

# 國民中小學 建置校園雙語環境 實用手冊

1.0版

電子編輯版  
申請ISBN中



指導單位：教育部國民及學前教育署 | 執行單位：國立臺灣師範大學

# 目錄 Contents

---

## 作者序 Preface

### 序言 ————— 05

計畫主持團隊 \_ 林子斌、林麗菊、莊宗巖、王力億

## 學校行政經驗分享

Administration Experiences in Bilingual Programs

### 雙語行政推動策略分享 ————— 08

臺北市立永吉國小教務主任 \_ 呂泓誼

### 推動雙語教育學校行政策略 ————— 10

臺北市立三民國中教務主任 \_ 徐雅鐘

---

## 校園雙語廣播模組

### Bilingual Broadcasts for Elementary and Secondary Schools

說明 Instructions	14
-----------------	----

#### 1

#### 教務處 Academic Affairs Office

1.1 教學組 Curriculum Section	18
1.2 註冊組 Registrar Section	24
1.3 設備組 Academic Resources Section	26
1.4 圖書室 Library	27
1.5 資訊組 Information Technology (IT) Section	29

#### 2

#### 學務處 Student Affairs Office

2.1 訓育組 Student Activity Section	32
2.2 生教組 Student Discipline Section	36
2.3 體育組 Physical Education (PE) Section	44
2.4 衛生組 Health & Hygiene Section	46

---

3	總務處 General Affairs Office	50
---	----------------------------	----

4	輔導室 Guidance Office
---	---------------------

4.1	輔導組 Guidance Section	56
4.2	資料組 Student Information Section	57
4.3	特教組 Special Education Section	59

5	雙語廣播字詞表 The Bilingual Broadcast Vocabulary List
---	--

5.1	處室 Office name	62	5.2	地點 Location	63
5.3	時間 Time	64	5.4	身分 Role	65
5.5	活動 Event	66	5.6	物品 Item	68
5.7	國小科目 Subjects in Elementary Schools	70			
5.8	國中科目 Subjects in Junior High Schools	71			
5.9	其他 Others	72			

---

## 序 言

2021 年是臺灣教育體系正式啟動雙語化的一年，從小學到大學（含碩、博士班）從 12 年國民義務教育到高等教育都有不同計畫讓各階段教育邁向雙語方向。

從教育部國民及學前教育署的「國民中小學部分領域課程雙語教學計畫」與「補助擴增高級中等學校雙語實驗班計畫」，到高教司的「大專院校學生雙語化學習計畫」，都在今年的五月到九月陸續公告獲選的各級學校，這是自 2018 年雙語國家政策正式發布以來，我國教育體系做出的大規模改變。

在這個不可逆的雙語教育趨勢下，「本土雙語教育模式的建構與推廣」計畫團隊承接全臺 117 所國中小的重擔，在「沃土（FERTILE）」模式（林子斌，2020）的概念引導下，在未來這一年的時間裡，透過辦理各式的增能課程、雙語公開觀議課、訪視等活動，期許能陪伴與引導學校建置良好之雙語環境。

我們相信雙語教育絕非透過幾節雙語課程即可成就，而是要讓學校有自然、互動的雙語使用環境。尤其，學校的校長與行政團隊跟教師一樣，應該都要展現使用雙語的決心，成為學生最佳的雙語角色典範。

---

---

---

秉持這個想法，本計畫團隊規劃這本「[國民中小學建置校園雙語環境實用手冊 1.0 版](#)」，提供給計畫學校作為建置良好雙語環境之參考。手冊中包含兩篇雙語學校教務主任的行政經驗分享、學校各處室常用校園廣播之中英文對照，以及學校內常用名稱之中英文對照等內容。

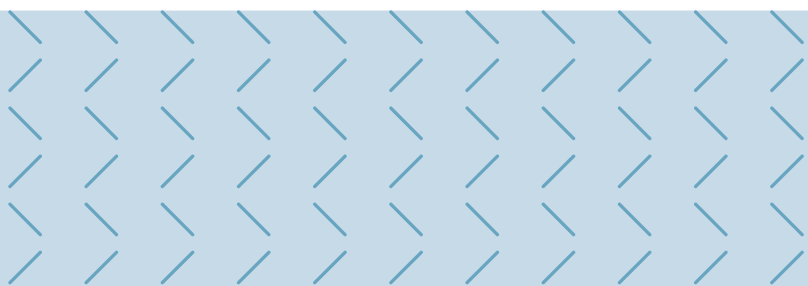
期待各校善用手冊內的資源，為學生們打造一個良好的雙語環境，讓處在萌芽期的臺灣雙語教育有一個成長茁壯的沃土。

計畫主持團隊

林子斌 林麗菊

莊宗巖 王力億

2021 年 9 月



---

## 學校行政經驗分享

Administration Experiences in Bilingual Programs

---



## 雙語行政推動策略分享

臺北市立永吉國小教務主任 \_ 呂泓誼

自從行政院 107 年提出 2030 年雙語國家政策發展藍圖後，全國各縣市無不把推動雙語教學視為顯學，傾全力發展各項雙語課程及教學相關專業資源。而行政端事先完善的擘畫是雙語教育成功推展不變的基石，本文茲就服務縣市及學校這兩年發展的經驗，提供大家可參酌方向，幫助大家減少雙語推動的阻礙與疑惑，期待對大家有所助益。

