








JPN 3440 Business Japanese Spring 2021 Course Syllabus

Course Objectives

JPN 3440 Business Japanese is designed for those who are interested in using Japanese in their profession and aims to expand their Japanese language proficiency in various business settings. In this course, students will learn frequently used vocabulary and expressions in Japanese business contexts and practice communicating in more detail about various cultural and social topics through a lens of business. The course will cover Units 1-3 of *Powering Up Your Japanese Through Case Studies: Intermediate and Advanced Japanese* and about 30 short business dialogues from *First Step to BJT Business Japanese Proficiency Test*.

This course enhances students' four language skills in listening, speaking, reading and writing. Moreover, this course will prepare students to demonstrate their proficiencies across the three communication modes: interpretive, interpersonal, and presentational with an emphasis on communicative language use that also reveals features of Japanese cultures. By the end of the course, students are expected to reach an intermediate-mid/intermediate-high, or higher, level of proficiency as defined by the ACTFL (American Council on the Teaching of Foreign Languages) Proficiency Guidelines.

Four Language Skills				Three Modes of Communication		
						
				Interpretive	Interpersonal	Presentational

Images retrieved from <http://site.ccsdlanguages.org/programs/latin/66-language-proficiency>.

Prerequisites:

In order to take this course, four semesters of university-level study of Beginning and Intermediate Japanese (JPN 1130-1131 and JPN 2230-2231 at UF), or the equivalent, are required. You must have attained a grade of C (73%) or higher in JPN 2230-2231, instructor's permission, or the equivalent as proven by a placement test score to enroll in JPN 3440.

If you are a new student in the Japanese language program at the University of Florida, you must take and pass the placement exam in order to be allowed to enroll by your instructor, space permitting. The registration form is available at <https://languages.ufl.edu/academics/ilc-languages/japanese-studies/>. You must register for this exam with Prof. Sano (rsano@ufl.edu) by 4:00 p.m. Monday, January 11th. Please see your instructor on the first day of class if you have not already registered for the placement exam.

INSTRUCTOR

Yasuo Uotate Office & Phone: 333 Pugh Hall, 352-392-7138
Email: yuotate@ufl.edu
Zoom Office Hours: M 7th period, T 6th & 7th period; By appointment

In general, the email listed above is the best way to contact the instructor. The instructor will try to respond to your questions as soon as possible within 24 hours (maybe longer on weekends).

SECTIONS

Class #		Period	Day	Room
15475	Classroom Section	6 (12:50pm-1:40pm)	MW	WEIM 2050
			F	Zoom
30970	Zoom Section		MWF	Zoom

COURSE MATERIALS

Required:

Takami, T. & Tsutsui, M. (2014). *Powering up Your Japanese through Case Studies: Intermediate and Advanced Japanese*. Tokyo: The Japan Times. ISBN: 978-4789015677.

(Japanese Title: 中級から伸ばすビジネスケースで学ぶ日本語)

Shimada, M., Shibukawa, A, Ogawa, S., & Katoh, K. (2001). *First Step to BJT Business Japanese Proficiency Test*. Tokyo: ASK Publishing. ISBN: 978-4872176810.

(Japanese Title: わかるビジネス日本語 新装版—BJT ビジネス日本語能力テスト入門)

Dictionaries:

If you already have a dictionary, you can use it, or use an online dictionary such as:

1. jisho.org: <https://jisho.org>
2. Jim Breen's WWW JDIC: <http://nihongo.monash.edu/cgi-bin/wwwjdic?1C>
3. Online Japanese Accent Dictionary (OJAD)
 - a. OJAD: <http://www.gavo.t.u-tokyo.ac.jp/ojad/eng/pages/home>
 - b. Prosody Tutor Suzuki-kun: <http://www.gavo.t.u-tokyo.ac.jp/ojad/eng/phrasing/index>

REQUIREMENTS AND POLICIES

Required Hardware and Software

To access this institute in Canvas, you will need access to the Internet and a supported browser. You will need to have a webcam and a headset (headphones with a microphone) for full participation. If you have a newer laptop or tablet, you may already have an integrated webcam; however, if you have trouble with echo and feedback, you will need to use a headset or earbuds.

1. Preparation for the class

The daily schedule, which follows below, is designed for you to prepare the materials indicated for a given date **BEFORE** the class meetings. You are expected to come to class well prepared so that you will be ready to participate in communication activities in a meaningful context with your instructor and classmates. Per one class meeting, you are expected to study **at least two hours** outside of the classroom.

