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	2013	Course Number	2013
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% 習作50% 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。 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。 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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