

Kai Nan University				
Department of Applied Foreign Languages				
Fall Semester: Academic Year 2004-05				
Course No. 351224501	Course Title: English Business Writing Time: Sun 13:10-15:00 am Room No: A217	Instructor: Lucy J. Harrison Lucky5@mail.knu.edu.tw	Credits 2	Weekly Periods 2 (6&7)
Textbook: Zyzo, William. <u>Basic Business Writing Skills</u> . Rev. Ed. Crane, 2000				
Course Description.	This course will focus on the form and content of the five most used types of business correspondence: letters of inquiry, reminder, response, complaint, and appreciation. The textbook is specifically written for Chinese speakers of English, aiming to introduce the "basic elements of business correspondence in an efficient, simple and useful manner." (Author) Classes will involve learner discussion periods, attention to sentence structure and revision, sentence combination, editing and revising letters, writing letters, and vocabulary quizzes.			
Course Materials	Textbook; dictionary (print or electronic); writing paper A/4 On-line Resources: http://www.usg.edu/galileo/internet/business/bizdict.html http://dictionary.cambridge.org/ http://www.oup.com/elt/oald/ http://owl.english.purdue.edu/			
Grading Criteria	Attendance & Participation 40%; Assignments 40%; Mid-Term Exam 10%; Final Exam 10% Subject to change			
Class Etiquette	Please - no cell phones or food. Please be on time. Students who are consistently late or absent for class will lose points. Late homework will not be graded.			
Week	Unit	Learning Objective	Practice	
Week 1	1	To understand the importance of clear communication.		
Week 2	1	To learn the importance of appearance.	Discussion	
Week 3	2	To introduce different forms business letters	Vocabulary Quiz	
Week 4	2	To introduce memos, faxes, and e-mails.	Design Fax	
Week 5	2	To learn how to write a letter using the full-block letter format	Situation 1, p. 33	
Week 6	2	To learn how to write a letter using the semi-block format	Situation 2, p. 35	
Week 7		Exam week		
Week 8	2	To learn how to write a letter using the modified block format.	Situation 3, p.37	
Week 9	2	To learn how to write a memo determining subject and form	Situation 1, p.39	
Week 10	2	As above	Situation 2, p. 39	
Week 11/12	2	To learn how to write an e-mail	Situation 1, 2, 3, 4 p. 42	
Week 13	2	In class vocabulary quiz covering pages 1-48, and quiz page 47-48	p. 1-48	
Week 14	3	To learn how to write letters of inquiry and to strengthen writing skills..	Discussion	
Week 15	3	Sentence revision skills,	p. 55-56	
Week 16	3	Writing letters of inquiry	Situation p. 50	
Week 17	3	To learn more about letters of inquiry. Revision. Vocabulary quiz.	Units 1,2,3	
Week 18		Final Exam		

應英系 宋正邦
籌備處主任