Study the assigned materials carefully, practice for a short daily conversation check, and bring any questions you had while studying for the class since they may benefit your classmates as well! Completing homework alone is not sufficient preparation to perform well in class. If you do not know how to prepare for the class, please ask the instructor or refer to the study guide in the course packet.

2. Attendance and participation

Attendance and active participation in class are mandatory and will be recorded at each class session. Foreign language learning is a cumulative process, and it is very important that you come to class and practice Japanese every day. Grading criteria for participation will be on a 10-point scale. To receive full participation credit, you must show evidence of preparation for class. However, this is not to say that you cannot make mistakes; trial and error is the only way to learn how to use the language, and you are encouraged to try out the new structures, make errors, and learn from them. Active participation that shows your effort will count towards the participation grade. On the contrary, no participation will seriously hurt your participation grade. You will receive 0 points when you are absent from a class.

Grading Criteria for Attendance and Participation (Daily Grade)

<p>10 (A+) = Excellent performance 9 (A) = Strong performance; well-prepared 8 (B) = Fair performance; prepared with a few minor weakness 7 (C) = Weak performance with some notable weakness 6 (D) = Unsatisfactory performance; evidently unprepared 0 = Absent</p>

*In order to get 9 or 10, your overall performance needs to be very good. This includes doing well on dialogue performance, vocabulary and characters for the day.

Students are permitted three unexcused absences during the semester. At the 4th absence, you will lose 3% from the final grade. Every absence thereafter results in minus 1% deducted from your final grade unless the absence is a documented excuse. In the event your unexcused absences exceed 5 times, you will automatically fail the course. Absences will be excused only in accordance with UF policy. Acceptable documented excuses include illness, religious holidays, and military obligation:
<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

For an excused absence: You need to contact the office of the Dean of Students at dsocares@dso.ufl.edu by email or call 352-294-2273 to request assistance by phone. The office of the Dean of Students will alert your instructor and certify the related documentation. Students who are registered with Dean of Students office and Disability Resource Center are responsible for providing related documentation.

Please be punctual because you may miss important information and distract your classmates. If you are late to class, you will not be given extra time to complete the exams and quizzes. If you are more than three minutes late three times without your instructor's consent, they will be counted as one absence. If you are more than 30 minutes late, it will also be considered as one absence.

If you are late or miss class for any reason, it is your responsibility to contact your instructor or ask your classmates to know what you have missed and what you need to do for the following day.

2.1. Zoom Presence Policy

Participation in our class is fundamental since improving oral conversation skills is a key objective of the course. Thus, students are required to have their cameras on from start to finish during our classes on Zoom. A default setting for our sessions in Zoom is that participants will be muted when they enter, so you will unmute yourself when you comment orally during our whole-group conversations and when you are in small groups. Your instructor may also ask students to reply in the chat box for specific activities. Oral comments on camera and written comments in the chat box are considered activities for participation. If you have technical issues, please immediately consult UF IT Help to resolve them and then contact your instructor. Zoom sessions will not be recorded by the instructor and may not be recorded by students. As in all courses, unauthorized recording and unauthorized sharing of recorded material is prohibited

2.2. Policy Regarding Make-Up Quizzes or Exams

Make-up quizzes or exams may be scheduled ONLY when pre-approved by the instructor, or in the case of documented illness or emergency. It is your responsibility to contact your instructor immediately after returning to class and schedule make-up quizzes/exams within 2 class days, or no make-up will be allowed.

3. Homework

Please see specific deadlines indicated in the schedule and Canvas. No late assignments will be accepted without written evidence of illness or emergency, except in the case that you notify your instructor in advance that you must be absent from class the day an assignment is due. It is required that you turn the homework in ahead of time to receive full credit.

Textbook (『ビジネスケースで学ぶ日本語』) homework is always to be self-corrected using its accompanying answer key. The instructor does not provide the answer key. You must use a different color ink (any color but red) to do self-correction so it will be easy for the instructor to see. Please put a check mark next to every single item or make a correction. Otherwise you will not receive homework credit.

In Order to Receive Feedback from the Instructor:

If you want to receive feedback from your instructor on your answer for a specific homework item, please underline it and put a question mark “?” in a different color pen.

Otherwise, the instructor will spot-check students' self-corrected homework, and we will go over common mistakes on homework in class.

Grading Criteria for Daily Homework	
1pt. =	All assigned sections of the homework must be completed using the new patterns without any blanks or incomplete sentences.
0 pt. =	You will not get a point if your homework is not complete or for any of the following reasons: a. No homework or late homework b. Missing or incomplete sections c. No corrections or missing self-correction (even if partial)

Note that 1pt. is the maximum point you can receive for each homework item. In addition to on-time delivery of assignments, quality will also be evaluated. There is no partial point.

