

Japanese 390-01  
 Business Japanese  
 Spring 2010

## 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

Monday & Wednesday 10:10 a.m. – 11:00 a.m. & 3:10 p.m. – 4:00 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:

Monday, Wednesday, & Friday 2:10 p.m. - 3:00 p.m.

HUM 119

### 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: (1) observe the expressions that they have learned in the previous stages in a real scene, (2) use those expressions by themselves, and (3) announce the results in a classroom.

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 the final exam 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.

1/29 (Fri)	Company Words & Expressions Quiz (1) (p. xx)
2/1 (Mon)	Quiz: Company Words & Expressions Quiz (2) (p. xx)
2/8 (Mon)	Lesson 1: Stage 1 Kanji & Expressions Quiz (pp. 2-5)
2/10 (Wed)	Lesson 1: Stages 2-4 Kanji & Expressions Quiz (pp. 6-14)
2/17 (Wed)	Lesson 2: Stages 1-4 Kanji & Expressions Quiz (pp. 16-31)
3/5 (Fri)	Lesson 3: Stages 1-4 Kanji & Expressions Quiz (pp. 34-48)
3/17 (Wed)	Lesson 4: Stages 1-4 Kanji & Expressions Quiz (pp. 50-64)
4/5 (Mon)	Lesson 5: Stages 1-4 Kanji & Expressions Quiz (pp. 66-82)
4/16 (Fri)	Lesson 6: Stages 1-4 Kanji & Expressions Quiz (pp. 84-102)
4/28 (Wed)	Lesson 7: Stages 1-4 Kanji & Expressions Quiz (pp. 104-120)
5/10 (Mon)	Lesson 8: Stages 1-4 Kanji & Expressions Quiz 1 (pp. 122-132)
5/12 (Wed)	Lesson 8: Stages 1-4 Kanji & Expressions Quiz 2 (pp. 122-137)

- C) Written Assignments for role-plays: Written assignments will be given regularly. Eighteen role-play assignments and their due dates are listed below. Note that the due date for each assignment is at least a couple of days in advance of the actual class performance (except for the final ones).

The overall role-play (自由ロールプレイ) in the final week (May 10-12), which appears at the bottom of the table below, is optional. Finally, no late homework will be accepted.

2/3 (Wed)	教科書 Lesson 1, pp. 11- 12, Stage 3.2-3.3 role-play (Pair Work: ロールプレイ 3.2 or 3.3)
2/5 (Fri)	教科書 Lesson 1, p. 13 Stage 4 ロールプレイ (社内)
2/12 (Fri)	教科書 Lesson 2, pp. 28-29, Stage 3.1-3.3 role-play (Pair Work: ロールプレイ 3.1, 3.2, or 3.3)
2/15 (Mon)	Course Reader, Lesson 2, p. 18 (Pair Work: ロールプレイ 1 or 2)
3/1 (Mon)	教科書 Lesson 3, pp. 46-47, Stage 3.1-3.3 role-play (Pair Work: ロールプレイ 3.1, 3.2, or 3.3)
3/3 (Wed)	Course Reader, Lesson 3, p. 23 (Pair Work: ロールプレイ 1 or 2)
3/12 (Fri)	教科書 Lesson 4, pp. 61-63, Stage 3.1-3.3 role-play (Pair Work: ロールプレイ 3.1 or 3.3)
3/15 (Mon)	教科書 Lesson 4, p. 62, Stage 3.2 role-play (Three-Person Work: ロールプレイ 3.2)
3/24 (Wed)	教科書 Lesson 5, pp. 79-80, Stage 3.1-3.2 role-play (Pair Work: ロールプレイ 3.1 or 3.2)
3/26 (Fri)	教科書 Lesson 5, p. 81, Stage 3.3 role-play (Pair Work: ロールプレイ 3.3)
4/12 (Mon)	Course Reader, Lesson 6, pp. 39-40 (Pair Work: ロールプレイ 1, 2 or 3)
4/14 (Wed)	教科書 Lesson 6, pp. 99-100, Stage 3.1-3.3 role-play (Pair Work: ロールプレイ 3.1, 3.2, or 3.3)
4/23 (Fri)	教科書 Lesson 7, pp. 116-118, Stage 3.1-3.3 role-play (Pair Work: ロールプレイ 3.1, 3.2, or 3.3)
4/26 (Mon)	Course Reader, Lesson 7, p. 44 (Three-Person Work: ロールプレイ 1A & 1B)
5/5 (Wed)	教科書 Lesson 8, pp. 133-134, Stage 3.1-3.2 role-play (Pair Work: ロールプレイ 3.1 or 3.2)
5/7 (Fri)	教科書 Lesson 8, p. 135, Stage 3.3 role-play (Three-Person Work: ロールプレイ 3.3)
5/12 (Wed)	Course Reader, Lessons 9 p. 51 (Pair Work: ロールプレイ 1 or 2)
5/12 (Wed)	Course Reader, Lessons 10 p. 52 (Pair Work: ロールプレイ)
5/10-5/12	自由ロールプレイ Course Reader, p. 52 (optional)

