

71020 BUSINESS JAPANESE

INSTRUCTOR: Emi Satō

COURSE DESCRIPTION

This course is intended for those who are planning to work for a Japanese company or do business using Japanese. It aims to equip the student with essential Japanese business manners and customs, as well as vocabulary and expressions that are useful in a business setting. Business correspondence is also covered. In addition, the behavior that forms the basis for “common sense” in the Japanese business world is examined using videos and reading materials. It is important for the student to review the content of each lesson in order to put it to use in the real world. To that end, the students’ understanding of each lesson is checked in the following session. Because this class is taught entirely in Japanese the prerequisite is to have completed or to be currently enrolled in IJ500. (N.B. Students taking IJ500 require the approval of the instructor prior to enrolling.) Please note that auditing is not permitted for this course.

COURSE SCHEDULE

1. Introduction
2. Useful words for job hunting
3. Reading a job advertisement
4. How to write a résumé
5. How to approach job interviews
6. Job interviews
7. Polite expressions (1)
8. Polite expressions (2)
9. Exchanging business cards
10. Talking on the telephone
11. Taking and reading memos
12. How to write business letters
13. Final examination

TEXTS

Textbook: None

Materials are provided.

ASSESSMENT

Attendance and class participation 20%; Assignments 40%; Tests 40%