

開南管理學院 93 年度第 2 學期 應用外語 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：英文商務會話(下)	劉凱莉	必修	二年級	2	2
	英文：Business English Conversation	先修課程	無			
教學目標與內容	This course aims to help learners become more confident, independent, and active readers of English. It motivates students with reading selections which are relevant, informative, touching, fun, natural sounding, and varied. In this class, students spend time reading, but not just doing exercises about reading. It also provides opportunities to incorporate listening and speaking, allowing for a whole language approach using reading as the pivot. The material revolves around a general theme (such as culture and society, business, travel, entertainment, food, and health). This thematic approach allows students to build on theme-related background knowledge, providing anchors for adding and relating additional vocabulary and content expectations.					
實施方法	<input checked="" type="checkbox"/> 講解法。 <input type="checkbox"/> 實作法。 <input checked="" type="checkbox"/> 討論法。 <input type="checkbox"/> 演習法。 <input checked="" type="checkbox"/> 問答法。 <input type="checkbox"/> 其他 (Role-play)。					
評量方式	期中測驗 30% 。 期末測驗 40% 。 平時成績 30% 。 其他 () 成績% 。					
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)。 Gareth Knight & Mark O'Neil, Business Explorer 3, Cambridge University Press, UK, 2002, p.1~110					
科目簡介(可含大綱及教學進度)：	2/24 Course Introduction					
	3/03 Calling new contacts					
	3/10 Following-up calls					
	3/17 Politeness in written English					
	3/24 Topic sentences and paragraphs					
	3/31 Culture shock, Corporate culture and success					
	4/07 Asking for, giving, and refusing permission					
	4/14 Delegating tasks					
	4/21 Accepting and handling criticism					
	4/28 Midterm Exam					
	5/05 Evaluating performance					
	5/12 Personal qualities needed for different jobs					
	5/19 Getting information from the Internet					
	5/26 Reading business news					
	6/02 Comparing and selecting media					
	6/09 Deciding how often to communicate					
	6/16 Planning schedules and projects					
	6/23 Final Exam					
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：

應英系 陳漢昕
籌備處主任

授課教師：

劉凱莉

94. 3. 05