

開南大學 年度第 學期 學系科目教學計劃表

Course Code	Subject Name	Teacher Name	Course Type	Course Level	Credit Hours	Clock Hours
305020111 (01)	英文商務會話(上)	John R. Jenkins	Required	2 nd Year	2	2
	Business English Conversation	Prerequisites	None			
Course Description & Purpose	<p>Business English Conversation is a course designed to enhance the English listening and speaking skills of students of English as a second language. The course is also designed to develop effective communication styles by involving students in role plays within common business settings. The settings involve communication in presenting information, participating in meetings, negotiation, and socializing.</p> <p>The purpose of the course is to develop the students' awareness of cross-cultural influences in effective communication, build business related vocabulary, and increase the listening and speaking skills of the students in a business setting.</p>					
Methodology	Lecture, Discussion, Question & Answer					
Evaluation	Midterm 30% 。 Final 40 % 。 Participation 30%					
Textbooks & References	Author	Title	Editor	Publisher	Place	Year Pages
	Sweeny, Simon. <u>Communicating in Business</u> . Cambridge University Press, Cambridge, United Kingdom: (2004) (ISBN: 0 521 54912 4)					
Course Outline:						

課務組
95.11.23
收文章

1	9/25	Course Introduction Introduction to Business English Conversation	Unit 1: Building a Relationship
2	10/2	Building a Relationship (Unit 1)	Unit 2: Culture & Entertainment
3	10/9	Culture & Entertainment (Unit 2)	Unit 3: Could I Leave a Message
4	10/16	Could I Leave a Message (Unit 3)	Unit 4: Good to Hear from You Again
5	10/23	Good to Hear from You Again (Unit 4)	Unit 5: Unfortunately There's a Problem
6	10/30	Unfortunately There's a Problem (Unit 5)	Unit 6: Planning & Getting Started
7	11/6	Planning & Getting Started (Unit 6)	Unit 7: Image, Impact, & Making an Impression
8	11/13	Image, Impact, & Making an Impression (Unit 7)	Midterm Test
9	11/20	Midterm Test Vocabulary Test Listening Compre.	Unit 8: The Middle of the Presentation
10	11/27	The Middle of the Presentation (Unit 8)	Unit 9: The End is Near
11	12/4	The End is Near (Unit 9)	Unit 10: Making Meetings Effective
12	12/11	Making Meetings Effective (Unit 10)	Unit 11: Sorry to Interrupt
13	12/18	Sorry to Interrupt (Unit 11)	Unit 12: What do you mean by
14	12/25	What Do You Mean By (Unit 12)	Unit 13: Know What You Want
15	1/1	Know What You Want (Unit 13)	Unit 14: Getting What You Want
16	1/8	Getting What You Want (Unit 14)	Unit 15: Not Getting What You Don't Want
17	1/15	Not Getting What You Don't Want (Unit 15)	Final Test
18	1/22	Final Exam Vocabulary Test Listening Comp.	

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。

Curriculum Committee:

應英系李健美
系主任

Teacher Signature:

John R. Jenkins

