

授業名 :【選択科目】ビジネス英語（正課）

担当教員 : ドゥラニ ランマリー ペレラ

時間数 : 全14回・23時間

開講日 : 9月26日

曜日・時間: 金曜3限 (13:30～15:10)

授業形態 : 対面

科目概要:

実際のビジネスシーン（電話応対・会議・交渉・接遇等）におけるコミュニケーションツールとしての英語力を身に付け、日商ビジネス英語検定中級レベルの英語力修得を目指す。

到達目標:

- ・国際ビジネスの様々な場面（電話応対・会議・交渉・接遇等）において、グローバル社会の一員として、英語コミュニケーションを十分に実践できる。
- ・国際ビジネスの様々な場面（電話応対・会議・交渉・接遇等）において十分なリーダーシップとチームワークを発揮できる。

合格目標:

- ・国際ビジネスの様々な場面（電話応対・会議・交渉・接遇等）において、グローバル社会の一員として、英語コミュニケーションをある程度実践できる。
- ・国際ビジネスの様々な場面（電話応対・会議・交渉・接遇等）においてリーダーシップとチームワークをある程度発揮できる。

授業概要

回	日	授業内容	授業形態
1	9/26	"I will explain the objectives of the course, the competencies to be acquired as described in the curriculum map, the position of the course in the course syllabus, and the subsequent course flow." Topic : Companies - context of companies allowing students to gain insight into initial tools required for business interaction in different companies Learning Goals : Familiarize themselves about different companies and attain key business knowledge and language, students will learn to describe companies and what they do and learn to formally introduce themselves in any business situation Learning Activities: Introductions/Unit 1 An interactive lecture will be given where students will be taught key business phrases and language and activities from the textbook will be done to put the language to use, Students will work in groups to brainstorm and Talk about some popular companies Students will Learn key Vocabulary about companies and practice using them in pair work Roleplays will be done to Learn and practice Business introductions Finally they will Practice asking to and repeating information and details - (role play and group work) LEARNING OUTCOMES: Students will gain greater confidence in speaking in business situations, while building that business vocabulary and language base. Students will be able to expand their knowledge on the international Business world while learning key skills which they can utilize in their future or current part time jobs. Assigned homework and in class activities will contribute to this.	対面

2	10/3	<p>Topic :Unit 2 Contacts - The importance of making business contacts in and outside one's business is essential for corporate success,</p> <p>Learning Goals : Familiarize themselves about different jobs and attain key business knowledge and language, while describing different jobs and responsibilities as well as formally sharing contact details</p> <p>Learning Activities:</p> <p>Students will receive a lecture and teachings on background of the topic and introduction to key vocabulary and phrases essential for roleplays which they will be given time to practice</p> <p>They will then practice:</p> <ol style="list-style-type: none"> 1. Describing jobs and key figures 2. Learn to introduce people, names and phone numbers - Role Play activity <p>Finally a group discussion will be done to engage in conversation as a class as a whole</p> <p>Discussion Topic- Talking point about if Japanese people over work and comparing to other countries?</p>	対面
3	10/10	<p>Topic - Products and services - the core of any business and the continuous development, and think about the importance of continuous invention and innovation</p> <p>Learning Goals :Be able to describe a company's product or service using appropriate business language and Give a research report on products and services while attaining key business knowledge and language</p> <p>Learning Activities:</p> <p>Unit 3</p> <p>Students will be given a lecture on understanding the difference between products and services and the importance of continuous innovation and development</p> <p>Students will have a chance to use the language learnt to :</p> <ol style="list-style-type: none"> 1.Describe products and services to customers -using business appropriate language 2.Role play activity to buy and sell products or services 3.Discussion on favourite products and services which will be researched in class <p>Mini project - own Business product idea - further details will be shared in class</p>	対面
4	10/24	<p>Topic: Visitors and company Structure - understanding organizational charts and personal goals of what role they would like to see themselves in the future</p> <p>Learning Goals : Understand about Organization structure and attain key business knowledge and language to describe a companies organizational chart</p> <p>Learning Activities:</p> <p>Unit 4</p> <p>Students will be given a lecture with interactive participation from students to learn key language and vocabulary for different departments and roles in a company</p> <p>Students will be lectured on below topics and do practice activities as per the textbook</p> <ol style="list-style-type: none"> 1.company structure - students will learn key business language for describing people and their jobs and task 2.Students will role play touring a company and explaining facilities 3. Finally students will simultaneously work on Answering questions and confirming information <p>- learning Business appropriate phrases</p> <p>Role play game/activity in groups</p>	対面

