

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

B00056

| 日期 | 星期 | 時間 | 課程 | 講座 |
|------|----|-------------|--|---------------------------------------|
| 7/15 | 二 | 09:00~09:20 | 報到暨班務說明 | 教務組 |
| | | 09:20~10:50 | Writing Official Letters & Emails in English: The Core Components | Peter Whittle 魏投樂老師 (本府雙語顧問團顧問) |
| | | 11:00~11:50 | The Golden Rules of Good Writing | |
| | | 13:30~14:20 | Composing the Respective Components of Official English Letters & Emails | |
| | | 14:30~15:20 | Avoiding Typical English Errors by Chinese L1 Writers: Part 1 | |
| | | 15:30~16:20 | Machine Translation, and Various Ways of Utilizing ChatGPT | |
| 7/18 | 五 | 09:20~10:50 | Avoiding Typical English Errors by Chinese L1 Writers: Part 2 | |
| | | 11:00~11:50 | Writing English Press Releases: The Basics | |
| | | 13:30~14:20 | Avoiding Typical English Errors by Chinese L1 Writers: Part 3 | |
| | | 14:30~15:20 | How ChatGPT Can Enhance Your Composition of English Press Releases | |
| | | 15:30~16:20 | Pitfalls to Beware of When Writing Official Communications in English | |
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