

朝陽科技大學 099學年度第1學期教學大綱
Business English 商用英文

當期課號	3268	Course Number	3268
授課教師	楊浩偉	Instructor	
中文課名	商用英文	Course Name	Business English
開課單位	行銷與流通管理系(四進)三A	Department	
修習別	必修	Required/Elective	Required
學分數	3	Credits	3
課程目標	1.複習並加強初中級英文法 2.能閱讀理解並撰寫商業文件與書信 3.培養與熟練商務情境下的英語溝通表現與禮儀	Objectives	1.Review and enhance English grammar at low-intermediate level 2.Be able to comprehend and write business documents and correspondences 3.Practice English expressions and be familiar with manners on different business occasions
教材	開學第一節課宣佈。	Teaching Materials	To Be Announced.
成績評量方式	期中考: 25 % 期末考: 25 % 平時考核: 50 %	Grading	Mid Term Exam: 25 % Final Term Exam: 25 % General Evaluation: 50 %
教師網頁	-		
教學內容	(1) 英文的重要性 (2) 聽力的重要性 (3) 如何抓住關鍵字而了解全文 (4) 會聽之後才會說 (5) 聽與說如何並用 (6) 聽、說與讀、寫的配合 (7) 如何能讓英文口語化	Syllabus	(1) The importance of English (2) The importance of Listening (3) How to catch the key words to understand the content (4) Listen first and then know how to speak up (5) How to use listening and speaking (6) Use listening and speaking with reading and writing (7) How to make a fluent daily conversation

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