

## **KOR 3691: Business Korean**

**This is a Core IMPACTS course that is part of the Humanities area.**

Core IMPACTS refers to the core curriculum, which provides students with essential knowledge in foundational academic areas. This course will help students master course content, and support students' broad academic and career goals.

This course should direct students toward a broad Orienting Question:

- How do I interpret the human experience through creative, linguistic, and philosophical works?

Completion of this course should enable students to meet the following Learning Outcome:

- Students will effectively analyze and interpret the meaning, cultural significance, and ethical implications of literary/philosophical texts or of works in the visual/performing arts.

Course content, activities and exercises in this course should help students develop the following Career-Ready Competencies:

- Ethical Reasoning
- Information Literacy
- Intercultural Competence

Instructor: TBA

Classroom: TBD, Yonsei KLI

E-mail: TBA

Office Hours: TBD

Office #: TBA

### **Class Schedule**

M, T, W, Th 9:30 AM – 10:40 AM / 10:50 AM - 12:00 PM

### **Materials**

1. Textbook: **바로 배워 바로 쓰는 비즈니스 한국어 1 (Business Korean 1)**
2. Online dictionaries: <http://endic.naver.com/Links to an external site.>

### **Objectives of the Course**

This is one of the three courses offered during the faculty-led summer study abroad program of LBA Korea. KOR 3691 is an intensive advanced (3<sup>rd</sup> year) level course of 3 credits offered for 9 weeks. This course aims to develop all four skills of listening, speaking, reading and writing of Korean through exposing the students to commonly used and must-know business contents and expressions of Korean.

At successful completion of the course, students will be able to:

- Recognize and use businesses terms and expressions used in business environments.
- Understand business manners and use proper language for specific contexts.
- Write resumes and cover letters in Korean.
- Respond to business clients in a proper manner.
- Understand and create structures and expressions used in business presentations.
- Can have conversations on the following topics including job-seeking activities, writing a cover letter, preparing for an interview, work etiquette in Korea, business calls, vacations, customer reception, business meetings, etc.

### **Grade Breakdown**

**[Attendance and In-class activity] 10%**

**[Vocabulary Quiz] 30%**

**[Midterm] 30%**

**[Final Presentation] 30%**

## **Grading**

### **1. [Class Attendance & In-class Activities] 10%**

**Students are required to arrive on time, attend class regularly. Students will start each lesson with reading materials and engage in class activities to practice writing and speaking with peer students.**

### **2. [Vocabulary Quizzes] 30%**

**At the beginning of each class meeting, students will be given a vocabulary quiz on the lesson they will learn. The list of words or expressions to be tested will be given before the quiz.**

### **3. [Midterm] 30%**

**Students will take a written midterm exam covering the first 6 units.**

### **4. [Final Presentation] 30%**

**At the end of the course, students will be required to present on a topic of their own choice for about 3 minutes. (Depending on the number of students, the presentation will be done individually or as a team)**

Students will form a team of 3 to 4 people and are going to pick one topic covered in class and create presentation material in any format (PPT files, video clips, voice-over/recording, etc.) reflecting their understanding of the situations or the topics.

#### **[Final Project Evaluation Criteria]**

**Presentation Length: about 5 minutes**

**Accuracy of the script: 20%** (Each team is required to submit the script before the presentation or recording of their script so that the instructor can give feedback)

**Grammar points used: 5%** (The script MUST use 15+ grammar points covered in class)

**Accurate pronunciation and intonation: 5%**

## **Attendance and late work**

Students are expected to come to all class meetings in time. Any tardiness will not be accepted.

Students will get excused with a doctor's note or the LBAT program director's email.

## **Policy on Academic Honesty**

Academic dishonesty is completely unacceptable and will not be tolerated. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University.

## **Lessons & Topics**

[Day 1]

\* Vocabulary Quiz (Open book quiz)

Lesson 1 Job-seeking Activities

[Day 2]

\* Vocabulary Quiz

Lesson 2 Job Interviews

[Day 3]

Review of Lesson 1 & 2

[Day 4]

\* Vocabulary Quiz

Lesson 3 Departments and Positions/Titles

[Day 5]

\* Vocabulary Quiz

Lesson 4 Greetings at work

[Day 6]

Review of Lesson 3 & 4

[Day 7]

\* Vocabulary Quiz

Lesson 5 Office Life

[Day 8]

\* Vocabulary Quiz

Lesson 6 Daily Life

[Day 9]

Part 1: Review of Lesson 5 & 6

Part 2: Midterm Exam

[Day 10]

\* Vocabulary Quiz

Lesson 7 Business Calls

[Day 11]

\* Vocabulary Quiz

Lesson 8 Vacations

[Day 12]

Review of Lesson 7 & 8

[Day 13]

\* Vocabulary Quiz

Lesson 9 Customer Reception

[Day 14]

\* Vocabulary Quiz

Lesson 10 Business Meetings

[Day 15]

Review of Lesson 9 & 10

[Day 16]

**Final Exam: Team Presentation**