


SS25. JPN 491: Special Topics in Japanese
Business Japanese for Pre-professionals



講師とオフィスアワー

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Office Hours: By appointment

Class schedule: Mon. (1:00-3:00) & Fri. (2:30-4:30)

I. Course Content

This course is designed for intermediate-high to advanced-low level students to foster the skills and knowledge necessary for effective communication in Japanese business settings. The prerequisite for this course is that students must have completed second-year Japanese and have some familiarity with Japanese polite language (*keigo*). The course will cover business vocabulary, polite language (*keigo*), business etiquette, and practical communication skills.

II. The objectives of the course are to:

1. Enhance listening and speaking skills required in a business context
2. Learn to use *keigo* to talk with customers
3. Acquire the skills to effectively advertise oneself in the Japanese job market
4. Gain familiarity with Japanese business practices, culture, and manners
5. Acquire non-verbal communication skills, including exchanging business cards and performing various types of bows
6. Write an entry sheet

III. Topics include:

- Vocabulary and expressions, and polite language (*keigo*) for business communication
- Job seeking in the Japanese business market
- Japanese business culture, manners, and etiquette
- Basic knowledge about Japan, employment, and workplaces in Japan
- How to write an entry sheet
- Discussing the differences between Japanese and American business styles

VI. Materials

REQUIRED (Please bring materials to class, unless otherwise instructed.)

(1) 林千賀他. 2020. 『おもてなしの日本語』 アスク出版

(2) Additional reading materials might be provided later.

V. Grades

If you have difficulty with the homework, tests, etc., be sure to consult the instructor ASAP.

Academic Dishonesty: Copying others' homework, quizzes, tests, etc., and looking at cheat sheets, etc., during a test are prohibited. The student will receive a grade of 0.0 for the work, the category, or even the whole course. We are obligated to submit an academic dishonesty report to the Office of the Registrar. The same is true for a student who collaborates with anyone who cheats.

I. Attendance and performance

Your performance will be evaluated during each class period as follows:

Attendance 5%

- 2: Arrives on time and stays for the entire class period.
- 1.5: Late or leaves early (up to 3 minutes).
- 1: Late or leaves early (up to 3-10 minutes).
- 0: Late or leaves early more than 10 minutes or is absent.

Note: 3 instances of being late or leaving early (up to 3-10 minutes) will be regarded as one absence.

Performance 5%

- 2 (Excellent): Very prepared and actively involved in speaking, listening, reading, and writing during in-class assignments. Actively supports, engages, and listens to classmates in all class activities and pair/group work. Follows all classroom policies.
- 1.5 (Good): Sufficiently prepared and actively involved in speaking, listening, reading, and writing during in-class assignments. Makes a sincere effort to interact with classmates in all class activities and pair/group work. Follows most classroom policies.
- 1 (Average): Prepared with sporadic involvement in speaking, listening, reading, and writing during in-class assignments. Limited interaction with classmates in class activities and pair/group work. Follows few classroom policies.
- 0.5 (Poor): Insufficiently prepared with no involvement in speaking, listening, reading, and writing during in-class assignments. No interaction with classmates in class activities and pair/group work. Follows few classroom policies.
- 0 (Very Poor): Does not prepare at all and does not follow classroom policies at all.

Being absent from class:

Students who must be absent from class are expected to notify their instructor before the lesson by email in the case of (A) an illness or injury or (B) the desire to use an academic accommodation from their home university (that specifically allows for missed lessons). (A) and (B) will count as an excused absence. **Sending a message through a classmate to the instructor is not an acceptable means of notification.** As a reminder, JCMU and the consortium of Michigan universities DO NOT endorse unlimited accommodation-related absences.

Students who do not contact their instructor by email prior to start of class will be counted as unexcused and receive a grade of 0/2 for participation and 0/2 for attendance. Students who follow the above

guidelines will receive a 1/2 for participation and 2/2 for attendance so as to neither penalize nor advantage absences.

	Presence		Absence	
	Attendance Pts	Participation Pts	Attendance Pts	Participation Pts
Student	0-2*	0-2*	0	0
Student with excused absence			2	1

Note: Classroom Policy:

Classroom policies will follow etiquette appropriate for learning Japanese culture and customs:

No food or beverage other than water, tea, or coffee will be allowed in class.

