

## **2020 Second Year International Business English Course Outline**

### Course Description

The course is designed to give students an insight into the specific language and usage of Business English. Students will learn to use the different levels of politeness according to various business situations and also learn essential which will also be practiced in role plays.

### Learning Outcomes

Students will increase their vocabulary used in business situations.

Students will be able to write business letters or e-mails with appropriate politeness.

Students will feel comfortable to speak in business situations.

### Course Content

Quizzes

Vocabulary and expressions used in business conversations

Role plays

Writing business letters and e-mails

### Grading Criteria

Vocabulary Tests – 25%

Writing Assignments – 25%

Term Examinations – 50%

### Required Materials

Go Global (SEIBIDO)

### Instructor

Taeko Shirano