






シラバス参照

④ 科目名	ビジネス・コミュニケーションB
④ 科目名/Subject	Business Communication B
④ 担当教員	ROMAN RAYMOND SC
④ 担当教員/Instructor	ROMAN RAYMOND SCOTT
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. We will use Google Classroom (p7wjhpl) as the main tool for announcing updates, distributing assignments, etc.						
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 進捗予定 /Contents and progress schedule of the class	<ol style="list-style-type: none"> <li>1. Introduction: Course explanation and Q/A</li> <li>2. Introduction to Assertiveness</li> <li>3. Practice Scenario 1</li> <li>4. What is Effective Negotiation? Two Key Ideas</li> <li>5. Practice Scenario 2 &amp; Two More Key Negotiation Ideas</li> <li>6. Practice Scenario 3 &amp; Review and Q/A</li> <li>7. Confirmation of Understanding</li> <li>8. Discussion Skills 1</li> <li>9. Discussion Skills 2</li> <li>10. Discussion Skills 3 &amp; Introduction to Group Presentation</li> <li>11. Paper Check-In 1: Your Main Idea and Outline</li> <li>12. Presentation Check-in: Role allocations and draft slideshows</li> <li>13. Paper Check-In 2: Your Draft; Presentation Q/A</li> <li>14. Presentations by Groups: Key Points of Paper</li> <li>15. Group presentations, continued; Paper due; What did we learn? Comments; Q&amp;A</li> </ol>						
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% Comprehension-level Checks: 30%* Presentation: 25% Participation 10% *There will be one in-person session or three short online sessions to assess your comprehension of the material.						
④ 教科書 および 参考書 /Textbook and references	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	<a href="https://www.amazon.co.jp/dp/9781847940933">9781847940933</a>	
	2.	『Thank You for Arguing』	Heinrichs	Three Rivers Press	2020	<a href="https://www.amazon.co.jp/dp/9780141986166">9780141986166</a>	
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 関連URL /URL	
 授業時間外 学修 /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>
 添付 ファイル /Attached File	
 その他 /In addition	<p>Other materials will be provided as needed</p> <p>Office hours: Thursday 13:30-14:30 or by appointment (Please send email beforehand.) Email: ray.roman.b6[at]. . .</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>
 更新日付 /Last Update	<p>2021/03/23 16:46</p>