首先，推動前各校應檢視所屬縣市各項雙語教學申請計畫規範，並評估學校條件及外在環境，確立發展方向及可申請資源，進而建立校內共識及雙語團隊成員。接下來須從雙語推動三大核心事項來著手進行：[師資安排及擴展策略](#)、[雙語課程發展方式及雙語軟硬體環境的營造](#)。

雙語推動成功的最主要條件，[仍然在於師資](#)。因此，學校需要廣泛了解雙語師資遴聘的各項管道，除了透過外取一積極爭取優質的雙語教師進到學校團隊之外，也要藉由盤點校內教師的內用策略，提供資源讓校內有意願擔任雙語教師的同仁進修轉型。而這個前提是學校要先明確規劃全校一至六年級欲實施雙語課程的領域及科目，進而計算學生該領域雙語學習總節數，才能確認需晉



用各領域雙語師資的數量，並有計畫性的逐年晉用。此外，本文也提供有意願申請外籍教師的學校，了解外師申請的資源。

當各類雙語師資到位之後，**學校需要建立雙語教師的增能培訓機制**，讓雙語教師群透過定期的團體共備及各項專業資源持續精進成長。如此有機的歷程，將逐步建構各校雙語課程發展方式，學校可因應各校親師生條件，挑選最適宜的模式，進而訂定各校學生雙語學習目標，包含學科學習目標及語言學習目標，並選編適宜教材進行教學，以及訂定有效評量學生學習成效的方法。

最後，**透過軟硬體環境的建置**，讓學生浸潤於無所不在的雙語學習情境中，增進英語聽說讀寫的機會，延伸學生運用英語文習得各領域知識的情境，培養學生具備使用雙語學習及思考的習慣，達成雙語教學的目標。



## 推動雙語教育學校行政策略

臺北市立三民國中教務主任 \_ 徐雅鐘

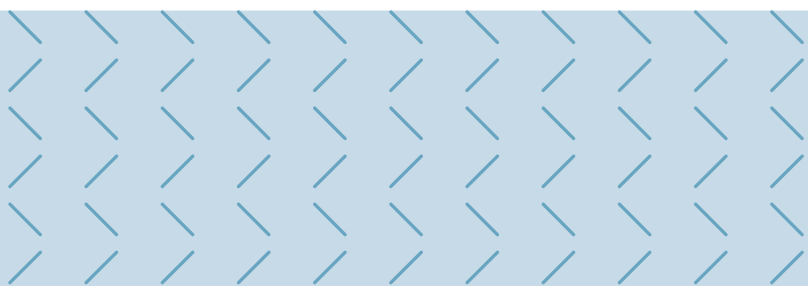
本校推動國際教育逾十年經驗，並實施英語融入領域教學計畫，自 109 學年度正式轉型為臺北市雙語課程學校，藉由雙語教育的成果展現，簡述摘要重點分享行政各層面實務經驗。

項目	摘要段落	重點內容
一	如何起步	思考從上而下或從下而上的問題，以及如何先從跨出一小步開始。
二	雙語師資盤點與尋覓	包含私下邀約、學校前景、開設英文檢定班、政策趨勢宣達及領域教師相互影響。
三	行政組織再造	成立專案組別專責雙語教學與國際教育業務，仍須符合臺北市教育局「臺北市立國民中學組織規程」第四條規定之組別名稱。
四	計畫經費爭取	提供教師減授課鐘點費、超鐘點費、協同鐘點費、校內講座鐘點費、雙語教材、教具及參考用書、大圖輸出布置等。
五	雙語課程規劃	包含雙語領域課程節數，先以非考科實施雙語課程為優先；並發展學校校本特色雙語課程。另於英語課實施能力分組適性教學，照顧後段學生，培養學生基本的英語互動能力。

項目	摘要段落	重點內容
六	雙語教學模式	包含學科教師單獨雙語授課、學科教師與英語教師協同教學、學科教師與 ETA 外師協同教學、學科教師與自聘外師協同教學、學科教師與志工英語教師協同教學。
七	雙語教師社群經營	包含雙語大社群、各雙語課程社群、雙語委員會及雲端建立檔案平台。
八	雙語增能研習	包含校內自辦研習增能，校外雙語研習及培訓及校際聯盟雙語公開觀課。
九	雙語活動規劃	例如雙語夏令營、雙語成果發表會、節慶活動及成立雙語社團等。
十	雙語情境	包含軟硬體情境營造。
十一	校外交流	包含校外參訪及與國小及高中成立策略聯盟學校。
十二	面對家長	有必要澄清錯誤的觀念，以及幫助家長解決種種疑問。
十三	雙語學校行銷	招生說明會、媒體採訪報導、投稿及分享宣導講座。
十四	行政主管應有的基本雙語認知	雙語專書、雜誌或期刊推薦、加入臉書雙語社群。
十五	結語	做一個關係連結者。







---

## 校園雙語廣播模組

Bilingual Broadcasts for Elementary and Secondary Schools

---



## 說明

### Instructions

此雙語廣播模板提供使用者在學校各處室常用的雙語廣播語句字彙，以協助學校教師及行政人員進行雙語廣播。

These bilingual broadcast templates are designed to help teachers and administrative staff with their daily bilingual broadcasts by providing the templates and vocabulary often used in schools.

