

開南大學

年度第

學期

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：英文商務書信(下)	Ian Clarke	<input type="checkbox"/> 必修 <input type="checkbox"/> 選修	2年 1班		2
	英文：English Business Letter	先修課程				
教學目標與內容	<p>Aim: The Purpose of this course is for students to develop basic general skills for the production of a wide variety of business correspondence.</p> <p>Content: This course will aid students in the acquisition of a wide range of generic writing skills of relevance to the business environment, and the in-depth analysis and production of a variety of common forms of business documents. Students will be taught important features and style of Business English, and introduced to commonly used formats of correspondence. Documents covered will include memos, faxes, e-mail as well as a variety of common business letters. Students will be encouraged to work both individually and cooperatively in groups, in order to better prepare them for the realities of a modern business environment.</p>					
實施方法	<input type="checkbox"/> 講解法。 <input type="checkbox"/> 實作法。 <input type="checkbox"/> 討論法。 <input type="checkbox"/> 演習法。 <input type="checkbox"/> 問答法。 <input type="checkbox"/> 其他 ()。					
評量方式	期中測驗 <input type="checkbox"/> <input type="checkbox"/> %。 期末測驗 <input type="checkbox"/> <input type="checkbox"/> %。 平時成績 100%。 其他 () 成績 <input type="checkbox"/> <input type="checkbox"/> %。					
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)。					
	Basic Business Writing Skills William Zyo Crane Publishing Co. ISBN: 957-9463-60-3					
科目簡介(可含大綱及教學進度)：						
Week 1/2 Introduction to Business writing. Appearance. Standard business document formats. Standard Business Letters. General overview						
Week 3/4 Letters of Reminder. General overview. Sentence combination skills.						
Week 5/6 Letters of Reminder. Editing. Practical Exercises.						
Week 7/8 Letters of Reply. General Overview. Sentence combination skills.						
Week 9 Mid-Semester Exam week						
Week 10/11 Letters of Reply. Editing. Practical Exercises.						
Week 12/13 Letters of Complaint. General Overview. Sentence combination skills.						
Week 14/15 Letters of Complaint. Editing. Practical Exercises.						
Week 16/17 Letters of Appreciation. General Overview. Sentence combination skills						
Week 18 Letters of Appreciation. Practical Exercises.						
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：



授課教師：

