

# 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 a knowledge of customs, as well as vocabulary and expressions useful in a business setting. Business correspondence is also covered. In addition, behavior that reflects the “basic assumptions” of the Japanese business world is examined using videos and reading materials. It is important for the student to review each lesson in order to become able to apply the content in the real world. To that end, the content of each lesson is checked in the following session. Since this class is taught entirely in Japanese, students must have completed or be currently enrolled in IJ500. (Please note that students taking IJ500 require the approval of the instructor prior to enrolling.) Class size is limited to about ten students so as to ensure that each student receives sufficient individual attention. Auditing is not permitted for this course.

## **COURSE SCHEDULE**

1. Introduction
2. Useful words for job hunting
3. How to sell yourself in a job interview
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%; Examinations 40%