

## 100-2 大葉大學 完整版課綱

### 基本資訊

課程名稱	英文報告寫作(二)	科目序號 / 代號	2026 / ELF4002
開課系所	英美語文學系	學制 / 班級	大學日間部3年1班
任課教師	Petra	專兼任別	專任
必選修 / 學分數	必修 / 2	畢業班 / 非畢業班	非畢業班
上課時段 / 地點	(二)12 / J305	授課語言別	中文

### 課程簡介

The second semester of this course continues the training of how to use an academic style manual, but the instructor will now increasingly focus on the students' academic writing skills, such as their argumentation, definition, exemplification, comparison and other writing techniques, or, for example, their ability to conduct a survey and present it in the paper. The proposals from the previous semester now have to be revised, extended, completed and prepared for submission in their final form. Advanced self-study and self-organization skills are demanded from the students in this section of the course. As a final challenge, the students will have to present their paper in some kind of informal oral defense.

### 課程大綱

Introduction, Syllabus, Paper discussion  
 Quotations and referencing  
 Survey and statistics  
 Comparison and contrast  
 Physical description  
 Surveys, Questionnaires and Projects  
 Interpretation of Data  
 Mid Term Exam  
 Appendix  
 Exemplification  
 Paraphrasing and summarizing  
 Introductions and conclusions  
 Academic Style  
 Discussion  
 Argumentation  
 Topic presentation, ppt.  
 Topic presentation, ppt.  
 Final Exam

### 基本能力或先修課程

Advanced English reading and writing skills.

## 課程與系所基本素養及核心能力之關連

-  基本能力
-  專業能力
-  實踐能力
-  整合能力素養
-  精進成長素養
-  人際關係素養
-  國際視野素養

## 教學計畫表

系所核心能力	權重(%) 【A】	檢核能力指標(績效指 標)	教學策略	評量方法及配分 權重	核心能力 學習成績 【B】	期末學習 成績 【C=B*A 】
基本能力	15%	1. Listening: To comprehend various contents and accents 2. Speaking: To achieve oral accuracy and fluency 3. Reading: To comprehend gist, details, implications in different contexts 4. Writing: To compose grammatically correct and comprehensible paragraphs 5. Translating: To develop knowledge and techniques of translation between Chinese and English	講述法 小組討論 學生上台報告	期中考: 25% 期末考: 25% 課程參與度: 50%	加總: 100	15
專業能力	25%	1. Literature: To appreciate and comprehend literary works of western masters 2. Linguistics: To acquire fundamental knowledge on structures and applications of English language 3. Translation and Interpretation: To translate and interpret properly between	講述法 小組討論 學生上台報告	期中考: 25% 期末考: 25% 課程參與度: 50%	加總: 100	25

實踐能力	20%	<p>1. Oral Presentation: to present ideas and thoughts in a well-structured form with modern technology</p> <p>2. Composition: to compose academic papers according to required formats</p> <p>3. Translation: to translate short stories, essays or newspapers</p> <p>4. Communication: to communicate efficiently</p>	<p>講述法 小組討論 學生上台報告</p>	<p>期中考: 25% 期末考: 25% 課程參與度: 50%</p>	加總: 100	20
整合能力素養	15%	<p>1. Integration: To develop, organise and manage issues from different perspectives</p> <p>2. Co-ordination: To accept different opinions and foster teamwork spirit</p> <p>3. Leadership: To lead and provide guidance</p>	<p>講述法 小組討論 學生上台報告</p>	<p>期中考: 25% 期末考: 25% 課程參與度: 50%</p>	加總: 100	15
精進成長素養	5%	<p>1. Autonomy: To organise, plan and complete tasks independently</p> <p>2. Critical thinking: To form logical interpretation and criticism on different issues</p> <p>3. Self-esteem: To respect self and others</p>	<p>講述法 小組討論 學生上台報告</p>	<p>期中考: 25% 期末考: 25% 課程參與度: 50%</p>	加總: 100	5
人際關係素養	5%	<p>1. Professional ethics: To equip well-rounded professional concepts and attitudes</p> <p>2. Humanistic concerns: To cultivate compassion, sympathy and empathy for others</p> <p>3. Interpersonal relationship: To practice interpersonal communication efficiently</p>	<p>講述法 小組討論 學生上台報告</p>	<p>期中考: 25% 期末考: 25% 課程參與度: 50%</p>	加總: 100	5

國際視野素養	15%	2. Global citizenship: To have compassion for the world 1. World vision: To recognise the importance of self to the world 3. International awareness: To be aware of and respect different cultures	講述法 小組討論 學生上台報告	期中考: 25% 期末考: 25% 課程參與度: 50%	加總: 100	15
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### 成績稽核

課程參與度: 50%

期中考: 25%

期末考: 25%

### 教科書(尊重智慧財產權，請用正版教科書，勿非法影印他人著作)

書名	作者	譯者	出版社	出版年
Academic Writing Course, Longman	R.R. Jordan (2001)			0

### 參考教材及專業期刊導讀(尊重智慧財產權，請用正版教科書，勿非法影印他人著作)

書名	作者	譯者	出版社	出版年
Publication Manual of the American Psychological Association, Sixth Edition.	American Psychological Association (APA) (2009)			0

### 上課進度

週次	教學內容	分配時數(%)				
		講授	示範	習作	實驗	其他
1	Introduction, Syllabus	0	0	0	0	0
2	Process and procedure writing	0	0	0	0	0
3	Physical descriptions	0	0	0	0	0
4	Comparison and contrast	0	0	0	0	0
5	Cause and effect	0	0	0	0	0
6	Paraphrasing and summarizing	0	0	0	0	0
7	Generalization and caution	0	0	0	0	0
8	Mid term exam	0	0	0	0	0
9	Exemplification	0	0	0	0	0

10	Academic style	0	0	0	0	0
11	Bibliography II	0	0	0	0	0
12	Translations and transcriptions	0	0	0	0	0
13	Computer class	0	0	0	0	0
14	General paper presentation guidelines	0	0	0	0	0
15	Appendices	0	0	0	0	0
16	Paper presentation I	0	0	0	0	0
17	Paper presentation II	0	0	0	0	0
18	Final project hand in	0	0	0	0	0

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