

Business Japanese

Section 1

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【Course Outline / Description】

This course is for learners with an intermediate-advanced Japanese language level. The course is suitable for students who are looking at career opportunities in Japanese companies. In this course students will have speaking exercises focusing on superior-subordinate/ingroup-outgroup distinctions in the workplace. Students also get to know basic patterns to write business mails. Students are expected to take part in a simulation exercise for a job interview.

We will use Blackboard and Zoom as communication tools. The instruction and the learning materials for each class will be posted in Blackboard. Students are requested to check the course schedule and Blackboard on each class day. Students have a Zoom session on Tuesdays and a self-study session on Thursdays.

Section 2

【Course Objectives/Goals/Learning Outcomes】

1. acquire words and expressions useful for business purposes
2. develop the speaking abilities to deal with a wide range of business situations using honorific expressions and different speech styles.
3. learn basic patterns and expressions to write business mails
4. conduct a simulated job interview

Section 3

【Class Schedule/Class Environment】

	Class Contents
1	(Zoom) Orientation L1: Introductions in business
2	(Self-study) L1: Introductions in business
3	(Zoom) Vocabulary quiz L1 L1: Introductions in business L2: Greetings in business
4	(Self-study) L2: Greetings in business
5	(Zoom) Vocabulary quiz L2 L2: Greetings in business
6	(Self-study) Honorific expressions for business
7	(Zoom) L3: Asking for Permission

8	(Self-study) L3: Asking for Permission
10	(Zoom) Vocabulary quiz L3 L3: Asking for Permission L4: Making Requests
11	(Self-study) L4: Making Requests
12	(Zoom) Vocabulary quiz L4 L4: Making Requests
13	(Self-study) Business mail 1
14	(Zoom) Practice for Midterm Oral Test
15	Review
16	(Zoom) Midterm Oral test
17	(Self-study) Preparation for Interview
18	(Zoom) Preparation for Interview L5: Inviting
19	(Self-study) L5: Inviting
20	(Zoom) Vocabulary quiz L5 L5: Inviting L6: Telephoning
20	(Self-study) L6: Telephoning
21	(Zoom) Vocabulary quiz L6 L6: Telephoning Practice for Interview Simulation
22	(Self-study) Practice for Interview Simulation
23	(Zoom) Interview Simulation
24	(Self-study) Business Mail 2
25	(Zoom) Vocabulary quiz Business Mail2 L7: Making Appointments
26	(Self-study) L7: Making Appointments
27	(Zoom) L7: Making Appointments L8: Proposals and Offers of Help
28	(Self-study) L8: Proposals and Offers of Help
29	(Zoom) Vocabulary quiz L8 L8: Proposals and Offers of Help Practice for Final Oral Test
30	Review
	(Zoom) Final Oral Test

【Learning Materials】

Please buy the following book in an online store.

『^{しんそうばん}新装版 ^{にほんご}ビジネスのための日本語』（^{しょちゅうきゅう}初中級）

“Getting down to business: Japanese for business people” (Lower Intermediate Level)

Author: Ryusuke Yoneda, Kazuko Fujii, Mie Shigeno, Hiroko Ikeda

Published by 3A Corporation

ISBN-10: 4883194019

Section 4

【Learning Assessments/Grading Rubric】

Midterm Oral test 20%

Final Oral test 20%

Vocabulary quiz 15%

Interview Simulation 20 %

Written Assignments 25%

Section 5

【Additional Information】

1. It is critical that students attend Zoom sessions and submit assignments according to the schedule. An assignment submitted later than the deadline will cause a 20% reduction from the achieved points in that assignment.
2. The vocabulary quiz will be held in the first 10 minutes of a Zoom session. There is no make-up quiz for the students who missed the quiz. The worst score of the quizzes in the semester will not be included in the result.
3. Oral Tests will not be rescheduled for any reason. Make-ups will be given only for medical reasons with written proof.