

出國報告（出國類別：進修）

經濟部國際經濟商務人員
派赴美國語言訓練報告

服務機關：經濟部國際貿易局

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派赴國家/地區：美國/華府

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報告日期：112 年 5 月 16 日

摘要

本報告係簡述職於 112 年 1 月 2 日至 112 年 3 月 10 日間，奉經濟部(以下稱本部)派赴美國華府喬治城大學進修教育學院英語中心(Georgetown University School of Continuing Studies English Language Center)接受英語訓練之內容，包括計畫目的、進修過程及心得與建議。

本次計畫本部共選派 6 名新進國際經濟商務人員赴美參加「密集專業英語(Intensive Professional English)」學程，課程包括「專業閱讀及寫作(Professional Reading and Writing)」、「專業表達技巧(Professional Communicational Skills)」及「進階文法選修(Advanced Grammar Elective)」，共計 8 週。

訓練期間學員除參與正規課程，亦積極參加校內外講座及活動，以精進英語能力，並體驗當地文化及結識國際友人，藉此奠定良好英語能力，強化涉外事務工作技能。

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壹、計畫目的

本部為提高駐外經濟商務機構商務人員外國語文及涉外事務工作能力，依據「公務人員訓練進修法」第七條第二項於 98 年訂定「經濟部派送駐外經濟商務機構商務人員赴國外接受語言訓練實施計畫」。

國際經濟商務人員主要係從事我國涉外經貿商務工作，將派駐海外與他國政府及國際組織交涉，為國家及業者服務。為強化專業素養，本部自各期新進國際經濟商務人員選派赴外國進行語言訓練，培養良好外語能力及開拓國際視野。

本計畫安排新進國際經濟商務人員赴美國喬治城大學進修教育學院英語中心接受「密集專業英語學程」訓練，該校歷史悠久且聲譽極高，位處美國首都華盛頓特區心臟地帶，鄰近白宮、聯邦政府辦公廳及各國駐美大使館，被譽為「政治家搖籃」及「外交官搖籃」。

透過參與本次訓練課程及相關活動，與國際學生及當地人士進行交流，並體驗在地文化，有助學員提升處理涉外事務工作能力，拓展國際人脈，為駐外工作奠定良好基礎。

貳、進修過程

一、課程簡介：

本次訓練係參加美國華府喬治城大學進修教育學院英語中心「專業英文密集學程」春季班，課程內容專為大學畢業生及在職人士設計，旨在提升學員聽、說、讀、寫英語技能，並透過探索美國私營及公共部門之實踐及組織結構，包括商業、非政府組織、非營利管理、政府、公共政策等領域，強化關鍵領導力、跨文化及溝通技巧。

二、課程時間：112 年 1 月 9 日至 112 年 3 月 2 日，共 8 週。

三、課程表：

	星期一	星期二	星期三	星期四
9:00-11:20	專業閱讀 及寫作	專業閱讀 及寫作	專業閱讀 及寫作	專業閱讀 及寫作
13:00-15:20	專業表達 技巧	進階文法 選修	專業表達 技巧	進階文法 選修

四、課程內容：

(一)專業閱讀及寫作

1. 指導教授：Professor Kathleen F. Kearney
2. 教學方式：以主題為中心，閱讀指定文章於課堂進行分組

討論、報告及個人研究等方式，學員透過反思個人經歷分享見解，協作完成小組或個人作業，以提升寫作及閱讀能力。

3. 教學內容：

(1) 閱讀指定教材：

A. The NGO Handbook，由 Hilary Binder-Aviles 所著，就有關 NGO (Non-Governmental Organization)之使命、組成、管理、資金、民眾參與、影響力等面向深入探討。

B. 每週指定學員閱讀一章節，當週進行分組討論、口語報告，及撰寫研析報告，於次週進行測驗。

(2) 閱讀補充教材：自 National Public Radio (NPR) News Articles、Harvard Business Review、The Economist 及其他電子媒體選讀文章，於課堂進行討論及心得分享。

