영어 글쓰기 교실 워크숍 안내 (4월-5월)

기초교육원 대학영어 프로그램 영어글쓰기교실에서는 매 학기 다양한 주제로 워크숍을 개최합니다. 관심 있는 학생 및 교직원 분들의 많은 참여 바랍니다. (문의: 880-5487)

※ 워크숍 1일 전 예약자 수가 9명 이하일 경우 워크숍이 취소됩니다. 참여를 희망하는 워크숍이 있을 경우 반드시 2일 전까지 예약을 완료해주세요.

※ 워크숍 정원은 50명입니다. 초과 신청인원은 대기자로 전환되며 여석이 생길 경우, 별도로 연락 드립니다.

The Job Application Process: From Key Documents to Real Interviews

This workshop is designed for students who are planning to work in business organizations where English will be required as part of the application and interview process. It is also suitable for students with who simply want to learn more about an interesting topic and improve their core English skills or preview the AE Business Presentation course content.

Business English courses often focus on academic content that students are already familiar with from their majors, and many general English speaking/writing courses do not provide content relevant to the world of work. Some students are also unsure of how to gain, show and prove experience relevant to major companies requirements. This workshop aims through lectures, listening activities, Q&A, pairwork and practice, to introduce some key 'real life' documents, vocabulary and practical skills relevant to the job application process. It is hoped that this session will actually improve your chances of obtaining and succeeding in an English language job interview!

Workshop content (time allowing):
• Research job specifications, interview questions and company profiles
• Format, style and content of CVs.
• Matching your skills and experience to the job description with specific examples.
• Different types of interview questions and how to prepare.
• Differences between Korean and international companies.
• Mock interviews

Workshop requirements:
The above sessions will be offered through Zoom, and materials will be shared during the class. To participate, you will need:

Access to an internet-connected device with a keyboard for typing.
A webcam and microphone to communicate with others in the class, ask questions

and provide the lecturer with feedback about what you can and can't understand. The classes are based on a participatory approach and will be in the 'workshop' rather than 'lecture' format, and so require participation and group work from time to time.

- 강사: Nicholas Shaw (대학영어 프로그램 강의부교수)
- 일시: 2021년 4월 1일 (목) 16:00~18:00
- 장소: Zoom 온라인 강의
- 예약방법: 인터넷 예약 https://forms.gle/roBMXxcZba6JkCFY9

BETTER BUSINESS EMAILS

Dealing with professional emails can be a huge source of stress (especially in one's second language). Many of us struggle with how to sound polite and respectful when emailing professors and colleagues without wasting a lot of time trying to find the right words. This interactive workshop will take the pain out of business and professional email writing. Participants will learn strategies and language skills for writing effective and elegant professional emails. This workshop will start from the basics including choosing an email address for professional use and using some helpful functions in Gmail such as auto signature and schedule send. We will then examine how to write an effective subject line and how to choose an appropriate greeting and closing. Participants will practice using a simple and versatile structure for writing the body of emails. Finally, we will practice some of the most commonly used sentence structures in business writing and explore ways of finding a formal tone using vocabulary. The workshop will be held online using Zoom. All materials will be provided by the presenter, but please find a quiet place with a good internet connection where you are able to use video and microphone to participate in the workshop.

- 강사: Ashley Dawe (대학영어 프로그램 강의조교수)
- 일시: 2021년 4월 9일 (금) 13:00-15:00
- 장소: Zoom 온라인 강의
- 예약방법: 인터넷 예약 https://forms.gle/spVg4mA5jfDDnRnZ6

WRITING AN EFFECTIVE ENGLISH RESUMÉ

Writing an effective resumé is one the of the most difficult parts of seeking employment both before and after graduation. This deceivingly simple-looking document can cause a lot of stress, and many people spend hours struggling to create the perfect resumé. Understanding the purpose and format of an English resumé can make the process smoother and less painful. In this interactive online workshop, participants will learn the basics of writing and formatting an English resumé. First, we will discuss cultural differences between Korean and English resumés, including which kinds of information should or should not be included.

