***【編七部專用程式】本行不可刪、改***

**音檔產生器--使用說明**

1.填寫本檔案表格

(1)第1欄：編號。視需求自行編號，請勿使用「自動編號」功能。

(2)第2欄：檔名。建議使用音檔的中文內容，以利內容延伸應用。

*※1、2欄勿用半型 !?\ /=+等符號，會造成存檔路徑錯誤，程式自動以「請修改檔名.mp3」存檔。*

(3)第3欄：英文，即音檔內容，可用特殊符號，不會被念出來。

2.存檔後，執行「音檔產生器.exe」，再將路徑指向本docx，即可在同一路徑中，生成所有音檔。

（以下為範例，可自行刪改）

**生科課室英語**

**A課堂開始**

|  |  |  |
| --- | --- | --- |
| A1 |  | Please open the window. |
| A2 |  | Please prepare all the materials first. |
| A3 |  | I will hand out the worksheet first. |
| A4 |  | Please write down your class, seat number and name on the worksheet first. |
| A5 |  | Please have the group leader come to collect the materials. |
| A6 |  | Please check your own materials and tools. |
| A7 |  | Please inspect the tools for any damage or malfunction. |

**B安全提醒**

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| B1 |  | Be careful of high-temperature burns. |
| B2 |  | Be careful of cuts. |
| B3 |  | Please wear a mask. |
| B4 |  | Please wear earmuffs. |
| B5 |  | Please wear goggles. |
| B6 |  | Please tie up your hair. |
| B7 |  | Please make sure your sleeves are buttoned up. |
| B8 |  | Please wear an apron. |
| B9 |  | Do not put tools in your pocket. |
| B10 |  | Report to the teacher when injured! |
| B11 |  | Be careful when moving large or heavy items. |

**C教學指導**

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| C1 |  | Please stop what you are doing. |
| C2 |  | Pay attention to your teacher! |
| C3 |  | Please watch carefully how I do it. |
| C4 |  | This step is very important, please watch me carefully. |
| C5 |  | Please follow my method. |
| C6 |  | In my opinion, [statement]. What do you think? |
| C7 |  | I think [statement]. Do you agree? |
| C8 |  | You can try it yourself. |
| C9 |  | You can try different ways. |
| C10 |  | This doesn’t seem right, please think again. |
| C11 |  | You can start assembling the parts now. |
| C12 |  | Well done! |

**D借用詢問**

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| --- | --- | --- |
| D1 |  | Can I use **the** [tool] to [do something] now? |
| D2 |  | Excuse me, can I borrow **the** [tool]? I need it to [do something]. |
| D3 |  | I put **the** [tool] back. |
| D4 |  | Can you help me [do something]? |
| D5 |  | Can you teach me how to [do something]? |
| D6 |  | I’m having some difficulties. |
| D7 |  | I need some help. |
| D8 |  | Can you help me? |
| D9 |  | Do you still need this [tool]? |

**E操作工具／機具**

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| E1 |  | Be careful when using tools and do not hurt yourself. |
| E2 |  | Do not operate the machine without *the teacher’s/my* permission. |
| E3 |  | Do not operate the machine while wearing gloves. |
| E4 |  | Ensure that no one stands too close to the machine while operating it. |
| E5 |  | Do not get too close to the machine while it is running. |
| E6 |  | Turn off the power when the machine is not in use. |
| E7 |  | Please use the machine in order. |
| E8 |  | Please put the tools away neatly after using them. |
| E9 |  | Drill first, then saw. |
| E10 |  | Please report to *the teacher* if you have any problems. |
| E11 |  | Teacher, my [material] is broken. |

**F課堂結束**

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| F1 |  | Please close all windows. |
| F2 |  | Please clean each group’s work area. |
| F3 |  | Please tidy up the environment. |
| F4 |  | Arrange the tables and chairs neatly. |
| F5 |  | Sort and recycle waste before the class ends. |
| F6 |  | Do not take tools out of the classroom. |