

**Syllabus for Department of Applied Foreign Languages**  
**Kai Nan University**  
**2nd Semester of 2003-04 Academic Year**

Course Number	Course Title	Instructor	Required/ Elective	Class Section	Credits	Weekly Periods
1240M1160		Andre		01	2	2
	High Advanced English		Prerequisite(s)	Nil		
<b>Name of Textbook</b>	Outside readings: The Economist, Newsweek, Business English for the 21 <sup>st</sup> Century, Basic Business English					
<b>Objective of Teaching and Contents</b>	The goal of this class is to develop communicative competence within a business environment.					
<b>Methods to Be Used</b>	■ Conversation ■ Assignments ■ Student Projects					
<b>Grading Criteria</b>	Participation 20%. Attendance 15%; Assignments 20%; Student Projects 45%					
<b>Wks</b>	<b>Dates</b>	<b>Wkdy</b>	<b>Units</b>	<b>Topic</b>		
1	2/16	Mon	1	Introductions, expectations		
2	2/23	Mon	2	Mock interview		
3	3/1	Mon	3	Sentence Structure, Capitalization,		
4	3/8	Mon	4	Pronunciation, Greetings		
5	3/15	Mon	5	Body language:		
6	3/22	Mon	6	Letter of Introduction		
7	3/29	Mon	7	Resume		
8	4/5	Mon	8	Business Article, Student Presentation		
9	4/12	Mon	9	U.S. Value System		
10	4/19	Mon	10	Business Article, Student Presentation		
11	4/25-30			Mid-term exam week N/A		
12	5/3	Mon	11	Business Article Student Presentation		
13	5/10	Mon	12	Overall Communication Effectiveness		
14	5/17	Mon	13	Business Article, Student Presentation		
15	5/24	Mon	14	Idioms		
16	5/31	Mon	15	Management Styles		
17	6/7	Mon	16	Business Article, Student Presentation		
18	6/16-20	M~F		The Final Exam Week N/A		

NB: 1: Zero score of class performance will be given to anyone absent from the class more than 3 times.

2. A pop quiz will be given without notice.

