

Second Year International Business English Course Outline

Course description

With numerous Japanese companies doing business overseas, it is important for employees to be able to communicate with their partners in English - the language of global business.

Business English is a class that supports students to gain the necessary skills associated in business environments, whether working abroad or in Japan.

Learning Outcomes

- Students will learn to distinguish between and use the appropriate language (informal, semi-formal, formal), in various business scenarios.
- Students will learn phrases/vocabulary/expressions to convey their thoughts and opinions in business-related scenarios.
- Students will learn to write business emails, selecting the appropriate form of required, based on the intended recipient.

Course Content

Each lesson is structured in the same way, with warmups, vocabulary learning, video viewing, English expressions and business conversations, all designed to help students succeed in English-speaking workplaces.

- Meeting for the First Times
- Welcoming a Newcomer
- Telephone Communication
- Office Issues
- Arranging a Meeting
- Video Conferencing
- Job Interviews
- Traveling on Business
- Receiving Overseas Visitors
- Meeting with Clients
- Negotiations
- Giving Presentations

Grading Criteria

Written assignments (Emails)	20 %
Speaking assignments (Role play)	20 %
Participation in class activities	10 %
1st Semester Exam	25 %
2nd Semester Exam	25 %