

全英語課室語言公式

第一區塊 時序步驟 (Time-Based)

開始上課：於課堂開始時，建立常規默契和提醒用語，讓學生可以有足夠的緩衝時間，準備好要開始專注於課堂。

招呼語 打招呼或是簡易問候。

- Good morning!
- Good afternoon!
- How's everyone doing today?

複習 承先啟後，概略提及上週內容或詢問是否完成作業，再開啟本週的主題。

- Let's review some of the key points we talked about last week.
- In our last class, we were looking at... and today we'll discuss...
- Have you all finished the homework?

指令 詢問是可協助關門、拿出課本/講義/作業、點名、請翻開課本第__頁、我們開始第__頁的練習、今天和你更新/ 通知你關於.....。

- Could someone please close the door?
- Take out your book/worksheet/ homework, please.
- We're going to take the roll now. Please raise your hand when I call your name.
- Please turn to Page ___ of our book.
- Let's start with Exercise ___ on Page ___.
- Today, I'd like to update you on / inform you about ...

提供指令和詢問資訊：課堂進行中，尤其是在解釋較困難的觀念時，應確認學生的理解程度，以利調整語速或是重新講解。或者是發現有學生分心，透過可以引起注意的指令句型，讓學生再次專注於課堂。另外，若要學生參與，也需要運用明確的用語，邀請學生動起來。

確認理解程度 了解嗎？有跟上嗎？以問短句的方式，能夠觀察學生反應，或是提醒如果不懂，可以舉手。

提醒如果不懂，可以舉手。

- Do you get this?
- Are you with me?

- Shall I go on?
- Put your hand up if you don't understand.

引起注意 提及重點或是困難觀念時，可配合手勢和用語，提醒要多加留意、看投影片或是寫筆記。

- Please pay special attention to this part.
- Please take a look at the PowerPoint.
- You may want to take good note of this part.

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要求配合/邀請參與 跨出一步和學生建立互動，可以請學生配合指令或是邀請他們提供答案或想法。

- Does anyone know what ____ means? (詢問某詞彙或觀念的意思)
- Give me an example, please. (請舉例)
- Is this correct? Please elaborate. (請辨別是否正確並解釋)
- Please watch the video and answer the guided questions. (請觀看影片並回答引導式問題)
- Put your hand up if you know the answer/don't agree with this. (若知道答案或是不同意，請舉手)
- Could you paraphrase it or provide an example? (請換句話說或是舉例)
- Who's willing to volunteer a reason? (請說明原因)
- Let's take a poll, how many of you would... (意見調查，你們之中誰曾經...)

其他

- Let's do more practice on this! (多一些練習)
- Please pass around the handout/worksheet. (請將講義／習題傳下去)
- I'm collecting the worksheet. Please pass your worksheet forward/leave your worksheet on this desk as you leave. (我在收習題，請往前傳／離開時將習題置於桌面)

課堂經營 維持秩序或掌握課堂任務的時間分配。

- Five minutes left. Please wrap up your discussion. (剩下五分鐘，請總結討論的內容)
- Please wait for your turn. (請等候至輪到你時)
- Could I have everyone's attention, please? (請注意)
- It's almost time to stop. Please have your reporter ready for sharing. (時間到，請負責報告的同學準備發言)
- Please return to your seats so we can proceed. (請回座位)
- I'm going to hand over my mic to _____. Let's hear him/her out. (接下來請_____發言)

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鼓勵、訂正、提供建議：激勵學生保持下去，快完成了！若要訂正、針對學生的答案提供建議，可以從認可的部分開頭，進而點出可加強之處。

