朝陽科技大學 096學年度第1學期教學大綱
Commercial English Writing 商用英文寫作

當期課號	2067	**Course Number**	2067
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**	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	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。	**Syllabus**	Students will learn to write English resumes, cover letters, and autobiographies, as well as formal business letters.

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