

職場生活英語系列

試用推薦網站：

<http://service.flysheet.com.tw/cgi-bin/rfs/auth.cgi?o=login&dbid=09101&userid=default&passwd=default>

課程閱讀路徑點選”系列課程”



選擇喜歡的主題

主題	系列課程I	職場生活英語介紹影片
領導與管理	1.1 Success in learning English	學習英文的成功之道
演說與簡報	1.2 Introducing introductions	用英文自我介紹
職場競爭力	1.3 Leading a meeting	主持會議
傾聽與溝通	1.4 Telephone talk	電話禮貌
生活經驗	1.5 Table talk	餐廳對話
人際關係	1.6 Success in public speaking	公開演說的成功秘訣
美國文化	1.7 Speaking in formal situations	正式場合中的對談
		TOEIC350分以上 ★
		TOEIC350分以上 ★
		TOEIC350分以上 ★
		TOEIC350分以上 ★
		TOEIC350分以上 ★
		TOEIC350分以上 ★
		TOEIC350分以上 ★

主題	系列課程II	TOEIC350分以上	★
	2.1 Handling complaints	處理怨言	★★
	2.2 Success in Making a good first impression	營造良好第一印象	★★
	2.3 Success in decision making	成功的決定	★★
	2.4 The Purpose-driven life	標竿人生	★★

即可開始使用

主題	Telephone Talk	系列: 1-4
領導與管理	★ 電話禮貌 ★	單元數: 6
演說與簡報	Learn how to talk on the phone in English—without being misunderstood	難易度: TOEIC350分以上
職場競爭力	★ 如何用英語講電話，卻不被誤解 ★	建議學習時數: 3HR
傾聽與溝通	Talking on the telephone can be tricky. One problem is that people speaking on the phone can't see each other. Their gestures and facial expressions can't provide the usual help in communicating. Using the phone in a noisy environment makes communication even harder. So what can you do to improve your telephone communication? Try learning some useful words and phrases. They will help you make the most of the situation.	影片時數: 約1.5HR
生活經驗	Making telephone introductions On "Call Your Teacher" night, Amy calls Studio Classroom. Teacher: Hello, this is Studio Classroom, and I'm Liz. Amy: Hello, Liz. My name is Amy. I'm one of your students. May I talk with you? Liz: Sure, Amy. How are you tonight? Amy: I'm very nervous! Liz: Please don't be. Just relax and have a good time.	
人際關係	電話交談需要技巧。其中一個問題是，電話兩端的人看不見彼此。他們的手勢和面部表情無法像平常一樣對溝通有所幫助。在吵雜的環境中打電話，溝通會更困難。那麼要如何來增進電話的溝通呢？學點有用的字彙和句子，並充分利用交談的時間，以增進會話技巧。	
美國文化	在電話上自我介紹在「Call Your Teacher」之夜，艾咪打電話到「空中英語教室」。老師：哈囉！這裡是「空中英語教室」，我是麗芝。艾咪：哈囉！麗芝，我叫艾咪。我是妳的學生。我可以跟妳聊天嗎？麗芝：當然可以，艾咪，妳今晚好嗎？艾咪：我很緊張！麗芝：別緊張，請放鬆，享受這段時間。	

職場生活英語系列

試用書單書目

系列課程 I

1-1 Success in learning English 學習英文的成功之道

試用單元：How to make your English the best it can be

★如何讓你的英文精進純熟★

1-2 Introducing Introductions 用英文自我介紹

試用單元：Learn how to introduce yourself and make a good impression—in English!

★學習如何用英文自我介紹，給別人留下好印象★

1-3 Leading a meeting 主持會議

試用單元：Successful meetings require good communication

★成功的會議需要溝通順暢★

1-4 Telephone talk 電話禮貌

試用單元：Learn how to talk on the phone in English—without being misunderstood

★如何用英語講電話，卻不被誤解★

1-5 Table talk 餐廳對話

試用單元：Knowing what to say can make a pleasant meal even better

★懂得應對之道可以讓進餐更愉快★

1-6 Success in public speaking 公開演說的成功秘訣

試用單元：How to overcome your fears and improve your speaking skills

★如何克服畏懼並增進說話技巧★

1-7 Speaking in formal situations 正式場合中的對談

試用單元：Learn how and when to use formal English

★學習正式英文的表達方式及時機★

系列課程 II

2-1 Handling complaints 處理怨言

試用單元：Sometimes it's necessary to complain. But when you do, make sure you know what to say and how to say it

★有時候抱怨是必要的，但是當你抱怨時，一定要知道該說什麼及如何說出來★

2-2 Success in Making a good first impression 營造良好第一印象

試用單元：First impressions are very important. Do you know what kind of impression you're making?

