



タイトル「2024年度スポーツ科学部(公開用)」・フォルダ「共通」
シラバスの詳細は以下となります。



科目ナンバー	RMGT/SSCS1774
科目名	英語演習 4
担当教員	橋田 由衣
対象学年	2年,3年,4年
曜日・時間	火 4
講義数	1314
授業形態	演習
科目大分類	総合教育科目
科目中分類	総合基礎
科目小分類	7 語学
科目の位置付け (開発能力)	<p>■ D Pコード 学修のゴールを示すディプロマポリシー (D P) との関連 D P 1 - E (学識・専門知識) 専門分野に関する理論知と実践知を習得し活用することができる。 D P 3 - E (論理思考力・批判的思考力) 理論的観点とした思考を養いつつ、裏切りを排除するための内省をもつて、問題・課題を合理的に解決することができる。 D P 4 - E (理解力・分析力) 文章表現、数値データを適切に読みつつ、情報の収集と取捨選択、分析と加工を効率的に行い、課題の解決につなげることができる。 D P 6 - K (表現力・対話力) 文章及び口頭で、自らの考えを的確に表現し、他者に伝達不足なく伝達することができる。</p> <p>■ C Rコード 学修を通して開発するマインドセット・ナレッジ・スキルを示すコンルーブリック (C R) との関連 E 1 学識と専門技能 (1 0%) H 1 論理的思考 (2 0%) I 1 理解・分析と情報 (2 0%) K 1 ライティング・コミュニケーション (1 0%) K 2 オーラル・コミュニケーション (4 0%)</p>
教員の業務経歴	—
成績ターゲット区分	<p>■ 成績ターゲット: 能力開発の目標ステージと対応 3 発展期~4 定常期</p>
科目概要・キーワード	<p>この授業は、将来英語を必要とする仕事において必須となる実用的な英語スキルを養うためのコミュニケーションとライティング演習に重点を当てます。演習は、ロールプレイ、ライティング、プレゼンテーション、およびグループワークの形式で行われ、授業で学んだことを評価します。授業形態は演習形式により行います。なお、対応するコンピテンシに基づき効果的な授業方法として、又は各授業を補充・代替するためオンライン授業の一部を取り入れる場合があります。</p> <p>This course focuses on communication and writing exercises that are necessary to develop practical English skills that are essential for any work requiring English in the future. Exercises will be in the form of role plays, writing activities, presentations, and group work to gauge what is learned in class. Some online classes may be used as an effective teaching method based on the student's competence, or as a supplement or substitute for each class. (Keywords) Business, Nuances, Business Writing, Business Presentations, Speaking, Listening, English Communication</p>
授業の目的	<p>■ 授業の目的 この授業は、ビジネス場面における英語コミュニケーションの習熟度を向上させることを目的としています。今日のグローバル化されたビジネス環境において、効果的なコミュニケーションスキルは成功のために不可欠です。この授業はビジネス場面における英語コミュニケーション力を習得するに効果的であり、多様なビジネス場面のロールプレイを通して、必要な英語運用能力やコミュニケーションスキルを養います。 Welcome to "Business English Essentials," a comprehensive course designed to enhance your proficiency in English communication within the professional context. In today's globalized business environment, effective communication skills are essential for success. This course is tailored to meet the specific language demands of the corporate world, providing you with the linguistic tools and strategies needed to navigate diverse business scenarios with confidence.</p> <p>この授業では、以下の内容を学習する。</p> <ol style="list-style-type: none"> 1) ビジネスコミュニケーションスキル: 会議、プレゼンテーション、及び商談のやりとりにおいて、明確で簡潔に意見や考えを表現する能力を養う。 2) ビジネス用語と専門用語: ビジネス用語や業界特有の専門用語の理解力を高め、あらゆるビジネス場面で意見や考えを正確に表現する能力を養う。 3) Eメールとウェブサイト・メールの書き方: メール作成の重要性、適切な敬語の使用、丁寧なメール文法を学ぶ。 4) ビジネスライティングスキル: 手紙やレポートなどのビジネス文書の作り方を学ぶ。特に、書き手の意図を正確に、簡潔に、一貫性を重視して作成する。 5) ビジネスプレゼンテーション: プレゼンテーションの構成方法、視覚資料の効果的な使用方法、観客の興味を引く方法をインパクトのあるキーワードを交えながら学ぶ。 <p>In this program, you will be exposed to:</p> <ol style="list-style-type: none"> 1) Professional Communication Skills: Develop the ability to communicate clearly, concisely, and professionally in various business settings, including meetings, presentations, and written correspondence. 2) Business Vocabulary and Jargon: Expand your business vocabulary and become familiar with industry-specific jargon to express ideas and concepts accurately in the corporate world. 3) Email Etiquette: Master the art of crafting effective and polished business emails. Learn the nuances of email etiquette, including formal greetings, structuring messages, and using appropriate tone. 4) Business Writing Skills: Hone your business writing skills, including the creation of letters, reports, and other business documents. Focus on clarity, precision, and coherence in written communication. 5) Business Presentations: Build confidence in delivering compelling business presentations. Learn how to structure presentations, use visual aids effectively, and engage your audience with impactful language. <p>■ 授業のポイント ビジネスの様々な場面で的確なコミュニケーションを図るための演習を行います。