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| [科目名] Active Reading Business Genres II | [単位数] 2 単位 | [科目区分] アカデミック・コモン・ベージ ックス |
| [担当者] 堀江洋文 | [オフィス・アワー] 時間: 場所: | [授業の方法] 講義 |
| [科目の概要] <p>This is a business English class for those students who want to improve their reading/writing/listening ability and to understand what is going on in the world of business and finance. 'Business English', previously called 'English Correspondence' in the faculty curriculum in most universities nationwide, used to be an English writing course with occasional reference to the skills and knowledge of international business and global economies. Today, however, it covers a wider variety of areas including Economic News English, English related to effective business practices (telephoning, negotiating, presentation, etc.) and conventional business correspondence (writing) skills. This class is designed to cover all these.</p> <p>Basically, this is an online class using Zoom, which, by the way, is synchronous and bidirectional, but the instructor plans to hold occasional in-person classes at APU, hopefully once a month, the timing of which will be decided after the consultation with the students.</p> | | |
| [「授業科目群」・他の科目との関連付け]・[なぜ、学ぶ必要があるか・学んだことが、何に結びつくか] <p>First, you may be able to enhance your ability to communicate with people from diverse cultures in English, say in whatever situation you may be placed.</p> <p>Secondly, all the items you may have access in this class could be useful in actual business settings.</p> | | |
| [科目の到達目標(最終目標・中間目標)] <p>The purpose of the course is to enhance students' general business communication skills as outlined above.</p> | | |
| [学生の「授業評価」に基づくコメント・改善・工夫] <p>The instructor is prepared to answer any questions posed by the students. So please feel free to ask any questions which you think are left unanswered during the class.</p> | | |
| [教科書] Kazuhisa Konishi, <i>The Flow of International Business Correspondence</i> , Asahi Press | | |

邦題『フローで学ぶ国際ビジネス英語』小西和久著、朝日出版社

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〔指定図書〕

None

〔参考書〕

To be announced when/if necessary

〔前提科目〕

None

〔学修の課題、評価の方法〕(テスト、レポート等)

Evaluation will be based on the student's attendance and class contribution (30%) as well as the result of a final exam at the end of the semester (70%). Attendance will be taken using normal methods of an attendance card or a card reader.

〔評価の基準及びスケール〕

A: 80-100%, B: 70-79%, C: 60-69%, D: 50-59%, F: below 50%

〔教員としてこの授業に取り組む姿勢と学生への要望〕

Students are expected to have daily access to the latest economic news, which would keep them updated on what's happening in world economy.

〔実務経歴〕

Not applicable

授業スケジュール

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| 第1回 | テーマ(何を学ぶか): Course orientation and introduction 内 容: Review: Basic English correspondence skills (style and format of business letter, etc.) 教科書・指定図書 Appendix at the end of the textbook |
| 第2回 | テーマ(何を学ぶか): Review of the spring semester 内 容: 春学期の復習 教科書・指定図書 Chapter 1~2 |
| 第3回 | テーマ(何を学ぶか): Review of the spring semester 内 容: 春学期の復習 教科書・指定図書 Chapter 2~3 |
| 第4回 | テーマ(何を学ぶか): Effective negotiating 内 容: 効果的商談の進め方をビデオで。 教科書・指定図書 |

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| 第5回 | <p>テーマ(何を学ぶか): Review of the spring semester 内 容: 春学期の復習</p> <p>教科書・指定図書 Chapter 3~4</p> |
| 第6回 | <p>テーマ(何を学ぶか): Review of the spring semester 内 容: 春学期の復習</p> <p>教科書・指定図書 Chapter 3~4</p> |
| 第7回 | <p>テーマ(何を学ぶか): Review of the spring semester 内 容: 春学期の復習</p> <p>教科書・指定図書 Chapter 4~5</p> |
| 第8回 | <p>テーマ(何を学ぶか): Effective Negotiating 内 容: 効果的商談の進め方をビデオで。</p> <p>教科書・指定図書</p> |
| 第9回 | <p>テーマ(何を学ぶか): Conclusion of a sales contract and payment methods (Letter of Credit, etc.) 内 容: 契約締結と支払い(信用状)。支払い方法の一つである信用状(L/C)の開設を依頼する。その他の支払い方法(例えば小切手 Check payment 等)についても学びます。</p> <p>教科書・指定図書 Chapter 5</p> |
| 第10回 | <p>テーマ(何を学ぶか): Shipping schedule 内 容: 船積みスケジュール</p> <p>教科書・指定図書 Chapter 6</p> |
| 第11回 | <p>テーマ(何を学ぶか): Loss or damage to the products. Wrong delivery 内 容: 製品の紛失、損傷に対処。誤送品の対処(売り抜き)</p> <p>教科書・指定図書 Chapter 8</p> |
| 第12回 | <p>テーマ(何を学ぶか): Research on market situations 内 容: 市場動向</p> <p>教科書・指定図書 Chapter 9</p> |
| 第13回 | <p>テーマ(何を学ぶか): Effective negotiating 内 容: 効果的商談の進め方をビデオで。</p> <p>教科書・指定図書</p> |
| 第14回 | <p>テーマ(何を学ぶか): Exclusive distributor agreement 内 容: 一手販売店契約の締結</p> <p>教科書・指定図書 Chapter 10</p> |
| 第15回 | <p>テーマ(何を学ぶか): Effective negotiating 内 容: 効果的商談の進め方をビデオで。</p> <p>教科書・指定図書</p> |
| 試験 | <p>Written exam (60 min.)</p> |