

# Course Syllabus

2017 Fall, Center for Chinese Language Education (CCLE)  
Center for Language Studies, National Chung Cheng University

Course # 課程編號	1902993-01	Instructor 任課教授	Pochen Huang 黃柏禎
Course Title 科目名稱	Level 2 Chinese Writing (III) 初級華語實用寫作(三)	Semester 上課期間	2017 Fall (Sep. 18, 2017~Jan. 19, 2017)

Class Hours 上課時間	14:10~16:00 Wed.
Classroom 上課地點	Room 111, Center for Language Studies, in the Library & Information Building 語言中心 111 教室
Credit Hours 學分數	2 credits (自由選修 2 學分)
Phone	05-2720411 ext. 16711
E-mail	clcpch[at]ccu.edu.tw
Web Page 課程網頁	<a href="http://cls.ccu.edu.tw">http://cls.ccu.edu.tw</a> (中正大學語言中心網頁) <a href="http://ecourse.ccu.edu.tw/">http://ecourse.ccu.edu.tw/</a> (中正大學 Ecourse 課程平台)
Office Hours 諮詢時段	16:00~18:00 Tue (建議先與授課教師預約時段) <b>Please make an appointment in advance.</b> <b>Course takers may decide if they need a tutor offered by the CCLE.</b>

第一次上課將進行期初華語能力檢核測驗，欲修課者請準時出席

Attendance at the first class session is mandatory:

For placement test & course introduction

## 1. 本課程之分級、課程內涵屬性與語言技能分類

分級 Proficiency Levels	Foundation	Level 1	Level 2	Level 3	Level 4
語言技能 Language skills	Listening	Reading	Speaking	Writing	Integrated Skills
課程內涵屬性 Language spheres	Pronunciation	Chinese characters	Vocabulary	Grammar & Sentence Patterns	Usages

## 2. 外語學習五大能力指標之相關程度(1-5, 5表相關程度最高)

外語學習五大能力指標 Content Standards: Chinese as an International Language	相關程度				
	1	2	3	4	5
溝通能力：能以華語進行有意義的及有效的溝通 Communication: Communicating in Chinese				★	
文化理解：能以華語汲取新知或理解其他文化深度 Cultures: Gaining knowledge and understanding of other cultures			★		
語文素養：經由華語能力培養對文化視野 Comparisons: Developing Insight into the Nature of Language and Culture			★		
跨域學習：能以華語學習其他專業領域的新知 Connections: Connecting with other disciplines and acquiring new information.		★			
社群參與：能以華語參與跨語言的國際社群 Communities: Participating in multilingual communities at home and		★			

### 3. Course Objectives/課程目標

After completing the course, students will

1. improve paragraph writing skills
2. learn the basic structure in Chinese writing
3. foster the cohesion and coherence of Chinese writing

修完本課程後，學生將

1. 增進段落寫作能力
2. 建立起承轉合的寫作基本框架
3. 增進成段表達的連貫性

### 4. Course Description/課程說明

This course will

1. focus on the genre of narration and description, including the writing topics related to personal experiences
2. provide exercises on grammar and sentence revising to increase the cohesion and coherence of Chinese writing
3. introduce the complete writing process—prewriting, writing task, revising and editing in the class

本課程

1. 寫作類型以敘事為主，包括各種個人經驗相關的主題
2. 以文法和修改句子等課堂練習，引導建立連貫的寫作表達
3. 教學環節包括寫前構思、寫作任務與寫後修改的完整寫作歷程

### 5. Method of Instruction/授課方式

1. Lecturing
2. Individual practice
3. Pair and group work
4. Class discussion
5. Class activities
6. Online interactive learning

