

Course Code: EB305 / Google Classroom Code: oofqn5n

Subject	Business Communication A
Instructor	ROMAN RAYMOND SCOTT
Day/Period	Fall Semester Thu 5
Eligible Participants	3-4
Course Numbering	EAL-ECM320E
Credit(s)	2

Object and summary of class	The purpose of this course is to increase your business communication knowledge and abilities. We will discuss a variety of business communication topics, with a focus on improving practical communication skills. We will use Google Classroom (oofqn5n) as the main tool for distributing assignments, reference materials and so on.
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.
Contents and progress schedule of the class	<p>Contents and progress schedule of the class:            To prepare for each class you will have a reading assignment and sometimes a written homework assignment. Often you will work with other students in small groups, discussing the homework assignment or doing other activities. We will have many opportunities to practice discussion and presentation skills during class time.            Class meetings will be held online using a tool to be specified in Classroom. You need internet access that is stable and fast enough to take part in Zoom, etc. without unusual trouble.            The first class will be an on-demand video Introduction provided within Classroom; after that, we'll meet online in real time. Details can be found within Classroom starting 30 September.</p> <ol style="list-style-type: none"> <li>1: Introduction</li> <li>2: Business Writing (homework = 5 points)</li> <li>3: Team Communication Effectiveness (homework = 5 points)</li> <li>4: Leadership Communication (homework = 5 points)</li> <li>5: Rhetoric and Public Speaking (homework = 5 points)</li> <li>6: Presentation Preparation (homework = 5 points)</li> <li>7: Presentation Performance (homework = 10 points)</li> <li>8: Student Presentations-a (practice) and/or video on presentation skills</li> <li>9: Student Presentations-b (practice)</li> <li>10: Student Presentations-a (evaluated)</li> <li>11: Student Presentations-b (evaluated)</li> <li>12: Student Presentations (continued)</li> <li>13: Student Presentations (continued)</li> <li>14: Review of student presentations</li> <li>15: Summary of Course and Q&amp;A</li> </ol>
Practical business	○
Language Used in Course	English (Instruction and classroom discussion). 日本語での質問、相談も可能。
Evaluation method	<p>Evaluation Method:            Homework 35%    Comprehension-level Checks 25%*    Presentation 30% Participation 10</p> <p>*There will be five short online sessions to assess your comprehension of the material.</p>
Textbook and references	
URL	
Preparation and Review	<p>Students should</p> <ul style="list-style-type: none"> <li>• Be prepared for each class</li> <li>• Complete all assignments completely and on time</li> <li>• Participate effectively and energetically in class exercises</li> <li>• Give best effort in all activities</li> </ul>
Attached File	
In addition	<p>There is no textbook. Materials will be distributed by email.</p> <p>Office hours: Thursday 13:30-14:30 or by appointment (Please send email beforehand.)            Email: professor[at]rayroman.net</p> <p>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</p>
Last Update	2020/09/28 14:38