

## 開南管理學院 94 年度第 2 學期 應英 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：英文商務會話(下)	劉凱莉	必修	2年A班	2	2
	英文：English for Communication in Business	先修課程				
教學目標與內容	<p>Goal:</p> <p>This course is designed for the students of business English and will develop the communication skills they need to succeed in business and will enlarge your knowledge of the business world. Students studying this course will become more fluent and confident in using the language of business and should increase their career prospects.</p> <p>Objectives:</p> <p>In this two-semester course students will learn :</p> <p>--to discuss and exchange ideas about a variety of business topics offered in the textbook so that they will build up your confidence in using English and will improve their fluency.</p> <p>--to increase your business vocabulary</p> <p>--to read authentic articles on a variety of topics from the Financial Times and other newspapers and books on business and develop your reading skills and learn essential business vocabulary</p> <p>--to develop listening skills such as listening for information and note-taking</p> <p>--to develop essential business communication skills such as managing phone calls, taking part in meetings, making arrangements on the phone, presenting, managing meetings, negotiating, problem solving, and using English in social situations</p> <p>--to develop writing skills for business letters</p>					
實施方法	Lecture Role Play					
評量方式	期中測驗 25% 。期末測驗 25 % 。平時成績 50% 。					
授課使用及參考書籍	Communicating in Business—Cambridge University Press					
科目簡介(可含大綱及教學進度)：						

