



課 綱 Course Outline
中國語文學系學士班

中文課程名稱 Course Name in Chinese	應用文及習作				
英文課程名稱 Course Name in English	Practical Writing (with Writing Practice)				
科目代碼 Course Code	CLL_40850	班 別 Degree	學士班 Bachelor's		
修別 Type	學程 Program	學分數 Credit(s)	3.0	時 數 Hour(s)	3.0
先修課程 Prerequisite	無				
課程目標 Course Objectives					
<p>一、掌握各類應用文的基本格式。</p> <p>二、熟悉各類應用文術語的運用時機。</p> <p>三、活用各類實用文體，提升語文基本素養。</p> <p>四、透過生活實例模擬及習作，深化語文的應用能力與創造</p>					
系教育目標 Dept.'s Education Objectives					
1	厚植語文基礎，培育專業人才。 Establish solid language foundation and nurture professionals.				
2	養成宏觀思維，充實人文情懷。 Develop macro-thinking ability and enhance feeling toward humanity.				
3	融通古今中外，傳承中華文化 Comprehend ancient and modern Chinese and foreign literature and pass on Chinese literature.				
系專業能力 Basic Learning Outcomes				課程目標與系專業能力相關性 Correlation between Course Objectives and Dept.'s Education Objectives	
A	掌握中國語文特質及發展脈絡，具備運用古典文獻的治學素養 Master the characteristics and development context for Chinese language and possess the scholar-literature ability of using classical literature				
B	具備閱讀、鑑賞與批評的能力。 Possess reading, appreciating and criticizing capabilities.				○
C	具備書寫、創作與表達的能力 Possess writing, creating and expressing abilities				●

D	培養想像能力，豐富形象思維。 Cultivate the ability of creative thinking and enrich visual thinking.	●
E	具備獨立思考與解決問題的邏輯思維能力。 Possess independent and problem-solving logical thinking ability	●
F	拓展觀覽古今之人文視野，掌握文化脈動，實踐社會關懷。 Expand the humanistic vision for ancient and modern Chinese and foreign literature, master cultural movement and practice affairs for social care.	

圖示說明Illustration：● 高度相關 Highly correlated ○ 中度相關 Moderately correlated

課程大綱
Course Outline

- 一、書信——信箋的款式與用語
- 二、柬帖
- 三、對聯
- 四、題辭
- 五、啟事與廣告
- 六、會議文書
- 七、公文
- 八、求職文書——履歷表及自

資源需求評估（師資專長之聘任、儀器設備的配合……等）
Resources Required (e.g. qualifications and expertise, instrument and equipment, etc.)

多媒體設備

課程要求和教學方式之建議
Course Requirements and Suggested Teaching Methods

講述／範例研討／實例習作

其他
Miscellaneous