

科目名	担当教員名	学期
English for Business I (Pre-Intermediate)	Daniel Robinson	前期 First Semester
目的 (Aims)	<ol style="list-style-type: none"> <li>1. Students will be able to use a range of vocabulary to describe and discuss companies, job responsibilities, department activities, product features and employment.</li> <li>2. Students will be able to introduce themselves and make basic polite requests and offers.</li> <li>3. Students will be able to get in contact with someone and make an appointment on the phone.</li> <li>4. Students will be able to politely welcome visitors to their company.</li> <li>5. Students will be able to present business information using visual aids (e.g. a graph or diagram).</li> <li>6. Students will be able to give a report on the findings of some business research.</li> <li>7. Students will be able to discuss the progress of a project.</li> </ol>	
概要 (Overview)	Students will develop their range of vocabulary and lexis in order to discuss a range of topics in contemporary business and working life, as well as developing their communication skills for a number of essential business situations. Students' will also have the opportunity to improve their knowledge of English grammar and apply it in communicative business situations.	
到達目標 (Objects)	To improve students' spoken English communication skills in various business contexts and improve their general reading and listening comprehension.	
成績評価の 基準と方法 (Grade Calculation)	I will award a grade based on students' improvement over the period of the course. This will be based on the expectations for the level of study. I will also take in to account students' attendance and contributions to the classes.	
履修条件 (Requirement)	Pre-Intermediate English conversation ability, including a basic understanding of English grammar - the equivalent to a TOIEC score of approximately 550 – 650 (with leniency).	
授業計画 (Content of Lectures)		
第1週 Week 1	<ul style="list-style-type: none"> <li>• Guidance - course/study method introduction</li> <li>• Self- level check activity</li> </ul>	
第2週 Week 2	Unit 1 <ul style="list-style-type: none"> <li>• Companies (areas of business) - vocabulary and discussion</li> </ul>	
第3週 Week 3	<ul style="list-style-type: none"> <li>• Language at work - present simple</li> <li>• Business communication skills – making polite requests</li> </ul>	
第4週 Week 4	<ul style="list-style-type: none"> <li>• Business communication skills –introducing yourself and others</li> </ul>	
第5週 Week 5	Unit 2 <ul style="list-style-type: none"> <li>• Business Contacts – vocabulary and discussion</li> </ul>	

第 6 週 Week 6	<ul style="list-style-type: none"> <li>• Language at work – present continuous</li> </ul>
第 7 週 Week 7	<ul style="list-style-type: none"> <li>• Business communication skills – making and receiving telephone calls</li> </ul>
第 8 週 Week 8	Unit 3 <ul style="list-style-type: none"> <li>• Visitors &amp; Company structure – vocabulary and discussion</li> </ul>
第 9 週 Week 9	<ul style="list-style-type: none"> <li>• Language at work – asking questions</li> <li>• Business communication skills – welcoming visitors to your company</li> </ul>
第 10 週 Week 10	<ul style="list-style-type: none"> <li>• Business communication skills – presenting visual information</li> </ul>
第 11 週 Week 11	Unit 4 <ul style="list-style-type: none"> <li>• New Products – vocabulary and discussion</li> </ul>
第 12 週 Week 12	<ul style="list-style-type: none"> <li>• Language at work – past simple</li> </ul>
第 13 週 Week 13	<ul style="list-style-type: none"> <li>• Business communication skills – giving an oral report</li> </ul>
第 14 週 Week 14	Unit 5 <ul style="list-style-type: none"> <li>• Employment – vocabulary and discussion</li> </ul>
第 15 週 Week 15	<ul style="list-style-type: none"> <li>• Language at work – present perfect (experiences / then &amp; now)</li> </ul>
テキスト 参考書等 (Textbook, Reference)	Business Result: Pre-Intermediate Student's Book, David Grant & Jane Hudson, Oxford University Press 2009
その他 特記事項 (Others)	<p>※Students are welcome to take the English for Business courses in any order.</p> <p>※English for Businessコースは、コース名に関わらずどのクラスからでも受講開始して頂けます。コース名の I、II は難易度を示すものではありません。</p>