

## 外国語発展演習Ⅱ

科目ナンバリング ENG-312  
選択 1単位

各クラス共通

### 1. 授業の概要(ねらい)

This course is designed to strengthen students' practical English skills necessary to achieve effective communication in their future workplaces. By participating in simulated activities and role plays, students will develop vocabulary skills and learn how to interact professionally in real-life business situations, such as answering interview questions, making business calls, and participating in meetings. This course will also introduce students to standard phrases and characteristics of business writing. Students will learn how to organize information logically and write effective emails, resumes, meeting memos, and short business letters.

### 2. 授業の到達目標

By the end of the course, students should be able to

1. improve practical listening, speaking, reading, and writing skills to communicate effectively in various business contexts.
2. write standard business memos, emails, and short business letters.
3. develop a clear understanding of appropriate manners, business etiquette and cultural differences in today's global business environment.

### 3. 成績評価の方法および基準

Participation(参加度): 30% Homework(課題): 20%

Final Presentation(プレゼンテーション): 10% Mid-Term/Final Tests(試験): 40%

### 4. 教科書・参考文献

教科書

Will be announced on the 1st day of class

### 5. 準備学修の内容

### 6. その他履修上の注意事項

Students must attend a minimum of 10 classes per semester. They must make an effort to actively participate in every class and give a presentation at the end of the semester.

### 7. 授業内容

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|--------|---|
| 【第1回】  | Intros and expectations                     |
| 【第2回】  | Unit 1 - Nice to meet you                   |
| 【第3回】  | Unit 2 - In the office                      |
| 【第4回】  | Unit 3 - On the phone                       |
| 【第5回】  | Unit 4 - Buying and Selling                 |
| 【第6回】  | Unit 5 - What are you going to do tomorrow? |
| 【第7回】  | Mid-Term Exam                               |
| 【第8回】  | Presentation topic                          |
| 【第9回】  | Unit 6 - Out and About                      |
| 【第10回】 | Unit 7 - Tell me about your company         |
| 【第11回】 | Unit 8 - Let's eat out                      |
| 【第12回】 | Unit 9 - Work and Play                      |
| 【第13回】 | Unit 10 - Come again soon                   |
| 【第14回】 | Final Exam                                  |
| 【第15回】 | Final Presentation                          |