	開南管理學院 93 年度第 1 學	期		學糸科	日教學計	一劃表		
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		
1 4103	中文:商務英文會話 (上)	邱美慧	■ 必 修 □ 選修	2年AB 班	2	2		
	英文:Business English Conversation	先修課程						
教學 目與 內容	1. 以英文方式教導一般公司組織與架構, 使學生學會以英文作一般商務上之自我介紹, 公司簡介, 產品介紹, 公司內部營運或進行專案 2.英文讀表的閱讀能力, 如財務報表上的專有名詞與簡易定義 3.一般商務往來簡易英文會話與日常用語							
實施 方法	■講解法。■	實作法。■討論沒	去。 ■演	習法。■問答泊	去。 □其何	也()。		
評量 方式	期内測除 30%。期表測除 30%。不時成績 40%。其他()成績□□%。							
授課	(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)。							
使用及 參考 書籍	David Cotton, David Falvey, Simon Kent、"Market Leader - Elementary Business English"、2004自版、							
科目簡介(可含大綱及教學進度):								
請參考附件								
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說明: 組;並於		印分送給教師所屬 日次校課程委員會討	課程委員會 論通過。	召集人,授課班級	所屬系、所	及教務處課務 Designer jimmy		

課程委員會召集人:

國企系徐承毅

授課教師:邱美慧

Syllabus for Business English Conversation

Department: International Business Semester: 1st Semester, 2004

Instructor: Grace Chiu 邱美慧

Textbook: Market Leader – Elementary Business English

Aim of this class: bring the real world of international business into the English learning class.

Date	Subject	Homework
Sep 24	First Day	1. All exercises in Unit 1
Week 1	Get to know each other	2. Read the article on page 9
	Unit 1. Introduction	and answer the questions
Oct 1	Finish up Unit 1	
Week 2	Review Homework	
	Unit 2. Work and leisure	
Oct 8	Review Homework	
Week 3	Finish up Unit 2	
	Unit 3. Problems	
Oct 15	Review Homework	Complete Revision Unit A
Week 4	Finish up Unit 3	(p30-33)
	Unit 6. Sales	
Oct 22	Review homework	
Week 5	Review Unit A	
	Finish up Unit 6	
Oct 29	Review Homework	
Week 6	Unit 7 People	
Nov 5	Review Homework	
Week 7	Finish up Unit 7	
Nov 12	Mid-term	Unit 1,2,3,6,7 (including
Week 8		listening, vocabulary, grammar
		and reading)
Nov 19	Official Mid-term	
Week 9		
Nov 26	Unit 8 Markets	
Week 10		
Dec 3	Review Homework	

Week 11	Finish up Unit 8	
	Unit 9 Companies	
Dec 10	Review Homework	Complete Revision Unit C
Week 12	Finish up Unit 9	(p86-89)
	Unit 10 The Web	
Dec 17	Review homework	
Week 13	Review Unit C	
	Finish up Unit 10	
Dec 24	Unit 11 Cultures	
Week 14		
Dec 31	Review Homework	
Week 15	Finish up Unit 11	
	Unit 12 Jobs	
Jan 7	Review Homework	Complete Revision Unit D
Week 16	Finish up Unit 12	(p114-117)
	Revision Unit D	
Jan 14	Final Exam	including listening, vocabulary,
Week 17		grammar and reading)
Jan 21	Official Final Exam	
Week 18		

- Homework will be assigned every week according to that week's subject.
- Class activities participating (40%), midterm (30%) and final exam (30%)
- Class activities include homework, answer questions voluntarily, role play, and case study.
- Actively participate in the class activities is essential to improve you English and get a satisfied grade.
- Please be on time for every exam, since there are listening tests in both midterm and final exam. We will not repeat this section for any late students.