朝陽科技大學 097學年度第2學期教學大綱
Business English 商業英文

當期課號	2540	Course Number	2540
授課教師	李麗華	Instructor	LI,LI HUA
中文課名	商業英文	Course Name	Business English
開課單位	資訊管理系(四日)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	Text Book:「商用英文」張誠英、CLARE MISSIN、陳志的編著, 高立圖書公司, 97年9月10日. (ISBN: 978-986-412-363-6)	Teaching Materials	Text Book:「商用英文」張誠英、CLARE MISSIN、陳志的編著, 高立圖書公司, 97年9月10日. (ISBN: 978-986-412-363-6)
成績評量方式	The attendance is treated as a very important grading factor. Student should come to every class and join the class discussion. Anyone who is absent in this course over 3 times during this semester will be graded fail. Homework+Quiz+Attendance+Performance+Presentation 50% Midterm Exam 25% Final Exam 25%	Grading	The attendance is treated as a very important grading factor. Student should come to every class and join the class discussion. Anyone who is absent in this course over 3 times during this semester will be graded fail. Homework+Quiz+Attendance+Performance+Presentation 50% Midterm Exam 25% Final Exam 25%
教師網頁	http://www.cyut.edu.tw/~lhli		
教學內容	This course is designed for IM junior students to enhance their Business English ability. The course objective is designed to let students learn the following topics: (1) international trade, (2) business letters highly used in today, (3) business conversation, and (4) jobs and career. In addition, students in this course will be asked to learn the business terminologies, the basic conversation and one presentation to fulfill this course.	Syllabus	This course is designed for IM junior students to enhance their Business English ability. The course objective is designed to let students learn the following topics: (1) international trade, (2) business letters highly used in today, (3) business conversation, and (4) jobs and career. In addition, students in this course will be asked to learn the business terminologies, the basic conversation and one presentation to fulfill this course.

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