朝陽科技大學 092學年度第1學期教學大綱
Practical Writing Skills 實用中文

當期課號	2175	Course Number	2175
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.

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