

朝陽科技大學 092學年度第2學期教學大綱
Business English 商用英文

當期課號	4205	Course Number	4205
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(二日)三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,英文已成為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	1.老師講授。 2.CD-ROM演示。 3.角色扮演。	Teaching Materials	1.Visual lecture. 2.Exemplary lecture. 3.Multidirectional.
成績評量方式	1.作業與小考30%。 2.期中考30%。 3.期末考30%。 4.學習態度及平常表現10%。	Grading	1.Formative evaluation (Assignments and informal quizzes during semester) .30% 2.Summative evaluation (Mid-term and final examinations) .60% 3.Study attitude and attendance.10%
教師網頁	http://myweb.hinet.net/home7/qqwhale3721		
教學內容	企業國際化的潮流下，職場人才的競爭也越趨白熱化，為了提升個人工作競爭力，或為了進入跨國企業，英語能力絕對是必備條件。而在可預見的未來裡，上班族面對的是全球化的競爭，面對這股潮流，需要掌握的基礎將會是更實用的“商用英文”或是“專業英文”。本課程即是將商用英文融入日常生活中，希望學生能在國際化的工作環境中游刃有餘，為自己的職場生涯加分。	Syllabus	This course can help students learn more practical language for their job in the future. It bring extensive topic-related information that enable learners to deepen their understanding of the business world. Through the solid language notes, students can build a bigger vocabulary.

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