(3) 文法指定教材：Skills for Effective Writing Level 4，每週教授一章節，就寫作技巧進行說明，及於課堂討論作業練習題，於次週進行測驗。

(4) 聽力練習：自 How I Built This 網路廣播選取節目，瞭解創業家經營故事撰寫聽後心得，並與其他學員分享心

得內容，指導老師後續給予回饋意見。

(5) 其他：

- A. 自我介紹：撰寫短文簡述個人學經歷及進行 SOWT 分析，並請每位學員閱讀其他同學簡歷後回復意見。
- B. 配合美國聯邦法定假期，如馬丁路德日、總統日，研讀相關資料於課堂分組討論及心得報告。
- C. 圖表分析：分別選定不同圖表，以口語及寫作方式練習表達。
- D. 單字彙整：由學員分組輪流彙整當週課程新單詞，於次週進行測驗。

(6) APA 論文格式：為撰寫學期末報告，指導老師教授「美國心理學會(American Psychological Association, APA)」論文格式第七版，說明論文引用、註腳、參考資料等格式規範。

(7) 參訪活動：參與喬治城大學講座及參訪總部設於華府之 NGO「Planet Word」，活動後於課堂分享心得。

(二) 專業表達技巧

- 1. 指導教授：Professor Andrew Screen
- 2. 教學方式：學員參與課堂討論、進行個人或小組簡報，聆

聽 CEFR B2+至 C1 等級之講座及摘要內容，提升口語、聽力及筆記能力。

3. 教學內容：

(1) 分組討論：課前聆聽指定影片，每堂課由學員輪流擔任主談人進行約 40 分鐘討論，分享影片觀後見解，課後指導老師給予主談人個別指導。

(2) 個人報告：不定期自 TED Talks、Big Think、YouTube 等網路媒體摘選相關影片聆聽，並以口語方式分享心得；或於課堂向所有學員簡報指定主題內容。

(3) 簡報技巧：閱讀指定教材及影片學習簡報技巧，並以口語方式分享心得。

(4) 筆記技巧：學習康乃爾筆記法(Cornell Notes system)將筆記頁區分為 3 部分(筆記欄、問題欄、總結欄)，以增加記事效率及幫助記憶，並於相關作業實際運用。

(5) 文法及字彙：指導老師於課堂彙整相關單字、片語及學員常見錯誤供學員複習，於次週進行測驗。

(6) 參訪活動：參與喬治城大學課程講座，運用康乃爾筆記法紀錄講座重點並提交作業。

(三) 進階文法選修

1. 指導教授：Professor Jane Stanga
2. 教學方式：著重課堂及課後口語、寫作練習，運用選定文法結合指定主題進行分組討論、小組簡報、個人簡報、撰寫短文、口語錄音及每週進行測驗等方式，精進文法應用。
3. 教學內容：
 - (1) 五大句型、獨立及非獨立子句、主動詞一致。
 - (2) 現在式動詞、不規則時態。
 - (3) 過去式動詞、冠詞。
 - (4) 形容詞子句、關係代名詞、限制性及非限制性關係子句。
 - (5) 動名詞及不定詞、轉述句動詞變化。
 - (6) 副詞子句、連接副詞。

(四) 期末報告

1. 由 Professor Kathleen Kearney 指導撰寫解析 NGO 專題報告(詳附錄)。職以跨國 NGO 救助兒童會(Save the Children)為研究標的，探討該組織成立背景、組織領導、資金來源等面向，另評估其合法性、問責性、透明性及 SWOT 分析，及提供解決方案。
2. 另於學期末向所有學員簡報前述專題報告研究成果，由

Professor Andrew Screen 指導簡報呈現方式及表達內容，簡報後個別輔導給予意見回饋。

五、課外學習活動

(一)學園活動

1. 研討會：

(1) Seminar on Georgetown Symposium on Data Privacy: Engineering Solutions for Evolving Global Policy

