

[科目名] Active Reading Business Genres I	[単位数] 2 単位	[科目区分] アカデミック・コモン・ベーシックス
[担当者] 成田 芙美 Narita Fumi	[オフィス・アワー] 時間: to be announced 場所: Room 609	[授業の方法] 講義
[科目の概要]  This course will focus on reading English texts with everyday and job-related language. Students will read various texts, such as articles, letters, emails, and advertisements, and do exercises in question formats similar to those used in the TOEIC® test. In each class, the grammatical structure of the sentences and meaning of the words in context will be dealt with. In order to check misreading and to correct errors, interactive activities will be encouraged among students as well as between the teacher and the students.		
[「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]  With greater skill in reading comprehension, students will be able to understand various ideas in written English and expand their horizons. Therefore reading skills should be fostered not only to pursue their academic interests but also to enhance their professional careers after graduation. In addition, dealing with TOEIC® format questions, students may become more interested in their success on the test, which is popular in the Japanese business world. Their better scores will increase their chances of working for a company of their own choice.		
[科目の到達目標(最終目標・中間目標)]  This course will encourage students to consider and find what is necessary to improve their own reading skills. Students are expected to be able: <ol style="list-style-type: none"> <li>1. to increase vocabulary</li> <li>2. to improve grammatical knowledge</li> <li>3. to achieve a better understanding of written English.</li> </ol> Students will also be encouraged to take the TOEIC® test and to improve their scores.		
[学生の「授業評価」に基づくコメント・改善・工夫]  The teacher will try her best to offer the students whatever is necessary to improve their reading ability. These needs and the students' progress will be carefully monitored through various class activities and tests. The rate of progress may change the class schedule shown on the following pages.		
[教科書] Joshua Cohen, Kei Mihara, Yoshio Nakamura, Hiroshi Kimura, <i>Reading Breakthrough for the TOEIC® Test</i> (南雲堂、2016) ISBN: 978-4-523-17811-8		
[指定図書] None		
[参考書] To be announced when and if it is 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 mainly on assignments and tests to be completed during class. Performance on homework is also important. At the end of the course, students will sit for a final examination. In addition, extra points could be given with optional tasks.

〔評価の基準及びスケール〕

100-80% = A, 79-70% = B, 69-60% = C, 59-50% = D, 49% and lower = F

〔教員としてこの授業に取り組む姿勢と学生への要望〕

Students must prepare for every class. "Prepare" basically means:

1. to read the texts assigned for each class
2. to check the grammatical structure and meaning of words
3. to find what you can or cannot understand on your own so that you know what kind of help you will need from the teacher in class.

In class, students must have at least one English-Japanese dictionary with them to use for in-class tasks.

To get a higher grade, be sure to attend every class because many assignments and tests will be completed during class.

〔実務経歴〕

該当なし

授業スケジュール

第1回	<p>テーマ(何を学ぶか): Orientation                      内 容: What is the aim of this course? What will you read? What is important or necessary in this class?                      教科書・指定図書 Units 1-2</p>
第2回	<p>テーマ(何を学ぶか): Grammar, vocabulary, comprehension check                      内 容: Entertainment and the Movies                      Housing and Family Life                      教科書・指定図書 Units 3-4</p>
第3回	<p>テーマ(何を学ぶか): Grammar, vocabulary, comprehension check                      内 容: The Media and the Internet                      Travel and Airports                      教科書・指定図書 Units 5, 7</p>
第4回	<p>テーマ(何を学ぶか): Grammar, vocabulary, comprehension check                      内 容: Hotel and Leisure                      The Weather                      教科書・指定図書 Units 8-9</p>
第5回	<p>テーマ(何を学ぶか): Grammar, vocabulary, comprehension check                      内 容: The Environment and Recycling                      Fitness and Health                      教科書・指定図書 Units 10-11</p>
第6回	<p>テーマ(何を学ぶか): Grammar, vocabulary, comprehension check                      内 容: Business Trips and Commuting                      教科書・指定図書 Unit 13</p>

第7回	<p>テーマ(何を学ぶか): Grammar, vocabulary, comprehension check          内 容: Advertising and Sales</p> <p>教科書・指定図書 Unit 14</p>
第8回	<p>テーマ(何を学ぶか): Grammar, vocabulary, comprehension check          内 容: Getting a Job and Promotions</p> <p>教科書・指定図書 Unit 15</p>
第9回	<p>テーマ(何を学ぶか): Grammar, vocabulary, comprehension check          内 容: Accounting and Office Work</p> <p>教科書・指定図書 Unit 16</p>
第10回	<p>テーマ(何を学ぶか): Grammar, vocabulary, comprehension check          内 容: Personnel and Recruitment</p> <p>教科書・指定図書 Unit 17</p>
第11回	<p>テーマ(何を学ぶか): Grammar, vocabulary, comprehension check          内 容: Customer Service and Shipping</p> <p>教科書・指定図書 Unit 19</p>
第12回	<p>テーマ(何を学ぶか): Grammar, vocabulary, comprehension check          内 容: Trading and Ordering</p> <p>教科書・指定図書 Unit 20</p>
第13回	<p>テーマ(何を学ぶか): Grammar, vocabulary, comprehension check          内 容: Negotiations and Contracts</p> <p>教科書・指定図書 Unit 21</p>
第14回	<p>テーマ(何を学ぶか): Grammar, vocabulary, comprehension check          内 容: Presentations and Office Situations</p> <p>教科書・指定図書 Unit 22</p>
第15回	<p>テーマ(何を学ぶか): Grammar, vocabulary, comprehension check          内 容: Marketing and Office Supplies</p> <p>教科書・指定図書 Unit 23</p>
試験	Final examination