self-introduction	Introductions, personal information, greetings, small talk	9/07 (Mon.) Opening Ceremony Classes start at 1:10 pm.
2	115/09/13 ~ 115/09/19	Daily Life & Routines			

週次 Week	上課日期 Date	單元名稱 Units	授課方式 Instructional Approaches	作業、報告、考試或其它 Assignments, Tests and Others	備註 Remarks
3	115/09/20 ~ 115/09/26	Making Plans & Arrangements			9/25 (Fri.) Moon Festival
4	115/09/27 ~ 115/10/03	Shopping & Services			9/28 (Mon.) Teachers' Day
5	115/10/04 ~ 115/10/10	Travel & Directions			10/09 (Fri.) Make-up holiday for National Day 10/10 (Sat.) National Day
6	115/10/11 ~ 115/10/17	Health & Everyday Problems			
7	115/10/18 ~ 115/10/24	Workplace Introductions & Small Talk			
8	115/10/25 ~ 115/10/31	Workplace Communication Basics			10/25 (Sun.) TW Retrocession & Battle of Gungingto Victory Day 10/26 (Mon.) Make-up holiday for TW Retrocession & the Victory in the Battle of Gungingto
9	115/11/01 ~ 115/11/07	MIDTERM EXAM			
10	115/11/08 ~ 115/11/14	Telephone & Online Communication			
11	115/11/15 ~ 115/11/21	Workplace Emails & Messages			
12	115/11/22 ~ 115/11/28	Meetings & Discussions			
13	115/11/29 ~ 115/12/05	Giving Instructions & Explaining Processes			12/05 (Sat.) 1. School Sports Day 2. Wenzao School Fair
14	115/12/06 ~ 115/12/12	Customer Service & Handling Problems			12/07 (Mon.) Compensatory Holiday for School Sports Day and Wenzao School Fair
15	115/12/13 ~ 115/12/19	Job Applications & Interviews			
16	115/12/20 ~ 115/12/26	Workplace Presentations			12/24 (Thu.) 1. Make-up holiday for the CSEPT on May 16, 2027, and BESTEP in May. 2. Christmas Eve Mass 12/25 (Fri.) 1. Constitution Day 2. Christmas Day Mass
17	115/12/27 ~ 116/01/02	Integrated Workplace English Review			1/1 (Fri.) New Year's Day
18	116/01/03 ~ 116/01/09	FINAL EXAM			