朝陽科技大學 099學年度第2學期教學大綱
Business English 商用英文

當期課號	1146	**Course Number**	1146
授課教師	楊浩偉	**Instructor**	
中文課名	商用英文	**Course Name**	Business English
開課單位	企業管理系(四日)三A	**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	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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