

Section 1

Instructor	NAITO, Yuko
Office/Building	Nakamiya 3328
Office Hours	Mon 13:30-14:30 & Fri 15:00-16:00 and by appointment

【Course Outline / Description】

The first level of Japanese for beginners who have no formal training in the language. This course aims mainly at the development of speaking and listening skills, but also reading and writing skills. Approximately 300 vocabulary words will be introduced. At the end of the course, successful students should be able to function in Japanese in everyday situations such as making requests, stating reasons, describing things, etc. This course will cover Lesson 1 through Lesson 6 of *Genki I Third edition*.

Section 2

【Course Objectives/Goals/Learning Outcomes】

1. Students will be able to use vocabulary (approx. 300 basic nouns, verbs, adjectives, and expressions).
2. Students will be able to speak in basic Japanese and function in everyday situations as making requests, stating reasons, describing things, etc.
3. Students will be able to read and write Japanese letters (Hiragana, Katakana, 40 Kanji)

Section 3

【Class Schedule/Class Environment, Literature and Materials】

day	Class Content	To do after class
1	L1 Orientation, Self-introduction (“X is Y.”), Greetings • Grammar 1: X wa Y desu • Grammar 2: Questions • Numbers (0-100) • Yes/No Questions	<input type="checkbox"/> Read “Japanese Writing System” pp.20-27. <input type="checkbox"/> Read “Greetings” pp.30-33, and listen (K00-01) and practice by repeating sentences until you can say each one in the same way. <input type="checkbox"/> Learn L.1 Vocabulary pp.38-39 by heart: Write in Hiragana or Romaji* 10 times, listen (K01-06) and read aloud mimicking its intonation. *Romaji can be used until the end of Lesson L 2. <input type="checkbox"/> Read Numbers p.35, and listen (K00-02-05) <input type="checkbox"/> Read Grammar 1, 2 & 3, pp.41-43. <input type="checkbox"/> WB pp.13-14 <input type="checkbox"/> Read “Expression Notes 2” and “Culture Notes” pp.44-45.
2	• Time, Numbers, and Questions • X wa nan desu ka • Grammar 3: Noun1 no Noun2 • Hiragana a-ho pp.121-123	<input type="checkbox"/> Learn L.1 Vocabulary pp.38-39 by heart: Write in Hiragana or Romaji* 10 times, listen (K01-06) and read aloud mimicking its intonation. <input type="checkbox"/> Read aloud Additional Vocabulary (pp.39-40) with (K01-08). <input type="checkbox"/> Speaking Practice: I, II, III p.46-51