★第一印象非常重要，你知道你給人什麼樣的印象嗎？★

2-3 Success in decision making 成功的決定

試用單元：Learn how to make life's big decisions with calm and confidence

★ 學習以沉著和自信做出生命中的重大決定 ★

2-4 The Purpose-driven life 標竿人生

試用單元：Millions of readers have found answers to life's important questions in this international bestseller

★ 數百萬計的讀者在這本暢銷國際的作品中，找到了生命重要問題的答案 ★

2-5 Wanted: workers with foreign language skills 事求人：具備外語能力的人

試用單元：Knowing the world's two most-spoken languages can make you twice as important to employers

★ 通曉世界上兩種最通俗的語言，可以讓你備受雇主重視 ★

2-6 Success in creative thinking 成功營造創意思考

試用單元：Learn how to release your mind's creativity

★ 學習釋放創造力 ★

2-7 A leader's character 領導者的品格

試用單元：Leadership is not just about what you know or do-it's also about who you are

★ 領導不只和知識及舉止有關——也跟個人本質有關 ★

系列課程 III

3-1 Mastering the Interview 掌握面試要訣

試用單元：Get the job you want

★ 謀得心目中的理想工作 ★

3-2 Co-workers and Friends 同事和朋友

試用單元：What is more important: being professional or being a good friend?

★ 哪一個比較重要：展現專業性？還是當一個好朋友？ ★

3-3 Body Language 肢體語言

試用單元：The wordless language spoken by everyone

★ 人人都說的無聲語言 ★

3-4 The Danger of Indecision 猶豫不決的危險

試用單元：As options increase, decisions become harder to make

★ 選擇愈多，愈難拿定主意 ★

3-5 Workplace Survival Skills 職場生存技能

試用單元：Skills you need on the job

★ 你工作時需要這些技能 ★

3-6 The Art of Conversation 談話的技巧

試用單元：Talking to a stranger doesn't have to be scary!

★ 與陌生人交談，用不著害怕！ ★

3-7 A Listening Ear 傾聽的藝術

試用單元：What makes a good listener?

★ 如何當個好聽眾？ ★

系列課程 IV

4-1 Volunteering 當志工

試用單元：Give of your time to help others – you'll be glad you did

★ 花時間幫助別人吧——你會很高興自己這麼做唷 ★

4-2 Make Learning last a lifetime 終身學習

試用單元：Learning shouldn't end when you leave school behind

★ 踏出校門不代表學習就此告終 ★

4-3 Saving Money when Shopping 逛街購物省錢有妙招

試用單元：You don't have to always pay full price

★ 你不見得要按原價付款 ★

4-4 Using a Pharmacy 上藥房買藥

試用單元：How do you get the medicine you need?

★ 要怎麼拿到你需要的藥？ ★

4-5 Safe Travel 旅遊安全

試用單元：Have fun on your trip, but keep your safety in mind

★ 旅途上盡情玩樂，但要注意自身安危 ★

4-6 Car Accidents 出車禍

試用單元：Car accidents happen – what do you do?

★ 車禍難免，發生時該怎麼辦？ ★

4-7 Handling Embarrassment 應付難堪時刻

試用單元：What should you do when you feel as if the world is laughing at you?

★ 要是覺得全世界都在笑你，這時該怎麼辦？ ★

系列課程 V

5-1 Beating Stress 戰勝壓力

試用單元：Feeling stressed? Do something about it!

★ 覺得有壓力嗎？想辦法排解吧！ ★

5-2 The Power of Words 話語的力量

試用單元：The words we use have a powerful and lasting effect on everyone around us

★ 我們的說話遣詞對身邊每個人都會帶來強烈且持久的影響 ★

5-3 Saying Thank you 說「謝謝」

試用單元：When saying thank you, actions can speak louder than words

★ 說「謝謝」表達謝意時，行動可能比言語更有效 ★

5-4 You can rest and relax 休息一下，放輕鬆

試用單元：In today's society, many people find it difficult to slow down

★ 休息一下，放輕鬆，當今社會中，很多人都覺得放慢腳步是件難事 ★

5-5 How to deal with difficult people 難纏人的相處之道

試用單元：Find out how to get along better with the difficult people in your life

★ 學習如何與你生活中那些難相處的人相處得更融洽 ★

5-6 Using politically correct English 使用"政治正確"的英文

試用單元：If you don't want to offend someone, you better know which English words to use-and which to avoid

★ 如果你不想要得罪人的話，最好知道哪些英文字可以用，哪些要避免 ★

5-7 How to live more simply 簡單過生活

試用單元：By changing our thinking about what we have and what we do, we can become more satisfied with our lives

★ 若對我們所擁有的東西和所做之事的想法有所改變，我們就可以對自己的生命感到更加滿足。 ★

系列課程 VI

6-1 Visiting an American Home 到美國人家中做客

試用單元：What to do when you're a guest

★ 到美國人家中做客 做客應有的舉止 ★

6-2 American Weddings 美式婚禮

試用單元：Everyone loves a wedding

★ 大家都喜歡婚禮 ★

6-3 Going to the Fair 去園遊會一遊

試用單元：From competitions to food to music, fairs offer something for everyone

★ 從競技、美食到音樂，園遊會讓大人小孩均可玩個盡興 ★

6-4 Traditions of Giving Thanks 感恩的傳統

試用單元：People of all different cultures express gratitude for the blessings in their lives

★ 各地的人都會爲了生命中蒙受的恩澤表達感激 ★

6-5 Sales Tax 銷售稅

試用單元：When you buy something in the United States, the total may be more than you expect!

