

Tamkang University Academic Year 110, 1st Semester Course Syllabus

Course Title	BUSINESS REPORT WRITING	Instructor	TSENG, HSIU-MEI
Course Class	TLFBB2B DIVISION OF GLOBAL COMMERCE, DEPARTMENT OF INTERNATIONAL BUSINESS (ENGLISH-TAUGHT PROGRAM), 2B	Details	◆ General Course ◆ Required ◆ One Semester
Relevance to SDGs	SDG3 Good health and well-being for people SDG4 Quality education		
D e p a r t m e n t a l A i m o f E d u c a t i o n			
I . To instill the university motto of "Simplicity, Firmness, Perseverance, and Fulfillment" into students. II . By integrating the "Five Disciplines" of education, the qualities of conduct, intelligence, physical education, teamwork, and beauty into the professional, core, and extracurricular curriculum, the department helps to produce well-rounded students skilled in identifying and solving problems. III . To oversee the trend and foresee the development of global economy, the department aims to produce the graduates with expertise in the fields of International Business and Trade.			
Subject Departmental core competences			
A. Breeding professionals with expertise in general International Trade and International Business.(ratio:40.00) B. Consisting of Globalization, Information-Oriented and Future-Oriented education. (ratio:20.00) C. Producing graduates with capability of foreseeing and analyzing the development of Global Economy.(ratio:10.00) D. Breeding professionals with expertise in Marketing and Financial Management.(ratio:30.00)			
Subject Schoolwide essential virtues			
1. A global perspective. (ratio:25.00) 2. Information literacy. (ratio:25.00) 3. A vision for the future. (ratio:25.00) 5. Independent thinking. (ratio:25.00)			

Course Introduction	This course aims to teach students to read, interpret and write everything from short memos to long reports in English and encourages them to become progressively more aware of what makes an effective piece of written communication in English. Throughout the course, guided writing tasks and language focus are integrated, thus building confidence in both the construction of reports and in grammatical accuracy. In order to attain the goals, each student is required to participate in class activities and hand in every assignment on time.			
The correspondences between the course's instructional objectives and the cognitive, affective, and psychomotor objectives.				
Differentiate the various objective methods among the cognitive, affective and psychomotor domains of the course's instructional objectives.				
I. Cognitive : Emphasis upon the study of various kinds of knowledge in the cognition of the course's veracity, conception, procedures, outcomes, etc.				
II.Affective : Emphasis upon the study of various kinds of knowledge in the course's appeal, morals, attitude, conviction, values, etc.				
III.Psychomotor: Emphasis upon the study of the course's physical activity and technical manipulation.				
No.	Teaching Objectives			objective methods
1	Throughout the course, guided writing tasks and language focus are integrated, thus building confidence in both the construction of reports and in grammatical accuracy. In order to attain the goals, each student is required to participate in class activities and hand in every assignment on time.			Cognitive
The correspondences of teaching objectives : core competences, essential virtues, teaching methods, and assessment				
No.	Core Competences	Essential Virtues	Teaching Methods	Assessment
1	ABCD	1235	Lecture, Discussion, Practicum	Testing, Study Assignments, Discussion(including classroom and online), Report(including oral and written)
Course Schedule				
Week	Date	Course Contents		Note
1	110/09/22 ~ 110/09/28	Couse introduction		
2	110/09/29 ~ 110/10/05	Introducing yourself (Unit 1)		

3	110/10/06 ~ 110/10/12	Arranging meetings (Unit 2)	
4	110/10/13 ~ 110/10/19	Discussing travel plans (Unit 3)	
5	110/10/20 ~ 110/10/26	Recommending (Unit 4)	
6	110/10/27 ~ 110/11/02	Inviting (Unit 5); Review 1	
7	110/11/03 ~ 110/11/09	Making inquiries (Unit 6)	
8	110/11/10 ~ 110/11/16	Placing orders (Unit 7)	
9	110/11/17 ~ 110/11/23	Midterm Exam Week	
10	110/11/24 ~ 110/11/30	Responding to orders (Unit 8)	
11	110/12/01 ~ 110/12/07	Making payment (Unit 9)	
12	110/12/08 ~ 110/12/14	Complaints (Unit 10); Review 2	
13	110/12/15 ~ 110/12/21	Checking progress (Unit 11)	
14	110/12/22 ~ 110/12/28	Interoffice memos (Unit 12)	
15	110/12/29 ~ 111/01/04	Discussing proposals (Unit 13)	
16	111/01/05 ~ 111/01/11	Reports (Unit 14)	
17	111/01/12 ~ 111/01/18	Final Exam Week	
18	111/01/19 ~ 111/01/25		
Requirement	1. Tardiness: Be punctual for class. You will lose points for being late. 2. Absence: ;You will lose points for being absent. 3. If you are absent for 3 times, you CANNOT pass the class. Show your teacher Proof of Absence (school business 公假, private affairs 事假, sickness病假; death in the family喪假) if you cannot come.		
Teaching Facility	Computer		
Textbooks and Teaching Materials	Writing for the real world (Student book 2): An introduction to business writing, Roger Barnard, Antoinette Meehan, Oxford University Press, 2009.		
References			

Number of Assignment(s)	5 (Filled in by assignment instructor only)
Grading Policy	<p>◆ Attendance : 20.0 % ◆ Mark of Usual : 20.0 % ◆ Midterm Exam : 30.0 %</p> <p>◆ Final Exam : 30.0 %</p> <p>◆ Other () : %</p>
Note	<p>This syllabus may be uploaded at the website of Course Syllabus Management System at http://info.ais.tku.edu.tw/csp or through the link of Course Syllabus Upload posted on the home page of TKU Office of Academic Affairs at http://www.acad.tku.edu.tw/CS/main.php.</p> <p>※ Unauthorized photocopying is illegal. Using original textbooks is advised. It is a crime to improperly photocopy others' publications.</p>