

開南管理學院九十三年度第二學期 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
106040800	中文：英文報告寫作	金士翹 Jim S.C. Chin	Compulsory/ Major	Third Year	2	2
	英文： English Report Writing Skills	先修課程	Intermediate to upper intermediate level			
教學目標與內容	The main objective of this course 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 report writing, 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 book reports</u> , ARCO,					
科目簡介(可含大綱及教學進度)：						
Week 1: Introduction of CV or Résumé (1)						
Week 2: Construction of a CV or Résumé (2)						
Week 3: Introduction of job search letter (1)						
Week 4: Construction of a job search letter (2)						
Week 5: Introduction of report writing skills						
Week 6: Identification of English report methodology & theory + in-class practice						
Week 7: Exemplification & amplification + in-class practice						
Week 8: Typology of hypothesis & assumption + in-class practice						
Week 9: Generalisation & synthesis + in-class practice						
Week 10: Information gathering & note taking + in-class practice						
Week 11: Commenting from ideas to facts and arguments + in-class practice						
Week 12: Interpretation of data, analysis & comparison + in-class practice						
Week 13: Anti-thesis + in-class practice						
Week 14: Explaining consequence, cause, and purpose + in-class practice						
Week 15: Summarizing, reporting ideas and opinions						
Week 16: Report presentation (1)						
Week 17: Report presentation (2)						
Week 18: Final Examination						
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。 Designer: Jerry						

課程委員會召集人：

授課教師：Jim S.C. Chin 金士翹



04.3.-5