

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	9093	Course Number	9093
授課教師	張莉涓	Instructor	CHANG,LI CHUAN
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	課堂講義與ppt	Teaching Materials	Teaching Materials and Powerpoint.
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	-		
教學內容	1.自傳 2.履歷 3.簡報 4.柬帖 5.便條與名片寫作 6.商業廣告 7.啓事 8.公文 9.研究計畫	Syllabus	1.Autobiography 2.Resume 3.Briefing 4.Invitation Card 5.Notepaper and Visiting Card 6.commercial advertisement 7.Announcement Commercial 8.Governmental 9.Research Project Writing

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