

Fall

Spring

Department of English

Course

355020112,01

Kainan University  
Schedule

CRN	Course title	Instructor	Subject	grade	Credits	Hours per week
355020112 -01	Chinese : 英文商務 會話 (下)	Romano	<input checked="" type="checkbox"/> required <input type="checkbox"/> elective	年 班	2	
	English : Business English	Course prerequisites				

**Teaching goal and content**  
Reading, writing, listening, oral presentation, discussion on related subjects

**Teaching Methods**  
 Lecture ◦  practical training ◦  discussion ◦  
 question-and-answer ◦  others ( ) ◦

**Grading and evaluation criteria**  
 Midterm 50%  % ◦ final 50%  % ◦ Class participation  % ◦  
 others ( ) grade  % ◦

**Textbooks**  
 (Author, Title, edition, publisher, publishing place, publishing year, from page to page in sequence) ◦  
 Business to Business  
 Amanda C. R. Clark, Chamberlain Chen  
 Crane Pub. Company 2005

**Subject introduction (including outline and course schedule) :**

This reading and exercise book for intermediate students of English as a Foreign Language has as its main objective: knowledge of basic and general business vocabulary used in modern western contemporary society. Students in this specific area of learning will be able to both put into practice and expand their their reading and conversational skills.

Course outline: Negotiations, Accounting and Finance, The Computer, Communicating, Retail, The Conference, Specific Terminology

**Instruction :**

- The teacher fills in this form before the semester beginning. After verified by the curriculum committee, this form should be copied to give to the conveners who is belong to the same department, the department which the class is belong to, and the office of curriculum planning. Besides, the teacher explains this syllabus to students at the beginning of a semester.
- This form is approved by the curriculum committee at the forth time on April 23<sup>rd</sup>, 2002

應英系 系主任 李健美

課程組  
95.9.23