

## 99-2 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	2435 / 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	黃芝華	專兼任別	兼任
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	(一)56 / P201	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

### 成績稽核

#### 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
無參考教科書				

#### 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
無參考教材及專業期刊導讀				

上課進度		分配時數(%)				
週次	教學內容	講授	示範	習作	實驗	其他
1	No Class	0	0	0	0	0
2	Holiday	0		0		
3	Course Introduction	100	0	0		
4	APA Style	60	20	20	0	0
5	Structure of a Research Report	60	20	20		
6	Tables	60	20	20	0	0
7	Holiday	0	0	0		0
8	Quotations and Citations	60	20	20		
9	Mid-term Exam					100
10	Headings and Series	60	20	20		
11	Writing Samples and Skills	60	20	20		
12	MLA Style	60	20	20		
13	Presentation	0	0	0		100
14	Presentation					100
15	Presentation					100
16	Holiday					0
17	Presentation					100
18	Final Exam					100