Course Title	Business Korean
Course Code	KOR2001
Recommended Study Year	NIL
No. of Credits/Term	3
Mode of Tuition	Lecture-tutorial mode
Teaching Hours Per Week	3 hours
Total Teaching Hours	42 hours
Category	Free elective
Discipline	-
Prerequisite(s)	Korean II or equivalent
Co-requisite(s)	NIL
Exclusion(s)	NIL
Exemption Requirement(s)	NIL

Brief Course Description

This course is designed for training students to acquire appropriate language use in the Korean-speaking business sector. The course contents consist of necessary terms, expressions, and formal sentence structures under specific themes in business context, such as interview, practical business affairs and business report etc. To enhance students' proficiency in both written and oral areas for business purposes, a variety of tasks for formal writing, and speaking and activities, such as presentation, simulation, and role play would be provided in the class. Also, authentic listening and reading materials would be given for better listening and reading comprehension.

Aims

The main aims of this course are to help students to acquire strategic communicative skills for business purposes by providing more opportunities for students to learn related expressions and specific language styles. This will be a good opportunity for the students to encounter more practical Korean language use for their job seeking. Also, it helps students to increase their awareness of Korean business culture. The main objective of this course is to make students feel familiar with the use of actual terms and expressions for business purpose and culture in Korea. Upon the completion of this course, students will be ready to explore the Korean job market with appropriate language skills.

Learning Outcomes

On completion of the course, students will be able to:
1. Demonstrate understanding of relatively simple contents of written and oral text in business circumstances.
2. Demonstrate the ability to use common terms and expressions for business purposes in Korean.
3. Interpret and express appropriate responses and reactions reflecting their Korean pragmatic skills in a Korean business context
4. Adapt the cultural features of Korean business society to their language use.

Indicative Content

The contents of this course consist of a total of 8 themes for Business purpose.

1. 면접 (Interview)
2. 직무 / 실무 교육 (Duty / Hands-on experience education)
3. 업무보고 (Reporting task)
4. 전화통화 (Business Phone calls)
5. 일정조율 (Scheduling for business purpose)
6. 의견제기 (Suggesting opinions)
7. 문제해결 (Problem solving)
8. 도움요청 (Requesting assistance)

Teaching Method

Based on lectures, interactive tutorials will be provided including various language course activities. Since Korean is a less commonly learned language in Hong Kong, class operation will focus on maximizing the opportunities of students' actual use in class employing task-based learning methods.

Measurement of Learning Outcomes

Student learning outcomes will be assessed in the following ways:

Learning Outcome	Assignments Method		
	Written Quiz	Two oral tests as simulations on specific topics	Participation
1. Demonstrate understanding of relatively simple contents of written and oral text in business circumstances.	✓	✓	✓
2. Demonstrate the ability to use common terms and expressions for business purposes in Korean.	✓	✓	✓
3. Interpret and express appropriate responses and reactions reflecting their Korean pragmatic skills in Korean business context.	✓	✓	✓
4. Adapt the cultural features of Korean business society to their language use.	✓	✓	✓

Assessment

The assessment is 100% by continuous assessment. The course will be awarded on the regular grading system (A to F). Components of assessments include:

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Assessment	Weight	Details
Written Quiz	40%	The quiz consists of two parts: a. reading comprehension and b. short business report. The dates will be announced in lesson plan on Moodle.
Two oral tests as simulations on specific topics	40%	Students will be expected to prepare a simulation on the topic covered by textbook. Oral tests can be conducted as an individual, pair or group. The dates will be announced in lesson plan on Moodle.
Participation	20%	Students will be expected to actively participate in group / class discussions during lessons.

Required/Essential Readings

1. Carrot Language Lab. (2018). *Business Korean (성공하는 비지니스 한국어)1*. Carrot House.

Recommended/Supplementary Readings

1. 연세 어학당. (2009). *Business Korean, 비지니스 한국어*. 연세대학교 출판부
2. 김정숙 외, 국립국어원. (2005). *외국인을 위한 한국어 문법 2_ 용법 편*. 커뮤니케이션북스
   Kim Jung Sook et al, National Institute of Korean Language. (2005). *Korean Grammar for Foreigner*. Communication books publishing
3. 연세대학교 한국어학당. (2012). *Korean Grammar Practice for Foreigners (Intermediate level)*. 연세대학교 출판문화원
4. 연세대학교 한국어학당. (2012). *Korean Grammar Practice for Foreigners (Advanced level)*. 연세대학교 출판문화원
5. 연세대학교 한국어학당. (2019). *새 연세 대학 한국어 어휘, 문법 2, Yonsei Academic Korean Vocabulary & Grammar*. 연세대학교 대학출판문화원

Important Notes:

(1) Students are expected to spend a total of 9 hours (i.e. 3 hours of class contact and 6 hours of personal study) per week to achieve the course learning outcomes.
(2) Students shall be aware of the University regulations about dishonest practice in course work, tests and examinations, and the possible consequences as stipulated in the Regulations Governing University Examinations. In particular, plagiarism, being a kind of dishonest practice, is "the presentation of another person's work without proper acknowledgement of the source, including exact phrases, or summarised ideas, or even footnotes/citations, whether protected by copyright or not, as the student's own work". Students are required to strictly follow university regulations governing academic integrity and honesty.
(3) Students are required to submit writing assignment(s) using Turnitin.
(4) To enhance students' understanding of plagiarism, a mini-course "Online Tutorial on Plagiarism Awareness" is available on https://pla.ln.edu.hk/.

