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| 等級  簡評 | 優 | 良 | 可 | 待 改 進 |  | | 級  分 | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 結構組織 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 遣詞造句 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 正確用字 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 格式掌握 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 標點符號 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 🗆掌握主題  🗆段落分明  🗆用詞優美  🗆敘述生動  🗆結構完整  🗆取材適當  🗆說理圓融  🗆標點正確  🗆善於用典🗆情感真摯 | | | | | | 優 點 | | 評 語 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 🗆主題不符  🗆段落不足  🗆詞語反覆  🗆立論不實  🗆結構鬆散  🗆內容空洞  🗆用語粗俗  🗆錯字連篇  🗆舉例不當  🗆前後不連貫 | | | | | | 缺 點 | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 🗆先擬大綱  🗆釐清主題  🗆使用成語  🗆起承轉合  🗆閱讀篇章  🗆查詢字典  🗆字跡端正  🗆運用修辭  🗆注意標點  🗆發揮想像力 | | | | | | 建 議 | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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