The we will do activities focusing on each section of the resumé in order to the get the most out of the limited space in this kind of document. This workshop will provide tips and tricks about how to best highlight your skills and create a persuasive application. The workshop will be held online using Zoom. All materials will be provided by the presenter, but please find a quiet place with a good internet connection where you are able to use video and microphone to participate in the workshop.

- 강사: Ashley Dawe (대학영어 프로그램 강의교수)
- 일시: 2021년 5월 21일 (금) 13:00-15:00
- 장소: Zoom 온라인 강의
- 예약방법: 인터넷 예약 https://forms.gle/rKCdH39mJBDCuxTW8

BASIC RULES OF ENGLISH COMPOSITION

대상: 본 시리즈는 영어 글쓰기의 기본 규칙에 대한 지식이 부족한 학생들을 대상으로 학술적인 영어 글쓰기에 필수적인 "기본 규칙들"을 상세하게 다룬다.

상세 개요: 이 시리즈는 영어 글쓰기 과정에서 마주하게 되는 실질적인 문제들을 다루고자 한다. 가령, 복잡하고 다양한 상황에서 콤마 사용법, 문장을 나누거나 잇는 방법, 글을 명확하게 만드는 대명사 사용법, 정확한 분사구문의 사용법 등과 같은 기본적인 규칙들로부터 시작하여 문장과 문단 연결하기, 효과적인 동사의 선택, 효율적인 대구 만드는 법, 시제의 일관적인 사용, 다양한 상황에 사용되는 푯말 표현들(signposts) 등등 전반적인 스타일의 문제로 나아간다. 학생들의 수월한 이해를 위해 강의는 우리말로 진행하며 강의 내용은 다음의 자료들에서 추출되었다.

The Elements of Style (William Strunk Jr. & E.B. White, 2000)
Writing Essays (Richard Marggraf Turley, 2016)
Academic Writing: A Handbook for International Students (Stephen Bailey, 2018)

*모든 워크숍은 줌(Zoom)을 통한 화상수업 형태로 진행된다.

Part 1: Linkage: How to Link Sentences and Paragraphs
- 강사: 박여선(대학영어 프로그램 강의부교수)
- 일시: 2021년 4월 21일 (수) 14:00-16:00pm
- 장소: Zoom 온라인 강의
- 예약방법: 인터넷 예약 https://forms.gle/s7ZFntSZztc5fJms8

Part 2: Basic Rules of Composition 1: Grammar and Punctuation
- 강사: 박여선(대학영어 프로그램 강의부교수)
- 일시: 2021년 4월 23일 (금) 14:00-16:00pm
- 장소: Zoom 온라인 강의
- 예약방법: 인터넷 예약 https://forms.gle/UXq4AVZhoWGT18UX6

Part 3: Basic Rules of Composition 2: Grammar and Punctuation + Expressions
- 강사: 박여선(대학영어 프로그램 강의부교수)
- 일시: 2021년 4월 28일 (수) 14:00-16:00pm
- 장소: Zoom 온라인 강의
- 예약방법: 인터넷 예약 https://forms.gle/sT9gvg1Pc6Xwkfm87

Part 4: Some Suggestions to Improve Style
- 강사: 박여선(대학영어 프로그램 강의부교수)
- 일시: 2021년 4월 30일 (금) 14:00-16:00pm
- 장소: Zoom 온라인 강의
- 예약방법: 인터넷 예약 https://forms.gle/3Mfbvas5XU3hHku58

UNDERSTANDING ACADEMIC CONVENTIONS (5 Part Workshop Series)

This workshop series explores academic conventions used in different sections of a research paper, dissertation or thesis. It would be suitable for students from any discipline who are in / will be in the process of reporting on their empirical research through the medium of English.

