

## Course Outline for Spring 2018 Language Course

講座番号  
Course NO.

0206

講座名 Course Title, subtitle & レベル Level

英語会話 : Business Plus Pre-Intermediate (初級～中級)

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.	テキスト等 Textbook or Materials	授業内容 Lesson Part
1	Prints Textbook	Introduction to Course Introduction to the instructor Textbook and print information Introductions of Students
2	Textbook Unit 1 Nice to Meet You	Skills: Using the textbook Vocabulary: Numbers, Countries, Regions Meeting, greeting clients, make conversation
3	Textbook Unit 1 Nice to Meet You Opening and closing conversations	Vocabulary: Numbers, Countries, Regions Reading: Talking about jobs Culture Focus: Meeting and Greeting (around the world)
4	Textbook Unit 2 In the Office Typical day, routine	Vocabulary: Office Equipment, words that go together (1) Reading: Offices around the world TOEIC Practice (Speaking)
5	Textbook Unit 3 On the Phone	Skills: Business telephone calls Vocabulary: Names, numbers, telephone language Reading: The unbreakable cell phone Culture: Business cards
6	Textbook Unit 4 Buying and Selling shopping habits, service	Vocabulary: Directions, words that go together (2) Reading: Showrooming TOEIC Practice (Speaking)
7	Review / Catch up Class	TBD (To be decided)
8	Textbook Unit 5 'What are you doing tomorrow?'	Skills: Appointments Vocabulary: Time, days, months, dates Reading: London to Beijing in two days Culture Focus: Communication Styles
9	Textbook Unit 6 Out and About (Business travel)	Skills: Giving advice Vocabulary: travel vocab. Describe pictures Reading: The Richmond Hotel, Jakarta TOEIC Practice (Speaking)

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