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・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: 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.

[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.
Office hours: Monday and Friday afternoons by appointment.

[主要授業科目（学部・学科名）]