

Subject	講師	講義区分	授業方法	
Reading Comprehension I 読解 I		必須科目	講義	
Faculty	Students Attendance Year and Semester	Lesson Time		Credits
<input checked="" type="checkbox"/> Global Business <input checked="" type="checkbox"/> Entrepreneurship	<input checked="" type="checkbox"/> 1 <sup>st</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 1 <sup>st</sup> Year 2 <sup>nd</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 2 <sup>nd</sup> Semester	90 minutes	15 times / 15 Weeks	2

Objectives Aims and Goals	By the end of the course the students should be able to *Develop their reading-listening confidence and understand native speakers around them *Improve ability to listen for difficult words, grammar and phrases and different intonations in the English language *Listen and respond to daily correspondence *Help student understand basic structure,		
Lesson Outline	Times of Lesson		Lessons Main Contents
	1		Introductions - to the course & explaining syllabus Pg. 11
	2		Pg. 16 + Reading and Speaking worksheet
	3		Pg. 21 + Reading and Speaking worksheet
	4		Pg. 25 + Reading and Speaking worksheet
	5		Pg. 30-31 Cheese rolling
	6		Pg. 35+ Reading and Speaking worksheet
	7		Pg. 40 + Reading and Speaking worksheet
	8		Pg. 45 + Reading and Speaking worksheet
	9		Pg. 49 + Reading and Speaking worksheet
	10		Pg. 54 +55 Alaskan ice climbing
	11		Pg. 59 + Reading and Speaking worksheet
	12		Pg. 64 + Reading and Speaking worksheet
	13		Pg. 66-67 Coastal cleanup
	14		REVIEW Lesson
15		Final Examination	
Evaluation and Grading	1. Final Examination Mark (70%) 2. Assignments Marks, Attitude during the lesson will considered as overall class contribution Mark (0-20) 3. Attendance Mark (30%)		
Textbook	Life 3, National Geographic.		
Note			

Subject	Teacher	講義区分		授業方法
Reading Comprehension II 読解 II		必須科目		講義
Faculty	Students Attendance Year and Semester	Lesson Time		Credits
<input checked="" type="checkbox"/> Global Business <input checked="" type="checkbox"/> Entrepreneurship	<input type="checkbox"/> 1 <sup>st</sup> Year 1 <sup>st</sup> Semester <input checked="" type="checkbox"/> 1 <sup>st</sup> Year 2 <sup>nd</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 2 <sup>nd</sup> Semester	90 minutes	15 times / 15 Weeks	2

Objects	Acquisition of new vocabulary. Developing grammar knowledge. Developing the language skills: reading, speaking, listening and writing. Introducing and revising common phrases of spoken English. Work with semi-technical texts.		
Aims and Goals	The course of English for intermediate students is orientated on both general and technical English. An integrated approach is applied during teaching this course. After a grammar section with many tasks highlighting the new grammar, there is at least one activity for speaking, listening, reading and writing in every unit. There is a strong lexical component in the course. Technical texts are subject specific but the teacher's objective is teaching language, not subject knowledge.		
Lesson Outline	Times of Lesson		Lessons Main Contents <b>[REF: page#(42)-section#(2)]</b> <u>Write out vocab on paper</u> *Your choice of which lesson to do it
	1		AHW3_TRB_U06_2, TXT: 42-2, 43-4, <u>44-5</u> , 44-Vocab, <u>45-3</u> , 45-4, 45-Adv, WKBK: 38-all, 39-all
	2		WKBK: 40-all, TXT: 52-Jason Wu, WKBK: 45-all, 46-all
	3		AHW3_TRB_U07_1, TXT: 54&55, WKBK: 47-all
	4		*AHW3_TRB_U08_1
			Table Manner Lesson (NO LESSON)
	5		(U08) TXT: 58-all, 59-all, 62-all, 63-all, 64-all WKBK: 52-all, 53-all, 56-all
	6		AHW3_TRB_U09_2
7		TXT: 68-all, 70-all, 71-all WKBK: 59-all, 60-all [Handouts- adj/adv synonyms + conditionals] see me	

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Lesson Outline	8	AHW3_TRB_U10_1
	9	TXT: 74-all, 75-all, 78-all, 79-all WKBK: 66-all, 67-all [Handouts- articles, all/every + possessives] see me
	1 0	AHW3_TRB_U11_1, AHW3_TRB_U11_3
	1 1	TXT: 84-all, 86-all, 87-all WKBK: 74-all
	1 2	AHW3_TRB_U12_2
	1 3	TXT: 90-all, 94-all, 95-all WKBK: 78-all, 81-all
	1 4	REVIEW Lesson
	1 5	Final Exam
Evaluation and Grading	1 . Final Examination Mark (70%) 2 . Assignments Marks, Attitude during the lesson will considered as overall class contribution Mark (0-20) 3 . Attendance Mark (30%)	
Textbook	<i>American Headway Level 3 Fifth Edition</i>	
Note		

Subject	Teacher	講義区分		Period (Class)
Reading Comprehension III		必須科目		講義
Faculty	Students Attendance Year and Semester	Lesson Time		Credits
<input checked="" type="checkbox"/> Global Business <input checked="" type="checkbox"/> Entrepreneurship	<input type="checkbox"/> 1 <sup>st</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 1 <sup>st</sup> Year 2 <sup>nd</sup> Semester <input checked="" type="checkbox"/> 2 <sup>nd</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 2 <sup>nd</sup> Semester	90 minutes	15 times / 15 Weeks	2

Objectives Aims and Goals	By the end of the course the students should be able to: <ul style="list-style-type: none"> <li>- Read, comprehend and answer questions related to any article</li> <li>- Comfortably and smoothly start and end daily conversation on varied topics with clear and right pronunciation</li> <li>- Write everyday useful materials e.g. blogs or emails in clear and correct grammar and structure</li> </ul>		
Lesson Outline	Times of Lesson		Lessons Main Contents
	1		Syllabus explanatory. Unit 1B part (pg. 13) Grammar Questions pg. 16 -First impressions
	2		Unit 1 E (pg 17 Writing) Creating a website profile
	3		Unit 2A and B part 1(pg. 22-24)
	4		Unit 2B part 2 & C (pg. 25 – Grammar – 27)
	5		Unit 2D (pg 28) and Review (pg. 32)
	6		Unit 3B (pg. 36-37)
	7		Unit 3D & E Telling and writing stories (pg. 40-41)
	8		Unit 4 (pg. 46-47)
	9		Review
			Final Examination
	1 0		Unit 4 C Reading comprehension.
	1 1		Unit 4F listening and comprehension and Unit 4 Review
	1 2		Unit 5B Present perfect continuous and present tense (pg. 60-61)
	1 3		Unit 5D and E Writing and listening
1 4		REVIEW Lesson	
1 5		Final Examination	
Evaluation and Grading	1 . Final Examination Mark (70%) 2 . Assignments Marks, Attitude during the lesson will considered as overall class contribution Mark (0-20) 3 . Attendance Mark (30%)		
Textbook	<i>Life 4</i> , National Geographic.		
Note			

Subject	Teacher	講義区分		授業方法
Reading Comprehension IV		必須科目		講義
Faculty	Students Attendance Year and Semester	Lesson Time		Credits
<input checked="" type="checkbox"/> Global Business <input checked="" type="checkbox"/> Entrepreneurship	<input type="checkbox"/> 1 <sup>st</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 1 <sup>st</sup> Year 2 <sup>nd</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 1 <sup>st</sup> Semester <input checked="" type="checkbox"/> 2 <sup>nd</sup> Year 2 <sup>nd</sup> Semester	90 minutes	15 times / 15 Weeks	2