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		(K01-09-19) and say it aloud mimicking its intonation. WB pp.15-18 (see handout for Hiragana reading)
3	<p>★VQ (Vocabulary Quiz) 1 (can be in Romaji)</p> <ul style="list-style-type: none"> • Grammar 3: Noun1 no Noun2 • Hiragana ma-n pp.124-125 	<input type="checkbox"/> Learn L.1 Vocabulary (pp.38-40) by heart: Write in Hiragana or Romaji 10 times, listen(K01-06, 08) and read aloud mimicking its intonation. <input type="checkbox"/> Speaking Practice: III c, IV-VI (K01-19-24) <input type="checkbox"/> WB pp.19-22 (see handout for Hiragana reading) Read “Useful Expressions” p.55.
4	<ul style="list-style-type: none"> • Dialogue 1 & 2 • Reviews and Practices • Hiragana pp.126-127 	<input type="checkbox"/> Learn L.1 Vocabulary (pp.38-40) by heart: Write only in Hiragana 3 times, listen(K01-06, 08) and read aloud mimicking its intonation. <input type="checkbox"/> Read aloud Additional Vocabulary (pp.39-40) with CD (K01-08). <input type="checkbox"/> Read “Grammar notes” (in orange cover) L.1 <input type="checkbox"/> Speaking Practice: III c, IV-VI (K01-19-24) <input type="checkbox"/> Learn Dialogue I & II by heart: (K01-01-04) and say it aloud mimicking its intonation.
5	<ul style="list-style-type: none"> • Reviews and Practices • Hiragana sentences 	<input type="checkbox"/> Speaking Practice VI (K01-24) Learn Dialogue I & II by heart: Listen (K01-01-04) and say it aloud mimicking its intonation, then write them in Hiragana twice.
6	<p>★Lesson Test (Lessons 1) (Romaji can be used)</p>	<input type="checkbox"/> Read Grammar 1 & 2 pp.60-61. <input type="checkbox"/> Learn L.2 Vocabulary (p.58-59) by heart: Write them in Hiragana 3 times, listen (K02-06) and read aloud mimicking its intonation. Read pp.65-67, and study numbers (K02-07)
7	L2 <ul style="list-style-type: none"> • Grammar 1: これ/それ/あれ/どれ • Grammar 2: この/その/あの/どの+NOUN • (Xは) いくら ですか。 • Bigger Numbers (100-) • Hiragana sentences 	Speaking Practice I, II, III WB pp.25-26
8	<ul style="list-style-type: none"> • Grammar 3: ここ/そこ/あそこ/どこ • Grammar 4: だれの+NOUN • Katakana 	IV, V WB pp.27-28
9	<p>★VQ2</p> <ul style="list-style-type: none"> • Grammar 5: Noun も • Grammar 6: NOUN-じゃないです • Katakana 	VI, VII, VIII WB pp.29-30
10	<p>★Hiragana Q</p> <ul style="list-style-type: none"> • Grammar 7: Sentence-Final Particles ね & よ • Dialogue 1 & 2 	Memorize & Write Dialogues WB p.31 (lis.)

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11	<ul style="list-style-type: none"> • Katakana words • Reviews and Practices 	Review L2
12	<p>★Lesson Test (Lessons 2) (Romaji can be used)</p>	Study L3 vocab
13	<p>L3</p> <ul style="list-style-type: none"> • Grammar 1: Verb conjugation ます form and ません form • Grammar 2: Verb Types and the “Present Tense” • Grammar 3: Particles を 	I, II WB p.32
14	<ul style="list-style-type: none"> • Grammar 3: Particles を, で, に, へ • Grammar 4: Time Reference • Kanji 	III, IV WB pp.33-34
15	<p>★VQ3</p> <ul style="list-style-type: none"> • Grammar 5: V-ませんか • ~は どうですか • Grammar 6: Frequency Adverbs • Grammar 7: Word Order • Kanji 	V, VI, VII WB pp.35-38 (4 pages)
16	<ul style="list-style-type: none"> • Grammar 8: Topic Particle は • Kanji 	WB pp.39-40 (lis.)
17	<p>★Katakana Q</p> <ul style="list-style-type: none"> • Dialogue 1 & 2 • Reviews and Practices • Kanji 	Memorize & Write Dialogues
18	<p>★Kanji Q1</p> <ul style="list-style-type: none"> • Reviews and Practices 	Review L3
19	♪Talking with Japanese students 1♪	Review LL1-3
20	★Lesson Test (Lessons 1-3)	Review LL1-3
21	Review / Oral Exam	Study L4 vocab
22	Oral Exam	Study L4 vocab
23	<p>L4</p> <ul style="list-style-type: none"> • Grammar 1: X が {あります/いま す} 	I
24	<ul style="list-style-type: none"> • Grammar 2: Describing where things are 	II WB pp.41-42
25	<p>★VQ4</p> <ul style="list-style-type: none"> • Grammar 3: Past Tense of です ～でした/～じゃなかったです • Grammar 4: Past Tense of Verbs ～ました/～ませんでした • Kanji 	III, IV WB pp.43-44
26	<ul style="list-style-type: none"> • Grammar 5: Particle ~も • Grammar 6: いちじかん • Grammar 7: たくさん • Grammar 8: Particle と • Kanji 	V, VI, VII WB pp.45-48 (4 pages)
27	<ul style="list-style-type: none"> • Dialogue 1, 2 & 3 	WB p.49 (lis.)

