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	1671	**Course Number**	1671
授課教師	劉福田	**Instructor**	LIOU,FU TIAN
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	講授 課堂討論 繳交期末報告	**Teaching Materials**	
成績評量方式	平常成績30 期中考30 期末報告40	**Grading**	
教師網頁	_		
教學內容	運用企劃案之編寫 讓學生了解公文書信契約廣告等應用文書之書寫	**Syllabus**	Despite his significant influences, the Marquez studies in Taiwan have left much to be accomplished. Until now criticism on Marquez is constrained to some of the areas but never appears to be genuinely holistic.

尊重智慧財產權，請勿非法影印。