朝陽科技大學 093學年度第2學期教學大綱
Practical Writing Skills 實用中文

當期課號	3121	Course Number	3121
授課教師	江蓮碧	Instructor	,
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	自編教材另開立相關參考書目 From compile teaching material another draw related reference	Teaching Materials	
成績評量方式	平時成績 30% 期中考 30% 期末考 40%	Grading	Mid-term 30% of the homework(or the end of the period tests) of the end of the period of the homework(or mid-term test) of 40% of the score(pay absence to study the classroom of reading notes participates) of the peacetime {Peacetime score(pay absence and study the reading notes classroom participates)40% mid-term 30% period end homework(or the period end tests)30% of the homework(or mid-term test)
教師網頁	_		
教學內容	各種實用文字寫作 包含書信 履歷 自傳 讀書計畫 研究計畫廣告用語 法律契約 名片運用 基礎文字寫作練習 演辯技巧面試技巧	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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