

講義コード	11C0273600	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 限定】Business Writing II					ハセガワ レイチェル		通年	
履修前提条件						備考			
授業の目的	Business Writing II is an introduction to developing skills in business communication. Students will use a textbook, CD, DVD and online resources with a particular focus on writing business presentations, which help them achieve the skills to write and present confidently in English.								
到達目標	<p>Semester 1</p> <p>In the first semester, students will focus on both the written preparation and planning stages of presenting, in addition to the performance skills necessary to be a successful presenter. Through a variety of tasks and activities, students will learn and practice the key parts of a presentation. In addition, we will cover the key words, phrases and expressions needed to present fluently in English. We will also learn some of the special language patterns that skillful presenters use to create extra impact. Students will have many opportunities to put into practice the performance strategies we study, after watching recordings of these strategies being used by leading presentation experts.</p> <p>Semester 2</p> <p>In the second semester, we will first review the key points for planning and writing a presentation, in addition to re-visiting the performance strategies that help create successful presentations. For the core part of the second semester course, students will have the opportunity to work on a number of contemporary business issues in English. Each issue will be covered in a 3 -class session, when students can engage in a range of English skill-building activities to study the issue. Students will then research an area of the issue that interests them and present their findings to their classmates.</p>								
授業外学修内容・ 授業外学修時間数	<p>Students will benefit from familiarising themselves with the materials for the next session before coming to class. Particularly, checking vocabulary and expressions would be beneficial (30 minutes).</p> <p>Similarly, reviewing class materials for points learned in class and making clear review notes would consolidate learning. (30 minutes).</p> <p>Students must spend more than 120hours outside of class.</p>								
授業計画	<p>【第1回】 Introduction and orientation</p> <p>【第2回】 Preparing to present</p> <p>【第3回 - 4回】 Opening/Closing a business presentation</p> <p>【第5回 - 6回】 Creating a smooth structure</p> <p>【第7回 - 8回】 Voice power</p> <p>【第9回 - 10回】 Visual aids</p> <p>【第11回 - 12回】 Presenting facts and figures</p> <p>【第13回 - 14回】 Impact techniques</p> <p>【第15回】 Q and A sessions</p> <p>【第16回】 Introduction and orientation</p> <p>【第17回 - 19回】 Business Issue 1 and Student Mini-presentations</p> <p>【第20回 - 22回】 Business Issue 2 and Student Presentations</p> <p>【第23回 - 25回】 Business Issue 3 and Student Presentations</p> <p>【第26回 - 28回】 Business Issue 4 and Student Presentations</p> <p>【第29回 - 30回】 Business Issue 5 and Student Presentations</p>								
成績評価の方法	<p>Class evaluation 40%</p> <p>Homework and Assignments 30%</p> <p>Presentations 30%</p>								
フィードバックの内容									
教科書	『Dynamic Presentations Student Book with Audio CDs』 Mark Powell (Cambridge University Press) 2014								
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、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									