

71060 INTRODUCTION TO BUSINESS JAPANESE

INSTRUCTOR: Emi Satō

COURSE DESCRIPTION

This is the introductory business course for those planning to work for a Japanese company or to do business using Japanese. It is designed for IJ500 and high-achieving IJ400 students who have a strong desire to learn business Japanese.

Through learning basic business conversation, this course aims to equip students with essential Japanese business manners and a knowledge of the customs, as well as vocabulary and expressions, that are useful in a business setting. In addition, behavior that reflects the “basic assumptions” of the Japanese business world is examined using videos and practiced using role-plays of business situations. The number of class meetings is limited, so it is important that students review the content of each lesson in order to be able to put it to use in the real world.

This course also aims to teach students about the nature of a Japanese company and about the communication skills needed to build a good relationship with Japanese co-workers, two key aspects of successful business in Japan.

Please note that this class is taught entirely in Japanese and that auditing is not permitted.

COURSE SCHEDULE

1. Introduction
2. Introducing yourself
3. Greetings
4. Polite expressions (1)
5. Polite expressions (2)
6. Seeking permission
7. Asking for advice
8. Making and accepting a request
9. Telephone conversation (1)
10. Telephone conversation (2)
11. Exchanging business cards
12. Job interviews
13. Final examination

TEXTS

Textbooks

宮崎 道子他(2009)『にほんで働く！ ビジネス日本語 30 時間』スリーエーネットワーク

Other materials are provided.

ASSESSMENT

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