朝陽科技大學 098學年度第2學期教學大綱
Advanced Writing in Business English 進階商用英文寫作

當期課號	3587	Course Number	3587
授課教師	游曙吏	Instructor	YU,SHU LI
中文課名	進階商用英文寫作	Course Name	Advanced Writing in Business English
開課單位	應用外語系(二進)四A	Department	
修習別	選修	Required/Elective	Elective
學分數	2	Credits	2
課程目標	學生必需學習到如何書寫英文履歷表，應徵信函，自傳，以及正式的商業公文書信等。	Objectives	Students will learn to write English resumes, cover letters, and autobiographies, as well as formal business letters.
教材	Ron Holt 著,國際商務書信, 書林出版	Teaching Materials	Ron Holt．（2004）International Business Correspondence For All Occasions. Locaion: Macmillan Publishers
成績評量方式	期中(書面報告) 50% 期末(書面報告) 50%	Grading	Mid term 50% Final 50%
教師網頁			
教學內容	2/27 課程介紹 3/6 Part One & Part Two 2.1.1-2.1.5 3/13 Part two 2.1.6-2.1.17 3/20 Part two 2.1.18-2.1.29 3/27 Part two 2.2.1-2.2.9 4/3 Part two 2.2.10-2.2.18 4/10 Part two 2.3.1-2.3.8, 2.4.1-2.4.4, 2.4.27-2.4.29 & Part two 2.5.1-2.5.10 4/17 Part two 2.5.11-2.5.19 4/24 期中考週 (交書面報告) 5/1 Part two 2.6.1-2.6.12 5/8 Part two 2.6.13-2.6.25 5/15 Part three 3.1-3.2.3 5/22 3.2.4-3.2.7 5/29 實務練習 6/5 實務練習 6/12 實務練習 6/19 實務練習 6/26 期末考週 (交書面報告)	Syllabus	2/27 Introduction 3/6 Part One & Part Two 2.1.1-2.1.5 3/13 Part two 2.1.6-2.1.17 3/20 Part two 2.1.18-2.1.29 3/27 Part two 2.2.1-2.2.9 4/3 Part two 2.2.10-2.2.18 4/10 Part two 2.3.1-2.3.8, 2.4.1-2.4.4, 2.4.27-2.4.29 & Part two 2.5.1-2.5.10 4/17 Part two 2.5.11-2.5.19 4/24 Mid term 5/1 Part two 2.6.1-2.6.12 5/8 Part two 2.6.13-2.6.25 5/15 Part three 3.1-3.2.3 5/22 3.2.4-3.2.7 5/29 Practice & Activity 6/5 Practice & Activity 6/12 Practice & Activity 6/19 Practice & Activity 6/26 Final

尊重智慧財產權，請勿非法影印。