

Writing Practical English

Course Name	Course type (credit/hours)	Elective course(3/3)	Course code	J041
	Target students Division/major/grade	English Language and Literature/Junior	Opening semester	2018 2ND SEMESTER
	Class time and classroom	Mon E(Seong201)Wed E(Seong201)	English Grade	A(100%English)
Reference to this course	Prerequisite courses			
	Related basic courses			
	Recommended concurrent courses			
	Related advanced courses			

Instructor	Name (title/division)		Joseph Ball(Assistant Professor, General Studies)			
	Office Room Number	성호관417호	Office phone Number	2846	e-mail	
	Office hours	Mon, Thur 11-12; Fri 10:30 – 11:00		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"/> AjouBb	<input type="checkbox"/> automatic recording system	<input type="checkbox"/> web-based assignment
<input type="checkbox"/> cyber lecture	<input type="checkbox"/> online content	
<input type="checkbox"/> class behavior analyzing system	<input type="checkbox"/> others	

6. Teaching Tools

<input type="checkbox"/> PBL(Problem Based Learning)	<input type="checkbox"/> CBL(Case Based Learning)	<input type="checkbox"/> TBL(Team Based Learning)
<input type="checkbox"/> UR(Undergraduate Research)	<input type="checkbox"/> FL(Flipped Learning)	<input type="checkbox"/> DSAL(Data Science Active 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	language	Instructor	Teaching Method	Evaluation Method	Matter to be prepared
1	Welcome and Introduction to the course	E	Joseph Ball			
2	Syllabus, Introduction presentations	E	Joseph Ball			
3	Day 1: Resumes: Formats and Styles Day 2: In class draft of resume. Complete for homework if necessary	E	Joseph Ball			

< 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	Joseph Ball			
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	Joseph Ball			
6	Unit 1: Introducing Yourself HW: Page 9 Writing Task 2 Due: Oct 14th	E	Joseph Ball			
7	Unit 2: Arranging Meetings HW: Complete writing task page 15 with a partner. Due: Oct 21st	E	Joseph Ball			
8	Midterm Exam (Includes information from resume writing, cover letters, Units 1-2)	E	Joseph Ball			
9	Unit 5: Inviting HW: Writing Task 1, page 30, with a partner. Complete Writing Task 2, page 33, with same partner	E	Joseph Ball			
10	Unit 6: Making Inquiries HW: Writing Task 1, page 43	E	Joseph Ball			
11	Unit 7 and 8 Placing orders and Responding to Orders HW: Writing Task 1, page 50 HW: Writing Task 1, page 57	E	Joseph Ball			
12	Unit 9: Making Payment HW in class: Writing Task 1, page 60, with partner	E	Joseph Ball			

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Week s	Topics	lang uag e	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	Joseph Ball			
14	Unit 12: Interoffice Memos HW in class: Writing Task 1, page 85, with partner HW: Writing Task 2	E	Joseph Ball			
15	Day 1: Presentation preparation Day 2: Presentations	E	Joseph Ball			
16	Final Exam	E	Joseph Ball			

11. Other items of notification