

科目ナンバリング		U-LAS51 10018 SE48									
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・後期		曜時限	水5		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 presentations to small groups - Understanding and communicating precise rules											
[授業計画と内容]											
Course Schedule and Contents 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. Week 15: Feedback session "Total : 14 classes, 1 Feedback session"											
[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.											
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Business English-E3(2)

[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, question asking, 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.

Office hours: Monday and Friday afternoons by appointment.