1. 講解
2. 個別練習
3. 小組活動
4. 課堂討論
5. 課堂活動
6. 線上互動學習

### 6. Course Materials/課程教材

自編講義 Handout

### 7. Course Policies and Requirements/課程要求

<p>1. Attendance: Attend classes regularly and participate in class discussion and activities. You will fail this course if you are absent without asking for a leave 3 or more times per semester.</p>	<p>1. 出席：準時出席每堂課並參與課堂討論與活動。「曠課缺席」3次（含）以上者，該課程無法取得「及格」期末成績。</p>
<p>2. Absence: Penalties may be applicable for failure to maintain a satisfactory level of attendance.</p> <ol style="list-style-type: none"> <li>1) You should inform the instructor with notice in advance if you need to ask a leave. The notice should be sent as attachment by email.</li> <li>2) Sick leave: Absence notice should be sent on the absence date, but you are encouraged to send this notice one hour before the class session.</li> <li>3) Personal affair leave: Absence notice should be sent one hour before the class session.</li> <li>4) Penalties: 5 points will be deducted from A&amp;P for each absence with notice. 10 points will be deducted from A&amp;P for each absence without notice.</li> <li>5) ONE absence with excuse will be accepted without penalty.</li> <li>6) Turn in your late assignment within one week.</li> <li>7) No make-up quizzes will be given.</li> </ol>	<p>2. 缺席</p> <ol style="list-style-type: none"> <li>1) 請假需於當週上課一小時之前通知授課教師。通知單以郵件附件，寄給授課教師。</li> <li>2) 病假：請在上課當天完成請假。如果可以，盡可能在當天上課前一小時完成請假。</li> <li>3) 非病假（個人事由）：請在當天上課前一小時完成請假。</li> <li>4) 請假缺席將於出席率與課程參與中扣5分，無故缺席、或未事先通知授課教師者，每次於出席率與課程參與中扣10分。</li> <li>5) 允許一次因故缺席不扣分。</li> <li>6) 不論是否請假，一律在一週內補交作業。</li> <li>7) 不論是否請假，皆無補考機制。</li> </ol>
<p>3. Assignments:</p> <ol style="list-style-type: none"> <li>1) Turn in your assignment on time.</li> <li>2) Points will be deducted for late assignment.</li> <li>3) You will be asked to turn in the late assignment within one week.</li> </ol>	<p>3. 作業：</p> <ol style="list-style-type: none"> <li>1) 準時交作業。</li> <li>2) 作業遲交仍需補交。遲交作業會影響成績。</li> <li>3) 請假或缺席一律在一週內補交作業。</li> </ol>
<p>4. Weekly Quizzes:</p> <ol style="list-style-type: none"> <li>1) A quiz will be given in class meeting.</li> <li>2) No make-up quizzes will be given for an absence.</li> </ol>	<p>4. 小考：</p> <ol style="list-style-type: none"> <li>1) 課堂將視課程進度舉行小考。</li> <li>2) 不論請假事由，皆無補考機制。請假即表示自</li> </ol>

	動放棄該次小考成績。
5. Academic Honesty: If you plagiarize or cheat, you will without doubt fail this course and you will be punished according to the regulations of the university.	5. 學術誠信：剽竊或作弊者，期末成績皆以「不及格」處理，並送交學校相關獎懲單位。
6. Intellectual Property Right: Use only copyrighted textbook in class.	6. 智慧財產權：請攜帶正版教科用書上課。
7. Class Etiquette: Turn off your cell phones during class ABSOLUTELY. Penalties may be applicable for each cell phone ringing during class. Do not bring cell phones to your seats to distract your attention from learning.	7. 教室禮儀：進入語言教室前，請務必尊重所有人之上課權益，務必確認手機已關機、且已取消手機中之所有鬧鈴設定。手機於課堂中鈴響將會影響你的課堂參與成績。手機嚴禁帶到座位上或放在身上，影響到課堂學習。
8. Food/drink: Do not bring food/drink into the classroom.	8. 食物/飲料：禁止攜帶食物/飲料進入語言教室。

## 8. Grading /評量

Grading	評量項目	Percent
1. Attendance & Participation(A&P)	1. 出席率&課程參與	25%
2. Assignments/Exercises/Quizzes	2. 作業/練習/小考	25%
3. Final project	3. 期末成果發表	10%
4. Chinese Proficiency Test	4. 華語能力會考	10%
5. Midterm & Final exam	5. 期中考&期末考	30%
6. Bonus points (Tutoring or Chinese Competition)	6. 獎勵加分 (教學輔導或華語活動競賽)	5%

## 9. Available Support Service/課程資源

- 寫字筆順(Stroke Order) <http://stroke-order.learningweb.moe.edu.tw/pinyin.do>
- 字典(Online Dictionary) <http://www.nciku.com/>  
<http://www.zhongwen.com/>

