隱 蟆差突 冥還; 2012 鳥廳 碲; 7009220006AA/20130330 (六 鳥英倉 市7009220006AA)

滂 帶 暘 1 株2012-02-23_務

滂^大 暘戾 鬙 A

滂^木 暘公 木 ;滂 辰 女! 暘 女;滂! 『辰 壽首暘 『辰! 壽

_滂 鶦 ^六辰 螢暘 螢^六亞 辰1 曳

旁 勇 真暘

^{秀文}眉 虒 文倉 柔 爽 留 盾 爽

Students will practice using written English in order to convey their thoughts, opinions, and activities through English.

滂脣 差 豊 暘

This class will meet for a total of 22.5 hours for the semester. Students will practice using a variety of genres of written English (e.g. email, fax, memo, letter) that are commonly used in business for conveying their thoughts, opinions, and activities. Emphasis will be placed upon communication of ideas clearly.

滂奏^{木 渠}辰奏^皓辰納^{丙 渠} 暘

鼻木 渠 #Writing for the Real World 2 #Barnard, R. & Meehan, A. #Oxford University Press #9780194538176

滂脣 差田五辰留 豪辰罡 耶 ! ! 場

Individual, pair, and group-work; tasks, activities.

旁翟舞具陽

淫 習 忍廢 年 市 20% 言 咎 其 市 Writing Assignments: 80%

滂 還貝貝 教辰奏亨 暘 瑞 (E) 驃 皋 統 英 鳥 表

旁唇 差 罕 歲 曝影 唇 差 市 戾 昏 霍 A 務

度音	唇差貝豈		® 岳 英東 辰 ^身
1	Unit 1	Introducing yourself	Email
2	Unit 2	Arranging meetings	Email
3	Unit 4	Recommending	
4	Unit 5	Inviting	Email
5	Unit 6	Making inquiries	
6	Unit 7	Placing orders	FAX
7	Unit 8	Responding to orders	
8	EXAM	EXAM	
9	Unit 9	Making payment	
10	Unit 10	Complaints	Business letter
11	Unit 12	Interoffice memos	Memo
12	Unit 13	Discussing proposals	Proposal
13	Extra	Abstracts	
14	Unit 15	Social situations	Letter of thanks