

97-1 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	商務書信與應用	Serial No. / ID	1758 / ELF2038
Dept.	英美語文學系	School System / Class	大學日間部2年2班
Lecturer	陳淑明	Full or Part-time	專任
Required / Credit	Optinal / 2	Graduate Class	NO
Time / Place	(三)12 / J214	Language	English

Introduction
<p>The course is designed to reach the following goals:</p> <ul style="list-style-type: none">(a) to familiarize students with the basic format of English business letters.(b) to enhance the skill of students in effective business letters writing.(c) to acquire bsome basic business terms of English.

Outline
<p>In addition to business terms learned in every week, the students will gain the following knowledge after completing the course:</p> <ul style="list-style-type: none">(a) introducing business writing(b) Appearance: the types of business letter writing and its format(d) Introducing letters of inquiry(e) Introducing letters of reply(f) Introducing letters of reminder(g) introducing letters of complaint(h) introducing letters of appreciation(i) learn to write resumes(j) learn to write emails and faxes used in the buisness fields.

Prerequisite
Intermediate level of English