Please turn off cellular phones before class begins. Using your cell phone (e.g., text messaging, checking messages/email) or other electronic devices (e.g., iPad, iPod, laptop) for personal use or other coursework during class time will affect your class participation grade. Please use the restroom before class begins.

Once class begins, without your teacher's permission, do not leave the room until class ends. Also, do not leave the classroom during an exam without your teacher's permission.

Not following these policies will affect your class participation grade.

2. Homework: 10 %

Late submission will NOT be accepted unless the delay is due to illness (with documentation) or an emergency circumstance (documentation required).

3. Quiz: 15%

4. Skit: 15%

- a. Recording skit presentations and uploading them into the ePortfolio on Facebook

5. ePortfolio on Facebook: 10%

6. Final Project: 10%

7. Mid-term and Final Examination (Written & Oral Test): 30%

JCMUの成績評価基準					
A :	100-90.0	A- :	89.9-87.0	B+ :	86.9-84.0
B :	83.9-80.0	B- :	79.9-77.0	C+ :	76.9-74.0
C :	73.9-70.0	C- :	69.9-67.0	D+ :	66.9-63.0
D :	62.9-60.0	F :	50.9~		

VI. Academic dishonesty:

CHEATING will not be tolerated; such as copying the homework, quizzes, tests of others, and looking at cheat sheets, books, etc. Both the person who copies and the person who allows it will be penalized. In the case of academic dishonesty, we will assign the grade of 0.0 for the work, for the 2nd time 0.0 for the entire category of the course grade (e.g. homework category), and for the 3rd time, the entire course.

VII. Accommodations

If you need any special accommodation, contact the Resource Center for Persons with Disabilities.

2025年 Spring Tentative Schedule

*Note - schedule is subject to change. See each Weekly Schedule for details.

		Mon.	Tue.	Wed.	Thu.	Fri.
Week 1	Date	1/6	1/7	1/8	1/9	1/10
			Arrive	Orientation	Placement Test	Introduction
Week 2	Date	1/13				1/17
	Lesson	National Holiday				L1-1 (p.22-25)
	Quiz					Quiz 1
	Assignments					Handout
Week 3	Date	1/20				1/24
	Lesson	L1-2 (p.28-31)				L1-3 (Self Introduction)
	Quiz	Quiz 2				
	Assignments	p.26, Handout				p.32, Skit 1
Week 4	Date	1/27				1/31
	Lesson					L2-1 (p.38-41)
	Quiz					Quiz 3
	Assignments					Handout
Week 5	Date	2/3				2/7
	Lesson	L2-2 (p.44-47)				L3-1 (p.54-57)
	Quiz	Quiz 4				
	Assignments	p.42, Handout				Skit 2, p.50
Week 6	Date	2/10	2/11			2/14 (p.60-63)
	Lesson	JCMU Holiday	National Holiday			L3-2
	Quiz					Quiz 5
	Assignments					p.58
Week 7	Date	2/17				2/21
	Lesson	L4-1				L4-2
	Quiz					Quiz 6
	Assignments	Skit 3, p.64,66				p.70-73, 76-79
Week 8	Date	2/24				2/28
	Lesson	National Holiday				Mid-term
	Quiz					
	Assignments					
Week 9	Date	3/3				3/7
	Lesson	L5-1 (p.86-89)				L5-2 (p.92-95)
	Quiz	p.74, p.80, p.82				Quiz 7
	Assignments	Skit 4				p.90 Handout

Week 10	Date	3/10				3/14
	Lesson	L5-3(p.100, 116) (Discussion)				L6-1 (p.102-105)
	Quiz	Quiz 8				
	Assignments	p.96, Handout				Skit 5, p.98
Week 11	Date	3/17			3/20	3/21
	Lesson	L6-2 (p.108-111)			National Holiday	JCMU Holiday
	Quiz	Quiz 9				
	Assignments	p.106, Handout				
Week 12	Date	3/24				3/28
	Lesson	L7-1(p.118-121)				L7-2 (124-127)
	Quiz					Quiz 10
	Assignments	p.112, 114, Skit 6				p.122
Week 13	Date	3/31				4/4
	Lesson	L8 (p.134-145)				Final Presentation
	Quiz					
	Assignments	p.128-130, skit 7				
Week 14	Date	4/7				4/11
						Final Exam
Week 15	Date	4/14	4/15	4/16	4/17	4/18
					Commencement	Leaving