

102-1 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	商務英語溝通	Serial No. / ID	2694 / ELF4027
Dept.	英美語文學系	School System / Class	大學日間部4年1班
Lecturer	倪淑芳	Full or Part-time	專任
Required / Credit	Optinal / 2	Graduate Class	Yes
Time / Place	(四)34 / J120	Language	English

Introduction
<p>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.</p> <p>The following topics will be included: meeting, presentation, negotiation, telephoning.</p>

Outline
<ol style="list-style-type: none">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.

Prerequisite
Basic conversation skill