

Course Title	HTM301 Tourism English		Instructor(s)	Rebecca Schmidt
			E-mail	rschmidt@miu.ac.jp
Class Style	Lecture		Office Hours	Tuesday 13:00~14:30; Thursday 14:40~16:10
Track	International Business and Management Hospitality and Tourism Management		Mode of Instruction	Solo
Credits	2		Allocated Year	Fall, 3rd year
Active Learning	1-2 Self Assessment; 2-3 Presentations and Reverse Presentations; 2-5 Surveys and Interviews; 4-2 Facilitated Discussions; 4-5 Role Plays and Impromptu Skits; 4-9 Group Work on Questions; 4-10 Think-Pair/Group-Share; 5-1 Cooperative Student Projects		Compulsory or Elective	Elective
Course Overview	This is a 4-skills course (reading, writing, listening, and speaking) for students interested in increasing their use of English related to the tourism industry. The content of this course will focus on travel related language for airlines, hotels, sightseeing, tours, and travel information. This course will also cover vocabulary related to the Tourism English Proficiency Test (TEPT) Level 2 (観光英検 2 級) and TEPT Level 3 (観光英検 3 級) for anyone interested in pursuing a career in hospitality and tourism. Students will display knowledge and vocabulary learned through various role-plays and presentations.			
Course Objectives	By the end of the course, students will be able to demonstrate a basic understanding and working knowledge of language used in the tourism industry.			
Prerequisite	Minimum of 500 TOEIC score			
Course Schedule	No	Contents		Homework
	01	Introduction to Tourism English; Travel Agent- Preparing Documents (Unit 1)		Review vocabulary; Preview reading
	02	Travel Agent: Reservations (Unit 2)		Review vocabulary; Preview reading
	03	Travel Agent: Sightseeing - City Tours (Unit 16)		Review vocabulary; Preview reading
	04	Airports and Airlines: Flight Check-in (Unit 3)		Review vocabulary; Preview reading
	05	Airports and Airlines: Getting to the Gate (Unit 4)		Review vocabulary; Preview reading
	06	Airports and Airlines: In-Flight (Unit 5)		Review vocabulary; Preview reading
	07	Airports and Airlines: Arrival at your Destination (Unit 6)		Review vocabulary; Preview reading
	08	Mid-term- Quiz / Role-plays		Review vocabulary; Preview reading
	09	Hotels: Guest Reception (Unit 7)		Review vocabulary; Preview reading
	10	Hotels: Hotel Services (Unit 8)		Review vocabulary; Preview reading
	11	Hotels: Guest Information (Unit 9)		Review vocabulary; Preview reading
	12	Hotels: Guest Checkout (Unit 10)		Review vocabulary; Preview reading
	13	Hotels: Dealing with Complaints		Presentation Research
	14	Presentation Preparation		Presentation Practice
	15	Presentation Day		Presentation Reflection
		Final Exam		

Grading	Grades will be determined as follows: Classwork 10%; Role-plays 20%; Presentations 20%; Quizzes 30%; Final Exam 20%
Textbooks	<i>Talk About Travel: English for Airlines, Hotels, and Tours</i>. Rob Jordans and Terry Jordens (2009, Compass Publishing) (ISBN: 978-1-59966-401-9)
References	觀光英檢 2 級精選過去問題 (ISBN: 9784384060058) 觀光英檢 3 級精選過去問題 (ISBN: 9784384060065)
NOTES	MATERIALS REQUIRED: Please bring to each class • Folder or notebook for handouts • Pens, pencils and highlighters • Smart phone, tablet, or laptop STUDENT RESPONSIBILITIES: • You are expected to inform the instructor in advance if you must miss a class. If you miss a class, you are expected to obtain missing materials and talk to other students or the instructor before the next class. Being absent the previous class is not an excuse for not completing assignments. Late homework assignments or missed tests will be deducted 20%. You will have two weeks to complete them. After two weeks the assignment will become a zero. • Excused absence from class (in case of illness or family emergency) requires a written notice from a doctor or other appropriate individuals within 7 days. All other absences from class will be considered “unexcused”. • If you are not in the classroom when the instructors take attendance, you will be marked as late. 3 late attendances = 1 absence. 30 min lat; early departure = 1 absence. Sleeping or excessive cell phone use will count as an absence. You will fail the course if you miss more than 66% of classtime. This includes late arrivals and early departures from class. • Assignment completion: It is your responsibility to attend all classes, to participate actively as a member of the class, and to complete and hand in all assigned work as required to pass this course. It is expected you spend one hour reviewing and doing homework before each class. LEARNING ENVIRONMENT: • We will make efforts to address the different learning styles of students in the class. There will be a combination of whole-class activities, individually based activities, small group work, and lecture. • Students and instructors will work together to create a safe learning environment for everyone. Harassment or bullying will not be tolerated. REASONABLE ACCOMMODATIONS: • It is our goal that all students have an effective learning environment. Please let us know all necessary accommodations needed to make the class fully accessible. The instructors may to make changes to this syllabus at any time