此雙語廣播模板依照各處室分類，陳列中英對照廣播例句，包括教務處、學務處、總務處、及輔導室和底下各組，使用者可自行代換語句中劃底線之字詞，以符合各校需求。範例：使用者可將此英文句子“Attention! This is an announcement from the Curriculum Section in the Academic Affairs Office.”中劃底線之 Curriculum Section in the Academic Affairs Office 部份替換成其他處室，例如 Student Activity Section in the Student Affairs Office。

These bilingual broadcast templates were categorized based on school offices and sections with both Chinese and English example

sentences, including the Academic Affairs Office, Student Affairs Office, General Affairs Office, Guidance Office and the sections in these offices. The users can replace the bold and underlined words in the example sentences with their own words based on their needs. For example, users can replace the underlined part Curriculum Section in the Academic Affairs Office in the English sentence “Attention! This is an announcement from the Curriculum Section in the Academic Affairs Office.” with other office and section names, such as Student Activity Section in the Student Affairs Office.

本模版可代換字詞已分類整理於雙語廣播字詞表，使用者可從列表中選擇代換的字詞，亦可自行使用其符合語境的字詞代入語句模版使用。

The words that can be replaced in these templates are listed in the bilingual broadcast vocabulary list. Users can choose the words from the list or use their own words in the templates based on the appropriate context.







## 校園雙語廣播模組

Bilingual Broadcasts for Elementary and Secondary Schools



教務處

Academic Affairs Office



# 1.1 教學組

## Curriculum Section

注意，教務處教學組報告。

Attention! This is an announcement from the Curriculum Section in the Academic Affairs Office.

1. 請各班學藝股長於第二節下課，到二樓教務處旁會議室集合。



Arts Officers, please meet at the meeting room beside the Academic Affairs Office on the second floor after your second period class.

2. 請七／八／九年級學藝股長於 12:35，到二樓教務處旁會議室集合。



Grade 7/8/9 Arts Officers, please meet at the meeting room beside the Academic Affairs Office on the second floor at 12:35 pm.

3. 請有拿到紅/綠/黃色通知單的同學，於 12:35 到二樓綜合教室集合。



Students who got a red/ green/ yellow notice sheet, please meet at the multi-purpose classroom on the second floor at 12:35 pm.

4. 請國語文競賽朗讀組/演說組/寫字組/字音字型組/作文組參賽同學，於 12:35 到比賽地點集合。



Students in the read aloud, public speaking, character writing, phonetics, and essay competition(s), please meet at the competition location at 12:35 pm.

5. 請參加英語演講比賽的同學，12:35 到比賽地點集合。



Students in the English speech competition, please meet at the competition location at 12:35 pm.

6. 今天是本學期第一次定期評量的第一天，請學藝股長將今天考試科目及時間寫在黑板上。

第一節依課表在教室自習、第二節考國文／數學／生物／自然／理化、第三節依課表在教室自習、第四節考英語／社會，第四節考試時間為五十分鐘，請同學依 12:10 下課鐘響後再行收卷。



Today is the first day of the first test this semester. Arts Officers, please write down today's subjects and time of the test on the blackboard.

The first period is self-study. The second period is Chinese/Math/Biology/Science/Physics and Chemistry test. The third period is self-study. The fourth period is your English/Social Studies test. The fourth period test is 50 minutes. Please wait until 12:10 pm when class ends to turn in your test papers.

7. 今天是第一次模擬考第一天，請學藝股長將今天考試科目及時間寫在黑板上。



Today is the first day of the first mock test. Arts Officers, please write down today's subjects and time of the test on the blackboard.

8. 現在開始說明國文科／英語閱讀／數學科／自然科／社會科／英語聽力測驗規則。



We will now explain the Chinese/English Reading/Math/Science/Social Studies/English Listening test rules.

9. 現在開始進行國文科／英語閱讀／數學科／自然科／社會科／英語聽力測驗開始。



The Chinese/English Reading/Math/Science/Social Studies/English Listening test begins now.

10. 國文科／英語閱讀／數學科／自然科／社會科／英語聽力測驗結束。



The Chinese/English Reading/Math/Science/Social Studies/English Listening test is now over.

11. 今天是七年級作業抽查日，今日抽查科目為國文／英語／數學／生物／理化／歷史／地理／公民，抽查班上一號同學，請學藝股長於第二節下課將上述同學作業交至教務處。



Today is the Grade 7 Homework Check Day for Chinese/English/Math/Biology/Physics and Chemistry/History/Geography/Civics. Art officers, please bring student number 1's homework to the Academic Affairs Office after your second period class.

12. 請學藝股長於 17:10 前，將本週教室日誌送回教務處。



Arts Officers, please return this week's classroom log to the Academic Affairs Office before 5:10 pm.

13. 今天早上將進行七／八／九年級自我學習檢測，測驗時間自 7:30 至 8:40，請學藝股長於 8:40 聽教務處廣播後協助將答案卡收齊，於第一節下課送回教務處。



The Grade 7/8/9 self-assessment will be from 7:30 am to 8:40 am. Arts Officers, please collect the scantron sheets at 8:40 am after the announcement and bring them to the Academic Affairs Office after your first period class.

## 1.2 註冊組 Registrar Section

注意，教務處註冊組報告。

Attention! This is an announcement from the Registrar Section in the Academic Affairs Office.

1. 學藝股長請於中午前繳交班上同學的回條資料、統計表跟費用。



Arts Officers, please hand in your class' signed slips, student participation record and fees before noon.

