

## 97-2 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	日文秘書實務	Serial No. / ID	1027 / JLF3033
Dept.	應用日語學系	School System / Class	大學日間部4年1班
Lecturer	邱惠玲	Full or Part-time	兼任
Required / Credit	Optinal / 2	Graduate Class	Yes
Time / Place	(一)56 / J215	Language	Japanese

Introduction
<ol style="list-style-type: none"><li>1. Introduce the contents and meaning of being a secretary.</li><li>2. Practice Japanese business conversation in the class to improve students ' oral and communication skills.</li><li>3. Introduce Japanese culture and etiquette to improve students ' understanding about relationships and to advance their communication in business.</li><li>4. Improve students business writing ability by writing practice in the class.</li></ol>

Outline
<p>This is to guide the students to apply their Japanese language skills in an intermediate business conversation. Students will be introduced business culture and etiquette and to learn about the human relationship and communication skills in doing business. Through the introduction of Japanese language (敬語?) and business culture, students will learn more about some etiquettes in business. Furthermore, students will practice Japanese business writing in the class through good business letter samples and writing skills, including the format of the letter. Based on the situational practice in the class, students will learn about the communication skills used in the business as a secretary.</p>

Prerequisite
Japanese Secretarial Practice