

For students
Student Book



Caves Media Player App

English Works for the Office

Stefan Kostarelis et al.
Caves Books
A2~B2

3 Levels App Test Bank PPT

本教材為 Caves ESP (English for Specific Purposes) 系列之一，是一套內容實用的職業英語教材，適合準備踏入職場的大學生，以及已進入職場的社會人士。

- ▶ 全套共三冊，每冊八個單元，涵蓋聽說讀寫、商務技巧以及文法練習。
- ▶ 本書設計循序漸進，概括各式職場情境，從初入社會應徵工作到工作上可能遇到的所有情況無一不包，並提供職場應對準則。
- ▶ 單元主題包括應徵工作、訂單處理、服裝儀容、客戶服務、簡報、圖表、團隊合作、人際網絡、辦公室文化、商業禮儀、電子商務、創業等。
- ▶ 教學設計多樣化，模擬實際工作狀態，全方位增進聽力及口語能力，在寫作亦強調建立撰寫各式文體的能力。
- ▶ 課程音檔以英、美、澳三國口音錄製，可熟悉不同腔調，訓練聽力，有利日後職場上的應對及多益檢定準備。
- ▶ 每單元提供主題相關的模擬實境影片供老師及學生觀賞學習，教師手冊亦包含多元職場情境活動設計，供教師靈活運用。
- ▶ 每兩個單元一回的 Review Test 可有效檢核學習成果，書末並附四回仿新多益題型練習。
- ▶ 團訂用戶免費教學資源包含課本解答、教師手冊、單元/期中/期末試卷及解答、教學 PPT、完整影音檔，詳情請洽各區業務代表。課程完整音檔及影片可由 Caves Media Player App 下載使用。

◀ 課程結合聽說讀寫，一次戰勝職場英語技巧。

Listening

Listen to the conversation again and complete the dialogues. Then, practice with a partner. 30

Jade: Leo! I'm so glad you're here! I saved my presentation on the department _____ computer yesterday, but I can't find it!

Leo: Do you remember which _____ you saved the document?

Jade: Yes. But it's not here! I don't know what to do. I don't have a _____ and the presentation is in an hour!

Leo: Have you checked on the _____ yet? It's a _____ used to store data on the Internet. The company _____ saves all employees' works before our computers are turned off.

Jade: I'm _____. How are they able to do that?

Leo: I'm not sure. I'm not familiar with _____.

Jade: Is it safe? I've heard so many incidents of networks being hacked.

Leo: We've been using it for quite a long time without any issues, so _____.

Jade: So, how can I _____ this cloud to get my file?

Leo: Just double click on the cloud icon and enter your employee number.

Jade: Here it is. Thanks, Leo. You saved my day.

SOFTWARE FOR PROTECTION 33

Businesses today have to be on top of the latest **technology** if they want to stay competitive. But what kind of software should companies **install**? The answer might vary depending on the nature of the business in question, but there is one tool that every company should invest in.

Perhaps the most important piece of software a corporation can have is a good **anti-virus** package. Communication and even transactions are now routinely done over the Internet. This has opened up new possibilities for business, but companies are at risk from a number of different types of computers are not protected by a good anti-virus system, someone opens an attachment or downloads a file, they be at risk of **infection**.

Most people are aware of viruses that can slow computers down or delete files. However, there are many different types of malware that can affect corporations in far more serious ways. "Worms" can destroy **data** saved on computers, "Trojans" are designed to steal financial information, and "keyloggers" help **hackers** steal passwords and other sensitive information.

Once a computer has been infected, it's very difficult to **remove** malware, so business owners should get ahead of the potential problems and buy a powerful **anti-virus** program from a trusted developer. That won't put an end to the threats, however. Malware is constantly changing, so it's important to install anti-virus software **updates** as soon as they're available.

READING

Select the Best Program 35 CH 03

Before you watch, fill in the blanks with the words from the box. Make changes if necessary.

margin guarantee relevant occasion customize

- It is a software that is _____ to offer the best user experience.
- The client has a thin profit _____, so cost is her main concern.
- Cloudburst is a _____ business software package. You can choose to only buy the tools you need.
- You can analyze information that is most _____ to your business.
- There will be _____ downloadable updates to the software.

