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	3207	Course Number	3207
授課教師	楊正寬	Instructor	,
中文課名	實用中文	Course Name	Practical Writing Skills
開課單位	校訂必修(四進)	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	1、學習生活上各體實用中文之意義、用途、構造與做法、遠離「身爲中國人不懂正確使用中國文字」的困擾。 2、加強習作，學習各體應用文字的正確處理與溝通技巧，增強畢業後在職場上工作的競爭能力。 3、認識社會上及政府機關常用應酬文字及公文實例，儘早投入社會，先馳得點。 4、協助學生計畫參加國家公職考試公文應考要領，拓展前程。	Teaching Materials	1. Learning the distinction, function, structure and writing style of various practical Chinese and keeping away from the embarrassment of not knowing how to use Chinese wisely as a Chinese. 2. Strengthening the writing ability, learning the skill of communication and lexicon usage of various practical Chinese and promoting the competitive ability of working after graduation. 3. Understanding the social lexicon and official examples of social and governmental institutions and getting involved into the society as soon as possible. 4.Assisting students to learn the guideline of official document while taking the Official Exam.
成績評量方式	1、按排定課表講解、舉例分析外，特別加強正確的實際範例講解、其他政府文書處理及公文應考要領分析與家庭習作，並於批改、登錄作爲平時成績後，交還學生修正參考。 2、遵照學校規定，依平時（臨時及其中考成績）及學期成績合計。尤其注意課堂上學生教學及師生互動表現。	Grading	
教師網頁			
教學內容	1、實用中文概說，包括特性、功能、重要性及種類。 2、授課內容，包括目前社會上常用的書信、便條、名片、啓事、公文、規章、契約、柬帖、會議文書、慶弔文、簡報、對聯及題詞等各類實用中文。	Syllabus	1.Introduction to the practical Chinese, including its feature, function, importance and classification. 2.Content includes various kinds of practical Chinese such as letter, scratch letter, business card, announcement, official document, regulation, contract, invitation card, conventional document, congratulation/mourn letter, brief, pair sheets, title word, etc.

尊重智慧財產權，請勿非法影印。