朝陽科技大學 098學年度第2學期教學大綱
Business English 商用英文

當期課號	1238	**Course Number**	1238
授課教師	鄧靜葳	**Instructor**	Teng,Ching Wei
中文課名	商用英文	**Course Name**	Business English
開課單位	企業管理系(四日)三B	**Department**	
修習別	必修	**Required/Elective**	Required
學分數	3	**Credits**	3
課程目標	在今日各種生意往來及商業場合除了中文外,英文已成爲國際商務往來的共同語言.本課程之內容及目標如下:1.商用英文書信-幫助學習者在最短時間內寫出合適的商用書信.2.商用英文會話-在VCR實況中讓學習者有機會將自己投射在實際環境中以縮短書面文字與真實情境的認知差距	**Objectives**	This course is designed to help the students quickly write the most important business letters used today and each unit is designed to lend itself to various activities/role plays where the students can bring their personal experience to the situation. Those videos are the perfect way to expose students to the interpersonal side of real business world.
教材	Oxford English for Careers: Commerce 1, by Martyn Hobbs and Julia Starr Keddle	**Teaching Materials**	Oxford English for Careers: Commerce 1, by Martyn Hobbs and Julia Starr Keddle
成績評量方式	作業 30% 期中考 30% 期末考 40%	**Grading**	Assignment 30% Mid-term exam 30% Final exam 40%
教師網頁	_		
教學內容	W01 課程說明與介紹 W10 期中考 W18 期末考 其它各周上課內容於第一週課程後底定。	**Syllabus**	W01 Course Introduction W10 Mid-term exam W18 Final exam Courses in other weeks will be finalised after the first week of lessons.

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