3.3. Submission Attachment File Types

All Canvas Assignment uploads (Kanji worksheet for example) must be in either PDF or JPEG format. Your instructor checks your assignments and provides individualized feedback daily. To do your best, it is essential to check your grades on Canvas every day and take advantage of the learnings in the feedback given.

3.4. Quiz Self-Correction (Bonus Point)

Upon receiving a graded quiz, you may do self-correction and turn it in within the following 24 hours. 2 points will be added to the quiz score if you can: (a) correct ALL the errors on quizzes; and (b) practice missed words, kanji compounds, etc. 3 times each. Please write SC (self-corrected) at the top and upload the file to the specific Canvas quiz assignment. For example, if you have done self-correction for L1 Hiragana Quiz 3, upload its file there.

4. Japanese Speaking Policy in Class

You have a very limited exposure to Japanese outside of the class, and it is very important that you make every use of the precious opportunities to speak Japanese in class. Therefore, **you are required to speak only Japanese in class**. You will sign an honor pledge at the beginning of the term regarding speaking only Japanese in class. You have been explicitly taught how to ask permission to speak English (英語で質問があります Or 英語で話してもよろしいでしょうか), if it becomes absolutely necessary. Please understand that if the instructor denies permission, it is for a specific reason that will be explained to you after class. A limited amount of English will be used by the instructor to explain grammar in class, at the discretion of the instructor.

OTHER POLICIES AND LINKS

1. Class Demeanor

Students are expected to arrive to class on time and behave in a manner that is respectful to the instructor and to fellow students. Please avoid the use of cell phones and restrict eating to outside of the classroom. Opinions

held by other students should be respected in discussion, and conversations that do not contribute to the discussion should be held at minimum, if at all.

2. Online Course Etiquettes

It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you communicate with both your peers and your instructors. Please read the guidelines for online behavior and interaction known as netiquette.

Netiquette Guide for Online Courses (Department of Languages Literatures and Cultures):
<https://drive.google.com/file/d/1EzOwPMluf7gplQv5f5XhwJnxttha-AP3/view?usp=sharing>

3. University Honesty Policy

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (<https://sccr.dso.ufl.edu/students/student-conduct-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

4. Accommodations

Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation. For more information, see <https://disability.ufl.edu/>.

Resources Available for Students
HEALTH AND WELLNESS <ul style="list-style-type: none"><input type="checkbox"/> U Matter, We Care: umatter@ufl.edu; 392-1575<input type="checkbox"/> Counseling and Wellness Center: https://counseling.ufl.edu/; 392-1575<input type="checkbox"/> Sexual Assault Recovery Services (SARS): Student Health Care Center; 392-1161<input type="checkbox"/> University Police Department: http://www.police.ufl.edu/ ; 392-1111 (911 for emergencies) ACADEMIC RESOURCES <ul style="list-style-type: none"><input type="checkbox"/> e-Learning technical support: helpdesk@ufl.edu; https://elearning.ufl.edu/student-help-faqs/; 352-392-4357<input type="checkbox"/> Career Resource Center: Reitz Union; http://www.crc.ufl.edu/ ; 392-1601<input type="checkbox"/> Library Support: http://cms.uflib.ufl.edu/ask<input type="checkbox"/> Teaching Center: Broward Hall; 392-2010 or 392-6420

5. Course Evaluation

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.ua.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluer.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.ua.ufl.edu/public-results/>.

EVALUATION

Class Participation	20%
Homework	10%
Vocab/Kanji Quiz	10%
Tests (x3)	30%
Mini Projects (x2)	10%
Mini Interview Tests (x2)	6%
Individual Project 14%	14%
Total	100%

Grading Scale (& GPA Equivalent)											
A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E
100-93	92-90	89-87	86-83	82-80	79-77	76-73	72-70	69-67	63-66	62-60	59-
(4.0)	(3.67)	(3.33)	(3.0)	(2.67)	(2.33)	(2.0)	(1.67)	(1.33)	(1.0)	(0.67)	(0)

Note: A grade of C- is not a qualifying grade for major, minor, Gen Ed, or College Basic distribution credit. For further information on UF's Grading Policy, see:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>; <http://www.isis.ufl.edu/minusgrades.html>

