

English for Communication

Syllabus Number

4A204

General Basic Subjects

Elective 2 credit

SUGA, Harumi

1. Course Description

This course aims to help students develop practical English communication skills, focusing on improving their English reading and writing skills. The students will learn the basics of email writing in English such as formulaic expressions, appropriate wording for typical situations, and linguistic and cultural differences from Japanese emails. This course is also designed to achieve Learning Goals 1, 2, and 3 of the General Basic Subjects.

Most of the study in this course will be done at home with two tasks (Task A and Task B) of the textbook. The students are supposed to submit each task no later than its deadline. When you finish Task A, you will mail it to Utsunomiya Campus. Whether your Task A has passed or not will be reported soon after the submission. If it has passed, you will move on to work on Task B. Concerning Task B, the similar process will be repeated. When you know that you have succeeded in both tasks, you are going to apply for the final examination and take it on the fixed date.

2. Course Objectives

Through this course, students will be able to

- 1) gain basic knowledge about email writing in English,
- 2) become familiar with reading emails in English,
- 3) write an appropriate email including three points to communicate for a typical situation effectively in English.

3. Grading Policy

The grade of a student is evaluated by Task A & Task B (50%) and the final examination (50%).

4. Textbook and Reference

Textbook

Keiko Naruoka, Kaoru Hayano, & Sean M. Hackett "Write Me Back Soon!: Communicating through Email"

ISBN: 978-4-7647-3957-4 Kinseido (¥2,000 +Tax)

5. Requirements(Assignments)

[How to Do Task A & B]

•The student will answer the questions in the textbook and write down the answers on the set of given answer sheets.

•For Task A, you will begin with Unit 1 and Unit 14 will be the final one. One unit is made up of five sections: the Model Email, Key Expression 1, "English Mind, Japanese Mind," Key Expression 2, and a few sets of Let's Write. Following the order of the sections in answering questions will make it easy to answer.

•Although the time to spend on each unit may vary according to the proficiency of students, rules of the thumb are as follows:

- 1) Model Email (20 minutes)
- 2) Key Expressions 1 (10 minutes)
- 3) English Mind, Japanese Mind (10 minutes)
- 4) Key Expression 2 (20 minutes)
- 5) Let's Write (40 minutes).

•Task B covers Unit 15-24. This task should be done in the same way as Task A.

[Review for the Final Examination]

To achieve a passing score in the final examination, the feedback on Task A and B should be reviewed.

•The answer sheets for Task A and B will be returned with comments, explanations, and corrections. You will read carefully and understand them.

•Also some practical questions will be set in the final examinations, the contents of the textbook and the feedback should be studied closely.

•The time to spend on each unit may differ according to your proficiency, but you should spend 30 minutes for each unit.

6. Note

[When to Submit Your Tasks]

1. You are supposed to submit Task A first, and then Task B next.

(Do not send two tasks at a time.)

2. The deadline for Task A in the second period is June 2, 2021.

The deadline for Task A in the fourth period is November 2, 2021.

3. Remember to submit your second task, Task B, also no later than the designated deadline.

It is hard to do the tasks by yourself, but if you try answering each question one by one, you will surely reach the goal. I hope that you can do it with patience.

7. Schedule

[1] Unit 1: Let me introduce myself & Unit 2: Would you do me a favor?

- [2] Unit 3: Please give me some advice & Unit 4: How about going to the museum?
- [3] Unit 5: Let's decide when to meet & Unit 6: I have to apologize to you
- [4] Unit 7: Room for two? & Unit 8: I have a problem
- [5] Unit 9: We would like to invite you to a party & Unit 10: How to get to his place?
- [6] Unit 11: This is just a reminder & Unit 12: Thank you for the invitation, but...
- [7] Unit 13: Good luck! & Unit 14: Congratulations!
- [8] Submission of Task A
(You will mail Task A to Utsunomiya Campus. When the task is returned, read the corrections and explanations written by the teacher, and review the exercises for the final examination.)
- [9] Unit 15: It would be appreciated if... & Unit 16: Can I make an offer?
- [10] Unit 17: Thank you! & Unit 18: You know what?
- [11] Unit 19: Get well soon! & Unit 20: Anybody interested?
- [12] Unit 21: Season's Greetings! & Unit 22: I would like to apply for a position
- [13] Unit 23: Inquiry about scholarship & Unit 24: Sorry for your loss.
- [14] Submission of Task B
(You will mail Task B to Utsunomiya Campus. When the task is returned, read the corrections and explanations, and review the exercises. Task A should also be reviewed for the final examination.)
- [15] Final examination & Grading