

國立中山大學 100 學年度第 2 學期文學院英語文教學中心推廣教育

非學分班「實用英文文法與寫作班」招生簡章

一、依據：教育部「專科以上學校推廣教育實施辦法」及「國立中山大學辦理推廣服務工作實施辦法」之規定辦理。

二、目的：

This course aims to help students improve their basic English grammar usage and their writing skill, in preparation for graduate study and future academic writing. It is also a beginner course for students who may plan to take the GRE (Graduate Record Examinations) General Test.

三、招生對象：本校研究生優先，另含本校教職員工；校外人士亦可報名。

四、招生人數：每期每班 20-25 人。

五、開課日期：自 101 年 03 月 05 日至 101 年 05 月 14 日。

六、上課時數：全期 10 週，共 30 小時。

七、開設課程：實用英文文法與寫作

八、師資：

科目名稱	時數	授課教師	等級職稱 (單位職稱)	備註
實用英文文法與寫作	30	希家玟	助理教授	共計 10 週， 每週 3 小時

九、收費標準：每名 4500 元整。(不含教科書費用)

十、繳款方式：(底下為暫定方式，可以來信或來電洽詢)

至中山大學線上繳款網頁：<http://140.117.13.70/OLPRS/pay.asp> 登入→收款單位點選「外國語文學系」，收款款別點選「實用英文文法與寫作第 1 期」→**確認送出**→輸入「姓名」及「金額」→點選 **ATM 轉帳**→**確認送出**→列印繳費單→至臺銀或各大超商臨櫃繳款或自動提款機 ATM 轉帳繳款。

十一、退費標準：

(一) 學員自報名繳費後至開班上課日前申請退費者，退還已繳學分費、雜費等各項費用之九成。

(二) 學員自開班上課之日起算未逾全期三分之一申請退費者，退還已繳學分費、雜費等各項費用之半數。

(三) 學員開班上課時間已逾全期三分之一始申請退費者，不予退還。

十二、報名方式：填妥報名表並且（擇一）：

（一）至本校英語文教學中心網站論壇留言並上傳報名表報名，網址：

<http://etc.nsysu.edu.tw/files/80-1221-229,c71.php> 或者

（二）將報名表 E-mail 至：eugenew@staff.nsysu.edu.tw，信件主旨為：報名實用英文文法與寫作 或者

（三）將報名表傳真至 07-5253200 或者

（四）將報名表郵寄至：804 高雄市鼓山區蓮海路 70 號中山大學外文系王信欽先生收

十三、招生網址：<http://cea.nsysu.edu.tw/bin/home.php> 與 <http://etc.nsysu.edu.tw/>

十四、結 業：修讀期滿，由本校發給推廣教育結業證書，但日後不得作為抵免（修）學分之用。

十五、執行單位：文學院英語文教學中心

十六、上課地點：本校 F 棟教室

實用英文文法與寫作班第 1 期報名表

公司或學校名稱				
參加者	中文		出生年月日	
姓 名	英文		主 修	
系 所 / 單 位			年 級	
聯 絡 分 機			職 稱	
聯 絡 手 機				
E - m a i l				

1. 即日起開放報名，額滿為止。

2. 洽詢資訊：

國立中山大學文學院外國語文學系暨英語文教學中心 王信欽先生

電話：07-525-2000 分機 3214

傳真：07-525-3200

實用英文文法與寫作

Practical English Grammar and Writing

(Monday 2:00 pm to 5:00 pm)

希家玟 (Haga, Allison)
Email: <allisonh@cse.nsysu.edu.tw>
Office Hour: Mon 10:00 to 12:00
Or by appointment

分機 (Ext.): 4318
Mobile Phone: 09-5518-4271
研究室(Office): F9035

This course aims to help students improve their basic English grammar usage and their writing skill, in preparation for graduate study and future academic writing. It is also a beginner course for students who may plan to take the GRE (Graduate Record Examinations) General Test. The course focuses on how to write a paragraph, usually to critique some example argument. Lectures and workshops are conducted both in Chinese and English. There are in-class exercises, quizzes, and take-home writing assignments. Students are expected to participate actively in the lectures, workshops, and group discussions.

教學目標 (Teaching Objectives)

- 1) Introduce various sentence structures of basic English
- 2) Provide general guidelines for composing a topic sentence
- 3) Improve students' basic grammar understanding
- 4) Strengthen students' basic concept of English composition
- 5) Enhance students' proof-reading ability by reviewing common mistakes
- 6) Prepare students to write their homework assignments in English
- 7) Train students to critique an argument

主要教科書或主要參考書目 (Reading Materials)

Required Materials:

- 1) The Course Packet
- 2) Jahnert, Robert. *Grammar: It's Easy?!. Sentences, Tenses and Punctuation*

Suggested Readings:

- 1) Morenberg, Max and Jeff Sommers. *The Writer's Options: Lessons in Style and Arrangement*. New York: Pearson, 2008.
- 2) Pearlman, Daniel D. and Paula R. Pearlman. *Guide to Rapid Revision*. New York: Longman, 2002.
- 3) Strunk, William Jr. and E. B. White. *The Elements of Style* (International Edition). New York: Longman, 2000.

上課方式 (Teaching Methods)

- Lectures
- Workshops
- Group Discussions

評量方式與結構比 (Course Requirements)

In-Class Writing Exercises	30%
Take Home Writing Assignments	30%
Reading Comprehensions	20%
Vocabulary Learning List	20%

教學大綱 (Weekly Schedule)

第 1 週 ***Clauses, Phrases, and Clauses***

- 1) Basic Sentence Composition
- 2) Subject-Verb Agreement
- 3) How to critique an argument
- 4) Grammar Review: Tenses

第 2 週 ***Different Types of Sentence Structures***

- 1) Simple, Compound, Complex, and Compound Complex Sentences
- 2) Conditional Sentences
- 3) Grammar Review: Active and Passive Voices

第 3 週 ***Relative Clauses and Participles***

- 1) Constructing Relative Clauses and Choosing Relative Pronouns
- 2) Restrictive and Non-restrictive Relative Clauses
- 4) Constructing Participles
- 3) Grammar Review: Pronouns, Articles, and Preposition

第 4 週 ***Appositives and Absolutes***

- 1) Constructing Appositives and Absolute Phrases
- 2) How to use and punctuate Appositives and Absolutes
- 3) Grammar Review: Adjectives and Adverbs

第 5 週 ***Prepositional Phrases and Infinitive Phrases***

- 1) Constructing Prepositional Phrases
- 2) Constructing Infinitive Phrases
- 3) Playing with Prepositional Phrases and Infinitive Phrases

第 6 週 ***Parallelism***

- 1) Constructing Parallel Structures
- 2) Using and punctuating parallel structures
- 3) Grammar Review: Faulty Parallelism

第 7 週 ***Coordination and Subordination***

- 1) Coordinating Conjunctions
- 2) Subordinating Conjunctions
- 3) Grammar Review: Dangling Modifiers

第 8 週 ***Deductive Strategy in Paragraph Design and Coherence***

- 1) Paragraph Design
- 2) Constructing a topic sentence for a paragraph
- 3) Using Connectives and References
- 4) Arranging Sentences into Structural Patterns

第 9 週 ***Punctuation***

- 1) Using different kinds of Punctuation

第 10 週 ***Revising and Proofreading***

- 1) "Paramedic Method"?
- 2) 12 Common Errors