

## 100-2 大葉大學 選課版課綱

### 基本資訊

課程名稱	商務溝通	科目序號 / 代號	2032 / ELF4018
開課系所	英美語文學系	學制 / 班級	大學日間部4年1班
任課教師	倪淑芳	專兼任別	專任
必選修 / 學分數	選修 / 2	畢業班 / 非畢業班	畢業班
上課時段 / 地點	(三)34 / J320	授課語言別	英文

### 課程簡介

This course is designed for people interested in developing their communication skills for business and the main focus of this course is on functional English that course participants need to communicate in different business environments. It is expected at the end of the course, students will develop a good foundation of business English skills to help them communicate and function in a wide range of business situations in the future.

### 課程大綱

1. To understand basics in Business English.
2. To be familiar with basic skills in business senses.
3. To be familiar with issues in business environment.
4. To be familiar with communication skills in business environment.
5. To be familiar with skills in presenting ideas in business environment.

### 基本能力或先修課程

Good English speaking and listening skills.