

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 Unit 1. Introduction	2. Read the article on page 9 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 Unit 6. Sales	(p30-33)
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 Unit 10 The Web	(p86-89)
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 Revision Unit D	(p114-117)
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.