

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	