朝陽科技大學 097學年度第1學期教學大綱
Appreciation and Application of Chinese(II) 中文鑑賞與應用(二)

當期課號	2477	Course Number	2477
授課教師	黃翠芬	Instructor	HUANG,TSUI FENG
中文課名	中文鑑賞與應用(二)	Course Name	Appreciation and Application of Chinese(II)
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	中文鑑賞與應用（二）旨在強化學生語文訓練，因此設計出：自傳、履歷、書信、企劃書、文章書寫、書評、簡報…等相關內容，並要求配合時代趨勢，進行實際寫作活動，以期畢業後能實際運用在工作生活中。	Objectives	This course aims at enhancing the training of the students' Chinese language abilities. For this purpose, the contents of the course include: autobiography, curriculum vitae, letter, project proposal, literary writing, criticism, presentation, …. By matching the trends of today's workplace, students will engage in writing the contents mentioned above. We hope that students can apply their learning into their works when they graduate.
教材	應用文 黃俊郎編 三民書局＼ 應用文 謝海平編 空大用書＼ 應用文 蔡信發編 國文天地萬卷樓＼ 實用應用文 沉惠如等編 今古書局＼ 應用文 張仁青編 三民書局＼ 自編講義　＼實例編輯	Teaching Materials	Explaining, Reviewing, discussion, Acting, Recording, Reading, Notes, What One has learned, Examination
成績評量方式	期考60% 習作40% 曠課扣分	Grading	Exams: 60% Exercises: 40% Cutting classes deducts 2-5 points of total each time.
教師網頁			
教學內容	一 本課程旨在強化中文應用 注重寫作能力的培養 從瞭解文書特性、修辭技巧、體認一般文章寫作要點，並開展各種實用文書寫作 二 課程設計將依選課學生的需求 進行單元式教學 三 預計單元有-- 應用類文書寫作指導--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、啓事、題辭等。3因應學生升學就業---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等 凡此皆旨在有效提升語文競爭實力，增加升學就業的機會。	Syllabus	Weeks 1-3 Introduction to the course/ A faint simple: sealing writing of letters/ Study and employment: contents of letters. 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. Weeks 7-9 Showing off oneself: resumes/ Every sides: profiles/ Midterm exam. Weeks10-12 Common documents: name cards, notes and fore words/ How to write the semester reports/ Studying plans and recommendations. Weeks13-15 Occupational documents: asking for leave and resigning/ Project books/ Documents summarizing. Weeks16-18 Exercises of letters/ Final exam.

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