



Sl No	Course Code	Name of the Course
1	CSD003	Communication Skills Development

Course Description

The aim of this course is to develop students' basic communication skills in the context that they will most need those skills: graduate school. Within the context of going abroad to present a paper on their graduate research, students will learn skills needed for traveling (e.g. asking for/giving directions, making reservations), negotiations, survey taking, and problem solving, as well as be introduced to skills involved in making a presentation at a conference. Additionally, students will learn to start and continue a conversation naturally, using a number of communication strategies such as asking follow-up questions and giving extended answers. They will also learn about turn taking and how to control the flow of a conversation by adding information. Finally, writing skills will be practiced with a short essay using the Online Homework Submission and Evaluation System.

Course Goals

Upon completion of this course, students should be able to:

- introduce themselves and talk about familiar, everyday conversation topics
- ask for opinions and either agree or disagree politely
- discuss various personal and ethical problems and solutions
- write an essay and submit it online
- conduct one cycle of academic research

For more detailed information, check the Can-do Goals for this course.

Course Can-do Goals

Speaking Skills

1. I can introduce myself in English when meeting someone for the first time.
2. I can talk about familiar, everyday topics: my university and major.
3. I can talk about familiar, everyday topics: my hobbies and interests.
4. I can talk about familiar, everyday topics: my past experiences.
5. I can talk about familiar, everyday topics: my future plans, goals, and predictions.
6. I can talk about familiar, everyday topics: graduate school.
7. I can talk about familiar, everyday topics: regional, domestic, and international issues.
8. I can ask effective follow-up questions.
9. I can ask for and give opinions.
10. I can agree with someone politely.
11. I can disagree with someone politely.
12. I can talk about personal and ethical problems.
13. I can talk about solutions to personal and ethical problems.
14. I can answer questions from an immigration officer.
15. I can make a hotel reservation on the telephone.
16. I can make a restaurant reservation on the telephone.
17. I can order food and drinks from a waiter at a restaurant.
18. I can ask a salesperson at a clothing store for assistance.



19. I can ask for directions when I am lost.
20. I can give directions to someone who is lost.

Writing Skills

1. I know the English name of my university, college, department, and major.
2. I know what Brainstorming and Clustering are and can use them effectively.
3. I can write an introduction for an essay.
4. I can write body paragraphs for an essay.
5. I can write a conclusion for an essay.
6. I can use peer-feedback to rewrite parts of an essay.
7. I can rewrite an essay based on feedback received from a teacher.

IT Skills

1. I can submit homework online.
2. I can view homework feedback and complete follow-up online exercises.

Academic Skills

1. I can identify a research question and develop survey questions individually.
2. I can identify a research question and develop survey questions as a member of a group.
3. I can conduct research by gathering survey data from others.
4. I can analyze results by tabulating survey data.
5. I can analyze results by ranking survey data.
6. I can present survey findings individually to peers.
7. I can present survey findings as a member of a group to peers.

Guidelines

The following guidelines are designed to make your English classes run a bit more smoothly. Please take the time to read each of them carefully and ask questions if any of the points are unclear.

Classroom

- No chattering when someone else (especially the teacher!!) has the floor.
- In-class tasks must be completed in English. English classes meet only once a week for 90 minutes. If you speak Japanese while you're in English class, you're wasting possibly your only chance to practice English every week.
- Use only a ballpoint pen for text-based exercises. It is important to learn from your mistakes and if you use a pencil, you'll probably end up erasing your mistakes. If you find that you've made a mistake, cross it out with a single line (so that you can still read it and learn from it!).
- Attendance is taken only once per class. If you come late, be sure to write your name on the blackboard so that the teacher can mark you present after class.
- Turn off all portable telephones during class and remove them from your desk during class.
- Do not do homework from other classes during your English class.

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