

④ 科目名/Subject	ビジネス・コミュニケーションB
④ 担当教員/Instructor	ROMAN RAYMOND
④ 曜日・講時/Day/Period	前期 木曜日 5講時
④ 対象学年 /Eligible Participants	3・4
④ 科目ナンバリング /Course Numbering	EAL-ECM321E
④ 単位数/Credit(s)	2

④ 授業の目的と概要 /Object and summary of class	The purpose of this course is to increase your business communication and English knowledge and abilities relating to business. We will discuss and practice assertiveness, negotiation and discussion skills, with a focus on improving practical English communication vocabulary and skills.																										
④ 学修の到達目標 /Goal of study	At the end of this course you will have a better understanding of international business communication. You will be able to perform more effectively in a wide range of business situations as both an individual and team member.																										
④ 授業内容・方法と進度予定 /Contents and progress schedule of the class	<ol style="list-style-type: none"> 1. Introduction: Course explanation and Q/A 2. Introduction to Assertiveness 3. Practice Scenario 1 4. What is Effective Negotiation? Two Key Ideas 5. Practice Scenario 2 & Two More Key Negotiation Ideas 6. Practice Scenario 3 & Review and Q/A 7. Confirmation of Understanding 8. Discussion Skills 1 9. Discussion Skills 2 10. Discussion Skills 3 & Introduction to Group Presentation 11. Paper Check-In 1: Your Main Idea and Outline 12. Presentation Check-in: Role allocations and draft slideshows 13. Paper Check-In 2: Your Draft; Presentation Q/A 14. Presentations by Groups: Key Points of Paper 15. Group presentations, continued; Paper due; What did we learn? Comments; Q&A 																										
④ 実務・実践的授業 /Practical business ※○は、実務・実践的授業であることを示す。 /Note: "○" Indicates the practical business	○																										
④ 使用言語 /Language Used in Course	English (Instruction and classroom discussion). 日本語での質問、相談も可能。																										
④ 成績評価方法 /Evaluation method	Paper: 35% Test: 30% Presentation: 25% Participation 10%																										
④ 教科書および参考書 /Textbook and references	<table border="1"> <thead> <tr> <th>No</th> <th>書名</th> <th>著者名</th> <th>出版社</th> <th>出版年</th> <th>ISBN/ISSN</th> <th>資料種別</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>『Getting To Yes: Negotiating An Agreement Without Giving In』</td> <td>Fisher</td> <td>Ury and Patton</td> <td>2012 Ed</td> <td>9781847940933</td> <td></td> </tr> <tr> <td>2.</td> <td>『Thank You for Arguing』</td> <td>Heinrichs</td> <td>Three Rivers Press</td> <td>2017</td> <td>9780141986166</td> <td></td> </tr> </tbody> </table>						No	書名	著者名	出版社	出版年	ISBN/ISSN	資料種別	1.	『Getting To Yes: Negotiating An Agreement Without Giving In』	Fisher	Ury and Patton	2012 Ed	9781847940933		2.	『Thank You for Arguing』	Heinrichs	Three Rivers Press	2017	9780141986166	
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④ 関連URL /URL																											
④ 授業時間外学修 /Preparation and Review	<p>Students should</p> <ul style="list-style-type: none"> ・ Be prepared for each class ・ Complete all assignments completely and on time ・ Participate effectively and energetically in class exercises ・ Give best effort in all activities 																										
④ 添付ファイル /Attached File																											

その他
/In addition

Other materials will be provided as needed

Office hours: Thursday 13:30-14:30 or by appointment (Please send email beforehand.)
Email: professor[at]rayroman.net

主として実践的教育から構成される実務・実践的授業 / Practical business