朝陽科技大學 095學年度第1學期教學大綱
Commercial English Writing 商用英文寫作

當期課號	2051	Course Number	2051
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	教科書: The Handbook of Quick Business Letters by Clyde Warden and Judy Chen	Teaching Materials	Textbook: The Handbook of Quick Business Letters by Clyde Warden and Judy Chen
成績評量方式	評量成績： 由功課及上課出席率來評量成績。缺課六次即當掉。沒繳交功課及抄襲行爲即當掉。	Grading	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.
教師網頁			
教學內容	教學內容： 第一週- 第二週：介紹英文寫作 第三週- 第五週：求職信 第六週- 第八週：詢問信 第九週- 第十一週：銷售，買賣信 第十二週-第十四週：商業信 第十五週- ：複習及期末	Syllabus	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.

尊重智慧財產權，請勿非法影印。