朝陽科技大學 094學年度第1學期教學大綱
Commercial English Writing 商用英文寫作

當期課號	2104	**Course Number**	2104
授課教師	麥哲恩	**Instructor**	TURTON,MICHAEL ANDREW
中文課名	商用英文寫作	**Course Name**	Commercial English Writing
開課單位	應用外語系(四日)三A	**Department**	
修習別	選修	**Required/Elective**	Elective
學分數	3	**Credits**	3
課程目標	學生必需學習到如何書寫英文履歷表，應徵信函，自傳，以及正式的商業公文書信等。	**Objectives**	Students will learn to write English resumes, cover letters, and autobiographies, as well as formal business letters.
教材	Textbook: The Handbook of Quick Business Letters by Clyde Warden and Judy Chen Schedule	**Teaching Materials**	
成績評量方式	選擇 http://users2.ev1.net/%7Eturton/syll/all_syll.html	**Grading**	選擇 http://users2.ev1.net/%7Eturton/syll/all_syll.html
教師網頁	選擇 http://users2.ev1.net/%7Eturton/syll/all_syll.html		
教學內容	選擇 http://users2.ev1.net/%7Eturton/syll/all_syll.html	**Syllabus**	Business Writing 1 Semester Syllabus Michael Turton, Instructor AFL Department Textbook: The Handbook of Quick Business Letters by Clyde Warden and Judy Chen Schedule Class Schedule Week 1&2 Introduction to Letter Writing Week 3-5 Employment letters Week 6-8 Inquiries Week 9-11 Sales Letters Week 12-14 Trading Week 15+ Review and Final Final Final test will be to write a letter from one of the many we have studied this semester. There will be no midterm. GRADES:

			Grades will be based on homework and class attendance. If you miss class six times, you will fail. If you do not do the homework, you will fail. If you hand me homework that you have copied from another source, you will fail. Office Hours and contact information: See here

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