Objective	To enable the students to effectively communicate in English in a variety of business scenarios. They will read business articles and case studies to widen their knowledge of the business world.		
Aims and Goals	This course helps learners to improve the four language skills of writing, reading, speaking and listening to prepare them to be effective English communicators in business situations. There is a strong reading component to reinforce the reading skill. Learners comprehend articles and case studies after which they produce written outputs such as reports, proposals and emails. By the end of the course, the students are expected to gain understanding and familiarity of a wide range of business contexts to make them confident professionals.		
Lesson Outline	Times of Lesson		Lessons Main Contents
	1		Unit 1 ML Pre-Intermediate Review
	2		Unit 1 Starting Up A – Reading C pp.6-9
			School Event One Day Trip [NO LESSONS]
	3		Unit 1 Language Review A – Case Study pp.10-13
	4		Unit 2 Starting Up A – Reading E pp.14-17
	5		Unit 2 Language Review A – Case Study pp.18-21
	6		Unit 3 Starting Up A – Listening C pp.22-25
	7		Unit 3 Language Review A – Case Study pp.26-29
	8		Unit 4 Starting Up A – Language Review E pp.36 - 40
	9		Unit 4 Listening A – Case Study pp. 40-43
	1 0		Unit 5 Starting Up – Listening E pp.44-47
			School Event: Speech Contest [NO LESSONS]
	1 1		Unit 5 Language Review A – Case Study pp.48-51
	1 2		Unit 6 Starting Up A – Language Review D pp. 52-56
1 3		Review	
1 4		Review	
1 5		Final Examination	
Evaluation and Grading	1 . Final Examination Mark (70%) 2 . Assignments Marks, Attitude during the lesson will considered as overall class contribution Mark (0-20) 3 . Attendance Mark (30%)		
Textbook	Market Leader Intermediate 3 <sup>rd</sup> edition		
Note			

Subject	Teacher	講義区分		授業方法
Listening Comprehension I (1E)		必須科目		講義
Faculty	Students Attendance Year and Semester	Lesson Time		Credits
<input checked="" type="checkbox"/> Global Business <input checked="" type="checkbox"/> Entrepreneurship	<input checked="" type="checkbox"/> 1 <sup>st</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 1 <sup>st</sup> Year 2 <sup>nd</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 2 <sup>nd</sup> Semester	90 minutes	15 times / 15 Weeks	2

Objectives Aims and Goals	<p>Students will learn new grammar and vocabulary, some common phrases of spoken (general) English. That will help them to understand speech in daily situations in English by using engaging topics. They will use the language at the elementary/low intermediate level (CEF: A2/B1).</p> <p>By the end of the course, students will be able to use the listening skill and 2 sub skills (grammar and vocabulary) in the following situations at the elementary/low intermediate level:</p> <ol style="list-style-type: none"> <li>1. Health</li> <li>2. Competitions</li> <li>3. Transportation</li> <li>4. Adventure</li> </ol> <p>Some semi-technical vocabulary will be included into the course.</p>		
	Lesson Outline	Times of Lesson	Lessons Main Contents
	1	Greeting and introduction to the course. Syllabus, etc. Unit 1A Health Pg.9	
	2	Review Unit 1B The secrets of long life Pg. 13. Additional listening and vocabulary exercises	
	3	Review Unit 1F Slow food Pgs. 18-19.	
	4	Review Unit 2A Competitive sports Pg. 23. Additional listening and vocabulary exercises.	
	5	Unit 2D Joining a club Pg. 28. Additional listening and vocabulary exercises.	
	6	Review Unit 3 Transportation Pg.33. Additional listening and vocabulary exercises.	
	7	Review Unit 3B Animal transportation Pg. 37. Additional listening and vocabulary exercises.	
	8	Unit 3F Indian railroads Pg. 42-43	
	9	Unit 4A Adventurers of the year Pg. 47. Additional listening and vocabulary exercises.	
	1 0	Review Unit 4D A happy ending Pg. 52. Additional listening and vocabulary exercises.	
	1 1	Review Unit 5 The environment Pg. 57. Additional listening and vocabulary exercises.	
	1 2	Review Unit 5B The Greendex Pg. 61 Additional listening and vocabulary exercises.	

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	1 3		Review Lesson
	1 4		Review Lesson
	1 5		Final Examination
Evaluation and Grading	1 . Final Examination Mark (70%) 2 . Assignments Marks, Attitude during the lesson will considered as overall class contribution Mark (0-20) 3 . Attendance Mark (30%)		
Textbook	<i>Life 3</i> , National Geographic Cengage Learning		
Note	Additional materials prepared by the course teacher		

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Subject	Teacher	講義区分		授業方法
Listening Comprehension II		必須科目		講義
Faculty	Students Attendance Year and Semester	Lesson Time		Credits
<input checked="" type="checkbox"/> Global Business <input checked="" type="checkbox"/> Entrepreneurship	<input type="checkbox"/> 1 <sup>st</sup> Year 1 <sup>st</sup> Semester <input checked="" type="checkbox"/> 1 <sup>st</sup> Year 2 <sup>nd</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 2 <sup>nd</sup> Semester	90 minutes	15 times / 15 Weeks	2

Objectives	The objective of this course is to improve listening skill through different exercises and the acquisition of new vocabulary.		
Aims and Goals	In this course, the students study both general and technical English to improve the four language skills of writing, reading, listening and speaking. However, there is more focus on listening. The students practice different exercises to enhance listening skill. These exercises include answering comprehension questions, listening for specific information, spotting inaccuracies in conversations and many more. In addition, the learners are expected to acquire new vocabulary at the end of this course.		
Lesson Outline	Times of Lesson		Lessons Main Contents <b>[REF: page#(42)-section#(1)]</b> <u>Write out vocab on paper</u>
	1		AHW3_SOT_U06, TXT: 42-1, 43-3, 43-5 + GS & Practice, 44-4, 45-5, WKBK: pgs 36&37
	2		TXT: 48-all, 49-5, 49-6, 50-1~4, 51-GS + 5~6, 52-1~3
	3		AHW3_SOT_U07, TXT: 53-7 + SE, 57-all, WKBK: 49-all
			Coronation Ceremony [NO LESSONS]
	4		AHW3_SOT_U08
	5		TXT: 60-all, 61-all, 65-all WKBK: 55-all, 57-all, 58-all
	6		AHW3_SOT_U09
	7		TXT: 66-all, 67-all, 73-all WKBK: 57-all, 58-all, 63-all [Buying Things Roleplay (see me)] Last part of 11/19 lesson
	8		AHW3_SOT_U10
9		TXT: 75-all, 77-all, 81-all WKBK: 64-all, 65-all, 69-all	



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Lesson Outline	1 0		AHW3_SOT_U11
	1 1		TXT: 82-all, 83-all, 85-all, 89-all WKBK: 70-all, 71-all
	1 2		AHW3_SOT_U12
	1 3		TXT: 91-all, 92-all, 96-all WKBK: 77-all, 80-all
	1 4		REVIEW Lesson
	1 5		Final Examination
Evaluation and Grading	1 . Final Examination Mark (70%) 2 . Assignments Marks, Attitude during the lesson will considered as overall class contribution Mark (0-20) 3 . Attendance Mark (30%)		
Textbook	<i>American Headway Level 3 Fifth Edition</i>		
Note			

Subject	Teacher	講義区分		講義方法
Listening Comprehension III		必須科目		授業
Faculty	Students Attendance Year and Semester	Lesson Time		Credits
<input checked="" type="checkbox"/> Global Business <input checked="" type="checkbox"/> Entrepreneurship	<input type="checkbox"/> 1 <sup>st</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 1 <sup>st</sup> Year 2 <sup>nd</sup> Semester <input checked="" type="checkbox"/> 2 <sup>nd</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 2 <sup>nd</sup> Semester	90 minutes	15 times / 15 Weeks	2

Objectives Aims and Goals	By the end of the course the student should be able to: <ul style="list-style-type: none"> <li>- Read, comprehend and answer questions related to any article</li> <li>- Improve listening skills</li> <li>- Comfortably and smoothly start and end daily conversation on varied topics with clear and right pronunciation</li> <li>- Write everyday useful materials e.g. blogs or emails in clear and correct grammar</li> </ul>		
Lesson Outline	Times of Lesson		Lessons Main Contents
	1		Introduction and syllabus explanatory. (Hand out: syllabus) Unit 1B part 1 pg. 12 Unit 1A Time Expressions (pg. 10-11)
	2		Unit 1c Word building (pg. 14-15)
	3		Unit 1F Reading comprehension (pg 18-19) Review
	4		Unit 2E – Writing a profile (pg. 29)
	5		Unit 3A (pg. 34-35)
	6		Unit 3C (38-39)
	7		Unit 3F and Review (pg. 42-44)
	8		Unit 4B Future tenses (pg. 48-49) Responding to requests (pg. 52)
	9		Unit 4E Writing a resume/Formal and informal sentences (pg. 53)
	1 0		Unit 5A Present perfect and simple past tense (pg. 58-59)
	1 1		Unit 5C Reading Comprehension (pg. 62-63)
	1 2		Unit 5E & F
	1 3		Review I
	1 4		Review II
	1 5		Final Examination
Evaluation and Grading	1. Final Examination Mark (70%) 2. Assignments Marks, Attitude during the lesson will considered as overall class contribution Mark (0-20) 3. Attendance Mark (30%)		
Textbook	Life 4, National Geographic.		
Note			

