

| Kainan University: Department of Applied English<br>Spring Semester: Academic Year 2005 |  |   |   |
|---|--|---|---|
| Course No.<br>351224501   | Course Title: <b>English Business Writing 2B</b><br>Time: Tues 13:10-15:00 am<br>Room No: A217   | Instructor:<br>Lucy J. Harrison<br>Lucky5@mail.knu.edu.tw | Credits<br>2<br>Weekly Periods<br>2 (6&7) |
| Textbook: Zyzo, William. <u>Basic Business Writing Skills</u> . Rev. Ed. Crane, 2000    |  |   |   |
| Course Description.   | This course will focus on the form and content of the five most used types of business correspondence: letters of inquiry, reminder, response, complaint, and appreciation. The textbook is specifically written for Chinese speakers of English, aiming to introduce the "basic elements of business correspondence in an efficient, simple and useful manner." (Author)<br><br>Classes will involve learner discussion periods, attention to sentence structure and revision, sentence combination, editing and revising letters, writing letters, and vocabulary quizzes. |   |   |
| Course Materials  | Textbook; dictionary (print or electronic); writing paper A/4  |   |   |
| Grading Criteria  | Attendance & Participation 20%; Assignments 50%; Mid-Term Exam 15%; Final Exam 15%   |   |   |
|   | Unit   | Learning Objective  |   |
| Week 1  | 4  | Letters of reminder                                       |   |
| Week 2  | 4  |   |   |
| Week 3  | 4  |   |   |
| Week 4  | 5  | Letters of Reply  |   |
| Week 5  | 5  |   |   |
| Week 6  | 5  |   |   |
| Week 7  | 6  | Letters of complaint                                      |   |
| Week 8  | 6  |   |   |
| Week 9  | 6  |   |   |
| Week 10   |  | Mid Term Exams  |   |
| Week 11   | 7  | Letters of appreciation                                   |   |
| Week 12   | 7  |   |   |
| Week 13   | 7  |   |   |
| Week 14   |  | How to Write a Resume                                     |   |
| Week 15   |  | How to Write a Cover Letter                               |   |
| Week 16   |  | The Job Interview   |   |
| Week 17   |  | Letters of Acceptance/ Resignation                        |   |
| Week 18   |  | Final Exam / Project                                      |   |

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籌備處主任