朝陽科技大學 096學年度第2學期教學大綱
Business English 商業英文

當期課號	3715	**Course Number**	3715
授課教師	陳怜秀	**Instructor**	CHEN,LING HSIU
中文課名	商業英文	**Course Name**	Business English
開課單位	資訊管理系(四進)二A	**Department**	
修習別	必修	**Required/Elective**	Required
學分數	2	**Credits**	2
課程目標	本課程之對象爲以英文爲第二語言之學生，培養其在職場中閱讀及撰寫商業英文的能力。課程中的各個單元針對工作場合中經常接觸到的各類英文文件及英文訊息，使學生能輕鬆閱讀商業英文，並有能力撰寫各類專業之商業英文訊息。	**Objectives**	This course is designed to provide students of English as a Second Language with the language skills to help them interact effectively with colleagues in the workplace. Each unit has one or more topics which everyone faces at work. The course focuses mainly on reading and writing business documents and messages.
教材	1. 自編講義 2. 原文教科書導讀 3. 資管相關研究所入學考之英文試題導讀	**Teaching Materials**	1. Self-constituted materials 2. English textbook 3. The questions in the entrance exams of information management institutes
成績評量方式	課堂參與: 10 % 小考: 40% 期中考: 25% 期末考: 25%	**Grading**	Class Participation: 10% Quiz: 40% Midterm Examination: 25% Final Examination: 25%
教師網頁	http://www.cyut.edu.tw/~ling/teaching_materials.php		
教學內容	1. 句子分析的基本原則 2. 句型分析 3. 句型語法練習 4. 英文導讀	**Syllabus**	1. Principle of sentence analysis 2. Analysis if sentence patterns 3. Exercise of grammatical patterns 4. Paraphrasing

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