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

**Tentative Course Schedule for Spring of 2010:**  
**Business Japanese**

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

Date	Themes	Activities/Quizzes
1/25 (Mon)	Orientation	
1/27 (Wed)	Company words and expressions	尊敬語・謙譲語
1/29 (Fri)	第1課 紹介 : Introductions 自己紹介 Stages 1 & 2 : 社内と社外	Company Words & Expressions (1) Quiz (p. xx)
2/1 (Mon)	第1課 紹介 : Introductions 自己紹介 Stage 2 : 社外	Quiz: Company Words & Expressions (2) Quiz (p. xx) Stage 2 ロールプレイ (p. 7, also CR p. 8)
2/3 (Wed)	第1課 紹介 : Introductions 自己紹介 Stages 3 & 4 新語彙の確認	Stage 2 ロールプレイ (pp. 9-10, also CR p. 10)
2/5 (Fri)	第1課 紹介 : Introductions まとめ	Stage 3 ロールプレイ (pp. 11-12)
2/8 (Mon)	第1課 紹介 : Introductions まとめ 第2課 あいさつ : Greetings Stage 1 : 社内と社外 Substitution Drills	Lesson 1: Stage 1 Kanji & Expressions Quiz (pp. 2-5) Stage 4 ロールプレイ (p. 13)
2/10 (Wed)	第2課 あいさつ : Greetings Stages 1 & 2 : 社内	Lesson 1: Stages 2-4 Kanji & Expressions Quiz (pp. 6-14) Stage 2 ロールプレイ (p. 23)
2/12 (Fri)	第2課 あいさつ : Greetings Stage 2 : 社内と社外	Stage 2 ロールプレイ (pp. 25-27, also CR p. 17)
2/15 (Mon)	第2課 あいさつ : Greetings Stages 3 & 4 新語彙の確認	Stage 3 ロールプレイ (pp. 28-29)
2/17 (Wed)	第2課 あいさつ : Greetings まとめ	ロールプレイ (CR p. 18) Lesson 2: Stages 1-4 Kanji & Expressions Quiz (pp. 16-31)
2/19 (Fri)	Furlough Day: No Class	
2/22 (Mon)	Furlough Day: No Class	

