朝陽科技大學 094學年度第2學期教學大綱
Business English 商用英文

當期課號	1241	**Course Number**	1241
授課教師	張淳堅	**Instructor**	CHANG,CHUN CHIEN
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	To be determined after evaluating students' proficiency in English at the beginning of semester.	**Teaching Materials**	
成績評量方式	課堂參與 30% 考試 30% 作業 40%	**Grading**	Class participation 30% Exams 30% Homeworks 40%
教師網頁			
教學內容	學習以英文運用在各種商業情境中,包括聽說讀寫,使學生能適切的應付職場的英文所需	**Syllabus**	To prepare the students with knowledge and skills of communication necessary in English speaking environments.

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