

Course number		U-LAS51 10018 SE48					
Course title (and course title in English)		Business English-E3 Business English-E3		Instructor's name, job title, and department of affiliation		Graduate School of Management Professor, WILLIAM BABER	
Group	Career Development		Field(Classification)		International Communication		
Language of instruction	English		Old group		Number of credits	2	
Number of weekly time blocks	1	Class style	Seminar (Face-to-face course)		Year/semesters	2024 • First semester	
Days and periods	Tue.2	Target year	2nd year students or above		Eligible students	For all majors	
[Overview and purpose of the course]							
This course is for students with Intermediate to Low-Advanced English skills. Students with higher English skills may not take the course. The course practices English skills that are necessary for business.							
[Course objectives]							
Students will learn about - Formal business email - Informal business email - Summarizing (verbal and written) - Short written reports - Short verbal repesenations to small groups - Understanding and communicating precise rules							
[Course schedule and contents)]							
Week 1: Informal work email, speaking skills Week 2: Formal and "bad news" email Week 3: Summarizing Week 4: Summarizing Week 5-14: Above skills, presenting, writing, and more.							
[Course requirements]							
Students with English skills below "Intermediate" or above "Low Advanced" will not be accepted. The course is targeted for students with middle level skills.							
[Evaluation methods and policy]							
Students are graded based on the number and level of tasks completed. Tasks increase with difficulty as each level is cleared. The grading is explained further in class and in handouts.							
[Textbooks]							
Students will receive materials from the professor.							
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Business English-E3(2)

[References, etc.]

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[Study outside of class (preparation and review)]

Students are expected to complete tasks outside of class and in class. Class time is mainly for support, questionasking, and skills review with the professor.

[Other information (office hours, etc.)]

In class meetings.

Size limit: 20 students

Size is limited in order to allow time for frequent interaction with the professor.