

Japanese 390-01
 Business Japanese
 Spring 2012

SYLLABUS

COURSE DESCRIPTION:

This course, which is designed for those who have completed some upper-division Japanese courses, enables them to master conversational expressions that are useful in business environments. The course specifically provides intensive training in business Japanese, focusing on the forms of communication frequently encountered in the business world. The goals of the course include (1) learning expressions and vocabularies that are essential to business, (2) acquiring verbal and nonverbal communication strategies for better interaction with Japanese business associates, (3) learning how to deal with Japanese business people both in formal and informal settings, and (4) reading business-related articles.

I. PREREQUISITES:

Japanese 250, 301, and 302, or equivalent.

II. INSTRUCTOR

Masahiko Minami

III. OFFICE HOURS:

HUM 339	Phone: 338-7451
E-mail Address:	mminami@sfsu.edu
Tuesday	1:00 p.m. – 3:00 p.m.
Thursday	3:00 p.m. – 5:00 p.m.

IV. REQUIRED TEXT MATERIALS:

- Textbook 『新装版 ビジネスのための日本語』 スリーエーネットワーク Available at 紀伊国屋 (Kinokuniya) Bookstore, 1581 Webster St., San Francisco, Japan Center (10% discount).
- JAPN 390 Course Reader (which is available at SFSU Bookstore and contains important handouts).
- Note that this course's iLearn is also available. Visit <https://ilearn.sfsu.edu>.

V. MEETING HOURS AND CLASSROOM:

Tuesdays 4:10 p.m. - 6:55 p.m. HUM 288

VI. CLASS PROCEDURE:

The course includes lectures, discussions, reading and writing exercises, vocabulary quizzes, assignments, and a final examination. The course follows the textbook, with supplementary materials, and focuses on conversational expressions that are immediately useful in a business environment. The course provides a collection of useful conversations for business people. Each lesson consists of Stages 1 to 4.

- Stage 1 provides students with practical conversational expressions that include practical expressions (mainly through substitution drills).

- Stage 2 is intended for students to grasp those expressions in particular scenes and situations (mainly through listening comprehension drills).
- Stage 3 provides students with opportunities to practice the expressions that they have learned in the previous stages. Students create role-plays, on their own, that simulate actual business situations, and they perform those self-created role-plays in class.
- Stage 4 includes a section of business articles students have an opportunity to read; those articles further explain the topic's Japanese business practices.
- Additionally, the course lets students enjoy opportunities: (1) to observe the expressions that they have learned in the previous stages in a mock-real scene, and (2) to use those expressions by themselves (e.g., role-plays).

The items to be covered in this course are as follows:

1	Polite and humble expressions	
2	Introductions (self-introductions) 紹介 (自己紹介)	Introducing oneself
		Introducing others
		Introducing oneself at a reception desk & to people from another company
3	Greetings あいさつ	Arriving at work & leaving work
		Saying hello & goodbye
		Meeting after a long time
		Returning to work after an absence
		Exchanging greetings with a customer
4	Permission 許可	Asking for permission (to visit, leave early, & borrow something) ❖ Giving permission ❖ Refusing permission
5	Requests 依頼	Making a request ❖ Agreeing & declining
6	Inviting & associating with others 誘い	Inviting ❖ Accepting & declining an invitation
7	Telephoning 電話	Answering the phone
		Asking to leave a message
		Offering to take a message
8	Appointments アポイントメント	Asking for an appointment
		Scheduling a meeting date
		Confirming a date, time, & location
9	Proposals & offers of help 提案・申し出	Offering help ❖ Accepting ❖ Declining
10	Advice, complaints, & apologies 注意・苦情・謝罪	Recommended manners
11	Greetings 退職・転勤・帰国のあいさつ	Retirement, job transfer, & returning to one's home country

VII. COURSE REQUIREMENTS & EVALUATION:

Regular attendance, writing assignments and class participation (for role-plays), reading and writing Kanji, and final exams are the required course components. Students are expected to have completed assigned readings before the designated class; they are also expected to have studied vocabulary and Kanji characters beforehand. Students' performance will be evaluated according to the following method:

Attendance	10%
Preparation & Participation (for role-plays)	50%
Kanji Quizzes (漢字クイズ)	20%
Final Examination	20%
TOTAL	100%

Students are expected to submit all assignments on time! Please note that this class will enforce a strict **NO MAKE-UP** policy!

