朝陽科技大學 097學年度第2學期教學大綱
Appreciation and Application of Chinese(II) 中文鑑賞與應用(二)

當期課號	2576	Course Number	2576
授課教師	施又文	Instructor	SHIH,YU WEN
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	1.自編講義 2.應用文 黃俊郎編 三民書局 3.有情四卷 鄭明俐 正中書局 4. 現代小說讀本 許俊雅等 揚智文化	Teaching Materials	Explaining, Reviewing, discussion, Acting, Recording, Reading, Notes, What One has learned, Examination
成績評量方式	1.1.平時出缺席狀況.課堂表現 2.分組習作 3.考試	Grading	1.Ordinary Exam 2.Resume exercise 3.Exam
教師網頁	http://tw.club.yahoo.com/clubs/a112752000/		
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 預計可能的單元有-- 1文學性創作指導如—現代散文與現代短篇小說的修辭與寫作等 2應用類文書寫作指導如--學術報告、研究計劃，企劃書、廣告修辭，以及公職考試公文與論文的訓練等。	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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