Part 1. General Academic Conventions

The first workshop will begin by exploring the general communicative functions of academic writing. Participants will become familiar with academic styles that are used to present evidence. In doing this we will explore the crafting of different sentence types to suit academic writing. We will also come to an understanding of the way academic paragraphs are organized as well as different purposes they may serve in our papers. We will also explore the proper usage of punctuation and common problems relating to sentence structure in academic writing.

- 강사: Dylan Williams(대학영어 프로그램 강의부교수)
- 일시: 2021년 4월 8일 (목) 9:30-11:30 am
- 장소: Zoom 온라인 강의
- 예약방법: 인터넷 예약 https://forms.gle/q8RUdG2eNx9XLJJD7

Part 2. Specific Academic Conventions

The second workshop will begin by exploring the specific communicative functions of academic writing. By exploring rhetorical patterns, we will learn how to: develop a critical / cautious voice; classify and list, compare and contrast; and define. Awareness of these patterns will enable participants to fulfil specific purposes in sections of their writing, and once familiarity with them increases, the rhetoric can be applied to a range of contexts and content areas.

- 강사: Dylan Williams(대학영어 프로그램 강의부교수)

- 일시: 2021년 4월 15일 (목) 9:30-11:30 am
- 장소: Zoom 온라인 강의
- 예약방법: 인터넷 예약 https://forms.gle/yvaeDG37r7gcMdW3A

Part 3. Further Academic Conventions

The third workshop will extend upon other specific communicative functions of academic writing. By exploring rhetorical patterns participants we will learn how to: describe trends; describe quantities, explain causality; give examples as support; and signal transitions. By becoming aware of these other rhetorical patterns, participants will have the know-how to put these, as well as the ones covered in the previous workshop session into practice in sections of their research paper.

- 강사: Dylan Williams(대학영어 프로그램 강의부교수)
- 일시: 2021년 4월 29일 (목) 9:30-11:30 am
- 장소: Zoom 온라인 강의
- 예약방법: 인터넷 예약 https://forms.gle/argmCr1qnqxhHSTz6

Part 4. Crafting an Effective Thesis Statement

This workshop aims to explore methods that will be useful to craft an effective thesis statement. The workshop begins by highlighting the similarities and differences between topic sentences and thesis statements. Time is then spent exemplifying why a carefully crafted thesis statement functions as 'the driving force' of any academic writing composition; i.e. it outlines the purpose of your writing. Therefore, a sound thesis shapes your organization and focus. Without it, what you write would lack direction. In the workshop we look at how a thesis statement is composed of the following: opinion, topic, purposes, and parts. We also come to an understanding of the differences between a thesis statement and research questions.

- 강사: Dylan Williams(대학영어 프로그램 강의부교수)
- 일시: 2021년 5월 13일 (목) 9:30-11:30 am
- 장소: Zoom 온라인 강의
- 예약방법: 인터넷 예약 https://forms.gle/8ZnNksgVPH2eFzW49

Part 5. Communicating Effectively with Journal Editors

When academics submit manuscripts to journals, they will need to effectively communicate with journal editors throughout the submission process. The outcomes of this workshop will provide participants with knowledge about how to effectively communicate in this situation.
It will cover the following:

1. The basic structure of a formal email
2. The theory of formal communications
3. The rules of politeness and formality
4. Responding to a reviewer's comments
5. Tips for communicating with editors
6. Common errors to avoid

In particular, participants will learn how to write:

1. A formal pre-submission email
2. A cover letter that accompanies a manuscript submission
3. A formal follow-up email with a request/general inquiry
4. A formal email responding to a reviewer's comments

- 강사: Dylan Williams(대학영어 프로그램 강의부교수)
- 일시: 2021년 5월 27일 (목) 9:30-11:30 am
- 장소: Zoom 온라인 강의
- 예약방법: 인터넷 예약 https://forms.gle/3Yx6Jd1goVBAHxJv9

DR JAMES WOOD SPRING SESSIONS

The following sessions will be offered through Zoom, and materials will be shared during the class. To participate, you will need:

Access to an internet-connected device with a full-sized keyboard for fast typing. Recent research provides strong evidence that student prefer sessions when instructors ask students to keep their cameras on. This encourages them to pay attention and simulates a face to face classroom. So please use a webcam to join the session. You don't have to speak, but please do participate either through text or through speaking.
A Gmail account so you can save a copy of your own materials in your drive and write your answers down on your private copy. We will also work on shared documents so you can get feedback (in public).

