

[科目名] Understanding Business Meeting	[単位数] 2単位	[科目区分] ACB
[担当者] Benneth Esiana	[オフィス・アワー] 時間: to be announced 場所: 602	[授業の方法] Lecture, Demonstration,
[科目の概要] The module is designed to equip students with the language skills they require to thrive in business environments such as offices, during meetings, team/group presentations, and whilst meeting with clients. Students are introduced to, and made conversant with, the nature, style, tone, and language of business interactions and meetings. Model dialogues present key phrases, meaning and structure to help students understand and communicate effectively. During the course of the module, students will work individually, in pairs, and in groups, as dictated by the nature of the activity, to complete meaningful exercises and tasks (e.g., dialogues, mini-meetings) to gain practical experience and to build confidence. <i>Please be informed that the module is taught almost entirely in English language, therefore it is ideal for students at an intermediate to high-intermediate level of English.</i>		
[[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] In our increasingly globalised world, the prospect of taking part in meetings in English is greater than ever before. Familiarising oneself with English language, more importantly, the vocabulary and expressions relevant in a business environment should lead to better business interactions and productive meetings. Considering meetings as a social event, students will be able to recognise the impacts of cultural differences in meetings and grow their understanding and skill, so that they may be able to get their message across more effectively.		
[科目の到達目標(最終目標・中間目標)] Insecurities arising from errors made while using English prevents many from fully engaging in practical activities in English such as meetings. The module provides reassurances that their insecurity is not unique and that it is common, and perhaps even normal. At the end of the semester, students should be able to communicate more effectively in different business and social situations.		
[学生の「授業評価」に基づくコメント・改善・工夫] The various components of the module will be introduced based on the students' progress in class.		
[教科書] Handouts will be distributed.		
[指定図書] Not applicable		
[参考書] Not applicable		
[前提科目] None		

〔学修の課題、評価の方法〕(テスト、レポート等)

Students will be assessed through the following methods:

- Mandatory assignment(s)
- Mandatory test(s)
- In-class activities (e.g., roleplay)
- Final examination
- Others (attendance)

〔評価の基準及びスケール〕

A = 80% or more
 B = 70 – 79%
 C = 60 – 69%
 D = 50 – 59%
 F = 49% or less

〔教員としてこの授業に取り組む姿勢と学生への要望〕

The module is taught at a pace complementary with students' ability and progress.

- Students are expected to attend class with the desire to learn.
- They must actively participate in all aspect of the lesson including roleplays.
- An expectation for students to complete all assigned tasks, assessed or otherwise, in class or at home (self-study)

The instructor will support students by providing a conducive learning environment where students, regardless of their skill/ability, will be able to improve in one form or another.

〔実務経歴〕

授業スケジュール

第1回	テーマ(何を学ぶか): Section 1 – Networking 内 容: Starting a conversation 教科書・指定図書 Unit 1
第2回	テーマ(何を学ぶか): Section 1 – Networking 内 容: Talking about jobs 教科書・指定図書 Unit 2
第3回	テーマ(何を学ぶか): Section 1 – Networking 内 容: Showing interest in other people 教科書・指定図書 Unit 3
第4回	テーマ(何を学ぶか): Section 1 – Networking 内 容: Exchanging information 教科書・指定図書 Unit 4
第5回	テーマ(何を学ぶか): Section 2 – Telephoning 内 容: Confirming or rearranging appointments 教科書・指定図書 Unit 6

第6回	<p>テーマ(何を学ぶか): Section 3 – Meetings 内 容: Running a face-to-face meeting</p> <p>教科書・指定図書 Unit 9a</p>
第7回	<p>テーマ(何を学ぶか): Section 3 – Meetings 内 容: Running a face-to-face meeting</p> <p>教科書・指定図書 Unit 9b</p>
第8回	<p>テーマ(何を学ぶか): Section 3 – Meetings 内 容: Negotiating agreement</p> <p>教科書・指定図書 Unit 10a</p>
第9回	<p>テーマ(何を学ぶか): Section 3 – Meetings 内 容: Negotiating agreement</p> <p>教科書・指定図書 Unit 10b</p>
第10回	<p>テーマ(何を学ぶか): Section 3 – Meetings 内 容: Assigning action points</p> <p>教科書・指定図書 Unit 11a</p>
第11回	<p>テーマ(何を学ぶか): Section 3 – Meetings 内 容: Assigning action points</p> <p>教科書・指定図書 Unit 11b</p>
第12回	<p>テーマ(何を学ぶか): Section 3 – Meetings 内 容: Running a teleconference</p> <p>教科書・指定図書 Unit 12a</p>
第13回	<p>テーマ(何を学ぶか): Section 3 – Meetings 内 容: Running a teleconference</p> <p>教科書・指定図書 Unit 12b</p>
第14回	<p>テーマ(何を学ぶか): Section 4 – Presentations and conferences 内 容: Presenting a product or service</p> <p>教科書・指定図書 Unit 13</p>
第15回	<p>テーマ(何を学ぶか): Section 4 – Presentations and conferences 内 容: Saying ‘no’ politely</p> <p>教科書・指定図書 Unit 16</p>
試験	Final Examination