

開南管理學院 九十四學年度第一學期應用英語學系 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
30502 0071- 02	中文：英文商務書信(04)	Dr. Nathan Miller	必修	2年級	2	2
	英文：English Business Letter(04)	先修課程	無			
教學目標與內容	This class is designed to enhance practical business writing skills. Interoffice memos, e-mails, coverletters, and various situational instruments will be emphasized. Students will gradually develop competence and confidence when corresponding with English companies. The textbook for this class is optional. Class participation, which includes homework assignments, is essential. It is strongly suggested that students take an English composition class prior to taking Business Letter Writing. Students are expected to have an active e-mail account through they will submit homework.					
實施方法	X 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	期末測驗 30% 。其他 (Class Participation) 70% 成績100% 。					
授課使用及參考書籍	Business to Business(Intermediate), Clark & Chen, Crane Publishing, 2003 (OPTIONAL)					
科目簡介(可含大綱及教學進度)：						
9/21-9/28: Introduction & Orientation						
10/05-10/12: Memoranda, Begin Cover letter						
10/19-10/26: Continue Cover letter Exercise, Final Cover letter for Grade						
11/02-11/09: In the Office						
11/16-11/23: Problem Solving						
11/30-12/7: E-Mail and Fax Communications						
12/14-12/21: Problem Solving						
12/28-1/4: Proposals						
1/11-1/18: Problem Solving						
1/25: 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：

應英系徐永輝

授課教師：Nathan D. Miller, J.D.

課務組
94.10.21
收文章