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📟 課堂必學語句 🐷 教學互動溝通 📵 作業評量指導 🕮 線上課程應用



例句/對話/單字 MP3雲端下載 課堂經營與教學必備用語,暢行課程達成教學目標師生互動與多角學習加分訣竅,自信提升表達能力

I'm sharing the syllabus. Do you all see it on the screen now?

You'll find readings related to the lectures on the class website.







Phrases for Online Classes

線上課室基本用語



06

說明線上課程進行方式

Explaining Online Course Procedures



What You Might Say! What You Might Hear!

TRACK 06

■ This 10-session course will b 此十堂課程將會利用 TeamX 軟	e conducted¹ online using TeamX. 體在線上進行。
get the link ² before class.	ail, so please check your inbox to
我會將邀請連結用電郵寄給大家	請在上課前檢視信箱以獲取連結。
□ I suggest³ that you join the of 我建議你們找個安靜的地方來上	
icon if you have problem see	
找已將投影片分享在螢幕上。看	不到的人請點一下「擧手」圖示。
If you have any questions or your mic and interrupt ⁶ me.	comments ⁴ , feel free to unmute ⁵
如果有任何問題或意見,隨時歡	迎開麥克風提出。
	r questions or comments in the ide of the screen, and I'll try to
如果有問題或意見要提出,可在	螢幕右方的「訊息欄」内打下訊息,我

VOCABULARY

- ① conduct (v.) 處理: 進行
- ② link (n.) 連結
- ① suggest (v.) 建議

會馬上回覆。

- ④ comment (n.) 評論:意見
- ⑤ unmute (x) 重開聲音
- ⑥ interrupt (v.) 打斷
- ② address (v.) 應付: 處理
- ⑥ immediately (adv.) 立即:馬上

If you're getting a black screen, that means you may have used the wrong login credentials⁹.

你的螢幕如果全黑,那代表你登入資訊錯誤。

Please ensure¹⁰ the username and password you are entering are correct¹¹.

請確認你登入的帳號、密碼都正確。

Jessie, what error¹² message¹³ are you getting? Please read it to me.

潔希,妳看到什麼錯誤訊息?請唸給我聽。

□ I'll divide you guys into¹⁴ five groups for discussion activities. 我會將你們分為五組以進行討論活動。

Useful Tips

線上課程雖說也可透過電腦螢幕看到參與者影像,但事實上和實體課程 的互動還是有差異的。因此,開始線上課程之前,教師應事先說明線上 課程的互動方式。比方說,教師是希望同學麥克風關靜音以避免干擾? 還是希望開著麥克風隨時準備回答問題?又比方說討論問題時,是個人 回答?還是分組討論?這些細節的指引應在線上課程開始之前就讓同學 瞭解。

VOCABULARY

- ④ credential (n.) 憑證
- ® ensure (x) 確認:確保
- ® correct (adj.) 正確的

- ® error (n.) 錯誤
- ® message (n.) 訊息
- ® divide into 分開:分成

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07

進行線上課程

Conducting Courses Online



What You Might Say! What You Might Hear!

TRACK 07

Welcome to the class. Let's work together to make this an enjoyable online learning experience for everyone. 歡迎來上課。讓我們一起讓這個線上學習課程變得愉快有趣。
In the meantime, I'll mute all participants ¹ . 我現在會先將大家都關靜音。
During the class, I'll be writing formulas on the whiteboard, so please follow along closely. 課程當中我會將數學公式都寫在白板上,請仔細地跟上。
I'll allow some time for you to reflect ² and ask questions. 我會留點時間讓大家反思和提問。
Please have your webcams turned on so that we can interact as normally as possible. 請將你們的網路攝影機打開以便我們討論互動。
The school has set up a shared folder ³ for us to use. Once you've finished your homework assignments ⁴ , please upload ⁵ the files ⁶ there.

學校已設定了共享資料夾給同學使用。你們完成作業後,請將檔案上傳

VOCABULARY

到那湊。

- ① participant (n.) 參與者
- ② reflect (v.) 反映:表達
- ® folder (n.) 文件夾

- assignment (n.) 指派任務: 作業
- ® upload (v.) 上傳
- ④ file (n.) 檔案

Okay, now let's review lessons using Kahoot!, which is a gamebased learning platform⁷.

好的,現在我們透過遊戲學習平台 Kahoot! 來複習一下學過的課程。

We're going to use Padlet for our online sessions. So, first I'm going to show you how it works, okay?

