

12032 ビジネス・コミュニケーション (W r i t i n g) Business Communication (Writing)		2 年次～ 前期 2 単位	
担当者	Judith Ann Alexander	履修可能学科	E Pe Pc C W F
		関 連 資 格	教職 (E)
サブタイトル			
授業内容 ・ ねらい	This course will focus on everyday business writing in the form of emails, letters, memos, telephone messages and cover notes. Active participation is required during lectures as well as in group and pair work.		
授業計画	<div> Tentative Course Outline:  1. Course Introduction/Chapter 1: The Basics  2. Edit Writing/Chapter 2: Making Contact  3. Edit Writing/Chapter 1 &amp; 2 Quiz  4. Group Writing/Chapter 3: Arrangements  5. Edit Writing/Chapter 4: Meetings  6. Edit Writing/Chapter 3 &amp; 4 Quiz  7. Group Writing/Chapter 5: Enquiries </div> <div> 8. Edit Writing/Chapter 6: Orders  9. Edit Writing/Chapter 5 &amp; 6 Quiz  10. Group Writing/Chapter 7: Short Reports  11. Edit Writing/Chapter 8: Personal Messages  12. Edit Writing/Chapter 7 &amp; 8 Quiz  13. Group Writing/Interactive Writing Project  14. Interactive Writing Project  15. Review Chapters 1-8/Final Exam </div>		
教科書 参考書	教) <i>Everyday Business Writing</i> , Badger, I. & Pedley, S. An English-Japanese, Japanese-English dictionary is required for this course.		
評価方法	Grading will be based on class participation, homework assignments, quizzes, group work, writing projects and the final exam.		
事前準備学習 履修条件等			