5	10/31	<p>Topic: Customer service- some students may have experience in customer service through their part time jobs in working in the service industry, this unit will expand their views on the importance of adding value through customer service to attract and retain customers</p> <p>Learning Goals : Students will be Learning to compare levels of service and attain key business knowledge and language, while also learn levels of politeness when handling complaints, a key skill will be learning to soften language when working in the service industry and dealing with customers</p> <p>Learning Activities:</p> <p>Unit 5</p> <p>Students will cover key areas of learning appropriate words, putting it into practice, work on practice speaking and business communication activities</p> <p>They will be :</p> <ol style="list-style-type: none"> 1. Learning to soften language used - brain storming useful vocabulary to expand vocabulary base 2. learn on ways of Dealing with complaints <p>Finally a Group discussion with the whole class on past experiences with complaints as a customer and using it to role play in business situation e.g. shopping, hotels or restaurants</p>	対面
6	11/7	<p>Topic: Employment - When entering the work force all individuals will go through the process of recruitment and face many interviews</p> <p>There are many procedures and formalities that are important to familiarize ourselves with</p> <p>Learning Goals : Students will work on Job interview preparation and building confidence on how to answer common interview questions</p> <p>Learning Activities:</p> <p>Unit 6</p> <p>Students will be guided on preparing resumes, writing cover letters and preparing for interviews</p> <p>Students will work in pairs to role play Job Interviews for jobs of their choice</p> <p>Students will take turns asking and Answering questions</p> <p>Lecture will be given on how to Avoid negative answers</p> <p>job interview role plays and practice will be a graded activity</p>	対面
7	11/14	<p>Topic: Travel - while in the past travel top executives only travelled for work in recent times more and more people travel for work, meetings training programs and more. Planning for travel, discussing arrangement are core components included in travel</p> <p>Learning Goals : Students will learn ways on Handling overseas travel and useful language for scheduling and planning, polite language for schedule and core phrases will be learnt</p> <p>Learning Activities:</p> <p>Unit 7</p> <p>Students will be given a lecture and participate in activities to learn language to learn the vocabulary necessary to talk about air travel, whether in conversation at the airport during their trip or when talking about travel experiences</p> <p>They will practice Asking for directions and confirming to help them improve listening skills</p> <p>They will do role plays for Arranging meetings - scheduling and confirming - learning common business appropriate phrases</p>	対面
8	11/21	<p>Topic: Orders & Selling - while the order and delivery process is very important for a company, advertising is another crucial component in the ever changing business world</p> <p>Learning Goals : This lesson will focus on students attaining skills for Business communication when making requests and discussions in meetings, and learning to talk about advertising and the different mediums</p> <p>Learning Activities:</p> <p>Unit 8 & 9</p> <p>Students will be given a lecture on importance of the order and delivery process while simultaneously doing activities to learn key vocabulary</p> <p>They will be given useful language to role play the below situations:</p> <ol style="list-style-type: none"> 1. Making requests, ordering and discussing payment terms 2. Business meeting role plays - how to interrupt politely and avoid interruptions when presenting <p>Students will also be taught on the advertising laws around the world and a classroom discussion will be held as a whole on types of advertisements they have seen to analyse in groups</p>	対面