- A) Attendance, Preparation, & Class Participation: Because of the cumulative nature of interpretation skills acquisition, it is essential that you keep up with the course work and attend all classes.
- B) Kanji Quizzes: Kanji quizzes will be given based on class readings. The schedule of twelve Kanji quizzes is shown below. Note that missed quizzes cannot be made up.

1/31 (Tues)	• Company Words & Expressions Quiz (1) (p. xx)
2/7 (Tues)	• Company Words & Expressions Quiz (2) (p. xx)
2/7 (Tues)	• 第1課 Stage 1 Kanji & Expressions Quiz (pp. 2-5)
2/14 (Tues)	• 第1課 Stages 2-4 Kanji & Expressions Quiz (pp. 6-14)
2/21 (Tues)	• 第2課 Stages 1-4 Kanji & Expressions Quiz (pp. 16-31)
3/6 (Tues)	• 第3課 Stages 1-4 Kanji & Expressions Quiz (pp. 34-48)
3/27 (Tues)	• 第4課 Stages 1-4 Kanji & Expressions Quiz (pp. 50-64)
4/10 (Tues)	• 第5課 Stages 1-4 Kanji & Expressions Quiz (pp. 66-82)
4/17 (Tues)	• 第6課 Stages 1-4 Kanji & Expressions Quiz (pp. 84-102)
4/24 (Tues)	• 第7課 Stages 1-4 Kanji & Expressions Quiz (pp. 104-120)
5/1 (Tues)	• 第8課 Stages 1-4 Kanji & Expressions Quiz 1 (pp. 122-132)
5/1 (Tues)	• 第8課 Stages 1-4 Kanji & Expressions Quiz 2 (pp. 122-137)

- C) Written Assignments for role-plays: Written assignments will be given regularly. Role-play assignments and their due dates are listed below. Prepare each assignment well in advance of the actual class performance and hand in your written skit at the time of class performance. Memorizing lines is a definite plus. Finally, no late homework will be accepted.

2/7 (Tues)	1. 教科書 第1課 pp. 11- 12, Stage 3.2-3.3 role-play (Pair Work: ロールプレイ Choose 3.2 or 3.3)
2/14 (Tues)	2. 教科書 第1課 p. 13 Stage 4 ロールプレイ (社内)
2/21 (Tues)	3. 教科書 第2課 pp. 28-29, Stage 3.1-3.3 role-play (Pair Work: ロールプレイ Choose 3.1, 3.2, or 3.3)
2/28 (Tues)	4. Course Reader 第2課 p. 18 (Pair Work: ロールプレイ Choose 1 or 2)
3/6 (Tues)	5. 教科書 第3課 pp. 46-47, Stage 3.1-3.3 role-play (Pair Work: ロールプレイ Choose 3.1, 3.2, or 3.3)
3/13 (Tues)	6. Course Reader 第3課 p. 23 (Pair Work: ロールプレイ Choose 1 or 2)
3/27 (Tues)	7. 教科書 第4課 pp. 61-63, Stage 3.1-3.3 role-play (Pair Work: ロールプレイ Choose 3.1, 3.2, or 3.3)
4/10 (Tues)	8. 教科書 第5課 pp. 79-81, Stage 3.1-3.3 role-play (Pair Work: ロールプレイ Choose 3.1, 3.2, or 3.3)
4/17 (Tues)	9. 教科書 第6課 pp. 99-100, Stage 3.1-3.3 role-play (Pair Work: ロールプレイ Choose 3.1, 3.2, or 3.3) 10. Course Reader 第6課 pp. 39-40 (Pair Work: ロールプレイ Choose 1, 2 or 3)
4/24 (Tues)	11. 教科書 第7課 pp. 116-118, Stage 3.1-3.3 role-play (Pair Work: ロールプレイ Choose 3.1, 3.2, or 3.3) 12. Course Reader 第7課 p. 44 (Three-Person Work1A and 1B combined: ロールプレイ 1A & 1B)
5/1 (Tues)	13. 教科書 第8課 pp. 133-135, Stage 3.1-3.3 role-play (Pair Work: ロールプレイ Choose 3.1, 3.2, or 3.3)
5/8 (Tues)	14. Course Reader 第9課 p. 51 (Pair Work: ロールプレイ Choose 1 or 2) Course Reader 第10課 p. 52 (Pair Work: ロールプレイ) 自由ロールプレイ Course Reader 第10課 p. 52 (optional)

