朝陽科技大學 099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	0213	Course Number	0213
授課教師	陳昌遠	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(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	1、《現代應用文書》黃湘陽主編，洪葉出版社。 2、《讀書報告寫作指引》林慶彰、劉春銀合著，萬卷樓。 3、《科學論文寫作》，傅祖慧著，藝軒。 4、《論文寫作格式手冊》，吳宜澄、盧姵綺合著，桂冠。	Teaching Materials	MAL Handbook for Writers of Research Papers, 6th ed.
成績評量方式	期中考試30% 期末考試30% 平常成績(含出席情況、作業成績、上課表現)40%	Grading	1.class discussing 30%. 2.paper 40% 3.finnal exam. 30%
教師網頁	http://www.wretch.cc/blog/libidochen		
教學內容	本課程之教學內容有二：一爲現代日常生活中所應具備之公文寫作；二爲學術論文與讀書報告之寫作指引，期使同學能實際運用所學於所需。	Syllabus	The purpose of the course is to improve the students' ability to express themselves in "Practical Chinese". The course is designed for the need of the real word. Using a variety of media, the course trains the students to write and speak well in the modern working environment.

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