

Kainan University

 Fall Spring

Department of APP. Eng. Course Schedule

CRN	Course title	Instructor	Subject	grade	Credits	Hours per week
	Chinese :		<input checked="" type="checkbox"/> required <input type="checkbox"/> elective	年 班	2	2
	English : Eng. Bus. Letters	Course prerequisites	None			
Teaching goal and content	To teach students the basics of writing business letters.					
Teaching Methods	<input type="checkbox"/> Lecture ◦ <input checked="" type="checkbox"/> practical training ◦ <input type="checkbox"/> discussion ◦ <input type="checkbox"/> question-and-answer ◦ <input type="checkbox"/> others ( ) ◦					
Grading and evaluation criteria	midterm <input type="checkbox"/> <input type="checkbox"/> % ◦ final <input type="checkbox"/> <input type="checkbox"/> % ◦ Class participation <input type="checkbox"/> <input type="checkbox"/> % ◦ others ( assignments ) grade <input type="checkbox"/> <input type="checkbox"/> % ◦					
Textbooks	(Author 、 Title 、 edition 、 publisher 、 publishing place 、 publishing year 、 from page to page in sequence) ◦					
	Lougheed, Lin. 2003. Business Correspondence: A Guide to Everyday Writing. White Plains, NY: Pearson.					

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

This is the second semester of this two semester course. Students will be expected to learn various structures and functions associated with business letter writing.

**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

Converner of the curriculum committee :


 應英系 李健美 系主任

Teacher :