While you watch, check the statements about the video that are true.

Richard has purchased a new software program to recommend to a client.

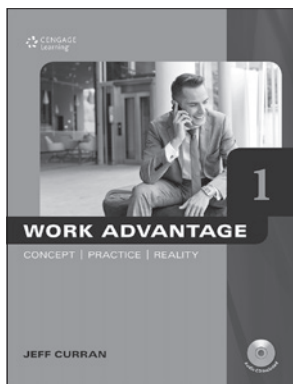
Lindsay thinks the software package is the most well-rounded one around.

Richard's client has limited budget for buying a software program.

Cloudburst can only analyze specific data in a business.

Registration, software service, and updates for Cloudburst are all free.

▶ 影片活動讓課程更有臨場感，讓學生徹底投入情境學習。



For students
Student Book + MP3

Work Advantage

Jeff Curran et al.
Cengage Learning
A2~B2

3 Levels Test Bank PPT

- ▶ 全套共三冊，每冊 12 單元，四回 Review 單元。每單元涵蓋聽說讀寫及文法的訓練。
- ▶ 內容實用，適合準備踏入職場的大學生、初入職場的新鮮人，以及在職工作者。
- ▶ 兼顧生活運用與職場溝通技巧，是一套針對職場工作需要，全方位訓練聽說讀寫的實用教材。內容提供多益考試的考試策略，適合準備考試的學習者。
- ▶ 單元主題涵蓋各職場面向，例如：應徵工作、做簡報、公司介紹、參與會展、外包、績效考核、成本效益、專案合作、企業文化、併購等。
- ▶ 教師資源包含課本解答、教師手冊、教用 PPT、考題及解答，僅提供團訂用戶使用，請洽敦煌書局業務代表。

課程架構

- ▶ 每單元分成 A、B 二部分，內容涵蓋閱讀、聽力訓練、文法解說。
- ▶ A 部分為二至三篇相關文章，搭配相關內容的聽力及寫作練習活動。
- ▶ B 部分提供與主題相關的 case study，例如 Google 的徵人流程、汽車公司 Irving Motors 的故事、清潔公司 Top Quality Cleaners 的現金流量缺口的問題等真實的案例，提供學生討論的機會，同時運用該單元所學到的語言技巧、文法和單字。
- ▶ 每單元在閱讀和聽力練習後，針對同一事件發表感想，訓練學生寫作技巧。

01 Getting a Job

1A Applying for a Job

Warm-up: When employers go over your résumé, they look for specific skills you may possess that will help their company improve and become more successful. Imagine that you are an accountant applying for a position at a computer software company. Which of the following skills do you think is the most important when applying for this kind of position?

Reading 1: Tiffany Fowler is searching for a job and has found a help-wanted advertisement on the Internet. She is writing to the head of Human Resources, Jack Richards, to learn more about the position and to pass along her résumé. Read her e-mail and then choose true (T) or false (F) for each statement below.

Dear Mr. Richards,

My name is Tiffany Fowler, and I am very interested in the job position you are trying to fill. I have been a corporate accountant with BridgeTech for the last ten years. Before I started working as a corporate accountant, I interned at Stock Plus for one year while working toward getting my Certified Financial Manager (CFM) certificate. Although I like working at Bridge Tech, I am currently looking for new challenges, and I

▲ 單元主題涵蓋各職場面向，內容實用。

Human Resources

During a job interview, the interviewer will ask you if you have any questions. This is a good opportunity to ask what benefits and perks the company offers its employees. As we have said that "benefits are good, perks are better." To really know this we have understand the differences between the two. Read the words below and put them into two categories: benefits and perks.

health insurance	a company car	sick leave
vacation days	allowances	housing

Read the Case Study on the following page about Google's hiring process. Answer the following questions.

