

Kainan University 2005 First term of Applied English Department (Sophomore year)-->Please change

Course #	Name of the Course	Name of the teacher	Course type	Year of the class	Credit Hour	Hour per week
305040311	Chinese : 英文貿易實務 (上)	Dr Karl Ajami	<input type="checkbox"/> required <input checked="" type="checkbox"/> elective	September 2005	2	2
	English For Trade	Course Requirements	(English major student only or no restriction?)			
Brief Course Description	English for Trade will examine the purpose and usage of various techniques for communication in the business world. Oral, written and problem solving will be the primary focus throughout this course.					
實施方法	YES-Presentation ◦ YES-Exercise ◦ YES-Discussion ◦ <input type="checkbox"/> Internship ◦ YES-Question & Answer ◦ YES (Assignments and oral presentation) ◦					
Course grade	Midterm 0% ◦ Final 40% ◦ Test or quiz 0% ◦ Class attendance and participation: 20%; Assignments A & B : 20% respectively) Total grade 100% ◦					
Required Textbook	Leo Jones et al "new International Business English" (2004)					
Course Schedule :						
WEEK 1: INTRODUCTION						
WEEK 2: FACE TO FACE						
WEEK 3:FACE TO FACE						
WEEK 4:LETTERS, FAXES AND MEMOS						
WEEK 5: ON THE PHONE						
WEEK 6: ON THE PHONE						
WEEK 7: SUMMARIES, NOTES, REPORTS						
WEEK 8:SUMMARIES, NOTES, REPORTS						
WEEK 9: INTERNATIONAL TRADE						
WEEK 10: INTERNATIONAL TRADE						
WEEK 11: INTERNATIONAL TRADE						
WEEK 12: MONEY MATTERS; WEEK 13: MONEY MATTERS; WEEK 14: MONEY MATTERS; WEEK 15: DEALING WITH PROBLEMS; WEEK 16: DEALING WITH PROBLEMS; WEEK 17: REVISION FOR 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
主任徐永輝

Name of the teacher : DR KARL-AJAMI



 課務組
94.10.21
收文章