



Syllabus

2022 Summer School

Course Title	Business Communication in English		
Instructor	Grace Kyung Mi Bae		
Class Room	TBA	Credits	2
E-mail	gracebae.itrs@gmail.com	Class Type	Track A

Course Description

The course is designed as workshops in common types of business and administrative communication through the basic business correspondences such as agenda, minutes, memos, basic business writings, etc. and secondly drills and practices in listening to the presentations and participating in discussions.

Course Objectives

A focus of Business Communication in English is on improving written and oral communication skills in business settings and topics. The course will prepare the learners how to organize business meetings and discussion using the basic business correspondences, so they can enhance their speaking and writing abilities through participating in presentations and discussions.

Text Books

Not Required

Other Texts and References

Not Needed

Class Structure

Obtaining the basic knowledge and understanding the realistic cases will help students to think and communicate well in order to handle delicate business situations. Pair and group works are required to achieve communication skills.

Notes

Grading

Exam	Attendance	Assignments	Quiz	Discussion	Etc.	Total
%	%	%	%	%	%	100%



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Course Schedule

Type	Date	Time	Class Topics	Notes
Class 1	Aug 2	9:00-12:00	Business Correspondences: Agenda and Minute	
Class 2	Aug 3	9:00-12:00	Practice: Project Meeting	
Class 3	Aug 4	9:00-12:00	Business Correspondences: Memo	
Class 4	Aug 5	9:00-12:00	Practice: Project Proposal in a memo format	
Class 5	Aug. 8	9:00-12:00	Preparation for Project Presentation	
Class 6	Aug. 9	9:00-12:00	Research Data: References, Citations, Appendix	
Class 7	Aug. 10	9:00-12:00	Business Correspondences: Letter (e-mail)	
Class 8	Aug.11	9:00-12:00	General Rules of Writing Organizing Your Writing	
Class 9	Aug.16	9:00-12:00	Business Correspondences: Report	
Class 10	Aug.17	9:00-12:00	Presentations & Discussions	