

Business Japanese Program: Basic Level

Current Level	Beginner
Course Objectives	<ol style="list-style-type: none"> 1.To learn common expressions necessary for daily conversation. This also includes becoming familiar with how Japanese expressions change based on context. 2.Through this course, students will be expected to be able to conduct simple conversations in the following areas; <ul style="list-style-type: none"> • Greetings • Self-introduction • Making telephone calls • Making a purchase at a shop • Ordering at a restaurant • Taking a taxi • At a post office, at a bank • Asking directions • Making appointments • Offering and accepting invitations • At a doctor • Expressing simple emotions and opinions 3.To understand and use approximately 60 sentence structures 4.To be able to read and write Katakana and Hiragana(100 letters total) 5.To acquire knowledge about Japanese culture and custom
Method	<ul style="list-style-type: none"> • Conversation practice to increase fluency and effectiveness through role- play. • We will cover areas and topics for the students' specific needs.
Sample lesson (90 minutes)	<ul style="list-style-type: none"> • Free-talk for warming up... 10 minutes • Review of the previous lesson... 10 minutes • Presentation of new concepts... 40 minutes • Oral practice/Listening exercise... 10 minutes • Role-play <p>*Students will engage in challenging activities that require them to use their Japanese in simulated situations, for example, role-playing at a restaurant or asking directions.</p>
Course Materials	<ul style="list-style-type: none"> • “Japanese for busy people 1,2” (grammar notes) • Visual aids (flash cards, pictures, actual materials such as restaurant menus, maps, etc.) • We encourage you to bring your own materials if desired.
Expected number of lesson hours	<p>100 hours < 1hour x 100 times> We recommend taking 1.5-2 hour lesson twice a week.</p>

Business Japanese Program: Intermediate Level

Current Level	<ul style="list-style-type: none"> • Intermediate level in speaking and listening • 700 kanji for recognizing
Course Objectives	<p>In order to communicate fluently with colleagues, clients, and friends, the objectives of this program include</p> <ul style="list-style-type: none"> • To review, reinforce, and expand of grammar skills • To expand of the knowledge of vocabulary, and expressions • To develop of the ability to read authentic materials and discuss the content • To expand of the ability to function in Japanese in various social settings • To develop of presentation and/or negotiation skills
Method	<ul style="list-style-type: none"> • Business conversation/presentation/negotiation practice to increase fluency and effectiveness in dialogues. • Vocabulary, idioms, and expressions that are often used in business conversations will be introduced. • Conversation and discussion will be recorded and analyzed with the student to identify areas of improvement • Reading short articles from newspapers, magazines, or internet to increase expressions and vocabulary. Discussions based on the topics.
Contents	<ul style="list-style-type: none"> • Expressing your opinion • Asking and answering questions • Listening to clients' needs • Negotiation skills • Making proposals
Sample lesson (60 minutes)	<ul style="list-style-type: none"> • Free-talk for warming up...10 minutes • Review of the previous lesson...5 minutes • Presentation of new concepts...20 minutes • Oral practice/Listening exercise...10 minutes • Role-play...15 minutes <p>*Students will engage in challenging activities that require them to use their Japanese in simulated situations, for example, role-playing at a restaurant or asking directions.</p>
Course Materials	<ul style="list-style-type: none"> • Talking Business in Japanese, The Japan Times • Authentic materials including articles from various sources • We encourage you to bring your own materials if you desired
Expected number of lesson hours	200 hours < 1hour x 200 times>

Business Japanese Program: Advanced Level

Current Level	<ul style="list-style-type: none"> • Advanced level in speaking and listening. • Has mastered approximately 1000 kanji.
Course Objectives	<ul style="list-style-type: none"> • To develop and enhance business communication skills with focus on business conversation with co-workers and clients • To master vocabulary and idioms in business • To be able to read and write e-mails • To be able to understand the articles in Japanese newspapers and magazines and Present your opinion about them
Method	<ul style="list-style-type: none"> • Business conversation practice to increase fluency and effectiveness in dialogues. Role-playing based on specific situations defining the relationships of the speakers to acquire correct use of keigo. • Vocabulary, idioms and expressions that are often used in business conversations will be introduced. • Reading short business-related articles from newspapers or magazines to increase expressions and vocabulary. Discussions based on the topics.
Course Materials	<ul style="list-style-type: none"> • “Talking business in Japanese”(The Japan Times) • News paper and magazine article • We encourage you to bring your own materials if desired