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	• Reviews and Practices	Memorize & Write Dialogues
28	★ Kanji Q2 • Review	Study L5 vocab
29	★ Lesson Test (Lessons 4)	Study L5 vocab
30	L5 • Grammar 3 : Adjectives (Noun Modification) • Grammar 1 : Adjectives (Present Tense) Present Affirmative/Negative forms of い-adjectives and な-adjectives • Kanji	I WB p.50
31	• Grammar 2 : Adjectives (Past Tense) Past Affirmative/Negative forms of い-adjectives and な-adjectives • Kanji	II WB pp.51-54 (4 pages)
32	★ VQ5 • Grammar 4: すき (な) / きれい (な) • どんな+NOUN • Kanji	III, IV WB pp.55-56
33	• Grammar 5: ~ましょう / ましょうか • Grammar 6: Counting ~まい • Kanji	V, VI WB pp.57-58 (lis)
34	★ Kanji Q3 • Dialogue 1, 2 & 3 • Reviews and Practices	Memorize & Write Dialogues
35	★ Lesson Test (Lessons 5)	Study L6 vocab
36	L6 • Grammar 1: Te-form • Grammar 2: V-て+ください • Kanji	I, II WB pp.59-60
37	• Grammar 3: Describing Two Activities Sentence1-て、Sentence2. • Kanji	III WB pp.61-62
38	★ VQ6 • Grammar 4: V-て+もいいです • Grammar 5: V-て+はいけません • Kanji	IV, V WB pp.63-64
39	• Grammar 6: ~から S(situation)。S(explanation)+から。 • Grammar 7: ましょうか • Kanji	VI, VII, VIII WB pp.65-66
40	★ Kanji Q4	Memorize & Write Dialogues

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	• Dialogue 1, 2 & 3 • Reviews and Practices	WB pp.67-68 (lis.)
41	• Review	Review L6
42	♪Talking with Japanese students 2♪	Review LL1-6
43	★Lesson Test (Lessons 4-6)	Review LL1-6
44	Review / Oral Exam	Review LL1-6
45	Review / Oral Exam	Review LL1-6

【Textbooks/Reading Materials】

Genki I (3rd edition), The Japan Times

Eri Banno, Yoko Ikeda, Yutaka Ohno, Chikako Shinagawa, Kyoko Tokashiki

ISBN978-4-7890-1730-5

Genki I Workbook (3rd edition), The Japan Times

Eri Banno, Yoko Ikeda, Chikako Shinagawa, Kaori Tajima, Kyoko Tokashiki

ISBN978-4-7890-1731-2

Section 4

【Learning Assessments/Grading Rubric】

Homework	15%
Vocabulary and Kanji Quizzes	10%
Lesson Tests	30%
Oral Exam	10%
Participation and Performance	5%
Final Exam	30%

(In case of moving classes / exams to online, the grading criteria can be changed.)

Section 5

【Additional Information】

The first level of Japanese is for beginners who have no formal training in the language, but go ahead and start learning Hiragana.

Quizzes and Examinations:

1. Tests and Exams will not be rescheduled for any reason, except injury and illness with written proof.
2. No make-ups will be given for quizzes, but the lowest score of the quizzes will be dropped.

Assignments:

Submit assignments **by the beginning of the class**. A half credit will be given for homework completed later.

Absence Policy:

It is critical that students attend classes regularly. 0.5 point for each absence will be deducted from your final grade out of 100. For example, if you miss 2 classes in total during the semester, 1 point will be deducted from your final grade. Likewise, 0.2 point will be deducted if you are late less than 25 minutes for class. Be in class by the time the starting bell rings.

