

開南管理學院進修學士班九十三學年度 第一學期 資電 學系科目教學計劃表

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：實用英文	林小惠	●必修 □選修	一年	3	3
	英文：Practical English	先修課程	無			
教學目標與內容	This course is designed to provide practical help in writing commercial correspondence of all kinds for students of Information and Electronic Commerce Department. Students will have a clear understanding in how to write clearly and effectively and how it is possible to be polite without seeming timid, direct yet not rude, concise rather than abrupt and firm but not inflexible as that clear and effective correspondence leads to the success in the business world.					
實施方法	●講解法。●討論法。●問答法。●其他(測試)。					
評量方式	期中考 30%。期末考 30%。平時成績 40%。					
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)。 A. Ashley, <i>Oxford Handbook of Commercial Correspondence</i> , Oxford University Press, 2003, ISBN: 0194572137					
科目簡介(可含大綱及教學進度)：	Week 1: Course Introduction & Parts of Letter					
	Week 2: Chapter 1 - Letters, faxes and emails & Chapter 2 - Content and style					
	Week 3 : Chapter 3 - Enquires			Week 4 : Chapter 4 - Replies and quotations (HW#)		
	Week 5 : Chapter 5 - Orders			Week 6 : Chapter 6 - Payment		
	Week 7 : Chapter 6 - Payment			Week 8 : Test Review (HW#2)		
	Week 9 : Midterm			Week 10 : Chapter 7 - Compliants and adjustments		
	Week 11 : Chapter 8 - Credit			Week 12 : Chapter 9 - Banking		
	Week 13 : Chapter 11 - Transportation and shipping (HW#3)			Week 14: Chapter 12 - Insurance		
	Week 14 : Chapter 14 - Memos and Reports			Week 15: Chpater 15 - Personnel appointments		
	Week 16: Resume Writing			Week 17: Resume Writing (HW#4)		
	Week 18: Final Examination					
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。 Designer: jenny						

課程委員會召集人：


 應英系 宋正邦 籌備處主任

授課教師：林小惠 2004/9/22