

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、グラウ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	<ul style="list-style-type: none"> <li>・英語の表記を理解できる。</li> <li>・AC、GH関連の英語の語彙や表現を理解できる。</li> </ul>				
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 1				
6	Exam Prep; question and answer activities				
7	前期中間試験				
8	前期中間試験 解答解説				
9	To understand ground handling vehicles and accessories 2				
10	To understand ground handling vehicles and accessories and comprehend their purpose				
11	To master understanding of ground handling vehicles and accessories and comprehend their purpose				
12	To understand the procedure of ground operations 1				
13	To understand the procedure of ground operations 2				
14	To understand the procedure of ground operations 3				
15	Exam Prep; question and answer activities				
16	前期期末試験				
17	前期期末試験 解答解説				
18	To understand the procedure of ground operations 4				
19	To master the procedure of ground operations				
20	To understand the procedure of helping a customer sending cargo 1				
21	To understand the procedure of helping a customer sending cargo 2				
22	To understand the procedure of helping a customer sending cargo 3				
23	To master the procedure of helping a customer sending cargo				
24	To understand some problems in helping a customer sending cargo 1				
25	To understand some problems in helping a customer sending cargo 2				
26	Understand a more complex procedure in ground operations 1				
27	Understand a more complex procedure in ground operations 2				
28	Understand a more complex procedure in ground operations 3				
29	Understand a more complex procedure in ground operations 4				
30	Understand a more complex procedure in ground operations 5				
31	To understand the procedure in helping a customer sending freight on the telephone 1				
32	To understand the procedure in helping a customer sending freight on the telephone 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	オリジナル教材(プリント)を使用				

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	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	<ul style="list-style-type: none"> <li>・お客様の質問に英語で答えることができる</li> <li>・お客様に英語で案内ができる</li> <li>・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</li> </ul>				
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 Attendant: Detailed Service Boarding & Before Take-off 1				
6	Cabin Attendant: Detailed Service Boarding & Before Take-off 2				
7	前期中間試験				
8	前期中間試験 解答解説				
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				
19	Problems and Emergency				
20	Cabin Attendant: Detailed Service Public Announcement (PA) 1				
21	Cabin Attendant: Detailed Service Public Announcement (PA) 2				
22	Train Attendant: General Service Phrases/Dialogues 1				
23	Train Attendant: General Service Phrases/Dialogues 2				
24	Train Attendant: General Service Phrases/Dialogues 3				
25	Cabin Attendant: Detailed Service C.I.Q. (Customs,Immigration,Quarantine) 1				
26	Cabin Attendant: Detailed Service C.I.Q. (Customs,Immigration,Quarantine) 2				
27	Cabin Attendant: Detailed Service General Information 1				
28	Cabin Attendant: Detailed Service General Information 2				
29	Cabin Attendant: Detailed Service Extra Care 1				
30	Cabin Attendant: Detailed Service Extra Care 2				
31	Cabin Attendant: Detailed Service Before Landing and Disembarking 1				
32	Cabin Attendant: Detailed Service Before Landing and Disembarking 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	オリジナル教材(プリント)を使用				

科目名	仕事の英会話 GS①②	対象学年	2 年	期間	通年
		曜日・時限	Thu 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	グ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	Review of GS General Service - Vocabulary review				
2	Review of GS General Service - Vocabulary review2				
3	Review of GS General Service - Practice using vocabulary				
4	Review of GS General Service - Practice using vocabulary2				
5	Review of GS General Service - General phrases review				
6	Review of GS General Service - General phrases review2				
7	前期中間試験				
8	前期中間試験 解答解説				
9	Review of GS General Service - General Service Dialogue review				
10	Review of GS General Service - General Service Dialogue review2				
11	Review of GS General Service - General Service Dialogue practice				
12	Review of GS General Service - General Service Dialogue role-plays				
13	Review of GS General Service - Review				
14	Review of GS Passenger General Service - Vocabulary review				
15	Lounge - Phrase review				
16	前期期末試験				
17	前期期末試験 解答解説				
18	Lounge - Practice				
19	Lounge - Role plays				
20	Ground Staff Problems Vocabulary introduction				
21	Ground Staff Problems Vocabulary practice				
22	Ground Staff Problems Vocabulary review				
23	Ground Staff Problems Problem Phrases				
24	Ground Staff Problems Problem Dialogues				
25	Ground Staff Problems Problem Dialogues - role-plays				
26	Ground Staff Problems Problem - review				
27	Ground Staff Problems Problem - review				
28	Ground Staff Additional Questions Vocabulary introduction				
29	Ground Staff Additional Questions Vocabulary practice				
30	Ground Staff Additional Question Vocabulary review				
31	Ground Staff Additional Question Additional Phrases				
32	Buying a ticket - Vocabulary practice - Phrases				
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	オリジナル教材(プリント)を使用				

科目名	仕事の英会話 HT	対象学年	2 年	期間	通年
		曜日・時限	Thu 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	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	Test preparation: Prepare for the Midterm Exam				
7	前期中間試験				
8	前期中間試験 解答解説				
9	Hotel General Service 1:Hotel front desk (6) / Sightseeing spots				
10	Hotel General Service 1:Hotel front desk (7) / Central Tokyo				
11	Hotel General Service 1: Doorman (1) / Train schedule information (3)				
12	Resturant-Reception (1): Restaurant Host/Hostess (1) / Business hours (1) / Sightseeing spots (2)-Nothern Tokyo				
13	Presentation: Demonstrate knowledge concerning a position in a hotel and the English related to it				
14	Resturant-Reception (1) / Host/Hostess (2)				
15	Test preparation: Prepare for the Semester Final Exam				
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 (3)-Western Tokyo				
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	オリジナル教材(プリント)を使用				