- Brilliant! I like how you see this from a fresh perspective. (耳目一新的觀點)
- Yes, that's right. I can see your point. (我了解你的立場)
- Good team work! (團隊合作佳)
- That's much better! You're really improving. (進步很多)
- That's nearly right. Keep trying! (幾乎快全對了，繼續嘗試)
- I understand your point. But have you considered _____? (我了解你的立場，但你有考慮_____嗎?)
- Good job! You have demonstrated good grasps of the knowledge and skills. (很好！掌握了完整的知識和技能)
- Nice work! You have shown great progress. (表現很好，進步很多)
- You are almost there. Good effort!(快完成了，很棒)
- Can you walk me through your thinking/idea? (可以說明你的思路/邏輯嗎?)
- Not quite right. Shall we try again? (還沒完全正確，我們再嘗試一次好嗎?)
- How about ____? Do you think this would make difference? (你覺得_____如何？會有差異嗎?)
- Thanks for trying. Let's put more focus on _____ and try again.
們專注在_ (很好的嘗試，我們專注在____，再試一次。)
- It would greatly help if you could preview the content before class. (如果能夠課前預習內容的話，會有很大的幫助)

提供參考資訊：指出可幫助理解的資訊或材料。

- As we mentioned earlier/last week, •. (如同稍早/上週所述)
- In the blackboard/PowerPoint slides ,you can see that...(請看黑板 /投影片，可以得知...)
 - Based on ____'s sharing, we can see that... (根據____同學的分享，我們可以知道...)
- While we are on the subject,... (當我們在討論這個主題的時候)
- If you need more details, please refer to Page ____ of Unit _____. (如果需要更多細節，請見第____單元第____頁)
- Let me sum up. Based on what we have heard from each team's sharing,... (總結一下，根據每一組的分享，可以得知...)

帶領討論：討論類課程通常涉及協助學生分組、鼓勵批判思考、提供引導等三大任務。

分組

- Please get into groups of four. Please pair-up. (請四個人分成一組)
- Please assign a leader, a reporter, a note taker and audience in your own team. (請指派角色：組長、負責報告的組員、負責筆記的組員、聽講的組員)

鼓勵批判思考

- Which teams disagree/agree with (stance)? Show your hand. Please elaborate. (哪些組別同意 / 不同意.....? 請舉手並說明)
- Please briefly explain your points.(請簡要說明你的論點)
- How did your team reach this conclusion? (你的組別如何得出這個結論?)
- Could you present your arguments/evidence to support your claim? (可以論證你的立場嗎?)
- Please examine the other teams' arguments and compare with yours. In what ways they are different or similar? (請驗證別組的看法，並且和自己組比較，相同和相異之處為何?)

提供引導

in this task, you'll discuss about(a focused point) and the team reporter will /need a 3-minute sharing afterward. (這個練習，你們會討論___，負責報告的同學要用三分鐘分享討論內容)

. In this task, you'll need to (action 1)-Second, action 2).And then (action 3) (這個練習，首先，你需要___，第二步是___，然後，第三步___)
_，然後，第三步

•You are expected to complete the task within

- minutes. (請在

• Would you like some more time? (需要多一點時間嗎?)

分鐘內完成習題)

• nstructions are also included in the handout worksheet. (講義/ 習題上也有說明)

• During discussion, please raise your hand if you need my assistance. (討論時，如果需要協助，請舉手)

課堂結語：課堂結語包含指派作業或指派複習任務，預告下週主題，以人及道別用語。以作為當週課堂的結束。

指派作業、複習

• Let's recap. To conclude/summarize... (總結)

• Please submit your homework through(means/platform) by (time/date). (透過___方式繳交作業，在___時間以前)

• Please take a worksheet as you leave. (離開時請攜帶一張習題)

• Please review today's lesson and complete the worksheet. (請複習今天的內容，並且完成習題)

• Before the next lesson, please preview Page ___ to Page ___ of Unit ___
下堂課之前，請預習___單元的第___頁到___頁)

• Please complete Exercise ___ on Page _____. (請完成第___頁的第___題)

下週預告

• We'll be discussing (topic) next time.(我們下次將會討論主題)

• We've run out of time, so we'll continue next lesson. (快下課了，所以我們下一堂課繼續)

• We'll do some more practice of this in the next class. (下堂課我們會有更多練習)

