2005 First term of Applied English Department (Sophomore year)-->Please change Kainan University Hour per Credit Name of the Year of the Course type Name of the Course Course # week class Hour teacher 2 2 劉凱莉 required 企管三AB Chinese: 商務報告與寫作 101030100 Course English: English for Business Writing and Report no restriction Requirements This one- semester course is designed to help students prepare for writing for international business and get familiar with structures and vocabulary used in business correspondence so that you can start writing as efficiently and correctly as possible from the very beginning. **Brief Course** Objectives: Description In this semester students will develop writing skills and knowledge for business letters, e-mails and reports. lecture, writing practice, discussion 實施方法 Course grade Mid-term: 25% Final: 25% Attendance, participation and writing assignments: 50% 1. Company to Company 3rd edition by Andrew Littlejohn (Cambridge) 2. Materials prepared by the teacher Required Textbook week 1: Orientation Course Schedule . W2: Successful writing 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:



Name of the teacher:劉凱莉

