

2010年度

科目名	Business English 2				
担当教員	ワイヤー				
配当	英語3		コード	13280	
開期	後期	講時	月曜日3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	Be on time for class. Participate in class.				
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			