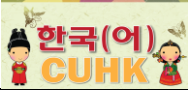




Term 2, 2020-2021

Course Code & Title:	KORE3041 Business Korean	
Language of Instruction: Korean & English	Units: 3	
Mode of Instruction	Online	

Course Description

This course is designed to introduce to students the communicative situation in the setting of Korean-speaking business world. The major emphasis will be on familiarizing with technical terms and expressions used in business society in parallel with the training of the four linguistic major skills: listening, speaking, reading, and writing. This course introduces specific language formats for emails, interviews, presentations, complaint filing, etc. A variety of sources will be exploited apart from text book such as contemporary written news texts or videos excerpted from internet that the learning contents become more realistic and contextualized. Activities like discussions, role-plays, will be also employed that require students 'active participation. The course will also encourage learners to become more aware of the cultural factors in the business practices in Korea, and the importance of improving the cross-cultural communication skills.

Learning Outcomes

By the end of the course, students should:

1. Have attained and increased the basic functional Korean language abilities in business contexts.
2. Understand simple oral and written business messages in Korean.
3. Convey basic oral and written messages of business communications in Korean.
4. Be able to respond to a direct exchange of information on familiar and routine business matters in the target language.
5. Demonstrate an increased awareness of the cultural traits of the Korean-speaking society and the differences in intercultural business communications.

Learning Activities [per a week]

Interactive class work		Extra-curricular activities		Web-based teaching		Homework / Self-study	
(hr)		(hr)		(hr)		(hr)	
in /	out class	in /	out class	in /	out class	in /	out class
3			0.5		1		3
M			O		M		M

M = Mandatory / O = Optional

Interactive classwork focuses on student-centered activities as pair work, group work, role-play and student-teacher interaction.

Course Contents

No.	Unit	Topic	Vocabulary & Expressions	Grammar
1	Unit 1	구직 Finding a Job	자격, 학력, 경력, 필기, 전형 방법...	-는다면서요? -는다니까
2	Unit 2	자기소개서 Letter of Self-introduction	성장, 환경, 성격의 장단점, 취미 및 특기, 지원동기 및 포부...	-기는 AV지만 -도록
3	Unit 3	면접 Interview	어학 연수, 인턴쉽, 영업부, 연구개발부, 자금부, 홍보부, 인사부, 총무부...	-게 되다 -(으)ㄴ 적이 있다
4	Unit 4	부서와 업무 A company's organizational landscape	자금 관리, 제품 개발, 고객 관리, 기획, 최선, 최고, 최대, 최하...	-기 위해서 -지 않으면 안 되다
5	Unit 5	명함 Name Cards	원장, 대표이사, 전문의, 팀장, 직장인, 현지인, 상인, 연구원, 경쟁력...	-기는요 -(으)로 봐서는
6	Unit 6	회의 Business Meeting	동의, 찬성, 반대, 의견, 제안, 현지인, 연예인, 중개인...	-아/어 놓다 -(으)ㄴ/는다고 보다
7	Unit 7	프레젠테이션 Presentation	화술, 시각적 자료, 출처, 요약본, 본론, 토론...	-느라고...AV 왔/었는데 -게 마련이다
8	Unit 8	비즈니스 이메일 Business Email	보낸 편지함, 받은 편지함, 입력, 수신확인, 삭제...	-기 바라다 -는 대로
9	Unit 9	게시물 Post	인사발령, 부고, 공지 사항, 협조 요청, 야유회, 송별회...	-느라고 -는다기에
10	Unit 10	회식 Dining together	단합하다, 친목을 도모하다, 격려하다, 화기애애하다, 서먹하다...	-을/를 겸 -아/어 가면서

Assessment Scheme

Task nature	Description	Weight
Participation	includes all sorts of positive attitude expected of students, such as attentiveness, punctuality, volunteering, courtesy, on-time homework completion, etc.	10%
Assignment	A filmed role-play made by 3-4 students, incorporating the learned contents from the class. The details will be posted in Blackboard.	15%
Quizzes	Two quizzes: Quiz1 (Unit 1~4 (50pt)) Quiz2 (Unit 5~8 (50pt))	35%
Final Exam	Written Examination for Unit1~10	40%

Note:

- You are required to arrive on time.
- You are required to attend at least 75% of the class. Treat 75% attendance as the minimum, not the maximum.
- The success of your own learning will highly depend on your attendance.
- Should you miss more than 25% of the class, you will automatically fail the course.
- If you are unable to attend, get informed about what content and homework you missed and make it up yourself.
- **No make-up examinations or quizzes will be provided unless a justifiable reason is submitted with relevant documents.**