ビジネス日本語のコース・スケジュール

Tentative

スケジュールで使われている単語など

<p>CS: 教科書『ビジネスケースで学ぶ日本語』 (Powering up Your Japanese through Case Studies)</p> <ul style="list-style-type: none"> 前作業(まえさぎょう=preparation) <ul style="list-style-type: none"> 作業(さぎょう=work; operation) 語彙表(ごいひょう) <ul style="list-style-type: none"> 語彙(ごい=vocabulary) 表(ひょう=chart; table) 内容確認(ないようかくにん) <ul style="list-style-type: none"> 内容(ないよう=contents; detail) 確認(かくにん=confirmation; check) 表現(ひょうげん=expression; description) <p>BJ: 教科書『わかるビジネス日本語』 (First Step to BJT Business Japanese Proficiency Test)</p> <ul style="list-style-type: none"> ～課(か=Lesson/Chapter ～) <p>OTH: その他(=other)</p> <ul style="list-style-type: none"> ビジネス日本語プロジェクト(BJP) ミニプロジェクト(MP) パーソナルファイナンス(PF)(=personal finance) 	<p>メモ</p> <ul style="list-style-type: none"> 単語クイズ: 単語の漢字を読めなければいけません <p>授業／準備</p> <ul style="list-style-type: none"> [会話チェック]: 会話パフォーマンスチェック ～行目(～ぎょうめ=lines ～) <p>宿題</p> <ul style="list-style-type: none"> 奇数(きすう=odd numbers) s/c: セルフコレクション(=self-correction) - The answer key is in the supplementary volume that comes with ビジネスケースで学ぶ日本語 (CS). 復習(ふくしゅう=review)
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第 1 週

日	メモ (クイズなど)	授業／準備		宿題 (授業の前までに)
1/11 (月) 1	CS ユニット 1 [1] オリエンテーション シラバスとスケジュール の説明	BJ	1 課: 紹介する 1 はじめまして (pp. 16-17)	
		CS	ユニット 1: コカ・コーラ 前作業 1-3 (p. 2-3)	
		OTH		<input type="checkbox"/> Background Information Form <input type="checkbox"/> Honor Pledge
1/13 (水) 2	CS ユニット 1 [2] CS 単語クイズ 1.1 ローカライゼーション -販売する (p. 8) ビジネス日本語プロジェクト(BJP)について	BJ	2 よろしくお願ひします (pp. 18-19) <input type="checkbox"/> [会話チェック] 1-4 行目	
		CS	前作業 4-5 (pp. 4-5)	<input type="checkbox"/> 前作業 4 (p. 4) s/c <input type="checkbox"/> 前作業 5 (p. 5)
		OTH	BJP ブレインストーミング	

2021 年春学期スケジュール (Version: January 7)

日	メモ (クイズなど)	授業／準備		宿題 (授業の前までに)
1/15 (金) 3	CS ユニット 1 [3] CS 単語クイズ 1.2 方式-流通する (p. 8)	BJ	3 ががんばりたいと思います (pp. 20-21) <input type="checkbox"/> [会話チェック] 全部	<input type="checkbox"/> 復習 (p. 22)
		CS	文法 1 A と同時に B (p. 11) ➤ 文法練習 1 (p. 14) 文法 2 ～に応じて／応じた (p. 11) ➤ 文法練習 2 (p. 15) 文法 3 ～において／おける (pp. 11-12) ➤ 文法練習 3 (p. 15)	文法練習 – 奇数だけ <input type="checkbox"/> 1 (p. 14) s/c <input type="checkbox"/> 2 (p. 15) s/c <input type="checkbox"/> 3 (p. 15) s/c
		OTH		

第 2 週				
日	メモ (クイズなど)	授業／準備		宿題 (授業の前までに)
1/18 (月)	Martin Luther King, Jr. Day - クラスなし			
1/20 (水) 4	CS ユニット 1 [4] CS 単語クイズ 1.3 全-気づく (pp. 8-9)	BJ	2 課：意思を表明する 4 またかけます (pp. 24-25) <input type="checkbox"/> [会話チェック] 4-7 行目	
		CS	文法 4 ～とともに (p. 4) ➤ 文法練習 4 (p. 16) 文法 5 ～おそれがある (p. 5) ➤ 文法練習 5 (p. 17)	文法練習 – 奇数だけ <input type="checkbox"/> 4 (p. 16) s/c <input type="checkbox"/> 5 (p. 17) s/c
		OTH		<input type="checkbox"/> BJP アイディア
1/22 (金) 5	CS ユニット 1 [5] CS 単語クイズ 1.4 売上-他 (p. 9)	BJ	5 説明させて... (pp. 26-27) <input type="checkbox"/> [会話チェック] 2-5 行目	
		CS	読み物 1-19 行目 ➤ 内容確認 1 (1)-(3) (p. 10) ➤ 内容確認 2 (1)-(2) (p. 10)	内容確認 <input type="checkbox"/> 1 (1)-(3) (p. 10) s/c <input type="checkbox"/> 2 (1)-(2) (p. 10) s/c
		OTH		

