

南台科技大學 103 學年度第 1 學期課程資訊

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| 課程名稱 | 商用英文(一) |
| 課程編碼 | 60N10901 |
| 系所代碼 | 06 |
| 開課班級 | 夜四技國企四甲 |
| 開課教師 | 張靜茹 |
| 學分 | 2.0 |
| 時數 | 2 |
| 上課節次地點 | 四 13 14 教室 S511 |
| 必選修 | 必修 |
| 課程概述 | This course is for students who study English in a commercial context. The teaching material covers a wild range of business situations with regard to develop students' business skills. |
| 課程目標 | The course offer students the chance: 1. To develop social skills for participating in the meeting, negotiation or talking to people in a business situation. 2. To learn and discuss about the layout of business letters, faxes & memos. 3. To practice listening & note-taking 4. To increase business vocabulary |
| 課程大綱 | Week 1--Introdoction / Class activity Week 2--Unit 1 Face to Face Week 3--Unit 2 Letters, faxes & memos Week 4--Double Tens Day Week 5--Unit 1-2 quiz Week 6--Unit 3 On the phone Week 7--Unit 4 Summaries, Notes, Reports Week 8--Unit3-4 quiz Week 9--Mid-term exam Week 10--video and class activity Week 11--Unit 5 Working together Week 12--Unit 6 International Trade Week 13--Unit 5-6 quiz Week 14--Unit 7 Money Matter Week 15--Unit 8 Dealing with problems Week 16--holidays |

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| | Week 17--Unit 7-8 quiz Week 18--Final exam |
| 英文大綱 | |
| 教學方式 | |
| 評量方法 | |
| 指定用書 | 搞定商務 |
| 參考書籍 | 無 |
| 先修科目 | |
| 教學資源 | |
| 注意事項 | 補充講義費 |
| 全程外語授課 | 0 |
| 授課語言 1 | 華語 |
| 授課語言 2 | |
| 輔導考照 1 | |
| 輔導考照 2 | |