Subject	Teacher	講義区分		授業方法
Listening Comprehension IV		必須科目		講義
Faculty	Students Attendance Year and Semester	Lesson Time		Credits
<input checked="" type="checkbox"/> Global Business <input checked="" type="checkbox"/> Entrepreneurship	<input type="checkbox"/> 1 <sup>st</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 1 <sup>st</sup> Year 2 <sup>nd</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 1 <sup>st</sup> Semester <input checked="" type="checkbox"/> 2 <sup>nd</sup> Year 2 <sup>nd</sup> Semester	90 minutes	15 times / 15 Weeks	2

Objectives	The objective of this course is to strengthen listening skill through grammar, acquisition of new vocabulary and exposure to various listening exercises.		
Aims and Goals	This course enables the students to enhance the four language skills of speaking, listening, reading and writing. However, there is more focus on speaking and listening in social situations. Listening skill is improved through various listening activities such as: gap-fill; listening for specific information; answering comprehension questions; correcting inaccuracies; putting sentences in order and more. In addition, they will learn new vocabulary and grammar. By the end of this course, the students are expected to use English more fluently and confidently.		
Lesson Outline	Times of Lesson		Lessons Main Contents
	1		8C Dangers at sea p.66-67
			Health and Sports Day [NO LESSONS]
	2		9A Get healthy! p.70-71
	3		9C Human behavior p.74-75
	4		School Event Home Coming Day
	5		10B Who's that? p.80-81
	6		10D Do you mind if I...? p.84-85
	7		11B How did it go? p.88-89
	8		11D It's my first day p.92-93
	9		12B Important moments p.96-97
	1 0		Extra Practice 8 and 9 p.122-123
	1 1		Extra Practice
	1 2		Extra Practice 2 and 3 p.116-117
	1 3		Review
1 4		Review	
1 5		Final Examination	
Evaluation and Grading	1. Final Examination Mark (70%) 2. Assignments Marks, Attitude during the lesson will considered as overall class contribution Mark (0-20) 3. Attendance Mark (30%)		
Textbook	Face2Face Intermediate, Cambridge		
Note			

Subject	Teacher	講義区分		授業方法
Oral Expression I		必須科目		講義
Faculty	Students Attendance Year and Semester	Lesson Time		Credits
<input checked="" type="checkbox"/> Global Business <input checked="" type="checkbox"/> Entrepreneurship	<input checked="" type="checkbox"/> 1 <sup>st</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 1 <sup>st</sup> Year 2 <sup>nd</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 2 <sup>nd</sup> Semester	90 minutes	15 times / 15 Weeks	2

Objectives Aims and Goals	The aim of this course is to improve the students' speaking ability. They will work in pairs and small groups to practice different kinds of conversations. The activities put focus on the students and the teacher is only a facilitator. The required textbook contains various expressions that students will find useful in conversations. In addition, they will learn skills such as beginning a conversation, clarifying something, interrupting someone, eliciting information, repairing a conversation and many more.		
Lesson Outline	Times of Lesson		Lessons Main Contents
	1		Course Overview; Activity 1 Rejoinders (Practice /Extension Activity) p.1-4
	2		A1 Review; A2 Follow-up Questions (P/EA) p.5-8
	3		A2 Review; A3 Confirmation Questions (P/EA) p.9-12
	4		A3 Review; A4 Clarifications (P/EA) p.13-16
	5		A4 Review; A5 Keeping or Killing the Conversation (P/EA) p.17-20
	6		A5 Review; A6 Expressing Probability (P/EA) p.21-24
	7		A6 Review; A7 Interrupting Someone (P/EA) p.25-28
	8		A7 Review; A8 Echoing Instructions (P/EA) p.29-32
	9		A8 Review; A9 Polite Requests, Responses, and Excuses (P/EA) p. 33-36; Final Examination Review
	10		A9 Review; A10 Getting a Response) P/EA) p. 37-40
	11		A9 Review; A10 Getting a Response) P/EA) p. 37-40
	12		A10 Review; A11 Soliciting Details (P/EA) p. 41-44
	13		A11 Review; A12 Responding with Details (P/EA) p.45-48;
	14		A12 Review; A13 Responding with Details (P/EA) p.49-52
15		Final Examination	
Evaluation and Grading	1 . Final Examination Mark (70%) 2 . Assignments Marks, Attitude during the lesson will considered as overall class contribution Mark (0-20) 3 . Attendance Mark (30%)		
Textbook	<i>Conversation Strategies</i> , PLA		
Note			

Subject	Teacher	講義区分		授業方法
Oral Expression II		必須科目		講義
Faculty	Students Attendance Year and Semester	Lesson Time		Credits
<input checked="" type="checkbox"/> Global Business <input checked="" type="checkbox"/> Entrepreneurship	<input type="checkbox"/> 1 <sup>st</sup> Year 1 <sup>st</sup> Semester <input checked="" type="checkbox"/> 1 <sup>st</sup> Year 2 <sup>nd</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 2 <sup>nd</sup> Semester	90 minutes	15times / 15 Weeks	2

Objectives, Aims and Goals	<p>The main objective of this course is to provide students with certain conversation strategies that will help them to develop and use oral communication abilities.</p> <p>At the end of the course students will be able to start, maintain and end conversations on a wide range of topics related to their experience. Students will communicate more effectively and with more confidence.</p>		
Lesson Outline	Times of Lesson		Lessons Main Contents
	1		Activity 12 Responding with details
	2		Review of activity 12 Activity 13 Making comparisons
	3		Review of activity 13 Activity 14 Finding the right word
	4		Review of activity 14 Activity 15 Exploring a word
	5		Review of activity 15 Activity 16 Correcting someone
	6		Review of activity 16 Activity 17 Eliciting confirmation
	7		Review of activity 17 Activity 18 Starting and stopping a conversation
	8		Review of activity 18 Activity 19 Beginning and ending a phone call
	9		Review of activity 19 Activity 20 Expressing opinions
	10		Review of activity 20 Activity 21 Making a group decision
	11		Review of activity 21 Activity 22 Discussion connectors
	12		Review of activity 22 Activity 23 Summarizing
	13		Review of activity 23 Activity 24 Conducting a formal meeting
	14		Review of activity 24 Activity 25 Find a strange word
15		Final Examination	
Evaluation and Grading	<p>1. Final Examination Mark (70%)</p> <p>2. Assignments Marks, Attitude during the lesson will considered as overall class contribution Mark (0-20)</p> <p>3. Attendance Mark (30%)</p>		
Textbook	<i>Conversation Strategies</i> , PLA		
Note	Students will receive some additional handouts		

Subject	Teacher	講義区分		授業方法
Oral Expression III		必須科目		講義
Faculty	Year & Semester	Lesson Time		Credits
<input checked="" type="checkbox"/> Global Business <input checked="" type="checkbox"/> Entrepreneurship	<input type="checkbox"/> 1 <sup>st</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 1 <sup>st</sup> Year 2 <sup>nd</sup> Semester <input checked="" type="checkbox"/> 2 <sup>nd</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 2 <sup>nd</sup> Semester	90 mins.	15 times 15 weeks	2

Objectives Aims and Goals		This course is structured to help students build confidence in professional skills, develop language awareness, acquire the specialized vocabulary needed by tourism professionals, and practice language skills in realistic case studies that reflect issues in the tourist industry today.		
Lesson Outline	Time		Main Content	
	1		Syllabus Introduction Handouts	
	2		1: World Tourism <i>Professional Skills: Checking and confirming details</i>	
	3		1: World Tourism <i>Case Study: Make the right booking</i>	
	4		2: Jobs in Tourism <i>Professional Skills: Covering letters</i>	
	5		2: Jobs in Tourism <i>Case Study: Choose the right person for the job</i>	
	6		3: Visitor Centers <i>Professional Skills: Dealing with enquiries</i>	
	7		3: Visitor Center <i>Case Study: Improve a service</i>	
	8		4: Package Tours <i>Professional Skills: City tours</i>	
	9		4: Package Tours <i>Case Study: Design a package</i>	
	10		5: Hotels <i>Professional Skills: Dealing with complaints</i>	
FINAL EXAMINATION				

	11		5: Hotels <i>Case Study: Make a good hotel great</i>
	12		Video Activity
	13		Review
	14		Review
	15		Final Examination
Textbook	English for International Tourism Pre-Intermediate Coursebook (Pearson)		
Evaluation & Grading	1. Final Examination Mark (70%) 2. Attendance Mark (30%) 3. Overall Class Contribution Mark: Assignments, Attitude (0-20)		
Note	This syllabus may be changed to accommodate class progress.		

