

國立金門大學

教學綱要

部別：日間部學士班

114學年度第2學期

列印日期：2026/01/21

科目名稱：專業英文(二) (Professional English II) 開課班級：應英二年級學 分：2.0 授課時數：2.0
授課教師：周晏安 必選修：必修

1. 教學目標

By the end of this course, students will be able to use professional English accurately and confidently in workplace contexts. They will apply key grammar structures, write clear emails, participate in meetings, negotiate effectively, give constructive feedback, and communicate ideas persuasively in collaborative and career-related situations

2. 教學綱要

This course develops professional English through practical themes such as career planning, working abroad, and effective meetings. Language focus includes conditionals, reported speech, passives, articles, modal and phrasal verbs. Communication skills cover advertising, email writing, negotiation, feedback, clear requests, and collaborative workplace interaction.

3. 教科書

書名：International Express- Upper Intermediate

1 出版日期：2014年 月

作者：Rachel Appleby and Frances Watkins 出版社：Oxford 版本：3rd Edition

4. 參考書

1 書名：teacher-made handouts on e-campus 出版日期：年 月

作者： 出版社： 版本：

※請遵守智慧財產權觀念，依著作權法規定，教科書及教材不得非法影印與使用盜版軟體。

5. 教學進度表

週次	日期	內容	備註
1	2026/02/22—2026/02/28	Course Introduction Course overview, learning objectives, assessment criteria, and classroom expectations.	
2	2026/03/01—2026/03/07	Developing a Career: Conditionals Career planning and goal setting through conditional structures	
3	2026/03/08—2026/03/14	Working Abroad & SMART Objectives Discussing international careers and setting clear, achievable goals	
4	2026/03/15—2026/03/21	Reported Speech & Reporting Verbs Reporting ideas, opinions, and workplace communication	
5	2026/03/22—2026/03/28	Effective Meetings & Giving Feedback Participating in meetings and providing constructive feedback	
6	2026/03/29—2026/04/04	Quiz 1 & Review	
7	2026/04/05—2026/04/11	Spring Break	
8	2026/04/12—2026/04/18	Assessment: Mid-term written Exam	
9	2026/04/19—2026/04/25	Movie reflections	
10	2026/04/26—2026/05/02	Advertisements & Unique Selling Points Analyzing advertising language and	

		product differentiation	
11	2026/05/03—2026/05/09	Passives & Giving Clear Signals Using passive structures and clear workplace instructions	
12	2026/05/10—2026/05/16	Collaboration: Articles & Quantity Accurate use of articles, quantifiers, and teamwork communication	
13	2026/05/17—2026/05/23	Clear Email Messages Writing professional and effective business emails	
14	2026/05/24—2026/05/30	Requests, Thanks & Negotiating Polite requests, expressing gratitude, and negotiation strategies	
15	2026/05/31—2026/06/06	Quiz 2 & Review	
16	2026/06/07—2026/06/13	Final Written Exam	
17	2026/06/14—2026/06/20	依學校規定第17~18週表定為教師彈性補充教學(padlet)	
18	2026/06/21—2026/06/27	依學校規定第17~18週表定為教師彈性補充(Padlet)	

6. 成績評定及課堂要求

1. In-class participation, homework, and quizzes 25% 2. Mid-term(presentation) 25% 3. Final exam (presentation) 25% 4. Weekly Attendance 25%

1. Do not play games on your mobile phone during class. After three verbal warnings, 10 points will be deducted from your final grade. 2. Maintain a positive learning environment for the class. 3. Set your mobile phone to silent mode before entering the classroom. Points may be deducted if phone use causes distraction. 4. Behave professionally and show respect at all times. 5. Inform via email (Enya@nqu.edu.tw) at least one week in advance if you plan to be absent. Unnotified absences may affect your weekly attendance.

Extra credit with bluecard for : 1. early bird 2. active learners with volunteer

8. 永續發展目標(SDGs): SDG4 優質教育、SDG8 合適的工作及經濟成長

9. 大學社會責任(USR)關聯性: 高