

講義コード	11C0273200	授業形態	講義	事前登録の有無	なし	担当教員		開講期	
科目名	【EIC】Business Writing I					マイケル クボ		通年	
履修前提条件						備考			
授業の目的	Business Writing I is a production-based class. In addition to studying proper business correspondence, students will get experience writing real business documents, including business letters (both traditional and e-mail), proposals, memos, etc. Students will also learn common written business expressions, vocabulary, and proper ways of formatting business documents. By the end of the course, students will have the confidence to write English in a professional manner.								
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授業外学修内容・ 授業外学修時間数	Students must spend more than 120 hours outside of class in preparation for this course.								
授業計画	【第1回】 Teacher Introductions; Student Introductions/Overview 【第2回】 Business Letter Writing Methods: Salutations 【第3回】 Business Letter Writing Methods: Introductions 【第4回】 Business Letter Writing Methods: Content 【第5回】 Business Letter Writing Methods: Closings 【第6回】 Student Presentations 【第7回】 Test 【第8回】 Business Letter Writing Project 1 - Overview 【第9回】 Student Presentations 【第10回】 Student Presentations 【第11回】 Writing for a purpose: complaint, praise or suggestion 【第12回】 Writing for a purpose: request for information or assistance 【第13回】 Writing for a purpose: invitation, thank you, cancellation 【第14回】 Student Presentations 【第15回】 Test 【第16回】 Teacher and Student Speeches/Overview 【第17回】 Student Speeches continued - Business Letter Writing Project 2 - Overview 【第18回】 Writing Skills: persuasive writing 【第19回】 Writing Skills: proper writing 【第20回】 Writing Skills: proofreading 【第21回】 Student Presentations 【第22回】 Test 【第23回】 Student Presentations 【第24回】 Student Presentations 【第25回】 EIC Forum 【第26回】 Test								
成績評価の方法	Grading for this class is based on: effort, assignments, homework, quizzes & tests and projects.								
フィードバックの内容									
教科書									
指定図書									
参考書									
教員からのお知らせ									
オフィスアワー	本授業に関する質問・相談は、学部学科にて定めるオフィスアワーにて受付けます。								
その他									