第 3 週				
日	メモ (クイズなど)	授業／準備		宿題 (授業の前までに)
1/25 (月) 6	CS ユニット 1 [6] CS 単語クイズ 1.5 圧倒的に-例 (p. 9)	BJ	6 聞くとつもりです (pp. 28-29) <input type="checkbox"/> [会話チェック] 2-4 行目	<input type="checkbox"/> 復習 (p. 30)
		CS	読み物 20-42 行目 ➤ 内容確認 1 (4)-(8) (p. 10) ➤ 内容確認 2 (3)-(4) (p. 10)	内容確認 <input type="checkbox"/> 1 (4)-(8) (p. 10) s/c <input type="checkbox"/> 2 (3)-(4) (p. 10) s/c
		OTH		

2021 年春学期スケジュール (Version: January 7)

日	メモ (クイズなど)	授業／準備		宿題 (授業の前までに)
1/27 (水) 7	<u>CS ユニット 1 [7]</u> ミニプロジェクト (MP) 1 について	BJ	3 課: 質問する 7 どうすればいいですか (pp. 32-33) <input type="checkbox"/> [会話チェック] 1-4 行目	
		CS	タスク 1 ジグソータスク (p. 20)	<input type="checkbox"/> 語彙練習 1 (p. 13) s/c <input type="checkbox"/> 表現練習 1 段落 [2]- [3] (p. 18) s/c <input type="checkbox"/> 表現練習 2 (1) (p. 19) s/c
		OTH		
1/29 (金) 8	<u>CS ユニット 1 [8]</u>	BJ	8 何かあったんですか (pp. 34-35) <input type="checkbox"/> [会話チェック] 1-4 行目	
		CS	タスク 2 ディスカッション (p. 21)	<input type="checkbox"/> 語彙練習 2 (p. 13) s/c <input type="checkbox"/> 表現練習 1 段落 [4]-[5] (p. 18) s/c <input type="checkbox"/> 表現練習 2 (3) (p. 19) s/c
		OTH		<input type="checkbox"/> BJP プラン

第 4 週

日	メモ (クイズなど)	授業／準備		宿題 (授業の前までに)
2/1 (月) 9	<u>CS ユニット 1 [9]</u>	BJ	9 教えていただけ... (pp. 36-37) <input type="checkbox"/> [会話チェック] 1-3 行目	
		CS	タスク 3 意思決定タスク (pp. 22-23)	<input type="checkbox"/> 語彙練習 3 (p. 13) s/c <input type="checkbox"/> 表現練習 1 段落 [6]- [7] (p. 18) s/c <input type="checkbox"/> 表現練習 2 (4) (p. 19) s/c
		OTH		<input type="checkbox"/> MP1 ストーリーボードのドラフト
2/3 (水) 10	<u>CS ユニット 1 [10]</u> テスト 1 CS ユニット 1、BJ 会話 1-9	BJ		
		CS		
		OTH		
2/5 (金) 11	<u>パーソナルファイナ ンスレッスン [1]</u>	BJ	10 ご都合はいかが... (pp. 38-39) <input type="checkbox"/> [会話チェック] 1-4 行目	
		CS		
		OTH	PF レッスン 1	<input type="checkbox"/> PF ワークシート 1

第 5 週				
日	メモ (クイズなど)	授業／準備		宿題 (授業の前までに)
2/8 (月) 12	ミニプロジェクト (MP) 1 ビデオ発表	BJ		
		CS		
		OTH		<input type="checkbox"/> MP1 ファイナルストーリーボードとビデオのリンク
2/10 (水) 13	CS ユニット 2 [1] CS 単語クイズ 2.1 挑戦する-背景 (p. 32)	BJ	11 失礼ですが (pp. 40-41) <input type="checkbox"/> 【会話チェック】 1-4 行目	<input type="checkbox"/> 復習 (p. 42)
		CS	ユニット 2: 任天堂 前作業 1-3 (pp. 26-27) s/c	<input type="checkbox"/> 前作業 1-3 (pp. 26-27) s/c
		OTH		
2/12 (金) 14	CS ユニット 2 [2] CS 単語クイズ 2.2 存在-予算 (p. 32)	BJ	4 課: 話しかける 12 すみません (pp. 44-45) <input type="checkbox"/> 【会話チェック】 1-5 行目	
		CS	前作業 4 (pp. 28-29)	<input type="checkbox"/> 前作業 4 (pp. 28-29) s/c
		OTH		<input type="checkbox"/> BJP チェックリスト とコメント 1

