

Welcome to
Foundations of Business
Interaction 1 section 2

- Contact information
- My goals this semester
- Grade breakdown
- Class conduct guidelines
- Tips for success

Before we start...

There's been some confusion about whether this is FBI 1 or 2. Has anyone here completed FBI 1 before?

Have you joined thinking that this is FBI 2?

Contact information

For any technical issues, feel free to contact
Prof. Joshua Park's assistant, Joon Hyung
Jang:

Phone: +82.10.3699.3994

KakaoTalk: jhjang00914

WeChat: joonhyung914

Contact information

Writing Centre phone number:
042-630-8514

My email addresses:

tomcecil@woosong.org

writingcenter@solbridge.ac.kr



Course description

The intention of this course is to provide you with the written and spoken business English skills you will need, both for a course of study at SolBridge, and in the business world.

<u>Week</u>	<u>Chapter/ Topics</u>	<u>Notes</u>
1	Course Overview, Personal Introductions, and Assessment; Class Assignment	
2	Unit One – Careers	Case Study Writing One
3	Unit Two – Companies	
4	Unit Two – Companies – Group Presentations	Case Study Writing Two –
5	Unit Three – Selling	Case Study Writing Three
6	Unit Four – Great Ideas	
7	Presentations	Case Study Writing Four –
8	Midterm Exam	
9	Unit Eight – Marketing	Case Study Writing Eight
10	Unit Five - Stress	
11	Group Presentation	Case Study Writing Five
12	Unit Seven – New Business	Case Study Writing Seven
13	Unit Nine - Planning	Case Study Writing Nine
14	Unit Eleven – Conflict	Case Study Eleven (optional)
15	Final Exam	

• To prepare students with written and spoken business English skills:

• To make students aware of the standards and conventions of business English;

• To give students practice in producing a variety of formats of written business English;

• To give students practice in producing a variety of formats of spoken business English.

My goals

To raise your awareness of how business English is different from everyday English.

To provide a productive, safe atmosphere so you can become more proficient at various forms of business communication.

Grade breakdown

- Attendance: 20% Arrive early or on time, or provide a sufficient reason for not being able to.
- Participation: 20% Students should speak and be involved, sharing ideas and driving production in class. Effort and contribution to group work should be high.
- Assignments: 20% Students will complete written and oral assignments throughout the semester.
- Exams: 40% Written exams based on lectures. The midterm is worth 20%, the final is worth 20%.

Grade breakdown:

Attendance While we're all meeting online, attendance will be replaced by screenshots of your group's discussions of the questions raised in class and of critiques of your groupmates' work. These must be emailed to me promptly.

When you're attending in person, you will need to be on time, or notify me in advance, and get permission for, missing any class time, or your grades will be reduced.

Grade breakdown:

Participation Students will lose points when their effort or attention are lacking, for instance, when focus is diverted away from the goals of the class. Examples include using languages other than English, chatting, sleeping, applying make-up, using mirrors, using cellphones for anything other than research, and doing work for other classes.

Grade breakdown:

Assignments will be grading your assignments based on rubrics that I will give you for each specific task.

A word about grading

I must grade you on a curve. Effort will be the most important part of deciding your grade.

If you want to get an A, you should earn it and work as hard as your classmates.

Another word about grading

Remember that grades are determined by your skills and hard work, and not by your needs.

Our class time: conduct guidelines.

Be considerate.

Listen well to everyone.
Don't interrupt or ignore people.

Be considerate.

Avoid saying things that may cause offence.

Be considerate.

Maintain the proper levels of politeness and respect during class time.

Be considerate.

Remember the appropriate levels of formality in class, and adhere to them.

Our time is precious.

Focus well so your professor doesn't waste
time getting your attention.

Our time is precious.

Please be ready to start on time so we don't
have to wait for you.

Our time is precious.

Please arrive in a condition that won't stop
you working.

Our time is precious.

Portfolio work deadlines are immovable.
Don't ask me to accept late work; I won't.

Please do your best.

I'm assessing you on your use of English.
Please use it as much as you can.

Please do your best.

You're here to develop your skills.
If you don't try you'll never improve.

Please do your best.

Please do your best.

Please do your best.

Don't be afraid of making errors.
The only mistake is not to try at all.

I want to see *your* ideas!

Don't copy or plagiarise your assignments.

If you do, you *will* be caught, and you *will* fail the assignment. If you commit plagiarism again, you will fail the course.

I want to see *your* ideas!

In the past, I failed students' assignments for:

Resubmitting assignments written for other classes

Plagiarising material translated from other languages

Taking work from online and changing some words

I want to see your ideas!

Avoid all translators. They will make your English sound worse.

My Heart Will Go On

Shape of you

The Greatest

Showman
The Sound of

Silence

Google translate
sings

Please remember to:

- log in/come 5 minutes early, for attendance.
- have a notebook and pen(cil) every class.
- prepare well for every class.
- ask me if you don't understand something.
- join the class Turnitin so you can submit work.
- be ready to bring a tablet or laptop when you come in person.

Tips for success

Remember: you're responsible for yourself.

Remember how you're being graded.

Pay attention to what I'm saying.

Give yourself as much time as you can.

Keep practicing, and don't be ashamed of your mistakes.

Challenges

What kinds of interactions take place in business? How are these different/challenging for you?

Features

How are business interactions different from interactions in other settings? What are their unique features?

Skills

- What skills and knowledge do you think are included in Foundations of Business Interactions?
- How are you going to develop these skills and knowledge on this course?

For Next time...

Join the Turnitin class.

Your class ID is 24327527 and
enrollment key is FBI12MF10:30

For Next time...

Provide me with a record of your group's chat responding to the previous questions. You can use any platform, depending on what's convenient for your group.

Next time...

You will give a short presentation about yourself. It should be appropriate for a business setting. Imagine you are being interviewed for a position, or meeting a new client.

