

授業科目名 (英語名)	ビジネス英語 (Business English)				
担当教員 (所属)	Christine Winskowski (国際文化学科)				
教育課程	国際文化学科専門科目・実践科目				
開講年次	2年後期				
授業形態	演習	単位数	2	必修・選択	選択科目
資格対応					
授業のねらい・概要	This class will introduce students to basic English used in business contexts. The course stresses business lexicon (vocabulary, usage, idioms, collocations) in speaking, and rhetorical forms (letters, memos, agendas) in writing. The class will provide basic competencies with a range of business situations.				
学修目標	Students will learn: <ul style="list-style-type: none"> ① Write a resume in English ② Learn spoken expressions for several common business situations ③ Write business memos, letters, and agendas ④ Make brief presentations ⑤ Learn western meeting format and language 				
授業の計画	Week 1: Course introduction; Designing a resume Week 2: Meeting people; Talking about your job Week 3: Contacting people; Taking and writing messages; Designing a business Week 4: Politeness; Small talk; Business plan Week 5: Participating in meetings; Meeting memo Week 6: Appointments; Appointment memo Week 7: Making and responding advice and procedures; Itinerary Week 8: Suggestions; Design and present promotional gifts Week 9: Using and describing graphs; Sales memo Week 10: Presenting an argument; Discussing pros and cons Week 11: Dealing with problems Week 12: Running a meeting Week 13: Running a meeting; Letter of agreement Week 14: Negotiating on a proposal Week 15: Final quiz				
テキスト教材等	<i>Intelligent Business: Skills Book</i> , Pre-intermediate, by I. Barrall & N. Barrall. Longman 2006. ISBN 978-0-582-84692-0, 0-582-846927				
授業の形式	This course has a web-support component and a textbook with CD-ROM which students will use. Students will do listening exercises, text exercises on language, written assignments, spoken role plays in various office settings (including meetings), and make brief presentations as part of the course activities.				
成績評価の方法	Final grades are calculated generally as follows: Class participation – 20%; Class activities and quizzes – 40%; Papers (letters, memos, etc.) – 40%. Students must achieve a minimum grade of 70 to pass.				
履修にあたっての留意点	Students should have intermediate-level English for this course. Students must attend 12 of the 15 classes to pass.				

備考