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國立金門大學

教學綱要

部別：日間部學士班

114學年度第2學期

列印日期：2026/01/21

科目名稱：英文寫作(四) (English Writing IV) 開課班級：應英二年級 學 分：2.0 授課時數：2.0
授課教師：陳宛利 必選修：必修

1. 教學目標

- Write effective thesis statements and strong supports -Learn writing conventions and structures of academic writing, and adapt to these with creativity - Integrate writing and reading skills acquired prior to this stage of education - Experience various writing processes: brainstorming, prewriting, drafting, revising, editing and finalizing - Write collaboratively and self-expressively - Foster analytical, communication, and presentation skills

2. 教學綱要

This course is designed to build strong connections between writing and reading skills, and adequately prepare students for real-world writing tasks. Students will be required to compose a collection of application documents, such as CV, autobiography, cover letter, etc. Throughout the semester, students will read and analyze sample academic works and other essays of various genres, produce various drafts of the writing assignments, and learn to work collaboratively during the writing process. The ultimate goal of this class is enabling students to utilize writing as a dialogic thinking space, to explore issues of great relevancy, to explore strategic ways of self-representation, and to think far ahead of one's own career planning.

3. 教科書

書名：自製教材

1 出版日期：年月

作者：出版社：版本：

書名：College Writing Skills with Readings

2 出版日期：年月

作者：John Langan 出版社：McGraw-Hill 版本：Ch. 20 “Writing a résumé and Cover Letter”

4. 參考書

2 書名：The Elements of Style 出版日期：年月

作者：William Strunk Jr. and E.B. White 出版社：版本：

3 書名：Style: Ten Lessons in Clarity and Grace 出版日期：年月

作者：Joseph M. Williams 出版社：版本：

4 書名：出版日期：年月

作者：出版社：版本：

※請遵守智慧財產權觀念，依著作權法規定，教科書及教材不得非法影印與使用盜版軟體。

5. 教學進度表

| 週次 | 日期 | 內容 | 備註 |
|----|-----------------------|---|----|
| 1 | 2026/02/22—2026/02/28 | Course Introduction | |
| 2 | 2026/03/01—2026/03/07 | Career Goal Discussion and need analysis | |
| 3 | 2026/03/08—2026/03/14 | Career Goal Discussion and need analysis | |
| 4 | 2026/03/15—2026/03/21 | Résumé: organizing principles, types, and styles (chronological and functional) | |
| 5 | 2026/03/22—2026/03/28 | Résumé: organizing principles, types, and styles (chronological and functional) | |

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| 6 | 2026/03/29—2026/04/04 | Résumé: organizing principles, types, and styles (chronological and functional) | |
| 7 | 2026/04/05—2026/04/11 | -Spring Break- | |
| 8 | 2026/04/12—2026/04/18 | Present your strength | |
| 9 | 2026/04/19—2026/04/25 | Midterm (résumé presentation and interview) | |
| 10 | 2026/04/26—2026/05/02 | Midterm (résumé presentation and interview) | |
| 11 | 2026/05/03—2026/05/09 | Midterm (résumé presentation and interview) | |
| 12 | 2026/05/10—2026/05/16 | Present your strength | |
| 13 | 2026/05/17—2026/05/23 | Drafting Cover Letters: accommodate the need, show, persuade | |
| 14 | 2026/05/24—2026/05/30 | Cover Letters and résumé: making the cut | |
| 15 | 2026/05/31—2026/06/06 | Cover Letters and résumé: making the cut | |
| 16 | 2026/06/07—2026/06/13 | Final (Cover Letter presentation and interview) | |
| 17 | 2026/06/14—2026/06/20 | Final (Cover Letter presentation and interview) | |
| 18 | 2026/06/21—2026/06/27 | Final (Cover Letter presentation and interview) | |

6. 成績評定及課堂要求

*為學號<單數號>組別，勿隨意更換。 Assessment: Group presentation, in-class performance, Attendance (40%); Individual Midterm Presentation (30%); Individual Final Presentation and Mock Interview (30%)

Course Requirements: Students are expected to attend all the class sessions and attend each class with the assigned readings and homework, and bring with them a single subject, A4-sized notebook specifically for this writing class. Be on time and come prepared to learn and contribute. Late arrival, coming to class empty-handed, or being a phubber in class will lead to a deduction of the final grade. Finish assigned course readings before class; students will be selected at random to answer questions and be graded based on how well they demonstrate understandings of the course reading. Understand and be responsible for your grade.

To facilitate learning outside the classroom, course materials and assignments will be uploaded onto E-campus, an E-learning environment for all NQU courses. All students must register for E-campus in order to gain full access to the updated course information and submit homework online. For course-related issues or questions, contact me at tmpmlily@gmail.com

8. 永續發展目標(SDGs)：SDG4 優質教育、SDG8 合適的工作及經濟成長

9. 大學社會責任(USR)關聯性：中