(2) Workshop of Social Impact Making a Difference: Milk and Cookies Series

2. 社交時間(Social Hour)：英語中心於每週二課後舉辦學員交流活動，藉以深化彼此認識，及增加英語應用機會。活動內容包括團康遊戲、個人競賽、電影賞析、手工勞作，美食分享等。

3. 藝文活動：赴約翰甘迺迪表演藝術中心及第一資本競技館（Capital One Arena）觀賞歌劇及曲棍球、籃球競賽，體驗美國當地文化。

(二)駐美國代表處經濟組活動

1. 美國智庫課程：

(1) C & M 顧問公司：簡介美國貿易政策動態，瞭解美國貿易決策及政策制定之架構、拜登政府貿易政策、出口

管制及投資限制、未來展望等內容。

(2) Akin Gump 法律事務所：探討美國目前主要貿易政策、美國進出口管制及其他制裁措施、關稅措施、市場進入、美國貿易夥伴關係及 WTO 現況等內容。

2. CSIS 智庫專題演講：

(1) Global Update on Energy and Climate

(2) Rating India 2023：Key Opts. + Risk

參、心得及建議

一、心得

(一) 感謝本部給予機會赴美參加語言訓練，藉相關課程及在地生活經驗強化英文應用能力，有助未來駐外工作表現。儘管英文非職第二外語，但英文之重要性不可言喻，未來因公派駐非英語系國家，仍不可避免於外交場合以英文溝通。透過本次訓練使職更加自信運用英文與外國友人交談，及熟悉美國社會與環境，這些寶貴經驗將成為辦理業務之助力。

(二) 此外，美國教育方式亦令人印象深刻，非常重視學員意見表達，無論課中或課後，教師時常鼓勵學員提出問題，並引導學員儘量說自身想法再給予建議，即使提出天馬行空或文不對題的意見，教師仍以鼓勵方式指導，絕不否定學員見解，

讓學習更有成就感。

二、建議

(一) 受到 COVID-19 疫情影響，本期國際經濟商務人員訓練計畫

因此時間縮短。隨著各國先後宣布結束疫情緊急狀態，恢復正常生活，謹建議本訓練計畫恢復往例辦理，以接受更紮實的訓練課程，與外國學員建立更深厚之情誼，對未來駐外工作將帶來正面幫助。

(二) 本計畫訓練課程主要側重精進學員英語聽、說、讀、寫能力。

鑒於國際經濟商務人員語訓結束後，將於本部各單位辦理涉外經貿業務，倘可利用在美期間多參加相關課程或講座，將有助強化本職學能，開拓國際視野。感謝駐美國代表處經濟組於語訓期間安排美國智庫課程及講座，使本次參訓學員獲益良多，滿載而歸。

肆、附錄

Analysis of an NGO: Save the Children

ChungChing Ma
Georgetown University
ENFL 057-010: Professional Reading and Writing
Professor Kathleen F. Kearney
March 1, 2023

Executive Summary

The COVID-19 pandemic and the Russo-Ukrainian war have increased the number of children in crisis worldwide. Save the Children, which has been working for over a century to improve the lives of children globally, is evaluated in terms of its legitimacy, accountability, transparency, and a SWOT analysis. The organization has a strong reputation, a global network, and partnerships with the private sector and other NGOs, but it is facing challenges such as increasing numbers of marginalized children, dependence on external funding, and excessive internal information. In this report, three solutions are proposed to address issues: inviting more countries to become members, diversification of funding sources, and reevaluating excessive information. Save the Children's efforts to support and protect children are critical, and the proposed solutions in this report can help to enhance its impact and effectiveness.

