
BUSINESS JAPANESE: INTRODUCTION TO JAPANESE FOR BUSINESS AND WORK 1 credit (Spring)

Business Japanese: Introduction to Japanese for business 1 単位 (春学期)

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Course Description:

This course is designed for students who have completed elementary-level Japanese and who wish to master conversational expressions useful in a business environment. According to students' needs, we will learn expressions used in actual situations, such as introducing oneself, being introduced, making, accepting, and declining requests, setting up meetings, talking on the telephone, and discussing money. Special attention will be paid to in-group and out-group expressions, honorifics, and humilifics, features of the Japanese language which are essential for doing business in Japan. This course is especially recommended for undergraduates or graduate students who seek employment in Japanese companies.

Textbooks:

『にはほんごで働く！ビジネス日本語30時間』（スリーエーネットワーク）

Course Plan:

- 1 Introduction, L1 Introducing yourself and others
- 2 L2 Greetings
- 3 L2 Greetings
- 4 L3 Making and receiving a call
- 5 L3 Making and receiving a call
- 6 L4 Advising
- 7 L5 Making and declining a request
- 8 L5 Making and declining a request
- 9 L6 Getting permission
- 10 L7 Making an appointment
- 11 L8 Making a visit
- 12 Practice: Giving a speech
- 13 Review, Speech
- 14 Final Exam

Other Final Review

Lecturer's Comments to Students:

Enrollment in or completion of a K5 level Japanese language course (JLPT, N3 level), or similar, or high proficiency in Japanese.

Attendance at the first session is mandatory.

If you have any questions, please feel free to contact me by e-mail at iokugawa@keio.jp

The number of students in the course is capped at 25. Attendance at the first session is mandatory. If enrollment exceeds the limit, selection among eligible students will be made by the instructor.

All the students wishing to register for this course must attend the first class and obtain permission from the instructor. Registration without permission will be deleted.

Method of Evaluation:

Attendance (15%); Participation (15%); Assignments (20%); Quizzes (20%); Speech (10%); Final Examination (20%)