朝陽科技大學 091學年度第2學期教學大綱
Business English 商用英文

當期課號	2349	Course Number	2349
授課教師	陳錦瑤	Instructor	CHEN,CHIN YAO
中文課名	商用英文	Course Name	Business English
開課單位	會計系(四日)一A	Department	
修習別	選修	Required/Elective	Elective
學分數	2	Credits	2
課程目標	在今日各種生意往來及商業場合除了中文外,英文已成爲國際商務往來的共同語言.本課程之內容及目標如下:1.商用英文書信-幫助學習者在最短時間內寫出合適的商用書信.2.商用英文會話-在VCR實況中讓學習者有機會將自己投射在實際環境中以縮短書面文字與真實情境的認知差距	Objectives	This course is designed to help students quickly write the most important business letters used today. Each unit is designed to lend itself to various activities/role plays where the students can bring their personal experience to the situation. Those videos are the perfect way to expose students to the interpersonal side of real business world.
教材		Teaching Materials	1.Visual lecture. 2.Exemplary lecture. 3.Multidirectional. 4.Group presentation.
成績評量方式		Grading	1.Mid-term Exam.（30%） 2.Final Exam.（30%） 3.Assignment & Report.（30%） 4.Participation.（10%）
教師網頁			
教學內容		Syllabus	This is a basic English course for students who need English in their work. This course will achieve some goals as follow: 1.teaching business vocabulary systematically, 2.teaching comprehensive grammar coverage, 3.developing listening skills in carefully designed listening tasks, 4.developing reading skills in activities based on authentic management texts, 5.majoring pair-work activity in each unit for students to activate the new language.

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