

Course title	Business Japanese I A				
Responsible person to enter grades	KAWAI Naruo			開講区分	単位数
				1st quarter	0.0
Numbering Code	R1IG090	Day・Period, etc.	Mon1(対面)	Timetable Slot Code	

#### Lesson topic

Business Japanese

#### Lesson target

To obtain basic skills of business Japanese

In the first half of the course, students will study basic skills of business conversation especially focusing on phone calling.

In the second half of the course, students will study how to write business e-mails.

#### Syllabus and plan

In the first quarter, we will focus on making and answering phone calls as well as improving your knowledge of business conversation in Japanese. As part of a warm-up activity, we will practice using and listening to business related vocabulary. We will also attempt some role playing in business situations.

Class 1 4/13 General introduction

Class 2 4/20 Introduction of business phone calls

Class 3 4/27 Business phone calls (Basic 1)

Class 4 5/11 Business phone calls (Basic 2)

Class 5 5/18 Business phone calls (Advanced 1)

Class 6 5/25 Business phone calls (Advanced 2)

Class 7 6/1 Business conversation (Basic)

Class 8 6/8 Final examination and Feedback

8weeks 15hours

#### Evaluation method

Method of evaluation:

Students will be assessed on their performance in class (attendance and participation in class activities) and the final examination.

#### Evaluation baseline

1. Performance in class (participation in class activities):50%

2. Final examination 50%

\*70% minimum attendance is required for evaluation; those who fail to meet this mandatory requirement will be automatically graded "F"(fail).

#### Notice (include info. on related class)

Target students:

This is an advanced level Japanese class. Exchange students (special auditing students) can register for this course

#### Review and preparation

##### Preparation and review of the class:

Everytime students check basic vocabularies. In the second students must write an e-mail every week. Kobe University requires 45 hours of study from students to award one credit, including both in-class instructions as well as study outside classes. Students are required to prepare for each class and complete the review after each class, depending on the respective class goals.

#### Office hour・Contact information

Monday 10:30-12:00 at advising & counseling room

nkawai[AT]kobe-u.ac.jp

\*Please replace [AT] with @ when sending an email to the above email address.

#### Message for student

The class is open to those who would like to learn formal Japanese as well as to those who are considering working in Japan.

#### Improvements in Teaching

We use role play phone call situations in order to help remember the phrases and vocabulary.

#### Text

Handouts

#### Reference Material

ロールプレイで学ぶビジネス日本語 / 村野節子他 : スリーエーネットワーク ,2012 ,ISBN:9784883195954

#### Classroom Language

Japanese

Japanese

#### Keywords

Business Japanese, phone conversation, conversation

Exchange student(Special auditing student)