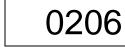
## Course Outline for Spring 2018 Language Course

講座番号 Course NO.



講座名 Course Title, subtitle & レベル Level

	英語会話	: Business Plus	s Pre-Interme	ediate (初級~中級)
日時	Date Time	水 Wed.	19:00~20:30	<u>全13回</u>
講師名	Instructor	PATTIMOF	RE Roger	

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

NO.	テキスト等 Textbook or Materials	授業内容 Lesson Part	
1	Prints	Introduction to Course	
	Textbook	Introduction to the instructor	
		Textbook and print information	
		Introductions of Students	
2	Textbook Unit 1	Skills: Using the textbook	
	Nice to Meet You	Vocabulary: Numbers, Countries, Regions	
		Meeting, greeting clients, make conversation	
3	Textbook Unit 1	Vocabulary: Numbers, Countries, Regions	
	Nice to Meet You	Reading: Talking about jobs	
	Opening and closing	Culture Focus: Meeting and Greeting (around the world)	
	conversations		
4	Textbook Unit 2	Vocabulary: Office Equipment, words that go together (1)	
	In the Office	Reading: Offices around the world	
	Typical day, routine	TOEIC Practice (Speaking)	
5	Textbook Unit 3	Skills: Business telephone calls	
	On the Phone	Vocabulary: Names, numbers, telephone language	
		Reading: The unbreakable cell phone	
		Culture: Business cards	
6	Textbook Unit 4	Vocabulary: Directions, words that go together (2)	
	Buying and Selling	Reading: Showrooming	
	shopping habits, service	TOEIC Practice (Speaking)	
7	Review / Catch up Class	TBD (To be decided)	
8	Textbook Unit 5	Skills: Appointments	
	'What are you doing tomorrow?'	Vocabulary: Time, days, months, dates	
		Reading: London to Beijing in two days	
		Culture Focus: Communication Styles	
9	Textbook Unit 6	Skills: Giving advice	
	Out and About	Vocabulary: travel vocab. Describe pictures	
	(Business travel)	Reading: The Richmond Hotel, Jakarta	
		TOEIC Practice (Speaking)	

10	Textbook Unit 7	Vocabulary: countries, nationalities, make vs do
	'Tell me about your company'	Reading: Top jobs for women
	Successful Asian Companies	Culture Focus: Conversation Taboos
11	Textbook Unit 8	Skills: Reacting, Reactions – Wow! Uh huh, That's too bad.
	'Let's eat out'	Vocabulary: food and drink, invitations
	(Entertaining in business)	Reading: Special requests on MJets
12	Textbook Unit 9	Skills: Pausing – Well, let me see. Uhhhhh
	Work and play	Vocabulary: play/do/go, describe leisure activities
		Reading: Tourists in Thailand
13	Course wrap up	Review, catch up, final advice, self-directed study ideas