我們的線上課程會使用 Padlet。首先,我來示範給你們看要如何操作。

□ The first step is to create a virtual⁶ "Wall," which is an interactive⁹ space where you can post¹⁰ texts¹¹, images¹², and even files.

第一步是要建立一個虛擬的「騙面」,然後你就可以貼文字、圖像甚至 檔案到此互動空間上。

What I want you to do now is discuss the questions I gave you with your partners and then post your ideas on Padlet.

現在我要請你們做的是,跟夥伴討論我剛講的問題,並將你們的意見寫 到 Padlet 上。

Useful Tips

線上課程缺乏直接的人際互動。因此,線上課程教師的責任之一是要善用線上工具來與學生互動。比方說,透過 google doc 共編文件,或是利用 Pear Deck、Kahoot!、Quizizz、Padlet 等工具跟學生有些交流。

VOCABULARY

- ① platform (n.) 平台
- ® virtual (adj.) 虛擬的
- ⑨ interactive (adj.) 互動的
- ® post (v.) 張貼
- ⑩ text (n.) 文字: 本文
- ® image (n.) 圖像

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Introductions

課程簡介



03

學習教材

Learning Materials



What You Might Say! What You Might Hear!

TRACK 11

Let's start today's lesson by talking about some of the papers that you'll have to read.
今天課程一開始,我們就先來講一下你們需要讀的文章。
If you're interested in exploring more about the history of technology, this book is fairly comprehensive ¹ . 如果你對探討更多關於科技發展的歷史有圓趣,本書內有詳盡的介紹。
If you'd like to jump right into the section on future developments, please go directly to chapter 6.
如果你想直接看關於未來發展的部分,可直接跳到第六章。
You may find it a bit challenging ² to read this book in English, but I'll provide ³ a vocabulary ⁴ list and PowerPoint slides to help you 同學可能會認為閱讀英文版課本有點困難,但我會提供詞彙表和投影片來協助你們。
You'll also be required to read at least three journal articles ⁵ of your own choice.
同學們還需要閱讀至少三篇自選的期刊文章。
I've also shared some other technology-related websites and video ⁶ links on our Google Classroom Classwork page.
我還在 Google Classroom Classwork 頁面上分享了一些與科技相關

□ All pre-recorded videos are available online. Let me post a link to them in the chat box. 所有預錄的影片都放在雲端上了。我將連結貼在聊天區。 □ I've established a LINE group for this course, so please scan this QR code to enter. 我為課程建了一個 LINE 群組,掃描這個 QR code 便可加入。 □ I'll post ten extra reading articles in our class page on Facebook. Please make sure you can access them. 我會在臉書上的班級社團上貼十篇額外的閱讀文章,請確認一下你們可存取資料。 □ Additional audio files will be provided on our course website. 額外的音檔會放在我們的課程網站上。

Useful Tips

在資訊多元化的年代,可提供給學生的教材也不僅限於課本了,而是還可能包括影片、音檔、文章、網站資訊等,若能整合些後續讓同學實際操作的 hands-on 活動,效果將可加倍。比方說請同學看完影片後做一分鐘的口頭報告,或閱讀文章後填寫相關 worksheet 回答問題、寫出摘要……等都是能夠協助同學內化知識的活動。

VOCABULARY

- ① pre-recorded (adj.) 事先錄好的
- ® scan (v.) 掃描
- extra (adj.) 額外的

VOCABULARY

的網站和影片連結。

- ① comprehensive (adj.) 全面的
- ② challenging (adj.) 具挑戰性的
- ® provide (v.) 提供

- ④ vocabulary (n.) 詞彙
- ® journal article 期刊
- ® video (n.) 影片

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Interacting with Students

教師與學生互動



- TRACK 50
- S Do you recommend any online encyclopedias³? 您可推薦線上百科全書嗎?
- ▼Yes. Encyclopedia Britannica is certainly⁴ a good one.
 可以呀,「Encyclopedia Britannica」的確是個不錯的選擇。
- S I'm trying to get a higher TOEFL score. 我的托福想考高分一點。
- Then you have to familiarize yourself with a few important test taking strategies.