Subject	Teacher	講義区分		授業方法
Oral Expression IV		必須科目		講義
Faculty	Students Attendance Year and Semester	Lesson Time		Credits
<input checked="" type="checkbox"/> Global Business <input checked="" type="checkbox"/> Entrepreneurship	<input type="checkbox"/> 1 <sup>st</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 1 <sup>st</sup> Year 2 <sup>nd</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 1 <sup>st</sup> Semester <input checked="" type="checkbox"/> 2 <sup>nd</sup> Year 2 <sup>nd</sup> Semester	90 minutes	15 times / 15 Weeks	2

Objectives Aims and Goals	"By the end of the course the students should be able to - Improve their listening skills - Clearly articulate simple thoughts and ideas on everyday issues - Give simple instructions on everyday duties - Formal and informal communication - summarizing information "		
Lesson Outline	Times of Lesson		Lessons Main Contents
	1		General introductory class - Making introduction and talking about future plans and expectations - Talking about responsibilities - Introducing other people
	2		Customer service - Taking requests and Apologizing - listening and dictation
	3		Customer service - Phone etiquette Dictation - Writing down instructions and asking follow up questions to get clear information Taking phone messages
	4		Describing Geography/surroundings, type of hotel/facility and amenities
	5		Front service and concierge language Check in and check out language Face to face question
	6		Reading documents and answering questions Reporting back information - reported speech Responding to emails
	7		Dealing with written complaints Common complaints and appropriate responses Dealing with emails
	8		Sequencing - Explaining order of events Giving and following instructions
	9		Formal and polite language for Interrupting Asking for clarification
	1 0		Organizing events Exhibitions
	1 1		Organizing events Business meetings and conferences
	1 2		Outside catering/Events etiquette
	1 3		Giving details and explanations Explaining recreational activities
	1 4		Review
1 5		Final Examination	



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Evaluation and Grading	<ol style="list-style-type: none"><li>1. Final Examination Mark (70%)</li><li>2. Assignments Marks, Attitude during the lesson will considered as overall class contribution Mark (0-20)</li><li>3. Attendance Mark (30%)</li></ol>
Textbook	None
Note	

Subject	Teacher	講義区分		授業方法
TOEIC講座		必須科目		授業
Faculty	Students Attendance Year and Semester	Lesson Time		Credits
<input checked="" type="checkbox"/> Global Business <input checked="" type="checkbox"/> Entrepreneurship	<input checked="" type="checkbox"/> 1 <sup>st</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 1 <sup>st</sup> Year 2 <sup>nd</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 2 <sup>nd</sup> Semester	90 minutes	15 times / 15 Weeks	2

Objectives Aims and Goals	<p>The objective of the TOEIC IP TEST Introductory Course (reading and listening parts) is to improve students' TOEIC score (achievement score: 300-345). Students will deal with the structure of the corresponding test parts and concentrate on the tactics to eliminate difficulties that might appear during the exam. The lessons will focus on test strategies for listening or reading sections with extensive relevant exercises. Students will be able to work with sample test material.</p> <p>At the end of the course, students will become more familiar with the TOEIC exam structure (reading and listening parts) and have all the instruments to improve their test score, achieving the desired level mentioned above.</p>		
Lesson Outline	Times of Lesson		Lessons Main Contents
	1		Introduction to the course. Syllabus, etc.
	2		Unit 1 Listening test part 1. Pgs. 9-14
	3		Unit 1 Listening test part 1. Pgs. 15-16 Unit 2 Listening test part 2. Pgs. 17-20
	4		Unit 2 Listening test part 2. Pgs. 21-22 Unit 3 Listening test part 3. Pgs. 23-24
	5		Unit 3 Listening test part 3. Pgs. 25-28
	6		Unit 3 Listening test part 3. Pgs. 29-30 Unit 4 Listening test part 4. Pgs. 31-32
	7		Unit 4 Listening test part 4. Pgs. 33-36
	8		Unit 4 Listening test part 4. Pgs. 37-38 Unit 5 Reading test part 5. Pgs. 39-42
	9		Unit 5 Reading test part 5. Pgs. 43-45
	1 0		Unit 6 Reading test part 6. Pgs. 46-50
	1 1		Unit 6 Reading test part 6. Pgs. 51-55 Unit 7 Reading test part 7. Pgs. 56-57
	1 2		Unit 7 Reading test part 7. Pgs. 58-65
	1 3		Review Lesson
	1 4		Review
1 5		Final Examination	
Evaluation and Grading	1. Final Examination Mark (70%) 2. Assignments Marks, Attitude during the lesson will considered as overall class contribution Mark (0-20) 3. Attendance Mark (30%)		
Textbook	Tactics for TOEIC® Listening and Reading Test Introductory Course: Student's Book, Oxford University Press.		
Note			

Subject	Teacher	講義区分		授業方法
TOEIC 講座 II		必須科目		講義
Faculty	Students Attendance Year and Semester	Lesson Time		Credits
<input checked="" type="checkbox"/> Global Business <input checked="" type="checkbox"/> Entrepreneurship	<input type="checkbox"/> 1 <sup>st</sup> Year 1 <sup>st</sup> Semester <input checked="" type="checkbox"/> 1 <sup>st</sup> Year 2 <sup>nd</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 2 <sup>nd</sup> Semester	90 minutes	15 times / 15 Weeks	2

Objects	To increase vocabulary		
Aims and Goals	To learn vocabulary and usage		
Lesson Outline	Times of Lesson		Lessons Main Contents
	1		Pages 2 and 3 Homework: pages 4, ,5, 6 and 7
	2		Review homework Pages 7, 8 ,9 and 10 Homework 11,12 and 13
	3		School Event One Day
	4		Review homework Pages 14, 15 and 16 Homework pages 17,18 and 19
	5		Review homework Pages 20,21 and 22 Homework pages 24 and 25
	6		Review homework Pages 26 ,27 and 28 Homework 29 and 30
	7		Homework review Chapter review pages 31, 32 and 33 Homework 35
	8		Homework review Pages 36, 37 and 38 Homework page 40 and 41 and 161 (Financial Statements)
	9		Review homework Pages 162, 163 and 164 Homework page 165, 166 and 167
	1 0		Review homework Pages 172, 173 and 174 Homework 175, 176 and 177
	1 1		Review homework Pages 178, 179 and 180 Homework 181, 182 and 183
	1 2		Review homework Pages 184, 185 and 186 Homework 187, 188 and 189
	1 3		Review homework Pages 190, 191 and 192 Homework 193, 194 and 195
	1 4		Review homework Page 196,197 and 198 Final test
1 5		Final Examination	
Evaluation and Grading	1 . Final Examination Mark (70%)		

	2 . Assignments Marks, Attitude during the lesson will considered as overall class contribution Mark (0-20) 3 . Attendance Mark (30%)
Textbook	
Note	

Subject	Teacher	講義区分		授業方法
TOEIC 講座Ⅲ		必須科目		講義
Faculty	Students Attendance Year and Semester	Lesson Time		Credits
<input checked="" type="checkbox"/> Global Business <input checked="" type="checkbox"/> Entrepreneurship	<input type="checkbox"/> 1 <sup>st</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 1 <sup>st</sup> Year 2 <sup>nd</sup> Semester <input checked="" type="checkbox"/> 2 <sup>nd</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 2 <sup>nd</sup> Semester	90 minutes	15 times / 15 Weeks	2

