

100-2 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	商管應用英文B	Serial No. / ID	2106 / CDC2102
Dept.	共同教學中心	School System / Class	大學日間部2年3班
Lecturer	廖秀芬	Full or Part-time	兼任
Required / Credit	Required / 1	Graduate Class	NO
Time / Place	(四)12 / H466	Language	English

Introduction

* International Language Center Educational Goal:

To cultivate world citizens with global understanding, basic foreign language skills, as well as competitiveness.

* Course core abilities:

1. B: Basic language skills.
2. A: Practical applications of language skills.
3. C: Foreign culture appreciation.

* Course description

This course will use authentic materials to enhance students' listening comprehension and speaking ability by way of explanation, teacher's modeling, as well as various classroom activities such as group discussion, role play, and problem-solving. The goal of the course aims at:

1. Listening comprehension training. (B)
2. Oral communication training. (B)
3. Practice functional language in daily life and real work situations(A)
4. cultural understanding. (C)

Outline

Prepare students for a wide range of business situations such as dealing with clients, entertaining, telephoning, fixing appointments, and making plans.

- FIRST MEETINGS
- YOU AND YOUR COMPANY
- VISITING A CLIENT
- BUSINESS ACTIVITIES
- FIXING AN APPOINTMENT
- REQUESTS AND OFFERS
- COMPANY AND PERSONAL HISTORY
- MAKING PLANS
- OPINIONS AND PREFERENCES
- INVITATIONS AND DIRECTIONS
- ENTERTAINING

- SAYING GOODBYE

Prerequisite

Basic English