

2011年度

科目名	Business English 2			
担当教員	ワイヤー			
配当	英語3		コード	14050
開期	後期	講時	月曜日4限	単位数 2
授業テーマ	Active Business Scenarios			
目的と概要	To improve speaking、listening and writing skills in the workplace.			
成績評価法	Participation/Homework=75% Tests/Projects=25% Students must attend at least 60% of classes.			
テキスト	Get Ready for Business、Preparing for Work: Book 2			
参考書	English-Japanese; Japanese-English Dictionary			
履修に当たっ ての注意・助言 /準備学習	Be on time for class. Participate in class. The content is a little difficult. Try your best!			
講義計画				
Week 1-2:	Meeting Styles; Teleconferencing			
Weeks 3-4:	Non-verbal Communication; Email			
Weeks 5-6:	Presentations			
Weeks 7-8:	Resumes			
Weeks 9-10:	Interviews			
Week 11-12:	Cultural Mistakes			
Week 13:	High & Low Context			
Week 14:	Review			
Week 15:	Final Exam			