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	2026・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 representations 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: Talking about business models
Week 5-14: Above skills, presenting, writing, and more.
Number 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 (CEFR B1-C1).

[成績評価の方法・観点]

Students are graded based on the number and level of tasks completed. Tasks increase with difficulty as each level is cleared. The grading is explained further in class and in handouts.

[教科書]

Students will receive materials from the professor.

[参考書等]

（参考書）

Students will receive materials from the professor.

Business English-E3(2)へ続く↓↓↓

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.

[主要授業科目（学部・学科名）]