

科目ナンバリング											
授業科目名 <英訳>	Business English-E3 Business English-E3					担当者所属 職名・氏名	経営管理大学院 教授 WILLIAM BABER				
群	キャリア形成科目群			分野(分類)	国際コミュニケーション			使用言語	英語		
旧群		単位数	2単位	週コマ数	1コマ	授業形態	演習（対面授業科目）				
開講年度・ 開講期	2024・前期		曜時限	火2		配当学年	2回生以上	対象学生	全学向		
[授業の概要・目的]											
This course is for students with Intermediate to Low-Advanced English skills. Students with higher English skills may not take the course. The course practices English skills that are necessary for business.											
[到達目標]											
Students will learn about - Formal business email - Informal business email - Summarizing (verbal and written) - Short written reports - Short verbal repesentations to small groups - Understanding and communicating precise rules											
[授業計画と内容]											
Week 1: Informal work email, speaking skills Week 2: Formal and "bad news" email Week 3: Summarizing Week 4: Summarizing Week 5-14: Above skills, presenting, writing, and more.											
[履修要件]											
Students with English skills below "Intermediate" or above "Low Advanced" will not be accepted. The course is targeted for students with middle level skills.											
[成績評価の方法・観点]											
Students are graded based on the number and level of tasks completed.											
[教科書]											
Students will receive materials from the professor.											
[参考書等]											
（参考書） Students will receive materials from the professor.											
[授業外学修（予習・復習）等]											
Students are expected to complete tasks outside of class and in class. Class time is mainly for support, questionasking, and skills review with the professor.											
[その他（オフィスアワー等）]											
In class meetings. Size limit: 20 students Size is limited in order to allow time for frequent interaction with the professor.											