

5. 授業を欠席あるいは遅刻をした場合、宿題・課題等の確認は自分自身で責任を持って行うこと。欠席、遅刻は宿題・課題を完了できなかった理由にはなりません。
If students are absent or late, it becomes their responsibility to find out the homework assignments or other material covered in the missed class. Being absent or late is no excuse for incomplete work.

6. 間違いを恐れずに積極的に参加すること。
Students should actively participate and not to be afraid of making mistakes.

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1	①授業テーマ Course Introduction / Self-Introduction ②授業概要 Students will be able to : learn about course requirements; introduce themselves and ask and answer questions after introducing themselves / grasp the gist of this course; catch the meaning of unfamiliar words through context. (E1, H1, I1, K1, K2) ③予習 (30分) Quick introduction, course contents, requirements and grading, and behavior. ④復習 (60分) Have an overview of the book. Highlight unfamiliar words in each unit so that you can preview easily for further studies.
2	①授業テーマ Introduction to Business English ②授業概要 Students will be able to : learn basic terms related to business English and compare and contrast business culture in Japan and in other places in the world. (E1, H1, I1, K1, K2) ③予習 (30分) Look up the meaning of unfamiliar words and listen to a quick lecture and overview of the lesson. ④復習 (60分) Participate in discussion and activities. Note: Content is subject to changes.
3	①授業テーマ Business Skill 1: Office Language ②授業概要 Students will be able to : be familiar with different situations in the office, and what language is used in such situations (E1, H1, I1, K1, K2) ③予習 (30分) Warm up vocabulary drills and springboard to the topic ④復習 (60分) Participate in discussion and activities Note: Content is subject to changes.
4	①授業テーマ Business Skill 1: Office Language ②授業概要 Students will be able to : review what was learned in the previous lesson and apply them in a real-life situation. Participate in a culminating activity for the topic; preview the next lesson. (E1, H1, I1, K1, K2) ③予習 (60分) Practice conversation strategies related to the topic and come up with your own unique situations. ④復習 (30分) Review material and what has been discussed ,tackled, and implemented in the class. Note: Content is subject to changes.
5	①授業テーマ Business Skill 2: Negotiations ②授業概要 Students will be able to : learn related vocabulary related to the topic and apply them in conversation; learn cultural differences and the economic background related to the topic. (E1, H1, I1, K1, K2) ③予習 (30分) Look up the meaning of unfamiliar words and listen to a quick lecture and overview of the lesson. ④復習 (60分) Review material and what has been discussed, tackled, and implemented in the class. Note: Content is subject to changes.
6	①授業テーマ Business Skill 2: Negotiations ②授業概要 Students will be able to : review what was learned in the previous lesson and apply them in a real-life situation. Participate in a culminating activity for the topic; preview next lesson. (E1, H1, I1, K1, K2) ③予習 (60分) Practice conversation strategies related to the topic and come up with your own unique situations. ④復習 (30分) Review material and what has been discussed, tackled, and implemented in the class. Note: Content is subject to changes.
7	①授業テーマ Midterm Test ②授業概要 Students will be able to : review what was learned in the previous lessons; answer the test with confidence; correct mistakes they committed in the test. (E1, H1, I1, K1, K2) ③予習 (15分) Participate in a review activity. ④復習 (75分) Answer the test and correct mistakes. Note: Content is subject to changes.
8	①授業テーマ Business Skill 3: Socializing ②授業概要 Students will be able to : learn related vocabulary to the topic and apply them in conversation; learn cultural differences related to the topic. Participate actively in role play and open discussion activities. (E1, H1, I1, K1, K2) ③予習 (30分) Look up the meaning of unfamiliar words and listen to a quick lecture and overview of the lesson. ④復習 (60分) Review material and what has been discussed, tackled, and implemented in the class. Note: Content is subject to changes.
9	①授業テーマ Business Skill 3: Socializing (in different cultures) ②授業概要 Students will be able to : review what was learned in the previous lesson and apply them in a real-life situation. Participate in a culminating activity for the topic. (E1, H1, I1, K1, K2) ③予習 (60分) Practice conversation strategies related to the topic and come up with your own unique situations. ④復習 (30分) Review material and what has been discussed, tackled, and implemented in the class. Note: Content is subject to changes.
10	①授業テーマ Business Skill 4: Writing Promotional Materials ②授業概要 Students will be able to : learn related vocabulary to the topic and apply them in conversation; learn cultural differences related to the topic. Participate actively in role play and open discussion activities. (E1, H1, I1, K1, K2) ③予習 (30分) Look up the meaning of unfamiliar words and listen to a quick lecture and overview of the lesson. ④復習 (60分) Review material and what has been discussed, tackled, and implemented in the class. Note: Content is subject to changes.
11	①授業テーマ Business Skill 5: Promoting a Product ②授業概要 Students will be able to : learn related vocabulary to the topic and apply them in conversation; learn cultural differences related to the topic. Participate actively in role play and open discussion activities. (E1, H1, I1, K1, K2) ③予習 (30分) Look up the meaning of unfamiliar words and listen to a quick lecture and overview of the lesson. ④復習 (60分) Review material and what has been discussed, tackled, and implemented in the class. Note: Content is subject to changes.
12	①授業テーマ Preparation Day for Final Assessment ②授業概要 Students will be able to : work on the assigned task for their final assessment; consult with the teacher about their individual/group task. (E1, H1, I1, K1, K2) ③予習 (60分) Practice conversation strategies related to the topic and come up with your own unique situations. ④復習 (30分) Participate in a culminating activity for the topic; preview the next lesson. Note: Content is subject to changes.
13	①授業テーマ Final Assessment ②授業概要 Students will be able to : give a promotional presentation about the topic assigned to them; ask and answer questions appropriately. (E1, H1, I1, K1, K2) ③予習 (10分) Understand instructions and final reminders. ④復習 (80分) Give the final assessment task successfully.
14	①授業テーマ Modern trends in business ②授業概要 Students will be able to : know business trends in the world, and some issues that the modern world is facing. (E1, H1, I1, K1, K2) ③予習 (30分) Look up the meaning of unfamiliar words and listen to a quick lecture and overview of the lesson. ④復習 (60分) Participate in a discussion and activities. Note: Content is subject to changes.
15	①授業テーマ Learning from business tycoons ②授業概要 Students will be able to : be familiar with business success stories; learn from the rise and fall of popular businesses. (E1, H1, I1, K1, K2) ③予習 (30分) Look up the meaning of unfamiliar words and listen to a quick lecture and overview of the lesson. ④復習 (60分) Participate in a discussion and activities. Note: Content is subject to changes.

関連科目	「英語演習 1 RMGT/SSCS 1771」 (2年次前学期配当)、「英語演習 2 RMGT/SSCS 1772」 (2年次前学期配当) 、 「英語演習 3 RMGT/SSCS1773」 (2年次後学期配当)
教科書	Bob Dighen, Lucas Foster, Communicating in Business English 2 (2nd Edition) Student Book, Compass Publishing. 2020. ISBN 978-1-64-015623-4
参考書・参考URL	授業時に指示します。
連絡先・オフィスアワー	質問には、授業前後の時間に対応します。それ以外の時間帯は教員室へ来ることも可能です。 If you have any questions, you may talk to your instructor before or after the lesson. Also, you are welcome to visit the instructor's office.
研究比率	

