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Kainan University

Department of Applied English

(Fall/Spring) Spring Semester 2008 Year Course Syllabus

Course Code No.	Course Title	Instructor	Subject	Level of Course
305040420 - 01	Chinese: 國際禮儀	左偉芳	<input type="checkbox"/> required <input type="checkbox"/> elective	Year: Sophomore Class(AorB):
	English: International Etiquette and Culture	e-mail/phone ext: wftso@mail.ntpu.edu.tw	Credits: 2	
Teaching Goals and Content	Through lectures and discussions on general as well as business etiquette around the world, this course aims not only to help students create an awareness of cultural differences found in different parts of the world but also allow them to develop an appreciation and understanding of these differences in order to behave properly, avoid gaffes, eliminate embarrassments, and communicate more effectively with others. The first part of the course focuses on the protocol of international etiquette; while the second half of the course examines norms and idiosyncrasies observed by a specific culture or country.			
Teaching Methods	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> practical training <input checked="" type="checkbox"/> discussion <input type="checkbox"/> question-and-answer <input type="checkbox"/> other (details _____)			
Grading and Evaluation Criteria	midterm _____% final _____% class participation __10__% other __90__% (details: presentations 30%, quizzes 40%, reading assignment 20%)			
Textbooks	(author, title, edition, publisher, place of publication, year of publication, pages covered)			

Course Description (including outline and course schedule):

31.3.5
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3/6	Introduction to the course
I. General Protocols	
3/13	Greetings & Introductions
3/20	Dinning
3/27	Invitation
4/3	Tipping
	Quiz 1
4/10	Body Language
4/17	Body Language
4/24	Gift Giving and Receiving
5/1	Theater, Hotels & Public Transportations
	Quiz 2
5/8	E-mail, Chat Rooms, at the Gym
5/15	Interview & Dress Code
5/22	Religion and Culture
	Quiz 3
II. The Way of the World	
5/29	Europe
6/5	The Pacific & Asia
6/12	North America
6/19	Australia & New Zealand
	Quiz 4

Instructions:

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.

signature of the convener of the curriculum committee

左偉芳

signature of the teacher

