

101-1 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	應用英文書信寫作(二)	Serial No. / ID	2431 / ELR5148
Dept.	應用外語研究所碩士班	School System / Class	研究所碩士班2年1班
Lecturer	張水木	Full or Part-time	兼任
Required / Credit	Required / 1	Graduate Class	Yes
Time / Place	(二)56 / J310B	Language	Chinese

Introduction
The course aims to inspire students to understand the different formats and structures of English Letter-Writing and to train students to be familiar to the writing skills for developing the significant contents so as to reach the main purposes of superiority and attractive results of English Letter-Writing in which Semi-Block Style, Full Block Style, Block Style, and Indented Style are needed as well as Heading, Inside Address, Salutation, Body, Complimentary Close, Signature, and Outside Address are necessary in writing processes.

Outline
1.英文書信理論解說 2.英文書信技巧解說 3.英文書信寫作演練 4.英文書信寫作修正

Prerequisite
1.英文寫作 2.英文文法與修辭 3.英文具法學語意學