

1. 本授業科目の基本情報

科目名 (コード)	Business English I		(TCR232)
講義名 (コード)	TCR_Business English I_A		(TCR232A)
対象学科	国際コミュニケーション学科	配当学年	2学年
対象コース	英語ホスピタリティコース	単位数	4
授業担当者	KIM EUNYOUNG, ERNEST SAM BANNERMAN	時間数	60
成績評価教員	梅田 拓	講義期間	春学期
実務者教員		履修区分	選択必修
実務者教員特記欄		授業形態	講義

2. 本授業科目の概要

到達目標・目的	国際力・人間力教育における、コミュニケーション分野の学びの中で、基礎的な英語運用能力の向上の基に、英語でのビジネスコミュニケーション習熟に注力する。 CEFR B1相当 (Reception/Interaction/Production Spoken & Written)
全体の内容と概要	多様なビジネスシーンに対応できる実践的な英語運用能力を向上させるために、映像やデジタルコンテンツを活用しながら、現代のビジネスにまつわるトピックをもとに授業を進める。
授業時間外の学修	
履修上の注意事項等	授業スケジュールと内容は、祝日や学校行事等との兼ね合いで調整される可能性がある。

3. 本授業科目の評価方法・基準

評価前提条件			
評価基準	知識 (期末試験点) 60%	自己管理能力 (出席点) 30%	協調性・主体性・表現力 (平常点) 10%
評価方法	期末試験の点数	出席率X 0.3 (小数点以下切り上げ)	授業中の活動評価点 (5点を基準に加点・減点)
成績評価基準	評価	評価基準	評価内容
	S	90～100点	特に優れた成績を表し、到達目標を完全に達成している。
	A	80～89点	優れた成績を表し、到達目標をほぼ達成している。
	B	70～79点	妥当と認められる成績を表し、不十分な点が認められるも到達目標をそれなりに成している。
	C	60～69点	合格と認められる最低限の成績を表し、到達目標を達している。
	D	59点以下	合格点と認められる最低限の成績に達しておらず、到達目標を充足しておらず単位取得が認められない。
	F	評価不能	試験未受験等当該科目の成績評価の前提条件を満たしていない。

4. 本授業科目の授業計画 (Odd Units: Kim Eunyoung, Even Units: Ernest Sam Bannerman)

回	到達目標	授業内容
1	Be able to use vocabulary related to skills and personal qualities.	UNIT 1: Career Choices 1.1: Transferable Skills
2	Be able to use a range of phrases for giving advice and making suggestions.	UNIT 1: Career Choices 1.2: Career advice
3	Be able to build rapport at first meetings in a simple way and can use a range of appropriate questions.	UNIT 1: Career Choices 1.3: Building rapport
4	Be able to use a range of expressions to start, close and show interest in simple, face-to-face conversations on familiar topics.	UNIT 1: Career Choices 1.4: Networking
5	Be able to write an email introducing themselves to work colleagues.	UNIT 1: Career Choices 1.5: Emails - Introducing yourself
6		UNIT 1: Review
7	Be able to use vocabulary related to different sectors and industries which drive economic activity.	UNIT 2: Business Sectors 2.1: Japan's economy
8	Be able to use the Past Simple and Past Continuous to talk about past events.	UNIT 2: Business Sectors 2.2: The energy industry
9	Be aware of ways to take turns and can use a range of expressions to interrupt and manage interruptions in a meeting.	UNIT 2: Business Sectors 2.3: Dealing with interruptions
10	Be able to use a range of expressions to leave a clear and concise voicemail message.	UNIT 2: Business Sectors 2.4: Voicemail messages
11	Be able to write an email containing action points from a meeting.	UNIT 2: Business Sectors 2.5: Emails - Action points
12		UNIT 2: Review
	Be able to write an email	

13	containing action points from a meeting.	UNIT 3: Projects 3.1: Project management
14	Be able to write an email containing action points from a meeting.	UNIT 3: Projects 3.2: Large-scale projects
15	Be aware of different ways of telling people what to do, and can use a range of phrases for giving and responding to instructions, and standing their ground.	UNIT 3: Projects 3.3: Giving instructions
16	Be able to use a range of expressions to give and receive updates, and to discuss follow-up action items.	UNIT 3: Projects 3.4: Meeting - Updates and action
17	Be able to write an internal email requesting updates on a project.	UNIT 3: Projects 3.5: Email - Requesting an update
18		UNIT 3: Review
19	Be able to use vocabulary related to global markets.	UNIT 4: Global Markets 4.1: One size fits all
20	Be able to use past and present passive forms when speaking and writing.	UNIT 4: Global Markets 4.2: Online markets
21	Be aware of different approaches to managing a conversation and can use a range of expressions to signal and respond to a change of topic.	UNIT 4: Global Markets 4.3: Managing conversations
22	Be able to use a range of expressions to build consensus in a discussion on a familiar topic.	UNIT 4: Global Markets 4.4: Building consensus
23	Be able to write an order confirmation letter.	UNIT 4: Global Markets 4.5: Letter confirming an order
24		UNIT 4: Review
25	Be able to discuss candidates for a job and choose the best person	Business workshop 1: Global recruitment agency (task preparation)

	based on their online profile.	
26	Be able to discuss candidates for a job and choose the best person based on their online profile.	Business workshop 1: Global recruitment agency (discussion and presentation)
27	Be able to participate in a project management meeting and make a decision on the main priorities for an event.	Business workshop 3: The grand opening (task preparation)
28	Be able to participate in a project management meeting and make a decision on the main priorities for an event.	Business workshop 3: The grand opening (discussion and presentation)
29		FINAL EXAM
30		SEMSETER REVIEW

5. 本授業科目の教科書・参考文献・資料等

教科書	Business Partner B1 Coursebook with MyEnglishLab / 9781292248578
参考文献・資料等	
備考	An instructor may provide handouts and/or other resources during lessons.