

## 9-1 進階職場英文寫作教學大綱

科目名稱(Course)：(中文) 進階職場英文寫作 <hr/> (英文) Advanced 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)： <b>CEF B1-B2 (equivalent to an intermediate- high intermediate level of writing on the TOEIC test).</b> <b>The objectives of this course are to improve students' ability to:</b> 1. Understand a wide range of business communications and related documentation 2. Complete and/or extract information from a wide range of textual, tabular and diagrammatic sources 3. Respond appropriately in concise and accurate English to a variety of situations. 4. Show a high level of appreciation of register, and vary their written tone. 5. Enjoyment and confidence in business writing 6. Autonomous learning ability		
教學內容綱要 Course outline and content： <p>The course hopes to improve students' writing ability in order that they may be able to respond fast and accurately to business situations requiring more complex responses. The course is suitable for intermediate level students.</p> <p>Students will be placed in a simulated situation. They will be given a role (such as an executive or personal assistant) in a commercial company and a tray of realistic business documents. These documents will include a range of complex business communications. Students will read and understand these documents before drafting appropriate responses to them Their responses will take the form of a letter, fax, memo, invitation, press release, article, analytical report or another form of complex communication. Students' writing will be assessed according to how accurate they have interpreted the source documents, whether their responses convey the message accurately and with appropriate variation of tone and register, and whether their communication 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。	

## 9-2 進階職場英文寫作課程規劃

### Advanced Business Writing Course Description

課程綱要 Course Outline	The course hopes to improve students' writing ability in order that they may be able to respond fast and accurately to business situations requiring more complex responses. The course is suitable for intermediate level students.			
教學目標 Objective	<p><b>CEF B1-B2 (equivalent to an intermediate- high intermediate level of writing on the TOEIC test). The objectives of this course are to improve students' ability to:</b></p> <ol style="list-style-type: none"> <li>1. Understand a wide range of business communications and related documentation</li> <li>2. Complete and/or extract information from a wide range of textual, tabular and diagrammatic sources</li> <li>3. Respond appropriately in concise and accurate English to a variety of situations.</li> <li>4. Show a high level of appreciation of register, and vary their written tone.</li> <li>5. Enjoyment and confidence in business writing</li> <li>6. Autonomous learning ability</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. 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 an executive or personal assistant) in a commercial company and a tray of realistic business documents. These documents will include a range of complex business communications. Students will read and understand these documents before drafting appropriate responses to them. Their responses will take the form of a letter, fax, memo, invitation, press release, article, analytical report or another form of complex communication. Students' writing will be assessed according to how accurate they have interpreted the source documents, whether their responses convey the message accurately and with appropriate variation of tone and register, and whether their communication achieves the desired result.		
溝通技能 Communication Skill	聽 Listening	說 Speaking	讀 Reading	寫 Writing
能力敘述 Description	-	-	<u>Objectives:</u> <ul style="list-style-type: none"> <li>• Demonstrate an understanding of a wide range of internal and external business communications, e.g.</li> </ul>	<u>Objectives:</u> <ul style="list-style-type: none"> <li>• Write concise letters, memos and faxes in response to a wide range of business situations.</li> <li>• Draft other documents</li> </ul>

			<p>memos and letters, written telephone messages, faxes and emails.</p> <ul style="list-style-type: none"> <li>• Complete or extract information from a wide range of business documents: orders and requisitions, quotations and invoices, graphs and charts, timetables and travel itineraries, policy statements, company procedures, contracts, minutes of the meeting, etc</li> </ul>	<p>for business purposes: invitations, speeches, minutes of meetings, advertisements and mail shots, press releases, articles and circular letters.</p> <ul style="list-style-type: none"> <li>• Draft a short analytical report.</li> </ul>
<p>建立教材 Material(s)</p>	<p>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></p>			
<p>可擔任之職務 Jobs that the students who have completed the course can apply for</p>	<p>This course is suitable students who anticipate that their work will require them to have the linguistic ability handle the types of reading and writing tasks required of a senior administrator, senior personal assistant, manager or executive.</p>			