

## 강의계획서

과목명	비즈니스 작문 수업 (Business Writing)							
구분 (학점)	3시간(3학점)							
8대 핵심역량	인성 역량 30%	의사소통 역량 10%	종합적사 고력 20%	지식탐구 역량 10%	창의 역량 10%	정보활용 역량 10%	글로벌 역량 5%	리더십 역량 5%

### 1. 교과목 개요(Course Overview)

강의방법	강의식 20%	토의(토론) 40%	실험/실습 40%	현장학습	이러닝	B러닝	플립러닝 0
평가방법	출석 10%	중간고사 25%	기말고사 25%	과제 40%	발표	팀활동	기타

강의개요	Course Description: This course focuses on developing practical English writing skills for business settings.
선수 학습 내용	At least a beginner level of English
강의목표	Student Learning Outcomes: Improving understanding of business writing through practical activities that are common in business settings Developing writing skills by practicing the stages of the writing process which include brainstorming and planning, prewriting, constructing drafts, revising and proofreading, and completing the final draft Providing constructive feedback for your own writing as well as classmates' writing Practicing individual elements of language including grammatical structures and vocabulary
교재 및 참고문헌	
장애 학생 지원사항	Students should inform the instructor and additional assistance will be provided.

### 2. 주차별 수업계획(Course Schedule)

주차(기간)	분류	내용
1주차	학습주제	Course and Self-Introduction
	학습목표	Understanding the syllabus, writing an introductory email, exchanging emails
	학습내용	Textbook, class activities
	수업방법	Individual and peer writing, mini-lectures, individual, peer, and group feedback, practice writing assignments, short videos on the writing process
	수업자료	
2주차	학습주제	Unit 1: Arranging Meetings

	학습목표	Writing to suggest a meeting, writing to confirm or change an arrangement, highlight and annotate the reference section (at the back of the book)
	학습내용	Textbook, class activities
	수업방법	Individual and peer writing, mini-lectures, individual, peer, and group feedback, practice writing assignments, short videos on the writing process
	수업자료	
3주차	학습주제	Unit 3: Discussing Travel Plans
	학습목표	Writing about definite travel plans, writing an itinerary
	학습내용	Textbook, class activities
	수업방법	Individual and peer writing, mini-lectures, individual, peer, and group feedback, practice writing assignments, short videos on the writing process
4주차	수업자료	
	학습주제	Unit 4: Recommending
	학습목표	Writing about a probably business trip, replying to a request for recommendations
	학습내용	Textbook, class activities
5주차	수업방법	Individual and peer writing, mini-lectures, individual, peer, and group feedback, practice writing assignments, short videos on the writing process
	수업자료	
	학습주제	Unit 5: Inviting
	학습목표	Making an invitation, replying to an invitation
6주차	학습내용	Textbook, class activities
	수업방법	Individual and peer writing, mini-lectures, individual, peer, and group feedback, practice writing assignments, short videos on the writing process
	수업자료	
	학습주제	Unit 6: Making Inquiries
7주차	학습목표	Writing a description of a company, requesting a catalog, price list, and details of discounts
	학습내용	Textbook, class activities
	수업방법	Individual and peer writing, mini-lectures, individual, peer, and group feedback, practice writing assignments, short videos on the writing process
	수업자료	
	학습주제	Unit 7: Placing Orders
	학습목표	Writing a cover letter, planning an order by email, filling out a purchase order
	학습내용	Textbook, class activities
	수업방법	Individual and peer writing, mini-lectures, individual, peer, and group feedback, practice writing assignments, short videos on the writing process
	수업자료	

8주차	학습주제	Midterm Exam
	학습목표	To be discussed in class
	학습내용	To be discussed in class
	수업방법	Midterm Exam
	수업자료	
9주차	학습주제	Unit 8: Responding to Orders
	학습목표	Making notes for an order, replying to an order with reasons for delay
	학습내용	Textbook, class activities
	수업방법	Individual and peer writing, mini-lectures, individual, peer, and group feedback, practice writing assignments, short videos on the writing process
	수업자료	
10주차	학습주제	Unit 9: Making Payment
	학습목표	Writing to inform that payment has been made, acknowledging payment, writing a reminder that a payment is due
	학습내용	Textbook, class activities
	수업방법	Individual and peer writing, mini-lectures, individual, peer, and group feedback, practice writing assignments, short videos on the writing process
	수업자료	
11주차	학습주제	Unit 10: Complaints
	학습목표	Writing a letter of complaint, responding to a complaint
	학습내용	Textbook, class activities
	수업방법	Individual and peer writing, mini-lectures, individual, peer, and group feedback, practice writing assignments, short videos on the writing process
	수업자료	
12주차	학습주제	Apologies With Business Writing
	학습목표	Writing to check progress on a project or task, replying to an inquiry about progress
	학습내용	Textbook, class activities
	수업방법	Individual and peer writing, mini-lectures, individual, peer, and group feedback, practice writing assignments, short videos on the writing process
	수업자료	
13주차	학습주제	Unit 12: Interoffice Memos
	학습목표	Making a memo to employees, announcing what has happened or will happen in your firm or school
	학습내용	Textbook, class activities
	수업방법	Individual and peer writing, mini-lectures, individual, peer, and group feedback, practice writing assignments, short videos on the writing process
	수업자료	
14주차	학습주제	Unit 13: Discussing Proposals
	학습목표	Making a proposal for your company, responding to a proposal
	학습내용	Textbook, class activities

	수업방법	Individual and peer writing, mini-lectures, individual, peer, and group feedback, practice writing assignments, short videos on the writing process
	수업자료	
15주차	학습주제	Unit 14/Unit 15: Reports and Social Situations
	학습목표	Writing a short report on a business trip, writing a letter of congratulation, writing a letter of sympathy, writing a thank-you letter
	학습내용	Textbook, class activities
	수업방법	Individual and peer writing, mini-lectures, individual, peer, and group feedback, practice writing assignments, short videos on the writing process
	수업자료	
16주차	학습주제	Final Exam
	학습목표	To be discussed in class
	학습내용	To be discussed in class
	수업방법	Final Exam
	수업자료	