

實用的英文寫作與簡報技巧

Practical English Writing and Communication Skills

開課日期：自 102 年 03 月 11 日

開課時間：星期一上課（下午 14:00-17:00）

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Course Description:

This intensive summer training course will prepare students to complete presentation projects in English for their academic and future professional requirements. Emphasis will be placed on training students to prepare, to write, and to conduct oral presentations and business communication. There will be class discussions, oral pronunciation training activities, and special writing workshops for students in each lecture.

Teaching Objectives:

- 1) Enhance students' English communication skills (both oral and listening)
- 2) Strengthen students' English writing ability
- 3) Improve students' English pronunciation
- 4) Train students to do oral presentations
- 5) Prepare students to understand the ethics and globalism in the workplace

Reading Materials:

A Course Pack designed by Professor Haga.

Weekly Schedule:

Lecture 1 (3/11) ***Ethics and Globalism in the Workplace***

- 1) Knowing the important of culture and ethics on the job
- 2) Oral Workshop #1: Basic English Pronunciation Rules
- 3) [Listening Comprehension #1](#)
- 4) Presentation Training 1: Introducing Yourself in English

Lecture 2 (3/18) ***Purpose and Audience***

- 1) Determining the Purpose and your Audience
- 2) Oral Workshop #2: Stressing Important Words and Syllables, Phrasing, Linking
- 3) [Listening Comprehension #2](#)
- 4) Presentation Training 2: Declaring Your Work/Study Purpose in English

Lecture 3 (3/25) ***Style in Writing***

- 1) Writing in the appropriate style
- 2) Oral Workshop #3: Falling Intonation, Rising Intonation, Voice Quality
- 3) [Listening Comprehension #3](#)
- 4) Presentation Training 3: Telling Jokes in English

4/1 Holiday – no class

Lecture 4 (4/8) *How to summarize*

- 1) How to summarize?
- 2) Oral Workshop #4: Compound Verb Stress, Mixed Intonation and Connectors
- 3) [Listening Comprehension #4](#)
- 4) Special Writing Workshop 1

Lecture 5 (4/15) *Letters, Memos, and Electronic Communication*

- 1) Guidelines for Correspondence
- 2) Oral Workshop #5: Comment Tags, Question Tags, Low-Rising Intonation
- 3) [Listening Comprehension #5](#)
- 4) Special Reading Workshop

Lecture 6 (4/22) *How to Prepare for Oral Presentation*

- 1) Conduct Effective Oral Presentation
- 2) Oral Workshop #6: Checking, Correcting and Using Extra Stress, Vocal Range
- 3) [Listening Comprehension #6](#)
- 4) Presentation Training 4: Learn from Steve Jobs

Lecture 7 (4/29) *How to use Graphics and Figures in Oral Presentation*

- 1) How to use Graphics and Figures Effectively
- 2) Oral Workshop #7: How to read numbers and time
- 3) [Listening Comprehension #7](#)
- 4) Presentation Training 5: How to sell your ideas

Lecture 8 (5/6) *The Job Search*

- 1) How to conduct job search and prepare for job interviews
- 2) Oral Workshop #8: Rules for “the,” Series Intonation, Rate of Oral Reading (Speech)
- 3) [Listening Comprehension #8](#)
- 4) Special Writing Workshop 2

5/13 No class

Lecture 9 (5/20) *Collaboration and Writing*

- 1) Collaboration and Teamwork
- 2) Oral Workshop #9: More Practice with L and R, Final-ED, Final Consonant Clusters, Final-S, More Final Consonant Clusters
- 3) [Listening Comprehension #9](#)
- 4) Special Writing Workshop 3

Lecture 10 (5/27) *How to give a Successful Oral Presentation*

- 1) Important tips for giving a successful presentation
- 2) Presentation Training Workshop 6: Giving a short formal presentation
- 3) Comments on students progress and performance