

臺北市政府公務人員訓練處      課程表  
112 年度 公務英語寫作練功坊 第 1 期

**B00056 實體課程表**

日期	星期	時間	課程內容	講座
5/24	三	09:00~09:20	報到暨班務說明	教務組
		09:20~10:10	Basics of good writing	Peter Whittle 魏投樂老師
		10:20~11:10	Three cardinal rules of writing	
		11:20~12:10	Common errors to avoid	
		13:40~14:30	Using verb tenses correctly	
		14:40~15:30	Using transition words	
		15:40~16:30	Writing exercises and test	
5/30	二	09:20~10:10	Feedback and recap	(本府雙語顧問團顧問)
		10:20~11:10	Basics of writing official emails/letters in English	
		11:20~12:10	Email/letter practice	
		13:40~14:30	Romanization and punctuation	
		14:40~15:30	Using online resources	
		15:40~16:30	Exercises and exam	