2. 請有意申請獎學金的同學，於放學前至註冊組登記。



All students who want to apply for a scholarship, please sign up at the Registrar Section before the end of the school day.



3. 今天中午進行五專／免試升學管道說明，請有意報名或有登記報名的同學，於午休至綜合教室集合。



The Five-year Junior College Program/Exam-Free Admission information session will be held this afternoon. Students who are interested in the session or have registered for the session, please meet at the multi-purpose classroom during afternoon break.

4. 請各班學藝股長將各班成績確認表繳交至教務處。



Arts Officers, please return your class' confirmed test results to the Academic Affairs Office.

## 1.3 設備組 Academic Resources Section

注意，教務處設備組報告。

Attention! This is an announcement from the Academic Resources Section in the Academic Affairs Office.

1. 設備組舉辦校園書展，有摸彩贈書活動，歡迎同學踴躍參加。



The Academic Resources Section is hosting a school book fair and a book raffle. All students are welcome to attend.

2. 請各班參與科學闖關的同學到二樓視聽教室報到。



Students participating in Science Day, please report to the AV classroom on the second floor.

## 1.4 圖書室 Library

注意，教務處圖書室報告。

Attention! This is an announcement from the Library in the Academic Affairs Office.

1. 請各班圖書股長於 12:35 到圖書室集合



Library Officers, please meet at the library at 12:35 pm.

2. 請七年級圖書股長於 12:35 帶一支筆到圖書室集合。



Grade 7 Library Officers, please meet at the library at 12:35 pm with a pen.

3. 請八年級圖書股長於 12:35 帶海報到圖書室集合。



Grade 8 Library Officers, please meet at the library with posters at 12:35 pm.

4. 今天有一台行動書車在九龍柱，歡迎全校師生進入書香的世界。



There will be a book cart at the Nine-Dragon Pillar today. All students and teachers are welcome to borrow books.

5. 今天中午將播放資訊倫理與素養的影片，請同學專心收看。



We will play the Digital Ethics video this afternoon. Please pay attention to the important messages in the video.

# 1.5 資訊組

## Information Technology (IT) Section

注意，教務處資訊組報告。

Attention! This is an announcement from the Information Technology (IT) Section in the Academic Affairs Office.

1. 請七／八／九年級的資訊股長，現在至四樓資訊組辦公室旁的電腦教室集合。



Grade 7/8/9 IT Officers, please meet at the computer room beside the IT office on the fourth floor.

2. 請八／九年級的資訊股長，現在將教室內的投影機開啟，並切換至 HDMI2 頻道，以便上課後觀看資訊倫理與素養的影片教學。



Grade 8/9 IT Officers, please switch your class projectors to HDMI 2 to watch the Digital Ethics video after class.

3. 請七年級的資訊股長，現在將教室內的大屏電視開啟，以便上課後觀看資訊倫理與素養的影片教學。



Grade 7 IT Officers, please turn on your class TV to watch the Digital Ethics video after class.

電子編輯版



## 校園雙語廣播模組

Bilingual Broadcasts for Elementary and Secondary Schools



學務處

Student Affairs Office



## 2.1 訓育組

### Student Activity Section

注意，學務處訓育組報告。

Attention! This is an announcement from the Student Activity Section in the Student Affairs Office.

1. 七／八／九年級各班班長，請於第二節下課到學務處後方教室集合，班長不在請由副班長代理。



Grade 7/8/9 Class Leaders, please meet beside the classroom behind the Academic Affairs Office after your second period class. If the Class Leader is not available, please send your Vice Class Leader.

2. 參加美術比賽的同學，請於第五節下課攜帶應賽器材到學務處後方教室集合點名。



Students participating in the art competition, please bring your competition materials to the classroom behind the Academic Affairs Office after your fifth period class.



3. 各位老師午安，今天中午在三樓會議室進行七年級戶外教育行前會，備有午餐，請老師準時移駕會議室。



Good afternoon teachers. This afternoon we will have a meeting for the Grade 7 field trip in the meeting room on the third floor. Lunch will be provided. Please arrive on time.

4. 請扶少團／熱舞社／童軍團（參加校慶／畢業／感恩音樂會）服務的同學，請著團服到體育館集合。



Students in the interact club/dance club/scouts club (Students participating in the school anniversary/graduation ceremony/appreciation concert), please wear your uniforms and meet at the gym.

5. 本校扶少團今日在五樓國際會議廳舉行一年一度團慶大會，歡迎有空的老師撥冗前往感受學生這一年來的成長。



Our interact club is hosting a yearly team celebration in the international convention center on the fifth floor. All teachers are invited to come check out what our students have accomplished this year.

6. 今天是本學期第一次社團課，還不確定上課地點的同學，可以到學務處來詢問。



Today is the first club's class. Students who don't know where to go can find directions at the Academic Affairs Office.

7. 今天有接到受獎通知單的同學，請於 12:35 到輔導室右側川堂集合。請勿遲到。



Students who received an awards notice sheet, please meet in the hallway on the right side of the Guidance Office at 12:35 pm. Please don't be late.

8. 各位同學早安，原定今天早上的朝會頒獎，因為天況不佳暫停一次。



Good morning students. Today's awards ceremony is postponed due to the weather.

9. 校外教學回條尚未繳回學務處的班級，請務必於今天放學前繳回學務處。



All classes that have not yet handed in their signed field trip slips, please hand them in to the Academic Affairs Office before the end of the school day.

