

2024年度 一般日本語コース/NUPACE日本語コースシラバス

科目名	学期	曜日・時限	担当者
就職日本語（初級・中級） Japanese for Job Hunting(beginner, intermediate)	春学期 Spring	金曜・5時限 Fri./5 16:30-18:00	富田 江理子 TOMITA Eriko

【授業目標】

This class focuses on speaking and listening skills in business situations in order to understand the flow of job hunting and the basic Japanese corporate culture, and to enhance various communication skills useful in business situations, such as greeting as a new employee, answering the phone, and communicating with colleagues in company events. Through role-play and presentation practices, students will learn the foundation of business Japanese communication skills and cultivate cross-cultural understanding at the same time.

【授業計画】

	授業日	学習内容	その他
1	4/12	Orientation, Japanese corporate culture	
2	4/19	The flow of job hunting - from application form to interview	
3	4/26	Writing business email, Internship	
4	5/10	Lesson1: 'Greeting colleagues at work'	Quiz
5	5/17	Lesson2: 'Conveying a message'	Quiz
6	5/24	Lesson3: 'Apologizing for your mistake'	Quiz
7	5/31	Lesson4: 'Backlog of work'	Quiz
8	6/14	Mid-term exam, feedback	
9	6/21	Lesson5: Communicating through drinking together'	Quiz
10	6/28	Lesson6: 'Taking a summer vacation'	Quiz
11	7/5	Lesson7: 'Leaving early from work'	Quiz
12	7/12	Lesson8: 'Lunch break'	Quiz
13	7/19	Lesson9: 'Giving travel tips'	Quiz
14	7/26	Final exam	
15	8/2	Feedback and review	

【評価方法】

Quizzes 10%, Mid-term exam 15%, role-play and presentation 35%, final exam 20%, active participation 20%

【テキスト】

『初・中級レベル ロールプレイで学ぶビジネス日本語一場面に合わせて適切に話そう』村野節子・山辺真理子・向山陽子 著

スリーエーネットワーク ISBN:978-4-88319-846-7

【注意事項】

More than 70 percent of attendance(11 classes) is required to pass.