朝陽科技大學 092學年度第2學期教學大綱
Practical Writing Skills 實用中文

當期課號	1222	Course Number	1222
授課教師	黃師瀚	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	以演講式引述，學生實際操作報告爲主	Teaching Materials	Quote with the lecture type, the student operates physically report for lord .
成績評量方式	以所有報告成績與課堂發問成績總和次數而後平均。	Grading	Ask question the number of times of the total of the score with all scores of the report and classroom and then average.
教師網頁	_		
教學內容	本學期之教學目標以教授學生製作自傳以及履歷，熟悉簡報系統與培養資訊閱讀以及解讀的能力	Syllabus	The target of the teaching of this semester manufactures the autobiography and resume, familiar with system of the briefing and ability of information read and read of the development with professor student.

尊重智慧財產權，請勿非法影印。