

# Business English Course Outline

Course Description	<p>With numerous Japanese companies doing business overseas, it is important for employees to be able to communicate with their partners in English - the language of global business.</p> <p>Business English is a class that supports students to gain the necessary skills associated in business environments.</p>						
Course Content / Learning Outcomes	<p>Content from this course focuses on learning the skills needed in various business situations, such as answering phone calls, introducing oneself, writing emails, conducting and taking part in meetings, customer service, business negotiations and so on. Moreover, there are aspects of business English related to teamwork, travel, relationship building and preparing for a job interview.</p> <p>While there is a strong emphasis on reading and writing skills, there will also be opportunities for speaking in business situations/scenarios. It is essential for students to learn to distinguish between and use the appropriate language (informal/semi-formal/formal), which is an important tool in all business-related activities.</p> <p>Ideally, the class will be a safe, happy and supportive environment, where students feel comfortable to share their thoughts and opinions, without fear of making mistakes.</p>						
Grading criteria	<table border="0"> <tr> <td>Class Quiz's/Email assessment</td> <td>20%</td> </tr> <tr> <td>Midterm exam</td> <td>40%</td> </tr> <tr> <td>Final exam</td> <td>40%</td> </tr> </table>	Class Quiz's/Email assessment	20%	Midterm exam	40%	Final exam	40%
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Required Course Materials:	Market Leader						