Japanese1C,D

Section 1

Instructor	TSUCHIDA, Megumi
Office/Building	1425/Building 1
Office Hours	Monday 12:15-13:15, or by appointment

【Course Outline / Description】

Japanese 1 is the first level of an elementary course on spoken and written Japanese designed for beginning students. There are no pre-requisites for the course. This course will cover Lesson 1 through Lesson 6 of Genki I third edition. Classes will be conducted as much as possible in Japanese. Regular attendance and participation are expected. In addition, all students are required to engage in regular independent practice outside the classroom. The course aims to provide a basic foundation that will enable students to develop language skills in listening, speaking, reading, and writing in Japanese. Basic grammar patterns, Japanese letters (i.e., Hiragana, Katakana, and 40 Kanji), and approximately 300 words will be introduced.

Section 2

【Course Objectives/Goals/Learning Outcomes】

This course aims to provide a basic foundation that will enable students to acquire and develop language skills in listening, speaking, reading, and writing in Japanese. Students should be able to achieve the following objectives by the end of the course:

1. Able to function in Japanese in real-life situations such as making requests, stating reasons, and describing things.
2. Able to identify and understand written material in Hiragana, Katakana, and Kanji such as prices in stores, menus, and signs.
3. Able to compose simple texts such as memos and diary entries.
4. Able to have a good sense of culturally appropriate conduct such as gestures, greetings, backchannels, and body language.

Section 3

【Class Schedule/Class Environment, Literature and Materials】

Day	Lesson	Class Content	Homework
1	L1(1)	<ul style="list-style-type: none"> ・Orientation ・Greetings ・1. XはYです “X is Y.” ・2. Questions ・Numbers (0-100) ・Hiragana 	Please read Course Syllabus.
2	L1(2)	<ul style="list-style-type: none"> ・3. Noun1 の Noun2 ・Hiragana 	WB pp.13-14
3	L1(3)	<ul style="list-style-type: none"> ★Vocabulary Quiz ・Dialogues ・Hiragana 	WB pp.15-16
4	L1(4)	<ul style="list-style-type: none"> ★Vocabulary Quiz ・Reviews and Practices ・Hiragana 	WB pp.17-18

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5	L1(5)	★Hiragana Quiz ・Reviews and Practices	WB pp.19
6	L1(6)	★Lesson Test (Lesson 1)	Please prepare for Lesson Test.
7	L2(1)	★Vocabulary Quiz ・1. これ／それ／あれ／どれ ・2. この／その／あの／どの ・Numbers (100-) ・Katakana	WB pp.21-22
8	L2(2)	★Vocabulary Quiz ・2. この／その／あの／どの ・Katakana	WB p. 25
9	L2(3)	・3. ここ／そこ／あそこ／どこ ・4. だれの Noun ・Katakana	WB pp.26-27
10	L2(4)	・5. Noun も ・6. Noun じゃないです ・Dialogues	WB p.28
11	L2(5)	・7. ～ね／～よ ・Dialogues	WB p. 29
12	L2(6)	★Katakana Quiz ・Reviews & Practices	WB p.31
13		★Lesson Test (Lesson 2)	Please prepare for Lesson Test.
14	L3(1)	★Vocabulary Quiz ・1. Verb Conjugation ・2. Verb Types and the "Present Tense" ・3. Particles ・Kanji	WB p.32
15	L3(2)	★Vocabulary Quiz ・3. Particles ・4. Time References ・Kanji	WB p.33
16	L3(3)	・5. ～ませんか ・6. Frequency Adverbs ・Kanji	WB pp.34-35
17	L3(4)	・7. Word Order ・8. The Topic Particle は ・Kanji	WB pp.36-37
18	L3(5)	★Kanji Quiz ・Dialogues ・Reviews & Practices	WB pp.39-40
19		★Lesson Test (Lesson 3)	Please prepare for Lesson Test.
20		★Oral Test1 (day1)	Please prepare for Oral Test.
21		★Oral Test1 (day2)	Please prepare for Oral Test.
22		Typing & Writing practices	Typing assignment
23	L4(1)	★Vocabulary Quiz ・1. X があります／います ・Kanji	WB p.41

