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

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| **當期課號** | 1304 | **Course Number** | 1304 |
| **授課教師** | 阮氏清萍 | **Instructor** | NGUYEN THI,THANH BINH |
| **中文課名** | 商用英文 | **Course Name** | Business English |
| **開課單位** | 會計系(四日)一C | **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** | "商用英文書信快速上手"<br>作者：范紅; 譯者： Dennis Le Boeuf , 景黎明<br>出版社： 寂天文化<br>出版日期： 2006-04-14<br>ISBN： 9575859189 | **Teaching Materials** | "商用英文書信快速上手"<br>作者：范紅; 譯者： Dennis Le Boeuf , 景黎明<br>出版社： 寂天文化<br>出版日期： 2006-04-14<br>ISBN： 9575859189 |
| **成績評量方式** | 課堂參與/出席/作業 40%<br>考試 60% | **Grading** | Class participation/quiz: 40%<br>Exams 60% |
| **教師網頁** | | | |
| **教學內容** | 此課程除了注重理論與實務的配合,並將商用英文常用的文法予以有系統的複習。同時加強同學TOEIC 能力。 | **Syllabus** | This course ains to prepare the students with knowledge and skills of English communication as well as to enhance TOEIC ability. |

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