# 朝陽科技大學 094學年度第1學期教學大綱
# For the needs of study and employment Writing Skills 就學就業文書寫作

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| 當期課號 | 0038 | Course Number | 0038 |
| 授課教師 | 黃翠芬 | Instructor | HUANG,TSUI FENG |
| 中文課名 | 就學就業文書寫作 | Course Name | For the needs of study and employment Writing Skills |
| 開課單位 | 實用中文課群(二日) | Department | |
| 修習別 | 選擇必修 | Required/Elective | Topics in Practical Writing Skills |
| 學分數 | 2 | Credits | 2 |
| 課程目標 | 訓練學生運用本國語文表達之能力，使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，因應就學、就業之需，加強相關文類之撰作知能。 | Objectives | 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. |
| 教材 | 應用文 黃俊郎編 三民書局＼<br>應用文 謝海平編 空大用書＼<br>應用文 蔡信發編 國文天地萬卷樓＼<br>實用應用文 沉惠如等編 今古書局＼<br>應用文 張仁青編 三民書局＼<br>自編講義　＼實例編輯 | Teaching Materials | |
| 成績評量方式 | 期考50%<br>習作50%<br>曠課每次扣總分3-5分 | Grading | Exams: 60% Exercises: 40% Cutting classes deducts 3-5 points of total each time. |
| 教師網頁 | _ | | |
| 教學內容 | 本課程從瞭解文書特性、修辭技巧、體認一般文書寫作要點，而後開展各種實用文書寫作，從如何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、禮品題詞等，或涉及到採訪與編輯寫作。此外，因應學生就學就業，特加強學術報告、研究計劃，讀書計畫書，企劃書，以及公職考試公文與論文的訓練，以有效提升競爭實力，增加就學就業的機會。 | Syllabus | Weeks 1-3 Introduction to the course/ A faint simple: sealing writing of letters/<br>Study and employment: contents of letters.<br>Weeks 4-6 Catch at shadows-indulge in groundless suspicion: covering and editing/ The mother of articles: writing the press release/ Talking prose and writing short writing.<br>Weeks 7-9 Showing off oneself: resumes/ Every sides: profiles/ Midterm exam.<br>Weeks10-12 Common documents: name cards, notes and fore words/ How to write the semester reports/ Studying plans and recommendations.<br>Weeks13-15 Occupational documents: asking for leave and resigning/ Project books/ Documents summarizing.<br>Weeks16-18 Exercises of letters/ Final exam. |

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