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24	L4(2)	★Vocabulary Quiz ・2. Describing Where Things Are ・Kanji	WB p.42
25	L4(3)	・3. Past Tense of です ・4. Past Tense of Verbs ・Kanji	WB pp.43
26	L4(4)	・5. も ・6. 一時間 ・7. たくさん ・8. と ・Kanji	WB pp.44-45
27	L4(5)	★Kanji Quiz ・Dialogues	WB pp.46-47
28	L5(1)	★Vocabulary Quiz ・1. Adjectives (Present Tense) ・Kanji	WB pp.49-50
29	L5(2)	★Vocabulary Quiz ・2. Adjectives (Past Tense) ・Kanji	WB pp.51-52
30	L5(3)	・3. Adjectives (Noun Modification) ・4. 好き(な)/きれい(な) ・Kanji	WB pp.53
31	L5(4)	・5. ～ましょう/～ましょうか ・6. Counting ・Kanji	WB pp.54-55
32	L5(5)	★Kanji Quiz ・Dialogues ・Reviews & Practices	WB pp.56,58
33		★Lesson Test (Lessons 4-5)	Please prepare for Lesson Test.
34		・Speaking Practices with local students	Interview sheet
35	L6(1)	★Vocabulary Quiz ・1. Te-form ・Kanji	WB p.61
36	L6(2)	★Vocabulary Quiz ・2. ～てください ・Kanji	WB pp.59-60
37	L6(3)	・4. ～てもいいです ・5. ～てはいけません ・Kanji	WB pp.62
38	L6(4)	・3. Describing Two Activities ・6. ～から ・Kanji	WB pp.64-65
39	L6(5)	★Kanji Quiz ・7. ～ましょうか(Offering Assistance) ・Dialogues	WB pp.63

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40	L6(6)	· Dialogues · Reviews & Practices	WB pp.66,68
41		★ Oral Test2 (day1)	Please prepare for Oral Test.
42		★ Oral Test2 (day2)	Please prepare for Oral Test.
43		★ Presentation (day1)	Please prepare for Presentation.
44		★ Presentation (day2)	Please prepare for Presentation.
45		· Reviews & Practices	Please prepare for Final Exam.

Rules and Regulations:

Quizzes and Examinations:

1. **No make-up will be given for quizzes (including vocabulary, kana, and kanji)**, regardless of the reason. However, the lowest scores of vocabulary quizzes and kana/kanji quizzes will be dropped.
2. Make-ups will be given for Lesson Tests **only for medical reasons with written proof**. The lowest score of Lesson Test will be dropped.
3. Final Exam will not be rescheduled for any reason, except injury and illness with written proof. In such cases, please contact me by e-mail or Registrar's office **in advance**.
4. Lesson Tests and Final exam will not be returned.

Attendance/Tardy Policy:

1. It is critical that students attend classes regularly. **0.5% for each absence** will be deducted from your final grade out of 100. For example, if you miss 2 classes in total during the semester, 1% will be deducted from your final grade. Serious illness is considered as excused absence, only when written proof is submitted.
2. Likewise, **0.2% will be deducted if you are late for class**. You must be on time for classes. Be in class **by the time the start bell rings**. Otherwise, you will be considered late for class.
3. A student who is more than 25 minutes late for a class is considered absent from the class rather than tardy.
4. Excused absence may be granted only when written proof (doctor's note, hospital receipt, etc.) is submitted.
5. If you show up late for a quiz, you will miss the quiz (No make-ups).

【Textbooks/Reading Materials】

GENKI: An Integrated Course in Elementary Japanese Vol. 1 [3rd Edition], Japan Times
GENKI - Workbook Vol. 1 [3rd Edition], Japan Times

Section 4

【Learning Assessments/Grading Rubric】

Vocabulary and Kana/Kanji Quizzes	10%
Homework	15%
Presentation	5%
Oral Tests	10%
Lesson Tests	30%
Final Exam	30%

Section 5

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【Additional Information】
n/a

Japanese 1 (section e&f)

Section 1

Instructor	Yoko Kawano
Office/Building	3314 (Nakamiya Campus, Building3, 3F)
Office Hours	Mon./Wed. 13:30-14:30

【Course Outline / Description】

The first level of Japanese is for the beginners who have no formal training in the language.

