朝陽科技大學 098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

當期課號	0197	Course Number	0197
授課教師	范佳玲	Instructor	FAN,JIA LING
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	中文寫作課群(日)	Department	
修習別	選擇必修	Required/Elective	Topics in Chinese Writing
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	另立相關參考書目	Teaching Materials	Reference
成績評量方式	1.課堂參與40%□ 2.分組報告20%□ 3.期中報告10% 4.期末考試30%	Grading	1.Attendance and learning attitude in classroom:40% 2.Group report:20% 3.Mild-term report:10% 4.Final examination:30%
教師網頁	_		
教學內容	本課程期望藉由實際的習作練習，增加學生就業就學文書寫作的能力；透過經典名篇的欣賞，以培養學生的閱讀習慣。	Syllabus	The course will try to improve the skills of writing works by practical training. Through study on the classical literatures, the ability of reading can be improved. Students can form a habit of reading for study the course.

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