

[科目名] Business English B	[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 replying emails, taking part in meetings, giving a presentation about merchandise, and negotiating. The main object of this course is to improve students' vocabulary, grammar, reading and writing 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"> 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>Essentials of Global Business English,</i> by Satoru Toyoda, Nan'un-do ISBN: 978-4-523-17605-3		

〔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: Letter
第2回	テーマ(何を学ぶか) : Basic business communication 内 容: How to write a business letter How to make a cover sheet of fax 教科書・指定図書 Unit 1: Letter, Unit 2: Fax
第3回	テーマ(何を学ぶか) : Basic business communication 内 容: How to make an email How to write a telephone message 教科書・指定図書 Unit 3: Email, Unit 4: Telephone message

第4回	<p>テーマ(何を学ぶか) :English for social relationship</p> <p>内 容:How to make an appointment</p> <p>How to book a hotel</p> <p>教科書・指定図書 Unit 5: Applying for a meeting, Unit 6: Booking a hotel</p>
第5回	<p>テーマ(何を学ぶか) :English for social relationship</p> <p>内 容:How to make a notification of office relocation</p> <p>How to make a notification of the new branch</p> <p>教科書・指定図書 Unit 7 : Noticing office relocation, Unit 8: Noticing a new branch</p>
第6回	<p>テーマ(何を学ぶか) :English for social relationship</p> <p>内 容:How to make an invitation for a reception</p> <p>How to make a request for answering the questionnaire</p> <p>教科書・指定図書 Unit 9: Invitation for a reception, Unit 10: A request for answering the questionnaire</p>
第7回	<p>テーマ(何を学ぶか) :English for social relationship</p> <p>内 容:How to make a request for application materials</p> <p>How to write a letter about congratulations and condolences</p> <p>教科書・指定図書 Unit 11: A request for application materials, Unit 12: Congratulations and condolences</p>
第8回	<p>テーマ(何を学ぶか) :English as an internal official language</p> <p>内 容:How to make a notification of the meeting</p> <p>How to make meeting minutes</p> <p>教科書・指定図書 Unit 13: Noticing the meeting, Unit 14: Taking the minutes</p>
第9回	<p>テーマ(何を学ぶか) :English as an internal official language</p> <p>内 容:How to write a memorandum for ordering goods</p> <p>How to write a memorandum of an in-house training course</p> <p>教科書・指定図書 Unit 15: Purchasing goods, Unit 16: Noticing an in-house training course</p>
第10回	<p>テーマ(何を学ぶか) :English as an internal official language</p> <p>内 容:How to write a report of the outside training session</p> <p>How to write a tentative report of the itinerary</p> <p>教科書・指定図書 Unit 17: A report of the outside training session, Unit 18: A tentative report of the itinerary</p>
第11回	<p>テーマ(何を学ぶか) :English for business relationship</p> <p>内 容:How to make an email for a request of a catalog</p> <p>How to make an email for an inquiry about the product.</p> <p>教科書・指定図書 Unit 19: Inquiry (1), Unit 20: Inquiry (2)</p>
第12回	<p>テーマ(何を学ぶか) :English for business relationship</p> <p>内 容:How to make an order sheet</p> <p>How to make a reminder of the payment</p> <p>教科書・指定図書 Unit 21: Order, Unit 22: A reminder of the payment</p>
第13回	<p>テーマ(何を学ぶか) :English for business relationship, English for the employment</p> <p>内 容:How to write a letter answering the complaint</p> <p>How to write a CV</p> <p>教科書・指定図書 Unit 23: Dealing with complaints, Unit 24: CV</p>
第14回	<p>テーマ(何を学ぶか) :English for the employment</p> <p>内 容:How to write a letter applying for a job</p> <p>How to write a letter of recommendation</p> <p>教科書・指定図書 Unit 25: A letter for applying for a job, Unit 26: A letter of recommendation</p>
第15回	<p>テーマ(何を学ぶか) :English for the employment</p> <p>内 容:How to make a notification of the result of the employment interview</p> <p>How to write a letter of resignation</p> <p>教科書・指定図書 Unit 27 and Unit 28: Noticing the result of the interview, Unit 29: A letter of resignation</p>
定期試験	Final-test