朝陽科技大學 099學年度第2學期教學大綱
Business English Communication Skills 商務英文溝通技巧

當期課號	1173	Course Number	1173
授課教師	張純莉	Instructor	CHANG,CHWEN LI
中文課名	商務英文溝通技巧	Course Name	Business English Communication Skills
開課單位	企業管理系(四日)四A	Department	
修習別	選修	Required/Elective	Elective
學分數	3	Credits	3
課程目標	本課程旨在培養學生在全球化的商業環境中，運用其英文的基礎於職場上作有效溝通。課程內容包括英文商務簡報技巧、談判技巧、會議英文、英文面談、英文商業報告的格式與技巧等,並加入文化差異的議題，提昇學生國際觀。透過課堂上的角色扮演及活動演練，有效增進學生職場上的外語溝通能力。	Objectives	This course aims to develop communication skills needed by those preparing for, or who are already in, a business or management position. It will equip students with the English language skills typically required within a business context. The focus will be placed on relevant business communication skills, focusing primarily on English language but including some technical communication skills. Students will be assessed on their ability to successfully undertake authentic tasks.
教材	1. 指定教科書:(待定) 2. 教師自編教材	Teaching Materials	Handouts
成績評量方式	Quizzes & Assignments (50%) Mid-term Presentation (30%) Participation (20%)	Grading	Quizzes & Assignments (50%) Mid-term Presentation (30%) Participation (20%)
教師網頁			
教學內容	本課程旨在培養學生在全球化的商業環境中，運用其英文的基礎於職場上作有效溝通。本課程內容包括商務英文簡報、商用英文信件/email書寫、會議英文、社交英文、英文企劃報告的格式等,以增進學生在全球化職場上的外語溝通能力,並幫助學生準備國際職場英文能力測驗,如多益(TOEIC)等。	Syllabus	This course aims to develop communication skills needed by those preparing for, or who are already in, a business or management position. It will equip students with the English language skills typically required within a business context. By the end of the course students will demonstrate the following English language skills: 1. The ability to write reports within a business context. 2. The ability to participate in formal and informal conversations within a business context. 3. The ability to analyze and describe statistics and graphical representations of information. 4. The ability to give basic oral presentations, within a business context and using aids such as visuals and PowerPoint presentations.

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