

科目名	仕事の英会話 AC&GH	対象学年	2 年	期間	通年		
		曜日・時限	Mon 5-6	授業回数	90	×	34回
授業種別	演習	週回数	1 回	取得単位	4	単位	
授業目的	エアカーゴ、グランドハンドリングの業務上、役に立つ簡単な英会話ができる						
達成目標	・英語の表記を理解できる ・AC、GH関連の英語の語彙や表現を理解できる						
授業週	授業内容						
1	To understand ground handling services and be able to identify the different aspects						
2	To master the meaning of ground handling services and able to identify the different aspects						
3	To understand baggage handling and be able to comprehend the policies and be able to identify dangerous goods						
4	To understand baggage handling and be able to comprehend the policies and be able to identify dangerous goods						
5	To understand ground handling vehicles and accessories 1						
6	Exam Prep; question and answer activities						
7	To understand ground handling vehicles and accessories 2						
8	To understand ground handling vehicles and accessories and comprehend their purpose						
9	To master understanding of ground handling vehicles and accessories and comprehend their purpose						
10	To understand the procedure of ground operations 1						
11	To understand the procedure of ground operations 2						
12	To understand the procedure of ground operations 3						
13	Exam Prep; question and answer activities①						
14	Exam Prep; question and answer activities②						
15	Exam Prep; question and answer activities③						
16	前期期末試験						
17	前期期末試験 解答解説						
18	To understand the procedure of helping a customer sending cargo 1						
19	To understand the procedure of helping a customer sending cargo 2						
20	To understand the procedure of helping a customer sending cargo 3						
21	To master the procedure of helping a customer sending cargo						
22	To understand some problems in helping a customer sending cargo 1						
23	To understand some problems in helping a customer sending cargo 2						
24	Understand a more complex procedure in ground operations 1						
25	Understand a more complex procedure in ground operations 2						
26	Understand a more complex procedure in ground operations 3						
27	Understand a more complex procedure in ground operations 4						
28	Understand a more complex procedure in ground operations 5						
29	To understand the procedure in helping a customer sending freight on the telephone 1						
30	To understand the procedure in helping a customer sending freight on the telephone 2						
31	Exam Prep; question and answer activities①						
32	Exam Prep; question and answer activities②						
33	後期期末試験						
34	後期期末試験 解答解説						
成績評価	定期試験・小テスト・課題	70	%				
	出席率	30	%				
備考	Materials provided by teacher						

科目名	仕事の英会話 CA	対象学年	2 年	期間	通年		
		曜日・時限	Mon 5-6	授業回数	90	×	34回
授業種別	演習(担当講師実務経験有)	週回数	1 回	取得単位	4	単位	
授業目的	キャビンアテンダントやグリーンアテンダントの業務で役に立つ実践的な英会話力を身につける						
達成目標	・お客様の質問に英語で答えることができる ・お客様に英語で案内ができる ・乗務員同士の報告、連絡、相談等を英語で話し、書くことができる						
授業回	授業内容						
1	Cabin Attendant: General Service vocabulary/Phrases/Dialogues ①						
2	Cabin Attendant: General Service vocabulary/Phrases/Dialogues ②						
3	Cabin Briefing and Cockpit Briefing ①						
4	Cabin Briefing and Cockpit Briefing ②						
5	Cabin Briefing and Cockpit Briefing ③						
6	Cabin Attendant: Detailed Service Boarding & Before Take-off ①						
7	Cabin Attendant: Detailed Service Boarding & Before Take-off ②						
8	Cabin Attendant: Detailed Service Boarding & Before Take-off ③						
9	Cabin Attendant: Detailed Service Drink & Meal Service ①						
10	Cabin Attendant: Detailed Service Drink & Meal Service ②						
11	Cabin Attendant: Detailed Service Drink & Meal Service ③						
12	Cabin Attendant: Detailed Service Drink & Meal Service ④						
13	Cabin Attendant: Detailed Service In-flight Sales ①						
14	Cabin Attendant: Detailed Service In-flight Sales ②						
15	Cabin Attendant: Detailed Service In-flight Sales ③						
16	前期期末試験						
17	前期期末試験 解答解説						
18	Problems and Emergency ①						
19	Problems and Emergency ②						
20	Problems and Emergency ③						
21	Cabin Attendant: Detailed Service Public Announcement(PA) ①						
22	Cabin Attendant: Detailed Service Public Announcement(PA) ②						
23	Cabin Attendant: Detailed Service C.I.Q.(Customs,Immigration,Quarantine) ①						
24	Cabin Attendant: Detailed Service C.I.Q.(Customs,Immigration,Quarantine) ②						
25	Cabin Attendant: Detailed Service Genaral Information ①						
26	Cabin Attendant: Detailed Service Genaral Information ②						
27	Cabin Attendant: Detailed Service Extra Care ①						
28	Cabin Attendant: Detailed Service Extra Care ②						
29	Cabin Attendant: Detailed Service Before Landing and Disembarking ①						
30	Cabin Attendant: Detailed Service Before Landing and Disembarking ②						
31	Train Attendant: General Service Phrases/Dialogues ①						
32	Train Attendant: General Service Phrases/Dialogues ②						
33	後期期末試験						
34	後期期末試験 解答解説						
成績評価	定期試験・小テスト・課題	70	%				
	出席率	30	%				
備考	In-house teaching materials						