10. 同學進學務處找訓育組老師，請主動有禮貌的跟老師詢問，避免消極被動的等老師發問，請積極。



Students coming to the Academic Affairs Office to look for the teacher in the Student Activity Section, please ask the teacher your question politely and actively.

## 2.2 生教組 Student Discipline Section

注意，學務處生教組報告。

Attention! This is an announcement from the Student Discipline Section in the Student Affairs Office.

1. 現在是早自習時間，還沒有完成打掃工作的同學，請盡快完成手邊工作，迅速回到教室安靜自習，同時請各班副班長將出缺席人數確實清點書寫在黑板上；班長與風紀股長則是共同管控好班上秩序及提醒同學繳出手機，並於早自習結束後繳交至學務處保管。



It is time for morning self-study. Students that have not finished cleaning, please finish your work quickly and return to the classroom for self-study. Vice Class Leaders, please write down the number of students present and the names of any absent students on the blackboard. Class Leaders and Class Discipline Officers, please monitor classroom behavior and bring all smart phones to the Academic Affairs Office after the self-study period.

2. 現在已是上課時間，還在走廊上的同學趕緊進教室，外堂課的同學也請動作加快前往上課教室，同時務必將門窗電燈電風扇關好鎖好，各班總務股長請確實做好檢查的動作。



It is time for class. Students in the **hallway** or coming from **another class**, please quickly go to your classrooms. **Treasury & Facilities Officers**, please check that the doors and windows are closed and locked and the lights and fans are turned off.

3. 現在是午休預備時間，請同學利用五分鐘時間快速進行餐後整理教室內的清潔。有需要找老師或出公差的同學，也請快速移動就定位，務必在鐘響前完成動作。



It is time for the **afternoon break**. You have **5 minutes** to clean up after lunch. Any students who are looking for teachers or **running errands**, please finish before the bell rings.

4. 今天下雨，走廊上潮濕，請同學不要在走廊上奔跑或在籃球場打球。



The hallways are slippery because of the rain. Students, please don't run in the hallways or play on the basketball court.

5. 現在已是校園淨空時間，還在籃球場上打球的同學，請盡快收拾好離開，準備回家。



It is the end of the school day. Students playing on the basketball court, please get ready to go home.

6. 祝同學們下午學習順利。



We hope all students have a great afternoon study period.

7. 祝同學們有個美好的下半年。



We hope all students have an enjoyable afternoon.

8. 今明兩日是段考，請同學切勿作弊違反校規，除了必備的作答用具之外，其餘皆收拾進書包裏，同時將書包置於兩側窗台，桌子也必須前後反過來使用，以維護考場秩序，最後預祝同學皆能考個好成績。



Exams are taking place today and tomorrow. Students, don't cheat on the tests or violate school rules. Please put everything away in your backpack, except what you need to take the tests. Put your backpacks by the windowsill, and turn your desk around and respect others. We hope all students do well.

9. 明天的榮譽（便服）日適逢段考，所以榮譽（便服）日暫停一次，請同學切勿穿著便服，穿錯衣服者，會留置學務處，並請家長帶制服來換好才可回班。



Tomorrow's Casual Day is cancelled because of exams. Students who are not in uniform will have to report to the Academic Affairs Office and ask their parents to bring their uniforms and change before returning to class.

10. 今天是榮譽（便服）日，提醒有穿著便服的同學請注意，當出了教室外，務必要佩戴名牌，若是穿著學校外套者，也記得將拉鍊拉起來。



Today is Casual Day. We remind all students in casual clothes that you must wear your name tag when leaving the classroom. If you are wearing a school jacket, please zip it up.



11. 下節是七／八年級週會課時間，請七／八年級各班同學，現在立即依著班長的指揮往體育館移動，並記得佩戴口罩及攜帶童軍椅，集合速度快的班級會加班級榮譽次數，最慢的班級，將留校加強訓練。



Next period is the Grade 7/8 weekly assembly. All Grade 7/8 students, please follow your Class Leaders to the gym. Remember to wear your masks and bring your folding chairs. First classes to arrive will get class honor points. The slowest class will stay after school for extra training.

12. 現在是朝會時間，請全校各班同學現在依著班長的指揮，立即前往中庭集合，並記得佩戴口罩及攜帶童軍椅，集合速度快的班級會加班級榮譽次數，最慢的班級，將於第一節下課再次集合加強訓練。



It is time for the school assembly. All students, please follow your Class Leaders to the courtyard. Remember to wear your masks and bring your folding chairs. First classes to arrive will get class honor points. The slowest class will practice meeting again after the first period.

13. 由於天候不佳，今天的朝會暫停一次，請各班在教室安靜自習，班長及風紀股長確實管控好班上秩序，報告完畢。



Due to the weather, today's school assembly is cancelled. Students should stay in their classrooms and study silently. Class Leaders and Class Discipline Officers, please manage the class.

14. 現在是集合放學時間，請七／八年級各班同學，現在依著班長的指揮，立即前往中庭集合並記得佩戴口罩，集合速度快的班級會加班級榮譽次數，最慢的班級，則是會留校加強訓練。



It is time for the end of day assembly. Grade 7/8 students, please follow your Class Leaders to the courtyard. Remember to wear your masks. First classes to arrive will get class honor points. The slowest class will stay after school for extra training.

16. 由於天候不佳，今天的集合放學暫停一次，請各班同學依導師的指示自行放學。



Due to the weather, today's end of day assembly is cancelled. Students, please follow instructions from your homeroom teachers.

