



臺灣大學進修推廣學院
NTU SPECS

NTU School of Professional Education and Continuing Studies

英語寫作：語義、摘要、 報告、題案書寫

English Writing: Syntax, Summary, Report,

Proposal



傅友祥教授
臺大外文系暨研究所

- These four components are perhaps the most crucial ones for learners in English for Specific Purposes (ESP). This course is designed for students in a business field who will or need to write English in their (future) employment, especially in the international corporations and transnational enterprises. This class will focus on the difficult task of meeting readers' needs while simultaneously representing your best interests and those of your employer.

To meet that end, the assignments will cover a variety of tasks produced under different circumstances, some done quickly during class and some polished and perfected over time. Students completing the semester's work should see a visible improvement in their writing, especially in terms of clarity and precision. The class will have several stages of development.

修業年限

1. Weekly grammar and syntax review: reviews of commonly made grammatical errors in formal writing and syntactical appropriateness in context
2. The writing process: presentation and practice of key vocabulary for the course (style, draft, revision); detailed work on the stages of writing; identifying and analyzing the reader(s); considering different structures for a document.
3. Writing proposals: components of successful, formal proposal writing; the concept of sentence and paragraph; straightforwardness and readability; sections (Summary, Objectives, Conclusions, Recommendations, Table of Contents)

4. Reports: organization of organizing of the sections of a report and their functions; the logic of a report and how sections interrelate; case studies based on authentic reports; analysis of different report types; key sections
5. Perfecting the document: presentation and practice of the four elements of formatting (white space, page parts, text features, system of heads); the functions of punctuation marks; introduction to proofreading techniques; differences between British and North American English.

This course requires intensive, weekly writing. Unlike speaking and listening, writing definitely takes time and determination. The 15-week intensive training will force you to look at English writing from a totally different perspective. Even though the class will be lectured entirely in English, the students should not be too worried because the course will conduct the step-by-step approach, familiarizing the students from writing poorly to writing stylishly.

Attendance and discussion: 10%

Midterm: 15%

Final Exam: 15%

Writing assignments: 60%



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週次	主題
1	Introduction; diagnosis writing
2	General guidelines and presentations of writing mechanics
3	Summary writing; summary 1
4	Grammar and Syntax; discussion of summary 1
5	Grammar and Syntax; summary 2 (in class); <u>summary 1 typed</u>
6	Grammar and Syntax; discussion of summary 2
7	Summary 3 (in class); <u>summary 2 typed</u>
8	Grammar and Syntax; Summary 4

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週次	主題
9	Midterm Exercise: in-class writing assignment (open-book)
10	Report Writing I; summary 4
11	Report Writing II; discussion of summary 4; <u>submission of report writing I</u>
12	Proposal Writing I; Summary 5; <u>submission of report II and summary 4</u>
13	Proposal Writing II; discussion of summary 5; <u>submission of proposal writing I</u>
14	Discussion of proposal writing; <u>submission of proposal writing II and summary 5</u>
15	Final Exam: in-class writing assignment (open-book)