Objectives Aims and Goals	<p>In this course, students will practice TOEIC Listening and Reading in preparation for their TOEIC IP Test. The target score is 300 and above. In class, they will encounter a lot of new words which will increase their vocabulary knowledge. This knowledge of a wide range of vocabulary is expected to improve their listening and reading comprehension. In addition, and as equally important, skills/strategies in answering questions will be discussed and practiced, too.</p>		
Lesson Outline	Times of Lesson		Lessons Main Contents
	1		(1) Course and TOEIC Overview; (2) Part 1 Strategies / Skills 1-3, Barron's p.18, 20, 22; (3) Practice Test 1 #1-6, ETS Blue p.37-39
	2		(1) Part 2 Skills 1-4, Barron's p.34-37 (2) Practice Test 1 #7-16, ETS Blue p.40
	3		(1) Part 3 Skills 1-3, Barron's p.44, 46, 48 (2) Practice Test 1 #32-46, ETS Blue p.41-42
	4		(1) Part 4 Skills 2-3, 1, Barron's p.70, 72, 82 (2) Practice Test 1 #71-85, ETS Blue p.45-46
	5		(1) Part 5 Skills 4-7, Barron's p.142, 144, 146, 148 (2) Practice Test 1 #101-110, ETS Blue p.48-49
	6		(1) Part 6 Skills 1, 7-9, Barron's p.165, 177, 179, 181 (2) Practice Test 1 #131-142, ETS Blue p.51-53
	7		(1) Part 7 Skill 1, Barron's p.198 (2) Practice Test 1 #149-150, ETS Blue p.56 <b>(3) TOEIC IP MOCK TEST Listening</b>
	8		<b>TOEIC IP MOCK TEST Reading</b>
	9		(1) Part 7 Skills 10, 12, Barron's p.207, 209 (2) Practice Test 1 #151-152, 158-160, Barron's p.57, 60 (3) Part 1 Practice Test 2 #1-6, ETS Blue p.79-81
	10		(1) Part 2 Skills 5-7, Barron's p.38-40 (2) Practice Test 1 #17-28, ETS Blue p.40
			Final Examination
	11		(1) Part 3 Skills 4-6, Barron's p.50, 52, 54 (2) Practice Test 1 #47-61, ETS Blue p.42-43
	12		(1) Part 4 Skills 4-5, 2, Barron's p.76, 78, 85 (2) Practice Test 1 #86-100, ETS Blue p.46-47
13		(1) Part 5 Skills 8-10, Barron's p.150, 152, 154 (2) Practice Test 1 #111-115 (Only if time permits), ETS Blue p.49	
14		Examination Review	

	1 5	Final Examination
Evaluation and Grading	1 . Final Examination Mark (70%) 2 . Assignments Marks, Attitude during the lesson will considered as overall class contribution Mark (0-20) 3 . Attendance Mark (30%)	
Textbook	Barron's TOEIC 7 <sup>th</sup> edition; ETS TOEIC Blue	
Note	Students are highly encouraged to bring a dictionary/electronic dictionary to class. Also, reviewing the lessons in your free time is very much needed in getting a good score.	

Subject	Teacher	講義区分		授業方法
TOEIC講座IV		必須科目		講義
Faculty	Students Attendance Year and Semester	Lesson Time		Credits
<input checked="" type="checkbox"/> Global Business <input checked="" type="checkbox"/> Entrepreneurship	<input type="checkbox"/> 1 <sup>st</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 1 <sup>st</sup> Year 2 <sup>nd</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 1 <sup>st</sup> Semester <input checked="" type="checkbox"/> 2 <sup>nd</sup> Year 2 <sup>nd</sup> Semester	90 minutes	15times/ 15 Weeks	2

Objectives, aims and goals	<p>The objective of the TOEIC IP TEST Preparation Course (reading and listening parts) is to improve students' TOEIC score (achievement score: 300-345 and higher up to 500). Students will review the structure of the corresponding test parts and concentrate on the tactics to eliminate difficulties moving on to the next level. Each lesson will focus on test strategies for both listening and reading sections with extensive relevant exercises. Students will be able to work with sample test material.</p> <p>At the end of the course, students will become more familiar with the TOEIC exam structure (reading and listening parts) and have all the instruments to improve their test score, achieving the desired level mentioned above.</p>		
Lesson Outline	Times of Lesson		Lessons Main Contents
	1		Listening test Part 1 (Tactics for the TOEIC Test Introductory course Units 1 & 8) Reading Test Part 5, pgs. 79-81 (Oxford Preparation Course for the TOEIC)
	2		Listening test Part 1 (Tactics for the TOEIC Test Introductory course Units 1 & 8) Listening Comprehension Test Part 1 (Barron`s TOEIC)
	3		Listening test Part 2 (Tactics for the TOEIC Test Introductory course Units 2 & 9) Reading Part 6 pgs. 82-84 (Oxford Preparation Course for the TOEIC)
	4		Home Coming Day
	5		Listening test Part 2 (Tactics for the TOEIC Test Introductory course Units 2 & 9) Listening Comprehension Test Part 2 (Barron`s TOEIC)
	6		Listening test Part 3 (Tactics for the TOEIC Test Introductory course Units 3 &10) Reading Part 7, pgs. 85-87 (Oxford Preparation Course for the TOEIC)
	7		Listening test Part 3 (Tactics for the TOEIC Test Introductory course Units 3 &10) Listening Comprehension Test Part 3 (Barron`s TOEIC)
	8		Listening test Part 4 (Tactics for the TOEIC Test Introductory course Units 4 &11) Reading test Part 7, pgs.88-90 (Oxford Preparation Course for the TOEIC)
	9		Listening test Part 4 (Tactics for the TOEIC Test Introductory course Units 4 &11) Listening Comprehension Test Part 4 (Barron`s TOEIC)
	1 0		Reading test Part 5 (Tactics for the TOEIC Test Introductory course Units 5 &12)
	1 1		7/5 Reading test Part 6 (Tactics for the TOEIC Test Introductory course Units 6 & 13)
	1 2		Reading test Part 7 (Tactics for the TOEIC Test Introductory course Units 7 &14)

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	1 3		Review Lesson
	1 4		Review
	1 5		Final Examination
Evaluation and Grading	1 . Final Examination Mark (70%) 2 . Assignments Marks, Attitude during the lesson will considered as overall class contribution Mark (0-20) 3 . Attendance Mark (30%)		
Textbook	None		
Note	Note Some reading material will be given for homework.		

- It`s a tentative syllabus that can be modified according to the class development.



Subject	Teacher	講義区分		授業方法
英語集中講座		必須科目		授業
Faculty	Students Attendance Year and Semester	Lesson Time		Credits
<input checked="" type="checkbox"/> Global Business <input checked="" type="checkbox"/> Entrepreneurship	<input checked="" type="checkbox"/> 1 <sup>st</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 1 <sup>st</sup> Year 2 <sup>nd</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 2 <sup>nd</sup> Semester	90 minutes	15 times / 15 Weeks	2

Objectives Aims and Goals	In this Business course the students will be guided to develop their English communication skills. The students will build confidence in using English; they will learn, reflect and understand many scenarios including cultural awareness sections.		
Lesson Outline	Times of Lesson		Lessons Main Contents
	1		Unit 1 – Nice to meet you
	2		Unit 1 = Nice to meet you.
	3		Unit 2 – In the office
	4		Unit 2 – In the office
	5		Unit 3 – On the phone / Business presentation introduction
	6		Unit 3 – On the phone / Business presentation preparation
	7		Unit 1-3 Review / Business presentations #1
	8		Unit 4 – Buying and selling
	9		Unit 4 – Buying and selling
	1 0		Unit 5 – What are you doing tomorrow?
	1 1		Unit 5 – What are you doing tomorrow? / Business presentation preparation
	1 2		Unit 4-5 Review / Business presentation preparation
	1 3		Final Exam Review / Business presentations #2
	1 4		Review
1 5		Final Examination	
Evaluation and Grading	1 . Final Examination Mark (70%) 2 . Assignments Marks, Attitude during the lesson will considered as overall class contribution Mark (0-20) 3 . Attendance Mark (30%)		
Textbook	Helliwell, <i>Business Plus 1</i> , CAMBRIDGE		
Note			

