

開南大學

年度第

學期

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：英文商務書信 (上)	Ian Clarke	<input type="checkbox"/> 必修 <input type="checkbox"/> 選修	2年 1班		2
	英文：English Business Letter	先修課程				
教學目標與內容	<p>Aim: The Purpose of this course is for students to develop basic general skills for the production of a wide variety of business correspondence.</p> <p>Content: This course will aid students in the acquisition of a wide range of generic writing skills of relevance to the business environment, and the in-depth analysis and production of a variety of common forms of business documents. Students will be taught important features and style of Business English, and introduced to commonly used formats of correspondence. Documents covered will include memos, faxes, e-mail as well as a variety of common business letters. Students will be encouraged to work both individually and cooperatively in groups, in order to better prepare them for the realities of a modern business environment.</p>					
實施方法	<input checked="" type="checkbox"/> 講解法。 <input checked="" type="checkbox"/> 實作法。 <input type="checkbox"/> 討論法。 <input checked="" type="checkbox"/> 演習法。 <input checked="" type="checkbox"/> 問答法。 <input type="checkbox"/> 其他 ()。					
評量方式	期中測驗 <input type="checkbox"/> <input type="checkbox"/> %。 期末測驗 <input type="checkbox"/> <input type="checkbox"/> %。 平時成績 100%。 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)。					
	Basic Business Writing Skills William Zyzo Crane Publishing Co. ISBN: 957-9463-60-3					
科目簡介(可含大綱及教學進度)：	<p>Week 1/2 Introduction to Business writing. Appearance. Standard business document formats. Standard Business Letters. General overview</p> <p>Week 3/4 Standard Business Letters Appearance and presentation Practical Exercises Memorandums, Faxes and E-mail. General overview.</p> <p>Week 5/6 Memorandums, Faxes and E-mail. Sentence Combination Skills. Memorandums, Faxes and E-mail –Editing</p> <p>Week 7/8 E-mail in Depth. Memorandums, Faxes and E-mail. Practical Exercises</p> <p>Week 9 Mid-Semester Exam week</p> <p>Week 10/11 Letters of Inquiry. General overview. Letters of Inquiry. Sentence combination skills.</p> <p>Week 12/13 Letters of Inquiry. Editing. Letters of Inquiry. Practical Exercises.</p> <p>Week 14/15 Letters of Reminder. General overview. Letters of Reminder. Sentence combination skills.</p> <p>Week 16/17 Letters of Reminder. Editing. Letters of Reminder. Practical Exercises.</p> <p>Week 18 End of Semester Exam Week.</p>					

課務組
95.11.23
收文章

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：



授課教師：

A handwritten signature in black ink, appearing to be "Za Val".

