



Business English Syllabus

Instructor CALDWELL, Andrew	Email caldwell.andrew@kagawa-u.ac.jp
Lesson Day, Time, Schedule Thursday 10:30 am – 11:30 am (Quarter System)	Course Mode Online
Course Level Low Intermediate (TOEIC 350<)	Course Materials Instructor will provide lesson materials

Course Overview

This course is designed for student who feels they will **use English in the future**, whether it be for **Business or Travel**. The Three Themes of the course are **Working, Travelling, and Socializing**. Students will learn the basics to function in an **English International Business** environment.

Course Goals

Strengthen and Improve **Social and Functional Language**, introduce **Contemporary Business Topics**, and develop **Grammar Skills** associated with **International Business**.

Course Content

The first lesson will serve as an **Orientation Session**. Instructors will inform students **about skills and activities** related to the course.

Course Plan

Lesson	Topic
One	Introductions, Greeting and Goodbyes
Two	Telephone Skills – Starting a Call
Three	Asking and Giving Directions – Travel Information
Four	Leaving a Message – Telephone Numbers and Time
Five	Offers and Requests – Business Dinner or Party
	-Break-
Six	Welcome a Visitor
Seven	Making and Changing Arrangements
Eight	Writing Emails
Nine	Invitations and Suggestions
Ten	Answering Messages – Email and Telephone

Lesson Flow

1. Grammar Exercise
2. Pronunciation
3. Short Reading
4. Target Skill Activity
5. Lesson Review

