

シラバス参照

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| 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 メディア授業科目 /Course of Media Class | |

| 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 (jdeptv) 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・方法と進度予定 /Contents and progress schedule of the class | The method of instruction will be in-person unless otherwise announced. 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. Additional Reading 1 9. Additional Reading 2 10. Practice Scenario 4 & 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: 25% Comprehension-level Check: 30%* Presentation: 35% Participation 10% *There will be an in-class confirmation of your understanding unless circumstances require online meetings. | | | | | | | | | | | | | | |
| 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> </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 | |
| 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 | | | | | | | | | | |
| ④ 関連URL /URL | | | | | | | | | | | | | | | |

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| <p>④ 授業時間外学修 /Preparation and Review</p> | <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 |
| <p>④ 添付ファイル /Attached File</p> | |
| <p>④ その他 /In addition</p> | <p>Other materials will be provided as needed</p> <p>Office hours: Thursday 13:30-14:30 or by appointment (Please send email beforehand.) This class will be cancelled if the minimum number of students do not enroll. However, meeting time and day may be flexible, so if you are interested but have a schedule problem, contact the instructor in advance. 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> |
| <p>④ 更新日付 /Last Update</p> | <p>2023/02/20 09:41</p> |

1単位の授業科目は、45時間の学修を必要とする内容をもって構成することを標準としています。1単位の修得に必要な学修時間の目安は、「講義・演習」については15～30時間に授業および授業時間外学修(予習・復習など)30～15時間、「実験、実習及び実技」については30～45時間の授業および授業時間外学修(予習・復習など)15～0時間です。

One-credit courses require 45 hours of study. In lecture and exercise-based classes, one credit consists of 15-30 hours of class time and 30-15 hours of preparation and review outside of class. In laboratory, practical skill classes, one credit consists of 30-45 hours of class time and 15-0 hours of preparation and review outside of class.