



**J2I Study Abroad Training Program**  
**プログラミング入門コース (Basic IT)**

Softbridge Solutions Japan Co.,Ltd.  
TEL: 03-5280-7818  
FAX: 03-5280-0503  
URL: <http://www.j2i.jp>

英語コース (E1かE2のどちらかを選択)				
No	Module	Duration (hrs)	Days	Comment
E1	Elementry English	105	70	
E2	Advance English	105	70	



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No	Module	Duration (hrs)
E1	Elementary English	105
Pre-requisites : Basic language skills in Reading, Writing, Listening and Speaking		
Objective : Students will learn how to - <ul style="list-style-type: none"> <li>- express their ideas confidently in day-to day situations</li> <li>- Ask for and give personal and job related information</li> <li>- Answer / get through on The phone</li> <li>- give and take telephone messages</li> <li>- State reasons for a Call</li> <li>- Change arrangements</li> <li>- Confirming information</li> <li>- End a Call</li> <li>- Ask for and give information on companies and products</li> <li>- Say large numbers</li> <li>- Lay out a business letter, fax and memo</li> <li>- Ask for directions.</li> <li>- Talk about departments</li> <li>- Make plans and arrangements</li> <li>- Make appointments</li> <li>- Book a hotel room</li> <li>- Welcome visitors and Make small Talk</li> <li>- Describe business events</li> <li>- Write a letter requesting information</li> <li>- use social skills &amp; cultural awareness in business and entertaining guests</li> <li>- Make and Accept or Decline invitations</li> <li>- take a business associate to dinner</li> <li>- Deal with problems and clients</li> <li>- Complain and Apologize</li> <li>- Present ideas effectively - to plan, prepare and structure presentations</li> </ul>		
<b>Topics</b>		
<b>The Course focuses on application of</b> English Language in the day-to day situations as well as in the Real World Business context. <ul style="list-style-type: none"> <li>- The focus is on Speaking, Listening and Reading Skills.</li> <li>- The Teaching methodology is based on Interactive communicative role plays, picture Reading, pair work, group discussions.</li> </ul>		



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No	Module	Duration (hrs)
<b>E2</b>	<b>Advanced English</b>	<b>105</b>
Pre-requisites : Good language skills in Reading, Writing, Listening and Speaking.		
Objective : Students will learn how to - <ul style="list-style-type: none"> <li>- Ask for and give personal and job related information</li> <li>- Answer / get through on The phone</li> <li>- give and take telephone messages</li> <li>- State reasons for a Call</li> <li>- Change arrangements</li> <li>- Confirming information</li> <li>- End a Call</li> <li>- Ask for and give information on companies and products</li> <li>- Say large numbers</li> <li>- Lay out a business letter, fax and memo</li> <li>- Ask for directions.</li> <li>- Talk about departments</li> <li>- Make plans and arrangements</li> <li>- Make appointments</li> <li>- Book a hotel room</li> <li>- Welcome visitors and Make small Talk</li> <li>- Describe business events</li> <li>- Write a letter requesting information</li> <li>- use social skills &amp; cultural awareness in business and entertaining guests</li> <li>- Make and Accept or Decline invitations</li> <li>- take a business associate to dinner</li> <li>- Deal with problems and clients</li> <li>- Complain and Apologize</li> <li>- Present ideas effectively - to plan, prepare and structure presentations</li> </ul>		
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