

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
	中文：	Roman Stroppetti	<input type="checkbox"/> 必修 <input type="checkbox"/> 選修	2005-2006	2	2
	Basic Business Writing Skills	先修課程	無			
教學目標與內容	This course of learning designed for chinese speakers of English has as it main goal firstly: to introduce basic elements of business correspondence; and secondly: to find out what kind of letters are used in today's business world and how they are used. There are 7 units in the textbook. The first two are an introduction to business writing and letter formats. Unit 3 to 7 pertain to basic business types of letters: inquiry, reminder, reply, complaint and appreciation. This will enable students to understand what is written in the business world. Each unit outlines different types of letters providing sample letters and written exercises to strengthen students' skills. Each unit is also divided into 1. Discussion question 2. Sentence Revision 3. Sentence Combination 4. Editing and Revising Letters 5. Writing Letters 6. Vocabulary and Quizzes					
實施方法	<input type="checkbox"/> 講解法。 <input type="checkbox"/> 實作法。 <input type="checkbox"/> 討論法。 <input type="checkbox"/> 演習法。 <input type="checkbox"/> 問答法。 <input type="checkbox"/> 其他 ()。					
評量方式	期中測驗 30%。 期末測驗 40%。 平時成績 30%。 其他 () 成績 <input type="checkbox"/> <input type="checkbox"/> %。					
授課使用及參考書籍	(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)。 William Zyo, Crane Publishing Company, 2000. Parts of the book have been adapted from Step-by-step Guide to Letters, Memos, Faxes, & Email, Crane Publishing Co.					
科目簡介(可含大綱及教學進度):	Unit 1 to 3: review work (p.2 to 71)					
	Unit 4: Letters of reminder(p.73 to 93)					
	Unit 5: Letters of Reply (page 95-120)					
	Unit 4: Letters of Reminder (page73-94)					
	Unit 5: Letters of Reply (page 95-120)					
	Unit 6: Letters of Complaint (page 121-148)					
	Unit7: Letters of Appreciation (149-172)					
	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：

