

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	9082	Course Number	9082
授課教師	高禎臨	Instructor	,
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(進)	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	1.教師自編講義。 2.張高評主編，《實用中文寫作學》，臺北市：里仁書局，2004年。 3.大學國文教材編輯室，《大學國文魔法書》，臺北市：聯經出版社，2007年。	Teaching Materials	Reference
成績評量方式	平時表現30% 學期報告（書面及口頭）40% 學期考試30%	Grading	Attendance and learning attitude in classroom : 30% Reports : 40% Examination : 30%
教師網頁	-		
教學內容	本課程旨在強化學生語文訓練，並指導學生關於履歷、自傳、書信、企劃書、評論、簡報的設計與書寫；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，以因應就學、就業之需。	Syllabus	This course aims at enhancing the training of the students' Chinese language abilities, and the writing of autobiography, curriculum vitae, letter, project proposal, criticism and presentation. Training students to have the fundamental expressing ability of languages. Making them to have the general knowledge of all documents writing, for the needs of study and employment,

尊重智慧財產權，請勿非法影印。