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	2009	**Course Number**	2009
授課教師	黃翠芬	**Instructor**	HUANG,TSUI FENG
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	藉由講解、蒐集實際範例、研判討論；經由習作，批改修正，觀摩學習，使學生掌握各類文書寫作之方法及原則。	**Teaching Materials**	Teaching by explanation, collecting concrete instances, discussion; that exercises, correction, study and learning, makes students to master ways and rules of all documents writing.
成績評量方式	期考50% 習作50% 曠課每次扣總分3-5分	**Grading**	Exams: 50% Exercises: 50% Cutting classes deducts 3-5 points of total each time.
教師網頁			
教學內容	這是一門訓練學生具備語文基本表達能力的課程。 讓學生具備撰寫各類文書之常識，並諳熟各類應用文書撰寫之要領。 作爲因應未來就學、就業之需。 同時加強相關文類之撰作知能。	**Syllabus**	Training students to have the fundamental expressing ability of languages. Making them to have the general knowledge of all documents writing, and be well-skilled in the essentials of applied documents writing. For the needs of study and employment, enhancing the writing ability of being related to styles of writing.

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