

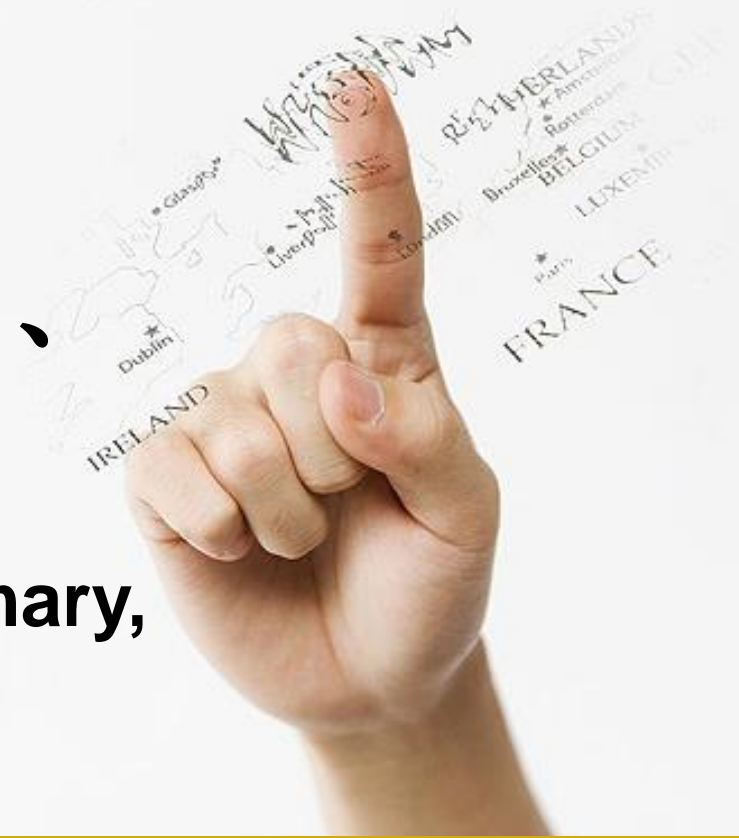


臺灣大學進修推廣學院
NTU SPECS

NTU School of Professional Education and Continuing Studies

英語寫作：語義、摘要、 報告、提案書寫

English Writing: Syntax, Summary, Report, & Proposal



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授課時間：每周二晚上7:00-9:45

■ 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.

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.

對專業英文(ESP)學習者，最重要的英文書寫的四大元素乃為了解語義、熟悉摘要、繳交報告、撰寫題案。本堂課設計以此四大元素為核心，針對使用者在跨國及一般企業中如何有效以英文的書寫代表僱主利益與對方協調達成有效的溝通及談判。課程內容涵蓋不同形式的作業練習，包括課堂上的摘要草稿結構延伸至課後對提案文稿的潤飾。經過一學期的強化訓練，學生對專業的英文寫作必然會有顯著的熟悉與進步。本課程依循下列階段進行：

- 1.每週基本文法及語義複習：包括列舉國人及母語人士在正式寫作中常犯的語法錯誤及上下文語義的表達適切性。

2. 診斷及修改寫作：從腦力激盪到初稿構成，由同儕及教師回饋進而逐步修稿。過程中包括辨別文法錯誤、了解寫作邏輯、運用適當詞彙、因專業領域而選擇不同結構及風格。
3. 撰寫研究提案：包含分析提案的基本要素、句型到段落的組織、語言的可讀性及適切性、及了解提案的內容（摘要、目的、結論等）。
4. 繳交報告：包含熟悉報告的結構及功能，串聯不同部分的寫作邏輯，及以個案研究分析不同報告的種類及書寫方式。
5. 修飾編輯文稿：包含編輯細節及書面呈現的練習，英文標點符號的正確使用，基本校稿的技巧及注意事項，英式英語及美式英語的不同。

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.

- 本課程要求學生每週須有寫作產出。英文寫作不同於英文聽講，需要花更多時間及決心，從基礎到進階有一定的學習方法及系統。而本堂課不同於傳統的填鴨式學習，這十五週由簡至繁的訓練絕對會讓學員對英文專業寫作及基礎文法有全新的觀點。本課程主要以英語授課，偶以中文輔助，學生不需太擔心難度，只要循序漸進，必然會在寫作中找出自己的盲點及建立對專業英文寫作的信心。

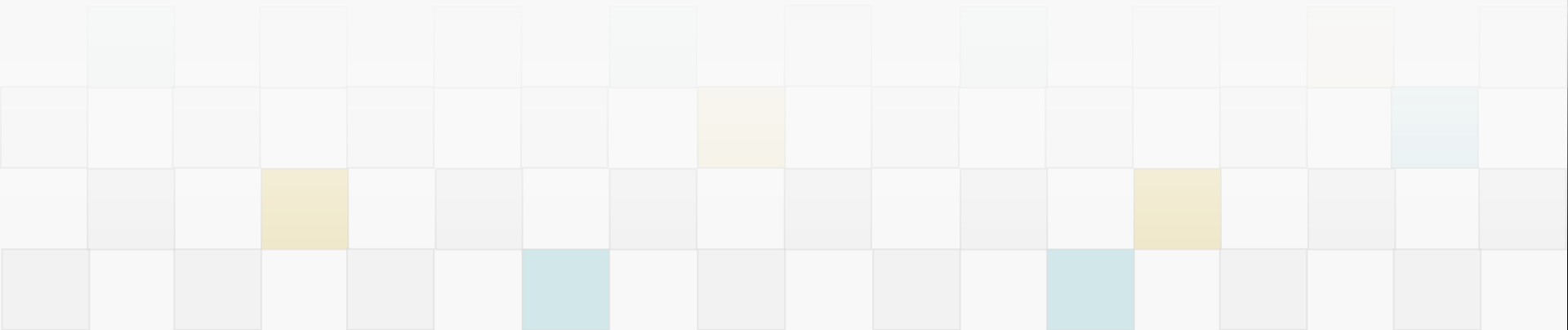
評分標準

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)