Introduction

Since 2020, the COVID-19 pandemic has made very serious negative impacts on Earth. Furthermore, in 2022, the outbreak of the Russo-Ukrainian war further exacerbated the situation at the international level. As a result of these unfortunate events, the number of children in crisis worldwide has increased by nearly 10 million. They not only may lose their parents, but also cannot meet their basic living needs, let alone receive education.

According to the United Nations Convention on the Rights of the Child, the rights to survival and development of children should be protected. Also many countries continue to pay attention to child-related issues. The environment is crucial for the physical and mental development

of children and will affect their future development. However, in turbulent countries or regions, the rights to survival and development of children are often the first things to be sacrificed, as they are unable to fight for their own rights.

Save the Children was established to aid children suffering from famine in Europe following World War I by raising funds from the public. After a century of development, Save the Children not only provides food, but also endeavors to meet the medical, educational, and protective needs of children to ensure their healthy growth. This report firstly discusses the background, secondly evaluates Save the Children, and finally proposed solutions.

Background

History

Save the Children Fund was established in 1919 by Eglantyne Jebb, making it the earliest international organization dedicated to fighting for children's rights. Initially, the organization's primary objective was to provide aid to hungry children after the end of World War I. However, over time, it expanded its focus to address the needs of children worldwide. Today, Save the Children offers a range of services, including medical and child-care services, nutritional aid, family self-help, and community development projects. Through its work, the organization continues to make a significant impact in promoting and protecting children's rights across the globe (Watson N., 1998).

Leadership

Save the Children is a global membership organization comprised of 30 national members that share the same name, strategy, and ambition for

all children to live, learn, and be protected. The global board chair of Save the Children is Angela Ahrendts, who brings with her an impressive track record of leadership. Prior to her role with Save the Children, Ahrendts served as the CEO of Burberry from 2006 to 2014 and was the senior vice president of retail at Apple Inc. from 2014 to 2019. Her leadership abilities have been recognized widely, with Forbes magazine ranking her 25th on their 2015 list of "The World's 100 Most Powerful Women." Under Ahrendts' leadership, Save the Children US continues to make strides towards its mission of ensuring that all children have the opportunity to reach their full potential ("Our global board," n.d.).

Mission

Save the Children's mission is rooted in the belief that every child is entitled to a future. To achieve this vision, the organization works every day to ensure that children around the world have access to a healthy beginning, the opportunity to acquire knowledge, and protection from danger. This mission encompasses both ongoing efforts as well as emergency response efforts, with the organization taking whatever actions necessary for the sake of children. Through their work, Save the Children strives to make a positive impact on the lives of children, shaping a better future not only for them but for all of us ("Our mission," n.d.).

Funding

In 2021, Save the Children received funding from a variety of sources. Nearly 50% of the organization's funding came from direct or indirect government funding, highlighting the importance of government support in enabling Save the Children to carry out its work. Private donations from individuals accounted for 21% of the funding, reflecting the generosity of individuals who are committed to supporting the organization's mission.

Additionally, 17% of the funding was provided by the United Nations and other multi-lateral funding institutions, emphasizing the importance of collaboration and partnership in achieving Save the Children's goals. Through a combination of these funding sources, Save the Children is able to continue making a positive impact on the lives of children both in the United States and around the world (“Financial Statements and Information”, n.d.)

Evaluate Save the Children

Save the Children is an international non-government organization (NGO). It has been working for over 100 years since 1919. Their goal is to improve the lives of children worldwide. Evaluate its legitimacy, accountability, and transparency (Binder-Aviles, 2012, pp. 3-5) are as follows;

Legitimacy

Save the Children is recognized by governments and other international organizations for its work to protect and support children's rights. In addition, they work with UN agencies and belong to different groups that focus on child rights.

Accountability

The organization has a strong system to ensure that their programs run effectively and efficiently. This involves regular meetings, monitoring activities and writing reports, and handling any problems that come up.

