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	3290	Course Number	3290
授課教師	婁世麗	Instructor	LOU,SHR LI
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		Teaching Materials	
成績評量方式	課堂問答5% 期中考分組討論紀錄10% 期中考成績35% 期末考分組口頭報告10%、書面報告5% 期末考成績35%	Grading	5% for lecture asking and answering 10% for group discussion records 35% for mid-term examination 10% and 5% for oral reporting and essays 35% for final examination
教師網頁			
教學內容	一、透過「成語故事詳釋」報告，學習正式學術報告之基本格式。 1 先由教師舉一成語故事爲例，將該成語之「原典檢索方法、原典出處登載項目、登載格式」等，以正式學術報告之基本格式呈現。 2 分組報告：每組5～6位同學，準備兩個成語故事，於報告當日繳交書面報告；並當場抽籤，由其中一組上臺報告50分鐘。 二、透過閱讀古文，思考切身問題，並分組討論研讀心得，每組繳交一份全組討論之「記錄」。（配合班級人數，在第一週上課時由學生票選決定以下三單元中之一～二項。） 1 觀察歷史人物與其親人、部屬之互動，思考自己的人際關係。 2 觀察古代婦女與其夫、子的互動，思考今日的女性角色。 3 觀察人與動物的互動，思考人與動物的本質。	Syllabus	A. Learning the fundamental formats of formal academic reports via the explanation of idiomatic phrase stories 1.The instructor would exemplify one story of idiomatic phrases to reveal the fundamental formats, i.e., retrieval methods, carried entries and their formats of original references, of formal academic reports. 2.Grouping Assignments: every group with five or six students should write and hand in an essay for two stories of idiomatic phrases and prepare to be the drawn candidate for 50-minute oral reporting in the indicated day. B. Thinking of issues of personal concern via ancient writings' reading and discussing the harvest with the group members. Each group should hand over a discussion record. The major topics of discussion mentioned below would be chose by students' voting in the first class for one or two of them under the consideration of number of class students. 1.Observation of interactivities between the personages and their relatives and/or subordinates in order to contemplate the interaction and relationships between one and the other persons. 2.Observation of interactivities between the ancient females and

			their husbands and/or sons in order to ruminate the roles of present females. 3.Observation of interactivities between human beings and animals in order to deliberate the essences of human beings and animals.

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