

Theories of Communication in International Business (TOEIC Bridge)	
Course Instructor: Charles Kitts	Course structure: Lecture
Contact: <a href="mailto:ckitts@miu.ac.jp">ckitts@miu.ac.jp</a>	Grade structure: Pass/Fail
Office Hours: Adjustable	Compulsory
Course goal: TOEIC Preparation	2 Credits
Course Overview: This course will aim to improve students' performance in the TOEIC examination by increasing English listening, reading, and grammar recognition through practice. At the same time, providing the vocabulary and confidence to communicate effectively in a professional setting.	
Resources: Learning materials will be provided.	

Week 1	Lesson Focus	Learning Goals
April 9 <sup>th</sup>	Introduction/Course Overview	
April 10 <sup>th</sup>		
Week 2		
April 14 <sup>th</sup>	Listening/Grammar	Word Form
April 15 <sup>th</sup>	Grammar/Writing	
April 16 <sup>th</sup>	Reading/Grammar	
April 17 <sup>th</sup>	Overview	
Week 3		Learning Goals
April 21 <sup>st</sup>	Listening/Grammar	Tenses
April 22 <sup>nd</sup>	Grammar/Writing	
April 23 <sup>rd</sup>	Reading/Grammar	
April 24 <sup>th</sup>	Overview	
Week 4		Learning Goals
April 28 <sup>th</sup>	Listening/Grammar	Basic Question forms
April 29 <sup>th</sup>	Holiday	
April 30 <sup>th</sup>	Grammar/Writing	
May 1 <sup>st</sup>	Reading/Grammar	
Week 5		Learning Goals
May 5 <sup>th</sup>	Holiday	Embedded Questions
May 6 <sup>th</sup>	Holiday	
May 7 <sup>th</sup>	Listening/Grammar	
May 8 <sup>th</sup>	Grammar/Writing	
Week 6		Learning Goals
May 12 <sup>th</sup>	Listening/Grammar	Reported Speech
May 13 <sup>th</sup>	Grammar/Writing	
May 14 <sup>th</sup>	Reading/Grammar	
May 15 <sup>th</sup>	Overview	
Week 7		Learning Goals
May 19 <sup>th</sup>	Listening/Grammar	Modals (can, could, will, would, should, etc.)
May 20 <sup>th</sup>	Grammar/Writing	
May 21 <sup>st</sup>	Reading/Grammar	
May 22 <sup>nd</sup>	Overview	
Week 8		Learning Goals
May 26 <sup>th</sup>	Listening/Grammar	Modals

May 27 <sup>th</sup>	Grammar/Writing	
May 28 <sup>th</sup>	Reading/Grammar	
May 29 <sup>th</sup>	Overview	
Week 9		Learning Goals
June 2 <sup>nd</sup>	Listening/Grammar	Prepositions (in, on, at, by, etc.)
June 3 <sup>rd</sup>	Grammar/Writing	
June 4 <sup>th</sup>	Reading/Grammar	
June 5 <sup>th</sup>	Overview	
Week 10		Learning Goals
June 9 <sup>th</sup>	Listening/Grammar	Nouns/Pronouns
June 10 <sup>th</sup>	Grammar/Writing	
June 11 <sup>th</sup>	Reading/Grammar	
June 12	Overview	
Week 11		Learning Goals
June 16 <sup>th</sup>	Listening/Grammar	Passive voice
June 17 <sup>th</sup>	Grammar/Writing	
June 18 <sup>th</sup>	Reading/Grammar	
June 19 <sup>th</sup>	Overview	
Week 12		Learning Goals
June 23 <sup>rd</sup>	Listening/Grammar	Linking Words (Because, but, since, even though, etc.)
June 24 <sup>th</sup>	Grammar/Writing	
June 25 <sup>th</sup>	Reading/Grammar	
June 26 <sup>th</sup>	Overview	
Week 13		Learning Goals
June 30 <sup>th</sup>	Listening/Grammar	Relative Clauses/Conditional Sentences
July 1 <sup>st</sup>	Grammar/Writing	
July 2 <sup>nd</sup>	Reading/Grammar	
July 3 <sup>rd</sup>	Overview	
Week 14		Learning Goals
July 7 <sup>th</sup>	Holiday	Verb/verb patterns
July 8 <sup>th</sup>	Listening/Grammar	
July 9 <sup>th</sup>	Grammar/Writing	
July 10 <sup>th</sup>	Reading/Grammar	
Week 15		Learning Goals
July 14 <sup>th</sup>	Listening/Grammar	Phrasal verbs
July 15 <sup>th</sup>	Grammar/Writing	
July 16 <sup>th</sup>	Reading/Grammar	
July 17 <sup>th</sup>	Overview	
Week 16		Learning Goals
July 21 <sup>st</sup>	Holiday	Wrap-up/Test
July 22 <sup>nd</sup>	Review	
July 23 <sup>rd</sup>	Review	
July 24 <sup>th</sup>	Review	
Week 17		Learning Goals
July 28 <sup>th</sup>	Review	