開南大學 九十五學年度第一學期應用英語學系 二年級科目教學計劃表

開南大學 九十九學年度第一	- 學期應用央記	台学术	一年 級 件 日	教字司重	
科 目 名 稱	授課教師	修別	開課年級	學分數	每週時數
中文:英文商務書信(上)	Dr Evan Schmidt	required	2005	Two	Two
英文:English Business Letter Writing	先修課程	English Majors			
This subject introduces the basic elements of busin subject focuses on introducing aspects of English l	less correspondence anguage that studen	to upper el ts can readi	ementary level F lly apply to their	English stude work.	ents. The
Exercises, discussion, and written assignments/qui	zzes				
100% internal (continuous assessment)					
Zyzo, William. Basic Business Writing Skills, Rev	ised Edition . Crane	, 2000.			
			Dec. 11.00		
Week 1: Introduction to the course.					
Weeks 2-4: Memos. Introduction, format, exa	mples and exercise	es.			
Weeks 5,6: Facimiles and Emails. Introduction			- DECEMBER 1990		
Weeks 7,8: Business Letters: Introduction, ap					
Weeks 9-12: Letters of Inquiry. Introduction,	exercises, sentenc	e writing p	ractice, editing	and revision	ng, writing le
Weeks 13-16: Letters of Reminder. Introducti	on, exercises, sent	ence writi	ng practice, edi	ting and re	vising, writin
			- 3 to 1 to 2		
			1000		
		- W 5			
			2000 (MA)		
說明:1.授課教師於學期前填寫本表,經課程委員會審 組:並於開始上課時,將本內容向學生說明。2.本表於91	亥後,影印分送給教師 .4.23第四次校課程委員	所屬課程委員 會討論通過	員會召集人,授課 。	班級所屬系、	所及教務處課務 Designer jimmy

課程委員會召集人:

授課教師:



