

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	3033	Course Number	3033
授課教師	陳秀玉	Instructor	CHEN,HSIU YU
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(四進)	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	黃俊郎《應用文》(修訂五版),臺北:東大圖書,2005	Teaching Materials	
成績評量方式	期中考:30% 期末考:30% 平時成績:40(習作、出席、學習態度)	Grading	Midterm exam: 30% Final exam and group report: 30% attendance, homeworks, the learning attitude: 40%
教師網頁	-		
教學內容	<p>1.透過理論教學與實務寫作,以期提升學生於公文、自傳、書信的寫作能力</p> <p>2.透過書信、柬帖、對聯的術語介紹,以期提升學生對傳統文化的了解程度</p> <p>*****</p> <p>單元01:自傳暨履歷表</p> <p>單元02:書信的意義、種類及結構</p> <p>單元03:書信各項術語說明</p> <p>單元04:書信寫作注意事項及其他</p> <p>單元05:柬帖的意義、種類與用語</p> <p>單元06:對聯的意義、種類與賞析</p> <p>單元五:</p> <p>單元07:公文的意義、種類、處理程序</p> <p>單元08:公文程式條例、公文革新要點及其他相關規定</p> <p>單元09:公文的格式、結構與作法</p> <p>單元10:函的寫作方法及注意事項</p> <p>單元11:公告的寫作方法及注意事項</p> <p>單元12:公文用語用字、及其他寫作注意事項</p>	Syllabus	<p>1.Enhancing the writing abilities of official documents, autobiographies and letters by theory learning and writing exercises.</p> <p>2.Increasing the understandings of traditional cultures by introducing the proper nouns of letters, invitation cards and couplet writtens.</p>

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