

## 4-1 中級職場英文寫作教學大綱

科目名稱(Course)：(中文) 中級職場英文寫作		
(英文 English) Intermediate Business Writing		
科目代碼：	<input checked="" type="checkbox"/> 大學部課程 <input type="checkbox"/> 研究所課程	講授－實習－學分：2-0-2
教學目標(Objective)：		
<ol style="list-style-type: none"><li>1. At least CEF B1 on writing (equivalent to an Intermediate level of writing on the TOEIC test). The course aims to equip students with a high frequency of commonly used business-related words, phrases and sentences structures. Students will learn a sufficient range of the language that will enable them to write standard business letters and short reports (1-2 paragraphs) with content that is concise and connected.</li><li>2. Enjoyment and confidence in business writing.</li><li>3. Development of autonomous learning skills.</li><li>4. Promotion of co-operative intracultural and intercultural interactions.</li></ol>		
教學內容綱要 Course outline and content：		
<p>This course aims to improve students' writing ability such that they can respond fast and accurately in commonly encountered situations in business. The Business Writing course is suitable for intermediate level learners.</p> <p>Students will be placed in a simulated situation. They will be given a role (such as junior executive or personal assistant) in a commercial company and a tray of realistic business documents. These documents will include letters, memos, emails, faxes, leaflets, schedules and tables. Students will be read and understand these documents before drafting appropriate responses to them Their responses will take the form of a letter, fax, memo, standard letter form or short report. Students' writing will be assessed according to how accurate they have interpreted the source documents; and whether their responses convey the message in a manner that is professional, polite, and accurate, and achieves the desired result</p>		
系所主管簽章：	年 月 日	學年度第 次系 所務會議通過。

## 4-2 中級職場英文寫作課程規劃

### Intermediate Business Writing Course Description

課程綱要 Course Outline	This course aims to improve students' writing ability such that they can respond fast and accurately in commonly encountered situations in business. The course is suitable for intermediate level learners.			
教學目標 Objective	<ol style="list-style-type: none"> <li>1. At least CEF B1 on writing (equivalent to an Intermediate level of writing on the TOEIC test). The course aims to equip students with a high frequency of commonly used business-related words, phrases and sentences structures. Students will learn a sufficient range of the language that will enable them to write standard business letters and short reports (1-2 paragraphs) with content that is concise and connected.</li> <li>2. Enjoyment and confidence in business writing.</li> <li>3. Development of autonomous learning skills.</li> <li>4. Promotion of co-operative intracultural and intercultural interactions.</li> </ol>			
修課規定 Course Criteria	學分 Credit(s)	2 credits, 1 semester		
	管考指標 Evaluation	<ol style="list-style-type: none"> <li>1. Students will be given a mid-term and a final exam. Each exam will be based on the learning content and will be at the level of B1 on the C.E.F. (i.e. intermediate). Each exam will count 30 %.</li> <li>2. In-class writing tasks and homework will count 30 %.</li> <li>3. Attendance and oral participation in class will count 10%</li> </ol>		
	學習目標 Learning Content	Students will be placed in a simulated situation. They will be given a role (such as junior executive or personal assistant) in a commercial company and a tray of realistic business documents. These documents will include letters, memos, emails, faxes, leaflets, schedules and tables. Students will be read and understand these documents before drafting appropriate responses to them Their responses will take the form of a letter, fax, memo, standard letter form or short report. Students' writing will be assessed according to how accurate they have interpreted the source documents; and whether their responses convey the message in a manner that is professional, polite, and accurate, and achieves the desired result.		
溝通技能 Communication Skill	聽 Listening	說 Speaking	讀 Reading	寫 Writing
能力敘述 Description	-	-	<u>Objective:</u> Can understand texts that consist mainly of a high frequency of commonly used business related language. Can understand the description of events, feelings and wishes, etc. in standard business letters.	<u>Objective:</u> Can write concise connected texts on familiar topics regularly encountered in business Can write standard business letters describing events, feelings, wishes, etc.
建立教材 Material(s)	City and Guilds (English for Business Communication, Qualifications Handbook): <a href="http://www.cityandguilds.com/documents/ind_general_learning_esol/EBC_qualification_handbook.pdf">http://www.cityandguilds.com/documents/ind_general_learning_esol/EBC_qualification_handbook.pdf</a>			
可擔任之職務 Jobs that the students who have completed the course can apply for	This course is suitable for students who anticipate that their job will involve reading a variety of communications in English and replying to them independently and in appropriate style.			