

開南管理學院進修學士班九十三學年度 第二學期 資電 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：商用英文	林小惠	●必修 □選修	一年	3	3
	英文： <b>Business English</b>	先修課程	無			
教學目標與內容	This course is designed to provide grammatical practices in advancing commercial correspondence writing skills for students of Information and Electronic Commerce Department. Students will have a clear understanding in how to write precisely and effectively. In addition, the overall composition skills of the students will be greatly improved.					
實施方法	●講解法。●討論法。●問答法。●其他(測試)。					
評量方式	期中考 30%。期末考 30%。平時成績 40%。					
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)。 <b>Michael Duckworth, <i>Business Grammar &amp; Practice</i>, Oxford University Press, 2003, ISBN: 0194570709</b>					
科目簡介(可含大綱及教學進度)：						
Week 1: Course Introduction / Tense Review Part I : Past / Present / Future (Ch 1, 2, 4, 10, 12, 13)						
Week 2: Tense Review Part II : Past / Present / Future (Ch 3, 14, 15)						
Week 3 : Present / Past Perfect (Ch 5, 6, 7, 9, 11)			Week 4 : The Passive (Ch 16 - 18)			
Week 5 : Quiz #1			Week 6 : Conditionals (Ch 19 - 22)			
Week 7 : Modal Verbs (Ch 23 - 26)			Week 8 : Quiz # 2			
Week 9 : Midterm Review			Week 10 : Midterm Examination			
Week 11 : Gerund vs Infinitive (Ch 28 - 30)			Week 12 : Reported Speech + Relative Clause (Ch 31 - 34)			
Week 13 : Countable and Uncountable Nouns (Chapter 35-37)			Week 14: Adjective VS. Adverbs (Ch 38 - 41)			
Week 14 : Adj., Noun, Verb Prep. Combination / Phrasal Verbs			Week 15: Quiz # 3			
Week 16: Final Review			Week 17: Final Examination			
Week 18: Make-Up Test						
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。 <small>Design: jenny</small>						

課程委員會召集人：



授課教師：林小惠 2005/2/23



94.3.05