

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分 × 34回
授業種別	演習	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を身につける。				
達成目標	<ul style="list-style-type: none"> 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/Dialogues①				
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 Attendant: Detailed Service Boarding & Before Take-off ①				
6	Cabin Attendant: Detailed Service Boarding & Before Take-off ②				
7	Cabin Attendant: Detailed Service Boarding & Before Take-off ③/Exam prep				
8	前期中間試験				
9	前期中間試験(解答・解説)				
10	Cabin Attendant: Detailed Service Drink & Meal Service①				
11	Cabin Attendant: Detailed Service Drink & Meal Service②				
12	Cabin Attendant: Detailed Service Drink & Meal Service③				
13	Cabin Attendant: Detailed Service Drink & Meal Service④/ Exam Prep				
14	前期期末試験				
15	前期期末試験(解答・解説)				
16	Cabin Attendant: Detailed Service In-flight Sales ①				
17	Cabin Attendant: Detailed Service In-flight Sales ②				
18	Cabin Attendant: Detailed Service Public Announcement(PA)①				
19	Cabin Attendant: Detailed Service Public Announcement(PA)②				
20	Train Attendant: General Service Phrases/Dialogues ①				
21	Train Attendant: General Service Phrases/Dialogues ②				
22	Cabin Attendant: Detailed Service C.I.Q.(Customs,Immigration,Quarantine)①				
23	Cabin Attendant: Detailed Service C.I.Q.(Customs,Immigration,Quarantine)②				
24	Cabin Attendant: Detailed Service General Information①				
25	Cabin Attendant: Detailed Service General Information②				
26	Cabin Attendant: Detailed Service Extra Care①				
27	Cabin Attendant: Detailed Service Extra Care②				
28	Cabin Attendant: Detailed Service Before Landing and Disembarking①				
29	Cabin Attendant: Detailed Service Before Landing and Disembarking②				
30	Exam Prep				
31	後期期末試験				
32	後期期末試験(解答・解説)				
33	Problems and Emergency ①				
34	Problems and Emergency ②				
成績評価	定期試験・小テスト・課題	70	%		
	出席率	30	%		
備考	(使用教材) In-house Text Book				

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		曜日・時限	Mon 5-6	授業回数	90分 × 34回
授業種別	演習	週回数	1回	取得単位	4単位
授業目的	Students will be able to ask and answer questions fluently and effectively. Students will be able to participate actively and effectively in pair groups while assuming the roles of customer and air cargo agent. Students will be able to participate in both sides of an interview process. Students will be able to listen attentively. Students will be able to understand spoken instructions.				
達成目標	The main goal of this course is to help students improve their spoken English skills to enable them to communicate more effectively in English. Students will learn roleplays that will help them in their upcoming jobs. They will study air cargo vocabulary and be able to use the vocabulary orally and in written articles. They will practice interview questions in order to get them ready for the interview process.				
授業回	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				
6	To understand ground handling vehicles and accessories and comprehend their purpose				
7	To master understanding of ground handling vehicles and accessories and comprehend their purpose				
8	Exam Prep; question and answer activities				
9	Mid-term written and speaking semester exam				
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	To understand the procedure of ground operations 4				
14	To master the procedure of ground operations				
15	Exam Prep; question and answer activities				
16	Final semester written and speaking semester exam				
17	To understand the procedure of helping a customer sending cargo 1				
18	To understand the procedure of helping a customer sending cargo 2				
19	To understand the procedure of helping a customer sending cargo 3				
20	To master the procedure of helping a customer sending cargo				
21	To understand some problems in helping a customer sending cargo 1				
22	To understand some problems in helping a customer sending cargo 2				
23	Understand a more complex procedure in ground operations 1				
24	Understand a more complex procedure in ground operations 2				
25	Understand a more complex procedure in ground operations 3				
26	Understand a more complex procedure in ground operations 4				
27	Understand a more complex procedure in ground operations 5				
28	To understand the procedure in helping a customer sending freight on the telephone 1				
29	To understand the procedure in helping a customer sending freight on the telephone 2				
30	Exam prep				
31	Final semester written and speaking exams				
32	To understand the procedure in helping a customer sending their baggage on the telephone 1				
33	To understand the procedure in helping a customer sending their baggage on the telephone 2				
34	To understand the procedure in helping a customer sending their baggage on the telephone 3				
成績評価	定期試験・小テスト・課題	70	%		
	出席率	30	%		
備考	(使用教材) Career Topics textbook downloadable onto IPAD. Printed materials provided by teacher.				

