

南台科技大學 95 學年度第 1 學期課程資訊

課程名稱	商用英文
課程編碼	A0D07601
系所代碼	A
開課班級	四技會資三甲 四技會資三乙
開課教師	威傑瑞
學分	3.0
時數	3
上課節次地點	五 2 3 4 教室 J104
必選修	選修
課程概述	
課程目標	The purpose of the course is to introduce students to the basic understanding of writing a business letter in English and conducting a business style conversation for beginner English learners.
課程大綱	
英文大綱	This course will be divided into two parts. Part one will focus on the proper way of setting up a business letter in English. The parts of a letter and content will be discussed and students will complete a letter by the midterm. The second part will focus on having a conversation in English concerning business matters. Role playing and group discussion will be used for the final.
教學方式	課堂講授, 分組討論,
評量方法	自行設計測驗, 作業/習題練習, 課程參與度(出席率),
指定用書	Business Letters for International Business
參考書籍	
先修科目	
教學資源	
注意事項	
全程外語授課	
授課語言 1	
授課語言 2	
輔導考照 1	
輔導考照 2	