

# Kainan University Department of International Business

## Syllabus for Business Conversation II

Spring Semester 2008

Course Code No.	Course Title	Instructor	Subject	Level of Course	Credits	Hours per Week
102020201	<b>Chinese:</b> 商務英文會話 (下)	Wei-Ning Chen	<input type="checkbox"/> required <input type="checkbox"/> elective	Year: _____ Class: _____	2	2
	<b>English:</b> Business Conversation ( II )	<b>Course Prerequisites</b>				
<b>Teaching Goals and Content</b>	The purpose of this course is for students to be familiar with the basic English conversation and practical usage of phrase and sentences in business environment.					
<b>Teaching Methods</b>	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> practical training <input checked="" type="checkbox"/> discussion <input checked="" type="checkbox"/> question-and-answer <input type="checkbox"/> other (details _____)					
<b>Grading and Evaluation Criteria</b>	written midterm 30 %      oral final 40 %      class participation 30 % other % (details: )					
<b>Textbooks</b>	(author, title, edition, publisher, place of publication, year of publication, pages covered) 現代商用英文會話, 黃瑪莉 著, 智勝文化 (2007).					

**Course Description (including outline and course schedule):**

1. flight and hotel reservation
2. reception, custom  
enquiry, quotation, negotiation
4. commission and discount
5. packing, shipping
6. interview

**Instructions:**

1. Teachers should fill out this form before the semester begins. After it has been verified by the curriculum committee, the original should be given to the office of curriculum planning and a copy to the head of the department to which the course belongs. In addition, the teacher should explain this syllabus to students at the beginning of a semester.
2. This form was approved by the curriculum committee on April 23, 2002.

國企系 謝雅惠 主任

signature of the convener of the curriculum committee

Wei-Ning Chen

signature of the teacher