Business Japanese Program: Intensive Course

Current Level	Intermediate level in speaking and listening
Course Objectives	<ul style="list-style-type: none"> • To develop and enhance business communication skills with focus on business conversation with colleagues and clients. • To be able to use appropriate keigo based on speaker's position relative to a Japanese counterpart. • To acquire more advanced sentence structures and practice using expressions appropriate to more formal situations.
Method	<ul style="list-style-type: none"> • Business conversation practice to increase fluency and effectiveness in dialogues and role-playing that are based on specific situations. • Vocabulary, idioms and expressions used in business conversations will be introduced. • Conversation and discussion will be recorded and corrected on the accuracy of expressions.
Contents	<ul style="list-style-type: none"> • Introductions-greeting customers • Preliminaries • Making an appointment • Listening to clients' needs • Explaining your company and services • Answering clients' questions • Making a presentation • Negotiation • Handling a claim • Communicating on telephone and e-mail
Sample lesson (90 minutes)	<ul style="list-style-type: none"> • Free-talk for warming up...15 minutes • Review of the previous lesson...20 minutes • Presentation of new concepts...50 minutes • Oral practice/Listening exercise...20 minutes • Role-play*...15 minutes <p>*Students will engage in challenging activities that require them to use their Japanese in simulated situations, for example, role-playing at a restaurant or asking directions.</p>
Textbook	<ul style="list-style-type: none"> • "Talking Business in Japanese"(Japan Times) "Shoodan no tameno Nihongo" (Three A network) etc. • Real business documents. We encourage you to bring your own materials if you desired
	<p>40 hours < 2 hours x 20 days></p> <p>*You will be expected to review at your place after the every lesson.</p> <p>*We accept you will review at our office and make questions to us after the lessons.</p>

Business Japanese Program: Business Japanese Presentation

Goal	To foster effective sales presentation and persuasion skills in Japanese.
Contents	<ul style="list-style-type: none"> • Introductions-greeting customers • Preliminaries • Presenting an overview of your business • Listening to clients' needs • Explaining your services • Initial presentation • Facilitating questions/answers • Making proposal • Negotiation • Closing the deal
Course Structure	<p>Vocabulary and expressions that are often used in business presentations will be introduced.</p> <p>Presentation making and role-playing based on specific situations defining the relationships of the speakers.</p> <ul style="list-style-type: none"> • Presentations will be recorded and corrected on accuracy of expressions, keigo, and pronunciation/intonation. • Students will be expected to spend time studying kanji and vocabulary themselves and will have a short quiz in each lesson. • Final presentation will be video recorded.
Materials	<ul style="list-style-type: none"> • “Talking business in Japanese”(Business Japanese Forum) • We encourage you to bring your own materials
Prerequisite	Higher than level 3 and equivalent of taking level 2 of the Japanese Proficiency Test (Nihongo nooryoku kentei). Knowledge of more than 800 kanji.

Business Japanese Program: Orientation Program for Newcomers

1; 30 hours “Japanese for New Assignees” program

This program is designed to gain an entry-level capability to speak survival Japanese. Essential Japanese phrases in business settings are covered, as well as basic grammar and introduction to the Japanese writing system.

Basic Japanese knowledge	<ul style="list-style-type: none"> • Characteristics of Japanese grammar • Writing system • Pronunciation
Greetings	<ul style="list-style-type: none"> • Meeting and business card exchange • Self introductions
Letters	<ul style="list-style-type: none"> • Signs in daily life • Writing your name in Japanese
Vocabulary	<ul style="list-style-type: none"> • Basic daily vocabulary • Basic business vocabulary related to clients' business • Pronouncing English Japanese style • Time and numbers
Expressions and grammar	<ul style="list-style-type: none"> • Shopping • Ordering at a restaurant • Asking directions • Taking a taxi • Making telephone calls • Requests and orders at office • Asking permission • Expressing emotions and opinions <p>We also have a 100 hour Business Japanese Course which includes Business Japanese with clients and co-workers, keigo (the honorific form), vocabulary and expressions related to your business. Please contact us for further information.</p>

2: 12 hours “Living in Japan” Orientation

In addition to Japanese language lessons, this program focuses on acquiring basic knowledge for living in Japan. Practical everyday essentials such as banking and taking public transportation, as well as characteristics of Japanese society and culture are discussed.

<ul style="list-style-type: none"> • Protocol, etiquette, and Do's and Don'ts • Areas in Tokyo • Post office, bank and telephone services • Official services and information provided in English • How to deal with emergencies (fire, earthquakes, sickness, etc) • Commodity price and shopping tips • Annual Japanese functions and ceremonies • Current trends in Japanese society and culture • Tokyo one-day trip with instructor • Excursions from Tokyo • Japanese management practices <for new assignees> • Business customs <for new assignees> • Industry trends <for new assignees> • Japanese entertainment (karaoke, game center, pachinko etc.) <for families> • Sports (Sumo, baseball, football etc.) <for families> • Introduction of Japanese culture (tea ceremony, flower arrangement, calligraphy, etc.) <for families> • Japanese education system <for families>
