朝陽科技大學 097學年度第1學期教學大綱
Commercial English Writing 商用英文寫作

當期課號	2301	Course Number	2301
授課教師	程杏華	Instructor	CHENG,HSING HUA
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	商業書信寫作	Teaching Materials	Business Correspondence A Guide to Everyday Writing
成績評量方式	平常40% (含小考, 作業, 出席率) 期中考30% 期末30%	Grading	40% Regular performance (including quizzs,assignment, attendence) 30% Mid-term Exam 30% Final Exam
教師網頁			
教學內容	Week one: Orientation Autobiography Week two: Unit 1; Autobiography Writing a Cover Letter Week three: Unit 2; Resume Replaying to a Job Applicant Week four: Unit 3 Requesting a Service Week five: Unit 4 Confirming a Sevice Week six: Unit 5 Ordering Supplies Week seven: Unit 6 Confirming an order Week eight: Unit 7 Rquesting Information Week nine: Mid-term Exam Week ten: Unit 8 Providing Infromation Week eleven: Unit 9 Writing Claim Letters Week twelve: Unit 10 Writing Adjusting Letters Week thirteen: Unit 11 Writing Reminder Letters and Collection Letters Week fourteen: Unit 12 Replying to Reminder Letters and Collection Letters Week fifteen: Unit 13 Writing Employee Relation Letter Week sixteen: Unit 14 Writing Customer Relation Letters Week seventeen: Unit 15 Writing Personal Business Letters Week eighteen: Final Exam	Syllabus	Week one: Orientation Autobiography Week two: Unit 1; Autobiography Writing a Cover Letter Week three: Unit 2; Resume Replaying to a Job Applicant Week four: Unit 3 Requesting a Service Week five: Unit 4 Confirming a Sevice Week six: Unit 5 Ordering Supplies Week seven: Unit 6 Confirming an order Week eight: Unit 7 Rquesting Information Week nine: Mid-term Exam Week ten: Unit 8 Providing Infromation Week eleven: Unit 9 Writing Claim Letters Week twelve: Unit 10 Writing Adjusting Letters Week thirteen: Unit 11 Writing Reminder Letters and Collection Letters Week fourteen: Unit 12 Replying to Reminder Letters and Collection Letters Week fifteen: Unit 13 Writing Employee Relation Letter Week sixteen: Unit 14 Writing Customer Relation Letters Week seventeen: Unit 15 Writing Personal Business Letters Week eighteen: Final Exam

尊重智慧財產權，請勿非法影印。