朝陽科技大學 098學年度第1學期教學大綱
Commercial English Translation 英文商業翻譯

當期課號	2365	Course Number	2365
授課教師	王惜民	Instructor	WANG,HSI MING
中文課名	英文商業翻譯	Course Name	Commercial English Translation
開課單位	應用外語系(四日)二A	Department	
修習別	選修	Required/Elective	Elective
學分數	3	Credits	3
課程目標	本課程設計在於結合一般英文翻譯及商業專用觀念及術語，以訓練同學成爲國際化時代的英文商業翻譯人才。課程設計將以筆譯爲主、口譯爲輔，以實際之商業文件及書報爲教材，模擬實際工作實況，厚植同學實務工作之實力。	Objectives	This course is designed to combine the English translation skills and Business concepts for training students to be the skillful people of English Commercial Interpretation. We are going to use some real English business documents and business papers to simulate the real working environment. We focus on the written translation. However, we will share the time for oral interpretation. The student's practice is also important.
教材	暫定：現代商用英文,黃瑪莉著,智勝文化 出版	Teaching Materials	
成績評量方式	1.Attendance:15% 2.Quizzes:10% 3.Report:10% 4.Mid-term:30% 5.Final :35%	Grading	1.Attendance:15% 2.Quizzes:10% 3.Report:10% 4.Mid-term:30% 5.Final :35%
教師網頁			
教學內容	國際貿易流程簡介及推銷信、詢價信、報價及回覆、討價還價、訂單及回覆、信用狀及其他付款條件、押匯之貨運單據、其他雜務聯絡信函等之實務範例翻譯解釋，以英翻中爲主，中翻英爲輔。	Syllabus	1.Introduction to International Trade and Business English 2.Sales/Promotion Letters 3.Inquiry Letters 4.Quotation and Reply 5.Negotiation Letters 6.Orders and Reply to Orders 7.L/C and Other Terms of Payment 8.Shipping Documents for Negotiation 9.Miscellaneous Letters

尊重智慧財產權，請勿非法影印。