How many people does Google hire each year?
a. 4,000 to 6,000
b. 3,000 to 4,000
c. 2,000 to 3,000
d. 1,000 to 2,000

How long does one interview last?
a. 30 minutes
b. 45 minutes
c. one hour
d. one hour and 15 minutes

Who makes the final decision on whether to hire you?
a. the recruiter
b. the interviewer
c. a committee
d. an executive

What happens after you pass all of the stages of the hiring process?
a. A recruiter will contact you and offer you the job.
b. You will have to come in and do an on-site interview.
c. An executive will interview you.
d. You will have to do a phone interview with a recruiter.

Why does the recruiter call you before you come in for an on-site interview?
a. The recruiter needs to explain the hiring process.
b. The recruiter needs to ask for your contact information.
c. The recruiter wants to see where you live.
d. The recruiter wants to know if you are interested in the position.

▲ B 部分提供與主題相關的 case study，如：Google 徵人流程等真實案例。

▼ 提供學生討論的機會，同時運用單元所學到的語言技巧、文法和單字。

BY The Hiring Process

of the most sought after people looking for jobs. Billion resumes are sent every year, but they get four thousand to six thousand, which makes landing a job very difficult. The process usually starts with a recruiting you for a phone interview. The recruiter will explain the job to you and then invite you to an on-site interview. This is done with four or five different people, and it's roughly forty-five minutes. Each interviewer submits their feedback to a hiring committee consisting of directors. If they decide to move forward, they will have senior level review your results and then they will pass it along to an executive who makes the final decision. If you make it through all of these stages, the recruiter will call and offer you the job.

Why do people who apply at Google need to go through four or five interviews before they are passed on to the next stage? What might each of the five interviewers ask the interviewee?

Think that each one of the interviewers is a specialist in a certain field and that they are trying to see where the interviewee might fit in with the company.

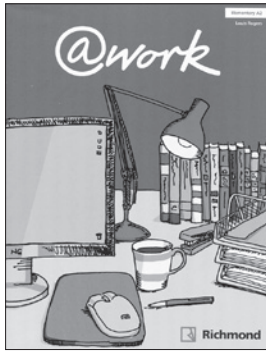
Case Study again and then answer the following questions.

How many resumes are sent to Google every year?
a. 500,000
b. about 1,000,000
c. 1,000,000
d. about 2,000,000

How many stages of the interview process are there?
a. four
b. eight
c. six
d. ten

Who does the interviewer submit their feedback to?
a. the recruiter
b. to a hiring committee
c. to the interviewee
d. to the interviewer

Who finally makes the final decision on who to hire?
a. the recruiter
b. a hiring committee
c. the interviewer
d. an interviewer



4 Levels Online Practice

For students

Student Book + Online Practice
Workbook + CD

For teachers

Teacher's Book



Richmond Learning Platform
<http://richmondip.com>

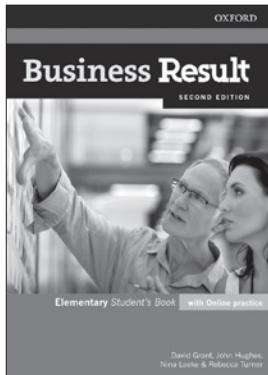
*學生 access code 附於書末；教師帳號可自行註冊。

@Work

Louis Rogers
A2~B2

Richmond

- ▶一套針對職場工作需要，全方位訓練聽說讀寫的實用商務英文教材。兼顧生活運用與職場溝通技巧，符合多益考試的內容及方向。
- ▶全套共四冊，每冊十單元，每單元分為三課。涵蓋聽說讀寫、發音及文法的訓練。課程設計循序漸進，讓學生有充分的機會運用不同語言技巧。
- ▶單元主題涵蓋各職場面向，例如：商務場合的自我介紹、出差、訂旅館、e-mail 寫作、會議英文、簡介公司等。
- ▶閱讀文章內容簡潔有趣，文章類型多元，例如：汽車銷售網站、餐廳官網等，符合一般職場的文件長度或是文章類型。
- ▶聽力內容涵蓋各種情境並融入該單元的主要單字和文法，例如：商務午餐、職場經驗分享、簡報、電話交談等。
- ▶寫作訓練提供學生多重目的 e-mail 寫作技巧以及精準用字。書中清楚的 phrase bank，引導學生寫出專業的 e-mail 內容。
- ▶豐富的口說練習，訓練不同情境的口語訓練，例如：與人閒聊、談論工作經驗、解釋圖表、安排會議等。
- ▶專屬線上平台提供學生線上練習機會及豐富教學資源：單字表、錄音稿、教學技巧建議、作業本解答、課本及作業本聽力檔。



