

開南大學 2006-7 年度第 2nd Term 學期 AED 學系科目教學計劃表

Course Code	Subject Name	Teacher Name	Course Type	Course Level	Credit Hours	Clock Hours
305020112 (02) 2A Wednesday	英文商務會話(上)	John R. Jenkins	Required	2 nd Year	2	2
	Business English Conversation	Prerequisites	None			
Course Description & Purpose	<p>Business English Conversation is a course designed to enhance the English listening and speaking skills of students of English as a second language. The course is also designed to develop effective communication styles by involving students in role plays within common business settings. The settings involve communication in presenting information, participating in meetings, negotiation, and socializing.</p> <p>The purpose of the course is to develop the students' awareness of cross-cultural influences in effective communication, build business related vocabulary, and increase the listening and speaking skills of the students in a business setting.</p>					
Methodology	Lecture, Discussion, Dialogues, Oral Presentations, Question & Answer					
Evaluation	Email Assignments 10% • Telephone Assignments 10% • Interview Assignments • Pop-Quizzes 10% • • Midterm 20% • Final 25 % • Participation 15%					
Textbooks & References	Author	Title	Editor	Publisher	Place	Year Pages
	Sweeny, Simon. <u>Communicating in Business</u> . Cambridge University Press, Cambridge, United Kingdom: (2004) (ISBN: 0 521 54912 4)					
Course Outline:						

CLASS NO.	DATE	TOPIC	HOMEWORK ASSIGNMENT
1	2/28	Course Introduction Introduction to Business English Conversation	Unit 6: Planning & Getting Started
2	3/7	Planning & Getting Started (Unit 6)	Unit 6: Planning & Getting Started
3	3/14	Planning & Getting Started (Unit 6)	Unit 7: Image, Impact, & Making an Impression
4	3/21	Image, Impact, & Making an Impression (Unit 7)	Unit 7: Image, Impact, & Making an Impression
5	3/28	Image, Impact, & Making an Impression (Unit 7)	Unit 8: The Middle of the Presentation
6	4/4	The Middle of the Presentation (Unit 8)	Unit 8: The Middle of the Presentation
7	4/11	The Middle of the Presentation (Unit 8)	Midterm Test
8	4/18	Midterm Test M-C, Vocabulary, & Listening Comp. Test	Unit 9: The End is Near
9	4/25	The End is Near (Unit 9)	Unit 9: The End is Near
10	5/2	The End is Near (Unit 9)	Unit 10: Making Meetings Effective
11	5/9	Making Meetings Effective (Unit 10)	Unit 10: Making Meetings Effective
12	5/16	Making Meetings Effective (Unit 10)	Unit 11: Sorry to Interrupt
13	5/23	Sorry to Interrupt (Unit 11)	Unit 11: Sorry to Interrupt
14	5/30	Sorry to Interrupt (Unit 11)	Unit 11: Sorry to Interrupt
15	6/6	Sorry to Interrupt (Unit 11)	Interview Presentation Preparation
16	6/13	Interview Presentations	Interview Presentation Preparation
17	6/20	Interview Presentations Final Exam Prep.	Final Exam Preparation
18	6/27	Final Exam Multiple-Choice	

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。

Curriculum Committee:



Teacher Signature:

Jun Jenkins