

## **JAPN 3692: Business Japanese**

### **Instructors**

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### **Textbook & Course Materials**

We will be using the following textbook:

Revised and shortened copy of *A Systematic Approach to Business Japanese*, Masato Kikuchi, 2002.

In addition, handouts and task/exercise sheets will be used throughout the program. Some of them will be distributed in class while others are uploaded to our T-Square site. Whenever materials are added to our T-Square site, be sure to download and print them yourself. To listen to the recordings of the conversations in our textbook, visit the following site:

<http://japanese.gatech.edu/japn3692/audio/cc/index.html>

### **Objectives**

This course is an introductory course in business Japanese. It is designed for the students who have completed at least JAPN2002 to learn to basic skills to communicate in Japanese in some business-oriented situations. Students will be introduced to not only business-oriented vocabulary and new grammar patterns but also some fundamental socio-cultural knowledge necessary to communicate appropriately in Japanese. A particular emphasis will be placed on the use of polite language called 敬語 (けいご). Among other things, students are expected to learn

- how to answer some basic questions asked at job interviews
- how to write a resume (履歴書 & 身 上 書) for job interviews
- how to introduce themselves at business meetings
- how to make/answer business phone calls
- how to leave/take messages on the phone
- how to convey phone messages
- how to report to the boss on what happened in a meeting with business contacts
- how to handle つきあい after work
- how to make business appointments
- how to describe own company and its products.
- how to demonstrate products

<b>ML PERFORMANCE GOAL #1: PROFESSIONAL COMMUNICATION</b>	
<b>ML Learning Outcome 1 :</b> Demonstrate oral and aural proficiency in the target language	JAPN 3692: Students will demonstrate oral proficiency in select business-oriented situations in short oral interviews.
<b>ML Learning Outcome 2:</b> Demonstrate effective presentation skills in the target language	JAPN 3692: Students will demonstrate the ability to make a 1- to 2-minute product presentation.
<b>ML Learning Outcome 3:</b> Demonstrate writing proficiency in the target language	N/A
<b>ML Learning Outcome 4:</b> Demonstrate proficiency in comprehension of authentic written texts in the target Language	N/A
<b>ML PERFORMANCE GOAL #2: INTERCULTURAL SKILLS AND KNOWLEDGE</b>	
<b>ML Learning Outcome 5:</b> Demonstrate in-depth knowledge of a <i>specific</i> target-language country or region	N/A
<b>ML Learning Outcome 6:</b> Demonstrate the ability to analyze an issue from target-culture perspective(s)	N/A
<b>ML Learning Outcome 7:</b> Demonstrate critical reflection on cultural complexity and context	N/A

### How Class Is Taught and What You Should Do Before Coming to Class

This class will be taught in Japanese. Furthermore, the instructors will not explain grammar in English in class unless it is absolutely necessary. Instead, **the class will be conducted on the assumption that students did their preparation by following the instructions given under the 'Preparation for Class' column in the course schedule.** This is to maximize the class time we can spend in practicing communicating in Japanese. Therefore, it is essential that you do your preparation for EVERY class meeting. Your participation and performance will be monitored throughout the program and recorded on a weekly basis. In order to earn good participation/performance grades, you should **do all the preparation thoroughly AND actively participate in all classroom activities.** Inattention to what we are doing (e.g. falling asleep in class, doing homework in class, etc.) as well as lack of active participation (e.g. not doing the task/exercise right away, not volunteering when the instructor asked for a volunteer, etc.) will

lower your class participation/performance grades. Also keep in mind that absences and tardiness will also significantly lower your grade.

## Class Policies

**ATTENDANCE & PARTICIPATION:** You are expected to attend every class meeting and **actively** participate in all activities during class. You are **NOT** allowed to cut any classes. Unless it is judged as an excused absence by the instructor due to a medical reason, a score of zero (0) will be entered for attendance/participation every time you miss a class. **If illness is caused by your reckless behavior such as excessive drinking and/or eating**, however, you will **not be excused** for your absence. **Absolutely no tardiness will be tolerated.** There will be a **severe penalty for late arrivals** in class.

**HOMEWORK:** You are expected to complete and submit all homework assignments on time. Homework will be **collected at the beginning of the class meeting on the due date.** **If you submit your homework after its deadline, you will not receive any credit for it unless you contact your instructor beforehand and receive permission for a late submission.** Generally speaking, you will not receive permission for late submission unless it is a real medical emergency situation. All homework assignments in this course must be individual work. **Absolutely no copying of any portion of another student's assignment will be tolerated!** Not only the person who copied a classmate's answer but also the person who let another person copy his/her answer will be subject to severe penalty.

**MAKE-UP TESTS:** **No make-up tests will be given unless you contact the instructor, explain the reason for missing the test, AND receive permission from him.** No make-up tests will be given under any circumstances once the graded exams are returned to other students in class.

**GOOD ATTENDANCE AND GOOD PERFORMANCE ON HOMEWORK:** If you have a perfect attendance record (i.e. no absence and no late arrival), a perfect on-time homework submission record, AND very good performance record on the homework, you will receive extra **2 points** toward your final grade.

## Evaluation

Attendance & Active Participation .....	35% *
Homework .....	18% *
Midterm Exam .....	15% *
2 Oral Interview .....	16% *
Final Exam .....	16% *

\* The weights placed on the components are subject to change.

## Cheating, Copying Homework, & Plagiarism

Wherever the LBAT Japan program is held, **you are under the Georgia Tech Academic Honor Code. Cheating on any tests and exams will not be tolerated at all** and the Dean's Office will be notified of the offender(s). As you know, the submission of material that is wholly or substantially identical to work created by another person or persons, without adequate credit notations constitutes an act of plagiarism and will not be tolerated. In addition, **copying any part of your classmate's homework assignment or letting others copy yours will be also regarded as a violation of the honor code.** If you are not familiar with the Georgia Tech Academic Honor Code, you should go to

<http://www.catalog.gatech.edu/rules/18b.php> and familiarize yourself with it.