テキストから分からない言葉があれば事前に調べておき、抵抗や苦勞なく内容理解が進められるようにしてください。また積極的にアクティビティ (グループワークやロールプレイ) に参加してください。 You will be confronted with various situations while using the target language in business settings. If there are words or expressions that you couldn't grasp in any material given to you, check in advance the definitions and nuances attached to them so that you can understand the content in time for the lesson. Also, actively participate in activities such as role plays and group work for effective application of concepts taught in class.</p>
総合到達目標	<p>■ 一般目標 (GO) ビジネス場面で的確なコミュニケーションを取るために、迅速かつ的確に内容を把握するリスニングスキルを身につけ、状況に応じた会話表現を正しく活用しながら会話ができるようになることを目標とします。 The purpose of this program is to equip students with the necessary skills to quickly and accurately grasp concepts taught in the classroom and appropriately apply them to different instances in order to communicate smoothly in business settings.</p> <p>■ 個別行動目標 (SBOs) 1. ビジネス場面で観出する基本的な英単語、英語表現の意味を説明することができる。(第1-11回) 2. 英語の基礎的な発音やイントネーションの特徴を聞き取ることができ、自らも発音できる。(第1-15回) 3. 基本語彙・構文を適切に活用しながら、自然な会話のやりとりができる。(第1-11回) 4. 基本的な平叙文、否定文、疑問文を適切に作ることができ、自然な会話のやりとりができる。(第1-11回) 5. テキストや学んだ構文を使って会話をし、グループワークやロールプレイで会話を継続することができる。(第1-15回) 6. 英語やの発音についての知識を身に付けることにより、音韻的類似点のある変化を聞き取ることができる。(第1-15回) 7. グループワークやロールプレイを通して、話し手の意図を読み取り、説明することができる。(第1-11回) 8. ビジネスの場面において、自律的にコミュニケーションを図ることができる。(第1-11回) 9. ビジネスの場面において、感情や情報を論理的に伝えられるようになる。(第1-11回) 10. 宿題として、授業で取り上げた英文・会話文・表現を読み直し、辞書や参考書等で単語の意味や文法を詳細に調べることができる。(第1-15回)</p> <ol style="list-style-type: none"> 1. Grasp the meaning of basic English words and expressions that are used frequently in business settings. (1st-11th) 2. Catch the basic pronunciation and intonation characteristics of English, and use them in communication. (1st-15th) 3. Participate in natural conversations while properly using parts of speech and tense. (1st-11th) 4. Appropriately construct basic affirmative sentences, negative sentences, and interrogative sentences. (1st-11th) 5. Use the phrases in the text in conversation, and maintain a conversation in a group work or role play. (1st-15th) 6. Understand the cultural and linguistic similarities and differences between the native tongue and the target language. (1st-15th) 7. Apply various concepts learned through group work and role plays. (1st-11th) 8. Communicate autonomously with others in business settings. (1st-11th) 9. Convey one's thoughts logically to others in business settings. (1st-11th) 10. Confidently construct English sentences, conversational sentences, and expressions brought up in the class for review, and look up the meaning and grammar of the words using dictionaries and reference books. (1st-15th)
成績評価方法	<p>■ 授業内テスト (Written test) (2 5%) : 適用ルーブリック: E1, H1, I1, K1, K2 (評価の観点) 文法・単語・表現について適切に理解しているか、トピックに対して適切な回答しているか、海外生活およびビジネスシーンを想定した状況で適切な会話表現を使用しているか。 (フィードバック方法) 授業内で講評を行い、適宜フィードバックを行います。</p> <p>■ レポート (Individual/Group report) (1 5%) : 適用ルーブリック: E1, H1, I1, K1, K2 (評価の観点) 期限内に提出をおこなったか、トピックに対して適切な内容を表現しているか、指定されたフォーマットに沿った作成方法および提出となっているか。 (フィードバック方法) 授業内で講評を行い、適宜フィードバックを行います。</p> <p>■ 授業参加度 (Class Interaction/Participation) (4 0%) : 適用ルーブリック: E1, H1, I1, K1, K2 (評価の観点) 協力的かつ積極的に関与しているか、日本語に頼らず英語のみで授業に参加しようとしているか、講師の指示に従っているか、海外生活を見据え海外の情報を適切に理解しているか。 (フィードバック方法) 授業内で主に口頭で報告フィードバックを行います。</p> <p>■ 授業時間外課題 (Homework) (2 0%) : 適用ルーブリック: H1, I1, K1, K2 (評価の観点) 課題のトピックに関するレポートの内容を通して、授業および各レッスンの理解度を確認します。 (フィードバック方法) 授業時間中に解説を行い、必要に応じてプリントを配布します。</p>
履修条件	「英語演習 2 RMGT/SSCS 1772」(2年次前期学期)を履修することが望ましい。
