

1. 本授業科目の基本情報

科目名（コード）	TOEICⅢ(CH)		(TCR222)
講義名（コード）	TCR_TOEIC III_A		(TCR222A)
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	2
授業担当者	Fred Ramos	時間数	30
成績評価教員	Fred Ramos	講義期間	春学期
実務者教員		履修区分	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	To evaluate the learner's written comprehension competencies in a professional setting. To assess learners strengths and weaknesses.
全体の内容と概要	Focus on writing and speaking e-learning formats.
授業時間外の学修	Weekly writing task with practical computer assignment worksheet.
履修上の注意事項等	This is intended to improve writing and speaking skills in preparation for the TOEIC exam. At the end, learners can measure their level with a full-length TOEIC written/speaking practice test.

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

回	到達目標	授業内容
1	To familiarize learners with course system, test descriptors and procedures.	Induction: Date: Apr. 15 Topic: 1st semester curriculum layout. Discussion Board: Self-introductions, FAQs. Individual Project: explore the course, TOEIC test processes. Google Classroom Domain: functions, activities, blog, reflections (emails).
2	Writing-1: Study how to inscribe an evaluation review report for a company.	Title: A Music Review Date: April 22 Writing Activities: Match definition; Tips; Compound adjectives; Sequential order; Gap information. Writing task: What's your favorite album of all time? (75 words)
3	Speaking-1: Paragraph reading to examine prosody and response timeframe.	Title: Read a Text Out Loud Date: May 06 Q-1: Read a paragraph/text aloud (test pronunciation) *Preparation time...45 seconds *Response time...45 seconds
4	Writing-2: Practice writing a recommendation for a electronic newsprint.	Title: A Proposal for a Digital Newspaper Date: May 13 Activities: Match vocabulary, Answer T/F, Match phrase/function, Gap information. Task: Do you prefer to read a newspaper online or on paper? (50 words)
5	Speaking-2: To outline as much information as possible a screen picture.	Title: Describe a Picture Date: May 20 Activity Questions 2 and 3: In this part, describe the picture on screen in much detail. 30 seconds to prepare response. 45 seconds to speak about the picture.
6	Writing-3: Learn organizing words for an examination write-up.	Title: A Report on a Research Study Date: May 27 Activities: Match definition; T/F comprehension; Group allocation; Sequential order. Task: What motivates you and keeps you engage at work? (100 words)
7	Speaking-3: Learn answering related questions on a topic of interest in a timely manner.	Title: Respond to Questions Date: June 03 Activity Questions 4, 5 and 6: In this part, answer three (3) questions. For each question, begin responding immediately after hearing a beep. No preparation time is provided.
8	Writing-4: Constructing a reply to a dissatisfying claim.	Title: A Response to a Complaint Date: June 10 Activities: Match definition; Sequential order; Multiple choice; Gap information. Task: Do you have any tips for dealing with customer complaints? (125 words)

9	Speaking-4: Be able to answer three (3) key questions based on the information given.	Title: Respond to Questions Using Information Provided Date: June 17 Activity Questions 7, 8 and 9: In this part, answer three (3) questions based on the information provided. 30 seconds to read the information before the questions begin. For each question, begin responding immediately after hearing the beep. No additional preparation time is provided.
10	Writing-5: Learn how to structure an electronic text to give reasons of an occurrence to a manager.	Title: An Email explaining an Incident Date: June 24 Activities: Match definition; T/F comprehension; Match initial/ending sentences; Multiple Choice. Task: Do you find it difficult to give bad news? (200 words)
11	Speaking-5: How to proceed when presented with a problem and asked to introduce a solving answer.	Title: Propose a Solution Date: July 01 Activity Question - 10: In this part, presented with a problem and asked to propose a solution. 30 seconds to prepare. Then have 60 seconds to speak. In your response, be sure to: * show that you recognize the problem, and * propose a way of dealing with the problem
12	Writing-6: Inscribing a formal email to make a requisition.	Title: An Email Request Date: July 08 Activities: Match definition; Best answer; Sentence Completion; Casual to formal synonyms. Task: When was the last time you cancelled something due to an unforeseen situation? (250 words)
13	Speaking-6: Will give a viewpoint about a specific familiar theme.	Title: Express an Opinion Date: July 15 Activity: In this part, give an opinion about a specific topic. Be sure to say as much as possible in the time allowed. 15 seconds to prepare. Then have 60 seconds to speak.
14	Measure and analyze proficiency skills.	Final Exam Date: July 22 Complete TOEIC Writing test.
15	Test reviews. Semester's Class feedback.	Exam Returns Date: July 29

5. 本授業科目の教科書・参考文献・資料等

教科書	<u>British Council / Learn English 2019 CEFR: C1 Level</u>
参考文献・資料等	http://learnenglish.britishcouncil.org/
備考	