English Presentation Skills for Designers
Course Description

課程綱要 Course Outline	English Presentation Skills for Designers is a course for design students who will be required, in their professional life, to give frequent presentations in English. The course will cover presenting techniques, the composition, structure, and effective delivery of a presentation, and the vocabulary and useful expressions for English presentations. Among the other issues addressed are body language, visuals, and interaction with the audience.
教學目標 Objectives	1. The course is for students with at least a level of CEF B1 (equivalent to 550 points on the TOEIC test). 2. The objective of this course is to teach design students the essential skills necessary for them to give effective presentations for design projects in English. In order to accomplish this, they will learn to organize their thought process, to understand the accepted structure of an effective presentation, and how to deal with questions at the conclusion. 3. Another important objective is that students should gain the necessary confidence required for them to use English in this capacity. 4. Among some of the vital skills they will cultivate are vocal and non-verbal delivery, the use of visuals, and survival techniques, e.g., coping with the anxiety of public speaking. 5. Ultimately, students should be able to take these skills with them into the sphere of the professional designer and be better equipped to compete in the evolving economy of the twenty-first century.
字彙量 Vocabulary Requirement	3500 words based on the "occupational" domain of CEFR framework

修課規定 Course Criteria	學分 Credit(s)	2
	管考指標 Evaluation	1. Midterm and final examinations 40% 2. Quizzes over lecture content 10% 3. Presentations 30% 4. Attendance and participation 20%
	學習目標 Learning Content	The content of the course is broken down into six units from *English for Presentations* by Marion Grussendorf and will be covered during an eighteen-week semester. Unit One: Let's Get Started deals with the topics of welcoming your audience, introducing yourself, and dealing with nervousness. Unit Two: Today's Topic Is … introduces the subject of body language and affords tips for presenting to an English-speaking audience. Unit Three: My Next Slide Shows … provides information about presentation tools, using approximate numbers, creating effective visuals, and presenting visuals effectively. Unit Four: As You Can See from This Graph … covers the types of visuals, describing graphs and charts, interpreting visuals, and offers tips for describing trends. Unit Five: To Sum up … discusses how to conclude your presentation and strategies for a good conclusion. Unit Six: Any Questions? concludes the material with tips on how to handle question and answer sessions.

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.	<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). <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.	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. *English for Presentations* by Marion Grussendorf, Oxford University Press, 2010.			
可擔任之職務 Jobs that the students who have completed the course can apply for	Students who intend to pursue a career in business and especially design will benefit from this course.			