

## Business Japanese

## Section 1

Instructor/Title	半田佳奈子 Kanako Handa
Contacts (E-mail)	<a href="mailto:han_kana@yahoo.co.jp">han_kana@yahoo.co.jp</a>

## 【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.

## Section 2

## 【Course Objectives/Goals/Learning Outcomes】

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

## Section 3

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

	Class Contents
1	Orientation L1: Introductions in business
2	L1: Introductions in business <b>(writing assignment: "self-introduction")</b>
3	<b>Vocabulary quiz L1</b> L1: Introductions in business L2: Greetings in business
4	L2: Greetings in business Business manners 1
5	<b>Vocabulary quiz L2</b> L2: Greetings in business Honorific expressions for business
6	L3: Asking for Permission
7	L3: Asking for Permission Business manners 2 <b>(writing assignment: dialog of L3)</b>

8	<b>Vocabulary quiz L3</b> L3: Asking for Permission L4: Making Requests
9	L4: Making Requests <b>(writing assignment: dialogs of L4)</b>
10	<b>Vocabulary quiz L4</b> L4: Making Requests Handout 「就職活動」
11	Business mail 1
12	Review
13	<b>Midterm Oral test</b>
14	<b>Midterm Written test</b>
15	L5: Inviting
16	Preparation for Interview “Entry sheet” <b>(writing assignment: “Entry sheet”)</b>
17	<b>Vocabulary quiz L5</b> L6: Telephoning
18	L6: Telephoning
19	<b>Vocabulary quiz L6</b> Business manners 3 Practice for Simulation
20	<b>Interview Simulation</b>
21	<b>Interview Simulation</b>
22	Business Mail 2
23	L7: Making Appointments
24	<b>Vocabulary quiz Business Mail 2</b> L7: Making Appointments
25	L7: Making Appointments L8: Proposals and Offers of Help
26	L8: Proposals and Offers of Help
27	<b>Vocabulary quiz L8</b> Case study
28	Review
29	Review
30	<b>Final Oral Test</b>
	<b>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』  
ちよしゃ 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  
しゅつぱんしゃ  
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%)

vocabulary quiz 15%

interview simulation 15%

writing assignments 10%

**Section 5**

**【Additional Information】**

1. It is critical that students attend the classes regularly. Your final grade will be reduced by **0.5** points for each absence. Likewise **0.2** points will be deducted if you are late for class. Please note that being late more than 25 minutes will be counted as one absence.
2. An assignment submitted later than the deadline will cause a 20% reduction from the achieved points in that assignment.
3. 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 worst score of the quizzes in the semester will not be included in the result.
4. The exams will not be rescheduled for any reason. Make-ups will be given only for medical reasons with written proof.