★ 在美國買東西時，會發現總金額可能會超出你原先的預期哦！ ★

6-6 Gas Stations 加油站

試用單元：When you fill up at an American gas station, you do it yourself

★ 在美國加油站加油時，請自己動手 ★

6-7 America's Heartland 美國的心臟地帶

試用單元：It's not New York or Hollywood, but the central region of the U.S. is definitely all-American

★ 不是紐約，也不是好萊塢，美國中部地區才是道道地地的美國 ★

系列課程 VII

7-1 Building Self-confidence 建立自信的五大心法

試用單元：You can become a more confident person

★ 你可以成爲更有自信的人 ★

7-2 Speak Through Words and Pictures 成功演講祕訣

試用單元：You can deliver a presentation that people will remember

★ 你也可以發表一場令人記憶深刻的演說 ★

7-3 Going to the Fair Expressing Opinions 我有話要說

試用單元：How direct can you be?

★ 你喜歡有話直說嗎？ ★

7-4 Co-working 同辦公室，不同老闆！

試用單元：Finding the best of both worlds

★ 享有在辦公室工作和獨自工作二者的優點 ★

7-5 Servant Leadership 僕人式領導

試用單元：What makes a good leader?

★ 優秀領導人的條件是什麼呢？ ★

7-6 Improve Your Business with Bricks 玩積木提升業績

試用單元：LEGO® toys are not just for children anymore

★ 樂高不再只是給小孩子玩的玩具喔 ★

7-7 Employee Wellness 守護員工健康

試用單元：Keeping employees healthy is a priority for my company

★ 維護員工健康是公司的第一要務 ★

系列課程 VII

8-1 The Interview 我就是這樣通過面試

試用單元：How prepared can you really be?

★ 你能作好多充分的準備呢？ ★

8-2 My First Day 第一天上班

試用單元：I learned all kinds of things on the first day of my new job

★ 新工作上班的第一天，我就學到了各種各樣的事 ★

8-3 Can Your Favorite Color Determine Your Perfect Job 從喜歡的顏色來看職業性向

試用單元：What colors say about us

★ 顏色能透露出很多有關我們的事喔 ★

8-4 Coping with a Job You Hate 笑臉迎接討厭的工作

試用單元：Tips to help make your day a little bit better

★ 讓你的日子更好過一點的訣竅 ★

8-5 For Love or Money? 工作動機：出於熱情，還是爲了錢？

試用單元：Is it more important to work at a job that pays well or one that makes you happy?

★ 工作的動機應該是爲求高薪？還是爲了讓自己樂在其中？二者究竟孰重孰輕？ ★

8-6 Business Jargon 不可不知的商用術語

試用單元：Understanding confusing business conversations

★ 教你聽懂令人一頭霧水的商業會話 ★

8-7 Business Myths 危及企業生存的五大迷思

試用單元：Five mistakes that could kill your business

★ 企業五大致命錯誤 ★

系列課程 XI

9-1 How to Be the CEO of Your Life - Even in Today's Economy 做自己生命中的執行長

試用單元：Manage the different aspects of your life better

★ 更妥善地經營你生活中的各個層面 ★

9-2 Your Digital Footprint 凡走過，必留下「數位」足跡

試用單元：How much information are you leaving behind?

★ 你知道自己無意間遺留下多少私密的訊息嗎？ ★

9-3 Internet Addiction 你對網路上癮了嗎？

試用單元：Spending too much time online? You might be addicted

★ 花太多時間上網嗎？你可能已經上癮了喔 ★

9-4 Lend to a Friend? 親兄弟明算帳？

試用單元：What should you do if a friend asks to borrow money from you?

★ 朋友向你伸手借錢時，該借還是不借？ ★

9-5 The Big Mac Index 大麥克漢堡裡有密碼？

試用單元：How much do you pay for a hamburger?

★ 你買一個漢堡要花多少錢呢？ ★

9-6 How to Deal With Travel Disasters (Part 1) 出國旅行最怕這個（第一部）

試用單元：Here's what to do if you lose your passport, break a leg or even get arrested overseas

★ 你如果在海外遺失了護照、跌斷了腿，甚至遭到逮捕，照下列建議做準沒錯 ★

9-7 How to Deal With Travel Disasters (Part 2) 出國旅行最怕這個（第二部）

試用單元：Learn how to deal with missed flights, blocked credit cards and more

Eric Lucas lives in Seattle. He has traveled in all 50 states and 24 foreign countries.

★ 學會如何處理錯過班機、信用卡被鎖卡及其他問題

艾瑞克盧卡斯住在西雅圖，他的足跡踏遍美國五十州及其他二十四個國家。 ★