

國立臺南大學國際事務處語文中心
112-2 微學分課程 Microcredit Course

「專業學術寫作與簡報表達技巧(二)

Professional/Academic Writing and Presentation Skills II」

課程簡章

壹、主旨 Purpose

為提升英語專業力並累積未來就業實力，培養國際競爭力，透過課程提供參與之同學學習有效進行英語簡報並撰寫專業或學術英語寫作訓練，在不同場合或用途上，靈活運用英語寫作及簡報表達技巧。課程內容涵蓋英文履歷表、短篇或長篇英文寫作、學術或專業英文簡報等。詳細辦法及流程如下：

- 1) Students will learn and apply appropriate writing methods to prepare effective presentations and complete professional and academic writing.
- 2) Students will be able to prepare and give effective presentations for applied purposes.

This course is meant to help students evolve their planning and writing for applied purposes regardless of discipline. Students will be able to choose appropriate methods to complete tasks related to future and current job or academic requirements. Topics will include: Resumes, cover letters, short and long academic writing, presentations for academic and professional purposes, etc. This is an applied class so students will need to participate as fully as possible to gain full benefit from the class. As a yearlong course, the first semester will introduce intermediate concepts for writing and presenting with a chance for students to give presentations and to work on current writing for feedback or older writings they want to improve. The second semester will give more insight on skills for more applied professional writing and/or those conducting research requiring outside sources (to avoid plagiarism) and also a focus on phrasing by utilizing more sophisticated ways to move through writing.

壹. 辦法 Guideline

- 一. 身分 Participants：凡具臺南大學之學生身份者(含研究所)皆可報名。
All of the students at National University of Tainan (including graduate students) can participate in this activity.
- 二. 指導老師 Instructor: Mr. Monrico La Mont Brown
- 三. 活動期程 Duration：113年3月4日至113年5月27日。
每週一 10:00-12:00。
10 a.m. - 12 p.m. every Monday from September 25th to December 18th 2023
- 四. 活動地點 Venue：語文中心文薈樓 J109 J building J109
- 五. 本課程為微學分課程，研究生因無相對應可抵認之自由選修課程，故無法登錄學分。大學部學生參加本課程，需經本中心及所屬學系認定後可抵認

自由選修學分，注意事項如下所示：

- (一) 本課程為微學分課程，適用於本校大學部學生，每學期單一課程累計達 18 小時並經授課老師評量完成課程要求者，則認列自由選修課程 1 學分。未達 18 小時者，不予列入學分計算。研究所學生因無相對應之自由選修可認列，故無法登錄學分。
- (二)自由選修學分需由學系認定，須先向所屬系辦確認該課程學分是否可認列自由學分，再行選修本課程。確認選修後，視同修習本課程，不得任意退選。
- (三)課程中每次上課均點名，全程修滿為 22 小時。不論假別請假超過 3 次以上者，則無法列入學分計算。

Global Vision Corner is a pass/fail course. Please note that graduate students can sign up for this course but will not get the credits. Undergraduate students who would like to waive credits with this course must confirm that his/her department acknowledges the credits of the course before signing up for this class.

1. This course is a pass/fail course. Students must attend the class for at least 18 hours per semester **(at least 18 hours of attendance for each semester.)** Credits will only be recognized when students fulfill the abovementioned requirement and will be issued in the following semester.
2. The credits of the course must be acknowledged by the designated department. Please confirm if the credits can be acknowledged or not before signing up for the class. Students cannot drop out after the class begins.
3. The session will be on every Monday from 10:00 to 12:00, and the class will last for 11 weeks, which is 22 hours in total per semester. The instructor will roll call whenever in class. The credits cannot be counted as valid once a student is absent from class for 3 times or more regardless of the reasons of absence.

六、報名時間及報名方式 **Registration**：

即日起開放報名，欲報名者請先上網至「學生系統」報名

Please sign up online: <https://academics.nutn.edu.tw/iSTU/>

Should you have any question, please contact Ms. Amy at the Language Center in the International Affairs Office at Extension 149.

七、課程大綱 **Schedule**：

Course schedule (課程進度)

Week	Topic	Note
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1	3/4	Introductions and Course Expectations Thinking About the Connection Between Writing and Presenting	PPT, Handout, Videos
2	3/11	Writing and Presenting Cont': Planning Your Writing	PPT, Handout, Videos
3	3/18	Writing and Presenting Cont': Planning Your Writing	PPT, Handout, Videos
4	3/25	Professional Writing vs Everything Else	PPT, Handout, Videos
5	4/1	What Makes It A Professional Presentation?	PPT, Handout, Videos
	4/15	Mid-Term Week	No class
6	4/22	Academic Writing Presentations and Writing Workshop	PPT, Handout, Videos
7	4/29	Academic Writing Presentations and Writing Workshop	PPT, Handout, Videos
8	5/6	Academic Writing Presentations and Writing Workshop	PPT, Handout, Videos
9	5/13	Academic Writing Presentations and Writing Workshop	PPT, Handout, Videos
10	5/20	Academic Writing Presentations and Writing Workshop	PPT, Handout, Videos
11	5/27	Class Reflection	PPT, Handout, Videos

八、Grading criteria (評分標準)

1. This is a **Pass or Fail** class and no numerical class grade value will be assigned to students.
2. **Presentations:** Presentations from students are encouraged and expected. Depending on the number of students, time limits for presentations will be determined as well as the number of presentations per class. **All presentations will be INDIVIDUAL.**
 - 1) **If classes meet online**, presentations will be conducted virtually using "Google Meet".
 - 2) **If classes meet face to face**, presentations will be conducted as per usual.
3. **Writings:** There will be workshops for which students will be asked to submit (anonymously) papers or other writings for feedback and student critique.

- 1) **If the class is online**, students (anonymously) will have their paper as a point of discussion for the workshop.
 - 2) **If the class is face to face**, writing groups will be assigned and students will work together to discuss one paper.
 - 3) **Requirements for writings: *The paper must be a minimum of 1 full page (not including title and other information) and no more than 3 pages, 12pt font and double spaced.*** You need a cover page with title and your name and other data. The second through fourth pages is the body of your paper. Your paper will be assessed using a rubric and feedback given. Papers can be sent to my email: bmonrico2016@gmail.com. Papers will be returned via email.
4. **How You Will Be Assessed:** Students can choose one of the following:
- 1) 1 presentation and 1 paper
 - 2) 2 papers
 - 3) 2 presentations
5. **Final Papers/Presentations:** Students can choose to either do a presentation or submit a paper for the final assessment (in addition to the requirements in Number 4).

九、Course requirements (課程要求)

1. Responsible use of electronic devices is permitted however no phone calls should be answered during the class.
2. Food that will in no way distract from the class (smelly, loud and crunchy or packaged in a way that will make noise) may be eaten unless it is against the university policy to eat in the classroom.
3. Students are expected to attend class regularly and participate as fully as possible. **You are not able to miss more than three (3) meetings or six (6) hours total.** If more than 3 meetings are missed, you will not receive credit for the course.
4. All other guidelines for student conduct as outlined in university policy will be adhered to.