

Syllabus [2025Year 1 Term]

Course Information

Course Title	Business Writing & Presentations	Credits	3
Course Code	469540-2	Required/Elective (For Undergraduate Courses)	department basis
Department or Major	Department of International Business Administration	Language	English
Methods of Teaching		Lecture Room	월14,15,16/ 수14,15,16(국제505)
Time Allotment	Lecture(3) Experiments(0) Training & Practice(0) Performance(0) Designing & Planning(0)	Cyber Lectures	
Course Type	offline		

Lecturer

Lecturer	Name	RICHARDS ANDREW MARK	Rank	Foreign Language Teaching Assistant Professor	Final Academic Degree	학사
	Department & college	College of Liberal Arts		Office	Humanities Hall 312	
	Office Phone Number	031-8005-3519		e-mail	andyrichards@hotmail.com	
	Field of Interest					

Course Summary

Course Description	<p>This course is designed to help students develop their knowledge and understanding about writing and presenting in a business environment. This class is designed to get an in-depth understanding about how culture affects the way individuals convey information. In order to accomplish these goals, students will take part in group-work and in class discussions; to learn the basics of intercultural communication. Even with the Corona virus this class will be done in person. There is the possibility that some or all parts of the syllabus will be modified due to the Corona virus. We will be meeting in person, but that is subject to change based upon policies of the government and/or Dankook University.</p>
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Description Related Courses	
Course Goals	
Projected Results	
Percentage of the original language classes (%)	

Syllabus

Times	Lecture Topic	Lecture Goals	Lecture Methods	Assignments
1	Course Introduction: overview and purpose	Complete in class activities. Discussions and group/pair work		Homework, in class activities and assignments will be explained as we progress through the semester.
2	Weekly topics to be given in class for business writing and presenting	Complete in class activities. Discussions and group/pair work		Homework, in class activities and assignments will be explained as we progress through the semester.
3	Weekly topics to be given in class for business writing and presenting	Complete in class activities. Discussions and group/pair work		Homework, in class activities and assignments will be explained as we progress through the semester.
4	Weekly topics to be given in class for business writing and presenting	Complete in class activities. Discussions and group/pair work		Homework, in class activities and assignments will be explained as we progress through the semester.
5	Weekly topics to be given in class for business writing and presenting	Complete in class activities. Discussions and group/pair work		Homework, in class activities and assignments will be explained as we progress through the semester.
6	Weekly topics to be given in class for business writing and presenting	Complete in class activities. Discussions and group/pair work		Homework, in class activities and assignments will be explained as we progress through the semester.
7	Midterm Exam Review			
8	Midterm Exam			
9	Weekly topics to be given in class for business writing and presenting	Complete in class activities. Discussions and group/pair work		Homework, in class activities and assignments will be explained as we progress through the semester.

Times	Lecture Topic	Lecture Goals	Lecture Methods	Assignments
10	Weekly topics to be given in class for business writing and presenting	Complete in class activities. Discussions and group/pair work		Homework, in class activities and assignments will be explained as we progress through the semester.
11	Weekly topics to be given in class for business writing and presenting	Complete in class activities. Discussions and group/pair work		Homework, in class activities and assignments will be explained as we progress through the semester.
12	Weekly topics to be given in class for business writing and presenting	Complete in class activities. Discussions and group/pair work		Homework, in class activities and assignments will be explained as we progress through the semester.
13	Weekly topics to be given in class for business writing and presenting	Complete in class activities. Discussions and group/pair work		Homework, in class activities and assignments will be explained as we progress through the semester.
14	Final Exam Review			
15	Final Exam			

Methods of Grading

sequence	Description	Percentage	Details
1	Mid-term Exam	25%	
2	Final-exam	25%	
3	Pop Quizzes	0%	
4	Assignments	40%	Assignments/in class activities/mini presentations/quizzes. All assignments will be explained in class.
5	Reports	0%	
6	Presentations & Discussions	0%	
7	Attendance	10%	
8		0%	
9	Others	0%	
All		100%	

Core of Value

핵심가치	전공역량	역량정의	역량구분	값(%)
혁신 (Discovery)	창의적문제해결 (Creative problem-solving)	주어진 상황과 문제를 창의적으로 해결할 수 있는 능력		0%
혁신 (Discovery)	도전 (Challenging)	전공 지식을 새로운 분야와 융합하고 아우를 수 있는 능력		0%
혁신 (Discovery)	지식융합 (Knowledge convergence)	새로운 분야를 개척하거나 도전적으로 임할 수 있는 능력		0%
헌신 (Dedication)	세계시민 (Universal value)	세계 공동체 구성원으로 전공자로서 국제적 이슈에 대응할 수 있는 능력	부역량	0%
헌신 (Dedication)	상호협력 (Cooperation)	공동의 목적 달성을 위해 타인과 상호협력을 할 수 있는 능력	부역량	0%
헌신 (Dedication)	공동체 (Sense of community)	공동체의 구성원으로서 필요한 태도와 윤리의식을 가질 수 있는 능력		0%
능동 (self-Determination)	자기주도 (Self-Managing)	주어진 상황과 문제를 주도적이고 능동적으로 해결할 수 있는 능력		0%
능동 (self-Determination)	지식활용 (Knowledge application)	주어진 상황과 문제에 대해 논리적으로 파악하고 분석할 수 있는 능력		0%
능동 (self-Determination)	논리적사고 (Logical thinking)	전공관련 지식을 필요에 따라 다양하게 적용하고 활용할 수 있는 능력		0%
능동 (self-Determination)	의사소통 (Articulation)	대화를 통해 다양한 의견을 조율하고 합의를 이끌어 낼 수 있는 능력	주역량	0%

Textbook(s) & References

Description	Title	Author	Publisher
References	Materials/worksheets will be provided in class	.	.

Memo

This course is designed to help students develop their knowledge and understanding about writing and presenting in a business environment. This class is designed to get an in-depth understanding about how culture effects the way individuals convey information.

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take part in group-work and online discussions; to learn the basics of intercultural communication.