This part of the course has been designed to give a broad appreciation of accurate technical descriptions, with an emphasis on practical usage.

TECHNICAL WRITING. (Beginning of the second semester to about Spring midterm) We will begin this section by looking in detail at writing reports. For this work we will use material that I will supply for you to photocopy. This writing will be in the form of interpreting graphs, charts and other data and presenting a clear, short report. We shall begin with various examples of simple graphs and charts for analysis and reporting, review and extend the vocabulary and then move on to more complex data for report writing, accurate reporting of comparisons, reporting on several variables at one time, reporting a complex linear process and complex cyclical process. For this style of writing we will need to review some particular vocabulary and structures and develop the ability to paraphrase. This is a very controlled style of writing that focuses on clear, logical interpretation. Homework will be almost every week and will be a mixture of finishing class work and/or completing assignments. The midterm (classroom) exam will be a report about a graph or chart or something similar. The grade for this midterm exam + homework + attendance will be 50% of the end of semester grade.
七、評量方式（Evaluation）

Written Exam

八、講義住址（http://）

http://asia.edu.tw/~timwilliams

九、教育目標