

世 新 大 學一〇六學年度第二學期 課程大綱
Course Description Second 2018

科目名稱 Course Title	應用英文寫作 Applied English Writing			課程簡碼 Course No.	PPM-336-01-A1
開課系級 Dept	行管系三年級	學分數 Credit(s)	2	時數 Hour(s)	2
選別 Required or Elective	7-選修	開課別 Duration	半年 第一學期		
授課教師 Instructor	吳怡融				
扣考規定 Attendance Policy	自定時數：缺課達 6 小時發布預警 達 8 小時執行扣考 Personal Attendance Policy				
中文課程概要 Chinese Course Description	旨在教導學生運用正確的文法句型概念，寫出完整、正確且合時宜的英文文件或書信，以為未來進入職場能加以應用，迎合需求。				
英文課程概要 English Course Description	This course is designed to train students with correct English grammar, proper format and formal English writing for future career.				
基本核心能力 / 系核心能力 Core Competency	核心能力	核心能力說明			
	公共管理能力	(1) 培養全方位行政管理人才所需具備的公共管理基本認知與能力。(2) 瞭解政府如何運作公共事務。(3) 瞭解民主行政中，公民與行政、立法、司法間之相互關係的基本概念。			
	政策管理能力	(1) 認識公共政策從制定至執行、評估的過程。(2) 強化對政策議題的批判性思考能力。(3) 在政策規劃、分析與傳播過程中，納入民主政治素養與思考判斷力。			
	問題解決能力	(1) 熟悉資料蒐集、分析與詮釋的方式及工具。(2) 培養從事社會科學研究的能力。			
	人際溝通能力	(1) 啟發學生對公民與社會的關懷與責任。(2) 瞭解如何藉由溝通合作來處理衝突與解決問題。			
『註:該課程之核心能力以紅色表示.』					

教學目標 Course Objectives	The course is designed to prepare and advance students' listening, speaking, reading, and writing abilities through in-class teamwork and after-class assignments.
授課方式 Approach to Instruction	English is used as the major in-class communication, along with articles, commentaries, news, short stories, clips, movies, picture books, etc. to facilitate in-class practice in listening, speaking, reading, and writing.
成績評定 Grading	Resume 20%, commentary 20%, short letter 20%, round table discussion 15%, story-telling 10%, class attendance and discussions 15% **A story book, "Missing You," will be rotated every week by two groups. At the end of the semester, the team work will be presented in class.
參考書目 Textbooks and References	Class materials are provided in class and at e-learn system
週次 Week	進 度 內 容 Syllabus
1(2/25~3/03)	Class introduction
2(3/04~3/10)	Business English I-Resume and cover letter 1
3(3/11~3/17)	Business English I-Resume and cover letter 2
4(3/18~3/24)	Business English I-Resume and cover letter 3
5(3/25~3/31)	Business English II-email communication 1
6(4/01~4/07)	spring Break
7(4/08~4/14)	Business English II-email communication 2 *Assignment due: resume
8(4/15~4/21)	Guest speaker on resume writing and interview
9(4/22~4/28)	Movie Day
10(4/29~5/05)	Illustration on picture books *Assignment Due: Movie Commentary
11(5/06~5/12)	Journalism English 1
12(5/13~5/19)	Journalism English 2
13(5/20~5/26)	Journalism English 3
14(5/27~6/02)	Roundtable Discussions 1
15(6/03~6/09)	Roundtable Discussions 2
16(6/10~6/16)	Personal Letter 1
17(6/17~6/23)	Personal Letter 2
18(6/24~6/30)	Presentation on the Story (Missing You) *Assignment Due: Personal Letter

