

12026 Understanding Business a、b Understanding Business		1年次～ a：前、b：後 2単位	
担当者	Michael Alfred Peterson	履修可能学科	E必
		関 連 資 格	
サブタイトル	Fundamental Business English		
授業内容 ・ ねらい	Can you effectively explain a chart or a graph? Can you describe your qualifications or write a professional business email? All of these skills and much more will be covered in "Understanding Business." This course will provide a wide survey of fundamental English business terms and phrases that are essential to anyone who wishes to communicate in the international business world.		
授業計画	<p>Tentative Schedule:</p> <p>Session 1: Introduction. Numbers and figures.</p> <p>Session 2: Places, departments and industries.</p> <p>Session 3: Quiz One. Work and numbers. Commuting.</p> <p>Session 4: Describing your position.</p> <p>Session 5: Describing your qualifications.</p> <p>Session 6: Quiz Two. Days and dates.</p> <p>Session 7: Talking about availability.</p> <p>Session 8: Talking about prices.</p> <p>Session 9: Quiz Three. Pay and benefits. Banks.</p> <p>Session 10: Talking about products, Part One.</p> <p>Session 11: Talking about products, Part Two.</p> <p>Session 12: Quiz Four. Correspondence, Part One.</p> <p>Session 13: Correspondence, Part Two.</p> <p>Session 14: Presentations.</p> <p>Session 15: Quiz Five. Useful business idioms.</p>		
教科書 参考書	教) Mascull, Bill. <i>Business Vocabulary in Use: Elementary</i> . (Cambridge University Press)		
評価方法	Quizzes - 100%		
事前準備学習 履修条件等	Five take-home practice quizzes will be distributed. These are optional, but <i>very</i> useful.		