科目名	仕事の英会話 GS	対象学年	2 年	期間	通年		
		曜日・時限	Mon 5-6	授業回数	90	×	34回
授業種別	演習	週回数	1 回	取得単位	4	単位	
授業目的	ブランドスタッフの業務で役に立つ実践的な英会話力を身につける						
達成目標	・お客様のご要望に英語で応じることができる						
授業回	授業内容						
1	Introduction / Reasons for applying						
2	Necessary English skills for GS						
3	GS English Vocabulary Basics						
4	Abbreviations / Acronyms /Airline codes						
5	Airport codes / SSR Codes / Aviation alphabet						
6	Read and pronounce commonly used numbers / date and day of the week						
7	American and British English: Spelling, pronunciaiton and vocabulary differences						
8	Polite language / Helping customers in need						
9	Role-playing for common situations (1)						
10	Role-Playing for Group Check-in (2)						
11	Role-playing for Domestic check-in (3)						
12	Carry-on baggage vs. Checked baggage						
13	Handling Complaints and apologies						
14	PA Announcement (Open for check-in) - practice reading						
15	PA Announcement reading test / Test preparation						
16	前期期末試験						
17	前期期末試験 解答解説						
18	Lounge - In the lounge - Introduction, phrases and questions review						
19	Lounge - Practice and role play						
20	Information Counter - words and phrases						
21	Information Counter - Announcements						
22	Duty-free customer service - words and phrases						
23	Duty-free customer service - Role play						
24	Airport Security Agent Conversation - Words and Phrases						
25	Airport Security Agent Conversation - Role Play						
26	Additional aviation vocabulary / Review of key words and phrases						
27	Passenger Service Troubleshooting : Flight Delays and Cancellations practice role play						
28	Excess Baggage Troubleshooting practice role play / Handling irregulars (oversized and odd-sized)Troubleshooting						
29	PA Announcement (Baggage claim & Customs) - practice reading						
30	PA Announcement (Departure) - practice reading						
31	PA Announcement reading trest						
32	Written test preparation						
33	後期期末試験						
34	後期期末試験 解答解説						
成績評価	定期試験・小テスト・課題	70	%				
	出席率	30	%				
備考	Materials provided by teacher						

科目名	仕事の英会話 HT	対象学年	2 年	期間	通年		
		曜日・時限	Mon 5-6	授業回数	90	×	34回
授業種別	演習	週回数	1 回	取得単位	4	単位	
授業目的	ホテルの業務で役に立つ実践的な英会話力を身につける						
達成目標	・お客様のご要望に英語で応じることができる						
授業週	授業内容						
1	Hotel General Service 1: Hotel front desk (1)						
2	Hotel General Service 1: Hotel front desk (2) / Saying hotel room rates (large numbers) (1)						
3	Hotel General Service 1: Hotel front desk (3) / Saying hotel room rates (large numbers) (2)						
4	Hotel General Service 1: Hotel front desk (4) / Train schedule information (1)						
5	Hotel General Service 1: Hotel front desk (5) / Train schedule information (2)						
6	Hotel General Service 1:Hotel front desk (6) / Sightseeing spots						
7	Hotel General Service 1:Hotel front desk (7) / Central Tokyo						
8	Hotel General Service 1: Doorman (1) / Train schedule information (3)						
9	Resturant-Reception (1): Restaurant Host/Hostess (1) / Business hours (1) / Sightseeing spots						
10	Presentation: Demonstrate knowledge concerning a position in a hotel and the English related to it						
11	Resturant-Reception (1) / Host/Hostess (2)						
12	Test preparation: Prepare for the Semester Final Exam①						
13	Test preparation: Prepare for the Semester Final Exam②						
14	Test preparation: Prepare for the Semester Final Exam③						
15	Test preparation: Prepare for the Semester Final Exam④						
16	前期期末試験						
17	前期期末試験 解答解説						
18	Business hours (1)						
19	Restaurnat - General Service (1): Restaurant Server (1) / Admission prices (1) / Sightseeing spots						
20	Restaurnat - General Service (2): Restaurant Server (2) / Admission prices (2)						
21	Hotel General Service 2 (1): Amenities, facilities and guest services (1)						
22	Hotel General Service 2 (2): Amenities, facilities and guest services (2)						
23	Hotel General Service 2 (3): Amenities, facilities and guest services (3) / Date of events (1)						
24	Hotel General Service 2 (4): Amenities, facilities and guest services (4) / Sightseeing spots (4)-Southern Tokyo						
25	Hotel General Service 2 (5): Amenities, facilities and guest services (5) / Date of events (2)						
26	Hotel Questions & Problems (1): Problems in a hotel (1)						
27	Hotel Questions & Problems (2): Restrictions (1) / Problems in a hotel (2)						
28	Hotel Questions & Problems (3): Restrictions (2) / Sightseeing Spots (5)-Outlaying Areas of Tokyo						
29	Hotel Questions & Problems (4): Restrictions (3) / Problems in a hotel (3)						
30	Hotel Questions & Problems (5): Restrictions (4) / Problems in a hotel (4)						
31	Hotel Questions & Problems (6): Sightseeing Spots (6) - Day Trips from Tokyo / Sightseeing activities (1)						
32	Hotel Questions & Problems (7): Sightseeing activities (2) / Exam Prep						
33	後期期末試験						
34	後期期末試験 解答解説						
成績評価	定期試験・小テスト・課題	70	%				
	出席率	30	%				
備考	Materials provided by teacher						