履修上の注意	<p>1. レッスントピックやマテリアルはクラスレベルと授業の進度により変更になる場合があります。詳細は授業内でお知らせします。 Lesson topics and materials may change depending on the class level and progress made in the lesson. Those changes and more detailed information will be announced in class.</p> <p>2. 授業中のスマートフォンの使用は単語や英語表現を調べることには限りませんが、ただひたすらに授業と関係のないサイトを開眺、メッセージのやり取りを行うなど授業の進捗を妨げる行為については厳重注意を行います。減点評価とします。これはパソコンの使用についても同じです。 Students are allowed to use a mobile phone to look up English words and expressions during the lessons; however, if instructors find that students are browsing unrelated websites, exchanging messages, or doing any other activity which disturbs their classmates' study, students will get a warning or even get a lower assessment score. The same rules apply to laptops.</p> <p>3. 宿題、課題は必ず期限内に実施すること。 Students must complete homework and assignments by their deadlines.</p> <p>4. 授業を欠席あるいは遅刻をした場合、宿題・課題等の確認は自分自身で責任を持って行うこと。欠席・遅刻は宿題・課題を完了できなかった理由にはなりません。</p>

If students are absent or late, it becomes their responsibility to find out the homework assignments or other material covered in the missed class. Being absent or late is no excuse for incomplete work.																																	
5. 間違いを恐れずに積極的に参加すること。 Students should actively participate and not to be afraid of making mistakes.																																	
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(E1, H1, I1, K1, K2) ③予習 (10分) Understand instructions and final reminders. ④復習 (80分) Give the final assessment task successfully.</td> </tr> <tr> <td>15</td> <td>①授業テーマ Learning from business tycoons ②授業概要 Students will be able to : be familiar with business success stories; learn from the rise and fall of popular businesses. (E1, H1, I1, K1, K2) ③予習 (30分) Look up the meaning of unfamiliar words and listen to a quick lecture and overview of the lesson. ④復習 (60分) Participate in a discussion and activities. Note: Content is subject to changes.</td> </tr> </tbody> </table>	回	内容	1	①授業テーマ Course Introduction / Introduction to Business English ②授業概要 Students will be able to : learn about course requirements; introduce themselves and ask and answer questions after introducing themselves / grasp the gist of this course; learn basic terms related to business English and compare and contrast business culture in Japan and in other places in the world.. 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Note: Content is subject to changes.	12	①授業テーマ Business Project: Planning Phase ②授業概要 Students will be able to : learn ways to improve their written task and submit a draft (E1, H1, I1, K1, K2) ③予習 (30分) Listen to reminders and review some words pertinent to the project. ④復習 (60分) Focus on making their business project draft Note: Content is subject to changes.	13	①授業テーマ Business Project: Final Revision ②授業概要 Students will be able to : learn ways to improve their written task and submit a final draft (E1, H1, I1, K1, K2) ③予習 (60分) Focus on making their business project draft ④復習 (30分) Listen to feedback and final reminders for the final assessment Note: Content is subject to changes.	14	①授業テーマ Final Assessment: Business Presentation ②授業概要 Students will be able to : give a presentation about an original business idea; ask and answer questions appropriately. (E1, H1, I1, K1, K2) ③予習 (10分) Understand instructions and final reminders. ④復習 (80分) Give the final assessment task successfully.	15	①授業テーマ Learning from business tycoons ②授業概要 Students will be able to : be familiar with business success stories; learn from the rise and fall of popular businesses. (E1, H1, I1, K1, K2) ③予習 (30分) Look up the meaning of unfamiliar words and listen to a quick lecture and overview of the lesson. ④復習 (60分) Participate in a discussion and activities. Note: Content is subject to changes.
