

授業科目	グローバル英語Ⅱ(B クラス)					実務家教員担当科目	-				
単位	2	履修	選択	開講年次	4	開講時期	後期				
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, 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 student ability level. The course is aimed at B1 level.</p> <p>All classes will be taught in English.</p>										
授業形態	演習				授業方法	ペアワーク、グループワーク、プレゼンテーション					
学生が達成すべき行動目標											
標準的レベル	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 describe graphs and tables in English for business purposes. 5. Have the vocabulary and grammar knowledge to achieve these tasks.										
理想的レベル	To be able to achieve the standard level goals with a higher degree of confidence, fluency, and appropriateness to situation and purpose.										
評価方法・評価割合											
評価方法			評価割合(数値)			備考					
試験											
小テスト			75%			Performance assessment (25% each) will be conducted after each unit of work					
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			25%			Performance during in-class activities, submission of homework tasks					
カリキュラムマップ(該当 DP)・ナンバリング											
DP1	○	DP2	○	DP3	○	DP4	○	DP5	○	ナンバリング	EN31204E
学習課題(予習・復習)										1 回の学習目安(時間)	
Assigned preparation/revision										4	

授業計画	
第1回	Orientation Dealing with Guests and Visitors - 1 Introductions and greetings; Making small talk
第2回	Dealing with Guests and Visitors - 2 Introductions and greetings; Making small talk
第3回	Dealing with Guests and Visitors - 3 Invitations and offers; Welcoming visitors; Asking for and offering help
第4回	Telephoning - 1 Getting through on the phone; Messages and voicemails
第5回	Telephoning - 2 Dealing with problems on the phone; Making arrangements on the phone
第6回	Performance Assessment One: Dealing with Guests and Visitors and Telephoning
第7回	Emailing - 1 First contact and requests; Enquiries
第8回	Emailing - 2 Following up; Levels of formality
第9回	Emailing - 3 Writing emails at different levels of formality
第10回	Performance Assessment Two: Emailing
第11回	Graphs and Tables - 1 Describing graphs and changes
第12回	Graphs and Tables - 2 Comparing visual information; Explaining cause and effect
第13回	Graphs and Tables - 3 Practice describing graphs
第14回	Performance Assessment Three (Part 1): Describing Graphs (Written Test) Course overview and review
第15回	Performance Assessment Three (Part 2): Describing Graphs (Presentation Test) Feedback on task performance
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.

課題に対するフィードバックの方法	Feedback on performance assessment tasks and scores will be given to students as far as possible during the following week's class.
学生へのメッセージ・コメント	<p>1. You should be ready to apply your existing English knowledge and skills as well as knowledge of sociolinguistics.</p> <p>2. 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.</p>