那你就要對重要的考試技巧很熟練。

- I need some tips⁵ for improving my spoken English. 我需要一些幫助改善英文口說能力的訣礙。
- Try to speak as much as possible and express your opinions freely without worrying about sentence structure⁶ or grammar. 試著盡量多講,先不要擔心句型和文法,自由地發表意見就好。

Useful Tips

教師給予學習建議時應盡量明確具體。除了利用傳統教材之外,若能整 合線上工具提供實用的應用程式 (app)、網站 (website),甚至是相關影 音 (audio/video、authentic materials/resources)等資料給學生參考則更 佳。

VOCABULARY

- ① recommend (v.) 推薦
- ② page-turner 引人入勝的書
- ① encyclopedia (n.) 百科全書
- ④ certainly (adv.) 確實:無疑地
- ③ tip (n.) 指點:指導
- ⑥ structure (n.) 結構

05

討論職涯方向

Career Exploration

TRACK 51

T → Teacher

S → Student

- What do you plan to do after graduation¹?
 你畢業後打算做什麽?
- S Well, I just feel like I need a bit of a rest². I might go backpacking³ around Southeast Asia.

嗯,我覺得我需要休息一下。我可能會去東南亞國家背包旅行。

- S I don't really want to **get stuck in** a 9-to-5 job. 我真的不想困在朝九晚五的工作中耶。
- I think you've got some academic potential. You may want to think about enrolling⁵ in a master's program.

我覺得你很有學術上的潛力,你可以考慮申請研究所好。

- Are you ready to go out and find a job, Joe?
 你準備好要找工作了嗎,蠢?
- S Well, finding a job is hard for me, since I don't have much on my resume⁶ yet.

嗯,找工作對我來說有點困難,因為我的顧歷還不是很豐富。

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Talking About Online Learning

論線上教學 表達觀點特訓

後疫情時代,雖說線上授課儼然已成為常態且許多師生也有「回不去了」的感覺,但如同所有事物一樣,線上課程也有優缺點與正反兩面評價。 很多時候有機會與其他教師或跟同學討論到自己對線上課程的看法,此 時若心中有點子便可侃侃而談。本單元的目的便是歸納要點,幫助讀者 暢言無礙!



Oral Practice

線上教學的優點

Advantages of Online Learning



What You Might Say! What You Might Hear!

TRACK 63

首先是以口語表達線上教學的優點,或是即便遇到困難阻礙,也可派上 用場的解決方案等。

- When students view my prerecorded lectures, they can learn at their own pace and review lessons as many times as necessary. 當學生們觀看我預先錄製的課程時,他們可以按照自己的步調學習,並 根據個人需求複習課程。
- I've set up online peer¹ groups where students can exchange ideas and get support² from each other.

我建立了線上學習小組,學生們可以在小組內交換意見並互相支援與討 論。

I usually have my Google Meet sessions recorded so that students can view or listen to lessons again and again.

我通常使用 Google Meet 上課時會錄影,以便讓學生們可以無數次地 觀看或收聽課程。

I especially enjoy engaging students by integrating³ all sorts of online teaching tools, like Padlet, Kahoot!, and Slido, into my classes.

我特別喜歡在課堂中整合各種線上教學工具,例如:Padlet、Kahoot! 和 Slido,來吸引學生。

Since online classes can be conducted from home, I really save on travel time, which I sometimes use to plan extra activities.

由於線上課程可以在家進行,我的確節省了不少通勤時間並可利用時間 規劃更多課程活動。 Whenever I need to update⁴ my teaching materials, I simply log in to the online teaching platform and upload the corrected version.

每當我需要更新教材時,我只須登入線上教學平台就可將修正過的版本 上傳。

Sentence Pattern

- Whenever I need to ..., I ... 每當我需要······ ,我便······
- Whenever I need to communicate with students, I use i-Send to send messages.

每當我要與學生互動,我就使用 i-Send 來傳送訊息。

Useful Tips

線上課程的優點就是不受時地等限制,隨時開個 Google Meet 或 Webex 會議室便可進入虛擬教室上課、互動,師生彼此所節省下的來回交通 時間,還可做更妥善的運用,例如教師規劃課程或批改學生作業等。因 此,若論及線上課程的優點,可朝更有彈性方面(人員、地點、時間 等)發想。

VOCABULARY

- ① peer (n.) 同價
- ② support (n.) 支持
- ① integrate (v.) 使合併: 使成為一體: 整合
- ① update (v.) 更新

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討論線上教學的優缺點——教師視角

Dialog 1

TRACK 65

A: Hey, Professor Lin. How's everything?

