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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:Assignments 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	2.22~3.01	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	3.01~3.08	Week 2:;Job-Hunting Research and preparation	28日和平紀念日(放假)
第3週	3.08~3.15	Week 3:;Job-Hunting Writing an impressive CV-- basics	
第4週	3.15~3.22	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	3.22~3.29	Week 5:;Job-Hunting Writing an impressive CV--;main sections	
第6週	3.29~4.05	Week 6:;Job-Hunting Writing an impressive CV-- optional sections	
第7週	4.05~4.12	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	4.12~4.19	Week 8:;Job-Hunting CV peer review	10日校課程委員會。11日第2次校教評會
第9週	4.19~4.26	Week 9: 11am;Midterm exam Vocabulary (Definition & Sentence Completion), Listening Comprehension, Reading Comprehension	15~21日期中考試
第10週	4.26~5.03	Week 10:;Job-Hunting Effective cover letters-- sentence structure	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	5.03~5.10	Week 11:;Job-Hunting Effective cover letters-- formality	
第12週	5.10~5.17	Week 12:;Job-Hunting Effective cover letters-- text structure	11日多益測驗(暫定)
第13週	5.17~5.24	Week 13:;Job-Hunting Effective cover letters--;opening Distance Learning in May;and June 1. The lecture part of the English course will be recorded as videos (about 30 minutes each) and uploaded to Moodle (by Thursday noon) during the distance learning period. 2. There will be weekly individual assignment which needs to be done and uploaded (by Thursday midnight) as proof of participation.	16日第3次校教評會。19日博士班招生(暫定)



		<p>Those who fail to complete it before the deadline will be marked as no-show. The weekly video(s) will give you information about what assignment(s) you need to do.</p> <p>3. There may be another video or PowerPoint Slides afterwards to check your answers for the assignments. Just make sure you check what's on Moodle regularly.</p> <p>遠距的這幾週會透過影片授課和出作業 影片於原上課時段錄製，故每週四中午前後 公告影片連結(和作業上傳區)在數位學習平台該週處 "當日午夜前"同學須完成&上傳影片中提及的指定作業 逾期或缺繳視為缺席(若有兩份作業，缺一份視為缺席一堂)</p> <p>隔日可能有第二部影片(或ppt)討作業 同學於當週內自行找時間瀏覽核對答案即可</p>	
第14週	5.24~5.31	Week 14:;Job-Hunting Effective cover letters--body	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	5.31~6.07	Week 15:;Job-Hunting Effective cover letters--conclusion	27~ 31日藥物濫用防制宣導週
第16週	6.07~6.14	<p>Week 16:;Job-Hunting Interview FAQ</p> <p>Assignment of the week: Add the conclusion and self-evaluate the first draft of your complete cover letter (using the evaluation form below). Upload your first draft along with the scored evaluation form by this Friday midnight. This week's video about interviews and your final oral exam (a mock interview) will be uploaded later today. Teaching/ Course evaluation (due Sunday, June 13)</p> <p>http://css.npust.edu.tw/tes/chineseindex.aspx</p> <p>Complete it and enter into a;lucky draw automatically!</p> <p>本週作業：求職信完整初稿(含開頭和結論段)+自評評分表</p> <p>本週影片：和面試及期末口試(模擬面試)有關;</p> <p>教師教學意見期末評量(6/13週日止)(完成可抽獎);http://css.npust.edu.tw/tes/chineseindex.aspx</p>	3日校務會議。3~9日畢業班(學士)期末考試。
第17週	6.14~6.21	Week 17:;Job-Hunting Interview FAQ	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	6.21~6.28	Week 18:;Final oral exam 11:00 Mock interview (20%)	17~23日期末考試