

開南管理學院 九十三學年度第一學期應用外語學系二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
	中文：英文商務會話（上）	宋正邦	必修	應外英文2A	2	2
	英文：Business Conversation in English	先修課程	無			
教學目標與內容	This course is designed for Applied English majors to extend their fluency in English business conversation. The learning methods and requirements for this course are designed to challenge the students to enhance their English conversation skills. Specifically, one of the main objectives is to help the students gain an advanced mastery of business conversation. To accomplish this, practical exercises will be initiated by on a regular basis by the instructor to simulate actual conversations conducted in the business world. Students of this course are expected construct knowledge and develop practical skills by relating to their own work experiences as well.					
實施方法	Students will meet in collaborative learning groups and discuss topics assigned by the instructor.					
評量方式	Attendance and in-class discussion: 50%, mid-term: 20%, final exam: 30%					
授課使用及參考書籍	All course materials will be provided by the instructor.					
Week 1: Course Introduction						
Week 2: Autobiography						
Week 3 and 4: Self-Introduction						
Week 5: Cover Letter and Resume						
Week 6: Interview Techniques						
Week 7: Careers						
Week 8: Business						
Week 9: Mid-Term Exam						
Week 10: More Business						
Week 11: Bank						
Week 12: Airplane Travel						
Week 13 - 15: Selected Topics in Business Conversation						
Week 16: Course Wrap-Up						
Week 17: 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：

授課教師：宋正邦

week 18: Final exam. Good luck!!

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Designator: jmsjty

課程委員會召集人：

總務處主任 宋正邦

授課教師：