Tamkang University Academic Year 102, 2nd Semester Course Syllabus

Course Title	ENGLISH FOR INTERNATIONAL CONFERENCES AND MEETINGS	Instructor	YA-CHIEN HUANG
Course Class	TPAXB1A DEPARTMENT OF ENGLISH LANGUAGE AND CULTURE, 1A	Details	◆ Selective ◆ One Semester ◆ 2 Credits

Departmental Aim of Education
To Develop Students' Abilities of English Language and Communication.

Departmental core competences

A. To Have the Ability of Communicating in English.

B. To Have the Ability of Applying Practical English.

C. To Have the Ability of Solving Questions.

D. To Have the Ability of Analyzing Data.

E. To Have the Ability of Understanding Culture.

F. To Have the Ability of Teamwork.

Course Introduction	This course aims to familiarize students with activities and English expressions relating to international conferences and meetings. Students will develop competency for different roles in conferences and meetings.

The Relevance among Teaching Objectives, Objective Levels and Departmental core competences

I.Objective Levels (select applicable ones) :
 (i) Cognitive Domain : C1-Remembering,   C2-Understanding, C3-Applying,
                         C4-Analyzing,   C5-Evaluating,   C6-Creating
 (ii) Psychomotor Domain : P1-Imitation,   P2-Mechanism,   P3-Independent Operation,
                         P4-Linked Operation, P5-Automation, P6-Origination
 (iii) Affective Domain : A1-Receiving,   A2-Responding,   A3-Valuing,
                         A4-Organizing,   A5-Charaterizing, A6-Implementing

II.The Relevance among Teaching Objectives, Objective Levels and Departmental core competences :
 (i) Determine the objective level(s) in any one of the three learning domains (cognitive,
     psychomotor, and affective) corresponding to the teaching objective. Each objective should
     correspond to the objective level(s) of ONLY ONE of the three domains.
 (ii) If more than one objective levels are applicable for each learning domain, select the
     highest one only. (For example, if the objective levels for Cognitive Domain include
     C3,C5,and C6, select C6 only and fill it in the boxes below. The same rule applies to
     Psychomotor Domain and Affective Domain.)
 (iii) Determine the Departmental core competences that correspond to each teaching objective.
     Each objective may correspond to one or more Departmental core competences at a time.
     (For example, if one objective corresponds to three Departmental core competences: A,AD,
     and BEF, list all of the three in the box.)

| No. | Teaching Objectives | Relevance | |
		Objective Levels	Departmental core competences
1	students can conduct a formal meeting in English	P3	AB
2	Improve students' presentation skills	P3	ABF
3	Equip students with skills for different roles in international conferences	C2	EF

Teaching Objectives, Teaching Methods and Assessment

No.	Teaching Objectives	Teaching Methods	Assessment
1	students can conduct a formal meeting in English	Lecture, Discussion, Simulation	Written test, Practicum, Participation
2	Improve students' presentation skills	Lecture, Discussion, Simulation	Written test, Participation
3	Equip students with skills for different roles in international conferences	Lecture, Discussion	Written test, Report, Participation

This course has been designed to cultivate the following essential qualities in TKU students	
Essential Qualities of TKU Students	Description
◆ A global perspective	Helping students develop a broader perspective from which to understand international affairs and global development.
◇ Information literacy	Becoming adept at using information technology and learning the proper way to process information.
◇ A vision for the future	Understanding self-growth, social change, and technological development so as to gain the skills necessary to bring about one's future vision.
◇ Moral integrity	Learning how to interact with others, practicing empathy and caring for others, and constructing moral principles with which to solve ethical problems.
◆ Independent thinking	Encouraging students to keenly observe and seek out the source of their problems, and to think logically and critically.
◇ A cheerful attitude and healthy lifestyle	Raising an awareness of the fine balance between one's body and soul and the environment; helping students live a meaningful life.
◇ A spirit of teamwork and dedication	Improving one's ability to communicate and cooperate so as to integrate resources, collaborate with others, and solve problems.
◇ A sense of aesthetic appreciation	Equipping students with the ability to sense and appreciate aesthetic beauty, to express themselves clearly, and to enjoy the creative process.

Course Schedule

Week	Date	Subject/Topics	Note
1	103/02/17 ~ 103/02/23	introduction	
2	103/02/24 ~ 103/03/02	English for meetings	
3	103/03/03 ~ 103/03/09	English for meetings	
4	103/03/10 ~ 103/03/16	English for meetings	
5	103/03/17 ~ 103/03/23	English for meetings	
6	103/03/24 ~ 103/03/30	English for meetings	
7	103/03/31 ~ 103/04/06	Spring holiday	
8	103/04/07 ~ 103/04/13	English for meetings	
9	103/04/14 ~ 103/04/20	English for meetings	
10	103/04/21 ~ 103/04/27	Midterm Exam Week	
11	103/04/28 ~ 103/05/04	English for conferences	
12	103/05/05 ~ 103/05/11	English for conferences	

13	103/05/12～103/05/18	English for conferences	
14	103/05/19～103/05/25	English for conferences	
15	103/05/26～103/06/01	English for conferences	
16	103/06/02～103/06/08	English for conferences	
17	103/06/09～103/06/15	presentation	
18	103/06/16～103/06/22	Final Exam Week	

Requirement	
Teaching Facility	Computer
Textbook(s)	
Reference(s)	
Number of Assignment(s)	(Filled in by assignment instructor only)
Grading Policy	◆ Attendance： 20.0 %　◆ Mark of Usual：40.0 %　◆ Midterm Exam： 20.0 % ◆ Final Exam： 20.0 % ◆ Other 〈 〉： %
Note	This syllabus may be uploaded at the website of Course Syllabus Management System at http://info.ais.tku.edu.tw/csp or through the link of Course Syllabus Upload posted on the home page of TKU Office of Academic Affairs at http://www.acad.tku.edu.tw/CS/main.php . **※ Unauthorized photocopying is illegal. Using original textbooks is advised. It is a crime to improperly photocopy others' publications.**