- B: Not too bad. Well, actually I'm pretty busy with the online course planning. I mean ... I'm still not too familiar¹ with those platforms, you know ... like, Webex, Zoom, and all the other tools.
- A: Yeah, I know what you're saying. Learning how to use all those online tools can be challenging, right?
- B: Indeed. I really have no idea how to start. Do I have to learn them all, or what?
- A: Well, I suggest that you start with Google Meet since it's quite easy to use and the interface is pretty straightforward.
- B: Does it have screen sharing?
- A: Yes, of course. Just about every online teaching platform has that feature². You can even choose to present your entire screen or just a window.
- B: Oh, that's wonderful. Thank you for sharing.
- A: Sure, no problem. Well, I can show you how it works, if you want me to.
- B: That's okay. I think I'll try to figure it out myself. Thanks again.

VOCABULARY

- ① familiar (adj.) 熟悉的
- ① feature (n.) 特徵:特色

- A: 隔,林教授。最近還好嗎?
- B: 還可以。嗯,事實上,線上課程規劃一事讓我忙翻了。我是說……我對 這些線上課程平台都不甚熟悉呀,妳知道的,像是 Webex、Zoom 和 一些其他工具。
- A:是的,我瞭解。學習如何使用這些線上工具還有點挑戰性,對吧?
- B:的確。我真不知道我應該從何著手。我要全都學會還是怎的?
- A: 嗯,我建議你可以從 Google Meet 著手,因為它非常易於使用且界面 頗為簡單。
- B: 有分享螢幕的功能嗎?
- A:當然有呀。幾乎所有的線上課程平台都有這功能呀。你甚至還可以選擇 顯示整個螢幕或是僅顯示一個視窗。
- B:噢,那太好了。謝謝妳的分享。
- A:不客氣。如果你要我操作給你看也可以的。
- B:沒關係。我想我可以試著自己弄清楚。再次謝謝妳喔。

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Sentence Pattern

- TRACK 73
- Instead of [doing something], S. + V. 與其……,不如……
 - Instead of staying home all day, you can go shopping with your friends.

與其整天待在家中,你不如跟朋友出門逛街。

Grammar

Instead 與 instead of 兩者意思與用法皆不同,但許多人仍會混淆。

- instead 一字為副詞,指「作為替代」、「取而代之」,可置於句首或句尾。
 - Patrick did not concentrate on his homework assignments. Instead, he was distracted by his little brothers.
 派堅克沒專心地作功課,反而受到弟弟的影響而分心。
 - I planned to go shopping, but I ended up staying home instead.
 我原本打算要去逛街,但後來還是待在家沒出去。
- instead of 是介系詞片語,表「而非……」之意,後接名詞。
 - He ordered a salad instead of a hamburger.
 他點了份沙拉,而沒點漢堡。
 - Whenever I visit a new city, I always go sightseeing instead of staying in the hotel room.

每當我造訪新的城市,我都會出門走走看看,而非僅待在飯店房間內。

VOCABULARY

- ① college (n.) 大學: 學院
- ② convenience (n.) 便利性
- ® flexibility (n.) 彈性
- cancel (v.) 取消

- ③ avoid (v.) 避冤
- top-notch (adj.) 一流的: 頂尖的
- ① first-rate (adj.) 一流的: 優秀的
- ® diverse (adj.) 多樣化的

Writing Training 寫作特訓

線上教學的缺點

Disadvantages of Online Learning

各類英檢考試要求各不相同,比方說,TOEFL要求三十分鐘內寫至少 350字,IELTS四十分鐘內須寫 250字,且因紙本考試或電腦考試、 打字或手寫的速度不同而異。但重要的是學生應先將自己的立場論點想 清楚,如此不論是何種考試皆可立即回應並順暢寫出論述。

Example

Even though attending classes online seems rather convenient, some college students still prefer to avoid online courses. Here I delve into the two most commonly mentioned disadvantages of online classes.

First of all, taking online courses requires a certain² degree³ of self-discipline, yet students might feel less motivated⁴ when learning online at home. For example, one of my classmates, Stanley, attended some electives online last semester. He told me, however, that he simply felt he was not getting sufficient guidance⁵ from the lecturer⁶, and eventually⁷ he lost the motivation⁸ to actively participate. Indeed, some students still prefer to interact with their teachers and classmates face-to-face. Online classes make many students feel isolated⁹.

The second disadvantage of online classes is that students encounter technical problems from time to time. My personal experience can be a vivid¹⁰ example. I attended a writing class on Google Meet last semester, and the course was constantly disrupted¹¹ by different technical issues, including audio, video,

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