

Course title	Business Japanese II A				
Responsible person to enter grades	YATANI Kumiko			開講区分	単位数
				1st quarter	0.0
Numbering Code	R1IG090	Day・Period, etc.	Wed1(対面)	Timetable Slot Code	

#### Lesson topic

Centering on the theme of "working in Japan", students will learn about the business manners and rules characteristic to Japanese society and communication. This course also aims to teach students business language skills such as Keigo, as well as spoken and written expressions.

#### Lesson target

1. To deepen the understanding of Japanese society's approach to work and Japanese business culture; to be able to compare and analyze Japanese work values and their own; and express those opinions
2. To develop communication skills and strategies to convey opinions clearly and logically
3. To acquire expressions and phrases necessary for smooth communication in business settings

#### Syllabus and plan

This lecture will be a face-to-face class.

The syllabus may be revised subject to circumstance. Please keep yourself up-to-date with information provided in class.

On the theme of business rules and manners in Japanese society, every lesson will focus on various scenarios, where students are required to consider and explain their thought processes. As follow up assessment, students are required to convey what they learned from the experience to a third party.

Lesson 1. 4/08 Orientation, Approach to Working in a Japanese Workplace

Lesson 2. 4/15 Interacting with Superiors, Interacting with Colleagues

Lesson 3. 4/22 Listening to Explanations, Receiving Instructions

Lesson 4. 4/30 Interacting Outside Working Hours/Gifting Etiquette

Lesson 5. 5/08 Us versus Them/Answering the Telephone

Lesson 6. 5/20 Teamwork/When Leaving the Office

Lesson 7. 5/27 Speaking with Consideration, Receiving Admonition

Lesson 8. 6/03 Final Assessment (Role play), Feedback

1 lesson per week, 8 lessons (15 hours) in total

#### Evaluation method

Students will be assessed based on Active Class Participation (40%), Assignment Submission (30%), and Final Assessment (Role play) (30%).

※Students are required to have an attendance rate over 70% to be allocated a score. Students with less than a 70% attendance rate will automatically be assigned an F for failure.

#### Evaluation baseline

Students will be assessed on how actively they participate in class; whether they are able to communicate and understand their classmates' opinions and cooperate to solve problems; whether they can analyze and synthesize what they learned in class into a report; and whether they can prepare and execute an easy-to-follow presentation.

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

- ・ This subject should be taken throughout the First and Second Quarters.
- ・ This course is designed for students assessed as Superior Level - students whose focus is not Japanese language acquisition, but specialized classes delivered in Japanese. Open to Exchange Students (Special Auditing Students).

#### Review and preparation

Students must complete and submit assigned tasks by the due date.  
Each unit comprises of 45 hours of contact time. Students should ensure they prepare beforehand and revise the content after the class.

#### Office hour・Contact information

Make an appointment via email  
kumikoyatani@gmail.com

#### Message for student

This course is open not only student who wish to work in Japan, but also students who wish to gain a deeper insight into Japanese societal communication. Language barriers may not be the only hindering factor in the communication of opinions or feelings. Let's share our thoughts with fellow international students and improve our communication skills.

#### Improvements in Teaching

1. A focus on creating an open environment to allow active discussion and expression of opinion
2. A focus on providing in-depth feedback to expand students' strengths and improve weaknesses

#### Text

『Business manners and rules for international students and people working in Japan』

改訂版『留学生・日本で働く人のためのビジネスマナーとルール』 / 武田聡子 長崎清美 : 日本能率協会マネジメントセンター, 2023年, ISBN:9784800590725

#### Reference Material

Business Japanese:All-in-One Practical Exercises for Listening, Reading, Speaking and Writing

ビジネス日本語オール・イン・ワン問題集 / 小野塚若菜 篠崎佳子 島恭子 吉沢由香里 : The JapanTimes, 2015年, ISBN:9784789016254

#### Classroom Language

Japanese

#### Keywords

Business Japanese, Business Communication, Open to Exchange students (Special Auditing Students)