

開南大學 95 年度 第 1 學期 應用英語 學系科目教學計劃表

Course Code	Subject Name	Teacher Name	Course Type	Course Level	Credit Hours	Clock Hours
	Chinese :	Finkelstein	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Electived	年 班	2	2
	English : Business letter writing	Prerequisites	none			
Course Description & Purpose	This course covers the range of business correspondence, including e-mail. Students will use the grammar and structures learned in previous English Language courses					
Methodology	xLecture ◦ xDiscussion ◦ xPractical Training ◦ <input type="checkbox"/> Q&A ◦ <input type="checkbox"/> Others () ◦					
Evaluation	Midterm <input type="checkbox"/> <input type="checkbox"/> % ◦ Final <input type="checkbox"/> <input type="checkbox"/> % ◦ Participation <input type="checkbox"/> <input type="checkbox"/> % ◦ Others (assignment only <input type="checkbox"/> <input type="checkbox"/> % ◦					
Textbook & References	Author、Title、Publisher、Place、Year ◦ Lougheed, Lin. 2003. Business Correspondence: A Guide to Everyday Writing (Intermediate) 2 nd . Ed. White Plains, NY: Pearson Education.					
Course Outline :	<p>This course focuses on the range of business correspondence distinguishing between formal and informal forms of correspondence and formal and informal use of language. Some of the material is integrated with good business practice from a Western/international perspective. Students will be expected to participate in class discussions of issues and particularly distinguishing between international and local business practices.</p>					
說明 :	<p>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。</p> <p>2. 本表於 91.4.23 第四次校課程委員會討論通過。</p>					

Curriculum Committee :


 應英系主任 李健美

Teacher Signature :