

[科目名] 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	[E-mail] シラバス綴り参照
[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, 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.</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 common business world but also various studies, especially economics, managements and regional studies. It will help students' further growth in both business and academic field.</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 to more complex language and skills as the course progresses.</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"> <li>1. check whether students understand correctly.</li> <li>2. keep pace with the students' progress. (For this purpose, the course schedule shown below could be changed).</li> <li>3. help students learn by themselves and give some advice for further learning.</li> </ol>		
[教科書] <p><i>Get Ready for International Business -English for the workplace- student's book 1,</i>          by Andrew Vaughan &amp; Dorothy E. Zemach, MACMILLAN          ISBN: 978-0-230-43325-0</p>		

〔指定図書〕 to be announced	
〔参考書〕 to be announced	
〔前提科目〕 none	
〔学修の課題、評価の方法〕(テスト、レポート等)  Daily class performance: 30 % (This may include quizzes and other activities, 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.	
〔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=less than 50%-	
〔教員としてこの授業に取り組む姿勢と学生への要望〕  Four Important Rules: 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.	
〔実務経歴〕	
授 業 ス ケ ジ ュ ー ル	
第1回	テーマ(何を学ぶか) : Course orientation 内 容: Class goals and requirements Introducing yourself 教科書・指定図書 Unit 1: Let me give you my card.
第2回	テーマ(何を学ぶか) : Using business cards 内 容: Talking about your job / Giving contract information Starting and ending conversation 教科書・指定図書 Unit 1: Let me give you my card.
第3回	テーマ(何を学ぶか) : Working hours 内 容: Saying where you're from / Reflecting and reacting Describing routines / Describing schedules 教科書・指定図書 Unit 2 : I start work at 8:30.

第4回	<p>テーマ(何を学ぶか) : What kind of company?</p> <p>内 容: Giving information / Asking about company background Asking for repetition and spelling / Describing company business</p> <p>教科書・指定図書 Unit 3: What does your company do?</p>
第5回	<p>テーマ(何を学ぶか) : Corporate culture</p> <p>内 容: Making small talk / Talking about likes and dislikes Making suggestions / Sounding polite</p> <p>教科書・指定図書 Unit 4: How do you like your job?</p>
第6回	<p>テーマ(何を学ぶか) : Review</p> <p>内 容: Review: Unit 1-4</p> <p>教科書・指定図書 Review 1-4</p>
第7回	<p>テーマ(何を学ぶか) : Mobile phones</p> <p>内 容: Talking on the phone / Answering the phone Controlling language / Taking a message; ending a call</p> <p>教科書・指定図書 Unit 5: Can I take a message?</p>
第8回	<p>テーマ(何を学ぶか) : Advertising</p> <p>内 容: Discussing products / Describing and comparing products Understanding advertisements / Softening language</p> <p>教科書・指定図書 Unit 6: Which one should we order?</p>
第9回	<p>テーマ(何を学ぶか) : Using technology to communicate</p> <p>内 容: Making arrangements / Making a telephone call Checking information / Making an appointment</p> <p>教科書・指定図書 Unit 7: Are you free on Tuesday?</p>
第10回	<p>テーマ(何を学ぶか) : Workplace facilities</p> <p>内 容: Getting directions / Prepositions of place Giving a tour</p> <p>教科書・指定図書 Unit 8: Where's the Marketing Department?</p>
第11回	<p>テーマ(何を学ぶか) : Review</p> <p>内 容: Review: Unit 5-8</p> <p>教科書・指定図書 Review 5-8</p>
第12回	<p>テーマ(何を学ぶか) : Looking for a job</p> <p>内 容: Sequencing / Describing a process: Sequencing; ordering a product Checking and confirming / Recruiting</p> <p>教科書・指定図書 Unit 9: How long does the process take?</p>
第13回	<p>テーマ(何を学ぶか) : Presentation</p> <p>内 容: Talking about data / Talking about graphs Giving a presentation / Answering questions</p> <p>教科書・指定図書 Unit 10: Exports increased sharply</p>
第14回	<p>テーマ(何を学ぶか) : Talking about the future</p> <p>内 容: Confirming next steps / Talking about future plans Degrees of certainty</p> <p>教科書・指定図書 Unit 11: I'm leaving tomorrow.</p>
第15回	<p>テーマ(何を学ぶか) : Food and business entertaining</p> <p>内 容: Entertaining guests / Offering and accepting or refusing food Giving and receiving compliments / Thanking and responding to thanks</p> <p>教科書・指定図書 Unit 12: Would you like to try some dim sum?</p>
定期試験	Final-test