朝陽科技大學 098學年度第2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	0223	Course Number	0223
授課教師	楊靜芬	Instructor	YANG,CHING FEN
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	黃俊郎:應用文 台北:東大 2007	Teaching Materials	Huang Jun Lang:Practical writing Taipei:Dong Da 2007
成績評量方式	期中考 30% 平常 20% 報告 20% 期末考 30%	Grading	Mid-term results 30% Noraml performance 20% Report 20% Final exam results 30%
教師網頁			
教學內容	1.應用文釋義 2.書信 3.公文 4.會議文書 5.契約 6.啓事與公告 7.自傳與履歷	Syllabus	1.Practical writing explanation 2.Letters 3.Documents 4.Meeting documents 5.Contract 6.Notices and Advertising 7.Autobiography and Biography

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