

講義コード	11C0272300	授業形態	演習	事前登録の有無	あり	担当教員		開講期	
科目名	英会話Ⅳ (Office English)					ジュリー トーグソン		通年	
履修前提条件						備考			
授業の目的	To develop the communication skills using the International English used in formal and working situations. This includes the grammar as well as typical conversation skills and phrases used in non-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. In the 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 30 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】 Coures Introduction 【第2回】 Unit 1 : Business and conversational greetings 【第3回】 Unit 1 : Describing companies 【第4回】 Unit 2 : Telephone English 【第5回】 Unit 2 : Leaving and taking message 【第6回】 Unit 3 : Days, dates, and times; big numbers 【第7回】 Unit 3 : Scheduling and appointments 【第8回】 Reading and discussion: Culture and gestures 【第9回】 Unit 4 : Presenting figures and graphs 【第10回】 Unit 4 : Company 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 【第16回】 Semester introduction 【第17回】 Unit 7 Receiving and making complaints 【第18回】 Unit 7 Dealing with complaints and problems 【第19回】 Unit 8 Travel arrangements and plans 【第20回】 Unit 8 Talking about trips and travel abroad 【第21回】 Unit 9 Forecasting and talking about trends 【第22回】 Unit 9 Finance and giving financial advice 【第23回】 Reading and discussion: Walk Street and the stock market 【第24回】 Unit 10: Job requirements and company rules 【第25回】 Unit 10: Advice and warnings 【第26回】 Unit 11: Meetings and suggestions 【第27回】 Unit 11: Discussing alternative courses of action 【第28回】 Unit 12: The language of presentations 【第29回】 Unit 12: Speeches of farewell and other occasions 【第30回】 Review: Cultural misunderstandings								
成績評価の方法	Class participation (40%); quizzes and tests (60%)								
フィードバックの内容									
教科書	『Business Venturers 2』 Barnard & Cady (Oxford University Press) 3rd Edition								
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									