

朝陽科技大學 099學年度第1學期教學大綱
Commercial English Writing 商用英文寫作

當期課號	3526	Course Number	3526
授課教師	吳婷君	Instructor	
中文課名	商用英文寫作	Course Name	Commercial English Writing
開課單位	應用外語系(四進)三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	1."Company to Company"by Andrew Littlejohn, Cambridge 2."Oxford Handbook of Commercial Correspondence" by A. Ashley, Oxford	Teaching Materials	1."Company to Company"by Andrew Littlejohn, Cambridge 2."Oxford Handbook of Commercial Correspondence" by A. Ashley, Oxford
成績評量方式	•出席率 & 課堂參與:20 % •作業:25% •期中考:25% •期末考:30%	Grading	•Attendance & in-class Participation :20% •Assignment:25% •Middle Term Test 25% •Final Term Test 30%
教師網頁	-		
教學內容	W1:Introduction of course design W2:Unit 1: Making enquiries (A) W3:Unit 1: Making enquiries (B) W4:Unit 2: Business prospects (A) W5:Unit 2: Business prospects (B) W6:Unit 3: Contacting customers (A) W7:Unit 3: Contacting customers (B) W8:Unit 4: When things go wrong (A) W9:Mid-term W10:Unit 4: When things go wrong (B) W11:Unit 5: Getting things done (A) W12:Unit 5: Getting things done (B) W13:Unit 6: Maintaining contact W14:Resumes W15:Cover Letters for resume W16:Autobiographies W17:Follow-up letters W18:Final Exam	Syllabus	W1:Introduction of course design W2:Unit 1: Making enquiries (A) W3:Unit 1: Making enquiries (B) W4:Unit 2: Business prospects (A) W5:Unit 2: Business prospects (B) W6:Unit 3: Contacting customers (A) W7:Unit 3: Contacting customers (B) W8:Unit 4: When things go wrong (A) W9:Mid-term W10:Unit 4: When things go wrong (B) W11:Unit 5: Getting things done (A) W12:Unit 5: Getting things done (B) W13:Unit 6: Maintaining contact W14:Resumes W15:Cover Letters for resume W16:Autobiographies W17:Follow-up letters W18:Final Exam

尊重智慧財產權，請勿非法影印。