Subject	Teacher	講義区分		授業方法
General English I		必須科目		講義
Faculty	Students Attendance Year and Semester	Lesson Time		Credits
<input checked="" type="checkbox"/> Global Business <input checked="" type="checkbox"/> Entrepreneurship	<input checked="" type="checkbox"/> 1 <sup>st</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 1 <sup>st</sup> Year 2 <sup>nd</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 2 <sup>nd</sup> Semester	90 minutes	30 times / 15 Weeks	4

Objectives Aims and Goals	By learning English grammar, vocabularies, expressions, and practicing the 4 language skills the students will be encouraged to think critically and communicate them effectively. (Level Beginners)		
Lesson Outline	Times of Lesson		Lessons Main Contents
	1		Syllabus explanatory and hand out. Unit 1 Hello p.9-11
	2		Unit 1 Hello p.12-13
	3		Unit 1 Hello p.14-15
	4		Unit 1 Hello p.16-17, 20
	5		Unit 2 Vacations p.21-23
	6		Unit 2 Vacations p.24-25
	7		Unit 2 Vacations p.26-27
	8		Unit 2 Vacations p.28-29, 32
	9		TOEIC MOCK TEST Listening Test 45 min
	1 0		Unit 3 Families p.33-35
	1 1		TOEIC MOCK TEST Reading Test 75 min
	1 2		Unit 3 Families p.36-37
	1 3		Unit 3 Families p.38-39
	1 4		Unit 3 Families p.40-41, 44
	1 5		Unit 4 Cities p.45-47
	1 6		Unit 4 Cities p.48-49
	1 7		Unit 4 Cities p.40-51
	1 8		Unit 4 Cities p.52-53, 56
	1 9		Unit 5 Inventions p.57-59
	2 0		Unit 5 Inventions p.60-61
	2 1		Unit 5 Inventions p.62-63
	2 2		Unit 5 Inventions p.64-65, 68
2 3		Unit 6 Passions p.69-71	
2 4		Unit 6 Passions p.72-73	
2 5		Unit 6 Passions p.74-75	
	2 6		Review Lesson
	2 7		Review Lesson

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	2 8		Review Lesson
	2 9		Review Lesson
	3 0		Final Examination
Evaluation and Grading	1 . Final Examination Mark (70%) 2 . Assignments Marks, Attitude during the lesson will considered as overall class contribution Mark (0-20) 3 . Attendance Mark (30%)		
Textbook	<i>Life 1</i> , National Geographic Cengage Learning		
Note			

Subject	Teacher	講義区分		授業方法
General English II		必須科目		講義
Faculty	Students Attendance Year and Semester	Lesson Time		Credits
<input checked="" type="checkbox"/> Global Business <input checked="" type="checkbox"/> Entrepreneurship	<input type="checkbox"/> 1 <sup>st</sup> Year 1 <sup>st</sup> Semester <input checked="" type="checkbox"/> 1 <sup>st</sup> Year 2 <sup>nd</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 2 <sup>nd</sup> Semester	90 minutes	30 times / 15 Weeks	4

Objectives Aims and Goals	By learning English grammar, vocabularies, expressions, and practicing the 4 language skills the students will be encourage to think critically and communicate them effectively. They will be informed about the world and the 21st century global issues that are part of each unit.		
Lesson Outline	Times of Lesson		Lessons Main Contents
	1		Review / be & have pg. 92-94
	2		Present continuous pg. 95-97
	3		Parts of the body / silent letters pg. 98-100
	4		Video pg. 101-103
	6		Review pg. 104-106
	6		Going to / infinitive of purpose pg. 107-109
	7		Nature / making arrangements pg. 110-112
	8		Video pg. 113-115
	9		Review / technology pg. 116-118
	1 0		Present perfect / simple past pg. 119-121
	1 1		Scientists / technology pg. 122-124
	1 2		Video pg. 125-127
	1 3		Review / tourism pg. 128-130
	1 4		Should / have to pg. 131-133
	1 5		Travel pg. 134-136
	1 6		Video pg. 137-139
	1 7		Review / Earth pg. 140-142
	1 8		Will & won't / how pg. 143-145
	1 9		Earth reading pg. 146-148
	2 0		Video / review pg. 149-151
	2 1		Communicative activity pp. 141-142-143
	2 2		Communicative activity pp. 144-145-146
	2 3		Communicative activity pp. 147-148-149
2 4		Communicative activity pp. 150-151-152	
2 5		Communicative activity pp.	
2 6		Communicative activity pp.	
2 7		Review Lesson	
2 8		Review Lesson	
2 9		Review	

	3 0		Final Examination
Evaluation and Grading	1 . Final Examination Mark (70%) 2 . Assignments Marks, Attitude during the lesson will considered as overall class contribution Mark (0-20) 3 . Attendance Mark (30%)		
Textbook	<i>Life 2, National Geographic Learning Cengage Learning</i>		
Note			

Subject	Teacher	講義区分		授業方法
General English III		必須科目		講義
Faculty	Students Attendance Year and Semester	Lesson Time		Credits
<input checked="" type="checkbox"/> Global Business <input checked="" type="checkbox"/> Entrepreneurship	<input type="checkbox"/> 1 <sup>st</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 1 <sup>st</sup> Year 2 <sup>nd</sup> Semester <input checked="" type="checkbox"/> 2 <sup>nd</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 2 <sup>nd</sup> Semester	90 minutes	30 times / 15 Weeks	4

Objectives Aims and Goals	<p>Level Pre-Intermediate.</p> <p>By learning English grammar, vocabularies, expressions, and practicing the 4 language skills the students will be encouraged to think critically and communicate them effectively. They will be informed about the world and the 21st century global issues that are part of each unit.</p>		
Lesson Outline	Times of Lesson		Lessons Main Contents
	1		Unit 1 Health p.9-11
	2		Unit 1 Health p.12-13
	3		Unit 1 Health p.14-15
	4		Unit 1 Health p.16-17, 20
	5		Unit 2 Competitions p.21-23
	6		Unit 2 Competitions p.24-25
	7		Unit 2 Competitions p.26-27
	8		Unit 2 Competitions p.28-29, 32
	9		Unit 3 Transportation p.33-35
	1 0		Unit 3 Transportation p.36-37
	1 1		Unit 3 Transportation p.38-39
	1 2		Unit 3 Transportation p.40-41, 44
	1 3		Unit 4 Adventure p.45-47
	1 4		Unit 4 Adventure p.48-49
	1 5		Unit 4 Adventure p.40-51
	1 6		Unit 4 Adventure p.52-53, 56
	1 7		Unit 5 The Environment p.57-59
	1 8		Unit 5 The Environment p.60-61
	1 9		Unit 5 The Environment p.62-63
2 0		Unit 5 The Environment p.64-65, 68	
2 1		Unit 6 Stages in Life p.69-71	
2 2		Unit 6 Stages in Life p.72-73	
2 3		Unit 6 Stages in Life p.74-75	
2 4		Unit 6 Stages in Life p.76-77, 80	
2 5		Review Lesson	
2 6		Review Lesson	
2 7		Review Lesson	

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	2 8		Review
	2 9		Review
	3 0		Final Examination
Evaluation and Grading	1 . Final Examination Mark (70%) 2 . Assignments Marks, Attitude during the lesson will considered as overall class contribution Mark (0-20) 3 . Attendance Mark (30%)		
Textbook	<i>Life 3</i> , National Geographic Cengage Learning		
Note			

Subject	Teacher	講義区分		授業方法
General English IV		必須科目		授業
Faculty	Year & Semester	Lesson Time		Credits
<input checked="" type="checkbox"/> Global Business <input checked="" type="checkbox"/> Entrepreneurship	<input type="checkbox"/> 1 <sup>st</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 1 <sup>st</sup> Year 2 <sup>nd</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 1 <sup>st</sup> Semester <input checked="" type="checkbox"/> 2 <sup>nd</sup> Year 2 <sup>nd</sup> Semester	90 mins.	30 times 15 weeks	4

