朝陽科技大學 093學年度第1學期教學大綱
Practical Writing Skills 實用中文

當期課號	1271	Course Number	1271
授課教師	葉守桓	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	一、自編與選用應用文相關書籍。 二、參考書如王昌煥等《實用應用文》、黃俊郎《應用文教材》等書。	Teaching Materials	
成績評量方式	一、期中考與期末考成績各佔百分之三十。 二、小組成績佔平時成績百分之十，個人習作佔百分之三十。	Grading	1-10 Grading: 1.Scores of mid-term and final exams account for 30% respectively. 2.Group grades account for 10% and individual exercises account for 30%.
教師網頁	_		
教學內容	一、主要探討各種實用文書與具體習作，內容上主要包含自傳與履歷表之介紹，公文之理解與具體習作，其次如會議文書之內容與習作、書信之寫作，契約與啓事以及書評語影評等。 二、期末由同學書寫自傳、履歷表、推薦信與公文作爲平時成績。 三、藉由此課程讓同學熟悉各種文書與書寫，提升同學文字與運用，加強寫作缺失之改正，並實際運用於日常生活中。	Syllabus	1-1 Syllabus: 1.Discuss various practical document and writing skills, including introduction of autobiography and resume, an understanding of official documents and specific composition techniques, content and exercise of meeting papers, letter writing, contracts, announcements, book and film reviews, etc. 2.Part of the scores will be based on an autobiography, a resume, a letter of recommendation and official papers in writing. 3.It is expected that students will be familiar with various documents and their writing skills through this program so that students' knowledge and application of words can be enhanced, writing mistakes can be corrected and will be capable of putting such knowledge into practice in ordinary life.

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