Freshman English Interview Student Manual

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大一英文口說評量學生手冊

一、目標
提昇學生於面試的英語口語溝通能力

二、進行方式
每位學生每學期須完成三次面試，每次面試由老師根據課程進度與課本內容設計三道題目，老師從中挑選其中一個問題開始，再依學生的回答進一步提問或引導至少三次，並根據學生的回答予以評分與回饋，以下提供老師可或需提問或引導的範例。

A. Repair
S: I like to (unclear speech) every morning.
T: Excuse me. What did you say you like to do every morning?
S: (response is graded)

B. Extension
S: I like to jog every morning.
T: Where do you usually jog in the morning?
S: (response is graded)

C. Clarification
S: I like to go around my house every morning.
T: What do you mean by 'go around'?
S: (response is graded)

D. Assistance
S: I enjoy eating. Uh...
T: What's your favorite food? (Wh-question – more difficult)
S: Uh...
T: Do you prefer hamburgers or pizza? (Either-or-question – easier)
S: Eh...
T: Do you like hamburgers? (Y/N-question – the easiest)
S: Yes. (low score due to heavy dependence on interviewer assistance)

E. Affirmation
(dialogue continued from Assistance)
T: So you like hamburgers.
S: Yes. (NOT graded)

F. Back-channeling
S: I'm always late for class.
T: Is that right? / How interesting. / Uh-huh.

學生須遵照規定完成線上預約(面試線上預約系統之操作步驟請參閱附錄一)，預約成功或取消預約時，皆會收到確認通知。面試前一天，也會收到提醒通知。若要更改電子郵件，詳細步驟請參閱附錄二。每次面試須與不同的教師進行，其中一次可選擇自己的任課教師。每次面試時間為二分鐘，將會錄音存檔。面試後，學生會收到錄音檔、成績與評語。下載錄音檔
及查閱成績與評語之步驟請參閱附錄三。

三、評分標準

學生的面試表現(第一個回答不在評分內)主要依三個層面來評分，分別為「理解度」(intelligibility)、「相關度」(relevance) 與「適當度」(appropriateness)。對初級與中級學生另加需要相對應的協助(need for support)。面試總成績(各項成績之平均)採 6 級分制(0 最低分至 5 最高分)，每次面試成績佔大一英文總成績 5%，換言之，三次面試成績共佔 15%。

理解度
整體而言，回答
(1) … 無法理解與/或沒有足夠訊息可判斷。
(2) … 很難理解。
(3) … 清晰且可以理解。
(4) … 很清晰且容易理解。
(5) … ，除了清晰易懂外，且能用重音與語調進行有效之溝通。

相關度
整體而言，回答
(1) … 與問題或話題完全無關。
(2) … 與問題或話題不太相關。
(3) … 與問題或話題適度相關。
(4) … 與問題或話題高度相關。
(5) … 與問題或話題高度相關並能針對內容延伸。

適當度
整體而言，回答
(1) … 不適合面試場合。
(2) … 不太適合面試場合。
(3) … 適合面試場合。
(4) … 很適合面試場合。
(5) … 可作為面試場合之典範。

需要協助之程度(初級與中級學生)
(1) 面試者總是需要協助學生回答。
(2) 面試者常常需要協助學生回答。
(3) 面試者有時需要協助學生回答。
(4) 面試者偶爾需要協助學生回答。
(5) 面試者完全不需要協助學生回答。
四、104 學年度上學期時間表

<table>
<thead>
<tr>
<th>預約系統</th>
<th>開放時間</th>
<th>關閉時間</th>
<th>時段</th>
</tr>
</thead>
<tbody>
<tr>
<td>第一次面試線上預約系統</td>
<td>9/28</td>
<td>10/23</td>
<td>每週一過00:01至週五13:00</td>
</tr>
<tr>
<td>第一次面試</td>
<td></td>
<td></td>
<td>第一週 10/2 – 10/8</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>第二週 10/12 – 10/16</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>第三週 10/19 – 10/23</td>
</tr>
<tr>
<td>第二次面試線上預約系統</td>
<td>10/26</td>
<td>11/30</td>
<td>每週一過00:01至週五13:00</td>
</tr>
<tr>
<td>第二次面試</td>
<td></td>
<td></td>
<td>第一週 11/9 – 11/13</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>第二週 11/17 – 11/23</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>第三週 11/24 – 11/30</td>
</tr>
<tr>
<td>第三次面試線上預約系統</td>
<td>12/01</td>
<td>12/25</td>
<td>每週一過00:01至週五13:00</td>
</tr>
<tr>
<td>第三次面試</td>
<td></td>
<td></td>
<td>第一週 12/7 – 12/11</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>第二週 12/14 – 12/18</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>第三週 12/21 – 12/25</td>
</tr>
</tbody>
</table>