The classes are based on a participatory approach and will be in the 'workshop' rather than 'lecture' format, and so require participation and group work. This is in accordance with 20th century learning theory which emphasises student engagement, agency, and self-efficacy.
The sessions will be led by Dr James Wood. James has a Postgraduate Certificate in Education (PGCE), a diploma in Teaching English to Speakers of Other Languages (DELTA), an MA in TESOL (distinction) and a Doctorate in Education from the UCL Institute of Education and is an active early career researcher and teacher with over 21 years teaching experience.
He has also recently published his work in a Q1 SSCI Journal on the subject of

teaching academic writing and assessment and feedback using technology (in press). He is also a peer reviewer for Computers and Education, and Assessment and Evaluation in Higher Education both Q1 SSCI journals.

Session 1 Principles Of Academic Writing

This session aims to raise awareness of the principal features of academic writing, including:

- Rhetorical styles and reader/writer responsibility
- How academic text differs from other types of writing.
- The components of academic style
- Writing concisely with good sentence variety
- Nominalisation
- The writing process

There will be opportunities for live feedback during the session.

- 강사: James Wood(대학영어 프로그램 강의조교수)
- 일시: 2021년 4월 5일 (월) 16:00-18:00pm
- 장소: Zoom 온라인 강의
- 예약방법: 인터넷 예약 https://forms.gle/5z1twBTpRYXK3Eiv6

Session 2 Linking Words And Cohesion In Academic Texts

This session will focus on the development of grammatical accuracy in the use of linking words and phrases in academic writing. It will first examine examples of cohesive and non-cohesive texts, before introducing transition signals that can be used in academic writing and offering practice. Finally, participants will be offered an opportunity to practice writing their own original sentences using new linking words. A highly coherent and cohesive essay will be given as an example. Useful resources on linking words will also be offered.

- 강사: James Wood(대학영어 프로그램 강의조교수)
- 일시: 2021년 4월 12일 (월) 16:00-18:00pm
- 장소: Zoom 온라인 강의
- 예약방법: 인터넷 예약 https://forms.gle/AS5EWz9PbzB2cEhf9

Session 3 Verb Tense Review And Problems With Verb Tenses

English has 12 verb tenses, these will, first of all, be reviewed, and opportunities to produce these verb tenses and receive correction will be offered (bring an internet-connected device). Of the twelve verb tenses, five give writers the most trouble: progressive tenses, passive voice and past participle, perfect tenses, past

participle and have, do and the form of the verb and modals and the verb. In addition, of the 12 tenses, some are easier and earlier acquired and some of more easily confused. In South Korea, confusion often occurs around the use of past tense (confused with past perfect or past progressive), present perfect tense (confused with past tense or present progressive), past progressive (confused with the use of the simple present, or simple past, in the past) and past perfect tense (confused with past tense). The session will explain the common problems and correct usage. It will also offer practice and the opportunity to produce sentences or check your research sentences with the teacher using Google Docs and Drive for in-session feedback.

