

2025 年度シラバス

科目分類/Subject Categories			
学部等/Faculty	/大学院工芸科学研究科（博士前期課程）： /Graduate School of Science and Technology (Master's Programs)	今年度開講/Availability	/有：/Available
学域等/Field	/＜その他＞：/＜Other＞	年次/Year	/1～2年次：/1st through 2nd Year
課程等/Program	/専攻共通科目：/Program-wide Subjects	学期/Semester	/第1クォータ：/First quarter
分類/Category	/授業科目：/Courses	曜日時限/Day & Period	/木3：/Thu.3

科目情報/Course Information				
時間割番号 /Timetable Number	64104305			
科目番号 /Course Number	64160192			
単位数/Credits	1			
授業形態 /Course Type	講義：Lecture			
クラス/Class				
授業科目名 /Course Title	Business Communication：Business Communication			
担当教員名 /Instructor(s)	/(ｶﾞﾌﾞﾘｴﾙ トﾏ)：Gabriel Toma			
その他/Other	インターンシップ実施科目 Internship	国際科学技術コース提供科目 IGP	PBL 実施科目 Project Based Learning	DX 活用科目 ICT Usage in Learning
		○	○	○
	実務経験のある教員による科目 Practical Teacher			
科目ナンバリング /Numbering Code				

授業の目的・概要 Objectives and Outline of the Course	
日	Business communication includes many methods for clearly communicating your ideas to other people. This course will help students learn how to communicate effectively in English, both orally and in writing, in ways that are commonly used in business-related situations. The goal of the course is to give students hands-on practice of phrases and techniques in areas such as: - greeting others and introducing yourself - different types of email - telephone use - meetings and discussions, etc.
英	Business communication includes many methods for clearly communicating your ideas to other people. This course will help students learn how to communicate effectively in English, both orally and in writing, in ways that are commonly used in business-related situations. The goal of the course is to give students hands-on practice of phrases and techniques in areas such as: - greeting others and introducing yourself - different types of email - telephone use - meetings and discussions, etc.

学習の到達目標 Learning Objectives	
日	Learn how to communicate both orally and in writing in ways that are commonly used in business-related situations

	Acquire hands-on practice of phrases and techniques in Business English
英	Learn how to communicate both orally and in writing in ways that are commonly used in business-related situations
	Acquire hands-on practice of phrases and techniques in Business English

学習目標の達成度の評価基準 / Fulfillment of Course Goals (JABEE 関連科目のみ)	
日	
英	

授業計画項目 Course Plan			
No.		項目 Topics	内容 Content
1	日	Introduction to Business Communication	An introduction to the course explaining the course outline, grading and what is expected of the students. What is business communication? How is it different from general communication?
	英	Introduction to Business Communication	An introduction to the course explaining the course outline, grading and what is expected of the students. What is business communication? How is it different from general communication?
2	日	Meeting, Greeting and Leaving. Describing Yourself	What do you say in English when you first meet someone? How do you introduce yourself and others? What do you say when you leave? How to tell other people about yourself, your background, your study or work, your school or company.
	英	Meeting, Greeting and Leaving. Describing Yourself	What do you say in English when you first meet someone? How do you introduce yourself and others? What do you say when you leave? How to tell other people about yourself, your background, your study or work, your school or company.
3	日	Interviews	This class will examine common questions asked during job interviews and practice answering them in English.
	英	Interviews	This class will examine common questions asked during job interviews and practice answering them in English.
4	日	Making a Presentation	This class will help you learn how to give a clear, accurate and effective presentation in English.
	英	Making a Presentation	This class will help you learn how to give a clear, accurate and effective presentation in English.
5	日	Business Meeting Presentation	In your study and work, there will be times when you will have to give a presentation in a meeting about the study or project you are working on, and then discuss it with the other meeting members. This class will look at how to prepare for this.
	英	Business Meeting Presentation	Business Meeting Presentation
6	日	Business Report	There may be times when you will have to write a report about your work, project, plans, etc. to let other people know what you are doing or what you would like to do or happen. This class will look at how to write a good business report that can communicate
	英	Business Report	There may be times when you will have to write a report about your work, project, plans, etc. to let other people know what you are doing or what you would like to do or happen. This class will look at how to write a good business report that can communicate
7	日	Course Review and Examination Preparation	A review of the topics studied in the course will be given, with particular emphasis on what will be on the final examination.
	英	Course Review and Examination Preparation	A review of the topics studied in the course will be given, with particular emphasis on what will be on the final examination.
8	日	Business Communication Final Examination	A written examination covering the topics studied in the course.
	英	Business Communication Final Examination	A written examination covering the topics studied in the course.
9	日		
	英		

10	日		
	英		
11	日		
	英		
12	日		
	英		
13	日		
	英		
14	日		
	英		
15	日		
	英		

履修条件 Prerequisite(s)

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英	

授業時間外学習（予習・復習等）

Required study time, Preparation and review

日	Doc and Ppt files of the lesson material and PowerPoint will be posted on the Moodle website each week. Homework covering each week's lesson will be accepted and returned every week. Students can communicate with the instructor in class, through email, with their homework, or through the Moodle class forum. (If online classes are required, a link to a pre-recorded video of the instructor explaining the lesson material will be posted for viewing by the students.)
英	Doc and Ppt files of the lesson material and PowerPoint will be posted on the Moodle website each week. Homework covering each week's lesson will be accepted and returned every week. Students can communicate with the instructor in class, through email, with their homework, or through the Moodle class forum. (If online classes are required, a link to a pre-recorded video of the instructor explaining the lesson material will be posted for viewing by the students.) Please note that KIT requires 45 hours of study from students to award one credit, including both in-class instructions as well as study outside classes. Students are required to prepare for each class and complete the review after each class.

教科書／参考書 Textbooks/Reference Books

日	The instructor will prepare and distribute materials to the students on Moodle each week before class.
英	The instructor will prepare and distribute materials to the students on Moodle each week before class.

成績評価の方法及び基準 Grading Policy

日	50% Weekly homework, based on submission. 50% Final examination, based on content. It is important to do homework so that you can practice what you studied and learn if you have any problems. 50% of your grade will depend on giving your homework to the
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留意事項等 Point to consider

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英	