



Business Global English
Professor Benjamin Frishman
Spring Semester 2017

Class Hours: Monday from 1:30-4:20pm

Office hours:

Monday: 12:30pm-1:20pm, 4:30-5:20pm

Tuesday: 10:30am-1:20pm

Thursday: 12:30pm-3:20pm

Contact information:

Student Union Hall Room #204 (In the back corner on your left)

Office: 031-220-2633

Email: frish68@gmail.com

Grading Scale:

Attendance and Class Participation **30%**

Homework **10%**

Midterm Exam **30%**

Final Exam **30%**

Tardiness:

If you are **tardy** for more than **10 minutes** of class = **1 absence**

Absences: If you are absent **4** times, the school policy is that the student receives an **F** for the class. Absences which are excused with a valid written reason.

- ✓ Physical exam for joining the army.
- ✓ Death of family members.

Rules:

- ✓ Conduct yourselves as respectful adults. Be courteous and polite to your peers.
- ✓ Handphones may NOT be used for conversations in the classroom (no texting or phone calls). However, you may use your handphone dictionary.
- ✓ If you do not have a valid written excuse for your absence, you will receive a 0 for any missed assignments & exams.
- ✓ Speak with confidence and with the best clarity as possible.
- ✓ All students will SPEAK in ENGLISH in class.
- ✓ Try your best and RESPECT others in the class.

Objective:

- ✓ To immerse students in an all-English environment and study a broad range of business topics
- ✓ To work in groups to complete tasks and assignments
- ✓ To be able to confidently make presentations using English.
- ✓ To simulate working environments where English is the main language



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 Schedule

*There is no text book for this class. All teaching materials will be provided by the instructor and posted onto the internet.

Class Number	Class Theme	Homework (Due next week)
1	Level Test, Class Rules, Attendance, Grading, Teacher Introduction	
2	Student Introductions, Make Groups. Draft Picks	Exchange Contact Information
3	Money Management	Make a pie chart and present it to the class
4	Marketing/Advertising	Survey Students and make a presentation
5	Products	Make a presentation for the product that your group wants to make.
6	Opening a Business part 1	Make a presentation about your group's business plan
7	Opening a Business part 2	Study for Mid Term
8	Mid Term Exams	
9	Hiring/Contracts	Make an English Resume
10	Email/ Formal vs Informal Speech	Make a formal and an informal email
11	Meetings	Make a presentation to share at your group's business meeting
12	Telephoning	Make a script for a business phone conversation
13	Business Trips	Make a presentation about your business trip
14	Making Contacts/ Group Presentations	Study for Final Exam
15	Final Exams	