# 朝陽科技大學 091學年度第1學期教學大綱
# Practical Writing Skills 實用中文

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| **當期課號** | 1237 | **Course Number** | 1237 |
| **授課教師** | 黃翠芬 | **Instructor** | HUANG,TSUI FENG |
| **中文課名** | 實用中文 | **Course Name** | Practical Writing Skills |
| **開課單位** | 校訂必修(四日) | **Department** | |
| **修習別** | 必修 | **Required/Elective** | Required |
| **學分數** | 2 | **Credits** | 2 |
| **課程目標** | 本課程分別瞭解文學特性、修辭技巧、體認各類文體及其寫作、到採訪與編輯。再者熟識實用文書，從寫出令人印象深刻的自傳、履歷表、正確的封文、得體的書信、自薦及推薦信、名片和便條、以及函、簽、公告、會議文書、書狀、廣告、啓事、題辭、柬帖、禮品題詞、賀卡致意等常識要領寫法介紹。此外，因應學生就學就業，特加強學術報告、研究計劃，公職考試公文、有效提升考試作文成績等主題之探討。 | **Objectives** | The purpose of the course is to improve the students' ability to express themselves in "Practical Chinese". The course is designed for the need of the real word. Using a variety of media, the course trains the students to write and speak well in the modern working environment. |
| **教材** | 藉由講解、蒐集實際範例、研判討論；經由習作，批改修正，觀摩學習，使學生掌握各類文書寫作之方法及原則。 | **Teaching Materials** | Teaching by explanation, collecting concrete instances, discussion; that exercises, correction, study and learning, makes students to master ways and rules of all documents writing. |
| **成績評量方式** | 期考50%<br>習作50%<br>曠課每次扣總分3-5分 | **Grading** | Exams: 50% Exercises: 50% Cutting classes deducts 3-5 points of total each time. |
| **教師網頁** | | | |
| **教學內容** | 訓練學生具備語文表達之基本能力。<br>使學生具備撰寫各類文書之常識，並諳熟各類應用文書撰寫之要領。<br>因應未來就學、就業之需，加強相關文類之撰作知能 | **Syllabus** | Training students to have the fundamental expressing ability of languages. Making them to have the general knowledge of all documents writing, and be well-skilled in the essentials of applied documents writing. For the needs of study and employment, enhancing the writing ability of being related to styles of writing. |

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