

講義コード	11C0105000	授業形態	演習	事前登録の有無	なし	担当教員	ジュリー トーグソン	開講期	第2期
科目名	英会話[Office English 2]					ジュリー トーグソン		第2期	
履修前提条件						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	In this second semester class, students will extend the range of communicative situations beyond the basics, to expressing intentions, forecasting, giving advice and dealing with various problem scenarios that might be encountered while living or working abroad. In addition, some attention will be given to public speaking and informal speeches.								
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】 Unit 7 : Receiving and making complaints. 【第2回】 Unit 7 : Dealing with complaints and problems. 【第3回】 Unit 8 : Travel arrangements and plans. 【第4回】 Unit 8 : Talking about trips and travel abroad. 【第5回】 Unit 9 : Forecasting and talking about trends. 【第6回】 Unit 9 : Finance and giving financial advice. 【第7回】 Reading and discussion: Wall Street and the stock market. 【第8回】 Review: Money across cultures. 【第9回】 Unit 10: Job requirements and company rules. 【第10回】 Unit 10: Advice and warnings. 【第11回】 Unit 11: Meetings and suggestions. 【第12回】 Unit 11: Discussing alternative courses of action. 【第13回】 Unit 12: The language of presentations. 【第14回】 Unit 12: Speeches of farewell and other occasions. 【第15回】 Review: Cultural misunderstandings.								
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									