

2018 Business English - 10:30~12:00 2限				受講人数 10名	15回 コース	
日程	講師	時間	内容	受講生の準備	岐阜大学	マリオの準備
1 4/11 (WED)	マリオ	10:30 12:00 (90min)	<p>1. Introduction to Public Speaking - The 3C's</p> <p>2. STAGE 1 - Presentation Coherency: Flow & K.I.S.S.</p> <p>The Introduction</p> <ul style="list-style-type: none"> - Greeting, What, Why, Overview - Practice <p>The Body</p> <ul style="list-style-type: none"> - How to use Evidence in the Body - how to use transitions - how to use sequencers <p>The Conclusion</p> <ul style="list-style-type: none"> - why do we need conclusion? - how to make a powerful conclusion? - practice making conclusions <p>3. STAGE 2 - Charisma with the Physical Message</p> <ul style="list-style-type: none"> - Posture and Eye Contact - Gestures - Practice making gestures - Voice Inflection <p>4. Putting it all together (practice)</p> <ul style="list-style-type: none"> - 'How to speak so that people would listen' <p>5. Creativity with The Visual Message</p> <ul style="list-style-type: none"> - What is the Visual Message and how to apply it? <p>6. STAGE 4 - The Discussion</p> <ul style="list-style-type: none"> - How to begin and lead a discussion + practice 	発表するトピックを決める	Whiteboard Markers 講演台 プロジェクター	Global Presenter の発表順番を決める
2 4/18 (WED)		10:30 12:00 (90min)			Whiteboard Markers 講演台 プロジェクター	
3 4/25 (WED)		10:30 12:00 (90min)			Whiteboard Markers 講演台 プロジェクター	
4 5/9 (WED)		10:30 12:00 (90min)			Whiteboard Markers 講演台	
5 5/16 (WED)		10:30 12:00 (90min)			Whiteboard Markers 講演台	
6 5/23 (WED)		10:30 12:00 (90min)			Whiteboard Markers 講演台 プロジェクター	
目標：プレゼンテーションの仕方を理解できるようになる						
7 5/30 (WED)	マリオ	10:30 12:00 (90min)	<p>THE GLOBAL PRESENTER 1 trainee 3回プレゼンをすること</p> <ul style="list-style-type: none"> • The Role of the Presenter • The Role of the Chairperson • The Role of the Audience • Layout - Article Summary <p>Introduction</p>	Copy of The Article	Whiteboard Markers 講演台 プロジェクター	Presentation Evaluation 発表順番 (役割) を公表する Presentation Evaluation Matrix 提出 (データ) の 〆 切 受講生のスクリプトを添削する
8 6/6 (WED)		10:30 12:00 (90min)	<p>THE GLOBAL PRESENTER (テーマ : 自由)</p> <ul style="list-style-type: none"> - 5 people (10 mins.) - Q&A session - Trainer's Feedback 	Copy of The Article	Whiteboard Markers 講演台 プロジェクター	Presentation Evaluation Timer
9 6/13 (WED)		10:30 12:00 (90min)	<p>THE GLOBAL PRESENTER (テーマ : 自由)</p> <ul style="list-style-type: none"> - 5 people (10 mins.) - Q&A session - Trainer's Feedback 	Copy of The Article	Whiteboard Markers 講演台 プロジェクター	Presentation Evaluation Timer
10 6/20 (WED)		10:30 12:00 (90min)	<p>THE GLOBAL PRESENTER (テーマ : ビジネス)</p> <ul style="list-style-type: none"> - 5 people (10 mins.) - Q&A session - Trainer's Feedback 	Copy of The Article	Whiteboard Markers 講演台 プロジェクター	Presentation Evaluation Timer
11 6/27 (WED)		10:30 12:00 (90min)	<p>THE GLOBAL PRESENTER (テーマ : ビジネス)</p> <ul style="list-style-type: none"> - 5 people (10 mins.) - Q&A session - Trainer's Feedback 	Copy of The Article	Whiteboard Markers 講演台 プロジェクター	Presentation Evaluation Timer
12 7/4 (WED)		10:30 12:00 (90min)	<p>PREPARATION FOR FINAL PRESENTATION</p> <p>Evaluation</p> <ul style="list-style-type: none"> - 5 people (10 mins.) - Q&A session 	Copy of The Article	Whiteboard Markers 講演台 プロジェクター	Presentation Evaluation Timer
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14 7/18 (WED)		10:30 12:00 (90min)	<p>FINAL PRESENTATION</p> <p>Evaluation</p> <ul style="list-style-type: none"> - 10 (5+5) people (10 mins.) - Q&A session 	Copy of The Article	講演台 プロジェクター 最終プレゼンの撮影	Presentation Evaluation Picture recorder Timer
15 7/25 (WED)		10:30 12:00 (90min)	<ul style="list-style-type: none"> - Trainer's Feedback - Final comments and closing 	Copy of The Article	講演台 プロジェクター 最終プレゼンの撮影	Presentation Evaluation Picture recorder Timer

2018 Business English - 12:45 - 14:15 3限				受講人数 10名	15回 コース	
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