第 6 週				
日	メモ (クイズなど)	授業／準備		宿題 (授業の前までに)
2/15 (月) 15	CS ユニット 2 [3] CS 単語クイズ 2.3 しぼる-障害物 (pp. 32-33)	BJ	13 あのう (pp. 46-47) <input type="checkbox"/> 【会話チェック】 1-5 行目 – Use USB ドライブ instead of フロッピー.	
		CS	文法 1 ~ ように (説得する／言う／etc.) (p. 35) ➤ 文法練習 1 (p. 39) 文法 2 言うまでもない (p. 35) ➤ 文法練習 2 (p. 39) 文法 3 ~ ことにより／よる (p. 36) ➤ 文法練習 3 (p. 40)	文法練習 – 1 と 3 は奇数 だけ <input type="checkbox"/> 1 (p. 39) s/c <input type="checkbox"/> 2 (p. 39) s/c 全部 <input type="checkbox"/> 3 (p. 40) s/c
		OTH		
2/17 (水) 16	CS ユニット 2 [4] CS 単語クイズ 2.4 活躍する-多額 (p. 33)	BJ	14 ねえ (pp. 48-49) <input type="checkbox"/> 【会話チェック】 1-5 行目	
		CS	文法 4 ~ に基づいて／基づいた (p. 36) ➤ 文法練習 4 (p. 40) 文法 5 一方 (で) (pp. 36-37) ➤ 文法練習 5 (p. 41)	文法練習 – 奇数だけ <input type="checkbox"/> 4 (p. 39) s/c <input type="checkbox"/> 5 (p. 39) s/c
		OTH		

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日	メモ (クイズなど)	授業／準備		宿題 (授業の前までに)
2/19 (金) 17	CS ユニット 2 [5] CS 単語クイズ 2.5 利益-進出する (p. 33)	BJ	15 ちょっとよろしい... (pp. 50-51) <input type="checkbox"/> [会話チェック] 1-4 行目	<input type="checkbox"/> 復習 (p. 52)
		CS	読み物 1-23 行目 ➤ 内容確認 1 (1)-(3) (p. 34) ➤ 内容確認 2 (1)-(2) (p. 34)	内容確認 <input type="checkbox"/> 1 (1)-(3) (p. 34) s/c <input type="checkbox"/> 2 (1)-(2) (p. 34) s/c
		OTH		<input type="checkbox"/> BJP チェックリスト とコメント 2

第 7 週

日	メモ (クイズなど)	授業／準備		宿題 (授業の前までに)
2/22 (月) 18	CS ユニット 2 [6]	BJ	5 課: 依頼する 16 小林さん、お願い... (pp. 54-55) <input type="checkbox"/> [会話チェック] 全部	
		CS	読み物 24-44 行目 ➤ 内容確認 1 (4)-(7) (p. 34) ➤ 内容確認 2 (3)-(5) (p. 34)	内容確認 <input type="checkbox"/> 1 (4)-(7) (p. 34) s/c <input type="checkbox"/> 2 (3)-(5) (p. 34) s/c
		OTH		
2/24 (水) 19	ミニインタビューテ スト	BJ		
		CS		
		OTH		
2/26 (金) 20	このコースについて ミニプロジェクト (MP) 2 についてと準備	BJ	17 では、お願いします (pp. 56-57) <input type="checkbox"/> [会話チェック] 7-8 行目	
		CS		
		OTH		<input type="checkbox"/> BJP チェックリスト とコメント 3

第 8 週

日	メモ (クイズなど)	授業／準備		宿題 (授業の前までに)
3/1 (月) 21	CS ユニット 2 [7]	BJ	18 グラフを作り直して... (pp. 58-59) <input type="checkbox"/> [会話チェック] 1-4 行目	
		CS	タスク 1 ジグソータスク (p. 44)	<input type="checkbox"/> 語彙練習 1 (p. 38) s/c <input type="checkbox"/> 表現練習 1 段落 [1]- [2] (p. 42) s/c <input type="checkbox"/> 表現練習 2 (1)-(2) (p. 43) s/c
		OTH		