Section 2

【Course Objectives】

This course aims to develop basic communication skills (mainly speaking and listening skills) through a wide variety of activities based on practical situations which a student of Japanese could expect to encounter. The students will learn hiragana, katakana, 40 kanji characters, approximately 300 vocabulary words (basic nouns, verbs, adjectives, and expressions), pronunciation and basic grammar in “long forms” (formal/polite forms). The students will also practice to function in Japanese in everyday situations such as making requests, describing things/people, asking for permissions, stating reasons, etc., and write a few short compositions. This course will cover Lesson 1 through Lesson 6 of Genki 1 (3rd edition).

Section 3

【Tentative Class Schedule】

*Assignments will be workbook pages, handouts, and review sheets, and a detailed schedule of these will be given in class.

- 第 1 回
 - Orientation
 - Greetings
- 第 2 回 Lesson1(1)
 - Numbers (0-100)
 - Hiragana {あ〜と}
- 第 3 回 Lesson1(2)
 - Time & Age
 - XはYです。
 - Question Sentences
 - Hiragana {な〜よ}
- 第 4 回 Lesson1(3)
 - Vocab Quiz 1
 - Noun1 の Noun2
 - Hiragana {ら〜ん}
- 第 5 回 Lesson1(4)
 - Dialogue
 - Hiragana
 - Dots/Circles/Small や、ゆ、よ
 - Double Consonants
 - Long Vowels
- 第 6 回 Lesson1(5)
 - Hiragana Test
 - Review
- 第 7 回 Lesson1 Test

- 第 8 回 Lesson2(1)
- Numbers (100～)
 - いくらですか。
 - Katakana {ア～コ}
- 第 9 回 Lesson2(2)
- Vocab Quiz 2-1
 - これ/それ/あれ/どれ
 - ここ/そこ/あそこ/どこ
 - Katakana {サ～ト}
- 第 10 回 Lesson2(3)
- Vocab Quiz 2-2
 - この/その/あの/どの+N
 - だれの+N
 - Katakana {ナ～ホ}
- 第 11 回 Lesson2(4)
- Noun+も
 - Noun+じゃないです
 - ～ね／～よ
 - Katakana {マ～ヨ}
- 第 12 回 Lesson2(5)
- L2 Dialogue
 - Review
 - Katakana {ラ～ン&variations}
- 第 13 回 Lesson2(6)
- Review
- 第 14 回 Lesson2 Test
- 第 15 回 Lesson3(1)
- Katakana Test
 - Verb Conjugation(Non-Past)
 - Particles
- 第 16 回 Lesson3(2)
- Vocab Quiz 3-1
 - Verbs & Particles
 - Time Reference
 - ～ませんか
- 第 17 回 Lesson3(3)
- Vocab Quiz 3-2
 - Word Order
 - Frequency Adverbs
 - Particle は
- 第 18 回 Lesson3(4)
- L3 Dialogue
 - Kanji
 - Review
- 第 19 回 Lesson3(5)
- Review
- 第 20 回 Lesson 3(6)
- Review
- 第 21 回 Lesson3 Kanji Quiz & Test
- 第 22 回 Review
- 第 23 回 Midterm Oral Interview
- 第 24 回 Midterm Oral Interview

