

Writing Practical English

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|--------------------------|--------------------------------------|-------------------------|--|--|-------------------|-------------------|
| Course Name | Course type (credit/hours) | 전선(3/3) | | | Course code | J038 |
| | Target students Division/major/grade | 영어영문학과/3학년 | | | Openning semester | 2017 1ST SEMESTER |
| | Class time and classroom | 화A(다115) 금A(다115)(다115) | | | English Grade | A(100%English) |
| Reference to this course | Prerequisite courses | | | | | |
| | Related basic courses | | | | | |
| | Recommanded concurrent courses | | | | | |
| | Related advanced courses | | | | | |

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|--------------------|-----------------------|----------------------|-----------------------------------|------------------|--------|--|
| Instructor | Name (title/division) | | Scott Scattergood (조교수/대학 다산학부대학) | | | |
| | Office Room Number | 성호관420호 | Office phone Number | 1824 | e-mail | |
| | Office hours | Mon, Wed, Thur 11-12 | | Homepage address | | |
| Teaching Assistant | Name (title/division) | | | | | |
| | Office Room Number | | Office phone Number | | e-mail | |

1. Introduction

2. Course Objectives

Students will gain confidence and improve their English speaking and writing abilities by practicing business speaking and writing in English. Students will also make an effective resume and cover letter which may be used to apply for jobs.

3. Class types and activities

4. Teaching Method

| | |
|---------------------------------------------------------------------------------|-------------------------------------------------------------|
| <input checked="" type="checkbox"/> lecture | <input checked="" type="checkbox"/> discussion and debate |
| <input checked="" type="checkbox"/> team project(presentation and case studies) | <input type="checkbox"/> experiments(role-playing,etc) |
| <input type="checkbox"/> designing and production | <input type="checkbox"/> on-site learning(on-site training) |
| <input checked="" type="checkbox"/> others () | |

5. Support Systems in Use

| | | |
|----------------------------------------------------------|---------------------------------------------------------------------------------------|-----------------------------------------------|
| <input checked="" type="checkbox"/> e-class | <input type="checkbox"/> automatic recording system | <input type="checkbox"/> web-based assignment |
| <input type="checkbox"/> cyber lecture | <input type="checkbox"/> blended learning(combination of online and offline teaching) | |
| <input type="checkbox"/> class behavior analyzing system | <input type="checkbox"/> others | |

6. Teaching Tools

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|------------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> PBL(Problem Based Learning) | <input type="checkbox"/> CBL(Case Based Learning) |
| <input type="checkbox"/> TBL(Team Based Learning) | <input type="checkbox"/> others |

7. Knowledge and ability required for taking this course

8. Method of Evaluation

| Evaluation Item | The Number of Times | Evaluation Proportion | Remarks |
|-----------------|---------------------|-----------------------|-------------------------|
| Attendance | | 10% | |
| midterm exam | | 15% | midterm and final exams |
| final exam | | | |
| quiz | | | |
| presentation | | 10% | |
| discussion | | | |
| homework | | 50% | |
| etc | | 15% | |
| study hours | | | |

9. Textbook and supplementary material

| Main/Sub | Title (Web-site) | Writer | Publisher | Publication year |
|----------|-------------------------------------------------------------------|----------------|---------------------------------|------------------|
| Main | Writing for the Real World2: An Introduction to Business Writing. | Barnard, Roger | Oxford: Oxford University Press | 2005 |

10. Class system and Class shedule

Assignments and tasks are subject to change at the professor' s discretion. Please check eClass and Kakaotalk regularly for any changes to the syllabus.

< Class Schedule >

* language : K-korean, E-English

| Weeks | Topics | lang uage | Instructor | Teaching Method | Evaluation Method | Matter to be prepared |
|-------|-----------------------------------------------------------------------------------------------------------|-----------|-------------------|-----------------|-------------------|-----------------------|
| 1 | Welcome and Introduction to the course | E | Scott Scattergood | | | |
| 2 | Syllabus, Introduction presentations | E | Scott Scattergood | | | |
| 3 | Day 1: Resumes: Formats and Styles Day 2: In class draft of resume. Complete for homework if necessary | E | Scott Scattergood | | | |

< Class Schedule >

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| Weeks | Topics | language | Instructor | Teaching Method | Evaluation Method | Matter to be prepared |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------|-----------------|-------------------|-----------------------|
| 4 | Day 1: Turn in Resume draft. Lecture: Cover letters. Find a job from a recommended job board. (Bring laptop or smartphone with internet access) Create a cover letter geared toward that specific job. Cover letter due Day 2. Day 2: Peer editing of resume and cover letter. | E | Scott Scattergood | | | |
| 5 | Day 1: Self edit in class of resume and cover letter so Angela can help you. Day 2: Resume and cover letter due. Class Discussion: What do you think is the hardest things about business writing? What challenges do you see? | E | Scott Scattergood | | | |
| 6 | Unit 1: Introducing Yourself HW: Page 9 Writing Task 2 Due: Oct 14th | E | Scott Scattergood | | | |
| 7 | Unit 2: Arranging Meetings HW: Complete writing task page 15 with a partner. Due: Oct 21st | E | Scott Scattergood | | | |
| 8 | Midterm Exam (Includes information from resume writing, cover letters, Units 1-2) | E | Scott Scattergood | | | |
| 9 | Unit 5: Inviting HW: Writing Task 1, page 30, with a partner. Complete Writing Task 2, page 33, with same partner | E | Scott Scattergood | | | |
| 10 | Unit 6: Making Inquiries HW: Writing Task 1, page 43 | E | Scott Scattergood | | | |
| 11 | Unit 7 and 8 Placing orders and Responding to Orders HW: Writing Task 1, page 50 HW: Writing Task 1, page 57 | E | Scott Scattergood | | | |
| 12 | Unit 9: Making Payment HW in class: Writing Task 1, page 60, with partner | E | Scott Scattergood | | | |

< Class Schedule >

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| Weeks | Topics | language | Instructor | Teaching Method | Evaluation Method | Matter to be prepared |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------|-----------------|-------------------|-----------------------|
| 13 | Unit 10: Complaints HW in class: Writing Task 1, page 67. Peer edit HW: Writing Task 2, page 69. Staple together and turn in next class. | E | Scott Scattergood | | | |
| 14 | Unit 12: Interoffice Memos HW in class: Writing Task 1, page 85, with partner HW: Writing Task 2 | E | Scott Scattergood | | | |
| 15 | Day 1: Presentation preparation Day 2: Presentations | E | Scott Scattergood | | | |
| 16 | Final Exam | E | Scott Scattergood | | | |

11. Other items of notification