Grading for Quizzes

	A (100 – 90)	B (90 - 70)	C (70 – 50)	D (50 – 40)	F (40 – 0)
Completeness of Answer (60%)	Response demonstrates complete understanding of the question. Information required by question is clearly provided and response goes beyond the requirements demonstrating concise expressions. All questions are absolutely answered.	Response demonstrates adequate understanding of the question. Information required by question is partially provided and all parts of the question are answered.	Response demonstrates some basic understanding of the question but is inappropriate or incomplete. Some information is not clearly shown, and a few parts of the question are not answered completely.	Response demonstrates little understanding of the question. Information is missing and most parts of the question are not answered thoroughly.	Response demonstrates no understanding of the question. Information is not given and almost all parts of the question are missing.
Quality of Writing (40%)	Response is nearly free of errors in grammar, usage, and spellings that would distract the reader from the content. The response is well organized.	Response has minor errors in grammar, usage, and spellings so that the reader is hardly distracted from the content. The response is well organized.	Response has noticeable errors in grammar, usage, and spellings so that the reader is distracted from the content. The response shows lack of organization.	Response shows numerous errors in grammar, usage, and spellings so that meaning is uncertain. The response is not organized.	Response is full of errors in grammar, usage, and spellings so that meaning cannot be understood. The response is not organized.

Grading for Interactive Oral Test

	A, A-	B+, B, B-	C+, C, C-	D+, D	F
Intonation (30%)	Very natural flow of speaking as evidence of enough practice. Speech must be completely memorised and digested as students' own speech.	Less natural flow of speaking. All contents in a script are completely memorised. It sounds like reading a script rather than natural conversation.	Not natural intonation and frequent breaks during speaking. All contents in a script are not completely memorised but completed.	Not natural intonation and frequent breaks during speaking. All contents in a script are not completely memorised and cannot completed.	There is no memorisation of speech content. No speech contents at all.
Pronunciation (50%)	Pronunciation is very clear and natural. Following the pronunciation rules, all pronunciations are presented very smoothly in conversations.	Pronunciation is clear and natural. However, some pronunciation rules cannot be presented appropriately.	Pronunciation is not clear and natural. It sounds awkward consistently in a conversation.	Pronunciation is not clear and natural. It sounds awkward consistently or it may not deliver its meaning appropriately in a conversation.	There is no memorisation of speech content. No speech contents at all.
Contents of Script (20%)	Satisfying the requirement of minimum length. Whole content presents coherence. The conversation in the script demonstrates several and specific situations which are in the textbook and has maximised use of	Satisfying the requirement of minimum length. Whole content presents coherence. The conversation in the script demonstrates specific situations which are in the textbook but not more than one topic	Not satisfying the requirement of minimum length. Whole content does not have coherence. It may have overuse of expressions inappropriate from out of textbook and may not match with the contents.	Not satisfying the requirement of minimum length. Whole content does not make sense so that it may be difficult to understand what the conversation presents.	There is no memorisation of speech content. No speech contents at all.

	expressions from the textbook.	and has only simple expressions			

Grading for Class Participation

	A, A-	B+, B, B-	C+, C, C-	D+, D	F
Preparation (30%)	Fully prepared with lecture/tutorial handout available, all assignments completed, and well-reviewed.	Mostly prepared with lecture/tutorial handout available, assignments completed, and partially reviewed.	Frequently unprepared or with only superficial preparation.	Always unprepared, and nearly no review of assigned material and learned contents.	Always unprepared with frequent absence.
Quality of contributions (40%)	Always gives grammatically and meaningfully correct answers; reflects good understanding of assigned texts and actively participate in various class activities	Mostly gives grammatically and meaningfully correct answers; reflects some understanding of assigned texts and actively participate in various class activities	Sometimes gives grammatically and meaningfully correct answers. Some sentences are not relevant to the questions or discussion; reflects superficial understanding of assigned texts and not actively participate class activities.	Attempts to give answers; sentences are usually ungrammatical and weird and mostly not relevant to the questions or discussion; shows poor understanding of assigned texts and very passive participation in class activities.	Does not participate in class activities or contributions are off-topic; shows no understanding and interests of assigned texts.
Listening (30%)	Listens attentively and always responds correctly.	Mostly attentive and usually responds correctly.	Sometimes attentive and attempts to respond correctly.	Rarely attentive and occasionally makes disruptive noise while others	Does not listen to others and always makes disruptive noise