- 第 25 回 Lesson4(1)
• X があります/います
• Describing Where Things Are
- 第 26 回 Lesson4(2)
• Vocab Quiz 4-1
• Past Tense of です
- 第 27 回 Lesson4(3)
• Vocab Quiz 4-2
• Past Tense (Verbs)
• Kanji
- 第 28 回 Lesson4(4)
• たくさん
• ～と/～も
• ～じかん
- 第 29 回 Lesson4(5)
• L4 Dialogue
• Review
- 第 30 回 Lesson4 Kanji Quiz & Test
- 第 31 回 Lesson5(1)
• Adjectives
- 第 32 回 Lesson5(2)
• Vocab Quiz 5-1
• すき (な) /きらい (な)
- 第 33 回 Lesson5(3)
• Vocab Quiz 5-2
• ～ましょう
• ～ましょうか
• Kanji
- 第 34 回 Lesson5(4)
• Counting
• L5 Dialogue
- 第 35 回 Lesson5(5)
• Review
• Talk with Japanese students
- 第 36 回 Lesson5 Kanji Quiz & Test
- 第 37 回 Lesson6(1)
• て form
• ～てください
- 第 38 回 Lesson6(2)
• Vocab Quiz 6-1
• ～てもいいです
• ～てはいけません
- 第 39 回 Lesson6(3)
• Vocab Quiz 6-2
• Describing Two Activities
• Kanji
- 第 40 回 Lesson6(4)
• ～から
• ～ましょうか
- 第 41 回 Lesson6(5)
• て-form Quiz
• L6 Dialogue
• Review

第 42 回 Lesson6(6)

- L6 Kanji Quiz
- Review

第 43 回 Review

第 44 回 Final Oral Interview

第 45 回 Final Oral Interview

【Textbook & Workbook】

Genki 1 & Genki 1 Workbook (The Japan Times, 3rd edition)

Section 4

【Grading Rubric】

• Assignments	15%
• Hiragana/Katakana Tests & Kanji/Vocabulary Quizzes	15%
• Oral Exams (Midterm & Final)	10%
• Lesson Tests (L1-L5)	30%
• Final Exam (L1-L6)	30%

Section 5

★Course Policies:

1. It is critical that students attend classes regularly, and you must be on time for classes. Be in class by the time the start bell rings. Your final grade will be dropped **0.5%** for each absence. For example, if you miss 2 classes in total during the semester, 1% will be deducted from your final grade. (* This rule is subject to change depending on the status of COVID-19.) Likewise, **0.2%** will be deducted if you are late for class. If you arrive to class more than 10 minutes late or if you leave more than 10 minutes before class ends, it will be considered as absent. If you are late for class or miss class, it is your responsibility to contact the instructor to find out what you have missed and what you need to do for the next class.
2. **NO MAKE-UP vocabulary quizzes/lesson tests will be given.** In case of unavoidable problem, inform the instructor in advance. (Absence owing to serious illness accompanied by a medical certificate may be taken into consideration.) **The Final Examination schedule will NOT be changed for any reason.**
3. After you see the results of your lesson tests and exam, you will have to return them to the instructor. All the tests and exam will be kept by the instructor.
4. Written assignments must be turned in **at the beginning of class** on the due date for the full credit. If you turn it in the late assignment by the next class, you will receive half credit, and no credit will be given after that.
If there are many blanks or mistakes, you will get “R” (=Re-do) mark. If you get the mark, you have to write the correct answers on a different sheet and hand it in with the original page by the next class.
5. Do not use your smart phone in class. Please keep it in your bag.

★A Few Words of Advice:

1. Make sure to keep up with daily preview, review, and assignments. **You are expected to read the grammar explanations in the textbook beforehand.** Come to class well- prepared for effective learning.
2. Memorization is the key to become a successful language learner. To memorize vocabulary and symbols, read aloud and write them many times. Also, make sure to **learn them in context**; you must know how to use them. Try to make your own example phrases/sentences.

3. Use audio materials and useful online materials for your practice:
Drill practice with audio materials is very important to improve your pronunciation and accent as well as the grammatical accuracy and listening skills. Practice vocabulary, dialogues and drills (🗣️) in each lesson by yourself before/after class. Try to mimic Japanese sounds and intonation patterns as accurately as possible.
 - Examples of self-study materials on the web: <http://nihongo-e-na.com/eng/>
<http://genki.japantimes.co.jp/self>
 - Class materials (PowerPoint files) will be available on the **Blackboard**.
<https://kansaiidai.blackboard.com/>
4. BE ORGANIZED. Check the schedule every day, and file handouts, assignments, etc.
5. Try to maximize your exposure to Japanese language and Japanese people outside the classroom. Think about various situations in which you can use the expressions you have learned in class and use them.