Learning resources

Course materials:
<p>Text book used in this course Business Korean 비즈니스 한국어(2006, 2013). 연세대학교 한국어학당 김미옥 외, Yonsei University Press</p> <p>❖ Other References to refer Pro Business Korean 비즈니스 한국어 (2014). 김선정 외, Hanguel Park Press</p>
Web Resources
<p>Vocabulary & Grammar : http://www.korean.go.kr http://www.koreanwikiproject.com/ http://stdweb2.korean.go.kr/section/idiom_list.jsp Korean language learning http://www.sejonghakdang.org/ http://www.korean-language.org/ http://www.lifeinkorea.com/language/korean.cfm http://www.learnkoreanlanguage.com/</p>

Grade descriptors

A	B	C	D	F
<p>Outstanding performance in all learning outcomes and meeting all specified assessment requirements. Can fully understand and appropriately use sentences and frequently used expressions related to areas of most immediate relevance. Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters in a competent way. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need appropriately.</p>	<p>Good performance in all learning outcomes. Can understand and mostly appropriately use sentences and frequently used expressions related to areas of most immediate relevance. Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters in a suitable way. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need mostly appropriately.</p>	<p>Satisfactory performance in the majority of learning outcomes. Can partially understand and partially appropriately use sentences and frequently used expressions related to areas of most immediate relevance. Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters in a basic way. Can partially appropriately describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.</p>	<p>Barely satisfactory performance in a number of learning outcomes. Can rarely understand and appropriately use sentences and frequently used expressions related to areas of most immediate relevance. Can barely communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can occasionally describe in very simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.</p>	<p>Unsatisfactory performance in a number of learning outcomes and/or failure to meet specified assessment requirements. Cannot understand and use sentences and frequently used expressions related to areas of most immediate relevance. Cannot communicate in routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Cannot describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.</p>

Feedback for Evaluation
<p>Our language program highly values students' feedback and comments and is happy to use them for reflection on our teaching and improvement. Students are very welcome to provide comments and feedback on the course any time to their course teacher or the course level coordinator through email or in personal conversation. In addition, students' feedbacks will be collected in the middle of the term through an open-end questionnaire and the teacher will discuss the feedbacks in class and make improvements if necessary. The course will also follow the university's course evaluation exercise at the end of the term, and students' feedbacks will be used for future course planning and teaching.</p>

Course Schedule (Subject to changes):

Week	Date	Assignment & Quiz	Content
1	Jan 11		Unit 1
2	Jan 18		Unit 2
3	Jan 25		Unit3
4	Feb 1		Unit4
5	Feb 8	Quiz 1: Unit 1~4 (50pt)	Review
6	Feb 15	Lunar New Year Vacation: Feb 11(Fri) -17(Wed)	
7	Feb 22		Unit 5
8	Mar 1		Unit 6
9	Mar 8		Unit 7
10	Mar 15		Unit 8
11	Mar 22	Quiz 2: Unit 5-8 (50pt)	Review
12	Mar 29	Assignment Due	Unit 9
13	Apr 5	Reading Week: Mar 29 (Mon)- Apr 7(Wed)	
14	Apr 12		Unit 10
15	Apr 19	Final Examination	

Academic Honesty and Plagiarism

Attention is drawn to University policy and regulations on honesty in academic work, and to the disciplinary guidelines and procedures applicable to breaches of such policy and regulations. Details may be found at <http://www.cuhk.edu.hk/policy/academichonesty/>.

With each assignment, students will be required to submit a signed declaration that they are aware of these policies, regulations, guidelines and procedures. For group projects, all students of the same group should be asked to sign the declaration.

For assignments in the form of a computer-generated document that is principally text-based and submitted via VeriGuide, the statement, in the form of a receipt, will be issued by the system upon students' uploading of the soft copy of the assignment. Assignments without the receipt will not be graded by teachers. Only the final version of the assignment should be submitted via VeriGuide.

Course Section and teachers' contact details:

Class	Time	Classroom	Lecturer	Contact
KORE3041	Mon 10:30AM-13:15PM	Online	Dr. YUN Jong Sook, Ellen	RmG29, KKL Bldg ellenyun@cuhk.edu.hk Tel: 3943 1994 Contact: by email first

For further information, please contact the teacher or our General Office:

Name	Telephone	Email	Office
(In General Office) Yurika Ng	3943 9836	yurikang@arts.cuhk.edu.hk	Rm G17, KKL Building Office Hours: <u>Monday to Friday</u> 08:45 -13:00 and 14:00- 17:30