

國立金門大學

教學綱要

部別：日間部學士班

114學年度第2學期

列印日期：2026/01/21

科目名稱：財經英文 (Finance English) 開課班級：應英四年級 學分：2.0 授課時數：2.0
授課教師：劉素勳 必選修：選修

1. 教學目標

This class seeks to improve students' English competence in Business and Financial Sectors including English conversation, office English, Business Meetings and Presentations. Extensive Readings in Finance and Economy are required. The objective of this course is to help students familiarize with English often used in the field of Financial sector and business world to enhance their competitiveness in a global world. Intercultural and Financial based knowledge will also be introduced. Basically, this is a project-based course, in which students in a group will have a lot practice and make presentations.

2. 教學綱要

- (1)財經英文閱讀
- (2)財經英文簡報
- (3)財經與商務英語會話
- (4)辦公室與會議英語
- (5)

3. 教科書

- 書名：自編教材
4 出版日期：年 月
作者： 出版社： 版本：

無參考書資料。

※請遵守智慧財產權觀念，依著作權法規定，教科書及教材不得非法影印與使用盜版軟體。

5. 教學進度表

週次	日期	內容	備註
1	2026/02/22—2026/02/28	Introduction	
2	2026/03/01—2026/03/07	Financial News and Readings	
3	2026/03/08—2026/03/14	Financial News and Readings	
4	2026/03/15—2026/03/21	Business Conversation	
5	2026/03/22—2026/03/28	Resume and application letters	
6	2026/03/29—2026/04/04	Office English, Meetings and Presenations	
7	2026/04/05—2026/04/11	Office English, Meetings and Presenations	
8	2026/04/12—2026/04/18	Mid-term Exam	
9	2026/04/19—2026/04/25	Financial News and Readings	
10	2026/04/26—2026/05/02	Financial News and Readings	
11	2026/05/03—2026/05/09	Financial Report, News and Readings	
12	2026/05/10—2026/05/16	Business English Conversation	
13	2026/05/17—2026/05/23	Business English Conversation	
14	2026/05/24—2026/05/30	Economic news and readings	
15	2026/05/31—2026/06/06	Economic news and readings	
16	2026/06/07—2026/06/13	Final Exam	

17	2026/06/14—2026/06/20	Supplementary teaching materials, Review and Student Report	
18	2026/06/21—2026/06/27	Review and Student Report	
6. 成績評定及課堂要求			
1. Mid-term exam 25% 2. Final exam 25% 3. Assignment, quiz, report, class participation and attendance 50% 1. 學生應確實準備所有練習主題，同時需於課餘時間練習；上課時需用心聽講，用心練習，做報告及繳交作業。 2. 學生最多可缺席(包含各類請假，公假及喪假除外) 6小時；無故缺席超過6小時者，扣減平常分數。 3. 上課需準時出席，上課時需將手機關機。在上課時間內使用手機上網或講電話、傳簡訊等行為一經發現，平時成績(平均分)即扣一分。			
8. 永續發展目標(SDGs)：SDG4 優質教育			
9. 大學社會責任(USR)關聯性：中			