

Welcome to the Professional Communication course of the Tsukuba Center for Institutes. This is a course for English learners at an Intermediate or above level. We focus on using English to communicate in professional situations such as office activities, email exchanges, conference meetings and presentations, and casual chatting with colleagues.

I have quite a long name, so please call me 'Frank'. I have been living in Tsukuba for about 25 years, and am a retired professor of English and Information Technology. Along with my academic work, I have many years of experience in the business world. My career has taught me much about professional communication, and how to avoid misunderstandings and achieve results. This course is a summary of ideas and techniques to help you do the same.

You can contact me at [frankinkkc@gmail.com](mailto:frankinkkc@gmail.com) and see my homepage at [www.tokiwa.ac.jp/~frank](http://www.tokiwa.ac.jp/~frank)

You will learn to relax and use spoken and written English for professional purposes more naturally, clearly, and effectively. You will participate in role-play simulations to get results and solve problems. Informal chatting is also part of professional communication, and you will enjoy such 'small talk' in every class session.

You will also learn to communicate more effectively by organizing and expressing your ideas clearly. This course will help you practice using critical thinking and top-down structure, and expressing your ideas in plain English. You will improve what you say, and how you say it.

We will learn from many case studies and examples, and use models for typical situations. Class members are also urged to share real examples from their own experience. We will analyze these examples for key points, and practice making suitable responses. This course will help you become a better and more confident English communicator with your professional colleagues, and also improve your everyday interactions in English. I look forward to working with you.

#### Textbook/Reference: Company to Company

<https://www.cambridge.org/jp/cambridgeenglish/catalog/business-professional-and-vocational/company-company-4th-edition>.

Class Calendar 2020 Winter: 18:15-19:45

2020 January						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

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March						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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Winter course =13Days

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