



# HANYANG UNIVERSITY

## 2018 HISS Syllabus (Business Communication)

Professor:	<b>Victor Reeser</b>
E-mail:	<a href="mailto:vreeser@hanyang.ac.kr">vreeser@hanyang.ac.kr</a>
Home Univ.:	Hanyang University
Dept.:	Creative Convergence Education Center

Description:	This is a project-based class that allows for student-directed learning of the communication skills needed to be successful in the modern business world. The goal of the class is to simulate real world situations in which students will need to communicate their ideas in a clear and orderly fashion. It is best to think of this class as one long continuous project that attempts to mimic the order of communication found in a business environment. From emailing business partners, to discussing preliminary arrangements on the phone, to running meetings/negotiations and writing executive summaries of the results.
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Objective:	By the end of this course, students will be able to do the following in a business setting: <ul style="list-style-type: none"><li>• Write and send emails</li><li>• Give and receive phone calls</li><li>• Attend and conduct meetings</li><li>• Draft executive summaries &amp; reports</li></ul>
Preparations:	A basic level of English reading, writing, and speaking are required. Materials will be provided throughout the course.

Schedule:	Week 1	Formal Emails <ul style="list-style-type: none"><li>- Greetings and Signatures</li><li>- Degrees of Formality</li><li>- Using Active Language</li><li>- Rules of Formatting and Punctuation.</li></ul>
	Week 2	Executive Summaries & Reports <ul style="list-style-type: none"><li>- Writing Structure</li><li>- Linking Language</li><li>- Summary Writing</li><li>- Writing Strategies</li></ul>
	Week 3	Formal Telephone Conversations <ul style="list-style-type: none"><li>- Call Structure</li><li>- Making Appointments</li><li>- Leaving and Taking Messages</li><li>- Making and Receiving Complaints</li></ul>

### Hanyang International Summer School

Office of International Affairs, Hanyang University  
222 Wangsimni-ro, Seongdong-gu, Seoul, 04763, Korea  
Tel. +82-2-2220-2456 | [iss@hanyang.ac.kr](mailto:iss@hanyang.ac.kr)

Business Meetings - Small Talk Week 4 - Interrupting and Asking for Clarification - Meeting Management - Proposing Action Points
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Evaluation:	Midterm (%)	Final (%)	Attendance (%)	Assignments (%)	Participation (%)	Etc. (%)
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