

開南管理學院 九十一年度第二學期 財務金融 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：商用英文	龐美華	<input type="checkbox"/> 必修 <input type="checkbox"/> 選修	2 年 班	2	2																		
	英文：Business English	先修課程																						
教學目標與內容	<p>This course is designed to offer students opportunities to develop communicative skills and writing skills in the usage of business English. Students will be presented with cross-cultural, functional and conversational expressions and they are expected to improve in their communicative skills.</p> <p>本課程旨在讓學生學習商用英文之會話及寫作技巧，學生將接觸跨文化的、功能性的對話表達方式，以期在溝通技巧上有進步。</p>																							
實施方法	講解法。實作法。討論法。																							
評量方式	期中測驗 20%。期末測驗 20%。平時成績 20%。作業30%。口頭報告10%																							
授課使用及參考書籍	Business Venture book 2 A packet of business writing texts																							
	Developing Writing Skills																							
科目簡介(可含大綱及教學進度)：																								
listening & speaking skills - selected 6 units of the textbook reading & writing skills - selected outside readings in the packet																								
<table border="0"> <tr> <td>2/24 Introduction</td> <td>4/28 Unit 7</td> </tr> <tr> <td>3/3 Unit 1</td> <td>5/5 Draft and revise your message (packet)</td> </tr> <tr> <td>3/10 Unit 2</td> <td>5/12 Write request messages (packet)</td> </tr> <tr> <td>3/17 Format of business letters (packet) 5/19 Unit 8</td> <td></td> </tr> <tr> <td>3/24 Unit 3</td> <td>5/26 Write response messages (packet)</td> </tr> <tr> <td>3/31 Unit 6</td> <td>6/2 Write goodwill messages (packet)</td> </tr> <tr> <td>4/7 Midterm Exam</td> <td>6/9 Review</td> </tr> <tr> <td>4/14 Job applications (packet)</td> <td>6/16 Final Exam</td> </tr> <tr> <td>4/21 no class</td> <td></td> </tr> </table>							2/24 Introduction	4/28 Unit 7	3/3 Unit 1	5/5 Draft and revise your message (packet)	3/10 Unit 2	5/12 Write request messages (packet)	3/17 Format of business letters (packet) 5/19 Unit 8		3/24 Unit 3	5/26 Write response messages (packet)	3/31 Unit 6	6/2 Write goodwill messages (packet)	4/7 Midterm Exam	6/9 Review	4/14 Job applications (packet)	6/16 Final Exam	4/21 no class	
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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：

系主任陳惠美

授課教師：龐美華

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