

南台科技大學 102 學年度第 2 學期課程資訊

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	二 3 4 五 3 4 教室 N503-1
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

	5 Visit your customers 6 Introduce products 7 Visit the factory 8 Promote your products 9 To inquire the prices 10 To negotiate the prices 11 To deliver goods 12 To place an order 13 Payment 14 To return goods 15 To issue an invoice
教學方式	
評量方法	
指定用書	遠東商務漢語 2
參考書籍	
先修科目	Students have learned basic level Chinese.
教學資源	
注意事項	1. Students must preview the lessons before they go to class. 2. Students must participate in the class activities actively. 3. Students must hand in assignments on time and finish all quizzes. 4. Please respect copy right.
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	