

Business Japanese

Section 1

Instructor/Title	半田佳奈子 Kanako Handa
Contacts (E-mail)	

【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	Vocabulary quiz L1 L1: Introductions in business L2: Greetings in business
4	L2: Greetings in business
5	Vocabulary quiz L2 L2: Greetings in business Business manners 1
6	Honorific expressions for business
7	L3: Asking for Permission
8	L3: Asking for Permission

9	Vocabulary quiz L3 L3: Asking for Permission L4: Making Requests
10	L4: Making Requests
11	Vocabulary quiz L4 L4: Making Requests Business Manners2
12	Business mail 1
13	Practice for Midterm Oral Test
14	Midterm Oral test
15	L5: Inviting
16	L5: Inviting Handout 「就職活動」
17	Preparation for Interview “Entry sheet”
18	Vocabulary quiz L5 L6: Telephoning
19	L6: Telephoning
20	Vocabulary quiz L6 L6: Telephoning Business manners 3
21	Practice for Interview Simulation
22	Interview Simulation
23	Business Mail 2
24	L7: Making Appointments
25	L7: Making Appointments
26	Vocabulary quiz Business Mail 2 L7: Making Appointments L8: Proposals and Offers of Help
27	L8: Proposals and Offers of Help
28	Vocabulary quiz L8 Case study
29	Practice for Final Oral Test
30	Final Oral Test

【Reading Materials】

The learning materials will be posted in Blackboard.

【Reference】

『しんさ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.