6 Levels Online Practice DVD

For students

Student Book + Online Practice

For teachers

Teacher's Book + DVD
Class CD (2)*

*Starter, Elementary level CD為一片。



Online Practice
www.oxfordlearn.com



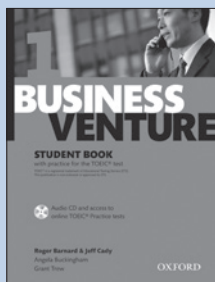
Teacher Resource
<https://tinyurl.com/yvg7jmze>

Business Result Second Edition

John Hughes et al.
A1~C2

Oxford University Press

- ▶一套讓學習者可現學現用的商業英語教材。教學大綱以溝通為導向，搭配多媒體輔助，幫助學生有效掌握商業用語。
- ▶全套共六冊，每冊15單元，每單元有五個教學主軸：
 - 「Working with words」藉由聽讀及活動熟悉必備商業用語。
 - 「Business communication」了解如何在職場運用適當語言來表達想法，如：商務會議用語。
 - 「Practically speaking」提供在不同情境中，實用的社交常用片語。
 - 「Language at work」複習單元文法，讓學習者檢核學習狀況。
 - 「Talking point」提供有趣的商業主題和概念，進行思考與討論。
- ▶每三個單元會搭配一個「Viewpoint」影片單元，藉由訪談牛津大學知名商學院的權威教授和商業領域專家，讓學生熟識實用商業概念，並培養聽力能力與作筆記的技巧。
- ▶線上練習 access code 附於學生課本，書末附錄音稿。教師手冊之DVD提供「Viewpoint」影片。
- ▶學生線上練習包含單元考題/練習、電子書信練習/範例、課文影音下載，有效提升課堂學習成效。
- ▶教師線上資源提供學習單、單元測驗、課文音檔與影片下載。



3 Levels Online Practice
IWB Test Bank

Business Venture

Third Edition

Roger Barnard et al.
A1~A2

Oxford University Press

- ▶ 一套專為職場工作者所編寫的商業英語教材，讓學習者更能掌握職場上最新的商業用語。
- ▶ 全套共三冊，每冊共 12 個單元，以各種職場情境為主題，如：客戶應對、客戶招待、電話聯繫、約定會議時間、計劃擬定等，訓練學生實際工作的溝通能力，適合想要增進會話流暢度的初級程度學生使用。
- ▶ 每單元藉由兩組情境聽力，教授多種實用的功能性語言（如：禮貌用語、要求/提議語句等）及各種數字說法（如：日期、電話、價錢、兌換率等），讓學生在練習與互動活動中，將所學內化。
- ▶ 每單元包含「Culture File」，讓學生認識各地文化風俗，拓展國際商務的社交常識。
- ▶ Level 1 & Level 2 內含 20 頁多益練習題，書末提供 TOEIC Listening 應試訣竅。
- ▶ TOEIC 線上測驗 access code 附於學生課本書末。另有期中/期末考題提供團訂用戶參考使用。

For students

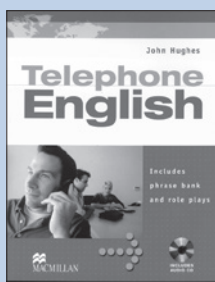
Student Book + CD + Online Practice Workbook