Transparency

Save the Children regularly publishes information about its funding sources, program expenditures, and governance structure. It also publishes

annual reports that provide an overview of its activities and impact. Moreover, the well-known NGOs, such as Charity Navigator, CharityWatch evaluated Save the Children as a top charity that you can trust.

The SWOT analysis of Save the Children

Strengths:

Save the Children has a strong reputation, due to its long history of working for children's welfare. It operates in over 120 countries, attracting volunteers from various regions to assist children in need around the world.

Weaknesses:

Funding is one of its biggest weaknesses. Despite its support from individuals, governments, and other international organizations, dependence on external funding can affect the organization's decisions and actions. It may result in reduced aid for children if funding decreases.

Opportunities:

With the signing of the United Nations Convention on the Rights of the Child in 1989, an increasing number of countries and children's organizations have focused on children's issues. They can cooperate with Save the Children to gain external opportunities and make their actions more effective.

Threats:

Too many similar organizations will divide Save the Children's resources, making their funding sources narrow. In addition, the continuous occurrence of natural disasters and man-made calamities has led to an increasing number of unfortunate children.

Proposed Solutions

There are three solutions that have been proposed to address Save the Children's shortcomings. The recommendations outlined in this section address the three main weaknesses identified in the SWOT analysis: the inability to reduce the number of marginalized children; lack of funding sources; and excessive internal information and conflict.

Despite this, Save the Children has a general consultative status in the United Nations Economic and Social Council and has members from 30 national members. Save the Children is unable to decrease the number of vulnerable and marginalized children. In this situation, more countries can be invited to become members of Save the Children, increasing the organization's international impact. In addition, cooperation with governments or organizations across the globe through education or advocacy should be encouraged to raise public consciousness about safeguarding marginalized children. By affecting international public opinion and urging more nations and areas to prioritize child issues, the organization can transition from passive to active and strive to alter the actions of nations.

In terms of lack of funding sources, not much progress has been made in fundraising, and in fact, things have gone backwards in some ways. The number of global donors has gone down and there has been very little fundraising from within the country (Axel Borchgrevink, 2008, p. 5). Save the Children can diversify its funding sources by establishing more partnerships and collaborations with the private sector and exploring new revenue streams, such as social enterprise initiatives. Moreover, Save the Children can strengthen its partnerships and collaborations with governments, international organizations, corporations, and communities.

By working together, the organization can leverage the strengths and resources of its partners to maximize its impact.

For the excessive internal information and conflicts, review of all available materials with the aim of restructuring and better targeting them may be appropriate. As with any training or capacity building program, this should start with a discussion of desired learning outcomes, and materials should be developed based on them. Additionally, it is recommended that this framework or curriculum be divided or differentiated according to key stakeholder categories or types, such as children, government officials, or education specialists.

According to Battilana and Kimsey's (2017) research, they have examined multiple social change endeavors and identified three distinct categories of social change leaders: agitators, innovators, and orchestrators. Members of Save the Children can clarify their positioning among these three elements and utilize coordination across groups, organizations, and departments to expand solutions to problems. These three elements are necessary for any path to social change. Without innovation, agitation becomes mere complaining without a clear path forward, and without orchestration, innovation alone results in ideas without any real impact.

Conclusion

Save the Children is a reputable NGO that has been working to improve the lives of children worldwide for over 100 years. It is recognized by governments and NGOs for its work to protect and support children's rights. The constant occurrence of natural disasters and man-made crises is increasing the number of marginalized children. However, children are the future of humanity, Save the Children bears the responsibility of caring for marginalized children. It means it is carrying the hope for the future of

human. Through this report, readers can understand that Save the Children is a legitimate, reliable, and transparent NGO that hopes to bring positive impacts to the world through its mission and actions, encouraging more people to join in caring for every child.

References

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<https://www.savethechildren.org/us/about-us#:~:text=Our%20History%20and%20Founder&text=Our%20founder%20Eglantyne%20Jebb%20saw,suffering%20across%20war%20torn%20Europe>