- We'll continue this part next time, so please stay in the same team when you come in next week. (我們下次上課會繼續這個部分，所以下週請和相同的組員一起完成)

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道別用語

- Have a good day. (日常招呼語，祝有美好的一天)
- Have a good holiday/weekend. (日常招呼語。祝有美好的假期/週末)
- You have done a great job today. Thanks for your cooperation. I'll see you next week. (今天表現很好，感謝配合，下週見)

第二區塊 任務指派 (Task-Based)

於課堂指派任務時，常常有和學生互動的機會，以下整理出最常使用的互動情境，既可以清楚表達你想傳達的意思，也可以婉轉地讓學生接受資訊。

表示同意

- I couldn't agree more.
- I can see your point here.
- I'm with you on that one.
- I'm on board with the idea.

尋求同意

- Does anyone mind if I...?
- Would you recon I ought to ___?
- How do you feel if I ___?
- Do you think it would be all right if I ___?

陳述事實

- It's common knowledge that...
- It's a well-established fact that...
- I think we can all agree that...
- It has been scientifically proven that...

道歉

- Please accept my sincere apology.
- I should have been more careful. I apology.
- Please excuse my late reply.

換句話說

- To put it another way, ...
- In other words, ...
- What this means is that...
- Put it this way...
- To paraphrase...
- To put it another way...

尋求協助

- Could you give me a hand with this?
- I could use some help. Would you help me?
- I'm wondering if you could help me with this?
- Do you mind giving me a hand?

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表示確定程度高

- I'm absolutely positive that...
- I'm convinced that...
- I'm fairly certain that...

尋求意見分享

- What's your opinion about...?
- What's your view on...?
- Where do you stand on...?

陳述慣常現象

- I'm absolutely positive that...
- I'm convinced that...
- I'm fairly certain that...

尋求意見分享

- What's your opinion about...?
- What's your view on...?
- Where do you stand on...?

陳述慣常現象

- In general, ...

- On the whole, ...
 - Ninety percent of the time, ...
- Generally speaking, ...

提供選項

- It's up to you to...
- The decision is yours.
- Please make up your own mind.

提及需留意的重點

提及需留意的重點

- I'm not quite sure that...
- I have doubts about...
- I am worried about...
- This part is problematic. Could you check again?
- I agree up to a point, but...
- It didn't live up to expectation.

避免直接提供評分或評語（基於需要再確認或是涉及學生隱私的原因）

- Let me check and get back to you.
- I'm not at liberty to comment on this/that any further than I already have.
- I'm sorry but that's confidential.
- I'm sorry but that's personal.

陳述意見

- If you don't mind me saying.
- In my humble opinion."
- As far as I'm concerned."
- Have you thought about

提供建議

- I would strongly suggest.
- My advice would be to..
- It may be a good idea to."
- Have you considered.

第三區塊 目標闡述 (Purpose-Based)

目標 1：提供指引 1（活動、作業或引導）

按照順序：建議使用序數、順序類別的轉承詞，以及步驟類的關鍵字。

- First, second, third...
- To begin with, next, at last...
- Step 1, step 2, step 3...
- May contain key words like process, steps, phrases, development, and procedures

In the next 20 minutes, you will need to complete the four **steps** of the group task. **First**, please make sure you have the worksheet. **Second**, get into groups of four. **Third**, assign your team leader, report, note-taker and audience. **Lastly**, work together to complete the worksheet. You will need to give a 3-minute report afterward.

範例為描述在課堂如何分組，你可以觀察到，利用英文序數來標示順序，和表示「最後」的轉承詞 Lastly 和關鍵字 steps，因此學生很容易按照順序完成你所指派的分組活動。

按照分類：按照類別依序描述，除了數字之外，還會包括意思為「由...組成、包含」的關鍵動詞。

- Type 1, type 2, type 3...
- Group 1, group 2, group 3...
- Task 1, task 2, task 3...
- May contain key words like comprise, include, contain, and constitute

There are three types of questions need to be completed in the task. **Type 1** comprises five multiple choice questions; **Type 2** five true or false statements; **Type 3** five short answer questions. Please upload your answer up to NTU Cool when you complete the task. You will have 15 minutes to work on this.