Objectives	The main objective is to encourage the students to think critically through the four language skills: reading, listening, speaking, and writing.		
Aims & Goals	The aims and goals include focus on grammar, vocabulary, spelling, and daily conversations. While utilizing the textbook, the students will also be assigned per unit homework, which is a creative combination of English composition and amateur photography.		
Lesson Outline	Time		Main Content
	1		Introduction <u>U7 Different Lives</u> 7a The Sami People, p.82-83 7b School Life, p.84-85
	2		<u>U7 Different Lives</u> 7c A year in British Columbia, p.86-87 7d What's the matter?, p.88
	3		<u>U7 Different Lives</u> 7f The people of the reindeer, p.90-91
	4		<u>U7 Different Lives</u> 7e Photography club members, p.89
	5		U7 Review, p.92
	6		<u>U8 Routines</u> 8a Day and night, p.94-95 8b A typical day, p.96-97
	7		<u>U8 Routines</u> 8c Cats in crisis, p.98-99 8d One moment, please, p.100
	8		School Mock Test
	9		<u>U8 Routines</u> 8f The elephants of Samburu, p.102-103
	10		<u>U8 Routines</u> 8e My new job, p.101



	11		U8 Review, p.104
	12		<u>U9 Travel</u> 9a Travel essentials, p.106-107 9b Places to stay, p.108-109
	13		<u>U9 Travel</u> 9c Across a continent, p.110-111 9d At the hotel, 112
	14		<u>U9 Travel</u> 9f Along the Inca Road, p.114-115
	15		<u>U9 Travel</u> 9e A great place for a weekend, p.113
	16		U7-8-9 Review, p.116
	17		<u>U10 History</u> 10a Explorers, p.118-119 10b Heroes, p.120-121
	18		<u>U10 History</u> 10c The first Americans, p. 122-123 10d I'm sorry, p.124
	19		<u>U10 History</u> 10f The space race, p.126-127 10e Childhood memories, p.125
	20		U10 Review, p.128
	21		<u>U11 Discovery</u> 11a The mystery of "Otzi the Iceman", p.130-131 11b Adventurers in action, p.132-133
	22		<u>U11 Discovery</u> 11c Discovering Madagascar, p.134-135 11d Did you have a good time?, p.136
	23		<u>U11 Discovery</u> 11f Perfumes from Madagascar, p.138-139
	24		<u>U11 Discovery</u> 11e Thank you!, p.137
	25		U11 Review, p.140
	26		<u>U12 The Weekend</u> 12a At home, 142-143 12b Next weekend, p.144-145
	27		<u>U12 The Weekend</u> 12c A different kind of weekend, p.146-147 12d Would you like a brochure?, p.148
	28		<u>U12 The Weekend</u> 12f Saturday morning in Sao Tome, p.150-151
	29		<u>U12 The Weekend</u> 12e Join us for lunch, p.149
	30		U10-11-12 Review, p.152 Final Examination

Evaluation & Grading	1. Final Examination Mark (70%) 2. Attendance Mark (30%) 3. Overall Class Contribution Mark: Assignments, Attitude (0-20)
Textbook	National Geographic, Life 1
Note	Start from Unit 7

Subject	Teacher	講義科目	授業方法	
Practical English I		必須科目	講義	
Faculty	Students Attendance Year and Semester	Lesson Time		Credits
<input checked="" type="checkbox"/> Global Business <input checked="" type="checkbox"/> Entrepreneurship	<input checked="" type="checkbox"/> 1 <sup>st</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 1 <sup>st</sup> Year 2 <sup>nd</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 2 <sup>nd</sup> Semester	90 minutes	15 times / 15 Weeks	2

Objectives Aims and Goals	In this Business course the students will be guided to develop their English communication skills. The students will build confidence in using English; they will learn, reflect and understand many scenarios including cultural awareness sections.		
Lesson Outline	Times of Lesson		Lessons Main Contents
	1		Unit 1 – Nice to meet you
	2		Unit 1 = Nice to meet you.
	3		Unit 2 – In the office
	4		Unit 2 – In the office
	5		Unit 3 – On the phone / Business presentation introduction
	6		Unit 3 – On the phone / Business presentation preparation
	7		Unit 1-3 Review / Business presentations #1
	8		Unit 4 – Buying and selling
	9		Unit 4 – Buying and selling
	1 0		Unit 5 – What are you doing tomorrow?
	1 1		Unit 5 – What are you doing tomorrow? / Business presentation preparation
	1 2		Unit 4-5 Review / Business presentation preparation
	1 3		Review
	1 4		Final Exam Review / Business presentations #2
1 5		Final Examination	
Evaluation and Grading	1 . Final Examination Mark (70%) 2 . Assignments Marks, Attitude during the lesson will considered as overall class contribution Mark (0-20) 3 . Attendance Mark (30%)		
Textbook	Helliwell, <i>Business Plus 1</i> , CAMBRIDGE		
Note			

Subject	Teacher	講義区分		授業方法
Practical English II		必須科目		講義
Faculty	Students Attendance Year and Semester	Lesson Time		Credits
<input checked="" type="checkbox"/> Global Business <input checked="" type="checkbox"/> Entrepreneurship	<input type="checkbox"/> 1 <sup>st</sup> Year 1 <sup>st</sup> Semester <input checked="" type="checkbox"/> 1 <sup>st</sup> Year 2 <sup>nd</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 2 <sup>nd</sup> Semester	90 minutes	15 times / 15Weeks	2

Objects	※ To help students adopt and use business language in the work place		
Aims and Goals	※ At the end of the course the students should be able to Identify and use affective business communication styles and language Make proper use of customer service language in formal and informal situations Reading and use of body language in the business setting		
Lesson Outline	Times of Lesson		Lessons Main Contents
	1		Making and booking appointments. Pg. 37-39
	2		Listening and speaking - tenses pg. 40-42
	3		Reading and unit 5 review - pg. 43-44
	4		Customer service language and body language pg. 45 - 47
	5		Speaking and listening Giving advice pg. 48-50
	6		Reading and business writing email Unit 6 review pg. 51-52
	7		TOIEC practice pg. 53-54
	8		Listening - Using regular and irregular verbs pg. 55-57
	9		Speaking - Presenting 3rd party information pg. 58-60
	1 0		Reading skills - scanning and skimming for information pg. 61 Review unit 7
	1 1		Asking and accepting invitations Accepting and declining invitations Pg 62-65
	1 2		Speaking about food Making formal and written invitations pg. 55-70
	1 3		Talking about leisure and leisure language pg. 73-74
	1 4		Course review
1 5		Final Examination	
Evaluation and Grading	1. Final Examination Mark (70%) 2. Assignments Marks, Attitude during the lesson will considered as overall class contribution Mark (0-20) 3. Attendance Mark (30%)		
Textbook	<i>Business Plus 1</i> , Cambridge		
Note	Start from Unit 5		

Subject	Teacher	講義科目	授業方法	
Practical English III		必須科目	講義	
Faculty	Students Attendance Year and Semester	Lesson Time		Credits
<input checked="" type="checkbox"/> Global Business <input checked="" type="checkbox"/> Entrepreneurship	<input type="checkbox"/> 1 <sup>st</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 1 <sup>st</sup> Year 2 <sup>nd</sup> Semester <input checked="" type="checkbox"/> 2 <sup>nd</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 2 <sup>nd</sup> Semester	90 minutes	15 times / 15 Weeks	2

Objectives Aims and Goals	After this course, the students are expected to improve fluency in English by practicing the four skills of reading, writing, speaking and listening. In addition, they will learn pronunciation, grammar and vocabulary. The required textbook used in class contains real world images, texts and videos that will help students develop critical thinking skills.		
Lesson Outline	Times of Lesson		Lessons Main Contents
	1		Course Overview; Unit 1; 1a p.9-11
	2		Unit 1; 1b p.12-13
	3		Unit 1; 1c and 1d (1/2) p.14-16
	4		Unit 1; 1d (1/2) and 1e and 1f (1/2) p.16-19
	5		Unit 1; 1f (1/2) and Unit 1 Review p.19-20
	6		Unit 2; 2a p.21-23
	7		Unit 2; 2b p.24-25
	8		Unit 2; 2c and 2d (1/2) p.26-28
	9		Unit 2; 2d (1/2) and 2e and 2f (1/2) p.28-31
	1 0		Unit 2; 2f (1/2) and Unit 2 Review p.31-32
	1 1		Unit 3; 3a p.33-35
	1 2		Unit 3; 3b p.36-37
	1 3		Unit 3, 3c and Examination Review p. 38-39
	1 4		Review
1 5		Final Examination	
Evaluation and Grading	1 . Final Examination Mark (70%) 2 . Assignments Marks, Attitude during the lesson will considered as overall class contribution Mark (0-20) 3 . Attendance Mark (30%)		
Textbook	Life 2, National Geographic.		
Note			

