

## Tamkang University Academic Year 112, 1st Semester Course Syllabus

Course Title	BUSINESS ENGLISH	Instructor	CHANG, CHIEH-YING
Course Class	TFLXB4P DEPARTMENT OF ENGLISH, 4P	Details	<ul style="list-style-type: none"> <li>◆ General Course</li> <li>◆ Selective</li> <li>◆ 1st Semester</li> </ul>
Relevance to SDGs	SDG4 Quality education		
<b>Departmental Aim of Education</b>			
<p>I. Cultivate diverse research specialists with abilities in language, literature, culture, and English teaching.</p> <p>II. Carry on and further the excellent tradition of domestic language instruction and literary research to be a department contributing equally to research and language teaching.</p> <p>III. Foster a holistic learning process by putting equal emphasis on language and literature, theory and practice.</p> <p>IV. Strategies</p> <ol style="list-style-type: none"> <li>1. Train students' abilities in five skills: English listening, speaking, reading, writing and translation.</li> <li>2. Promote technologicalization and internationalization.</li> <li>3. Upgrade the quality and quantity of those students who participate in the Junior Year Abroad program.</li> <li>4. Launch a common English Proficiency Test and enhance students' competitiveness in the job market.</li> <li>5. Enrich international video conferencing.</li> <li>6. Promulgate such areas of research as English and American literature, cultural studies, ecocriticism, and English Teaching.</li> </ol>			
<b>Subject Departmental core competences</b>			
<ol style="list-style-type: none"> <li>A. Strengthen students' abilities in English listening, speaking, reading, writing and translation. (ratio:20.00)</li> <li>B. Develop students' critical thinking skills in an English language learning context.(ratio:20.00)</li> <li>C. Strengthen students' workplace English ability.(ratio:25.00)</li> <li>D. Develop students' professional abilities in linguistics and English teaching.(ratio:25.00)</li> <li>E. Develop students' ability to appreciate Anglophone and Western literatures in cultural and historical contexts.(ratio:10.00)</li> </ol>			

Subject Schoolwide essential virtues

1. A global perspective. (ratio:20.00)
2. Information literacy. (ratio:10.00)
3. A vision for the future. (ratio:10.00)
4. Moral integrity. (ratio:10.00)
5. Independent thinking. (ratio:30.00)
6. A cheerful attitude and healthy lifestyle. (ratio:10.00)
7. A spirit of teamwork and dedication. (ratio:5.00)
8. A sense of aesthetic appreciation. (ratio:5.00)

Course  
Introduction

Impart knowledge associated with business English

**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	Impart knowledge associated with business English	Cognitive

The correspondences of teaching objectives : core competences, essential virtues, teaching methods, and assessment

No.	Core Competences	Essential Virtues	Teaching Methods	Assessment

1	ABCDE	12345678	Lecture, Discussion, Practicum, Experience	Testing, Study Assignments, Discussion(including classroom and online), Report(including oral and written), Activity Participation
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Course Schedule

Week	Date	Course Contents	Note
1	112/09/11 ~ 112/09/17	Introduction week	
2	112/09/18 ~ 112/09/24	Chapter 3 Unit 1 (amenable to changes)	
3	112/09/25 ~ 112/10/01	Chapter 3 Unit 2 (amenable to changes)	
4	112/10/02 ~ 112/10/08	Chapter 3 Unit 3 (amenable to changes)	
5	112/10/09 ~ 112/10/15	Chapter 3 Unit 4 (amenable to changes)	
6	112/10/16 ~ 112/10/22	Chapter 3 Unit 5 (amenable to changes)	
7	112/10/23 ~ 112/10/29	Chapter 3 Unit 6 (amenable to changes)	
8	112/10/30 ~ 112/11/05	Chapter 3 Unit 7 (amenable to changes)	
9	112/11/06 ~ 112/11/12	Midterm Exam Week	
10	112/11/13 ~ 112/11/19	Chapter 3 Unit 8 (amenable to changes)	
11	112/11/20 ~ 112/11/26	Chapter 3 Unit 9 (amenable to changes)	
12	112/11/27 ~ 112/12/03	Chapter 3 Unit 10 (amenable to changes)	
13	112/12/04 ~ 112/12/10	Chapter 3 Unit 11 (amenable to changes)	
14	112/12/11 ~ 112/12/17	Chapter 3 Unit 12 (amenable to changes)	
15	112/12/18 ~ 112/12/24	Chapter 3 Unit 13 (amenable to changes)	
16	112/12/25 ~ 112/12/31	Chapter 3 Unit 14 (amenable to changes)	
17	113/01/01 ~ 113/01/07	Final Exam Week	
18	113/01/08 ~ 113/01/14	Flex week, learning activities should be arranged.	

Key capabilities	Interdisciplinary

Interdisciplinary	Competency-based education 'competency exploration' sustained competency or global issues STEEP (Society, Technology, Economy, Environment, and Politics)
Distinctive teaching	Project implementation course
Course Content	Logical Thinking
Requirement	
Textbooks and Teaching Materials	Self-made teaching materials:Textbooks, Presentations Using teaching materials from other writers:Textbooks, Presentations
References	Dignan, B., & Foster, L. Communicating in business English. Crane publishing.
Grading Policy	◆ Attendance : 20.0 %    ◆ Mark of Usual :        %    ◆ Midterm Exam : 40.0 % ◆ Final Exam : 40.0 % ◆ Other < > :        %
Note	This syllabus may be uploaded at the website of Course Syllabus Management System at <a href="http://info.ais.tku.edu.tw/csp">http://info.ais.tku.edu.tw/csp</a> or through the link of Course Syllabus Upload posted on the home page of TKU Office of Academic Affairs at <a href="http://www.acad.tku.edu.tw/CS/main.php">http://www.acad.tku.edu.tw/CS/main.php</a> . <b>※ Unauthorized photocopying is illegal. Using original textbooks is advised. It is a crime to improperly photocopy others' publications.</b>