



《尊重智慧財產權，請使用正版教科書，勿非法影印書籍及教材，以免侵犯他人著作權》

開課班級：四熱農一A

授課老師：楊慈品

學分數：2

課程大綱：

本課程旨在訓練學生英文聽說讀寫各方面能力，尤其在求職英文方面之實務應用，例如針對求職徵才廣告撰寫履歷和求職信，以及面試常見問答等。

outline:

This course aims to familiarize students with the process of applying for a job in English, from finding postings and recognizing common terminology used, to writing a cover letter and resume, all the way to applying basic interview skills. 1. Students will become familiarized with documents that are vitally important in the job application process: (a) job postings (want ads), (b) job applications, (c) resume/CV, and they will gain a considerable amount of knowledge of the job interview process and skills. 2. Students will be able to write a CV/resume, cover letter and through mock job interviews, be able to apply and interview for jobs where English is spoken with a basic foundation of an understanding of the job application/interview process.

教學型態：

課堂教學+小組討論

成績考核方式：

平時成績:20%

期中考:20%

期末考:20%

其它:40%

本科目教學目標：

- 1.培育熱帶農業基礎人才。
- 2.發展農、林、漁、牧相關技術。
- 3.建立永續農業經營與國際合作觀。

參考書目：



課程進度表：

週次	起訖月日	授課單元(內容)	備註
第1週	3.02~3.09	Week 1:;Introduction	19日正式上課。19~23日加退選，復(轉)學生及延修生選課，雙主修、輔系申請，23日申辦抵免學分截止日
第2週	3.09~3.16	Week 2:;Job-Hunting Research and preparation	28日和平紀念日(放假)
第3週	3.16~3.23	Week 3:;Job-Hunting Writing an impressive CV-- basics	
第4週	3.23~3.30	Week 4:;Job-Hunting Writing an impressive CV-- main sections	11日成績優異提前畢業者提出申請截止日,14日第1次校教評會
第5週	3.30~4.06	Week 5:;Job-Hunting Writing an impressive CV--;main sections No class on;April 2th	
第6週	4.06~4.13	Week 6:;Job-Hunting Writing an impressive CV-- optional sections	
第7週	4.13~4.20	Week 7:;Job-Hunting Writing an impressive CV-- personal statement	3日(三)校慶補假(112年11月25(六)日校慶活動日)。4日(四)兒童節、民族掃墓節(放假)，5日(五)民族掃墓節補假
第8週	4.20~4.27	Week 8:;Job-Hunting Writing an impressive CV-- personal statement	10日校課程委員會。11日第2次校教評會
第9週	4.27~5.04	Week 9: (Thursday, April 30th, 11am);Midterm exam (IH211) Vocabulary (Definition & Sentence Completion), Listening Comprehension, Reading Comprehension	15~21日期中考試
第10週	5.04~5.11	Week 10:;Job-Hunting CV peer review	22~26日學士班申請轉系,27~28日四技二專統一入學測驗,28日教師期中成績上網登錄截止日
第11週	5.11~5.18	Week 11:;Job-Hunting Effective cover letters-- sentence & text structure	
第12週	5.18~5.25	Week 12:;Job-Hunting Effective cover letters--;opening	11日多益測驗(暫定)
第13週	5.25~6.01	Week 13:;Job-Hunting Effective cover letters-- body	16日第3次校教評會。19日博士班招生(暫定)
第14週	6.01~6.08	Week 14: Job-Hunting Effective cover letters-- formality	20~24日體育運動週，22日水上運動會(暫定),24日申請停修課程截止
第15週	6.08~6.15	Week 15: Job-Hunting Effective cover letters-- conclusion	27~31日藥物濫用防制宣導週
第16週	6.15~6.22	Week 16:;Job-Hunting Interview FAQ	3日校務會議。3~9日畢業班(



			學士)期末考試。
第17週	6.22~6.29	Week 17: Job-Hunting Interview FAQ No class on June 25th	10日端午節(放假)，12日畢業班授課教師送交學期成績截止
第18週	6.29~7.06	Week 18:;Final exam Mock interview (20%) (For the time you need to report to the classroom, please refer to the file below. Please be on time.)	17~23日期末考試