科目名	仕事の英会話 GS①②	対象学年	2年	期間	通年
		曜日・時限	Mon 5-6	授業回数	90分 × 34回
授業種別	演習	週回数	1回	取得単位	4単位
授業目的	To improve students' general and industry specific English communication ability. To increase their vocabulary, grammatically correct sentence forming ability, and listening and pronunciation skills.				
達成目標	To enable students to function effectively in an English speaking environment when dealing with customers' needs, wants and complaints. To provide students with appropriate language skills to perform their job at a satisfactory level.				
授業回	授業内容				
1	Review of GS General Service - Vocabulary review				
2	Review of GS General Service - Practice using vocabulary				
3	Review of GS General Service - General phrases review				
4	Review of GS General Service - General Service Dialogue review				
5	Review of GS General Service - General Service Dialogue practice				
6	Review of GS General Service - General Service Dialogue role-plays				
7	Review of GS General Service - Review				
8	Review of GS Passenger General Service - Vocabulary review				
9	Test preparation				
10	Test - Written				
11	Test - Oral				
12	Test return				
13	Lounge - Phrase review				
14	Lounge - Practice				
15	Lounge - Role plays				
16	Ground Staff Problems Vocabulary introduction				
17	Ground Staff Problems Vocabulary practice				
18	Ground Staff Problems Vocabulary review				
19	Ground Staff Problems Problem Phrases				
20	Ground Staff Problems Problem Dialogues				
21	Ground Staff Problems Problem Dialogues - role-plays				
22	Ground Staff Problems Problem - review				
23	Ground Staff Problems Problem - review				
24	Ground Staff Additional Questions Vocabulary introduction				
25	Ground Staff Additional Questions Vocabulary practice				
26	Ground Staff Additional Question Vocabulary review				
27	Ground Staff Additional Question Additional Phrases				
28	Test preparation				
29	Test - Written				
30	Test - Oral				
31	Test return				
32	Buying a ticket - Vocabulary introduction				
33	Buying a ticket - Vocabulary practice - Phrases				
34	Buying a ticket - Dialogue - role-plays				
成績評価	定期試験・小テスト・課題	70	%		
	出席率	30	%		
備考	(使用教材) Textbook, phrasebook, supplementary materials as per needed.				

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分 × 34回
授業種別	演習	週回数	1回	取得単位	4単位
授業目的	The objective is to help improve each student's spoken (oral) and receptive (listening) proficiency especially in language that will be useful for a job in a hotel all the while building on the foundation of study in English Conversation I.				
達成目標	(1) the production of grammatically-correct spoken English related to the hotel industry (2) an increased understanding of English that is related to the hotel industry (3) an increased ability for the students to comprehend spoken English related to the hotel industry (4) appropriate application of vocabulary (including technical terms) related to the hotel industry (5) the comprehension and applied usage of common, useful English idiomatic expressions (6) the ability to express one's ideas concerning everyday topics in a simple, clear, and correct manner.				
授業回	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) Sightseeing spots (1)-Central Tokyo				
6	Hotel General Service 1: Doorman (1) / Train schedule information (3)				
7	Test preparation: Prepare for the Midterm Exam				
8	Midterm Exam: Writing test & Speaking test				
9	Return test: Review the Midterm exam				
10	Resturant-Reception (1): Restaurant Host/Hostess (1) / Business hours (1) / Sightseeing spots (2)-Nothern Tokyo				
11	Presentation: Demonstrate knowledge concerning a position in a hotel and the English related to it				
12	Resturant-Reception (1): Restaurant Host/Hostess (2) / Business hours (1)				
13	Test preparation: Prepare for the Semester Final Exam				
14	Final Exam - 1st Semester: Writing test & Speaking test				
15	Return test: Review the Final exam - 1st Semester				
16	Restaurnat - General Service (1): Restaurant Server (1) / Admission prices (1) / Sightseeing spots (3)-Western Tokyo				
17	Restaurnat - General Service (2): Restaurant Server (2) / Admission prices (2)				
18	Hotel General Service 2 (1): Amenities, facilities and guest services (1)				
19	Hotel General Service 2 (2): Amenities, facilities and guest services (2)				
20	Hotel General Service 2 (3): Amenities, facilities and guest services (3) / Date of events (1)				
21	Hotel General Service 2 (4): Amenities, facilities and guest services (4) / Sightseeing spots (4)-Southern Tokyo				
22	Hotel General Service 2 (5): Amenities, facilities and guest services (5) / Date of events (2)				
23	Hotel Questions & Problems (1): Problems in a hotel (1)				
24	Hotel Questions & Problems (2): Restrictions (1) / Problems in a hotel (2)				
25	Hotel Questions & Problems (3): Restrictions (2) / Sightseeing Spots (5)-Outlaying Areas of Tokyo				
26	Hotel Questions & Problems (4): Restrictions (3) / Problems in a hotel (3)				
27	Hotel Questions & Problems (5): Restrictions (4) / Problems in a hotel (4)				
28	Hotel Questions & Problems (6): Sightseeing Spots (6)- Day Trips from Tokyo / Sightseeing activities (1)				
29	Hotel Questions & Problems (7): Sightseeing activities (2)				
30	Test preparation: the Semester Final Exam				
31	Final Exam - 2nd Semester: Writing test & Speaking test				
32	Return test: Review the Midterm exam				
33	Hotel Sharing: Provide information about a hotel's features and selling points				
34	Year review, Last Day: Review the year / Share about future spring vacation plans				
成績評価	定期試験・小テスト・課題	70	%		
	出席率	30	%		
備考	(使用教材) Prepared textbook downloadable onto iPad. Printed materials provided by teacher.				