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國立高雄科技大學
NATIONAL KAOHSIUNG
UNIVERSITY OF SCIENCE
AND TECHNOLOGY
授課大綱 Syllabus

部別：日間部四技

112學年度第2學期

列印日期：2024/03/08

中文課程名稱：商務英文寫作	英文課程名稱：Business Writing in English	授課教師：傅若珊
開課班級：應英系三甲	學分：3.0	授課時數：3.0
合班班級：日二技應英三戊, 應英系三乙, 應英系三丙		實習時數：0.0

1. 中文教學目標(Chinese Teaching objectives)

By taking this course, you will 1) build your own templates for business letters including resume, autobiography, cover letter, and emails, etc. 2) sharpen your grammar and proofreading skills to deliver your writing messages in the right way, 3) learn how to chat in a business setting so you stay professional in this area. The ultimate goal is to help you write in a confident and correct tone to accomplish your business goals for professional success.

2. 英文教學目標(English Teaching objectives)

By taking this course, you will 1) build your own templates for business letters including resume, autobiography, cover letter, and emails, etc. 2) sharpen your grammar and proofreading skills to deliver your writing messages in the right way, 3) learn how to chat in a business setting so you stay professional in this area. The ultimate goal is to help you write in a confident and correct tone to accomplish your business goals for professional success.

3. 中文教學綱要(Chinese CourseDescription)

This course provides professional English in the business world including formal and informal business English writing. Through this course, students will build their professional repertoire of business writing skills. They will be able to use formal and informal English so they can strike the right tone at the right time with the right person in any business context.

4. 英文教學綱要(English CourseDescription)

This course provides professional English in the business world including formal and informal business English writing. Through this course, students will build their professional repertoire of business writing skills. They will be able to use formal and informal English so they can strike the right tone at the right time with the right person in any business context.

5. 中文核心能力

核心能力名稱(中)	核心能力名稱(英)	核心能力百分比	備註
語言學、外語教學能力			提供學生構成語言能力的理論基礎，增強學生英語文之應用能力，培育兼具理論知識與實務基礎的英語教學師資，畢業後可任教於公私立中小學、英語補習班、或其他外語教學機構。
英語聽講能力			培養中高級英語聽力、口說能力，藉由連續性及完整性之教學設計，讓學生具備國際化與全球化市場所需的語文競爭能力。
商用溝通、電腦應用能力			培養學生商用溝通、運用電腦網路的能力，運用商用書寫、口語溝通及多媒體軟體的能力，幫助學生在職場上更具競爭力。
英文閱讀寫作能力			培養中高級英文閱讀、寫作能力，藉由連續性及完整性之教學設計，讓學生具備吸收國際化

與全球化市場多元資訊的閱讀、書寫溝通能力。

培養學生對世界文化的異同深入了解、對各種文類的分析，深入了解歐美文化的背景，以增進學生跨文化溝通的能力，增進學生的國際化程度。

訓練學生之翻譯實務能力，並培養學生具有國際視野、跨文化認知、與廣泛背景知識，以助學生在職場能勝任隨行口譯或商務口譯等傳譯工作、翻譯各類型文件。

跨文化、文學分析能力

口筆譯能力

無英文核心能力資料。

7. 教科書

中文書名：NA 英文書名：NA

中文作者：NA 英文作者：NA

1 中文出版社： 英文出版社：

出版日期：年 月 備註：

8. 參考書

中文書名：High-Value Writing: Real Strategies for Real-World Writing 英文書名：High-Value Writing: Real Strategies for Real-World Writing

中文作者：Lebacqz, E. 英文作者：Lebacqz, E.

1 中文出版社：Kindle Edition. 英文出版社：Kindle Edition.

出版日期：年 月 備註：

9. 教學進度表

週次或項目 Week or Items	中文授課內容 Chinese Course Content	英文授課內容 English Course Content	分配節次 Assigned Classes	備註 Note
1	Introduction & Course Overview	Introduction & Course Overview		
2	How to express your thoughts in English	How to express your thoughts in English		
3	Importance of why	Importance of why		
4	Business email and mock email activity	Business email and mock email activity		
5	Email templates + Verbing	Email templates + Verbing		
6	Email templates + Verbing	Email templates + Verbing		
7	Business email: good and bad examples	Business email: good and bad examples		
8	Biz Idioms	Biz Idioms		

9	Midterm	Midterm
10	Problem-solution in Biz English	Problem-solution in Biz English
11	Business Grammar & Business Idioms	Business Grammar & Business Idioms
12	Interview tips	Interview tips
13	Interview tips	Interview tips
14	Resume workshop	Resume workshop
15	Resume discussion	Resume discussion
16	Cover letter	Cover letter
17	Presenting your portfolio	Presenting your portfolio
18	Presenting your portfolio	Presenting your portfolio

10. 中文成績評定(Chinese Evaluation method)

1. Attendance, learning attitude & participation including completion of worksheets, quizzes, and weekly writing on biz writing. (50%) 2. Midterm: Biz writing content from wk1-wk8. (25%) 3. Portfolio and oral presentation on your portfolio: your own cover letter and resume (25%) You should start to prepare once we finish each unit session of cover letter and resume.

11. 英文成績評定(English Evaluation method)

1. Attendance, learning attitude & participation including completion of worksheets, quizzes, and weekly writing on biz writing. (50%) 2. Midterm: Biz writing content from wk1-wk8. (25%) 3. Portfolio and oral presentation on your portfolio: your own cover letter and resume (25%) You should start to prepare once we finish each unit session of cover letter and resume.

12. 中文課堂要求(Chinese Classroom requirements)

1. You are required to ATTEND REGULARLY and PARTICIPATE ACTIVELY IN CLASS. Active participation is required, and please be aware that being present in the class without active participation will definitely affect your grade. If you have to miss a class session for an acceptable reason, please notify me in advance (or provide a justification for your absence, e.g., a medical certificate). You will lose 2 points off your final grade for each unapproved absence. In addition, you are expected to be punctual. Responsibility for work missed or any absence is placed on the students. (15 weeks X 2 = 30; no show, you lose 2 points every week for attendance.) 2. You will participate in a variety of class activities designed to help you develop your writing strategies and increase your fluency in business English. These activities may include individual writing, peer-review writing, group presentations, etc. Participation in these activities will also help you develop your ability to self-monitor while increasing your confidence and comfort level with writing. Please prepare your class notebook (or type notes electronically in a Word file) indicating your name and class title for weekly in-class or take-home assignments.

13. 英文課堂要求(English Classroom requirements)

1. You are required to ATTEND REGULARLY and PARTICIPATE ACTIVELY IN CLASS. Active participation is required, and please be aware that being present in the class without active participation will definitely affect your grade. If you have to miss a class session for an acceptable reason, please notify me in advance (or provide a justification for your absence, e.g., a medical certificate). You will lose 2 points off your final grade for each unapproved absence. In addition, you are expected to be punctual. Responsibility for work missed or any absence is placed on the students. (15 weeks X 2 =

30; no show, you lose 2 points every week for attendance.) 2. You will participate in a variety of class activities designed to help you develop your writing strategies and increase your fluency in business English. These activities may include individual writing, peer-review writing, group presentations, etc. Participation in these activities will also help you develop your ability to self-monitor while increasing your confidence and comfort level with writing. Please prepare your class notebook (or type notes electronically in a Word file) indicating your name and class title for weekly in-class or take-home assignments.

14. 本課程與SDGs相關項目(This course is relevant to these of SDGs as following_)

4. 優質教育(Quality Education);

「遵守智慧財產權」；「不得非法影印」！