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日	メモ (クイズなど)	授業／準備		宿題 (授業の前までに)
3/3 (水) 22	<u>CS ユニット 2 [8]</u> ミニプロジェクト (MP) 2 の準備	BJ	19 支店長にわたして... (pp. 60-61) <input type="checkbox"/> [会話チェック] 1-4 行目	
		CS	タスク 2 ディスカッション (p. 45)	<input type="checkbox"/> 語彙練習 2 (p. 38) s/c <input type="checkbox"/> 表現練習 1 段落 [3]- [4] (p. 42) s/c <input type="checkbox"/> 表現練習 2 (3) (p. 43) s/c
		OTH		
3/5 (金) 23	<u>CS ユニット 2 [9]</u>	BJ	20 この日本語の書類... (pp. 62-63) <input type="checkbox"/> [会話チェック] 1-4 行目	<input type="checkbox"/> 復習 (p. 64)
		CS	タスク 3 意思決定タスク (pp. 46-47)	<input type="checkbox"/> 語彙練習 3 (p. 38) s/c <input type="checkbox"/> 表現練習 1 段落 [5] (p. 42) s/c <input type="checkbox"/> 表現練習 2 (4) (p. 43) s/c
		OTH		<input type="checkbox"/> BJP チェックリスト とコメント 4

第 9 週

日	メモ (クイズなど)	授業／準備		宿題 (授業の前までに)
3/8 (月) 24	BJP ミニビデオ発表	BJ		
		CS		
		OTH		
3/10 (水) 25	<u>CS ユニット 2 [10]</u> テスト 2 CS ユニット 2、BJ 会話 10-20	BJ		
		CS		
		OTH		
3/12 (金) 26	<u>パーソナルファイナ</u> <u>ンスレッスン [2]</u>	BJ	6 課：了解する 21 わかりました (pp. 66-67) [会話チェック] 4-9 行目	
		CS		
		OTH	PF レッスン 2	<input type="checkbox"/> PF ワークシート 2 <input type="checkbox"/> BJP チェックリスト とコメント 5

第 10 週				
日	メモ (クイズなど)	授業／準備		宿題 (授業の前までに)
3/15 (月) 27	<u>CS ユニット 3 [1]</u> CS 単語クイズ 3.1 成長する-対象 (p. 56)	BJ	22 かしこまりました (pp. 68-69) <input type="checkbox"/> [会話チェック] 4-7 行目	
		CS	<u>ユニット 3: コーチ</u> 前作業 1-2 (pp. 50-51)	<input type="checkbox"/> 前作業 1-2 (pp. 50-51) s/c
		OTH		MP2 ストーリーボードの ドラフト
3/17 (水) 28	<u>CS ユニット 3 [2]</u> CS 単語クイズ 3.2 品質-駆使する (p. 56)	BJ	23 私であれば (pp. 70-71) <input type="checkbox"/> [会話チェック] 1-5 行目	<input type="checkbox"/> 復習 (p. 72)
		CS	前作業 3 (pp. 52-53)	<input type="checkbox"/> 前作業 3 (pp. 52-53) s/c
		OTH		
3/19 (金) 29	<u>CS ユニット 3 [3]</u> CS 単語クイズ 3.3 発表する-増やす (p. 56)	BJ	<u>7 課: 断る</u> 24 すみません (pp. 74-75) <input type="checkbox"/> [会話チェック] 5-8 行目	
		CS	文法 1 ~にほかならない (p. 59) ➤ 文法練習 1 (p. 63) 文法 2 ~に対して／対する (p. 59) ➤ 文法練習 2 (p. 63-64) 文法 3 ~つつ (p. 60) ➤ 文法練習 3 (p. 64)	文法練習 - 奇数だけ <input type="checkbox"/> 1 (p. 63) s/c <input type="checkbox"/> 2 (pp. 63-64) s/c <input type="checkbox"/> 3 (p. 64) s/c
		OTH		<input type="checkbox"/> BJP チェックリスト とコメント 6

第 11 週				
日	メモ (クイズなど)	授業／準備		宿題 (授業の前までに)
3/22 (月) 30	<u>CS ユニット 3 [4]</u> CS 単語クイズ 3.4 革小物-出店する (pp. 56-57) ミニプロジェクト (MP) 2 の準備	BJ	25 実は (pp. 76-77) <input type="checkbox"/> [会話チェック] 5-8 行目	
		CS	文法 4 ~ことになる (p. 60) ➤ 文法練習 4 (pp. 64-65) 文法 5 ~をはじめ (p. 61) ➤ 文法練習 5 (p. 65)	文法練習 - 奇数だけ <input type="checkbox"/> 4 (pp. 64-65) s/c <input type="checkbox"/> 5 (p. 65) s/c
		OTH		
3/24 (水)	UF Recharge Day クラスなし			

