

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: 英文商務會話(上)	Roman Stroppetti	<input checked="" type="checkbox"/> 必修 <input type="checkbox"/> 選修	Z	2	2
	English Business Conversation	先修課程	無			
教學目標與內容	This conversation and reading textbook for intermediate students of English as a Foreign Language has as its main objective: interaction in the business world. Students in this specific area of learning will be able to both put into practice and expand their reading and conversational skills. Each unit, in order to strengthen students' knowledge, outlines a set of words and expressions with their relative meaning. This is followed by a reading sample and a text-related question. At the end of each business dialogue, in which students play roles and answer questions, students are also asked to fill out the correct business word in each phrase. At the end of each unit, the whole chapter is again reinforced by a situation/discussion.					
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)。 <i>Business to Business</i> Amanda C. Clark, Chamberlain Chen, Crane Publishing company, 2005					
科目簡介(可含大綱及教學進度):						
Unit 1: The Business Letter (page 1-14)						
Unit 2: In the Office (page 15-28)						
Unit 3: Business Idioms (page 29-40)						
Unit 4: International Business (page 41-54)						
Unit 5: Negotiations (page 55-68) Mid-term exam						
Unit 6: Accounting and Finance (page 69-80)						
Unit: 7 the Computer (page 81-94)						
Unit 8: Communicating (page 95-108)						
Unit 9: Retail (page 109-124)						
Unit 10: The Conference (page 125-136)						
Unit 11: Specific and General Terminology (page 137 to 151)						
General reference (page 151-153-						
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。 <small>Designer: jenny</small>						

課程委員會召集人:

應英系徐永輝

授課教師:

Roman Stroppetti

課務組
94.10.21
收文章