朝陽科技大學 097學年度第2學期教學大綱
Advanced Business English 進階商用英文

當期課號	7045	Course Number	7045
授課教師	張純莉	Instructor	CHANG,CHWEN LI
中文課名	進階商用英文	Course Name	Advanced Business English
開課單位	企業管理系碩士班一A	Department	
修習別	選修	Required/Elective	Elective
學分數	0	Credits	0
課程目標	本課程旨在發展學生管理相關英文溝通技巧，增強以職場爲導向之英文溝通能力。 課程著重於聽、說、讀、寫之英語文進階訓練，面對職場國際化，減少跨國溝通之障礙，增強學生就業競爭力。本課程內容包含商業英文書報閱讀，以增進學生聆聽及了解熱門時事議題之能力，增加相關字彙之了解，模擬實際職場之語文訓練，並訓練學生對於國際職場英文能力測驗TOEIC之實際應考技巧。	Objectives	This course aims to develop advance English communication skills needed by those preparing for, or who are already in, a business or management position. This course is designed to bring the real world of international business into the languages teaching classroom. Throughout the course students are encouraged to use their own experience and opinions in order to maximize involvement and learning. This course also provides excellent practice for major Business English examinations such as TOEIC. Upon completion of this course, students will be able to: 1.Appropriately use business related vocabulary and concepts necessary for success in further study or the workplace. 2.Gain the necessary language skills to function within an English-speaking business environment. 3.Speak with increased confidence in business or other meetings. 4.Pass a satisfactory score in TOEIC.
教材	Recommended Books: 1. Essentials of Business Communication, 5th ed., Mary Ellen Guffey, South-Western College Publishing. 2. Model Business Letters, E-mails & Other Business Documents, 6th ed., Shirley Taylor, Prentice Hall. 3. Oxford Dictionary of Business English 4. Longman Dictionary of Business English	Teaching Materials	Recommended Books: 1. Essentials of Business Communication, 5th ed., Mary Ellen Guffey, South-Western College Publishing. 2. Model Business Letters, E-mails & Other Business Documents, 6th ed., Shirley Taylor, Prentice Hall. 3. Oxford Dictionary of Business English 4. Longman Dictionary of Business English
成績評量方式	Quizzes & Assignments (50%) Mid-term Presentation (30%) Participation (20%)	Grading	Quizzes & Assignments (50%) Mid-term Presentation (30%) Participation (20%)
教師網頁			
教學內容	本課程內容包括英文商務簡報、商務email書寫、會議英文、英文面談、社交英文、英文商業報告與提案的書寫、商業英文書報閱讀,以及其他與國際商業活動相關的英文等，以提升學生在全球化職場的就業競爭力,並幫助學生準備國際職場英文能力測驗,如多益(TOEIC)和LCCI等.	Syllabus	1. Writing emails, reports and proposals within a business context. 2. Practicing formal and informal conversations (including telephone conversations) within a business context. 3. Giving basic oral presentations within a business context and using aids such as visuals and PowerPoint presentations. 4. Attending conferences. 5. Interviewing. 6. Practicing TOEIC Test.

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