

# 愛知東邦大学 シラバス

開講年度(Year)	2023年度	開講期(Semester)	前期
授業科目名(Course name)	国際ビジネス特講 I		
担当者(Instructors)	Michael AlanLarsen	配当年次(Dividend year)	3
単位数(Credits)	2	必修・選択(Required / selection)	選択

<p>■授業の目的と概要(Course purpose/outline)</p> <p>This class is for students who want to learn to use business English. The teacher is from California, USA, and he will speak mainly English during class with a little bit of Japanese. Students should come class eager and prepared to speak and use English for business purposes. The English level is easy. The focus of the class is on business vocabulary and situations. Students will also have access to a powerpoint version of the book, all the audio files, and a website with more practice activities.</p>
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■ 授業形態・授業の方法(Class form)	
授業形態(Class form)	講義
授業の方法(Class method)	face-to-face

■ 各回のテーマとその内容(Each theme and its contents)			
回数(Num)	テーマ(Theme)	内容(Contents)	メディア区分(Media)
第1回	Meeting someone for the first time	Unit 1 - Welcome, p.8-11	<input type="checkbox"/>
第2回	Meeting someone for the first time	Unit 1 - Welcome, p.12-16	<input type="checkbox"/>
第3回	Describing jobs	Unit 2 - Work, p.18-21	<input type="checkbox"/>
第4回	Describing jobs	Unit 2 - Work, p.22-26	<input type="checkbox"/>
第5回	Scheduling	Unit 3 - What? When? Where?, p.28-31	<input type="checkbox"/>
第6回	Scheduling	Unit 3 - What? When? Where?, p.32-36	<input type="checkbox"/>
第7回	Dealing with mistakes	Unit 4 - Problems and solutions, p.38-41	<input type="checkbox"/>
第8回	Dealing with mistakes	Unit 4 - Problems and solutions, p.42-46	<input type="checkbox"/>
第9回	Work activities	Unit 5 - Office day to day, p.48-51	<input type="checkbox"/>
第10回	Work arrangements	Unit 5 - Office day to day, p.52-56	<input type="checkbox"/>
第11回	Comparing offices	Unit 6 - An office move, p.58-61	<input type="checkbox"/>
第12回	Comparing business deals	Unit 6 - An office move, p.62-66	<input type="checkbox"/>
第13回	Work flow	Unit 7 - Procedures, p.68-71	<input type="checkbox"/>
第14回	Using adjectives	Unit 7 - Procedures, p.72-76	<input type="checkbox"/>
第15回	Final Test - review of the book	Final Test	<input type="checkbox"/>

<p>■授業時間外学習（予習・復習）の内容(Preparation/review details)</p> <p>Successful students will need to spend about 2 hours per week outside of class studying and reviewing course contents. This time should be spent: Completing assigned homework handouts, reviewing the vocabulary, watching videos, and listening to the audio files for more practice. This course will be taught in English with just a little Japanese. Students should come to class eager and ready to speak in English.</p>
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<p>■課題とフィードバックの方法(Assignments/feedback)</p> <p>Regular Assignments: Homework assignments after each unit. Feedback: Each assignment / assessment will be returned in the following class and the instructor will review correct answers, common errors, and target grammar structures. Use of Microsoft Teams is required by the course instructor. All assignments and handouts will be posted on Microsoft Teams. Students who miss class or lose any of their course materials will be responsible for printing the materials.</p>
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■授業の到達目標と評価基準(Course goals)		
区分(Division)	DP区分(DP division)	内容(DP contents)
主体性	◆ 2021国際ビジネスDP3	1. Students will learn business English vocabulary from each assignment and create vocabulary lists. 2. Students will have reading and listening practice in every lesson. 3. Students will study basic English grammar. 4. Students will work in pairs to complete and practice dialogues.

■成績評価(Evaluation method)				
筆記試験(Written exam)	実技試験(Practical exam)	レポート試験(Report exam)	授業内試験 (in-class exam)	その他(Other)
			100%	0%
授業内試験等(具体的内容)(Specific contents) Attendance, Homework, Final Exam				

■テキスト(Textbooks)		
No. (No.)	テキスト名など(Text name)	ISBN(ISBN)
1	Business Partner A1, Margaret O'Keeffe.	978-1-292-39293-6
2		
3		
4		
5		

■参考図書(references books)		
No. (No.)	テキスト名など(Text name)	ISBN(ISBN)
1		
2		
3		
4		
5		