

開南管理學院九十三年度第一學期 觀光與餐飲旅館學系教學計劃表

科目代碼	科目名稱	授課教師	修別	開課年級	學分數	每週時數
####	中文：英文報告寫作	金士翹 Jim S.C. Chin	Compulsory/ Major	Fourth Year	3	3
	英文：English Report Writing Skills	先修課程	Intermediate to upper intermediate level English skill			
教學目標與內容	This course's main objectives are: 1. To develop professional career. 2. To enhance English writing skills. 3. To produce an English report. 4. To write academic essays.					
實施方法	English teaching course, in-course practice & assignments, website search, English report & essays writing...etc.					
評量方式	35% of writing report, 35% of in-course assignments & attendance records, 30% of final examination.					
授課使用及參考書籍	1. Longknife, A. & Sullivan K.D. (2002) <u>The Art of Styling Sentences</u> , Barron's, U.S.A. 2. Teitelbaum, H. (1998) <u>How to write</u>					
科目簡介(可含大綱及教學進度)：						
Getting main ideas from documents, information, and taking notes.						
Trying to convince to accuse or defend - how to lead a debate.						
Defining a concept, expressing rights & duties, proposing or suggesting.						
Generalizing & synthesizing, interpreting & evaluating.						
Commenting from ideas to facts and arguments.						
Analyzing, finding out ideas and opinions.						
Explaining consequence, cause, and purpose.						
Demonstrating hypothesis and confronting facts.						
Comparing various situations, summarizing, reporting ideas and opinions.						
說明：1.授課教師於學期前填寫本表，經課程委員會審核後，影印分送給教師所屬課程委員會召集人，授課班級所屬系、所及教務處課務組；並於開始上課時，將本內容向學生說明。2.本表於91.4.23第四次校課程委員會討論通過。						

課程委員會召集人：



授課教師：Jim S.C. Chin 金士翹