

## 7-1 進階英語簡報教學大綱

科目名稱(Course)：(中文) 進階英語簡報		
(英文) Advanced English Presentation Skills		
科目代碼：	<input checked="" type="checkbox"/> 大學部課程 <input type="checkbox"/> 研究所課程	講授－實習－學分：2-0-2
教學目標(Objective)：		
<ol style="list-style-type: none"><li>1. The course is for students with at least a level of CEF B1 (equivalent to 550 points on the TOEIC test).</li><li>2. The objective of this course is to give students the knowledge and skills necessary for them to give effective presentations at home and abroad in English.</li><li>3. This objective will be accomplished by having students develop the sensitivity and specific skills necessary for effective presentations. Sensitivity refers to adapting the right style of communication to compliment a specific context, e.g., the topic, the objective, and the audience. Specific skills entail English language competence, selecting the best content, choosing the right objective, getting the process right, and adapting language to the listener.</li><li>4. The implementation of sensitivity and the aforesaid specific skills will afford the presenter the ability to communicate clearly and achieve the right impact. These are the ultimate goals of an effective, advanced presentation.</li></ol>		
教學內容綱要 Course outline and content：		
<p>Advanced English Presentation Skills is a course for potential professionals and business people who are or will be required to give presentations in English as part of their work. The course is made up of a number of modules that will cover the following elements of effective presentations: planning, structuring, starting, engaging international audiences, developing a range of styles, non-verbal communication, multimedia visuals, closing, dealing with questions, and advice for key presentation contexts.</p> <p>The content of this course is broken down into a series of ten modules from <i>Fifty Ways to Improve Your Presentation Skills in English...without too much effort!</i> by Bob Dignen and will be covered during an eighteen-week semester. Module One: It's All about Planning deals with TIPS – a new approach to international presentations, deciding on your target, selecting the right information, organizing the process, and knowing your communication style. Module Two focuses on structuring your presentation. Module Three deals with the opening of your presentation. Module Four is a discussion of how to engage your international audience. Module Five helps students to develop a range of styles for different types of presentations. Module Six explains non-verbal communication and its consequences. Module Seven is about the use, interpretation, and explanation of visual aids. Module Eight helps the student to develop the techniques for effectively dealing with audience questions. Module Nine offers advice on how to best handle key presentation contexts. And, finally, Module Ten lists specific presentation language for use during each separate phase of the presentation.</p>		
系所主管簽章：	年 月 日	學年度第 次系所務會議通過。

## 7-2 進階英語簡報課程規劃

### Advanced English Presentation Skills Course Description

<p>課程綱要 Course Outline</p>	<p>Advanced English Presentation Skills is a course for potential professionals and business people who are or will be required to give presentations in English as part of their work. The course is made up of a number of modules that will cover the following elements of effective presentations: planning, structuring, starting, engaging international audiences, developing a range of styles, non-verbal communication, multimedia visuals, closing, dealing with questions, and advice for key presentation contexts.</p>	
<p>教學目標 Objectives</p>	<ol style="list-style-type: none"> <li>1. The objective of this course is to give students the knowledge and skills necessary for them to give effective presentations at home and abroad in English.</li> <li>2. This objective will be accomplished by having students develop the sensitivity and specific skills necessary for effective presentations. Sensitivity refers to adapting the right style of communication to compliment a specific context, e.g., the topic, the objective, and the audience. Specific skills entail English language competence, selecting the best content, choosing the right objective, getting the process right, and adapting language to the listener.</li> <li>3. The implementation of sensitivity and the aforesaid specific skills will afford the presenter the ability to communicate clearly and achieve the right impact. These are the ultimate goals of an effective presentation.</li> </ol>	
<p>字彙量 Vocabulary Requirement</p>	<p>3500 words based on the “occupational” domain of CEFR framework</p>	
<p>修課規定 Course Criteria</p>	<p>學分 Credit(s)</p>	<p>2</p>
	<p>管考指標 Evaluation</p>	<ol style="list-style-type: none"> <li>1. Quizzes over lecture content 20%</li> <li>2. Practice Presentations 20%</li> <li>3. Attendance and participation 30%</li> <li>4. Final Presentations 30%</li> </ol>
	<p>學習目標 Learning Content</p>	<p>The content of this course is broken down into a series of ten modules from <i>Fifty Ways to Improve Your Presentation Skills in English...without too much effort!</i> by Bob Dignen and will be covered during an eighteen-week semester. Module One: It’s All about Planning deals with TIPS – a new approach to international presentations, deciding on your target, selecting the right information, organizing the process, and knowing your communication style. Module Two focuses on structuring your presentation. Module Three deals with the opening of your presentation. Model Four is a discussion of how to engage your international audience. Module Five helps students to develop a range of styles for different types of presentations. Module Six explains non-verbal communication and its consequences. Module Seven is about the use, interpretation, and explanation of visual aids. Module Eight helps the student to develop the techniques for effectively dealing with audience questions. Module Nine offers advice on how to best handle key presentation contexts. And, finally, Module Ten lists specific presentation</p>

		language for use during each separate phase of the presentation.		
溝通技能 Communication Skill	聽 Listening	說 Speaking	讀 Reading	寫 Writing
能力敘述 Description	I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.	<p><u>Spoken Interaction</u> I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).</p> <p><u>Spoken Production</u> I can deliver effective presentations in English with confidence. I can use connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.</p>	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can write effective presentations based on the accepted structure and organization. I can write simple connected text on topics which are familiar or of personal interest. I can write person letters describing experiences and impressions.
建立教材 Material(s)	1. <i>Fifty Ways to Improve Your Presentation Skills in English...without too much effort!</i> by Bob Dignen , Bookman Books, 2007.			
可擔任之職務 Jobs that the students who have completed the course can apply for	The course is designed to improve the English presentation skills of any professional or businessperson who is required to present information as part of their professional life. Among these types of occupations are: sales, marketing, law, design, engineering, communications, advertising, business management, architecture, education, etc.			