九十四學年度第一學期應用英語學系 開南管理學院 年級科目教學計劃表 科目代碼 目 名 稱 授課教師 修別 開課年級 學分數 每週時數 Dr Evan 中文:英文商務會話(上) 2 required 2 2 Schmidt 305020111 **English Business Conversation** 先修課程 **English Majors** This subject is for intermediate students of English, who seek the communication skills necessary for interaction in a 教學目標與 business environment. Using examples, students explore in depth the vocabulary and situations in the work environment 內容 necessary for conduct in everyday business culture. 實施方法 Exercise, discussion, and question and answer 評量方式 100% internal (continuous assessment) 授課 Clark, Amanda C.R. and Chen, Chamberlain. Business To Business, an Intermediate Business English Course. Crane Publishing Co Ltd, 2005. 使用及 參考 書籍 Week 1: Introduction. Weeks 2-4: The Business Letter. Words and expression; reading and comprehension; dialogues including new words; small test; discussion and writing letter exercise. Weeks 5-7: In the Office. Words and expression; reading and comprehension; dialogues including new words; small test; disc Weeks 8-11: Business Idioms. Words and expression; reading and comprehension; dialogues including new words; small test; Weeks 12-14: International Business. Words and expression; reading and comprehension; dialogues including new words; dis Weeks 15-17: Negotiations. Words and expression; reading and comprehension; dialogues including new words; small test; di Week 18: Exams (none for this subject).

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: 源英系



授課教師:

Kvan Schmidt

課務組 94.10.21 收文章