

Chuo University – Business English Course Syllabus – 6 x 100 minutes

Day 1

10:00-11:40

Lesson 1	Contents	Material
Part A (50 min)	Addressing people politely / Introducing yourself ● Casual vs Formal phrases for introductions ● Addressing customers/important people correctly (Mr. / Mrs. / Ms.)	ECC Original
Part B (50 min)	Making small talk ● Appropriate and inappropriate topics for business small talk ● How to open and continue the conversation	Business Builder 1.1

12:30-14:10

Lesson 2	Contents	Materials
Part A (50 Min)	Making Requests ● How to politely make requests ● Casual vs. formal request making ● Accepting & declining	Business Builder 1.6
Part B (50 Min)	Offering help ● How to kindly offer assistance ● Hospitality & correct intonation	Business Builder 1.7

14:20-16:00

Lesson 3	Contents	Materials
Part A (50 min)	Saying “yes” politely ● How to show interest & politely say yes and agree ● Developing a longer answer beyond “yes”	Business Builder 1.8
Part B (50Min)	Saying “no” politely ● How to show interest & politely say no and disagree Developing a longer answer beyond “no”	Business Builder 1.9

Day 2

10:00-11:40

Lesson 4	Contents	Material
Part A (50 min)	Speaking on the phone & leaving messages 1 ● Language for clarification on the phone ● Taking & leaving messages, confirming information	Business Builder 2.1
Part B (50 Min)	Speaking on the phone & leaving messages 2 ● Leaving messages for someone else ● Informing caller that details have been received	Business Builder 2.2

12:30-14:10

Lesson 5	Contents	Materials
Part A (50 min)	Giving and asking for opinions ● Politely giving an opinion & requesting feedback ● Asking politely for others' opinions to continue a discussion	Business Builder 4.1
Part B (50 Min)	Agreeing and disagreeing ● Language for agreeing/disagreeing in a conversation or discussion ● How to clearly, but politely, disagree with others in a kind way	Business Builder 4.3

14:20-16:00

Lesson 6	Contents	Material
Part A (50 min)	Making Suggestions ● How to propose suggestions and gain feedback ● Running an idea sharing session	Business Builder 4.5
Part B (50 Min)	Diplomatic Language ● How to carefully negotiate with someone to reach an agreement ● Practicing tone and intonation to soften disagreements	Business Builder 4.7

