

100-2 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	應用英文書信寫作(一)	Serial No. / ID	2455 / ELR5147
Dept.	應用外語研究所碩士班	School System / Class	研究所碩士班1年1班
Lecturer	張水木	Full or Part-time	兼任
Required / Credit	Required / 1	Graduate Class	No
Time / Place	(二)78 / J310B	Language	Other

Introduction
This course aims to illustrate the English letters ' Formative Samples and guide students to practice the English letter-writing by way of imitation so as to enhance students ' abilities in academic development and career working place.

Outline
1.英文介紹信 2.英文求職信 3.英文申請函件表格履歷

Prerequisite
1.英文閱讀能力 2.英文寫作能力