

Course title	Business Japanese I B				
Responsible person to enter grades	KAWAI Naruo			開講区分	単位数
				2nd 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 this quarter, students will study mainly how to write business e-mails.

Syllabus and plan

In the second quarter, students will learn writing business e-mails 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 6/15 Introduction of writing e-mails

Class 2 6/22 Writing e-mails (Basic 1)

Class 3 6/29 Writing e-mails (Basic 2)

Class 4 7/6 Writing e-mails (Advanced 1)

Class 5 7/13 Writing e-mails (Advanced 2)

Class 6 7/20 Writing e-mails (Advanced 3)

Class 7 7/27 Examination

Class 8 8/3 Review & feedback

8weeks 15hours

Evaluation method

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 and e-mail):60%

2. Final examination 40%

*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 class.

Review and preparation

Everytime students check basic vocabularies. 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

I will give you feedback on your attempts at writing e-mails.

Text

Handouts

Reference Material

しごとの日本語メールの書き方編 / 奥村真希他 : アルク , 2008 , ISBN:9784757413689

Classroom Language

Japanese

Japanese

Keywords

Business Japanese, Email, exchange students