

Course: Chinese (III) : Chinese Practical Writing

Credit: 2 Hours: 2 Required

Class: 中文二

Instructor: Chen Zheng-Yan

Class hour: Wednesday 3~4

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I. Course Description:

The course is divided into official documents, meeting documents, letters, cards, celebration activities, couplet, citation, contracts, regulations, pleadings, documents, notices, planning instruments, autobiography, or history of 15 units. Explain the structure of each unit, writing key points, and with examples. Finally, students are required to do practical exercises.

II. Teaching objectives:

1. Describes the structure of various types of practical writing and writing points, and teaching instructions with templates.
2. Guide students to understand and master all kinds of formats commonly used in practical writing.
3. Through the actual writing with all kinds of practical writing exercises students will upgrade their writing level.