

## **Communication in Public Settings**

Course number: LAN0090E

Instructor: Dr. James Elwood ([elwood.jim@gmail.com](mailto:elwood.jim@gmail.com) or [elwood@grips.ac.jp](mailto:elwood@grips.ac.jp))

Term: Spring, 2013 (April 4 – July 18; 15 weeks)

Time: Wednesday, 3:00-4:30, Room G

### **1. Course Description**

In this course, students will polish their skills in writing memos, letters, and email, forms of communication they are likely to encounter in their academic and professional lives. In doing so, we will discuss issues such as lexical use and tone in addition to strategies for making requests, confirming information, and conveying complaints or points of concern. Classes will include lectures and work in groups, and students are expected to actively (and proactively) participate.

### **2. Course Outline (Course Topics)**

Week 1: Course introduction; organization fundamentals

Week 2: Politeness: To Be or Not To Be

Week 3: Conveying information

Week 4: Making requests

Week 5: Group activity (travel problems)

Week 6: Expressing complaints and points of concern

Week 7: Group activity

Week 8: The Blogosphere, Part 1

Week 9: The Blogosphere, Part 2

Week 10: Group activity

Week 11: Group activity

Week 12: Letters

Week 13: Memos (and Tweets?)

Week 14: More letters

Week 15: Final exam

### **3. Grading**

The attendance and participation are the primary components of student grades, but there will be occasional quizzes and an easy final exam.

### **4. Textbooks**

Class material will be provided by the instructor.