

Subject Title	Global & Korean Etiquette and Manners		
Lecturer	Taeyoung Kim	Remarks	
Period	1st (09:00 ~ 10:50)	Field	Culture
Course Summary Synopsis & Purpose	We live in a complex world where mutual understanding has become important between nations, corporations and people. This course is intended to expose students to the basic rules of global and Korean etiquette and manners so that when they work in the government or private sector, they will be able to carry themselves smoothly in diplomatic, business and personal settings. Settings will include but not limited to attending various functions such as formal receptions, luncheons/dinners, ceremonies and conferences, etc. Students will also learn the basics of Korean etiquette and manners that are important part of the Korean culture. The course will also help students improve communication skills.		
Required Textbooks	Reading Packet		
A manner of Lecturing	Lecture with some discussion		

Evaluation (100%)				
Mid	Final	Attendance	Report	ETC
35	45	10		10
Further Information				
N/A				

Day	Contents
1	Orientation and introduction
2	Order of precedence Video clip by the Ministry of Foreign Affairs (visit by diplomatic corps in Korea)
3	Order of precedence continued. G20 Summit Meeting Picture Titles
4	Titles continued. Embassies and consulates
5	Official visits with the President: types of visits Video clips and pictures
6	Where to sit, stand: different situations in a car, elevator, train Seating arrangement in different occasions and situations: including official ceremonies, international negotiations, official entertaining
7	Receiving lines Different types of invitations and replies
8	Midterm
9	Table manners
10	Dress code for different occasions
11	Business etiquette and manners: including handshake, name cards, etc.
12	Korean etiquette and manners (I)
13	Korean etiquette and manners (II)
14	Korean etiquette and manners (III)
15	Group work and class discussion
16	Final Exam