

[첨부 2] 강의개요

KUOCW 참여강의 개요

※ 실제로 진행된 강의에 대한 개요입니다.

1. 교과목 개요

교과목명(국문)	Career Development English Writing
[선택] 교과목명 (영문)	Career Development English Writing
교수자명	양태선
교과목 학습목표	At the end of the semester, 1. Students will be able to apply steps of writing process, such as choosing a proper topic, generating ideas based on the chosen topic, editing, selecting, and organizing ideas, and writing and rewriting) 2. Students will be able to create a variety of technical documents (i.e., emails, resumes, business letters, forms, etc.). 3. Students will be able to improve their editing and proofreading skills.
교과목 소개	This course will prepare students for job-related writing by exposing them to various technical writing styles and conventions. By taking this course, students will get a sense of how to write in a practical way.
교과목 키워드	이메일 쓰기, 이력서 쓰기, 취업 자기소개서 쓰기, 리포트 쓰기, 학업 자기소개서 쓰기, 노트 테이킹, 스피치 유인물 쓰기, 스피치 PPT 작성

2. 주차별 강의 내용 및 연관 파일명

주차	주제	내용 요약	해당 주차의 강의자료 파일명
1	Course Overview	Course Overview	
2	Formal Email Writing	Write an email in concise & businesslike English & state accommodation requirements & understand a range of accommodation vocabulary & expressions	Unit 1
3	Informal Email Writing	Write an email using features of informal English typically associated with email writing	Unit 2
4	Writing a Resume	Write a CV & write a covering letter to accompany a CV & reduce full sentences to notes	Unit 6
5	Writing a Cover Letter	Write a CV & write a covering letter to accompany a CV & reduce full sentences to notes	Unit 6
6	Writing a Report I	Write a report in clear sections & include appropriate subheadings & incorporate reduced relative clauses into writing	Unit 8
7	Writing a Report II	Write a report in clear sections & include appropriate subheadings & incorporate reduced relative clauses into writing	Unit 8
8	Midterm Exam	Midterm Exam	

9	Writing a Personal Statement I	Write a personal statement in formal language & write complex sentences incorporating a number of clauses	Unit 11
10	Writing a Personal Statement II	Write a personal statement in formal language & write complex sentences incorporating a number of clauses	Unit 11
11	Taking a Note	Write a note quickly & economically omitting words, using symbols, abbreviations & other visual devices	Unit 12
12	Today's Seminar	Preparing a classroom presentation	Unit 13
13	Writing a Handout for Presentation	Write a handout to accompany a presentation	Unit 13 (Cause & Effect Presentation) & Unit 13 (Comparative & Contrast Presentation)
14	Writing PPT for Presentation	Write prompt cards (PPT) to refer to during a presentation	Unit 13 (Opinion-Giving Presentation) & Opinion-Giving Essay/Speech)
15	Review & Discussion	Review & Discussion	
16	Final Exam	Final Exam	