

[科目名] Advanced Business English A	[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] 丹藤永也 他	[オフィス・アワー] 時間: to be announced 場所: to be announced	[授業の方法] 講義
[科目の概要] <p>This course aims to improve students' proficiency in practical business English. The course will help students acquire general business skills in English, including answering the phone, taking part in meetings, giving a presentation about merchandise, making an effective sales promotion, and negotiating. The main object of this course is to improve students' listening and speaking abilities, so students should expect to participate in pair and group activities. The course will help students develop the global communication skills and the intercultural skills required for business. At the end of the course, student will have gained sufficient knowledge on how to operate in the business world.</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>Nowadays, going with the globalized world, the demand for business English is greater than ever. Business English is playing an increasingly important role in not only the business world but also various in studies, especially economics, managements and regional studies. It will help students further their growth in both business and academic fields.</p>		
[科目の到達目標(最終目標・中間目標)] <p>The emphasis of this course is on providing students with the skills to communicate effectively in English in a variety of business situations, both social and work-related. In each class, students experience student-centered activities aimed at building their skills and confidence of the target language to communicate successfully in the global business world. By the end of the semester, students will build up more complex language and skills.</p>		
[学生の「授業評価」に基づくコメント・改善・工夫] <p>The teachers should:</p> <ol style="list-style-type: none"> 1. check whether students understand correctly. 2. keep pace with the students' progress. (For this purpose, the course schedule shown below could be changed). 3. help students learn by themselves and give some advice for further learning. 		
[教科書] <i>Get Ready for International Business -English for the workplace- student's book 2,</i> by Andrew Vaughan & Dorothy E. Zemach, MACMILLAN ISBN: 978-0-230-44791-2		
[指定図書] to be announced		
[参考書] to be announced		
[前提科目] none		

<p>〔学修の課題、評価の方法〕(テスト、レポート等)</p> <p>Daily class performance: 30 % (This may include quizzes and other activities, such as homework, attendance, etc.) Final Test: 60 % G-TELP: 10 % In addition, five points will be added when a copy of the certificate of Reallyenglish is submitted.</p>	
<p>〔評価の基準及びスケール〕</p> <p>A=80% or more B=70-79%, C=60-69%, D=50-59%, F=less than 50%-</p>	
<p>〔教員としてこの授業に取り組む姿勢と学生への要望〕</p> <p>Four Important Rules:</p> <ol style="list-style-type: none"> 1. Prepare for every class and the final test. 2. Attend every class and don't be late. 3. Hand in every work assigned. 4. Bring and use dictionaries. 	
<p>〔実務経歴〕</p>	
<p>授業スケジュール</p>	
第1回	<p>テーマ(何を学ぶか): Course orientation 内 容: Class goals and requirement Introducing a colleague 教科書・指定図書 Unit 1: Welcome to the company</p>
第2回	<p>テーマ(何を学ぶか): Breaking the ice 内 容: Conversation topics / Making introductions 教科書・指定図書 Unit 1: Welcome to the company</p>
第3回	<p>テーマ(何を学ぶか): Effective Presentation 内 容: Starting a presentation / Presenting information Guiding a visitor / Stereotypes and generalization 教科書・指定図書 Unit 2: An important visitor</p>
第4回	<p>テーマ(何を学ぶか): The process of a business meeting 内 容: Running meetings / Opening a meeting Giving and explaining reasons / Closing a meeting / Decision making 教科書・指定図書 Unit 3: What's on the agenda?</p>
第5回	<p>テーマ(何を学ぶか): Showing your agreement and disagreement 内 容: Discussing ideas / Agreeing and disagreeing Moving through a meeting / Meeting styles 教科書・指定図書 Unit 4: That's a great idea!</p>

第6回	<p>テーマ(何を学ぶか): Review 内 容: Review: Unit 1-4.</p> <p>教科書・指定図書 Review: Units 1-4</p>
第7回	<p>テーマ(何を学ぶか): The practice of taking and leaving messages 内 容: Leaving messages / Using voicemail Taking and leaving a message / Automated voicemail 教科書・指定図書 Unit 5: I'll call you back</p>
第8回	<p>テーマ(何を学ぶか): Asking for information 内 容: Checking in / Using indirect questions Giving directions / Understanding gestures 教科書・指定図書 Unit 6: Can I get there on foot?</p>
第9回	<p>テーマ(何を学ぶか): Communication through emails 内 容: Understanding emails / Writing emails Email expressions / Email vocabulary 教科書・指定図書 Unit 7: Best wishes, Thomas Kale</p>
第10回	<p>テーマ(何を学ぶか): Dealing with feedback 内 容: Giving a presentation / Giving and receiving feedback Endings and conclusions of presentation / Dealing with questions 教科書・指定図書 Unit 8: That's a good question!</p>
第11回	<p>テーマ(何を学ぶか): Review 内 容: Review: Unit 5-8.</p> <p>教科書・指定図書 Review: Units 5-8</p>
第12回	<p>テーマ(何を学ぶか): Effective CV writing 内 容: Discussing job applications / Reading and writing a CV Describing experience 教科書・指定図書 Unit 9: What was his major?</p>
第13回	<p>テーマ(何を学ぶか): Successful job interview 内 容: Giving key information / Describing your background Talking about your future / Talking about your strengths 教科書・指定図書 Unit 10: Tell me about yourself</p>
第14回	<p>テーマ(何を学ぶか): Selecting wonderful gifts 内 容: Discussing gifts / Selecting gifts Explaining a problem and mistake / Giving and accepting apologies / Cultural mistakes 教科書・指定図書 Unit 11: They're too expensive</p>
第15回	<p>テーマ(何を学ぶか): Dealing with reviews and feedback 内 容: Reviewing performance / Responding to feedback and asking for clarification Self-evaluation / Discussing performance plans / High context – low context 教科書・指定図書 Unit 12: I need to work harder</p>
試験	Final-test