

開南管理學院 94 年度第 1 學期 應用英語 (進修部) 學系科目教學計劃表

科目代碼	科目名稱	授課教師	修別	開課年級	學分數	每週時數
355021111	中文：英文商務會話 (上)	Ellis Finkelstein	必修	2	2	2
	English Business Conversation					
教學目標與內容	This is a second level course for students majoring in English Language. The course will focus on business conversation but will continue to improve the other three language skills: reading, writing and speaking.					
實施方法	This course will be taught interactively allowing students opportunities to improve their listening and speaking abilities.					
評量方式	No exams will be offered: students will be subjected to continuous assessment.					
授課使用及參考書籍	Knight, Gareth and O'Neil, Mark. 2002. Business Explorer 2. Cambridge: Cambridge University Press					
科目簡介(可含大綱及教學進度)：						
Week 1: Greetings/small talk/wh questions						
Week 2: Describing company products/nouns-to-from verbs, vice-versa						
Week 3: Job responsibilities/abilities						
Week 4: Needs/features and benefits of products						
Week 5: Comparing services/expressing opinions						
Week 6: Explaining and using systems						
Week 7: Listening for opinions						
Week 8: Review						
Week 9: Telephoning/taking and leaving messages						
Week 10: Making appointments and excuses						
Week 11: Organizing meetings/preparing agendas						
Week 12: Negotiation and bargaining skills						
Week 13: Money and payment methods						
Week 14: Marketing						
Week 15: Meeting people and presenting information						
Week 16: Using trends to describe and predict performance changes						
Week 17: Review						
Week 18: Exam week: no classes						
說明：1.授課教師於學期前填寫本表，經課程委員會審核後，影印分送給教師所屬課程委員會召集人，授課班級所屬系、所及教務處課務組；並於開始上課時，將本內容向學生說明。2.本表於91.4.23第四次校課程委員會討論通過。						

課程委員會召集人：

應英系主任 徐永輝

授課教師：

Ellis Finkelstein

課務組
94.10.21
收文章