

# Business Writing



# 產品概述



Clarity's Business Writing 在課程設計的實用性是非常成功，像是電子郵件、信件、SMS 和報告等。Business Writing 著重在寫作的基本要素：清楚、適當、字彙、文法。每個單元廣泛地引導學習者寫作練習。

此課程內容包含十個單元，分別為：寫作步驟、成功的書信：基本原則、成功的電子郵件：基本原則、電子郵件及書信：個案討論、明確及適當地寫作、連接概念、申請工作、報告：組織資訊、報告的關鍵部份、完善你的文件。

Business Writing 不管是公司訓練或是大專院校、成人教育中心等都是非常好的教材！

# 操作說明



The screenshot shows the software's main interface. At the top left is the 'Clarity' logo and the text 'CORE SKILLS FOR Business Writing'. On the right, there are two purple callout boxes: '使用說明' (Help) and '結束程式' (Exit). The main area is a dark green background with a white login form. The form has the title 'Please log in', fields for 'Name:' and 'Password:', a 'Start' button, and the text 'Please type your name'. A yellow callout box points to the input fields with the text '請輸入你的帳號及密碼'. Another yellow callout box points to the 'Start' button with the text '輸入完畢請按Start 登入'. At the bottom left, there is a yellow callout box with instructions about Flash Player. At the bottom right, the version number 'version 6.4.2.7' is visible.

使用說明

結束程式

請輸入你的帳號及密碼

輸入完畢請按Start 登入

使用本程式需先安裝Flash Player。如無法執行時，請於安裝完成後再次進入。

如程式於載入畫面停頓過久，請按“F5”，或點選重新整理。

version 6.4.2.7

# 操作說明

Business Writing N.American English

Clarity

CORE SKILLS FOR **W**Business  
riting

學習路徑

返回課程  
選擇畫面

Progress

Scratch pad

The writing process

Applying

What will I learn?  
Finding job opportunities  
Résumés - the basics  
Look at a résumé  
Format a résumé  
Use action words  
The covering letter  
Write a covering letter  
Online applications  
Grammar focus: articles  
Your task  
Applying for a job: a thought

選擇主題

Writing clearly and appropriately

Linking

organizing information

ns of a report

Perfecting your document

Emails and letters: case studies

Successful e basics

# 操作說明

上頁

下頁

批改答案

影音控制列

回主題選  
擇畫面

練習說明

Menu Back Forward Marking Instant delayed

Applying for a job > The covering letter

Read a job advertisement and covering letter on the left, and then answer the questions on the right.

播放音檔圖示

Progress

Scratch pad

- 1 The advertisement is for a job in a hotel.  
a. True  
b. False
- 2 It is clear that Emily has read the advertisement.  
a. True  
b. False
- 3 Yes, she is applying for the job.  
the position.  
a. True  
b. False
- 4 Emily clearly relates her skills to the requirements of the job.  
a. True  
b. False

**Instant**：立即提示答案是否正確。  
**delayed**：按下 Marking 後才批改成績。

**查詢單字**：將游標移到該字上方，同時按下鍵盤上的 Ctrl 及滑鼠右鍵。

# 操作說明

Menu Back Forward Marking Instant delayed

Applying for a job > The covering letter

Read a job advertisement and covering letter on the left, and then answer the questions on the right.

**Marking**



You scored 50% in this exercise.

Correct = 5  
Wrong = 2  
Missed = 3

Try again See the answers Forward

**練習所得題數及得分比率**

再試一次 檢視答案 下個單元

2 It is clear that Emily has read the advertisement carefully.  
a. True  
b. False

3 You can refer to the job, the post or the position.  
a. True  
b. False

4 Emily clearly relates her skills to the requirements of the job.  
a. True  
b. False

Progress 紀錄

Scratch pad 筆記本

Print 列印

Recorder 錄音

Website 網路資源

# 操作說明



回饋

Menu Back Forward Feedback Start again

Applying for a job > The covering letter

Look at the **correct answers**. The ones you got right are checked.  
Click on any answer to see feedback (if available).

**Advertisement**

Financial plan graduate)

We are a list a global finan the world's le providers, we the perfect o growth and c highly reward

Your challeng

**Feedback**

Question 4

Progress

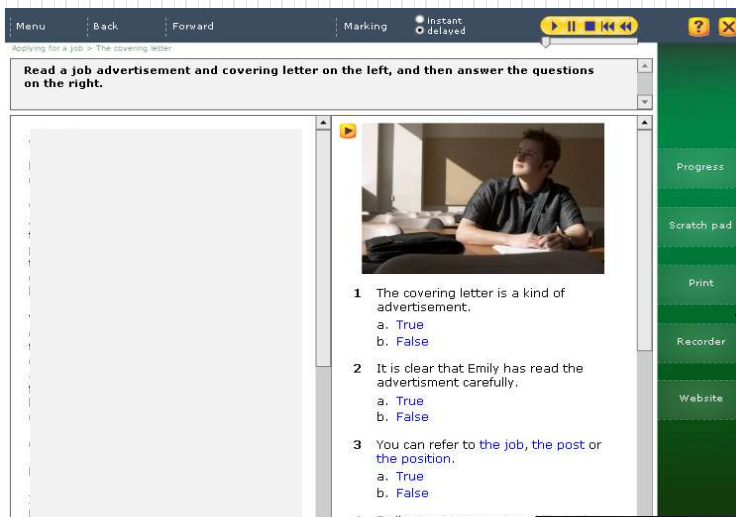
Scratch pad

Print

# 操作方法



- Recorder 錄音功能 => 供您作發音及口語練習。

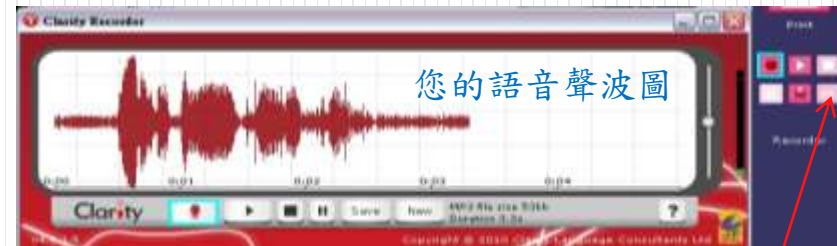


錄音

點選“Run”啟動錄音功能。  
\*如果您是第一次使用，請依系統指示完成安裝；安裝完成後，點選“Run”即可啟動錄音功能。



一般錄音功能: 點選“Run”即可啟動。



跟讀錄音功能

1. 先啟動一般錄音功能；
2. 點選系統音檔，再點選錄音功能中的聲波圖示。

