

講義コード	11C0104900	授業形態	演習	事前登録の有無	なし	担当教員	開講期
科目名	英会話[Office English 1]				ジュリー トーグソン		第1期
履修前条件					備考		
授業の目的	To study the International English often used in formal and working situations. This will include some grammar, as well as vocabulary and conversational phrases typical of non-specialist business situations.						
到達目標	Focus in the first semester will be on simple social interactions: greeting, leave-taking and both self and company introductions. Also included will be simple explanations of plans and reasons for courses of action.						
授業外学修内容・ 授業外学修時間数	Students will be expected to review lessons and prepare for lessons outside the class. The class will focus on listening and speaking exercises, but students can review these exercises, along with the various reading sections of the text. In this way, students should be able to spend more than 15 hours outside of class (about 1 hour per week) in preparation for and reinforcement of the material covered in class.						
授業計画	【第1回】 Course Introduction. Unit 1 : Business and conversational greetings. 【第2回】 Unit 1 : Describing companies. 【第3回】 Unit 2 : Telephone English. 【第4回】 Unit 2 : Leaving and taking messages. 【第5回】 Unit 3 : Days, dates, times. Big numbers. 【第6回】 Unit 3 : Scheduling and appointments. 【第7回】 Reading and discussion: Culture and gestures. 【第8回】 Review: Business Communication. 【第9回】 Unit 4 : Presenting figures and graphs. 【第10回】 Unit 4 : Comparing information. Working conditions. 【第11回】 Unit 5 : Describing products. 【第12回】 Unit 5 : Talking about company activities. 【第13回】 Unit 6 : Describing industry history. 【第14回】 Unit 6 : Explaining business decisions. 【第15回】 Review: Living and working abroad.						
成績評価の方法	End of semester test (60%), class participation (40%)						
フィードバックの内容							
教科書	『Business Ventures 2』 Barnard & Cady (Oxford University Press) 2009						
指定図書							
参考書							
教員からのお知らせ	With good attendance, most students will pass the course, and those who are motivated to further study outside the class should see a clear improvement in their English.						
オフィスアワー	本授業に関する質問・相談は、授業終了後、次の授業に支障がない範囲で教室内にて対応します。						
その他							