朝陽科技大學 099學年度第1學期教學大綱
Commercial English Translation 英文商業翻譯

當期課號	2141	**Course Number**	2141
授課教師	陳柏助	**Instructor**	
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	國貿英文 作者:張一慈 文鶴出版有限公司 ISBN:986-147-006-9	**Teaching Materials**	English for Internation Trading Crane Publishing Co., LTD. ISBN: 986-147-006-
成績評量方式	期中考:20% 期末考:30% 作業:50%	**Grading**	Midterm Exam: 20% Final Exam: 30% Assignments: 50%
教師網頁			
教學內容	1. 課程簡介 2. 基本句型 3. 主動尋求貿易關係 4. 推銷信函 5. 詢問信函 6. 報價信函 7. 訂單信函	**Syllabus**	1. Course Introduction 2. English sentence patterns 3. Business relationship letters 4. Marketing letters 5. Inquaries 6. Quotations 7. Placing and confirming orders

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