

開南大學 九十五學年度第一學期應用英語學系 年級科目教學計劃表

| 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 |
|---|--|-----------------|----------------|------|-----|------|
| | 中文： | Dr Evan Schmidt | required | 2006 | Two | Two |
| | English Business Conversation | 先修課程 | English Majors | | | |
| 教學目標與內容 | This subject is for intermediate students of English, who seek the communication skills necessary for interaction in a business environment. Using examples, students explore in depth the vocabulary and situations in the work environment necessary for conduct in everyday business culture. | | | | | |
| 實施方法 | Exercise, discussion, and question and answer | | | | | |
| 評量方式 | 100% internal (continuous assessment) | | | | | |
| 授課使用及參考書籍 | Clark, Amanda C.R. and Chen, Chamberlain. <i>Business To Business, an Intermediate Business English Course</i> . Crane Publishing Co Ltd, 2005. | | | | | |
| Week 1: Introduction to the course. | | | | | | |
| Weeks 2-4: The Business Letter. Words and expression; reading and comprehension; dialogues including new words; small test; discussion and writing letter exercise. | | | | | | |
| Weeks 5-7: In The Office. Words and expression; reading and comprehension; dialogues including new words; small test | | | | | | |
| Weeks 8-10: The Computer. Words and expression; reading and comprehension; dialogues including new words; small test | | | | | | |
| Weeks 11-13: Communicating. Words and expression; reading and comprehension; dialogues including new words; disc | | | | | | |
| Weeks 14-16: The Conference. Words and expression; reading and comprehension; dialogues including new words; disc | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| 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。 | | | | | | |

Designer jimmy

課程委員會召集人：


 應英系主任 李健美

授課教師：


 課務組
96.1.22
收文章