



□自編講義 ■使用教科書：Intelligent Business (Elementary)

課程大綱及進度

週次	時數	課程進度 / 內容
1	1.5	Introduction to course; Unit 15—Discussing future possibilities & trends; making predictions; Reading graphs, tables & charts with statistical data
2	1.5	Unit 15—Changes in the job market; Investing in new products or services to reflect trends and changes in market
3	1.5	Unit 1—Meeting new business partners; Introducing yourself & others in formal, business settings
4	1.5	Unit 1—Discussing countries & nationalities; talking about your job (e.g., job title, duties & responsibilities, company, department/section)
5	1.5	Unit 2—Talking about urgency; persuading people to do things; discussing company departments & their responsibilities
6	1.5	Unit 2—Getting things done on time & in a timely manner; discussing time and adverbs of frequency
7	1.5	Unit 3— Preparing a short introduction; developing supporting points; making a conclusion
8	1.5	Unit 3— Public speaking skills; verbal & nonverbal communication; giving a short presentation
9	1.5	Unit 4— Setting goals and objectives; Opening a meeting; evaluating performance
10	1.5	Unit 4—Office supplies & equipment; describing locations & prepositions of place (indoors)
11	1.5	Unit 4—Giving & following instructions; outdoor locations; asking for & giving directions (outdoors)
12	1.5	Final presentations
13	1.5	
14	1.5	
15	1.5	
16	1.5	