範例中，透過數字，了解到問題分成三類，並且提及關鍵動詞 comprises，學生可以更清楚知道，這是以分類的方式介紹這份習題有哪些內容。

目標 2：解釋因果（意見陳述、解釋論點、指引/協商）

詢問/解釋原因：可以詢問學生如何得出結論，或是解釋選擇的邏輯，關鍵字包含「因為、由於、基於」

- Could you share how you reached this conclusion?
- On what ground are you making this claim?
- Could you justify your decision?
- May contain the key words like because, since, due to, for the reason that, and based on

Let's recap. Most of you agree with this perspective. Several groups reached their conclusion based on one key fact. That is, the evidence is not only direct but also explicit. On the other hand, few disagree because of the concern of insufficient amount of data.

範例為複習時，探討各組基於不同思路，而得出不同結果，關鍵字詞包括 based on, because of。

詢問/解釋結果：可以引導學生推測事件可能的結果或是某行動的後果，關鍵字包含「後果、結果、效應、衝擊、影響、因此、所以」。

- If this (assumption) is true, what can we expect?
- What's the consequence of this?
- Could you predict what may happen next?
- What's the result of this action?
- May contain the key words like consequence, result, outcome, effect, impact, influence, therefore, hence, and so

If the homework is submitted late, this will **result in** grade deductions. This may further negatively **impact upon** your final grades. So, if you do have some concerns or questions about our homework this week, please contact me after class

範例提及如果遲繳作業，將會扣分。扣分是後果，用 result in 加上後果，impact upon 加上受到衝擊的層面，最後結語用 so 「所以」，帶出忠告或是建議作法。

目標 3：對此、對照（分析、呈現論點、處理質訊、評估訊息）

討論相似之處/表示支持：比較兩觀念或事件相同點，或是表示同意某意見，關鍵字詞包含「也、就像、如同」，或者是使用表示「而且」的轉承詞

- Similar to (noun/name), I agree that...
- Similarly, ___ and ___ are the same/alike in that...
- Likewise, ___ and ___ share similar ...
- Like (noun/name), I personally believe that...
- We stand on the same ground in that...
- We share the same view on the issue/matter.
- Consistent with ___, I support his/her idea in that...
- May contain key words like as well, too, and just as, and connecting words like furthermore, moreover, in addition, and also

Similar to Tom, I agree that we should collect more data before making a judgement. For now, we **share the same ground** that modifications are needed to further improve the model.

範例提及和 Tom 類似，作者同意[某事件]，現在有同樣的考量，關鍵字詞有 similar to, share the same ground。

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討論相異之處/顯示多元想法：比較兩觀念或事件不同之處，或是表示對於同一議題的想法、見解很多元，關鍵字詞包含「不同、不同意、對照、儘管、不一致」，或者是使用表示「然而、即使、反之」的轉承詞。

- Dissimilar to (noun/name), I personally think that...
- I have a different view on (topic).
- I disagree with (name's view in that...
- Different from (noun/name), I disagree with...
- In contrast to (noun/name), I argue that...
- (noun) differs from (noun) in that..
- Despite the majority opinion, I should address the importance of.
- Inconsistent with the existing belief/ data/majority opinion, I am leaning to...
- May contain key words like however, nevertheless, on the other hand, and even though

In contrast to Tom, I argue that the current evidence is strong enough to draw a conclusion. **Despite the majority opinion** of collecting more information, I should address the importance of the unique value and meaning of these data instead of merely focusing on the issue of representativeness.

範例提及和 Tom 對照之下，儘管與多數的見解相左，作者仍認為應該強調某觀念的重要程度。這是透過比較，突顯自己所強調的事物，關鍵字詞包括 **in contrast to** 和 **despite the majority opinion**。