電子編輯版

## 2.3 體育組 Physical Education (PE) Section

注意，學務處體育組報告。

Attention! This is an announcement from the PE Section in the Student Affairs Office.

1. 現在是跳操時間，請七／八／九年級同學到中庭準備跳操。



It is time for morning stretches. Grade 7/8/9 students, please go to the courtyard to get ready.

2. 現在是 SH150 時間，請同學們到操場進行運動。



It is time for sports health 150. Students, please meet at the athletic field and start exercising.

3. 請各班體育股長現在到學務處集合。



PE Officers, please meet at the Academic Affairs Office.

4. 請角力隊／空手道隊／扯鈴隊／武術隊同學到學務處找體育組長報到。



Students in the wrestling team/karate team/diabolo team/martial arts team, please meet the PE Section Chief at the Academic Affairs Office.

## 2.4 衛生組

### Health & Hygiene Section

注意，學務處衛生組報告。

Attention! This is an announcement from the Health & Hygiene Section in the Student Affairs Office.

1. 現在是打掃時間，請全校各班進行打掃工作。



It is time to clean up. All students start cleaning up.

2. 請各班的衛生股長到學務處集合！



Health & Hygiene Officers, please meet at the Academic Affairs Office.

3. 各班掃具有損壞的，請利用第一節下課時間到衛生組更換。



If any classes have broken cleaning supplies, please come to the Health & Hygiene Section to obtain new ones after your first period class.

4. 請各班開始進行消毒工作。



All classes, please begin disinfecting your assigned areas.

5. 防疫期間，請同學務必配戴口罩。



To prevent the spread of diseases, students must wear a mask at all times.







## 校園雙語廣播模組

Bilingual Broadcasts for Elementary and Secondary Schools



總務處

General Affairs Office



## 總務處

### General Affairs Office

注意，總務處報告。

Attention! This is an announcement from the General Affairs Office.

1. 請各班總務股長至總務處集合。



Treasury & Facilities Officers, please meet at the General Affairs Office.

2. 欲更換課桌椅同學請先至總務處登記



To change your desks or chairs, please go to the General Affairs Office.

3. 請同學多多愛惜公物



All students should respect public property.

4. 節約用水用電。



Save water and electricity.

5. 離開教室請隨手關門、關燈、關冷氣。



When leaving the classroom, please close the door and turn off the lights and air conditioning.

6. 節省能源，一起愛地球。



Save energy and together we can protect the planet.

7. 地震發生時，記得請先「趴下、掩護、穩住」。



In the event of an earthquake, get under a desk, cover yourself, and hold on to something.

8. 地震發生時，請依老師指示至操場疏散避難。



In the event of an earthquake, follow your teacher's instructions and evacuate to the courtyard.

9. 水資源珍貴，節水、惜水、愛水。



Water is a precious resource. Save water, cherish water and love water.

10. 訪客請先至警衛室登記。



All visitors are required to register at the security desk.



## 校園雙語廣播模組

Bilingual Broadcasts for Elementary and Secondary Schools

4

輔導室

Guidance Office



## 4.1 輔導組

### Guidance Section

注意，輔導室輔導組報告。

Attention! This is an announcement from the Guidance Section in the Guidance Office.

1. 請全校各班輔導股長現在至階梯教室集合。



Guidance Officers, please report to the auditorium.

2. 請七年級輔導股長現在至輔導室內小豆芽教室集合。



Grade 7 Guidance Officers, please report to the sprout room in the Guidance Office.



## 4.2 資料組

### Student Information Section

注意，輔導室資料組報告。

Attention! This is the announcement from the **Student Information Section in the Guidance Office**.

1. 請七／八／九年級各班輔導股長，帶著一支筆，於 12:30 至階梯教室集合，輔導股長不在，請班長代理。



**Grade 7/ 8/ 9 Guidance Officers**, please meet at **12:30 pm** in the **auditorium** with a pen. If the **Guidance Officer** is not present today, please send your **Class Leader**.

2. 請參加技藝教育課程的同學於第二節下課至小豆芽教室集合。



Students in the **arts class**, please meet in the **sprout room** after your **second period class**.

3. 請有拿到輔導室通知單的同學現在至輔導室旁集合。



Students who received a notice sheet from the Guidance Office, please meet beside the Guidance Office.

電子編輯版

## 4.3 特教組 Special Education Section

注意，[輔導室特教組](#)報告。

Attention! This is an announcement from the [Special Education Section in the Guidance Office](#).

1. [今天中午 12:10](#) 舉行[特教推行委員會](#)，請與會同仁移駕至 [3樓會議室](#)開會。



We will be hosting a [special education committee meeting](#) at [12:10 pm](#). Please meet in [the meeting room on the third floor](#).





