

南台科技大學 98 學年度第 2 期課程資訊

課程名稱	商業中文會話
課程編碼	0FD03401
系所代碼	16
開課班級	外籍生短期班
開課教師	蔡宏慧
學分	4.0
時數	4
上課節次地點	一 5 6 二 3 4 教室 N501
必選修	選修
課程概述	The course is an introduction to business Chinese. The course is topic-based. It aims to enhance students' ability to communicate with others in business occasions. Authentic materials will be provided. Besides, Chinese resume, job interview and business vocabulary will be the main point.
課程目標	1 The purpose of the course is to enhance students' listening and speaking ability related to business topics. 2 Students can apply what they learned in business occasions.
課程大綱	<ol style="list-style-type: none"> 1 工作的心理測驗 2 求職信+履歷表 3 自傳+面試 4 辦公室電話用語 5 拜訪洽談 6 商品介紹 7 參觀工廠 8 促銷商品 9 詢價 10 議價 11 送貨 12 訂貨 13 付款 14 退貨 15 發票
英文大綱	<ol style="list-style-type: none"> 1 Job psychological tests 2 Cover letter+Chinese resume 3 Autobiography+Job interview 4 Office telephone conversation

	<p>5 Visit your customers</p> <p>6 Introduce products</p> <p>7 Visit the factory</p> <p>8 Promote your products</p> <p>9 To inquire the prices</p> <p>10 To negotiate the prices</p> <p>11 To deliver goods</p> <p>12 To place an order</p> <p>13 Payment</p> <p>14 To return goods</p> <p>15 To issue an invoice</p>
教學方式	課堂教授,分組討論,口頭報告,
評量方法	自行設計測驗,作業/習題練習,口頭報告,課堂討論,課程參與度(出席率),
指定用書	自編教材
參考書籍	談生意 新學林出版 朱 榮志等人合著 2009 年
先修科目	Students have learned basic level Chinese.
教學資源	
注意事項	<p>Students must preview the lessons before they go to class.</p> <p>Students must participate in the class activities actively.</p> <p>Students must hand in assignments on time and finish all quizzes.</p> <p>Students must follow the regulations of classroom.</p>
全程外語授課	0
授課語言 1	華語
授課語言 2	英語
輔導考照 1	
輔導考照 2	