每次面試將分三週完成，各班老師會將學生分為三組，第一組同學請預約每次面試之第一週時段，第二組同學請預約每次面試之第二週時段，第三組同學請預約每次面試之第三週時段。若學生預約的時段為非老師所指定之週數，該次面試成績以零分計算。每次面試僅能預約一個時段。

五、其它注意事項

1. 請檢查個人近照是否已上傳至逢甲大學 Apps (檢查步驟請參閱附錄二)，以便在面試時確認身份。若未顯示照片，請於 9 月 24 日 (星期四) 以前將檔案寄至外語教學中心 (fe.interview@gmail.com)。若無照片，則不接受面試。

2. 每次完成線上預約後，請記下面試日期、時間與地點。面試當天請攜帶學生證，並提前十分鐘至面試地點刷卡報到。面試完後，請登入逢甲大學 Apps 完成「英文面試回饋」(步驟請參閱附錄一)。
3. 若因遲到而被註記「缺席」，該次成績以零分計算。
4. 若因故而無法前來面試，經任課教師同意後，可另安排時間補考。
5. 若有任何最新消息，任課教師會在課堂上宣佈。
附錄一
預約與回饋之操作說明

步驟一：連至逢甲大學首頁，點選「在校學生」。

步驟二：點選「Apps 校務資訊應用服務網」。
步驟三：輸入「學生證號碼」與「密碼」以登入。

![帳號登入界面](image)

步驟四：點選「大一英文專區 > 大一英文面試預約」。

![校務資訊應用服務網界面](image)

步驟五：依中心 FE Interview 網頁之面試學生名單（9/27 公佈）為主，前 13 名同學預約第一週時段，第 14 至 26 名預約第二週時段，第 27 至最後一名預約第三週時段。查詢該週可預約時段，選擇一時段，點選「預約」，每時段可接受預約人數最多為 15 人。預約成功後，將會收到確認通知。
步驟六：若因故而無法面試，請於事前點選「取消預約」，取消後會收到確認通知，需另預約同週之其它時段。
步驟七：完成面試後，請登入逢甲大學 Apps，點選「大一英文專區」，完成「英文面試回饋」。

❤温馨小提醒
1. 請留意每次面試線上預約系統所開放之時間，每次面試僅能預約一個時段。
2. 面試當天須帶學生證，提前至面試地點完成刷卡報到；若未帶學生證，需等其他已報到學生完成面試後，方可面試。
3. 若面試當天缺席，以零分計算。
附錄二

學生綜合資料卡

步驟一：逹至逢甲大學首頁，點選「在校學生」。

步驟二：點選「Apps 校務資訊應用服務網」。
步驟三：輸入「學生證號碼」與「密碼」以登入。

步驟四：點選「我的逢甲 > 學生綜合資料維護」。
步驟五：若未看到照片，請將照片檔寄至外語中心（fe.interview@gmail.com）。

步驟六：若要更改常用 E-mail，點選「個人資料異動」。
步驟七：修改完後，勾選「我已知此通訊地址為重要文件寄達地址，此為正確地址。」，再點選「修改」。
附錄三

面試資料查詢

步驟一：連至逢甲大學首頁，點選「在校學生」。

步驟二：點選「Apps 校務資訊應用服務網」。
步驟三：輸入「學生證號碼」與「密碼」以登入。

步骤四：點選「大一英文專區 > 學生面試成績查詢」。
步驟五：下載錄音檔並查詢面試成績與評語。學生須登入 Apps 完成回饋後，才能看到成績與評語。若仍無法看到，需等面試教師公佈後才可查詢。
FRESHMAN ENGLISH INTERVIEW STUDENT MANUAL

A. Purpose
To boost English oral communicative ability in face-to-face interviews

B. Procedure
Every semester, each Freshman English student has to complete a total of three interviews. For each interview, you will need to prepare for a set of three questions, primarily based on the textbook and your course content. An interviewer will begin with one of the three questions and ask you three or more further questions according to your responses. Interview scores are based on how you respond to the interviewer’s prompts and follow-up questions. Typical examples of moments to cut in/guide are as follows:

A. Repair
S: I like to (unclear speech) every morning.
T: Excuse me. What did you say you like to do every morning?
S: (response is graded)

B. Extension
S: I like to jog every morning.
T: Where do you usually jog in the morning?
S: (response is graded)

C. Clarification
S: I like to go around my house every morning.
T: What do you mean by ‘go around’?
S: (response is graded)

D. Assistance
S: I enjoy eating. Uh...
T: What’s your favorite food? (Wh-question – more difficult)
S: Uh...
T: Do you prefer hamburgers or pizza? (Either-or-question – easier)
S: Eh...
T: Do you like hamburgers? (Y/N-question – the easiest)
S: Yes. (low score due to heavy dependence on interviewer assistance)

E. Affirmation
(dialogue continued from Assistance)
T: So you like hamburgers.
S: Yes. (NOT graded)

F. Back-channeling
S: I’m always late for class.
T: Is that right? / How interesting. / Uh-huh.
You will need to follow strict guidelines on how to reserve online (see attachment 1 for details). You will receive confirmation emails when successfully making reservations or canceling them. Reminders will be sent one day before your interviews. If you would like to change your email addresses, see attachment 2 for instructions. For each semester, you cannot choose to be interviewed by the same teacher twice (the system will block it). Each interview will be exactly 2 minutes long and audio-recorded. After an interview is done, you will receive a recorded sound file, scores and comments (see attachment 3 on how to view your scores, comments, and sound files).

C. Rubrics

The student’s initial (most likely prepared) response to the interview question will NOT be graded. Instead only follow-up responses will be scored based on their intelligibility, relevance, appropriateness, and for Levels 1 and 2 students, need for support. The overall score (i.e., the average of sub-components) will range from 0 (lowest) to 5 (highest). Each interview score accounts for 5% of the FE final score, that is, 3 interviews for 15%.

**INTELLIGIBILITY**

The majority of responses (what the speaker wanted to convey)

1. … were incomprehensible and/or did not have enough evidence to evaluate.
2. … were barely comprehensible.
3. … were clear enough for adequate understanding.
4. … were very clear and easy to understand.
5. …, apart from having been clear and easy to understand, were delivered with meaningful stress and intonation.

**RELEVANCE**

The majority of responses (what the speaker wanted to convey)

1. … did not address the prompt or what was just said.
2. … did not quite address the prompt or what was just said.
3. … adequately addressed the prompt or what was just said.
4. … fully addressed the prompt or what was just said.
5. … fully addressed the prompt or what was just said and extended on it.

**APPROPRIATENESS**

The majority of responses (what the speaker wanted to convey) were conducted with a manner of politeness and formality that …

1. … was not suitable for an interview.
2. … was almost, but not quite, suitable for an interview.
3. … was suitable for an interview.
4. … was very suitable for an interview.
5. … was exemplary for an interview.
NEED FOR SUPPORT (for Levels 1 & 2 only)
(1) The interviewer always needed to assist the interviewee to respond.
(2) The interviewer usually needed to assist the interviewee to respond.
(3) The interviewer sometimes needed to assist the interviewee to respond.
(4) The interviewer occasionally needed to assist the interviewee to respond.
(5) The interviewer didn’t need to assist the interviewee to respond.

D. 104-1 Schedule

<table>
<thead>
<tr>
<th>Online reservation: 1st Interview</th>
<th>1st Interview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opens from 9/28 to 10/23 (Monday 00:01 to Friday 13:00)</td>
<td>Week 1: 10/02 – 10/08</td>
</tr>
<tr>
<td></td>
<td>Week 2: 10/12 – 10/16</td>
</tr>
<tr>
<td></td>
<td>Week 3: 10/19 – 10/23</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Online reservation: 2nd Interview</th>
<th>2nd Interview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opens from 10/26 to 11/30 (Monday 00:01 to Friday 13:00)</td>
<td>Week 1: 11/09 – 11/13</td>
</tr>
<tr>
<td></td>
<td>Week 2: 11/17 – 11/23</td>
</tr>
<tr>
<td></td>
<td>Week 3: 11/24 – 11/30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Online reservation: 3rd Interview</th>
<th>3rd Interview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opens from 12/01 to 12/25 (Monday 00:01 to Friday 13:00)</td>
<td>Week 1: 12/07 – 12/11</td>
</tr>
<tr>
<td></td>
<td>Week 2: 12/14 – 12/18</td>
</tr>
<tr>
<td></td>
<td>Week 3: 12/21 – 12/25</td>
</tr>
</tbody>
</table>