## 校園雙語廣播模組

Bilingual Broadcasts for Elementary and Secondary Schools

5

## 雙語廣播字詞表

The Bilingual Broadcast Vocabulary List



# 5.1 處室

Office name

中文	English
教務處	Academic Affairs Office
學務處	Student Affairs Office
總務處	General Affairs Office
輔導室	Guidance Office
教學組	Curriculum Section
註冊組	Registrar Section
設備組	Academic Resources Section
圖書室	Library
資訊組	Information Technology (IT) Section
訓育組	Student Activity Section
生教組	Student Discipline Section
體育組	Physical Education (PE) Section
衛生組	Health & Hygiene Section
輔導組	Guidance Section
資料組	Student Information Section
特教組	Special Education Section

## 5.2 地點 Location

中文	English
會議室	meeting room
一／二／三／四／五樓	the first / second / third / fourth / fifth floor
視聽教室	AV classroom
體育館	gym
綜合教室	multi-purpose classroom
中庭	courtyard
階梯教室	auditorium
操場	athletic field
電腦教室	computer room
資訊組辦公室	IT office
國際會議廳	international convention center
川堂／走廊	hallway
籃球場	basketball court

## 5.3 時間

### Time

中文	English
第一／二／三／四／五節	the first / second / third / fourth / fifth period (class)
第一天	the first day
五十分鐘	50 minutes
今天早上／下午	this morning/ afternoon
自 7:30 至 8:40	from 7:30am to 8:40am
中午前	before noon
放學前／校園淨空時間	before the end of the school day
午 休	afternoon break
五分鐘時間	5 minutes
週會課時間	weekly assembly
朝會時間	school assembly
集合放學	end of day assembly



## 5.4 身分 Role

中文	English
學藝股長	Arts Officer
圖書股長	Library Officer
資訊股長	IT Officer
班 長	Class Leader
副班長	Vice Class Leader
風紀股長	Class Discipline Officer
總務股長	Treasury & Facilities Officer
衛生股長	Health & Hygiene Officer
體育股長	Physical Education Officer
輔導股長	Guidance Officer
一號同學	student number 1
7 / 8 / 9 年級	Grade 7 / 8 / 9
體育組長	PE Section Chief
導 師	homeroom teacher

# 5.5 活動

## Event

中文	English
摸彩贈書	book raffle
校園書展	school book fair
校 慶	school anniversary
畢 典	graduation ceremony
感恩音樂會	appreciation concert
科學闖關	Science Day
榮譽（便服）日	Casual Day
一年一度團慶大會	yearly team celebration
朝會領獎	award's ceremony
自 習	self-study
第一次定期評量	the first test
自我學習檢測	self-assessment
跳 操	morning stretches
國語文競賽朗讀組／ 演說組／寫字組／ 字音字型組／作文組	read aloud, public speaking, character writing, phonetics, and essay competition(s)
英語演講比賽	English speech competition

作業抽查日	Homework Check Day
美術比賽	art competition
七年級戶外教育行前會	a meeting for the Grade 7 field trip
早自習	morning self-study
段 考	exam

電子編輯版

## 5.6 物品

Item

中文	English
紅／綠／黃色通知單	red / green / yellow notice sheet
回條資料	signed slip
統計表	student participation record
費用	fees
行動書車	book cart
投影機	projector
資訊倫理與素養的影片	the Digital Ethics video
童軍椅	folding chair
本週教室日誌	this week's classroom log
答案卡	scantron sheet
獎學金	scholarship
成績確認表	confirmed test results
海報	poster
受獎通知單	awards notice sheet
校外教學回條	signed field trip slip
名牌	name tag

掃 具	cleaning supplies
輔導室通知單	notice sheet from the Guidance Office

電子編輯版

## 5.7 國小科目

### Subjects in Elementary Schools

中文	English
國語文	Mandarin
本土語文	Native Languages
新住民語文	Native Language of New Immigrants
英語文	English
數學	Mathematics
生活課程	Life Curriculum
社會	Social Studies
自然科學	Natural Sciences
藝術	Arts
綜合活動	Integrative Activities
健康與體育	Health and Physical Education

## 5.8 國中科目 Subjects in Junior High Schools

中文	English
國語文	Mandarin
英語文	English
數 學	Mathematics
歷 史	History
地 理	Geography
公民與社會	Civics and Society
理 化	Physics / Chemistry
生 物	Biology
地球科學	Earth Sciences
音 樂	Music
視覺藝術	Visual Arts
表演藝術	Performing Arts
家 政	Home Economics
童 軍	Scouting
輔 導	Guidance
健康教育	Health Education
體 育	Physical Education

