2025年度 授業コード:12101900

技事報報報報報報報報報報報報報報報報報報報報報報報報報報報報報報報報報報報報	will k. In rs, ties e		
This course provides an introduction to business English and through it students wi gain the language and professional skills necessary to function in English at work. particular, the course will focus on the skills of dealing with guests and visitors telephoning, emailing, and describing graphs and tables. Through the class activitis 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 sper 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. All classes will be taught in English. 学生が達成すべき行動目標 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 ブル To be able to achieve the standard level goals with a higher degree of confidence, fluency, and appropriateness to situation and purpose.	will k. In rs, ties e		
gain the language and professional skills necessary to function in English at work. particular, the course will focus on the skills of dealing with guests and visitors telephoning, emailing, and describing graphs and tables. Through the class activitic 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 sper 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. All classes will be taught in English. 大学生が達成すべき行動目標	k. In rs, ties e ent		
対面授業 対面授業 対面授業 対面授業 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 1. Can deal with guests and visitors at the workplace in English.			
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 バル To be able to achieve the standard level goals with a higher degree of confidence, fluency, and appropriateness to situation and purpose.			
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 バル To be able to achieve the standard level goals with a higher degree of confidence, fluency, and appropriateness to situation and purpose.			
理想的レ To be able to achieve the standard level goals with a higher degree of confidence, fluency, and appropriateness to situation and purpose.			
fluency, and appropriateness to situation and purpose.			
	,		
評価方法・評価割合	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	備考		
試験 0			
	Performance assessment (25% each) will be conducted after each unit of work		
レポート 0			
発表(口頭、プレゼンテーション) 0			
レポート外の提出物 0			
その他 25% activities, submission of ho	Performance during in-class activities, submission of homework and post-test reflection tasks		
カリキュラムマップ(該当 DP)・ナンバリング			
DP1 O DP2 O DP3 O DP4 O DP5 O ナンバリング EN	N31204E		
学習課題(予習・復習) 1回の目安時間	(時間)		
Assigned preparation/revision 4			
授業計画			

2025 年度 授業コード: 12101900

2025 年度	授業コード:12101900
	Orientation
第1回	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)
уз 13 Д	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
4 * - +	the first day of class.
参考図書・教材/デー	
タベース・ 雑誌等の紹	These will be introduced in class as necessary.
介 課題に対す	
るフィード	Feedback on performance assessment tasks and scores will be given to students as far as
バックの方法	possible during the following week's class.
学生へのメ ッセージ・	1. You should be ready to apply your existing English knowledge and skills as well as
コメント	The first the first as the first as well as the first as well as

2025 年度 授業コード: 12101900

knowledge of sociolinguistics.

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.

