

第 44 回英語研修秋クラス

Class name: Professional Communication Skills Wed. (Online /18:30-20:00)

Instructor: Dr. Frank Berberich

Professional Communication Skills is an Intermediate or above level English skills and practice course. I am your 'coach' to help you learn and practice these skills.

I have quite a long name, so please call me 'Frank'. I have lived in Tsukuba for about 25 years, and am a retired professor of English, and Information Technology. Besides my academic work, I have many years of experience in the technical and business worlds.

My career has taught me much about spoken and written professional communication, and how to achieve results and avoid misunderstandings. This course is a short summary of ideas, techniques, and activities, to help you do the same.

You will practice communicating more briefly, clearly, and effectively in correspondence and meetings, and other professional situations including just coffee-time chatting. You will practice using spoken English, and written English, such as email, memos, and professional notices.

You will also practice 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 communicate, and how you communicate it.

We will learn from simulations and examples, and use models for typical situations. Please share real examples from your own experience, too. We will use these examples for key points, and practice making suitable responses.

The goal of our class is to help you become a better English communicator with your professional colleagues, but you will also improve your everyday English chatting skills, too. Please join us!

Questions? I am at:

frankinkkc@gmail.com

****受講者の声****

- ・初めての受講で英会話も不得手でしたが、非常にアットホームなクラスで敷居が低く継続的に受講することができました。オンライン形式の授業は移動の手間がなく簡単に参加できる点が良かったですと思います。(2020年度 Enjoying YOUR English クラス(オンライン授業)受講 S.E さん /一部抜粋)

※クラス名は異なりますが、同講師による前年度中期クラスの感想を掲載しています。

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2021 September

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		

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October

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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November

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				

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December

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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Total: 12