

授業科目	グローバル英語Ⅱ (Aクラス)				単位	2		
履 修	選択	関連資格			ナンバリング	EN31204E		
開講年次	4	開講時期	後期	該当DP	DP1-1 DP1-2 DP2-1 DP3-1 DP3-2 DP4-3 DP5-1 DP5-2			
担当教員	Kristen Maree Sullivan							
授業概要	<p>This course provides an introduction to business English and through it students will gain the language and professional skills necessary to function in English at work. In particular, the course will focus on the skills of dealing with guests and visitors, telephoning, emailing, writing business letters, and describing graphs and tables. Through the class activities students will learn the vocabulary, phrases and grammar necessary to achieve these tasks. Changes may be made to the number of skills covered, the length of time spent working on them, and the order that they are to be covered in order to accommodate students' English levels and areas of interest.</p> <p>The course is aimed at B1 level. All classes will be taught in English.</p>							
学生が達成すべき行動目標	<ol style="list-style-type: none"> 1. Being able to deal with guests and visitors at the workplace in English. 2. Being able to have telephone conversations in English for business purposes. 3. Being able to write emails in English for business purposes. 4. Being able to write letters in English for business purposes. 5. Being able to describe graphs and tables in English for business purposes. 6. Having the vocabulary and grammar knowledge to achieve these tasks. 							
達成度評価								
評価と評価割合／ 評価方法	試験	小テスト	レポート	発表(口頭、プレゼンテーション)	レポート外の提出物	その他	合計	備考
総合評価割合	0	75	0	0	0	25	100	
知識・理解 (DP1-1)		5					5	
知識・理解 (DP1-2)		60				10	70	
知識・理解 (DP1-3)								
知識・理解 (DP1-4)								
思考・判断 (DP2-1)						1	1	
思考・判断 (DP2-2)								
関心・意欲 (DP3-1)						2	2	
関心・意欲 (DP3-2)						1	1	
態度(DP4-1)								
態度(DP4-2)								
態度 (DP4-3)						1	1	
技能・表現 (DP5-1)		5				10	15	
技能・表現 (DP5-2)		5					5	
技能・表現 (DP5-3)								
具体的な達成の目安								
理想的レベル				標準的なレベル				
To be able to achieve the standard level goals with a higher degree of confidence, fluency, and appropriateness to situation and purpose.				<ol style="list-style-type: none"> 1. Can deal with guests and visitors at the workplace in English. 2. Can have telephone conversations in English for business purposes. 3. Can write emails in English for business purposes. 4. Can write letters in English for business purposes. 5. Can describe graphs and tables in English for business purposes. 				

		6. Have the vocabulary and grammar knowledge to achieve these tasks.		
授業計画				
進行	テーマ・講義内容	授業の運営方法	学習課題(予習・復習)	予習・復習時間(分)
1	Orientation Dealing with Guests & Visitors - 1 Introductions and greetings; Making small talk	演習	Assigned preparation/revision	60
2	Dealing with Guests & Visitors - 2 Invitations and offers; Welcoming visitors; Asking for and offering help	演習	Assigned preparation/revision	60
3	Telephoning - 1 Getting through on the phone; Messages and voicemails	演習	Assigned preparation/revision	60
4	Telephoning - 2 Dealing with problems on the phone; Making arrangements on the phone	演習	Assigned preparation/revision	60
5	Overview of Tasks 1 & 2	演習	Assigned preparation/revision	60
6	Emailing - 1 First contact and requests; Enquiries	演習	Assigned preparation/revision	60
7	Emailing - 2 Following up; Levels of formality	演習	Assigned preparation/revision	60
8	Business Letter Writing - 1 Dealing with complaints	演習	Assigned preparation/revision	60
9	Business Letter Writing - 2 Dealing with orders	演習	Assigned preparation/revision	60
10	Overview of Tasks 3 & 4	演習	Assigned preparation/revision	60
11	Graphs and Tables - 1 Describing graphs and changes	演習	Assigned preparation/revision	60
12	Graphs and Tables - 2 Comparing visual information; Explaining cause and effect	演習	Assigned preparation/revision	60
13	Graphs and Tables - 3 Interpreting financial results; Reporting on sales figures	演習	Assigned preparation/revision	60
14	Overview of Task 5	演習	Assigned preparation/revision	60
15	Feedback on task performance; Course overview and review	演習	Assigned preparation/revision	60
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理解に必要な予備知識や技能	You should be ready to apply your existing English knowledge and skills as well as knowledge of sociolinguistics.			
テキスト	"Business Essentials B1 – The Key Skills for English in the Workplace", Oxford University Press, 2012. The textbook comes with a DVD containing video clips and MP3 files. We will start to use the textbook from the first day of class. Bring your textbook to the first day of class.			
参考図書・教材／データベース・雑誌等の紹介	These will be introduced in class as necessary.			
授業以外の学習方法・受講生へのメッセージ	Unfortunately there will not be enough time to cover all units of the textbook. Students are strongly encouraged to complete units and activities not covered in class as self-study.			
達成度評価に関するコメント/課題に対するフィードバックの方法	Ability to complete each task will be assessed through test or assignment (15% per task). Under the "other" assessment category, students' level of participation in class and completion of preparation and revision exercises will be assessed. Further details will be explained in class. Feedback on task performance will be given orally in class.			

