朝陽科技大學 095學年度第2學期教學大綱
Business English 商用英文

當期課號	1311	Course Number	1311
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C	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	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	To prepare the students with knowledge and skills of communication necessary in English speaking environments.

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