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|  等級簡評 | 優 | 良 | 可 | 待 改 進 |  | 級分 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 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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