

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
<b>[授業の概要・目的]</b>							
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.							
<b>[到達目標]</b>							
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							
<b>[授業計画と内容]</b>							
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"							
<b>[履修要件]</b>							
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).							
<b>[成績評価の方法・観点]</b>							
Students are graded based on the number and level of tasks completed.							
<b>[教科書]</b>							
Students will receive materials from the professor.							
<b>[参考書等]</b>							
(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）]