

[科目名] Active Reading Business Genres II (3 限目)	[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] 堀江洋文	[オフィス・アワー] 時間: 場所:	[授業の方法] 講義					
[科目の概要] <p>This is a Business English class designed for students who wish to improve their reading, writing, and listening skills, while also gaining a better understanding of the current global business and financial landscape.</p> <p>‘Business English’—formerly referred to as ‘English Correspondence’ in the curricula of many university faculties across Japan—was traditionally a writing-focused course that occasionally touched on international business and global economic concepts. Today, however, it encompasses a much broader range of topics, including Economic News English, English for effective business communication (such as telephoning, negotiating, and giving presentations), and conventional business correspondence (writing) skills. This class is designed to cover all of these areas.</p> <p>The course is primarily conducted online via Zoom in a synchronous and interactive (bidirectional) format. However, the instructor plans to hold occasional in-person sessions at APU, ideally once a month. The schedule for these sessions will be decided in consultation with the students.</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>First, this course may help you improve your ability to communicate in English with people from diverse cultural backgrounds, in a variety of real-life situations.</p> <p>Second, the materials covered in this class may prove useful in actual business settings.</p>							
[科目の到達目標] <p>The purpose of this course is to enhance students' general business communication skills, as outlined above.</p>							
[ディプロマ・ポリシー (DP) との関係]							
学部				学科			
DP1	DP2	DP3 ○	DP4	DP1	DP2	DP3	
[学生の「授業評価」に基づくコメント・改善・工夫] <p>The instructor is prepared to answer any questions students may have, so please feel free to ask about anything that may have been unclear or left unanswered during the class.</p>							
[教科書] Kazuhisa Konishi, <i>The Flow of International Business Correspondence</i> , Asahi Press							

邦題『フローで学ぶ国際ビジネス英語』小西和久著、朝日出版社 ISBN: 978-4-255-15228-8	
〔指定図書〕 None	
〔参考書〕 Announcement to follow if/when necessary.	
〔前提科目〕 None	
〔学修の課題、評価の方法〕(テスト、レポート等) Evaluation will be based on student's attendance and class participation (30%) as well as the results of the final exam at the end of the semester (70%). Attendance will be recorded verbally at the start of each class. The evaluation criteria are as follows: A: 80-100%, B: 70-79%, C: 60-69%, D: 50-59%, F: below 50%	
〔教員としてこの授業に取り組む姿勢と学生への要望〕 Students are expected to have daily access to the latest economic news to stay updated on what's happening in the world economy.	
〔実務経歴〕 Not applicable	
授業スケジュール	
第1回	テーマ(何を学ぶか): Course orientation and introduction 内 容: Review: Basic English correspondence skills (style and format of business letter, etc.) 教科書・指定図書 Appendix at the end of the textbook
第2回	テーマ(何を学ぶか): Review of the spring semester 内 容: marketing, inquiry (マーケティングと引き合い) 教科書・指定図書 Chapters 1, 2
第3回	テーマ(何を学ぶか): Review of the spring semester 内 容: Offer and counter proposal 教科書・指定図書 Chapter 3
第4回	テーマ(何を学ぶか): Effective negotiating 内 容: Watch a video on how to conduct effective business negotiations. 教科書・指定図書
第5回	テーマ(何を学ぶか): Review of the spring semester 内 容: Conclusion of a sales contract 教科書・指定図書 Chapter 4

第6回	<p>テーマ(何を学ぶか): Review of the spring semester</p> <p>内 容: Issuance of an irrevocable confirmed letter of credit</p> <p>教科書・指定図書 Chapter 5</p>
第7回	<p>テーマ(何を学ぶか): Effective negotiating</p> <p>内 容: Watch a video on how to conduct effective business negotiations.</p> <p>教科書・指定図書</p>
第8回	<p>テーマ(何を学ぶか): Payment methods</p> <p>内 容: L/C, check (cheque), telegraphic transfer, etc.</p> <p>教科書・指定図書 Chapter 5</p>
第9回	<p>テーマ(何を学ぶか): Shipping schedule</p> <p>内 容: Request to advance the shipping schedule</p> <p>教科書・指定図書 Chapters 6, 7</p>
第10回	<p>テーマ(何を学ぶか): Loss or damage to the products. Wrong delivery</p> <p>内 容: Handling of mis-shipped items: selling through at a discount</p> <p>教科書・指定図書 Chapter 8</p>
第11回	<p>テーマ(何を学ぶか): Effective negotiating</p> <p>内 容: Watch a video on how to conduct effective business negotiations.</p> <p>教科書・指定図書</p>
第12回	<p>テーマ(何を学ぶか): Research on market situations</p> <p>内 容: Report on Market Trends and Sales Performance</p> <p>教科書・指定図書 Chapter 9</p>
第13回	<p>テーマ(何を学ぶか): Conclusion of an exclusive distributorship agreement</p> <p>内 容:</p> <p>教科書・指定図書 Chapter 10</p>
第14回	<p>テーマ(何を学ぶか): Effective negotiating</p> <p>内 容: Watch a video on how to conduct effective business negotiations.</p> <p>教科書・指定図書</p>
第15回	<p>テーマ(何を学ぶか): Promotion and staff reassignment</p> <p>内 容:</p> <p>教科書・指定図書 Chapter 12</p>
試験	Written exam (60 minutes)