



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	1. You should be ready to apply your existing English knowledge and skills 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.

