

〔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, roleplay		
〔科目の概要〕 The module focuses on business English – specific for business meetings in various settings. The series of lectures are divided into three main topics – meetings, negotiations and socializing –, with each topic further divided into five subtopics. Students are introduced to, and made conversant with, the nature, style, and language of business meetings in order for them to be able to participate unhindered in any such meetings. During the course of the module, students are expected to work individually, in pairs, and in groups, as dictated by the nature of the activity, to complete meaningful exercises and tasks set out in the course material. Please be aware that the module is taught almost entirely in English, hence it is ideal for students at an intermediate to high-intermediate level of English.					
〔「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, business meetings continue to play an important role, not only during the first meeting/introduction, but also in subsequent interactions between businesspeople. Winning contracts, establishing partnerships and collaborations, expanding business networks, and business model improvements are only some of the many benefits of successful business meetings. Learners will be able to recognise the impacts of cultural differences in meetings and grow their understanding and skill, so that they may become more successful in their respective careers. Additionally, it is also a good follow-up module for those wishing to further improve their business English skill.					
〔科目の到達目標(最終目標・中間目標)〕 It is not uncommon for some learners of English to worry excessively about errors they make whilst speaking. This insecurity prevents them 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 even normal. Furthermore, it presents strategies for increasing their confidence and ability to interact in English.					
〔学生の「授業評価」に基づくコメント・改善・工夫〕 Not applicable; however, the various components of the module will be introduced based on the students' progress in class.					
〔教科書〕 To be announced					
〔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>Students will be assessed through the following methods:</p> <ul style="list-style-type: none"> - Mandatory assignment(s) - Mandatory test(s) - In-class activities (e.g., roleplay) - Final examination - Others (attendance) 	
<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=49% or less</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> <ul style="list-style-type: none"> - 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) <p>The instructor will support students throughout the course by providing a conducive learning environment where students, regardless of their skill/ability, will be able to improve in one form or another.</p>	
<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): Meetings I</p> <p>内 容: Getting down to business (starting a meeting)</p> <p>教科書・指定図書 to be announced</p>
第2回	<p>テーマ(何を学ぶか): Meetings II</p> <p>内 容: Getting involved in meetings</p> <p>教科書・指定図書 to be announced</p>
第3回	<p>テーマ(何を学ぶか): Meetings III</p> <p>内 容: Managing a meeting</p> <p>教科書・指定図書 to be announced</p>
第4回	<p>テーマ(何を学ぶか): Meetings IV</p> <p>内 容: Brainstorming and evaluating</p> <p>教科書・指定図書 to be announced</p>
第5回	<p>テーマ(何を学ぶか): Meetings V</p> <p>内 容: Action points</p> <p>教科書・指定図書 to be announced</p>
第6回	<p>テーマ(何を学ぶか): Negotiations I</p> <p>内 容: Building relationships</p> <p>教科書・指定図書 to be announced</p>

第7回	<p>テーマ(何を学ぶか): Negotiations II</p> <p>内 容: Positions and interests</p> <p>教科書・指定図書 to be announced</p>
第8回	<p>テーマ(何を学ぶか): Negotiations III</p> <p>内 容: Questioning and clarifying</p> <p>教科書・指定図書 to be announced</p>
第9回	<p>テーマ(何を学ぶか): Negotiations IV</p> <p>内 容: Bargaining</p> <p>教科書・指定図書 to be announced</p>
第10回	<p>テーマ(何を学ぶか): Negotiations V</p> <p>内 容: Clinching the deal</p> <p>教科書・指定図書 to be announced</p>
第11回	<p>テーマ(何を学ぶか): Socialising I</p> <p>内 容: Breaking the ice</p> <p>教科書・指定図書 to be announced</p>
第12回	<p>テーマ(何を学ぶか): Socialising II</p> <p>内 容: Keeping conversations going</p> <p>教科書・指定図書 to be announced</p>
第13回	<p>テーマ(何を学ぶか): Socialising III</p> <p>内 容: Social networking</p> <p>教科書・指定図書 to be announced</p>
第14回	<p>テーマ(何を学ぶか): Socialising IV</p> <p>内 容: Active listening</p> <p>教科書・指定図書 to be announced</p>
第15回	<p>テーマ(何を学ぶか): Socialising V</p> <p>内 容: From contact to partner</p> <p>教科書・指定図書 to be announced</p>
試 験	<p>Final Examination</p>