

朝陽科技大學 099學年度第2學期教學大綱
Advanced Writing in Business English 進階商用英文寫作

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| 當期課號 | 3453 | Course Number | 3453 |
| 授課教師 | 林道明 | Instructor | LIN,DOW MIN |
| 中文課名 | 進階商用英文寫作 | Course Name | Advanced Writing in Business English |
| 開課單位 | 應用外語系(二進)四A | Department | |
| 修習別 | 選修 | Required/Elective | Elective |
| 學分數 | 2 | Credits | 2 |
| 課程目標 | 學生必需學習到如何書寫英文履歷表，應徵信函，自傳，以及正式的商業公文書信等。 | Objectives | Students will learn to write English resumes, cover letters, and autobiographies, as well as formal business letters. |
| 教材 | 補充教材 | Teaching Materials | supplement |
| 成績評量方式 | 作業:50% 期中考:20% 期末考:20% 平時考核:10% | Grading | Homeworks: 50% Mid-term: 20% Final: 20% Others: 10% |
| 教師網頁 | - | | |
| 教學內容 | 學習及活用商業書信及溝通，重練習。 | Syllabus | Learning business letters and communication. We will focus on practicing. Homeworks are important. |

尊重智慧財產權，請勿非法影印。