

course title &lt;0207&gt; Intermediate English for Business Communication

day, dates, and time Mondays 19:10 to 20:40, Apr 8 to July 22  
Sophia University Yotsuya Campusinstructor Jeff Hoskins  
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textbook International Express Intermediate Student's Book, Third Edition

course description

This course will help participants build English skills for communicating at work. Learn how to write business emails, make presentations, and participate effectively in meetings and teleconferences. Homework will be assigned each week. In the classroom, learners will participate in role-plays, discussions, and demonstrations. Our main goal is to gain experience with English as it is used in a business setting.

teaching plan for each class

No.	Lecture parts or topics	Materials
1, Apr 8	course overview, review of present tenses, social media reading, vocabulary, peer interviews	textbook Unit 1, getting acquainted handout
2, Apr 15	writing a professional profile	textbook Unit 1, toy business cards, profile writing handout
3, Apr 22	team meetings	textbook Unit 2, team meeting agendas
4, May 13	email writing - confirming arrangements	textbook Unit 3, email writing handout
5, May 20	presenting - using visuals	textbook Unit 4, vocabulary review and describing visuals handouts
6, May 27	telephoning	textbook Unit 5, telephone role-plays
7, June 3	presenting - structuring a talk	textbook Unit 6
8, June 10	team presentations	participants' speaking notes and graphics, note-taking format
9, June 17	email writing - job applications	textbook Unit 7, resume blank and job ad handout
10, June 24	time management	textbook Unit 8
11, July 1	job interviews	textbook Unit 9, job ads and interview blank
12, July 8	teleconferencing role-plays	textbook Unit 10, teleconference roles and agenda
13, July 22	individual presentations with Q&A	participants' speaking notes and graphics