

Tamkang University Academic Year 107, 2nd Semester Course Syllabus

Course Title	ENGLISH FOR INTERNATIONAL CONFERENCES AND MEETINGS	Instructor	
Course Class	TQAXB1A DEPARTMENT OF ENGLISH LANGUAGE AND CULTURE (ENGLISH-TAUGHT PROGRAM), 1A	Details	<ul style="list-style-type: none"> ◆ Selective ◆ One Semester ◆ 2 Credits
D e p a r t m e n t a l A i m o f E d u c a t i o n			
To develop student's English proficiency and communication skills.			
D e p a r t m e n t a l c o r e c o m p e t e n c e s			
<ul style="list-style-type: none"> A. The ability to communicate in English. B. The ability to use practical English. C. The ability to identify critical issues. D. The ability to analyze data. E. The ability to understand connotations of culture. F. The ability to work as a team. 			
Course Introduction	<p>The course aims at advancing students' oral presentation ability through exploring aspects of professional English used in international conferences and meetings. On top of the foundations and preparation for oral presentations, the course also covers different styles of presentations and what takes place during the presentations in real-time. In addition, students will practice further oral skills with respect to hosting conferences and/or meetings, inclusive of playing the role as the event host or moderators, as well as housekeeping routines for the event.</p>		

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

I. Objective Levels (select applicable ones) :

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|-------------------------|-------------------------------------|---------------------------|
| (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-Characterizing, | 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	To enhance students' oral presentation ability through exploring aspects of professional English used in international conferences and meetings	C2	AB
2	Providing in-class practices for the foundations and preparation for oral presentations; and to learn about different styles of presentations and what takes place during the presentations in real-time	C2	ABCF
3	Students will practice further oral skills with respect to hosting conferences and/or meetings, inclusive of playing the role as the event host or moderators, as well as housekeeping for the event	P6	ABCDEF

Teaching Objectives, Teaching Methods and Assessment

No.	Teaching Objectives	Teaching Methods	Assessment
1	To enhance students' oral presentation ability through exploring aspects of professional English used in international conferences and meetings	Lecture, Discussion	Report, Participation

2	Providing in-class practices for the foundations and preparation for oral presentations; and to learn about different styles of presentations and what takes place during the presentations in real-time	Lecture, Discussion, Simulation, Practicum	Practicum, Participation, Simulation
3	Students will practice further oral skills with respect to hosting conferences and/or meetings, inclusive of playing the role as the event host or moderators, as well as housekeeping for the event	Lecture, Simulation, Practicum	Participation, Simulation

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	108/02/18 ~ 108/02/24	Introduction; terminology; syllabus	
2	108/02/25 ~ 108/03/03	Foundation of presentations (I)	
3	108/03/04 ~ 108/03/10	Foundation of presentations (II)	
4	108/03/11 ~ 108/03/17	Talk tools (I): connection, narration and explanation	
5	108/03/18 ~ 108/03/24	Talk tools (II): persuasion and revelation	

6	108/03/25 ~ 108/03/31	Preparation process (I)	
7	108/04/01 ~ 108/04/07	Preparation process (II): structure of the presentation	
8	108/04/08 ~ 108/04/14	On stage (I)	
9	108/04/15 ~ 108/04/21	On stage (II)	
10	108/04/22 ~ 108/04/28	Midterm Exam Week	
11	108/04/29 ~ 108/05/05	Participating a conference: being a moderator	
12	108/05/06 ~ 108/05/12	Participating a conference: being a panelist	
13	108/05/13 ~ 108/05/19	Participating a conference: being a participant	
14	108/05/20 ~ 108/05/26	Establishing the tone for conferences	
15	108/05/27 ~ 108/06/02	Presentation preparation and practices	
16	108/06/03 ~ 108/06/09	Final mock mini conference I	
17	108/06/10 ~ 108/06/16	Final mock mini conference II	
18	108/06/17 ~ 108/06/23	Final Exam Week	
Requirement	<p>1.Attendance and participation: for attendance, punctual and regular attendance is expected. You may have two unexcused absences without consequences to your grade, but your FINAL grade will be reduced by 3 points for each absence beyond the first two. Excused absences may be granted for emergencies and special circumstances ONLY with the instructor's prior consent. For participation, it will be marked as 'tardy', which may include late arrival and early departure from the class. Also included is when you come to class but are mentally absent (sleeping, text messaging, using electronic devices when you are not told to do so, or engaging in any activities unrelated). For each "tardy" you receive, your attendance grade will be reduced by .5 point from attendance grades.</p> <p>2.Plagiarizing a speech/text or cheating on an exam will result in a "0" for the assignment or an "F" in the course.</p> <p>3.Assignments: Students MUST be present to receive credit for in class assignments. There will be no make-up for missed quizzes and assignments.</p> <p>4.This syllabus is tentative and subject to change.</p>		
Teaching Facility	Computer, Projector		
Textbook(s)	<p>Chris Anderson. TED Talks: The official TED Guide to Public Speaking. Nicholas Brealey Publishing. 2016</p> <p>Ching-chang, Yen. Advanced Conference English. Bookman. 2018</p>		
Reference(s)	Brand, Quentin, and Thomas Y. H. Chen. Presentation Skills and Language. Washington: Textbook(s) Lynx, 2010.		

Number of Assignment(s)	(Filled in by assignment instructor only)
Grading Policy	<p>◆ Attendance : 10.0 % ◆ Mark of Usual : 30.0 % ◆ Midterm Exam : 20.0 %</p> <p>◆ Final Exam : 40.0 %</p> <p>◆ Other () : %</p>
Note	<p>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.</p> <p>※ Unauthorized photocopying is illegal. Using original textbooks is advised. It is a crime to improperly photocopy others' publications.</p>