- D) Final Examination: There will be a final examination that includes everything covered in this class.

Tentative Course Schedule for Spring of 2012: Business Japanese

The schedule is tentative for the whole semester. Please note that day-to-day details of the curriculum are subject to change.

Date	Topics/Class Activities	Assignments/Quizzes
1/24 (Tues)	<ul style="list-style-type: none"> • Orientation • Company words and expressions • 敬語の基本用法：尊敬語・謙讓語 	
1/31 (Tues)	第1課 紹介：Introductions <ul style="list-style-type: none"> • 初対面の自己紹介 Stage 1：社内・社外 <ul style="list-style-type: none"> ○ 導入 (Basics) Substitution Drills • 自己紹介 Stage 2：社内・社外ロールプレイ <ul style="list-style-type: none"> ○ p. 7 (also CR pp. 9-10) ○ pp. 9-10 (also CR p. 10) • 自己紹介 Stages 3 & 4 新語彙の確認 • まとめ 	<ul style="list-style-type: none"> • Company Words & Expressions Quiz (1) (p. xx)
2/7 (Tues)	第1課 紹介：Introductions <ul style="list-style-type: none"> • まとめ・復習 「ビジネスマナーの基本」 A	第1課 <ul style="list-style-type: none"> • Stage 3 ロールプレイ (pp. 11-12) • Company Words & Expressions Quiz (2) (p. xx) 第1課 <ul style="list-style-type: none"> • Stage 1 Kanji & Expressions Quiz (pp. 2-5)
2/14 (Tues)	第2課 あいさつ：Greetings <ul style="list-style-type: none"> • Stage 1：社内・社外 <ul style="list-style-type: none"> ○ 導入 (Basics) Substitution Drills • Stage 2：社内・社外ロールプレイ <ul style="list-style-type: none"> ○ pp. 23-27 (also CR pp. 17-18) • Stages 3 & 4 新語彙の確認 • まとめ 	第1課 <ul style="list-style-type: none"> • Stage 4 ロールプレイ (p. 13) 第1課 <ul style="list-style-type: none"> • Stages 2-4 Kanji & Expressions Quiz (pp. 6-14)
2/21 (Tues)	第2課 あいさつ：Greetings <ul style="list-style-type: none"> • まとめ・復習 「ビジネスマナーの基本」 B	第2課 <ul style="list-style-type: none"> • Stage 3 ロールプレイ (pp. 28-29) 第2課 <ul style="list-style-type: none"> • Stages 1-4 Kanji & Expressions Quiz (pp. 16-31)