以上資源僅為建議，不列入課程要求，可根據個人學習能力需求及課程期待值，自行上網學習。

## 10. Course Schedule & Topics/課程大綱

Week	Date	Topics	主題
1	9/20	Course Introduction Placement Test	課程介紹 檢核測驗
2	9/27	Introduction(1): Sentence and punctuation	寫作導論(1)：句子與標點符號
3	10/4	<b>Holiday</b>	<b>中秋節（放假一日）</b>
4	10/11	Introduction(2): Writing structure	寫作導論(2)：作文結構
5	10/18	Lesson 1	第一課 留言和便條
6	10/25	Lesson 1	第一課 留言和便條
7	11/1	Lesson 2	第二課 我和我室友
8	11/8	Lesson 2	第二課 我和我室友
9	11/15	<b>Mid-term</b>	<b>期中考</b>
10	11/22	Lesson 3	第三課 難忘的購物經驗
11	11/29	Lesson 3	第三課 難忘的購物經驗
12	12/6	Lesson 3	第三課 難忘的購物經驗
13	12/13	Lesson 4 <b>Chinese Proficiency Test</b>	第四課 找房子的經過 <b>華語能力會考</b>
14	12/20	Lesson 4	第四課 找房子的經過
15	12/27	Lesson 5	第五課 這裡的天氣真好
16	1/3	Lesson 5	第五課 這裡的天氣真好
17	1/10	<b>Final Presentation</b>	<b>成果呈現</b>
18	1/17	<b>Final Exam</b>	<b>期末考</b>

\*Adjustments may be made in the syllabus to meet students' needs and course requirements.

\*課程進度及課程要求將依教學需要做適度的調整

## 11. Important Information 重要訊息

<p><b>1. Course Information</b></p>	<p>1. This is a <b>required course</b> for undergraduates and may be taken as a waive course for Chinese courses offered by the Center of General Education.</p> <p>2. This is an <b>elective course</b> for all international students, but it may be required for those who intend to apply for financial support or scholarship according to the regulations of the Center of International Affairs and Exchange.</p> <p>3. For undergraduates: Please <b>check with the office in your department</b> to assure if the credits in this course can be part of your <b>graduation credits</b>.</p> <p>4. All the Chinese courses in the Center for Language Studies are courses with academic credits and <b>free of charge for full-time international students and exchange students</b>.</p>	<p>1. 此課程可能為<b>學士班國際學生之必修課程</b>，經鑑定適級程度得用來抵免通識中文課程。</p> <p>2. 此課程為碩博班國際學生選修課程，鼓勵多修課以強化適應中文語的學習環境。</p> <p>3. 學士班國際學生請與主修系所確認此一華語學分是否計入畢業學分。</p> <p>4. 國立中正大學語言中心開設的華語課程皆有正式學分、且正式學生及交換生修課皆無須另外繳費。</p>
<p><b>2. Course Enrollment</b></p>	<p>1. <b>2017/9/20 is the first class meeting</b>. It is a must to attend the first class on time to understand the course requirements and how to sign up the course. Make sure you have your student ID with you.</p> <p>2. <b>The instructor will sign in the adding-course form for the students who 1) attend the first week class, 2) are in the appropriate level.</b></p>	<p>1. <b>九月二十日</b>為本課程第一次上課，務必攜帶學生證出席以確認是否程度適合修習此一課程、如何選課，以及瞭解課程要求。</p> <p>2. <b>授課教師僅會同意以下學生修課：1)出席第一週課程且瞭解課程要求，2)適合該課程級數</b></p>
<p><b>3. Course related Information</b></p>	<p>1. The Center for Language Studies provides conference/tutoring sessions. Please consult with the instructor.</p> <p>2. Please prepare at least 20 pieces of A4 three-ring paper for class quizzes or practice. An A4 three-ring binder is also advisable for organizing course supplementary materials.</p>	<p>1. 華語教學中心提供個別教學輔導，可由修課者自行選擇是否參加。授課教師將於課程第一週說明參加辦法。</p> <p>2. 需準備 <b>20 張 A4 筆記紙</b>，作為小考及課堂練習之用。</p>