Subject	Teacher	講義区分		授業方法
Practical English IV		必須科目		講義
Faculty	Students Attendance Year and Semester	Lesson Time		Credits
<input checked="" type="checkbox"/> Global Business <input checked="" type="checkbox"/> Entrepreneurship	<input type="checkbox"/> 1 <sup>st</sup> Year 1 <sup>st</sup> Semester <input type="checkbox"/> 1 <sup>st</sup> Year 2 <sup>nd</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Year 1 <sup>st</sup> Semester <input checked="" type="checkbox"/> 2 <sup>nd</sup> Year 2 <sup>nd</sup> Semester	90 minutes	15 times / 15 Weeks	2

Objectives	Teach all aspects of reading and listening for the TEOIC Test		
Aims and Goals	For all students to get a 475+ on the TEOIC Test		
Lesson Outline	Times of Lesson		Lessons Main Contents
	1		Section I p.12-24 Photographs
	2		Section II p. 57-81 Questions and Response
	3		Section III p. 60-74 Short Conversations
	4		Section IV p. 88-99 Short Talks
	5		Section V p. 112-138 Incomplete Sentences
	6		Section VI p.164-178 Text Completion
	7		Section VII p. 191-205 Reading Comprehension
	8		Review Section V p. 139-163 Incomplete Sentences
	9		Review Section VII p. 206-230
	1 0		Vocab Builder (Barron's Essential Words for TOEIC)
	1 1		School Event: Speech Contest [NO LESSONS]
	1 2		Practice Test 1 p.287-333
	1 3		Practice Test 2 p.334-378
1 4		Review	
1 5		Final Examination	
Evaluation and Grading	1. Final Examination Mark (70%) 2. Assignments Marks, Attitude during the lesson will considered as overall class contribution Mark (0-20) 3. Attendance Mark (30%)		
Textbook	National Geographic Learning: Complete Guide to the TEOIC Test		
Note			

科目 Subject	講師 Teacher	講義区分	授業方法
フランス語		選択必須科目	講義
対象学科	対象年次	授業時間	単位
<input checked="" type="checkbox"/> グローバルビジネス <input checked="" type="checkbox"/> 起業実践	<input type="checkbox"/> 1 年前期 <input type="checkbox"/> 1 年後期 <input type="checkbox"/> 2 年前期 <input type="checkbox"/> 2 年後期	90 分 15 回 / 15 週	2 コマ

到達目標 Objectives Aims and Goals	<p>授業を通して、フランス人の生活ブりを覗いたり、フランス人に会おうときに役立つ会話を学び、フランスに親しみを持てるようになります。</p> <p>日本でも、プロの文脈で、顧客を受け入れ、簡単なリクエストに応えることを学びます。</p> <p>フランス語会話（入門）の授業です。やさしいことばを使った、短い会話を繰り返しながらフランス語を練習します。相手がゆっくり、はっきりとして話してくれれば、簡単なやり取りをすることができるようになります。主題はフランス料理といった食文化から学びます。</p> <p>During this beginner conversation course, students will learn about French lifestyle, will practice basic conversations that can help in daily life as well as in a professional hospitality career.</p> <p>Students will study about French food culture and acquire the ability to receive customers at a café and a restaurant, take reservations, take orders.</p>		
授業計画 Lesson Outline	週 Times		内 容 Content
	1		Introduction to France and French language フランスの紹介とフランスの有名な言葉
	2		Greetings / difference between formal and informal language 挨拶する / 敬語と親し言葉の違い
	3		Spelling 名前の綴り / Counting to 59 0 から 59 の数
	4		Self-introduction 自己紹介 / Ask for a price 値段を尋ねる
	5		Nationalities 国籍 / the date 日付の言い方
	6		Talk about your hobbies and food preference 好み・趣味と食べ物について話す。(名詞)
	7		Ask someone about his interests 好み - 相手の趣味と食べ物を尋ねる(動詞)
	8		Present tense verb conjugations 現在形動詞の活用の練習
	9		Professions 職業 / Present someone 人の紹介する
	10		Characteristics 人と動物の特徴
	11		Ordering at a « café » カフェで注文する
	12		Ordering at a restaurant レストランで注文する
	13		Ordering at a restaurant レストランで注文する
		14	
	15		期末テスト
成績評価方法 Evaluation and Grading	<p>1. 期末試験結果 (70%) 2. 課題の成績、学習態度等の平常点 3. 出席率</p>		
テキスト	Patachou 1 (Conversation) パタシュ 1		

Educational Corporation Meisei Institution  
York Global Business Academy Vocational School

Textbook	朝日出版社 - ISBN : 978-4-255-35205-3
備考 Note	



科目	講師	講義区分	授業方法
キャリア形成 I	岸 啓太	必須科目	講義
対象学科	対象年次	授業時間	単位 (一般・専門)
<input checked="" type="checkbox"/> グローバルビジネス <input checked="" type="checkbox"/> 起業実践	<input type="checkbox"/> 1 年前期 <input checked="" type="checkbox"/> 1 年後期 <input type="checkbox"/> 2 年前期 <input type="checkbox"/> 2 年後期	90 分 1 コマ/週	2

到達目標	<ul style="list-style-type: none"> <li>・夢や目標を実現するために、今自分にとって何が必要なのか、何をすべきなのかを自分自身で考え、行動に移すことができるようになる。</li> <li>・就職活動で使用する履歴書を一人で作成できるようになる。</li> </ul>		
授業計画	週		内 容
	1		<ul style="list-style-type: none"> <li>・オリエンテーション (目標、内容、評価)</li> <li>・「テーブルマナー事前学習」</li> <li>・自己分析 (長所と短所)</li> </ul>
	2		・自己分析 (長所と短所)
	3		・自己分析 (強み)
	4		・自己分析 (強み)
	5		・自己分析 (自分の志向)
	6		・自己分析 (自分の志向)
	7		・企業研究 (業界・業種・職種)
	8		・企業研究 (雇用形態・勤務条件)
	9		・就職活動のための日本語
	10		・就職活動のための日本語
	11		・自己 PR の作成
	12		・自己 PR の完成
	13		・履歴書の作成
	14		・履歴書の完成
15		期末試験	
成績評価方法	1. 期末試験結果 (70%) 2. 課題の成績、学習態度等の平常点 3. 出席率		
テキスト			
備考	10/30 学校行事「テーブルマナー研修」 (1A/B/E)		

科目	講師	講義区分	授業方法
キャリア形成Ⅱ	岸 啓太	必須科目	講義
対象学科	対象年次	授業時間	単位（一般・専門）
<input checked="" type="checkbox"/> グローバルビジネス <input checked="" type="checkbox"/> 起業実践	<input type="checkbox"/> 1年前期 <input type="checkbox"/> 1年後期 <input checked="" type="checkbox"/> 2年前期 <input type="checkbox"/> 2年後期	90分   コマ/週	2

到達目標	・自分の夢や目標を実現するために、今自分にとって何が必要なのか、何をすべきなのか自分自身で考え、行動に移すことができるようになる。		
授業計画	週	内 容	
	1	・オリエンテーション（目標、内容、評価） ・自己PR、志望動機	
	2	・履歴書の送付準備	
	3	・グループディスカッション（1）	
	4	・グループディスカッション（2）	
	5	・グループディスカッション（3）	
	6	・日本事情（1）	
	7	・日本事情（2）	
	8	・日本事情（3）	
	9	・就職活動のためのメール（1）	
	10	・就職活動のためのメール（2）	
	11	・就職活動のためのメール（3）	
	12	・企業面接会準備	
	13	・企業面接会準備	
	14	・まとめ	
15	・期末試験		
成績評価方法	1. 期末試験結果（70%） 2. 課題の成績、学習態度等の平常点 3. 出席率		
テキスト	なし		
備考			