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	1156	Course Number	1156
授課教師	林懷真	Instructor	LIN,HWAI JEN
中文課名	商用英文	Course Name	Business English
開課單位	企業管理系(四日)三B	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	Oxford English For Careers: Commerce 1/Handouts/Suplemental materials, etc. (The above description is tentative and may be subject to change.)	Teaching Materials	Oxford English For Careers: Commerce 1/Handouts/Suplemental materials, etc. (The above description is tentative and may be subject to change.)
成績評量方式	1. Assignment, quiz, attendance, etc. (40%) 2. Midterm examination (30%) 3. Final examination (30%) (The above description is tentative and may be subject to change.)	Grading	1. Assignment, quiz, attendance, etc. (40%) 2. Midterm examination (30%) 3. Final examination (30%) (The above description is tentative and may be subject to change.)
教師網頁			
教學內容	1. Improve students' reading comprehension skill by helping them review grammar, build up diction and vocabulary, analyze sentence structure, and obtain general knowledge of culture. 2. Play CD and VCD in calss to train students' listening and speaking skill. 3. Students will be asked to make sentences or compose paragraphs after class to practice English writing. (The above description is tentative and may be subject to change.)	Syllabus	1. Improve students' reading comprehension skill by helping them review grammar, build up diction and vocabulary, analyze sentence structure, and obtain general knowledge of culture. 2. Play CD and VCD in calss to train students' listening and speaking skill. 3. Students will be asked to make sentences or compose paragraphs after class to practice English writing. (The above description is tentative and may be subject to change.)

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