- 강사: James Wood(대학영어 프로그램 강의조교수)
- 일시: 2021년 4월 14일 (수) 16:00-18:00pm
- 장소: Zoom 온라인 강의
- 예약방법: 인터넷 예약 https://forms.gle/uZKWwWnvX4c1yPWSA

Session 4 Tense In Research Papers And Common Grammar Problems In Academic Writing

If you gained mastery of tense in session 6, this session will review the tenses used in academic writing and help students to understand which of the tenses are most commonly used, and which are not in academic texts generally as well as in reports dissertations and theses. It will also cover how to be consistent with tenses used in academic writing, as well as the correct tenses to use when referring to sources, and the correct reporting patterns to use. It will conclude by looking at the most common errors learners make with grammar tenses: 1. Incorrect forms, 2. Shifts in verb tense, and 3. Confusing verb tenses. Practice will be offered. The session would be suitable for both under and postgraduate students who are required to write in English.

- 강사: James Wood(대학영어 프로그램 강의조교수)
- 일시: 2021년 4월 16일 (금) 16:00-18:00pm
- 장소: Zoom 온라인 강의
- 예약방법: 인터넷 예약 https://forms.gle/kxzVUeGwKBTT7BPw5

Session 5 Citation And Referencing: How To Correctly Paraphrase And Cite Your Research Paper

This session examines the skills involved in paraphrasing, and then offers a number of practice activities at the word, sentence and paragraph level. Workshop participants will then be offered the opportunity to paraphrase and correctly cite some example paragraphs before comparing their answers with professionally written examples and receiving feedback from the instructor. Analysis of examples will help students to understand 3 the three main ways of referencing more

clearly, and help students to troubleshoot problems in their own referencing practice. Various useful academic resources will also be shared.

It is recommended that participants bring a computer or tablet to this session, in order to get feedback on their writing from the instructor during the session.

- 강사: James Wood(대학영어 프로그램 강의조교수)
- 일시: 2021년 4월 26일 (월) 16:00-18:00pm
- 장소: Zoom 온라인 강의
- 예약방법: 인터넷 예약 https://forms.gle/zcaoX7FETTTzq7UA7

Session 6 Articles And Prepositions In Research Papers

Students often find the rules for using articles ('a', 'an' and 'the') in English confusing. There are two kinds of articles in English: indefinite (a, an) and definite (the). Articles occur before nouns (the book) and before adjectives + noun combinations (a big book). This session focuses on the use of articles and provides guidelines,
examples and practice.

Time allowing we will also look at prepositions. Prepositions are generally short words such as 'by' or 'at', which have a variety of uses. They are essential because different prepositions can change the meaning of a sentence. This session explains how they can be understood, linking them to nouns, adjectives and verbs and offers a variety of practice exercises and answers.

- 강사: James Wood(대학영어 프로그램 강의조교수)
- 일시: 2021년 4월 28일 (수) 16:00-18:00pm
- 장소: Zoom 온라인 강의
- 예약방법: 인터넷 예약 https://forms.gle/UkinkVpg7pshqadR6

Session 7 Writing A Literature Review: Reporting Sources And How To Synthesise Literature For A Masters Or Doctorate

This session will familiarise students with what is involved in writing a literature review, offer instruction on how to integrate different sources into an academic text, and explore how academic evidence from different sources can be synthesised into a literature review chapter. The session will cover:

- How to integrate quotations
- How reporting verbs can indicate stance
- How reporting structures show attitudes to knowledge
- How to choose appropriate reporting verbs
- How to express your own voice when reporting others' work
- What a literature review is and how it can be organised

- How to use a synthesis matrix to organise the academic work you are reporting on
- The critical questions you must ask yourself about the literature you are using when reporting it.
- A checklist of essential elements to ensure an effective literature review

- 강사: James Wood(대학영어 프로그램 강의조교수)
- 일시: 2021년 4월 30일 (금) 16:00-18:00pm
- 장소: Zoom 온라인 강의
- 예약방법: 인터넷 예약 https://forms.gle/fmi5w88nrr3GGCpFA

