

開課系級 Year of the class	課號 class	班別	學分	中文課名 course name	教師姓名 lecturer
二	EL227		2	Practical English Writing 實用英文寫作	待聘

◆課程大綱 Syllabus

一.課程目標 Goal	中	本課程旨在幫助學生將大一習得之基本英文寫作技巧應用於實際生活之英文寫作之中，並加強生活及職場中可能應用到之英文寫作中，常用之句型及單字、用語。學生必須在課程結束時具備之能力為：以清楚明瞭、符合課程要求之英文書寫結構來表達意見、溝通統合、互動討論，並能清楚以英文詢問及回答問題，並運用英文寫作來針對特定事項進行解釋說明。
	英	The Purpose of this course is to help students apply the English writing fundamentals taught in Freshman English to real-life writings and to familiarize the students with sentence structures and words/phrases useful in everyday English writing used in business purposes and personal correspondences. The students are expected to be able to communicate with English writing. To pass the course, students will have to demonstrate abilities to organize, clearly express, coordinate and discuss ideas, ask and answer questions and make explanations in written English.
二.先修科目 Pre-requisite	中	
	英	The course is recommended to students with English ability at the intermediate level.
三.課程大綱 Outline	中	本課程將從英文履歷、求職信、基本英文書信往來如詢問及答覆業務、產品及價格、基本英文提案及報告。
	英	The course will teach the students to write English resumes, cover letters, general business correspondences such as making and responding to inquiries, making organized explanations and replies, basic business proposals and basic business reports.
四.指定用書 Textbook	中	
	英	Writing for the Real World, "An Introduction to Business Writing", Roger Barnard & Antoinette Meehan, Oxford University Press, 2009.
五.參考書籍 Reference	中	
	英	Refining Technical Writing for Success "A School-to-Work Approach", Sue Mehlich, Darlene Smith-Worthington, Pei-Chun Che, Thomson Learning, 2007.
六.教學方式 Teaching Approach	中	課堂講解、範文導讀及學生寫作練習、自我寫作評量及學生互助寫作檢討、課堂活動及報告。
	英	Lectures, guided writing sample reading and writing assignments, peer evaluations, real-life simulation activities and student presentations.

◆成績計算方式（僅供同學參考，授課教師仍可能變更）Grading

項目	權重
作業成績 Assignment	35%
平時成績 Quiz	20%
期中考 Midterm	20%
期末考 Final	25%