

Business Communication コース（箕面キャンパス・8 日間）

[到達度目標]

Students are expected to develop their global English communication skills and specialist English language knowledge of global career development and business communication, enabling them to seek jobs or internships more confidently and effectively. Furthermore students will acquire the necessary skills to actively participate and contribute in business meetings in a global work environment.

[コース概要]

This course offers a blend of exploring and familiarizing students with functional English terms and practical applications to successfully gain access to careers and function in a global and English speaking environment.

Through the use of in-class communication exercises, group discussions, simulations and lectures, students can expect to increase not only their job preparedness and knowledge to acquire job and internship opportunities, but also to develop and strengthen their specific communication ability in English pertaining to their own field of study as well as expand their business English terminology and vocabulary. The course is further designed to offer students vital skills through the use of interactive business simulations to actively participate, voice their opinions, and engage in debates and discussions in English business meetings.

[授業概要]

	Topic	Contents
Lesson 1	Resume writing	How to properly format and compose resumes and cover letters. Creating a resume that stands out and attracts attention to be successfully considered for a global career.
Lesson 2	The interview process	Top interview and anticipated questions in job interviews. How to answer questions successfully. How to ask questions during the interview. Roleplaying.
Lesson 3	Professional communication by email	How to compose and answer emails for a global audience. Proper format, wording and tone. Small group activities with exercises.

Lesson 4	Building relationships	Introducing yourself to colleagues. Learning how to engage in small talk to create and maintain professional relationships. Asking follow-up questions. How to maintain a conversation and knowing when and how to end.
Lesson 5	Meeting skills	How to open meetings using GBOA, clarifying, confirming and summarizing. Taking notes and reporting.
Lesson 6	Business simulation 1	Extended business role-play with a focus on creating effective agendas, participating and reaching agreement.
Lesson 7	Facilitating meetings	Learn how to run effective meetings and how to engage quiet participants in meetings. Basics of brainstorming. Using clearly defined criteria to reach best decisions.
Lesson 8	Intercultural skills	Understanding how Culture affects communication
Lesson 9	Non-verbal skills	Understanding and mastering non-verbal communication skills
Lesson 10	Business writing process	Understanding business writing goals and the writing process
Lesson 11	Business writing	Adapting to the task and audience and developing skillful writing techniques
Lesson 12	Tailoring messages	Identifying and creating positive, negative and persuasive messages
Lesson 13	Reports	Understanding the functions of different report types. How to organize data and effective graphics
Lesson 14	Professionalism	Practicing professional telephone, cell phone, and voice mail etiquette
Lesson 15	Professionalism	Embracing professionalism, business etiquette, and ethical behavior

Lesson 16	Business simulation 2	Extended business role-play utilizing previously learned skills. Focus is on team building, voicing opinions logically and learning how to agree and disagree.
Lesson 17	Business presentations	How to prepare effective visuals and the six steps of opening with confidence.
Lesson 18	Business presentations	Basic business presentation skills including transitional language and effective use of gestures.
Lesson 19	Business presentations	Summarizing and concluding-call for action
Lesson 20	Case study	Analyzing and logical thinking
Lesson 21	Expressing ideas and thoughts	Voicing opinions and backing up with data and evidence
Lesson 22	Asking questions	Closed/open ended questions-leading questions/asking for more information
Lesson 23	Discussion skills	Agreeing/disagreeing- understanding difference between strong and polite disagreement.
Lesson 24	Discussions and debate skills	Reaching agreement and making suggestions
Lesson 25	How to finish meetings effectively	Learn how to wrap up a business meeting, minute taking and Action items for each participant. Setting deadlines.
Lesson 26	Business simulation 3	Extended business role-play utilizing previously learned skills. Focus is on team building, voicing opinions logically and learning how to agree and disagree.
Lesson 27	Review and testing	Review of all previously learned terms, vocabulary and skills.

[担当講師]

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セントラルフロリダ大学で心理学を専攻し、卒業してからは長らく英語教育に従事。

高校生から社会人まで幅広く英語を教えてきました。

現在は日立製作所や ANA クラウンホテルにて、ビジネス英語、異文化コミュニケーション等、

ビジネスパーソンを主な対象として教えています。