

|  |   |              |                               |                    |  |                     |  |
|--|---|--------------|-------------------------------|--------------------|--|---------------------|--|
| 福島工業高等専門学校   |   | 開講年度         | 平成31年度 (2019年度)               |                    | 授業科目   | ビジネス英語演習            |  |
| 科目基礎情報   |   |              |                               |                    |  |                     |  |
| 科目番号   | 0118  |              |                               | 科目区分               | 専門 / 選択  |                     |  |
| 授業形態   | 実験・実習   |              |                               | 単位の種別と単位数          | 履修単位: 2  |                     |  |
| 開設学科   | コミュニケーション情報学科 (H31年度開講分まで)  |              |                               | 対象学年               | 5  |                     |  |
| 開設期  | 通年  |              |                               | 週時間数               | 2  |                     |  |
| 教科書/教材   |   |              |                               |                    |  |                     |  |
| 担当教員   | 渡邊 エリカ  |              |                               |                    |  |                     |  |
| 到達目標   |   |              |                               |                    |  |                     |  |
| The focus of this class is on speaking, reading and writing English within a business context. Evaluation is based on participation (10%), reports and presentations (90%). Students are expected to actively participate in English during the class. |   |              |                               |                    |  |                     |  |
| ルーブリック   |   |              |                               |                    |  |                     |  |
|  |   | 理想的な到達レベルの目安 |                               | 標準的な到達レベルの目安       |  | 未到達レベルの目安           |  |
| 評価項目1  |   |              | 到達目標の内容を実践で理解し、応用できる。         | 到達目標の内容を実践で理解している。 |  | 到達目標の内容を実践で理解していない。 |  |
| 評価項目2  |   |              |                               |                    |  |                     |  |
| 評価項目3  |   |              |                               |                    |  |                     |  |
| 学科の到達目標項目との関係  |   |              |                               |                    |  |                     |  |
| 学習・教育到達度目標 (F)   |   |              |                               |                    |  |                     |  |
| 教育方法等  |   |              |                               |                    |  |                     |  |
| 概要   | This course is focused on Business English. Listening, reading, writing, and presenting skills will be used. この科目は、海外業務の経験を持つ教員がその経験を活かして実際に使用されてる表現、対応方法など具体的な事例を交えて授業を行う。 |              |                               |                    |  |                     |  |
| 授業の進め方・方法  |   |              |                               |                    |  |                     |  |
| 注意点  | Students are expected to actively participate in various activities in class. Reports and Presentations 90%, participation 10%  |              |                               |                    |  |                     |  |
| 授業計画   |   |              |                               |                    |  |                     |  |
|  |   | 週            | 授業内容                          |                    | 週ごとの到達目標   |                     |  |
| 前期   | 1stQ  | 1週           | Class introduction            |                    | Talking about job goals and outline of the class                           |                     |  |
|  |   | 2週           | Live to work or work to live  |                    | Benefits and rewards associated with various jobs                          |                     |  |
|  |   | 3週           | Can you live without it?      |                    | Surveys and survey questions   |                     |  |
|  |   | 4週           | continued                     |                    | continued  |                     |  |
|  |   | 5週           | Motivation at work            |                    | Discussing job satisfaction, writing interview questions about occupations |                     |  |
|  |   | 6週           | Writing a report              |                    | What is a report and why do people write them?                             |                     |  |
|  |   | 7週           | continued                     |                    | continued  |                     |  |
|  |   | 8週           | International trade           |                    | International trade and multinational companies                            |                     |  |
|  | 2ndQ  | 9週           | Doing business in Japan       |                    | Business culture and differences between countries                         |                     |  |
|  |   | 10週          | Preparing a presentation      |                    | What is a presentation? Presentation "rules"                               |                     |  |
|  |   | 11週          | Giving a presentation         |                    | continued  |                     |  |
|  |   | 12週          | Cross cultural study          |                    | Business practices   |                     |  |
|  |   | 13週          | continued                     |                    |  |                     |  |
|  |   | 14週          | Presentations                 |                    |  |                     |  |
|  |   | 15週          | Summarize 1st Term            |                    |  |                     |  |
|  |   | 16週          |                               |                    |  |                     |  |
| 後期   | 3rdQ  | 1週           | Global brands                 |                    | Brand value, slogans and loyalty   |                     |  |
|  |   | 2週           | Advertising and promotion     |                    | What is marketing and why is it important?                                 |                     |  |
|  |   | 3週           | What is marketing?            |                    | Ways to advertise and market merchandise                                   |                     |  |
|  |   | 4週           | Report writing/presentations  |                    | Assignment   |                     |  |
|  |   | 5週           | Presentations                 |                    | continued  |                     |  |
|  |   | 6週           | How bicycles can change lives |                    | Looking at charities   |                     |  |
|  |   | 7週           | continued                     |                    |  |                     |  |
|  |   | 8週           | Teenage inventions            |                    | Inventions that help people  |                     |  |
|  | 4thQ  | 9週           | continued                     |                    |  |                     |  |
|  |   | 10週          | Presentations                 |                    |  |                     |  |
|  |   | 11週          | Writing applications          |                    | Writing cover letters and letters of application                           |                     |  |
|  |   | 12週          | Writing CVs                   |                    | How to write a CV  |                     |  |
|  |   | 13週          | Assignment                    |                    | Applying for a job   |                     |  |
|  |   | 14週          | Job advertisements            |                    | Writing a cover letter and CV  |                     |  |
|  |   | 15週          | Conclusion                    |                    |  |                     |  |
|  |   | 16週          |                               |                    |  |                     |  |
| モデルコアカリキュラムの学習内容と到達目標  |   |              |                               |                    |  |                     |  |

| 分類      | 分野   | 学習内容 | 学習内容の到達目標 |    |         |     | 到達レベル | 授業週 |
|---------|------|------|-----------|----|---------|-----|-------|-----|
| 評価割合    |      |      |           |    |         |     |       |     |
|         | レポート | 発表   | 相互評価      | 態度 | ポートフォリオ | その他 | 合計    |     |
| 総合評価割合  | 45   | 45   | 0         | 10 | 0       | 0   | 100   |     |
| 基礎的能力   | 45   | 45   | 0         | 10 | 0       | 0   | 100   |     |
| 専門的能力   | 0    | 0    | 0         | 0  | 0       | 0   | 0     |     |
| 分野横断的能力 | 0    | 0    | 0         | 0  | 0       | 0   | 0     |     |