

Course Information						
Course Code	EN338	*	Credit Hours	32	* Credits	2
* Course Name	Business English Writing					
(Course Type)	Mandatory					
Audience	Third-grade English undergraduates					
(Language of Instruction)	English					
* School	School of Foreign Languages					
Prerequisite	English Writing					
Instructor	Wang Zhexi		(Course Webpage)			
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* Description						
* Description	<p><i>Business English Writing</i> is a mandatory course for all undergraduates of English majors during the 5th semester. It adopts teaching materials prepared by the teacher. The course aims at teaching students to prepare personal materials in job application and to write correspondences in international trade and business reports and proposals. Personal materials in job application include the resume, application letter, recommendation letter, and certifications. Correspondences in international trade cover the stages in a business transaction from establishing business relations, making inquiries and quotations, placing orders and executing orders, to issues arising in payment, shipment and complaints. Business reports and proposals are mainly based on surveys in the areas of marketing and administration. The students are supposed to learn about their basic formats, content composition and idiomatic expressions in English through the lectures, samples, writing practice, peer correction and teacher correction.</p>					
course syllabus						

<p style="text-align: center;">*</p> <p>(Learning Outcomes)</p>	<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p>	<p style="text-align: center;">B9</p>	<p style="text-align: center;">B4</p>	<p style="text-align: center;">A2 B1</p>	<p style="text-align: center;">A5.2.3</p>
<p style="text-align: center;">*</p> <p>(Class Schedule & Requirements)</p>					
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* (Grading)		50% +	50%		
* (Textbooks & Other Materials)		ISBN 978-7-81082-109-4/H.16		2006	1
		978-7-5628-2253-0/H.748		2008	1 ISBN

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