

## 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 and Japanese business manners. 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.

## 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, Literature and Materials】

	Class Contents
1	Orientation L1: Introductions in business
2	L1: Introductions in business
3	<b>Vocabulary quiz L1</b> L1: Introductions in business L2: Greetings in business
4	L2: Greetings in business
5	<b>Vocabulary quiz L2</b> L2: Greetings in business Business manners
6	Honorific expressions for business
7	Honorific expressions for business L3: Asking for Permission
8	L3: Asking for Permission

9	<b>Vocabulary quiz L3</b> L3: Asking for Permission L4: Making Requests
10	L4: Making Requests
11	<b>Vocabulary quiz L4</b> L4: Making Requests
12	Business mail 1
13	Business mail 1 Practice for Midterm Oral Test
14	<b>Midterm Oral test (Group1)</b>
15	<b>Midterm Oral test (Group2)</b>
16	Preparation for Interview “Entry sheet”
17	Preparation for Interview “Entry sheet” L5: Inviting
18	L5: Inviting
19	<b>Vocabulary quiz L5</b> L5: Inviting L6: Telephoning
20	L6: Telephoning
21	<b>Vocabulary quiz L6</b> L6: Telephoning Practice for Interview Simulation
22	<b>Interview Simulation (Group1)</b>
23	<b>Interview Simulation (Group2)</b>
24	Business Mail 2
25	Business Mail 2 L7: Making Appointments
26	L7: Making Appointments
27	<b>Vocabulary quiz Business Mail 2</b> L7: Making Appointments L8: Proposals and Offers of Help
28	L8: Proposals and Offers of Help
29	<b>Vocabulary quiz L8</b> Practice for Final Oral Test
30	<b>Final Oral Test (Group1)</b>
TBA	<b>Final Oral Test (Group2)</b>

**【Textbooks/Reading Materials】**

『しんぞうばん新装版 にほんごビジネスのための日本語』 (しよちゆうきゆう初中級)

“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 15 %

Written Assignments 30%

**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.