

朝陽科技大學 093學年度第1學期教學大綱  
Business English 商用英文

當期課號	3363	Course Number	3363
授課教師	廖婉秀	Instructor	LIAO,WANG HSIU
中文課名	商用英文	Course Name	Business English
開課單位	會計系(四進)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	商用英文-黃正興著 三民書局出版 商用英文-程振粵著 三民書局出版 英文暨國際實務實作指南 謝其偉著 東華書局出版 商用英文-張錦源著 三民書局出版	Teaching Materials	
成績評量方式	1.期中考 30% 2.期末考 40% 3.其他 30%	Grading	1. Mid=term exam 30% 2. Final exam 40% 3. Others 30%
教師網頁	-		
教學內容	除了注重理論與實務的配合,並將商用英文常用的文法予以有系統的複習	Syllabus	In addition to the combine of theory and practical matters, I also systematically review the grammar which is often used in English for Business.

尊重智慧財產權，請勿非法影印。