

10/15/2004

Kainan University: Department of Applied English
Spring Semester: Academic Year 2005

Course No. 351224501	Course Title: English Business Writing 2B Time: Sun 13:10-15:00 am Room No: A410	Instructor: Lucy J. Harrison Lucky5@mail.knu.edu.tw	Credits 2	Weekly Periods 2 (6&7)
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Textbook: Zyzo, William. Basic Business Writing Skills. Rev. Ed. Crane, 2000

Course Description. This course will focus on the form and content of the five most used types of business correspondence: letters of inquiry, reminder, response, complaint, and appreciation. The textbook is specifically written for Chinese speakers of English, aiming to introduce the "basic elements of business correspondence in an efficient, simple and useful manner." (Author)

Classes will involve learner discussion periods, attention to sentence structure and revision, sentence combination, editing and revising letters, writing letters, and vocabulary quizzes.

Course Materials Textbook; dictionary (print or electronic); writing paper A/4

Grading Criteria Attendance & Participation 20%; Assignments 50%; Mid-Term Exam 15%; Final Exam 15%

	Unit	Learning Objective
Week 1	4	Letters of reminder
Week 2	4	
Week 3	4	
Week 4	5	Letters of Reply
Week 5	5	
Week 6	5	
Week 7	6	Letters of complaint
Week 8	6	
Week 9	6	
Week 10		Mid Term Exams
Week 11	7	Letters of appreciation
Week 12	7	
Week 13	7	
Week 14		How to Write a Resume
Week 15		How to Write a Cover Letter
Week 16		The Job Interview
Week 17		Letters of Acceptance/ Resignation
Week 18		Final Exam / Project

應英系 陳漢昕
籌備處主任