

朝陽科技大學 092學年度第1學期教學大綱
Applied Rhetoric 應用修辭學

當期課號	9201	Course Number	9201
授課教師	楊正寬	Instructor	,
中文課名	應用修辭學	Course Name	Applied Rhetoric
開課單位	文學欣賞類(二進)	Department	
修習別	選擇必修	Required/Elective	Special Topics in Literature
學分數	2	Credits	2
課程目標	科技之發達、資訊之快速，古人謂：「駟不及舌」已無法趕上電訊傳遞速度於萬一矣；即因其快速容易有誤，所以容易有粗劣之文句。本課程即在教導學者，如何在高速之傳遞中注意修辭？並進而求行文之流暢與乎條理之分明也。	Objectives	The advance of technology has enormously speeded up the speed the transfer of information. Because of the speed, it is easy to make mistakes or to use improper words or phrases. This class is designed to teach students to be aware of the importance of rhetoric and to foster their ability to write smoothly and clearly. The class is divided into four parts:(a)the history of rhetoric, (b)the development of rhetoric, (c)examples and analysis, and (d)appreciation. In addition, students will be asked to practice writing.
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「身為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、登錄作為平時成績後，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、應用修辭學概說，包括特性、功能、重要性及種類。 2、授課內容，包括目社會常用的書信、便條、名片、啓事、公文、規章、契約、柬帖、會議文書、慶弔文、簡報、對聯及題詞等各體實用中文修辭及習作。	Syllabus	1.Introduction to the Applied Rhetoric and practical Chinese, including its feature, function, importance and classification. 2.Content includes various kinds of practical Chinese and the Applied Rhetoric 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.