



Business Communication

Lecturer Information

Professor: Matthew John Clement

Educational Background	<ul style="list-style-type: none"> Bachelor of Arts in Political Science University of Lethbridge, Alberta, Canada
Research Areas	<ul style="list-style-type: none"> Communications, International Politics, Public Policy
Career	<ul style="list-style-type: none"> Assistant Professor, Hanyang University, South Korea Lecturer, Seoul National University of Education, South Korea Lecturer, Jangan College, South Korea

Course Description

Business communication is the process of sharing information between people within and outside a company. Effective business communication is how employees and management interact to reach organizational goals. Its purpose is to improve organizational practices and reduce errors. This course is designed to give students a comprehensive view of communication, its scope and importance in business, and the role of communication in establishing a favorable outside the firm environment, as well as an effective internal communications program.

Professor: Stacey Eujung Choi

Educational Background	<ul style="list-style-type: none"> Bachelor of Arts in Spanish and minor in Biology Indiana University, USA
Research Areas	<ul style="list-style-type: none"> English Education, English Teaching
Career	<ul style="list-style-type: none"> Assistant Professor, Hanyang University, South Korea Assistant Professor, Soongsil University, South Korea Part-time Lecturer, Ewha Womans University, South Korea

Course Description

Business Communication is designed to introduce you to skills and practices that will help you communicate and develop communication strategies for yourself who are readying themselves for their post-graduate career. We will explore how to communicate in written and oral form. We will look at the standard practices for communicating within and across business sectors. We will practice some of the fundamentals of business writing, including resumes, cover letters, and business correspondence and how to be persuasive and engaging in these writings. Additionally, we will explore oral presentation as it exists in different professional contexts and settings.