

Course Title	IBM323 Business English	Instructor(s)	Alan Simpson
		E-mail	asimpson@miu.ac.jp
Class Style	Lecture	Office Hours	Before or after class or by email.
Track	International Business and Management, Hospitality and Tourism Management	Mode of Instruction (Solo / Omnibus)	Solo
Credits	2	Allocated Year	Fall, 3rd year
Active Learning	4-1 Interactive Lectures 4-9 Group Work on Questions 4-10 Think-Pair/Group-Share	Compulsory or Elective	Elective
Course Overview	This is a 4-skills course (reading, writing, listening, and speaking) for students interested in enhancing their English skills in the field of business. The content of this course will focus on vocabulary and language pertaining to English speaking business environments. Active learning is a key component of this course as a tool to become a proficient communicator in the business field.		
Course Objectives	In this course, we will start with a needs analysis, to identify what kinds of jobs you would like to do in the future, and what kinds of future English needs you may have. Then the objectives will be to develop your email writing skills, your business presentation skills, your meeting skills, your problem-solving skills in different situations, and your small talking skills. The class format will consist of workshops where you will be asked to volunteer your ideas, before developing or understanding different tasks and situations, before simulating those scenarios. Deliverables in this course will include in-class, homework, and written assignments, and presentations. We will consider why we should adapt our language for different situations, aiming for mutual intelligibility in future multicultural working environments		
Prerequisite	Receive a minimum of 500 TOEIC score		
Course Schedule	No	Contents	Homework
	1	Unit 01: Culture & its impact	Class tasks and active learning
	2	Unit 01: Culture & its impact	Class tasks and active learning
	3	Unit 01: Culture & its impact	Class tasks and active learning
	4	Unit 02: Technology & Business	Class tasks and active learning
	5	Unit 02: Technology & Business	Class tasks and active learning
	6	Unit 02: Technology & Business	Class tasks and active learning
	7	Writing 1	Writing 1
	8	Unit 03: Motivation	Class tasks and active learning
	9	Unit 03: Motivation	Class tasks and active learning
	10	Unit 03: Motivation	Class tasks and active learning
	11	Unit 04: Human Resources	Class tasks and active learning
	12	Unit 04: Human Resources	Class tasks and active learning
	13	Unit 04: Human Resources	Class tasks and active learning
	14	Writing 2	Writing 2
	15	Final Exam/Project	
Grading	Grades will be as follows: Active Learning 20%; Class Tasks 20%; Writing 20%; Final Exam 40%		
Textbooks	Business Advantage Intermediate, Koester, Pitt, Handford Lisboa; ISBN: 978-0521132206 (textbook materials will be provided)		
References	N/A		
NOTES	Daily Materials - Notebook, pencil, and highlighter. Students are expected to spend at least one hour reviewing and doing homework and one hour preparing for every hour of lesson time. Feedback will be provided in class, via email or consultation with appointment or on Zoom.		