

開南管理學院 年度第 學期 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
	中文：英文商務書信(下)	Ian Clarke	<input type="checkbox"/> 必修 <input type="checkbox"/> 選修	2年A班	2	2
	英文：English Business Correspondence	先修課程				
教學目標與內容	The aim of this course is for students to develop basic general skills for the production of a wide variety of business correspondence. This will involve the acquisition of a wide range of generic writing skills of relevance to the business environment, and the in-depth analysis and production of a variety of common forms of business documents. Students will be encouraged to work both individually and cooperatively in groups, in order to better prepare them for the realities of a modern working life.					
實施方法	<input type="checkbox"/> 講解法。 <input type="checkbox"/> 實作法。 <input type="checkbox"/> 討論法。 <input type="checkbox"/> 演習法。 <input type="checkbox"/> 問答法。 <input type="checkbox"/> 其他 ()。					
評量方式	期中測驗 0%。 期末測驗 0%。 平時成績 100%。 其他 () 成績 0%。					
授課使用及參考書籍	(請按作者、書名、版別、出版商、發行地、出版年份、起訖頁數順序填寫)。 William ZYZO. <i>Basic Business Writing Skills</i> Crane Publishing Co. Taipei 2000					
科目簡介(可含大綱及教學進度)：						
	Week 1/2 Letters of Reply -general overview. Sample letters reply. Sentence combination skills.					
	Week 3/4 Letters of Reply -practical exercises, editing and revisions skills, new vocabulary.					
	Week 5/6 Letters of Complaint -general overview. Sample letters reply. Sentence combination skills.					
	Week 7/8 Review week, integrated letter writing project.					
	Week 9 Mid-Semester Exam week					
	Week 10/11 Letters of Complaint --practical exercises, editing and revisions skills, new vocabulary.					
	Week 12/13 Letters of Appreciation -general overview. Sample letters reply. Sentence combination skills.					
	Week 14/15 Letters of Appreciation -practical exercises, editing and revisions skills, new vocabulary.					
	Week 16/17 Review week, integrated letter writing project.					
	Week 18 End of Semester Exam Week.					
	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：

授課教師：