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日	メモ (クイズなど)	授業／準備		宿題 (授業の前までに)
3/26 (金) 31	<u>CS ユニット 3 [5]</u> CS 単語クイズ 3.5 合弁-収益 (p. 57)	BJ	26 今日はちょっと (pp. 78-79) <input type="checkbox"/> [会話チェック] 1-4 行目	
		CS	読み物 1-21 行目 ➤ 内容確認 1 (1)-(3) (p. 58) ➤ 内容確認 2 (1)-(2) (p. 58)	内容確認 <input type="checkbox"/> 1 (1)-(3) (p. 58) s/c <input type="checkbox"/> 2 (1)-(2) (p. 58) s/c
		OTH		<input type="checkbox"/> BJP チェックリスト とコメント 7

第 12 週				
日	メモ (クイズなど)	授業／準備		宿題 (授業の前までに)
3/29 (月) 32	<u>ミニプロジェクト</u> (MP) 2 ビデオ発表	BJ		
		CS		
		OTH		<input type="checkbox"/> MP2 ファイナルス トリーボードとビデ オのリンク
3/31 (水) 33	<u>CS ユニット 3 [6]</u>	BJ	27 結構です (pp. 80-81) <input type="checkbox"/> [会話チェック] 1-4 行目	
		CS	読み物 22-39 行目 ➤ 内容確認 1 (4)-(6) (p. 58) ➤ 内容確認 2 (3)-(5) (p. 58)	内容確認 <input type="checkbox"/> 1 (4)-(6) (p. 58) s/c <input type="checkbox"/> 2 (3)-(5) (p. 58) s/c
		OTH		
4/2 (金) 34	<u>CS ユニット 3 [7]</u>	BJ	28 ゴルフは苦手なんです (pp. 82-83) <input type="checkbox"/> [会話チェック] 1-5 行目	
		CS	タスク 1 ジグソータスク (p. 68)	<input type="checkbox"/> 語彙練習 1 (p. 62) s/c <input type="checkbox"/> 表現練習 1 段落 [1]- [2] (p. 66) s/c <input type="checkbox"/> 表現練習 2 (1)-(2) (p. 67) s/c
		OTH		<input type="checkbox"/> BJP チェックリスト とコメント 8

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第 13 週				
日	メモ (クイズなど)	授業／準備		宿題 (授業の前までに)
4/5 (月) 35	<u>CS ユニット 3 [8]</u>	BJ	29 席はどうしましょうか (pp. 86-87) <input type="checkbox"/> [会話チェック] 1-4 行目	<input type="checkbox"/> 復習 (p. 84)
		CS	タスク 2 ディスカッション (p. 69)	<input type="checkbox"/> 語彙練習 2 (p. 62) s/c <input type="checkbox"/> 表現練習 1 段落 [3]-[4] (p. 66) s/c <input type="checkbox"/> 表現練習 2 (3) (p. 67) s/c
		OTH		
4/7 (水) 36	<u>CS ユニット 3 [9]</u>	BJ	30 いかがいたしましょうか (pp. 88-89) <input type="checkbox"/> [会話チェック] 1-4 行目	
		CS	タスク 3 問題解決タスク (p. 70)	<input type="checkbox"/> 語彙練習 3 (p. 62) s/c <input type="checkbox"/> 表現練習 1 段落 [5]-[6] (p. 66) s/c <input type="checkbox"/> 表現練習 2 (4) (p. 67) s/c
		OTH		
4/9 (金) 37	<u>CS ユニット 3 [10]</u> テスト CS ユニット 3、BJ 会話 21-30	BJ		
		CS		
		OTH		<input type="checkbox"/> BJP チェックリスト とコメント 9

第 14 週				
日	メモ (クイズなど)	授業／準備		宿題 (授業の前までに)
4/12 (月) 38	<u>パーソナルファイナ ンスレッスン [3]</u>	BJ	31 ご相談したいことが... (p. 90-91) <input type="checkbox"/> [会話チェック] 1-6 行目	<input type="checkbox"/> 復習 (p. 92)
		CS		
		OTH	PF レッスン 3	<input type="checkbox"/> PF ワークシート 3
4/14 (水) 39	インタビューテスト	BJ		
		CS		
		OTH		
4/16 (金) 40	復習	BJ	復習	
		CS	復習	
		OTH		<input type="checkbox"/> BJP チェックリスト とコメント 10

第 15 週				
日	メモ (クイズなど)	授業／準備		宿題 (授業の前までに)
4/19 (月) 41	BJP ミニビデオ発表	BJ		
		CS		
		OTH		
4/21 (水) 42	授業最後の日 復習 コースエバリュエー ション	BJ	復習	
		CS	復習	
		OTH		

期末試験

このクラスは期末試験はありません。