



Syllabus [2025Year 1 Term]

Course Information

Course Title	TOEIC Writing	Credits	2
Course Code	516580-1	Required/Elective (For Undergraduate Courses)	
Department or Major	College	Language	English
Methods of Teaching		Lecture Room	수11,12,13,14(인문204)
Time Allotment	Lecture(2) Experiments(0) Trainging & Practice(0) P erformance(0) Designing & Planning(0)	Cyber Lectures	
Course Type	offline		
Cyber Lectures Preview			

Lecturer

Lecturer	Name	JONES STUART	Rank	Foreign Language Teaching Assistant Professor	Final Academic Degree	석사
	Department & college	College of Liberal Arts		Office	Humanities Hall 312	
	Office Phone Number	031-8005-3980		e-mail	12090278@dankook.ac.kr	
	Field of Interest					

Course Summary

Course Description	The purpose of this class is to teach students how to take the writing TOEIC exam. The course will spend four weeks focusing on each of the three parts of the test. The students will study the grammar, formula of each section, levels of formality, strategies, organisational tools, and other key writing techniques
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	Please note: This is not an official TOEIC writing course and students will not receive an official TOEIC Writing Score
Description Related Courses	
Course Goals	By the end of the course, students will be able to: A. Understand the formula of the writing TOEIC. B. Describe a picture using complex sentences. C. Use adjectives, relative clauses, participial phrases, and prepositional phrases for description. D. Use grammar to complete a task. E. Use the proper vocabulary to communicate in business writing. F. Read and understand a business e-mail. G. Respond to a business e-mail in a professional manner. H. Organize an essay. I. Write an opinion essay.
Projected Results	
Percentage of the original language classes(%)	
Cyber Lectures Preview	

Syllabus

Times	Lecture Topic	Lecture Goals	Lecture Methods	Assignments
1	Syllabus / Introduction / Ice Breaker	Syllabus / Textbook		
2	Writing TOEIC Part 1 Questions 1-3	Part 1 / Getting Started		
3	Writing TOEIC Part 1 Questions 1-3 Prepositions	Part 1 / Strategies		
4	Writing TOEIC Part 1 Questions 4/5 Complex Sentences	Part 1 / Build a Formula		
5	Writing TOEIC Part 2 Overview	Part 1 / Extension		
6	Writing TOEIC Part 2 Tone	Part 2 / Getting Started		
7	Writing TOEIC Part 2 Practice	Part 2 / Strategies		
8	Midterm Examination	Part 1 / 2 Writing TOEIC		
9	Mid-Term Exam Review + Feedback	Part 2 / Build a Formula		
10	Writing TOEIC Part 3 – Overview	Part 2 / Extension		
11	Writing TOEIC Part 3 – Introduction Paragraphs	Part 3 / Getting Started		
12	Writing TOEIC Part 3 Body Paragraphs	Part 3 / Strategies		

Times	Lecture Topic	Lecture Goals	Lecture Methods	Assignments
13	Writing TOEIC Part 3 Body Paragraphs	Part 3 / Build a Formula		
14	Writing TOEIC Part 3 Concluding Paragraphs	Part 3 / Extension		
15	Final Examination	Full Writing TOEIC		

Methods of Grading

sequence	Description	Percentage	Details
1	Mid-tem Exam	25%	
2	Final-exam	25%	
3	Pop Quizzes	0%	
4	Assignments	30%	
5	Reports	0%	
6	Presentations & Discussions	0%	
7	Attendance	10%	
8		0%	
9	Others	10%	Participation
All		100%	

Core of Value

핵심가치	핵심역량	하위역량	역량정의	역량구분	값(%)
혁신 (Discovery)	문제해결 (Deliberation)	분석력 창의력 종합적 사고력	문제상황을 명확하게 이해하고 체계적으로 분석하여 창의적으로 해결할 수 있는 능력	부역량	0%
혁신 (Discovery)	전문지식 (Knowledge)	탐구능력 논리적 사고력 전문지식/기술	전공분야 지식과 기술, 그리고 관련된 다양한 정보를 활용하여 논리적으로 사고하고 탐구하는 역량	주역량	0%
헌신 (Dedication)	세계시민 (Universal value)	외국어능력 다문화 수용능력 공감능력	세계 각지의 다양한 언어, 문화, 역사에 대한 이해를 바탕으로 글로벌 이슈에 대응할 수 있는 능력	부역량	0%

핵심가치	핵심역량	하위역량	역량정의	역량구분	값 (%)
헌신 (Dedication)	협력.헌신 (Dedication)	대인관계능력 협업 능력 공동체의식	공통의 목적과 가치를 위해 개방적인 태도와 균형 잡힌 시간으로 서로 돕고 헌신할 수 있는 능력		0%
능동 (self-Determination)	자기주도 (maNagement)	독립성 성찰 능력 자기개발능력	자기 스스로 목표를 세우고 목표를 달성하기 위해 주체적으로 실천할 수 있는 능력		0%
능동 (self-Determination)	의사소통 (Articulation)	표현력 이해력 조정력	언어 또는 다양한 매체를 활용하여 다른 사람들과 효과적으로 상호작용할 수 있는 능력		0%

Textbook(s) & References

Descrip tion	Title	Author	Publisher
Requ ired T extbo ok	No Textbook	No Text book	No Textbook

Memo