

開南管理學院 九十二年度第一學期 國際企業 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：商務英文會話(上)	龐美華	必修	2年 B 班	2	2
	英文：Business English Conversation (I)	先修課程	無			
教學目標與內容	<p>This course is designed to offer students opportunities to develop communicative 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。討論法。演習法。					
評量方式	期中測驗 25% 。期末測驗 25% 。平時成績 30% 。其他（英文角色扮演）成績20% 。					
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)。					
	Business Venture Book 2					
教學進度Schedule:	9/10 Introduction 9/17 Unit 1 Meeting People 9/24 Unit 2 Telephoning 10/1 Unit 3 Schedules And Appointments 10/8 Unit 4 Company Performance 10/15 Unit 5 Products And Services 10/22 Unit 6 Talking About Decisions 10/29 Review 11/5 Midterm Exam 11/12 Unit 7 Complaints And Problems 11/19 Unit 8 Checking Progress 11/26 Unit 9 Future Prospects 12/3 Unit 10 Regulations And Advice 12/10 Unit 11 Meetings And Decisions 12/17 Unit 12 Making A Speech 12/24 Group Presentation					
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：

主任
管子忠

授課教師：龐美華

Designer jimmy

Syllabus for Business English Conversation

Department: International Business

Semester: 1st Semester, 2003

Instructor: Grace Chiu 邱美慧

Time: Monday 13:10-15:00

Textbook: American Business English Program

Total pages: 2

Date	Subject	Homework
Sep 8 Week 1	First Day Get to know each other Divide the whole class into 5 teams	1. Survey a company for the whole semester activities 2. Students have to decide their nationalities, majors, job title, the company name, the industry it belongs to 3. Read Unit 1
Sep 15 Week 2	Unit 1. You and your background Activity 1: Report your company, brief introduce each team member's role	1. each group decides a company that they are willing to learn more.
Sep 22 Week 3	Unit 2. Company structure	1. Draw your company's organization chart 2. Memorize unit 1
Sep 29 Week 4	Unit 3. Company history	1. Write down your company history 2. Memorize unit 2 3. Be prepared for the next week's quiz & presentation
Oct 6 Week 5	Review of 1-3 Quiz 1 Presentation 1	
Oct 13 Week 6	Unit 4 Current projects	1. Write down your current project 2. Memorize unit 4
Oct 20 Week 7	Unit 5 Meeting a visitor	Memorize unit 4
Oct 27 Week 8	Unit 7 Chance Meetings	Be prepared for the next week's quiz & presentation

Nov 3	Review of 4,5,7	
Week 9	Quiz 2	
	Presentation 2	
Nov 10	Unit 11 Location and layout	
Week 10		
Nov 17	Unit 12 Who does what	
Week 11		
Nov 24	Unit 13 A tour of the premises	Be prepared for the next week's
Week 12		quiz & presentation
Dec 1	Review of 11-13	
Week 13	Quiz 3	
	Presentation 3	
Dec 8	Unit 14 Graphs and charts	
Week 14		
Dec 15	Unit 15 Profit and loss	
Week 15		
Dec 22	Unit 16 Invoicing and payment	Be prepared for the next week's
Week 16		quiz & presentation
Dec 29	Review of 14-16	
Week 17	Quiz 4	
	Presentation 4	
Jan 5	Final Exam	
Week 18		

* Each week will assign home work according to that week's subject