

99-1 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	商管應用英文	Serial No. / ID	2798 / CDC2180
Dept.	共同教學中心	School System / Class	進修學士班3年1班
Lecturer	張雅淳	Full or Part-time	兼任
Required / Credit	Required / 2	Graduate Class	NO
Time / Place	(四)CD / B309	Language	English

Introduction
<p>* International Language Center Educational Goal: To cultivate world citizens with global understanding, basic foreign language skills, as well as competitiveness.</p> <p>* Course core abilities:</p> <ol style="list-style-type: none"> 1. B: Basic language skills. 2. A: Practical applications of language skills. 3. C: Foreign culture appreciation. <p>* Course description:</p> <p>This course aims at English skills in the business management field in listening, reading, oral reply and response in writing. Through training and practice, students can enhance their practical structure in English. Therefore, students can have:</p> <ol style="list-style-type: none"> 1. Reading comprehension training. (B) 2. Writing ability training. (B) 3. Language use in daily life. (A) 4. Cultural understanding. (C)

Outline
<p>Five Main Topics:</p> <ol style="list-style-type: none"> 1. Oral Present Skill 2. Phone Talking 3. Meeting Time 4. Business Technique 5. Business Oral

Prerequisite
<ol style="list-style-type: none"> 1. BASIC 4 SKILLS OF ENGLISH 2. KNOWLEDGE AND BACKGROUND OF BUSINESS MANAGEMNET