

課程名稱	英文會議技巧(上、下學期皆開設)		任課教師	施恩惠
學分	2		預定開班數	2
課程開設日期	105年8月1日至106年7月31日		預定修課人數	35
一、課程目標	<p>本課程旨在使學生熟悉歐美開會文化以及建立學生以英文制定必要的開會技巧與策略的基本能力：包括如何訂立會前規則、設立開會目標、製作會議議程表、安排會議流程、擔任不同在會議中的角色等等。</p> <p>在課程當中不定時舉行大量模擬會議以及個人專業報告等演練的機會使學生能有效地將所學運用於學術會議以及將來的工作職場。此外，課堂中也提供與醫學相關的重要議題與文章鼓勵學生以英文報告與討論相關議題並舉辦小型辯論，一方面增廣學生世界觀，另一方面也使學生能運用英文於表達專業的相關知識，促使其在口語表達上更加熟練，也能與世界接軌。</p>			
二、課程主軸結構	介紹會議形式、常用字彙、常見規定、英美國家開會文化，以及大量提供實務演練、角色扮演、情境模擬與案例探討訓練。課程架構以提昇學生參與英文會議時必備之語言表達、知識、技巧及自信為目標。			
三、共同課綱之教學內容與進度	週次	課程內容	指定閱讀	
	1	Introduction Why Meeting?		
	2	<b>Meetings: The Game</b> (Listening practice: Types of Meeting, in <i>Meeting in English</i> , pp. 6-9)	<i>Effective Meeting</i> : pp. 2-4	
	3	<b>Meetings: The Game</b> Meetings: The Players (Assigning the roles in meeting) (Group Presentation and Mini-debate on Euthanasia)	<i>Effective Meeting</i> : pp. 5-6	
	4	<b>Meetings: Rules of the Game</b> <u>Before the Meeting</u> : Making a Meeting Objective and Meeting Agenda, and Ground Rules (Listening practice: Planning Meetings, in <i>Meeting in English</i> , pp. 26-29)	<i>Effective Meeting</i> : pp 40-49; 66-69	
	5	<b>Meetings: Rules of the Game</b> <u>Before the Meeting</u> : Making a Meeting Objective and Meeting Agenda, and Ground Rules	<i>Effective Meeting</i> : pp. 72-90	
	6	<b>Meetings: Rules of the Game</b> <u>Before the Meeting</u> : Making a Meeting Objective and Meeting Agenda, and Ground Rules	<i>Effective Meeting</i> : pp. 72-90	

	(Group Presentation and Mini-debate on Animal Tests)	
7	<b>Starting and Managing a Meeting</b> <u>During the Meeting</u> : Opening a Meeting, Self-Introduction, and Moving through the Agenda, and Summarizing the Discussion (Listening Practice: Opening a Meeting, in <i>Meeting in English</i> , pp. 34-37)	<i>Effective Meeting</i> : pp. 92-93, 104-107, 132-135,
8	<b>Starting and Managing a Meeting</b> <u>During the Meeting</u> : Opening a Meeting, Self-Introduction, and Moving through the Agenda, and Summarizing the Discussion (Group Presentation and Mini-debate on Abortion)	<i>Effective Meeting</i> : pp. 142-47, 153-155, 182-193, 211-218
9	<b>Starting and Managing a Meeting</b> <u>During the Meeting</u> : Opening a Meeting, Self-Introduction, and Moving through the Agenda, and Summarizing the Discussion (Listening Practice Moving through the Agenda and Summarizing the Discussion, Meeting in English, pp. 42-45)	<i>Effective Meeting</i> : pp. 240-259
10	<b>Ending a Meeting</b> <u>After the Meeting</u> : Writing the Meeting Minutes, and Follow-up Emails (Listening Practice: Writing the Minutes, in Meeting in English, pp. 78-81)	<i>Effective Meeting</i> : pp. 269-276
11	<b>Ending a Meeting</b> <u>After the Meeting</u> : Writing the Meeting Minutes, and Follow-up Emails (Group Presentation and Mini-debate on Illegalization of Drug Use?)	<i>Effective Meeting</i> : pp. 269-276
12	<b>How to Hold a Teleconference?</b>	
14	<b>How to give a good presentation?</b> (Steve Job's product launch presentation as an example)	<i>Presentation Skills and Language</i> : selected pages
15	Individual oral presentation	
16	Individual oral presentation	
17	Mock Meeting (video)	
18	Mock Meeting	