

「升學準備」議題融入英文科教學活動教案設計

主題名稱	Writing a Résumé	教學時間	50 分鐘
學科領域	英文	教學對象	高三學生
設計理念	本教案藉由高職英文教材中介紹「讀書計劃」的課程內容，導入相關的「升學準備」議題。並藉由活動，讓學生學習如何製作屬於自己的履歷表。	教學人數	40
		設計人	
教材架構	Writing a Résumé → Creating Your Own Résumé		
教學準備	黑板、電腦、投影機、電子教學投影片、教學資源光碟		
教學目標	I. 認知 1. 讓學生了解履歷表的寫法。 2. 讓學生認識履歷表需要放入的重點。 II. 技能 1. 學習以英文製作自己的履歷表。 III. 情意 1. 配合活動讓學生抓出履歷表的重點。 2. 透過活動讓學生討論自己可以放在履歷表裡的重要表現。		
單元目標	教學活動	時間	教具
讓學生抓出履歷表的重點。	<u>Writing a Résumé</u> 本活動可請學生將活動中所附之讀書計畫中的資訊加以統整。如果尚有時間，可請學生將下方所補充的另一篇讀書計畫改為表格式履歷： Peggy Pan's SOP My name is Peggy Pan. I'm a senior at Sanmin Vocational High School in Taipei and will graduate this June. My major in high school is tourism, and I hope to work in the tourist industry in the future. Thus, I hope I can enter your university to go on with my studies. During high school, I also learned basic Spanish and Japanese besides English. I believe your programs will help develop my skills further and make me even better prepared for my future career. I often spend summer and winter vacations taking part-time jobs to get some work experience. I once worked as a cashier in a 7-ELEVEN convenience store (2006), booking clerk in Sunrise Tour Bus Company (2006-2007), and front desk clerk in Lucky Hotel (2007-present). These jobs have helped me not only pay for my tuition fees but also learn more professional knowledge. In addition, to enhance my social skills, I am also involved in extracurricular activities. These activities	15	黑板、電腦、投影機、電子投影片、教學資源光碟

讓學生討論自己可以放在履歷表裡的重要表現。	include helping set up the English Conversation Club, in which I joined for the latest two years and became its chairman, and being a member of the School Affiliated Practice Hotel, in which I worked as the practice manager last year. The former offered me chances to take part in a lot of English speech contests. I won several awards, including the championship in my school’s 2007 English Speech Contest. The latter provided me with the chances of learning how to run and manage a hotel. I think my life will be different if you can kindly approve my application. Thank you for your attention.	15	電腦、投影機、電子投影片、教學資源光碟									
	Creating Your Own Résumé 本活動可給學生約10-15分鐘的時間回答課本所列的問題，亦可影印以下表格讓學生自行填寫，製作自己的簡易英文履歷表。 <table><tr><th>Résumé</th></tr><tr><td>Name: _____</td></tr><tr><td>Address: _____</td></tr><tr><td>Telephone No.: _____</td></tr><tr><td>E-mail Address: _____</td></tr><tr><td><u>Education:</u></td></tr><tr><td><u>Awards and Honors:</u></td></tr><tr><td><u>School Activities:</u></td></tr><tr><td><u>Skills:</u></td></tr><tr><td><u>Work Experience:</u></td></tr><tr><td><u>References:</u></td></tr><tr><td>Available on request</td></tr></table>			Résumé	Name: _____	Address: _____	Telephone No.: _____	E-mail Address: _____	<u>Education:</u>	<u>Awards and Honors:</u>	<u>School Activities:</u>	<u>Skills:</u>
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Available on request												
教學評量	文字作業、繳交報告											
教學參考資源	http://www.how-to-write-a-resume.org (How to Write a Résumé) http://www.resume-resource.com (Résumé Writing Resources)											

	http://careerplanning.about.com/od/resumewriting/Resume_Writing.htm (Résumé Writing)
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