


**國立東華大學**  
**教學計劃表 Syllabus**

課程名稱(中文) Course Name in Chinese	英文科技論文寫作		學年/學期 Academic Year/Semester	103/2
課程名稱(英文) Course Name in English	Technical Writing			
科目代碼 Course Code	MS_56040	系級 Department & Year	碩士	開課單位 Course-Offering Department
材料科學與工程學系				
修別 Type	選修 Elective	學分數/時間 Credit(s)/Hour(s)	3.0/3.0	
授課教師 Instructor	/紀渥德			
先修課程 Prerequisite				
課程描述 Course Description				
The course will show students how to prepare basic documents in English, i.e. how to write instruction, minutes from a meeting, presentation, resume etc.				
課程目標 Course Objectives				
The objectives of the course are: to teach students basic skills of technical writing, to show different forms of communications, to teach how to write proposals, memos, CVs, journal articles.				
系專業能力 Basic Learning Outcomes				課程目標與系專業能力相關性 Correlation between Course Objectives and Dept.'s Education Objectives
A	具備材料科學所需的進階物理、化學及數學的知識。Acquire required advanced physical, chemical, and mathematic knowledge for materials science and engineering.			
B	具備材料科學的進階專業知識，並能應用於解決工程上之問題。Acquire required advanced professional knowledge for materials science and engineering, applicable in solving engineering problems.			
C	具備獨立研究之能力。Equipped with capabilities of independent research.			○
D	具備專業道德及責任感，與良好的溝通與團隊合作的能力。Acquire professional morality and responsibility, and capability of quality communication and team cooperation.			○
E	具備適當的英文能力，應用於學習與交流。Acquire English capability used for learning and interaction.			●
圖示說明 Illustration : ● 高度相關 Highly correlated ○ 中度相關 Moderately correlated				
授課進度表 Teaching Schedule & Content				
週次 Week	內容 Subject/Topics			備註 Remarks
1	Writing and Work			
2	Collaborative Writing			
3	Your Audience and Aims			
4	Organizing and Drafting Documents			
5	Revising for Organization and Style			
6	Developing Graphics			

7	Design of Page and Screen	
8	Searching the Literature	
9	期中考試週 Midterm Exam	
10	Documenting Sources	
11	Memos, Letters and E-mail	
12	Proposals	
13	Progress Reports	
14	Reports	
15	Journal Articles	
16	Oral Presentations	
17	CVs, Resumes and Job Correspondence	
18	期末考試週 Final Exam	

教 學 策 略 Teaching Strategies

- 課堂講授 Lecture                     
 分組討論 Group Discussion                     
 參觀實習 Field Trip  
 其他 Miscellaneous: presentations

學期成績計算及多元評量方式 Grading & Assessments

配分項目 Items	配分比例 Percentage	多元評量方式 Assessments							
		測驗 會考	實作 觀察	口頭 發表	專題 研究	創作 展演	卷宗 評量	證照 檢定	其他
平時成績 General Performance	30%								
期中考成績 Midterm Exam	20%								
期末考成績 Final Exam	30%								
作業成績 Homework and/or Assignments	20%								
其他 Miscellaneous (_____)									

評量方式補充說明

Grading & Assessments Supplemental instructions

The grading and assessment have the biggest weight in the final grade.

教科書與參考書目 (書名、作者、書局、代理商、說明)

Textbook & Other References (Title, Author, Publisher, Agents, Remarks, etc.)

The MIT Guide to Science and Engineering  
Communication  
second edition  
James G. Paradis and Muriel L. Zimmerman  
MIT(2002)

課程教材網址 (教師個人網址請列在本校內之網址)

Teaching Aids & Teacher's Website (Personal website can be listed here.)

其他補充說明 (Supplemental instructions)