

## 103-2 大葉大學 完整版課綱

### 基本資料

課程名稱	英文商務書信與應用	科目序號/代號	2368 /ELF2070
必選修/學分數	選修 /3	上課時段/地點	(五)567 /J215
授課語言別	英文	成績型態	數字
任課教師 / 專兼任別	陳柏助 / 兼任	畢業班/非畢業班	非畢業班
學制/系所/年班	大學日間部 / 英語學系 / 2年1班		

### 課程簡介與目標

This is a task-based composition course. Students are taught how to generate ideas, produce correct and meaningful sentences and paragraphs with different functions. They will learn how to carry out a coherent writing task, from the brainstorming process to final draft. Besides teaching basic to intermediate English writing and composition skills in various short text forms, the course aims to train creativity, abstract thinking and peer-editing.

### 課程大綱

1. sentence structure 2. thesis statement writing 3. paragraph writing 4. narrative prose writing 5, contrast and comparison

### 基本能力或先修課程

All English majors freshmen are supposed to take the course. Their prior language abilities are to be accessed to know which aspects are to be sharpened and advanced.

### 課程與系所基本素養及核心能力之關連

-  基本能力
-  專業能力
-  實踐能力
-  整合能力素養
-  精進成長素養
-  人際關係素養
-  國際視野素養

## 教學計畫表

系所核心能力	權重(%) 【A】	檢核能力指標(績效指 標)	教學策略	評量方法及配分 權重	核心能力 學習成績 【B】	期末學習 成績 【C=B*A 】
基本能力	20	1. Listening: To comprehend various contents and accents 2. Speaking: To achieve oral accuracy and fluency 3. Reading: To comprehend gist, details, implications in different contexts 4. Writing: To compose grammatically correct and comprehensible paragraphs 5. Translating: To develop knowledge and techniques of translation between Chinese and english	講述法 小組討論 個案討論 實務操作(實驗、上機或實習等)	期中考: 30% 期末考: 30% 作業: 30% 課堂討論: 10%	加總: 100	20
專業能力	20	1. Literature: To appreciate and comprehend literary works of western masters 2. Linguistics: To acquire fundamental knowledge on structures and applications of english language 3. Translation and Interpretation: To translate and interpret properly between Chinese and english 4. English language teaching: To understand theories, approaches, issues in the topic area 5. Listening and Speaking: To organise thoughts and present in well-structured forms 6. Reading and Writing: To comprehend, analyse,	講述法 個案討論 實務操作(實驗、上機或實習等)	期中考: 30% 期末考: 30% 課堂討論: 10% 口頭報告: 30%	加總: 100	20

實踐能力	20	<p>1. Oral Presentation: to present ideas and thoughts in a well-structured form with modern technology</p> <p>2. Composition: to compose academic papers according to required formats</p> <p>3. Translation: to translate short stories, essays or newspapers</p> <p>4. Communication: to communicate efficiently</p>	<p>講述法 個案討論 實務操作(實驗、上機或實習等) 小組合作</p>	<p>期中考: 30% 期末考: 30% 作業: 10% 口頭報告: 30%</p>	加總: 100	20
整合能力素養	10	<p>1. Integration: To develop, organise and manage issues from different perspectives</p> <p>2. Co-ordination: To accept different opinions and foster teamwork spirit</p> <p>3. Leadership: To lead and provide guidance</p>	<p>個案討論 實務操作(實驗、上機或實習等)</p>	<p>期中考: 30% 期末考: 30% 作業: 10% 口頭報告: 30%</p>	加總: 100	10
精進成長素養	10	<p>1. Autonomy: To organise, plan and complete tasks independently</p> <p>2. Critical thinking: To form logical interpretation and criticism on different issues</p> <p>3. Self-esteem: To respect self and others</p>	<p>講述法 個案討論 實務操作(實驗、上機或實習等)</p>	<p>分組報告: 10% 期中考: 30% 期末考: 30% 口頭報告: 30%</p>	加總: 100	10
人際關係素養	10	<p>1. Professional ethics: To equip well-rounded professional concepts and attitudes</p> <p>2. Humanistic concerns: To cultivate compassion, sympathy and empathy for others</p> <p>3. Interpersonal relationship: To practice interpersonal communication efficiently</p>	<p>講述法 個案討論 小組合作</p>	<p>分組報告: 10% 期中考: 30% 期末考: 30% 作業: 20% 口頭報告: 10%</p>	加總: 100	10

國際視野素養	10	1. World vision: To recognise the importance of self to the world 2. Global citizenship: To have compassion for the world 3. International awareness: To be aware of and respect different cultures	講述法 個案討論 影片欣賞	分組報告: 10% 期中考: 30% 期末考: 30% 口頭報告: 30%	加總: 100	10
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### 成績稽核

期中考: 30%  
 期末考: 30%  
 口頭報告: 22%  
 作業: 11%  
 課堂討論: 4%  
 分組報告: 3%

### 書籍類別 (尊重智慧財產權, 請用正版教科書, 勿非法影印他人著作)

書籍類別	書名	作者
教科書	Business Correspondence-A Guide to Everyday Writing	Lin Lougheed

### 上課進度

週次	教學內容	教學策略
1	Course Introduction & 智財權宣導(含告知學生應使用正版教科書)	講述法、 個案討論
2	Writing a Cover Letter	講述法、 個案討論
3	Writing a Cover Letter	講述法、 實務操作(實驗、上機或實習等)
4	Writing a Cover Letter (practice)	個案討論、 實務操作(實驗、上機或實習等)
5	Replying to a Job Applicant (model)	講述法
6	Replying to a Job Applicant (practice)	個案討論、 實務操作(實驗、上機或實習等)
7	Replying to a Job Applicant (writing)	實務操作(實驗、上機或實習等)
8	Review of Unit 1 and Unit 2	講述法、 個案討論

9	Midterm exam	實務操作(實驗、上機或實習等)
10	Requesting a Service (model)	講述法
11	Requesting a Service (practice)	講述法、個案討論
12	Requesting a Service (writing)	實務操作(實驗、上機或實習等)
13	Confirming a Service (model)	講述法
14	Confirming a Service (practice)	講述法、小組討論、個案討論
15	Confirming a Service (writing)	實務操作(實驗、上機或實習等)
16	Ordering Supplies (model)	講述法
17	Ordering Supplies (practice)	講述法、個案討論
18	Final Exam	實務操作(實驗、上機或實習等)