

# 南台科技大學 99 學年度第 1 學期課程資訊

課程名稱	商用英文(一)
課程編碼	60D17902
系所代碼	06
開課班級	四技國企三乙
開課教師	黃國倫
學分	2.0
時數	2
上課節次地點	一 8 9 教室 S510
必選修	必修
課程概述	This course provides a chance to connect what you have studied with your own daily experience, either as a student or as a professional working in business. The skills learned from this course are useful for those preparing to start work.
課程目標	<ol style="list-style-type: none"> <li>1. To develop your technique in five areas of communication in business: socializing, using the telephone, presenting information, participating in meetings and negotiations</li> <li>2. To develop your knowledge of the language used in these key areas</li> </ol> <p>The course is concerned with improving your listening and speaking skills. You should also try to understand the key messages of reading texts.</p>
課程大綱	<ol style="list-style-type: none"> <li>1. 建立關係</li> <li>2. 文化與娛樂</li> <li>3. 留言</li> <li>4. 欣聞閣下</li> <li>5. 不幸有問題</li> <li>6. 計劃開始</li> <li>7. 形象及塑造印象</li> <li>8. 展示之中</li> <li>9. 接近尾聲</li> </ol>
英文大綱	<ol style="list-style-type: none"> <li>1. Building a relationship</li> <li>2. Culture and entertainment</li> <li>3. Could I leave a message</li> <li>4. Good to hear from you again</li> <li>5. Unfortunately there's a problem</li> <li>6. Planning and getting started</li> <li>7. Image, impact and making an impression</li> <li>8. The middle of the presentation</li> <li>9. The end is near...this is the end</li> </ol>
教學方式	

評量方法	
指定用書	
參考書籍	
先修科目	First and second-year College English Courses
教學資源	
注意事項	
全程外語授課	0
授課語言 1	華語
授課語言 2	
輔導考照 1	GEPT
輔導考照 2	TOEIC