朝陽科技大學 098學年度第1學期教學大綱
Commercial Documents 商業文件

當期課號	2366	Course Number	2366
授課教師	林育如	Instructor	LIN,YU JU
中文課名	商業文件	Course Name	Commercial Documents
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	2	Credits	2
課程目標	在這門課中，學生將了解未來工作中可能會遇到的幾種代表性的商業文件。學生將習得典型的文件結構、術語、組織及語言。範例文件內容將包含簡易合約、提貨單、運輸文件、財務文件和商業溝通文件。	Objectives	In this course, students will become acquainted with a number of typical, commercial documents which they might encounter in the workplace. Students will learn about typical document construction, terminology, organization and language. Sample documents will include simple contracts, Bills of Lading and other shipping documents, financial documents, and documents used in common business communications.
教材	Writing for the real world 2	Teaching Materials	Writing for the real world 2
成績評量方式	隨堂測驗/出席率/課堂參與（50%） 期中考（20%） 期末考（30%）	Grading	Tests/attendance/participation（50%） Midterm（20%） Final exam (30%)
教師網頁			
教學內容	本課程學習重要國貿相關文件及國際貿易流程，並學習國際行銷之相關知識。 The contents are as follows: I General Trade Documents 1. sales letter 2. business proposal letter 3. inquiry and reply 4. offer and counter offer 5. follow-up 6. order, shipment and delivery 7. payment and collection 8. complaint, claim and adjustment 9. announcement II Company Internal Messages 1. policy and procedure 2. personnel 3. routine interoffice message III Other Business Documents 1. reservation 2. the minutes 3. business report 4. goodwill letter IV Interpretative Training of Business Documents 1. fax 2. e-mail 3. L/C 4. financial report incl. budget document documentation, sales forecast, balance sheet, income statement, statement of cash flows, memorandum and such. 9/17 Class Introduction 9/24 Business Letter in English introduction 10/1 Business Letter in English introduction 10/8 Unit 1 introducing yourself	Syllabus	The course is to learn the documents of international trade. We also want to learn the flow path of trading. International marketing knowledge is another concern. The contents are as follows: I General Trade Documents 1. sales letter 2. business proposal letter 3. inquiry and reply 4. offer and counter offer 5. follow-up 6. order, shipment and delivery 7. payment and collection 8. complaint, claim and adjustment 9. announcement II Company Internal Messages 1. policy and procedure 2. personnel 3. routine interoffice message III Other Business Documents 1. reservation 2. the minutes 3. business report 4. goodwill letter IV Interpretative Training of Business Documents 1. fax 2. e-mail 3. L/C 4. financial report incl. budget document documentation, sales forecast, balance sheet, income statement, statement of cash flows, memorandum and such.

	10/15 Unit 2 arranging meetings 10/22 Unit 4 Recommending 10/29 Unit 5 inviting 11/5 Review 11/12 Midterm 11/19 Unit 6 Making inquiries 11/26 Unit 7 Placing orders 12/3 Unit 7 Placing orders 12/10 Unit 8 Responding to orders 12/17 Unit 9 Making payment 12/24 Unit 10 Complaints 12/31 Unit 12 Interoffice memos 1/7 Review 1/14 Final exam		

尊重智慧財產權，請勿非法影印。