

# 강의계획서

## 1. 교과목 개요

교과목명(국문)	Technical 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, writing, and rewriting. 2. Students will be able to create a variety of technical documents (i.e., business letter, resume, cover letter, 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	Writing Fluency, Language Use, Academic Writing, Social & Professional Writing
수업자료 (교재 및 지정도서)	[주교재] Writing Power 4  [지정조서 및 참고자료] Supplementary Materials at Bb

## 2. 주차별 강의 내용 및 연관 파일명

주차	주제	내용 요약	키워드	해당 주차의 강의자료 파일명
1		Course Overview		
2	Part 2 (Unit 1: Vocabulary Building) & Part 4 (Unit 2: Opinion Writing I)	Vocabulary building through word families, synonyms, antonym, collocation, & phrases & Writing an Opinion Paragraph	Vocabulary/Opinion Paragraph	Week 2
3	Part 2 (Unit 2: Pronouns I) & Part 4 (Unit 2: Opinion Writing II)	Subject vs object pronouns, pronoun-antecedent agreement, & impersonal pronouns & Writing an Opinion Paragraph	Pronouns/Opinion Paragraph	Week 3
4	Part 2 (Unit 2: Pronouns II) & Part 4 (Unit 3: Business Correspondence)	Subject vs object pronouns, pronoun-antecedent agreement, & impersonal pronouns & Business Writing	Pronouns/Business Writing	Week 4
5	Part 2 (Unit 2: Pronouns III) & Part 4 (Unit 4: Resume & Cover Letter I)	Subject vs object pronouns, pronoun-antecedent agreement, & impersonal pronouns & Resume & Cover Letter	Pronouns/Writing a Resume & Cover Letter	Week 5
6	Part 2 (Unit 3: Gerunds & Infinitives I) & Part 4 (Unit 4: Resume & Cover Letter II)	Specific verbs with gerunds & infinitives, gerunds with prepositions, & changes in meaning with gerunds &	gerunds/Infinitives/Writing a Resume & Cover	Week 6

		infinitives, & Resume & Cover Letter	Letter	
7	Part 2 (Unit 3: Gerunds & Infinitives II) & Quiz	Specific verbs with gerunds & infinitives, gerunds with prepositions, & changes in meaning with gerunds & infinitives	Gerunds/Infinitives	Week 7
8	Part 2 (Unit 3: Gerunds & Infinitives III) & Part 3 (Academic Writing: Choosing a topic & Brainstorming)	Specific verbs with gerunds & infinitives, gerunds with prepositions, & changes in meaning with gerunds & infinitives, & Academic writing: Choosing a Topic & Brainstorming	Gerunds/Infinitive/Academic Writing (Choosing a Topic)	Week 10
9	Part 2 (Unit 4: Articles I) & Part 3 (Academic Writing: Outlining)	Articles with count vs noncount nouns, articles generals vs specific nouns, & other common noun markers Academic Writing: Outlining	Articles/Academic Writing (Outlining)	Week 11
10	Part 2 (Unit 4: Articles II) & Part 3 (Academic Writing: Introduction)	Articles with count vs noncount nouns, articles generals vs specific nouns, & other common noun markers & Academic Writing: Introduction	Articles/Academic Writing (Introduction)	Week 12
11	Part 2 (Unit 5: Parallel Structure I) & Part 3 (Academic Writing: Body)	Different types of parallel structures & Academic Writing: Body	Parallel Structures/Academic Writing (Body)	Week 13
12	Part 2 (Unit 5: Parallel Structure II) & Part 3 (Academic Writing: Conclusion & Proofreading)	Different types of parallel structures & Academic Writing: Conclusion & Proofreading	Parallel Structures/Academic Writing (Conclusion & Proofreading)	Week 14
13	Part 2 (Unit 5: Parallel Structure III) & Part 3 (Academic Writing: Citation)	Different types of parallel structures & Academic writing: Citation	Parallel Structures/Academic Writing (Citation)	Week 15