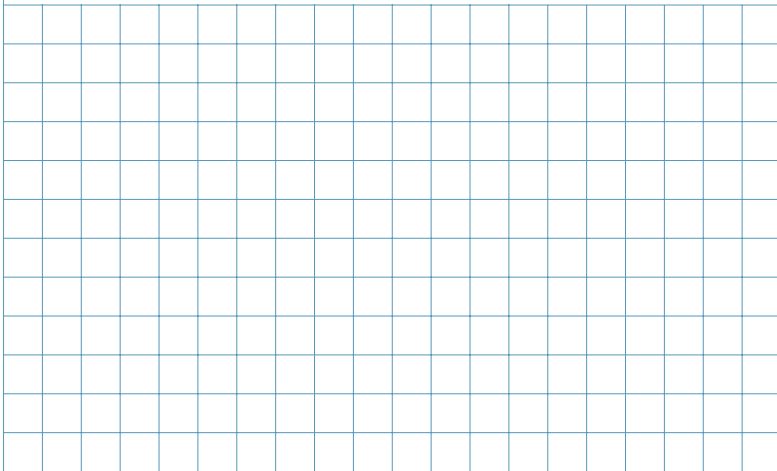
## 5.9 其他

Others

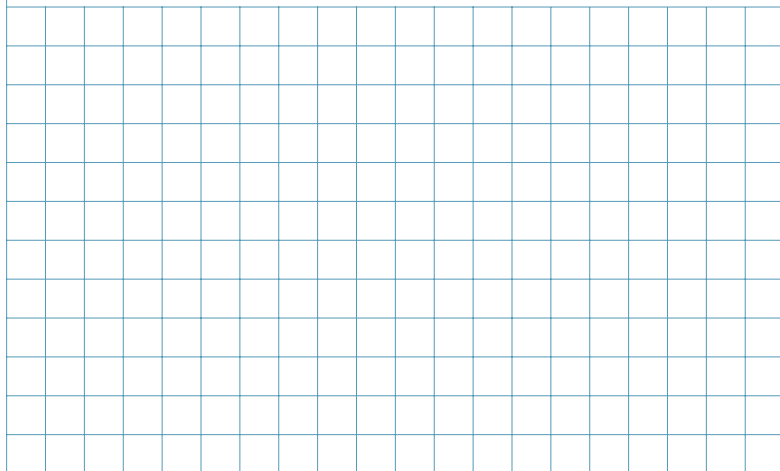
中文	English
角力隊	wrestling team
空手道隊	karate team
扯鈴隊	diabolo team
武術隊	martial arts team
扶少團	interact club
熱舞社	dance club
童軍團	scouts club
社團課	club's class
五專	Five-year Junior College Program
免試	Exam-Free
出公差	run errands
班級榮譽次數	class honor points
技藝教育課程	arts class
特教推行委員會	Special Education Committee Meeting



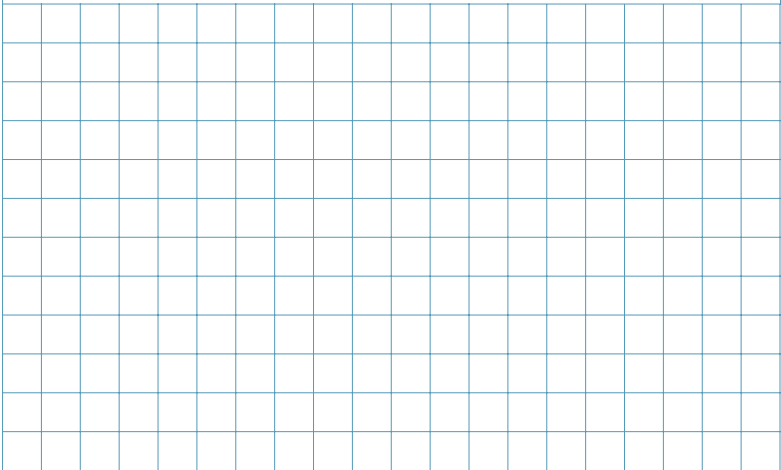
電子編輯版



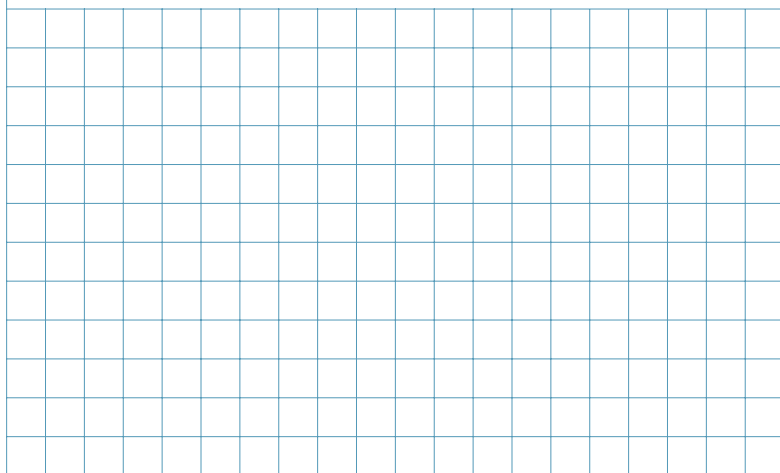
電子編輯版



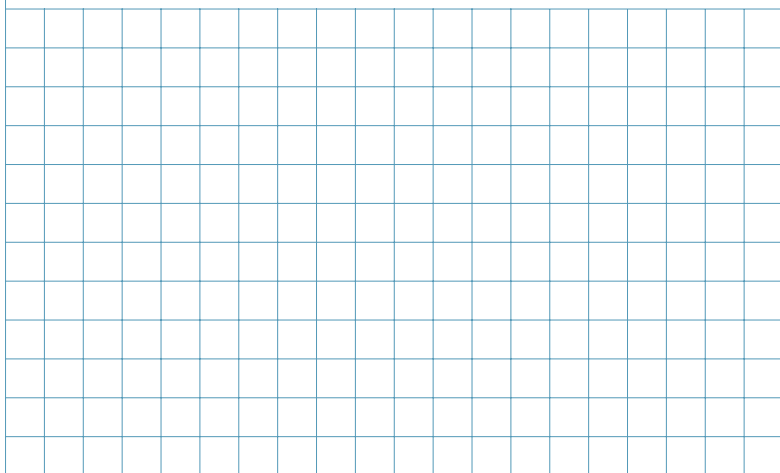
電子編輯版



電子編輯版



電子編輯版





# 國民中小學部分領域課程雙語教學實施計畫

## 本土雙語教育模式之建構與推廣

Integrated Bilingual Teaching in Selected Subject Areas  
Localizing Bilingual Education Models in Primary and Secondary Schools