

2021 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 – 20%

Review Quizzes – 20%

Role Play Skits – 20%

Term Examinations – 40%

Required Materials

Go Global (SEIBIDO)

しごとの基礎英語 ビジネスに自信がつく英会話フレーズ300

Instructor

Taeko Shirano