

Syllabus for Business English

2nd Semester 2018

Instructor: Jae Jeong

Class Objective:

With the completion of this course, student will develop a foundation of business English writing skills from creating their own resumes to writing official letters in a wide range of business situations.

COURSEBOOK AND MATERIALS World Link 3 (3rd Edition) Written by Susan Stempleski, Nancy Douglas, and James R. Morgan. Published by Heinle Cengage Learning in 2015.

1. World Link 3 3rd Edition Online MyELT Online Homework system.
2. The Business Writer's handbook.

Attendance= 10%

3 Lates = 1 Absence

12 hour absences (4 days)= F (Fail) in course

If you are more than 15 minutes late, it will be counted as an absence.

There is no penalty for an excused absence; however, you will still lose your participation point for that class. (Please provide verifiable documentation to the Center Administration Office.)

Weekly Schedule

| | | |
|----------------|----------------------------|---------------|
| Wk 1 - (Sept) | Syllabus & Intro Exercises | |
| Wk 2 - (Sept) | Mission Statement | Unit 1 |
| Wk 3 - (Sept) | Report | Unit 2 |
| Wk 4 - (Sept) | Journals | Unit 3 |
| Wk 5 – (Oct) | Meeting Minutes | Unit 4 |
| Wk 6 – (Oct) | Email | Unit 5 |
| Wk 7 - (Oct) | Meeting Invitation | Unit 6 |

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|----------------|--------------------------|---------------------|
| Wk 8 - (Oct) | Midterm | (Units 1-6) |
| Wk 9 - (Nov) | Job Interview | Unit 7 |
| Wk 10 - (Nov) | Presentation | Unit 8 |
| Wk 11 - (Dec) | Resume | Unit 9 |
| Wk 12 - (Dec) | Cover Letter | Unit 10 |
| Wk 13 - (Dec) | Biz Proposal | Unit 11 |
| Wk 14 - (Dec): | Executive Summary | Unit 12: |
| Wk 15 - (Dec): | Editing | Unit 13: |
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| Wk 16 - (Dec): | Finals Week | (Units 7-12) |

Homework = 10%

There will be two homework assignments worth 5 points each, one assignment before and one after the midterm exam.

Mid-Term Test= 20%

A mid-term test will be given in week 7 or 8. The test will consist of material covered in class.

Final Test= 30%

The final test will occur in week 15 and will be an oral test.

Final grades are assigned based on the following curve:

If you have any questions or are having problems with assigned work, feel free to come see me in my office (Memorial building rm#311).