Each interview (of 3) takes 3 weeks to finish. Your class will be divided by your teacher into three groups. Group 1 needs to reserve for the 1st week; Group 2, for the 2nd week; and Group 3, for the 3rd week. Students who reserve for the wrong week will be marked “Absent” (i.e., “0”) by the Foreign Language Center. You are allowed to reserve one slot for every interview.

E. Additional Notes

1. Please check if your mug shots have been uploaded to FCU Apps (see attachment 2 for checking procedure). If you don’t see your photos, please send files to Foreign Language Center (fe.interview@gmail.com) before September 24th, Thursday. No photos, no interviews.
2. Please note the date, time, and venue of your interview whenever you complete an online reservation. On the day of your interview, bring your student ID and arrive 10 minutes early to tap the ID on a sensor located outside your assigned interview site. After the interview, please log in to FCU Apps and key in your feedback.
3. If you are late and marked as “Absent”, you will be graded “0”.
4. If you cannot attend the interview, you may only make up for your interview with consent from your FE teacher. If allowed, the teacher will conduct the interview at his/her own time. These interviews, although graded, will not be recorded.
5. Revisions and updates, if any, will be announced in class.
Attachment 1

Reservation and Feedback Guides

Step 1: Go to the FCU website and click on ‘在校學生’.

Step 2: Click on ‘Apps 校務資訊應用服務網’.
Step 3: Log in with your student ID and password.

Step 4: Choose ‘大一英文專區 > 大一英文面試預約’.
Step 5: Select the week assigned to you by your FE teacher. If your class number (see the 9/27 interview name list posted on the FE Interview webpage) is from 1-13, you can only reserve for the 1st week; if it’s from 14-26, reserve for the 2nd week; and if it’s 27 and over, reserve for the 3rd week. Click ‘預約’ to reserve a time slot during your assigned week. A maximum of 15 students are allowed for each slot. You will receive a confirmation email when you successfully make a reservation.

Step 6: If you cannot attend the interview, please cancel the reservation in advance by clicking ‘取消預約’. You will receive a confirmation email when you cancel your reservation. Reserve the other slot during the same week.
Step 7: After the interview is done, log in to FCU Apps, choose ‘大一英文專區’ and complete ‘英文面試回饋’.

Reminders
1. Please pay attention to the period in which the interview reservation system is available. While registering, you can reserve ONLY one slot for each interview.
2. On the day of your interview, bring your student ID and arrive 10 minutes early to tap the ID on a sensor located outside your assigned interview site. If you forget to bring your ID, you will be interviewed after all the other students.
3. If you are absent, you will be graded “0”.

❤ Reminders
1. Please pay attention to the period in which the interview reservation system is available. While registering, you can reserve ONLY one slot for each interview.
2. On the day of your interview, bring your student ID and arrive 10 minutes early to tap the ID on a sensor located outside your assigned interview site. If you forget to bring your ID, you will be interviewed after all the other students.
3. If you are absent, you will be graded “0”.

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Attachment 2

Student Information Card

Step 1: Go to the FCU website and click on ‘在校學生’.

Step 2: Click on ‘Apps 校務資訊應用服務網’.
Step 3: Log in with your student ID and password.

Step 4: Choose ‘我的逢甲 > 學生綜合資料維護’.
Step 5: Send your photo to Foreign Language Center at fe.interview@gmail.com if you don’t see your photo.

Step 6: If you would like to change your frequently used email address, click on ‘個人資料異動’.
Step 7: After changing your email address, tick ‘我已知此通訊地址為重要文件寄達地址，此為正確地址。’ and click on ‘修改’.
Attachment 3

Viewing Interview Results

Step 1: Go to the FCU website and click on ‘在校學生’.

Step 2: Click on ‘Apps 校務資訊應用服務網’.
Step 3: Log in with your student ID and password.

Step 4: Choose ‘大一英文專區 > 學生面試成績查詢’.
Step 5: Download the sound file and check your scores and comments. You will be able to see your scores and/or comments as soon as you finish answering the feedback questions. If not, you will need to wait for your interviewer to announce them.