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	1288	Course Number	1288
授課教師	楊維如	Instructor	YOUNG,WEI JU
中文課名	商用英文	Course Name	Business English
開課單位	會計系(四日)一A	Department	
修習別	選修	Required/Elective	Elective
學分數	2	Credits	2
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 students quickly write the most important business letters used today. 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	全民英檢TOEIC考題 WORKPLACE ENGLISH OFFICE FILE,mARC HELGESEN, LONGMAN	Teaching Materials	TOEIC test WORKPLACE ENGLISH OFFICE FILE,mARC HELGESEN, LONGMAN
成績評量方式	出席15% Mid 20% Final 25% 字彙 40%	Grading	present 15% Mid 20% Final 20% QUIZ 20%
教師網頁	_		
教學內容	以TOEIC及全民英檢考試範圍爲主 幫助同學英檢考試通過初中級程度	Syllabus	to fulfile the English requirement to gradurate

尊重智慧財產權，請勿非法影印。