

CEP Writing Center Workshop

July 2024

기초교육원 대학영어 프로그램 영어 글쓰기 교실에서는 매 학기 다양한 주제로 워크숍을 개최합니다. 관심 있는 분들의 많은 참여 바랍니다. (문의: 880-5487)

1 학술 작문 스타일 워크숍(An Introduction to the Academic Writing Style)

- Date: 7월 1일 월요일 오후 1시-오후 3시
- Lecturer: 김은아 (기초교육원 강의교수)
- Place: Online(Zoom)

학술지 논문, 학위 논문, 연구 계획서, 수업 과제 보고서 등 학술적인 글은 개인적 감상문, 소설 등 비학술적 장르의 글과 비교하여 사용하는 어휘나 어투에서 여러가지 차이점을 보입니다. 이 워크숍에서는 학술적 글의 어휘 및 문체상의 특징에 대해서 배우고 학술적인 글을 작성할 때 유용한 영어 표현들을 연습합니다. 한국인의 글에서 주로 발견되는 비학술적 표현의 예시 및 학술적 문체로 글을 작성할 때 유의해야 할 점에 대해서도 배웁니다. 이 워크숍은 줌을 통해 우리말로 진행됩니다. 참여자는 연습문제 풀이를 위해 컴퓨터로 문서작업을 할 수 있는 환경에서 워크숍에 참여할 것을 권장합니다. (한국어 강의)

2 An Introduction to Professional Email Writing

- Date: 7월 9일 화요일 오전 10시- 오후 12시
- Lecturer: Jennifer Baillargeon (기초교육원 강의부교수)
- Place: Online(Zoom)

In most professional fields of work and study, writing emails is a daily task, and it can be a challenge to communicate your purpose for writing concisely and politely. In this workshop, participants will learn how to structure an email effectively and deliver the content of an email in English using an appropriate tone and level of formality. The presenter will introduce the key parts of an email and some basic expressions that are commonly used in email writing. Participants will have the opportunity to interact and practice writing a sample email in small groups. They will receive feedback from the presenter and discuss some tips related to email etiquette. It is not required; however, it would be helpful to bring a device such as a laptop or tablet in order to practice writing and receive feedback. (영어강의)

3 Writing an Effective Resume

- Date: 7월 16일 화요일 오전 10시- 오후 12시
- Lecturer: Jennifer Baillargeon (기초교육원 강의부교수)
- Place: Online(Zoom)

In this workshop, participants will learn how to effectively structure and design a resume in order to make a strong first impression to potential employers. Participants

will have an opportunity to brainstorm and outline their ideas to begin the first stage of crafting their personal resumes. Using the techniques and resources from the session, participants will leave the session prepared to independently write their resumes with confidence. It is not required; however, it would be helpful to bring a device such as a laptop or tablet in order to practice writing and receive feedback. In addition, if you are currently in the process of writing a resume, feel free to bring it to the session.(영어강의)

4

Writing an Effective Cover Letter

- Date: 7월 18일 화요일 오전 10시- 오후 12시
- Lecturer: Jennifer Baillargeon (기초교육원 강의부교수)
- Place: Online(Zoom)

In this workshop, participants will learn how to effectively organize and structure a cover letter, which is also known as a job application letter. The presenter will provide participants with strategies for structuring a cover letter and tailoring it to the specific needs of potential employers. Participants will have an opportunity to brainstorm and outline their ideas to begin the first stage of organizing their cover letters. Using the techniques and resources from the session, participants will leave the session prepared to independently write a cover letter with confidence. It is not required; however, it would be helpful to bring a device such as a laptop or tablet in order to practice writing and receive feedback. In addition, if you are currently in the process of writing a cover letter, feel free to bring it to the session. (영어강의)

5

Job Interview Fundamentals: Common Interview Questions

- Date: 7월 23일 화요일 오전 10시-오후 12시
- Lecturer: Jennifer Baillargeon (기초교육원 강의부교수)
- Place: Online(Zoom)

This workshop is a series that includes two separate sessions; however, it is not required to attend both sessions. A job interview can be one of the most stressful experiences in a person's life. The keys to being successful on a job interview are preparation and practice. In this workshop, the presenter will provide an overview of what to expect during a job interview and provide strategies that participants can use to prepare and build confidence leading up to the interview. Participants will learn how to respond to a variety of common questions that might be asked during a job interview. The first session will focus on personal questions that are asked in an interview such as self-introduction questions and questions about strengths and weaknesses. The second session will focus on experience-based questions and behavioral type interview questions. Participants will also have the opportunity to interact in small groups and practice interviewing skills by engaging in short role-plays. (영어강의)

- Date: 7월 25일 목요일 오전 10시-오후 12시
- Lecturer: Jennifer Baillargeon (기초교육원 강의부교수)
- Place: Online(Zoom)

This workshop is a series that includes two separate sessions; however, it is not required to attend both sessions. A job interview can be one of the most stressful experiences in a person's life. The keys to being successful on a job interview are preparation and practice. In this workshop, the presenter will provide an overview of what to expect during a job interview and provide strategies that participants can use to prepare and build confidence leading up to the interview. Participants will learn how to respond to a variety of common questions that might be asked during a job interview. The first session will focus on personal questions that are asked in an interview such as self-introduction questions and questions about strengths and weaknesses. The second session will focus on experience-based questions and behavioral type interview questions. Participants will also have the opportunity to interact in small groups and practice interviewing skills by engaging in short role-plays. (영어강의)