

English for University Administrators

このコースでは、大学教職員としての日常業務を英語で効果的に行う方法を学ぶことができます。大学運営に関連する実際のタスクをレッスン内に行うことで、実際に起こりうる可能性が高い場面での英語練習することができます。



研修タイプ：オンライン形式

コース：1回60分×全12回

日程：火曜日 18:00-19:00

講師：AEON外国人講師

The course focuses on direct communication skills, as well as communicating over the phone and over email.

Learn

- appropriate language to use with different people: students, colleagues, visiting professors, etc.
- key phrases and vocabulary regarding university campuses, curriculums, campus services, etc.
- set phrases to use in emails and telephone calls
- ...

Do

- welcome international students and colleagues to your campus
- troubleshoot issues students and colleagues might have
- provide advice about student services, health issues, and curriculum planning
- give directions and present information about your campus
- discuss campus rules and regulations
- ...