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1	①授業テーマ Course Introduction / Introduction to Business English ②授業概要 Students will be able to : learn about course requirements; introduce themselves and ask and answer questions after introducing themselves / grasp the gist of this course; learn basic terms related to business English and compare and contrast business culture in Japan and in other places in the world.. (E1, H1, I1, K1, K2) ③予習 (30分) Quick introduction, course contents, requirements and grading, and behavior ④復習 (60分) Have an overview of the book. Highlight unfamiliar words in each unit so that you can preview easily for further studies.																																
2	①授業テーマ Introduction to Business English: Professional Communication Skills (Polite Language) ②授業概要 Students will be able to : be familiar with the language used in the office (casual vs formal), and situations where formal language is required. (E1, H1, I1, K1, K2) ③予習 (30分) Look up the meaning of unfamiliar words and listen to a quick lecture and overview of the lesson. ④復習 (60分) Participate in discussion and activities. Note: Content is subject to changes.																																
3	①授業テーマ Introduction to Business English: Business Vocabulary and Industry-Specific Jargon ②授業概要 Students will be able to : expand their business vocabulary and use them in context (E1, H1, I1, K1, K2) ③予習 (30分) Warm up vocabulary drills and springboard to the topic ④復習 (60分) Participate in discussion and activities Note: Content is subject to changes.																																
4	①授業テーマ Business Writing: Email ②授業概要 Students will be able to : learn related vocabulary in business writing, and be familiar with the writing style for business emails. (E1, H1, I1, K1, K2) ③予習 (60分) Warm up vocabulary drills, lecture ④復習 (30分) Application activity and review pertinent materials Note: Content is subject to changes.																																
5	①授業テーマ Business Writing: Letter ②授業概要 Students will be able to : review and learn related vocabulary in business writing, and be familiar with the writing style for business letters. (E1, H1, I1, K1, K2) ③予習 (60分) Warm up vocabulary drills, lecture ④復習 (30分) Application activity and review pertinent materials Note: Content is subject to changes.																																
6	①授業テーマ Business Writing: Reports ②授業概要 Students will be able to : review and learn related vocabulary in business writing, and be familiar with the writing style for reports. (E1, H1, I1, K1, K2) ③予習 (60分) Warm up vocabulary drills, lecture ④復習 (30分) Application activity and review pertinent materials Note: Content is subject to changes.																																
7	①授業テーマ Midterm Test ②授業概要 Students will be able to : review what was learned in the previous lessons; answer the test with confidence (E1, H1, I1, K1, K2) ③予習 (15分) Participate in a review activity. ④復習 (75分) Answer the test. Note: Content is subject to changes.																																
8	①授業テーマ Business Presentations: Introduction ②授業概要 Students will be able to : learn related vocabulary to the topic and relate them to real-life situations; participate actively in open discussion activities. (E1, H1, I1, K1, K2) ③予習 (30分) Look up the meaning of unfamiliar words and listen to a quick lecture and overview of the lesson. ④復習 (60分) Review material and what has been discussed, tackled, and implemented in the class. Note: Content is subject to changes.																																
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教科書	なし																																
参考書・参考URL	授業時に指示します。																																
連絡先・オフィスアワー	質問には、授業前後の時間に対応します。それ以外の時間中は教員室へ来ることも可能です。 If you have any questions, you may talk to your instructor before or after the lesson. Also, you are welcome to visit the instructor's office.																																
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