Date	Topics/Class Activities	Assignments/Quizzes
2/28 (Tues)	第3課 許可：Permission • Stage 1：社内・社外 ○ 導入 (Basics) Substitution Drills • Stage 2：社内・社外ロールプレイ ○ pp. 41-45 (also CR p. 22) • Stages 3 & 4 新語彙の確認 • まとめ	第2課 • ロールプレイ (CR p. 18)
3/6 (Tues)	第3課 許可：Permission • まとめ・復習	第3課 • Stage 3 ロールプレイ (pp. 46-47)
	「敬語I 敬語の基本」	第3課 • Stages 1-4 Kanji & Expressions Quiz (pp. 34-48)
3/13 (Tues)	第4課 依頼：Requests • Stage 1：社内・社外 ○ 導入 (Basics) Substitution Drills • Stage 2：社内・社外ロールプレイ ○ pp. 56-60 (also CR pp. 26-27) • Stages 3 & 4 新語彙の確認 • まとめ	第3課 • ロールプレイ (CR p. 23)
3/27 (Tues)	第4課 依頼：Requests • まとめ・復習	第4課 • Stage 3 ロールプレイ (pp. 61-63)
	「敬語II 敬語の使い方」	第4課 • Stages 1-4 Kanji & Expressions Quiz (pp. 50-64)
4/3 (Tues)	第5課 誘い：Inviting • Stage 1：社内・社外 ○ 導入 (Basics) Substitution Drills • Stage 2：社内・社外ロールプレイ ○ pp. 74-78 (also CR p. 32) • Stages 3 & 4 新語彙の確認 • まとめ	

Date	Topics/Class Activities	Assignments/Quizzes
4/10 (Tues)	第5課 誘い：Inviting • まとめ・復習	第5課 • Stage 3 ロールプレイ (pp. 79-81)
	第6課 電話対応：Telephoning • Stage 1：社内・社外 ○ 導入 (Basics) Substitution Drills • Stage 2：社内・社外ロールプレイ ○ pp. 94-98 (also CR p. 37) • Stages 3 & 4 新語彙の確認 • まとめ	第5課 • Stages 1-4 Kanji & Expressions Quiz (pp. 66-82)
4/17 (Tues)	第6課 電話対応：Telephoning • まとめ・復習	第6課 • Stage 3 ロールプレイ (pp. 99-100) • ロールプレイ (CR pp. 39-40)
	第7課 アポ取り：Appointments • Stage 1 ○ 導入 (Basics) Substitution Drills • Stage 2 ロールプレイ ○ pp. 111-115 (also CR p. 44) • Stages 3 & 4 新語彙の確認 • まとめ	第6課 • Stages 1-4 Kanji & Expressions Quiz (pp. 84-102)
4/24 (Tues)	第7課 アポ取り：Appointments • まとめ・復習	第7課 • Stage 3 ロールプレイ (pp. 116-118) • ロールプレイ (CR p. 44)
	第8課 提案・申し出：Proposals & Offers of Help • Stage 1：社内・社外 ○ 導入 (Basics) Substitution Drills • Stage 2：社内・社外ロールプレイ ○ pp. 128-132 (also CR pp. 48-49) • Stages 3 & 4 新語彙の確認 • まとめ	第7課 • Stages 1-4 Kanji & Expressions Quiz (pp. 104-120)

Date	Topics/Class Activities	Assignments/Quizzes
5/1 (Tues)	<ul style="list-style-type: none"> • その他の表現 1 注意・苦情・謝罪 : Advice, Complaints, & Apologies (CR p. 51) • その他の表現 2 退職・転勤・帰国 : Retirement, Job Transfer, & Returning to One's Home Country: Substitution Drills (CR p. 52) 	<p>第8課</p> <ul style="list-style-type: none"> • Stage 3 ロールプレイ (pp. 133-135) <hr/> <p>第8課</p> <ul style="list-style-type: none"> • Stages 1-4 Kanji & Expressions Quiz (pp. 122-132) • Stages 1-4 Kanji & Expressions Quiz (pp. 122-137)
5/8 (Tues)	<p>まとめ FINAL EXAM</p>	<ul style="list-style-type: none"> • ロールプレイ (CR pp. 51-52)