朝陽科技大學 095學年度第2學期教學大綱
Commercial English Writing 商用英文寫作

當期課號	3576	Course Number	3576
授課教師	王馬克	Instructor	O'BRIEN,MARK WILLIAM
中文課名	商用英文寫作	Course Name	Commercial English Writing
開課單位	應用外語系(二進)四A	Department	
修習別	選修	Required/Elective	Elective
學分數	2	Credits	2
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		Teaching Materials	
成績評量方式	計算成績方式，將由家庭作業及學期研究報告和出席率作爲成績評量標準。 寫作成績: 90% 出席率: 10%	Grading	There will be no exams: grades will be determined by homework and writing assignments, including a term paper. Grades: Writing 90%, Participation 10%
教師網頁			
教學內容	本課程涵蓋課內及課外寫作，並由老師校正及引導寫作。本課程也舉實際商業文件案例。	Syllabus	This class will involve both in-class and out-of class writing, with constant correction and direction from the teacher. The course will also include examples of actual business documents.

尊重智慧財產權，請勿非法影印。