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	3251	Course Number	3251
授課教師	蘇香珍	Instructor	SU,SHIANG JANE
中文課名	商用英文	Course Name	Business English
開課單位	會計系(二進)四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	American Headway 1A, Liz and John Soars, Oxford	Teaching Materials	American Headway 1A, Liz and John Soars, Oxford
成績評量方式	1.作業與小考30%。 2.期中考30%。 3.期末考30%。 4.學習態度及平常表現10%。	Grading	1.Formative evaluation（Assignments and informal quizzes during semester）.30% 2.Summative evaluation（Mid-term and final examinations）.60% 3.Study attitude and attendance.10%
教師網頁	_		
教學內容	本課程即是將商用英文融入日常生活中，希望學生透過本課程之學習，能學到實用之商用英文，並應用於工作中，爲自己的職場生涯加分。課程主要內容如下: 1.Hello everybody! 2.Meeting people. 3.The world of work. 4.Take it easy. 5.Can you speak English?	Syllabus	This course can help students learn more practical language for their job in the future. It bring extensive topic-related information that enable learners to deepen their understanding of the business world. Through the solid language notes, students can build a bigger vocabulary.The contents of this course include: 1.Hello everybody! 2.Meeting people. 3.The world of work. 4.Take it easy. 5.Can you speak English?

尊重智慧財產權，請勿非法影印。