Session 8 Effective International Online And Offline Conference Presentations

This session aims to familiarise participants with the basics of how to present academic content effectively, in a class or at an international conference, on or offline, considering the cultural perspectives of the audience. The session covers what makes an excellent presentation, and how participants can self-evaluate their skills. It then moves on to look at structure and useful language for signposting the presentation. It also considers the needs of scientists in describing visuals and data and introduces useful resources for structuring language during these difficult aspects of a presentation:

- Accounting for Cultural Differences of your Audience
- How to Conceptualise Presentation Excellence (including Online)
- Self-Evaluating your Skills and Planning Improvements
- Effective Presentation Structure
- Signposting a Presentation for Maximum Clarity
- Language for Science Presentations
- Handling Q and A Constructively

- 강사: James Wood(대학영어 프로그램 강의조교수)
- 일시: 2021년 5월 17일 (월) 16:00-18:00pm
- 장소: Zoom 온라인 강의
- 예약방법: 인터넷 예약 https://forms.gle/jCRiE7xKmgHAseZr8

Session 9. Delivering An Effective Online Or Offline Presentation

This session considers slide design as well as considerations that must be taken when designing slides for online presentations. It considers how to strengthen presentation delivery in online conditions, considers how Zoom can be used effectively to demonstrate social presence and make sure your presentation is one of the most memorable and useful sessions. It also considers how to use your voice and body language for maximum effect in both on and offline conditions. Finally, the session will consider presence, rapport, and skills for using online

presentations as opportunities for new collaborations and academic relationships.

- Designing Slides for Online Conditions
- Online Delivery Tips
- Using Zoom Effectively
- Demonstrating Presence
- Using your Voice
- Body Language and Facial Expressions.
- Consistency for Cultivating Presence
- Developing Audience Rapport
- Making Contacts and Following them up.

- 강사: James Wood(대학영어 프로그램 강의조교수)
- 일시: 2021년 5월 21일 (금) 16:00-18:00pm
- 장소: Zoom 온라인 강의
- 예약방법: 인터넷 예약 https://forms.gle/YUo5jeDkm3LRnmyZ9

Session 10. Successfully Publishing A Q1 Ssci International Journal Article: An Early Career Researcher And Peer Reviewer Perspective

(this is the Q1 SSCI article I published recently and will talk about in the session) Dr James Wood graduated from UCL Institute of Education, the world's highest-ranked Institution for Education for the past 7 years. He also recently published a Q1 SSCI article https://www.tandfonline.com/doi/full/10.1080/02602938.2020.1852174 and is a reviewer for 'Computers and Education' currently listed 17th (of 236) in the SSCI Index for education and 'Assessment and Evaluation in Higher Education' (Q1 SSCI).
The session is intended for doctoral students and post-doctoral researchers starting their publishing careers in the humanities and social sciences predominantly. It considers how to write a journal article with the target journal in mind, how to maximise chances of acceptance by considering peer review criteria, and how to develop peer and mentoring relationships with the leaders of your field. The session will also consider the final submission process, mistakes to avoid, and receiving peer review. Examples will be offered of mistakes the presenter made in the process and how to avoid them, and some of the emotional difficulties handling the process. The session will go on to look at responding to peer review and offering a rebuttal of peers' suggestions. Finally, we will cover making the submission after the peer-review process. Though much of the presentation is relevant to both science and social science majors, no expertise is claimed by the presenter in the scientific journal publication process. The session will contain the following themes:

1. Choosing the best journal for your article

2. How to increase the chances of acceptance
3. Quality considerations - how is your article assessed by reviewers?
4. How to cultivate peer and mentoring relationships
5. Improving your language for submission
6. The submission process
7. Handling peer feedback emotionally
8. Responding to and challenging peer feedback (language focus)
9. Finally submitting

- 강사: James Wood(대학영어 프로그램 강의조교수)
- 일시: 2021년 5월 24일 (월) 16:00-18:00pm
- 장소: Zoom 온라인 강의
- 예약방법: 인터넷 예약 https://forms.gle/X4vHF4MrSjJtyXk79