For teachers

Teacher's Guide iTools



Online TOEIC Practice Tests
<https://goo.gl/PGGA10>



Business English Skills Series

John Hughes et al.
A2~C1

Macmillan Education

- ▶ 本系列著重訓練職場上必備的英語溝通能力。解答附於書末。更多相關教學資源可至出版社網站下載。
- ▶ *E-mail English (2/e)*：共 32 個單元，從最基本的電子郵件開頭結尾教起，接續帶入特殊狀況例如：談判、詢問付款、描述商業趨勢等，以及常見的文法使用的錯誤提示。書後附 Phrase Bank 可做為寫 e-mail 的辭彙參考。
- ▶ *Presentations in English*：本書透過簡易七步驟教授如何進行英語簡報，搭配上 DVD 實景拍攝影片，指導學生找到專屬個人的簡報方式。
- ▶ *Telephone English*：共 32 個單元，依溝通主題分為五大類，分別為：基本應答、每日電話英語、電話溝通技巧、致電客戶或同事，以及商務電話（訂貨、客訴等）。

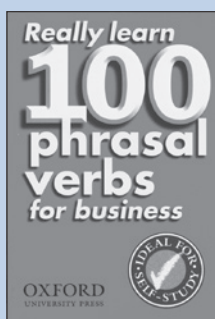
Series Titles

E-mail English (2/e)
Presentations in English*
Telephone English*

*with Audio CD



Teacher Resource
<https://goo.gl/bFceL4>
(Presentations in English/ E-mail English)



Really Learn 100 Phrasal Verbs for Business

Oxford University Press
B1~B2

- ▶ 全書共 100 個單元，收錄職場上最常用的 100 個商用動詞片語。
- ▶ 依照 A 到 Z 的排序，每單元一頁介紹一個商用英語片語。
- ▶ 讓學生從文句中理解字義，且提供豐富的練習題讓學生立即演練。
- ▶ 本書可與 *Really Learn 100 Phrasal Verbs* 搭配使用（見 35 頁）。
- ▶ 書末附習題解答，適合自學及課堂使用。

For students

Student Book



3 Levels MultiROM



2 Levels Online Practice

Business One: One

Rachel Appleby et al.
A2~C1

Oxford University Press

- ▶ 一套專為商用英語所編寫的教材，主要用來加強學生的聽力、口說及寫作能力，尤其適合一對一的教學型式。
- ▶ 全套共三冊，每單元有兩頁，課程主題皆與溝通功能相關，如：在社交場合中如何介紹自己與他人、開會時如何表達個人意見等。
- ▶ 「Language box」著重語用及常見的詞語搭配，如：make + a plan/progress/arrangements 等。單元中的「Hint」提供語用小提示，方便教師延伸課堂講解或進行口語問答。
- ▶ 書末的「Reading bank」提供數篇多樣化文章、閱讀理解練習和解答；「Listening bank」提供延伸的聽力練習和解答；「Grammar bank」則彙整了全書聽力活動的錄音稿與重要文法觀念解釋。
- ▶ 書後附 Multi-ROM，內含每單元一份文法練習、互動式測驗及遊戲。
- ▶ 教師手冊內含每單元主要學習目標、教學步驟及練習題解答，可有效節省教師備課時間。

For students

Student Book + Multi-ROM

For teachers

Teacher's Book
Class CDs (2)

Commerce

Martyn Hobbs and Julia Starr Kettle
A2~B2

Oxford University Press

- ▶ 本教材為 *Oxford English for Careers* 系列之一，專為商業人士所編寫，提供職場上所需的語言技巧與知識，讓職場英語能力更上層樓。
- ▶ 全套共二冊，每冊 15 個單元，書中涵蓋商業職場上常見的主題，例如：到新公司任職、買賣、行銷、商業道德、品牌價值及到海外工作等。
- ▶ 「It's my job」以真人實例展現不同產業的工作特性及內容，例如：人才招聘顧問、市場行銷實習生、顧客助理等。
- ▶ 「Meeting Room/Small Talk」幫助學習者在正式及非正式的社交情境中，使用正確的溝通語言。
- ▶ 書中附 Writing Bank 提供職場常用的信件寫作參考，包括：佈告、e-mails、正式報告、便條、履歷、書信等。錄音稿附於書末。
- ▶ 教師資源網站提供詞彙表、錄音稿等。學生網站提供文法、字彙及聽力的簡易線上練習。

For students

Student Book

For teachers

Teacher's Resource Book
Class CDStudent Website
<https://goo.gl/SV7sEk>Teacher Resource
<https://goo.gl/aJImA3>