9	11/28	<p>Topic: Environment - A popular topic in the real world and gaining much popularity among most corporates to be more environmentally conscious. This will align with the SDGs and the country's approach to sustainability</p> <p>Learning Goals : Students will use real examples of environmental issues within the business world and learn to analyse and understand the need for change . They will also Learn importance of presentation making and giving presentations in business</p> <p>Learning Activities:</p> <p>Unit 10</p> <p>Students will work on analysing and discussing environmental issues and how coporates can reduce their contribution, students will learn to give suggestions through presentations</p> <p>A presentation will be done on how to give a good presentation, including speaking skills, body language and use of powerpoint or other tools</p> <p>Students will then prepare for giving presentaitons</p> <p>Mini presentation practice done by students (graded)</p>	対面
1 0	12/5	<p>Topic: Hospitality - Corporate hospitality is a massive business itself and has considereably increased in the recent years. while this influences a customers decision or not, food and drink are very crucial and an integral part of any business connection</p> <p>Learning Goals : Students will attain the core meaning and importance Hospitality in Business while learning useful knowledge and language related to the topic</p> <p>Learning Activities:</p> <p>Unit 11</p> <p>Students will be given a lecture with active participation to learn kew vocabulary</p> <p>Students will have the opportunity to practice offering invitations and making offers</p> <p>The will learn importance of politeness in hospitality and practice this in pairs through role plays</p> <p>The class will end with sharing experiences of their stories in hospitality</p>	対面
1 1	12/12	<p>Topic: Performance - Company performance is a key part of business life. This is measured through profits and sales. Understanding the importance of numbers and trends will allow for real grasp of what it is to keep a business running</p> <p>Learning Goals : Learning and familiarizing with large and complex numbers in business and presenting data to describe trends in the market</p> <p>Learning Activities:</p> <p>Unit 12</p> <p>A lecture will be given on what company performance is with activities done together with students to understand the key vocabulary</p> <p>Students will work on activities to help them learn how to evaluate a company's performance and learn natural language to describe graphs and data (more presentation practice) and also learn easier ways to read and say large numbers and figures in English</p>	対面
1 2	12/19	<p>Topic: Time - Time management is another important aspect in the Business world, especially something to be learnt and practiced for proffesional success</p> <p>Learning Goals : Using examples of the real world where time = money to instill the importance of time management for business success</p> <p>Learning Activities:</p> <p>Unit 14</p> <p>Students will be given a lecture on how time and place is important for the success of businesses, while also instilling personal discipline for managing ones own time</p> <p>Students will then use the vocabulary and language learnt to practice and discuss negotiation skills on a time limit</p>	対面

1 3	1/9	<p>Topic: Training - an ongoing process through out one career to aid in advancement and climbing the corporate ladder. Importance of training must be understood to be able to fully utilize ones skills to the best of their abilities</p> <p>Learning Goals : Students should be able to understand the Importance of Job training, receiving feedback and suggestions in business</p> <p>Learning Activities:</p> <p>Unit 15</p> <p>Students will be given a lecture on self improvement in the form of personal development and training and the need for professional development</p> <p>Students will learn key vocabulary, look at real world examples and discuss the pros and cons of company provided training</p> <p>Students will then practice some activities from the textbook to further enhance their skills and knowledge on the topic</p> <p>Advice will be given to students to prepare for their final lesson presentation in class</p>	対面
1 4	1/16	<p>Final achievement test in class to test key areas learnt through out the course</p> <p>Students will need to review and prepare for the following:</p> <ul style="list-style-type: none"> > business vocabulary knowledge - writing section > variety of business phrases in different situations - e.g. meetings, negotiations, phone calls, handling client complaints - writing section > Presentation - topic to be selected in the previous class <p>LEARNING OUTCOMES: Students will gain greater confidence in speaking in business situations, while building that business vocabulary and language base. Students will be able to expand their knowledge on the international Business world while learning key skills which they can utilize in their future or current part time jobs. Assigned homework and in class activities will contribute to this.</p>	対面

<評価の基準>

S	A	B	C	D	X
100～90点	89～80点	79～70点	69～60点	59点以下	—
到達目標を超えたレベルを達成している	到達目標を達成している	到達目標と合格目標の間にあるレベルを達成している	合格目標を達成している	合格目標を達成できていない	受験資格無、レポート・課題未提出等

<成績評価について>

Student will be evaluated throughout the semester during discussions, role plays and presentations

Mini quizzes for role play and testing knowledge of key vocabulary and phrases learnt , this will account for 35% of the final grade which will be evaluated throughout the semester on pre determined dates

Usual Performance score: Participation in class, motivation to learn, attitude in class, preparation and review

Active participation is crucial in class , this will account for 25% of the final grade.

Final week will hold an achievement assessment which will consist of a presentation and written paper. this will be 40% of the final grade.