

2009年度

科目名	Business English 2				
担当教員	ワイヤー				
配当	英語3			コード	43360
開期	後期	講時	木曜日3限	単位数	2
授業テーマ	Office English				
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	Workplace English, Office File				
参考書	English-Japanese; Japanese-English Dictionary				
履修に 当たっての 注意・助言	Be on time for class. Participate in class.				
講義計画					
Week 1: Course Introduction Weeks 2-4: Hotel English Weeks 5-7: Office Routines Weeks 8-10: Making Appointments Weeks 11-13: Recent Experiences Week 14: Review Week 15: Final Project or Exam					