

Course Outline for Spring 2017 Language Course

講座番号
Course NO.

0207

講座名 Course Title & レベル Level

Business English -The Business Advantage 初級～中級
Basic～Intermed.

日時 Date Time 水 Wed. 19:00～20:30 全13回

講師名 Instructor PATTIMORE Roger

各回の授業計画 Teaching plan for each class :

NO.	授 業 内 容 Lesson Part	テキスト等 Textbook or Materials
1	Introduction to Course Introductions of Students Introduction to the instructor Review of Basic(初級) Business English	Prints Textbook
2	Business Skill: English number system Various points of meeting people	Textbook Unit 1 Meeting People
3	Business Skill: English number system Various points of meeting people	Textbook Unit 1 + 2 Meeting People + Telephoning
4	Business Skill: English number system Effective use of telephone	Textbook Unit 2 Unit 2 Telephoning
5	Business Skill: Telling the time Times and setting meetings	Textbook Unit 3 Schedules and appointments
6	Business Skill: Different ways of telling the time Managing company information	Textbook Unit 4 Company performance
7	Business Skill: Use reactions effectively Products, company activities, services	Textbook Unit 5 Products and services
8	Business Skill: TBD Decisions, causes, effects, decision-making styles	Textbook Unit 6 Talking about decisions
9	Business Skill: WH Question Review Making and dealing with complaints	Textbook Unit 7 Complaints and problems
10	Business Skill: Present Continuous Progress on projects, updates, new businesses	Textbook Unit 8 Checking progress
11	Business Skill: Present perfect review Talking about the future in a business	Textbook Unit 9 Future prospects
12	Business Skill: Future Tenses All kinds of rules, giving advice	Textbook Unit 10 Regulations and advice

13	Business Skill: TBD Discussion practice and strategy Course wrap-up	Textbook Unit 11 Meetings and discussions
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