

## Business Japanese

## Section 1

Instructor/Title	半田佳奈子 Kanako Handa
------------------	--------------------

## 【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. The main activity of this course is 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.

Prerequisite : Currently enrolled in Japanese Level 5 or higher

Basic knowledge of Japanese honorific language (敬語 <sup>けいご</sup>)

## Section 2

## 【Course Objectives/Goals/Learning Outcomes】

Students who successfully complete this course will be able to:

1. understand and use words and expressions useful for business purposes
2. deal with various business situations using honorific expressions and different speech styles.
3. understand and write basic business mails
4. have a good basis to prepare for a job interview

## Section 3

## 【Class Schedule/Class Environment, Literature and Materials】

	Class Contents	Preparation for the class Assignments
1	Orientation L1: Introductions in business	Read “to the student” in the textbook (pp.viii-ix) L1: Introductions in business (p.2, p.6)
2	L1: Introductions in business <b>Submit Assignment: L1, Stage4 “self-introduction”</b>	L1: Introductions in business (p.4, p.8) <b>Written Assignment: L1, Stage4 “self-introduction”</b>
3	<b>Vocabulary quiz L1</b> L2: Greetings in business	Study for quiz L1 L2: Greetings in business (pp.16-17, p.24)
4	L2: Greetings in business	L2: Greetings in business (pp.19-20, p.26)
5	<b>Vocabulary quiz L2</b> Honorific expressions for business Business manners1	Study for quiz L2 Honorific expressions for business (material to download) Business manners1 (material to download)
6	L3: Asking for Permission	L3: Asking for Permission (pp.34-36, p.40, p.48)
7	L3: Asking for Permission Business manners 2	L3: Asking for Permission (p.38, p.44) Business manners 2 (material to download)

8	<b>Vocabulary quiz L3</b> L4: Making Requests	Study for quiz L3 L4: Making Requests (p.50, p.55, p.57)
9	L4: Making Requests <b>Submit Assignment: L4, Stage3</b>	L4: Making Requests (pp.52-53, p.59) <b>Written Assignment: L4, Stage3</b>
10	<b>Vocabulary quiz L4</b> Handout "Job hunting"	Study for quiz L4 Handout "Job hunting" (material to download)
11	Business mail 1	Business mail1 (material to download)
12	Review	Review
13	<b>Review and Midterm Oral test</b>	Study for Midterm Oral test
14	<b>Review and Midterm Written test</b>	Study for Midterm Written test
15	L5: Inviting	L5: Inviting (material to download)
16	Handout "Entry sheet" <b>Submit Assignment "Entry sheet"</b>	Handout "Entry sheet" (material to download) <b>Written Assignment "Entry sheet"</b>
17	<b>Vocabulary quiz L5</b> L6: Telephoning	Study for quiz L5 L6: Telephoning (pp.84-86, p.93, p.95)
18	L6: Telephoning	L6: Telephoning (pp.88-90, p.97)
19	<b>Vocabulary quiz L6</b> Business manners 3	Study for quiz6 Business manners 3 (material to download)
20	<b>Interview Simulation</b>	Practice for Interview simulation
21	<b>Interview Simulation</b>	Practice for Interview simulation
22	Business Mail 2	Business mail2 (material to download)
23	<b>Vocabulary quiz Business Mail 2</b> L7: Making Appointments	Study for quiz Business Mail2 L7: Making Appointments (pp.104-107, p.110)
24	L7: Making Appointments	L7: Making Appointments (p.112)
25	L8: Proposals and Offers of Help	L8: Proposals and Offers of Help (p.129)
26	L8: Proposals and Offers of Help	L8: Proposals and Offers of Help (pp.124-125)
27	<b>Vocabulary quiz L8</b> Case study	Study for quiz L8 Case study (material to download)
28	Review	Review
29	Review	Review
30	<b>Review and Final Oral Test</b>	<b>Study for Final Oral Test</b>
	<b>Final Written test</b>	<b>Study for Final Written Test</b>

## 【Textbooks/Reading Materials】

しんそうばん  
『新装版 ビジネスのための日本語 初中級』  
ちよしや よねだりゆうすけ ふじいかずこ しげのみ え いけだひろこ  
著者：米田 隆 介、藤井和子、重野美枝、池田広子  
しゅつばんしゃ  
出版社：スリーエーネットワーク

#### Section 4

##### 【Learning Assessments/Grading Rubric】

Final exam 30% (oral 10% / written 20%)

Midterm exam 30% (oral 10% / written 20%)

Quiz 15%

Interview simulation 15%

Assignments 10%

#### Section 5

##### 【Additional Information】

1. An assignment submitted later than the deadline will cause a 20% point reduction.
2. The quiz will be held in the first 10 minutes of the class. There is no make-up quiz for the students who missed the quiz. The lowest quiz score in the semester will not be included in the result.
3. The exams will not be rescheduled for any reason. Make-ups will be given only for medical reasons with written proof.
4. We will conduct a lot of speaking practices in pairs.
5. The oral tests and the interview simulation will be recorded only for grading.