開南管理學院 九十四學年度第一				學期應用英語學系		年級科目教學計劃表			
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
0072-	中文:				Dr. Miller	□必修□選修	2		2
	英文:English Business Letter				先修課程		無		
教學 目標 與 內容	This class is designed to enhance practical business writing skills. Interoffice memos, e-mails, coverletters, and various situational instruments will be emphasized. Students will gradually develop competence and confidence when corresponding with English companies. The textbook for this class is optional. Class participation, which includes homework assignments, is essential. It is strongly suggested that students take an English composition class prior to taking Business Letter Writing. Students are expected to have an active e-mail account through they will submit homework.								
實施 方法	X 講解法。 □實作法。□討論法。 □演習法。□問答法。 □其他()。								
評量 方式	期末測驗 20% 。其他(Class Participation)80% 成績100% 。								
授課 使用及 參籍	Business to Busine	ess(Inte	rmediate)	, Clark & Chen, C	rane Publishing, 2	003 (OPTIO	NAL)		
科目簡介(可含大綱及教學進度):									
2/22-3/1: Introduction & Orientation									
3/08-3/15: Resume Design									
3/22-3/29 Resume Design for Special purposes									
4/05-4/26: In the Office - E-mail and Fax Communication Project									
5/3-5/31: Crafting Business Proposals									
6/7-6/21: Troubleshooting and Final Project									
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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:

授課教師: Nathan D. Miller, J.D.

課務組 95.3.20 收文章