朝陽科技大學 091學年度第2學期教學大綱
Practical Writing Skills 實用中文

當期課號	1536	**Course Number**	1536
授課教師	凌玲	**Instructor**	,
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	於課堂中講授單元內容,並請同學隨堂習作.	**Teaching Materials**	To lecture the curriculum in classroom, and doing exercises in composition.
成績評量方式	上課及習作 60% 期末考 40%	**Grading**	learning attitude and exercises in composition 60% the final exam. 40%
教師網頁	_		
教學內容	本課程以實際生活中,針對特定對象.特定事件.特定目的,所寫作的具有特定格式用語的文字爲主要教學內容.	**Syllabus**	This subject is about the writing of practice livelihood, which connect with specific person, specific event, specific purpose, and in a particular form of characters or letters.

尊重智慧財產權，請勿非法影印。