

## 度身訂造課程 Tailor – Made Private Course

科目 Subject: \_\_\_\_\_

<b>For office use only</b>
<b>Date:</b> _____
<b>Receipt no.:</b> _____
<b>Received by:</b> _____
<b>Date:</b> _____

(1) 個人資料 Personal details:

英文姓名 Surname in English: \_\_\_\_\_

英文名字 First/other Name in English: \_\_\_\_\_

中文姓名 Full Name in Chinese: \_\_\_\_\_

出生日期 Date of Birth: \_\_\_\_\_ 性別 Sex: 男 M ( ) 女 F ( )

國籍 Nationality: \_\_\_\_\_ 公司職位 Company Position: \_\_\_\_\_

通訊地址 Correspondence: \_\_\_\_\_

電話號碼 Tel. No: 住宅 (Residential): \_\_\_\_\_ 辦公室(Office): \_\_\_\_\_

傳真號碼 Fax No. \_\_\_\_\_ 住宅 Home ( ) 辦公室 Office ( )

(2) 有關語言水準 Relevant language level:

初級 Beginner ( )                      中級 Lower Intermediate                      1 ( ) 2 ( ) 3 ( )

會話 Conversation ( )                      進階 Higher Intermediate                      1 ( ) 2 ( ) 3 ( )

商業 Business ( )                      高級 Advanced                      1 ( ) 2 ( ) 3 ( )

(3) 選擇上課時間及開課日期 Time & Day and Commencement Date available for the course: \_\_\_\_\_

每週堂數多少 Number of lessons desired per week? \_\_\_\_\_

每課時間多少(小時) Preferred length of lesson (in hours) ? \_\_\_\_\_

上課地點 Address at which the course will be held: \_\_\_\_\_

備註 Remarks: \_\_\_\_\_

(4) 學習有關語文的實際需要和目標 The needs objectives of learning the language:

( ) 掌握客戶服務之應對技能 To acquire knowledge and to possess presentation skills in the relevant

( ) 掌握社交語言技巧 To obtain basic interpersonal communication skills in an inter-cultural context.

( ) 改進聆聽與對答技巧 To improve listening and conversation skills.

( ) 提高流利程度 To develop a reasonable degree of fluency in the language.

( ) 增加商業有關之詞彙及行語 To increase vocabulary, including some jargons and terms related to the business.

( ) 提高個人表達之自信 To gain more confidence in self-expression in the language.

(5) 提意課程內容/題目 Subject / topics preferred:

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**(Please fill in this form to help us design a course which meets your need. Thank you.)**