Date	Class	Activities/Quizzes
2/24 (Wed)	第3課 許可：Permission Stage 1：社内と社外	導入 (Basics) Substitution Drills
2/26 (Fri)	第3課 許可：Permission Stages 1 & 2：社内と社外	Stage 2 ロールプレイ (p. 41, also CR p. 21)
3/1 (Mon)	第3課 許可：Permission Stage 2：社外	Stage 2 ロールプレイ (pp. 43- 45, also CR p. 22)
3/3 (Wed)	第3課 許可：Permission Stages 3 & 4 新語彙の確認	Stage 3 ロールプレイ (pp. 46-47)
3/5 (Fri)	第3課 許可：Permission まとめ	ロールプレイ (CR p. 23) Lesson 3: Stages 1-4 Kanji & Expressions Quiz (pp. 34-48)
3/8 (Mon)	第4課 依頼：Requests Stage 1：社内と社外	導入 (Basics) Substitution Drills
3/10 (Wed)	第4課 依頼：Requests Stages 1 & 2：社内と社外	Stage 2 ロールプレイ (p. 56)
3/12 (Fri)	第4課 依頼：Requests Stage 2：社外	Stage 2 ロールプレイ (pp. 58-60, also CR p. 26)
3/15 (Mon)	第4課 依頼：Requests Stages 3 & 4 新語彙の確認	Stage 3 ロールプレイ (pp. 61-63)
3/17 (Wed)	第4課 依頼：Requests まとめ	Stage 3 ロールプレイ (p. 62) Lesson 4: Stages 1-4 Kanji & Expressions Quiz (pp. 50-64)
3/19 (Fri)	第5課 誘い・お付き合い： Invitation/Association Stage 1：社内と社外	導入 (Basics) Substitution Drills
3/22 (Mon)	第5課 誘い・お付き合い：Inviting Stages 1 & 2：社内と社外	Stage 2 ロールプレイ (p. 74)
3/24 (Wed)	第5課 誘い・お付き合い：Inviting Stage 2：社外	Stage 2 ロールプレイ (pp. 76-78, also CR p. 31)
3/26 (Fri)	第5課 誘い・お付き合い：Inviting Stages 3 & 4 新語彙の確認	Stage 3 ロールプレイ (pp. 79-80)
4/5 (Mon)	第5課 誘い・お付き合い：Inviting まとめ	Stage 3 ロールプレイ (p. 81) Lesson 5: Stages 1-4 Kanji & Expressions Quiz (pp. 66-82)
4/7 (Wed)	第6課 電話対応：Telephoning Stage 1：社内と社外	導入 (Basics) Substitution Drills
4/9 (Fri)	第6課 電話対応：Telephoning Stages 1 & 2：社内と社外	Stage 2 ロールプレイ (p. 94)

Date	Class	Activities/Quizzes
4/12 (Mon)	第6課 電話応対 : Telephoning Stage 2 : 社外	Stage 2 ロールプレイ (pp. 96-98, also CR p. 36)
4/14 (Wed)	第6課 電話応対 : Telephoning Stages 3 & 4 新語彙の確認	ロールプレイ (CR pp. 39-40)
4/16 (Fri)	第6課 電話応対 : Telephoning まとめ	Stage 3 ロールプレイ (pp. 99-100) Lesson 6: Stages 1-4 Kanji & Expressions Quiz (pp. 84-102)
4/19 (Mon)	第7課 アポ取り : Appointments Stage 1	導入 (Basics) Substitution Drills
4/21 (Wed)	第7課 アポ取り : Appointments Stages 1 & 2	Stage 2 ロールプレイ (p. 111)
4/23 (Fri)	第7課 アポ取り : Appointments Stage 2	Stage 2 ロールプレイ (p. 113-115, also CR p. 43)
4/26 (Mon)	第7課 アポ取り : Appointments Stages 3 & 4 新語彙の確認	Stage 3 ロールプレイ (pp. 116-118)
4/28 (Wed)	第7課 アポ取り : Appointments まとめ	ロールプレイ (CR p. 44) Lesson 7: Stages 1-4 Kanji & Expressions Quiz (pp. 104-120)
4/30 (Fri)	第8課 提案・申し出 : Proposals & Offers of Help Stage 1 : 社内と社外	導入 (Basics) Substitution Drills
5/3 (Mon)	第8課 提案・申し出 : Proposals & Offers of Help Stages 1 & 2 : 社内と社外	Stage 2 ロールプレイ (p. 128)
5/5 (Wed)	第8課 提案・申し出 : Proposals & Offers of Help Stage 2 : 社外	Stage 2 ロールプレイ (p. 130-132)
5/7 (Fri)	第8課 提案・申し出 : Proposals & Offers of Help Stages 3 & 4 新語彙の確認	Stage 3 ロールプレイ (pp. 133-134)
5/10 (Mon)	その他の表現 1 注意・苦情・謝罪 : Complaints, Apology その他の表現 2 退職・転勤・帰国 : Retirement, Job Transfer, & Returning to One's Home Country: Substitution Drills	Stage 3 ロールプレイ (pp. 135) Lesson 8: Stages 1-4 Kanji & Expressions Quiz 1 (pp. 122-132)
5/12 (Wed)	まとめ	Lesson 8: Stages 1-4 Kanji & Expressions Quiz 2 (pp. 122-137)
5/14 (Fri)	まとめ	ロールプレイ (CR pp. 51-52) 外国人社員からの提案
5/17 (Mon)	<b>FINAL EXAM</b> <b>(1:30 p.m. – 4:00 p.m.)</b>	