

Business Japanese Language and Culture Courses

Intensive Business Japanese Communication

(12 credits for the Japan-focused Management Certificate)

Beginning Class

Read short text written for language students at the intermediate level; decipher realia (simple forms, schedules, menus, instructions on vending machines, signs). Write simple text using Japanese hiragana, katakana, and kanji or Chinese characters. Listening: understand informal speech and public announcements. Speaking: meet basic needs (self introductions; restaurant ordering; business card exchange; gift giving; receiving guests; queries concerning weather, directions, health, and welfare).

Intermediate Class I

Read simple office announcements with dictionary. Write office messages, meeting notes. Listening and speaking: answer phone calls; give office messages; understand simple office conversations; recognize positive and negative attitudes and other nonverbal cues within conversations.

Intermediate Class II

Read office announcements and articles on current business and cultural topics with dictionary. Write simple office announcements, resumes, office reports, and business correspondence. Listening and speaking: understand the main points of business presentations on familiar topics; express opinions; actively participate in office conversation; give oral resume.

Advanced Class

Read economic news with dictionary; scan readings for basic content; comprehend handwritten business documents. Write office messages with business content; compose business reports. Listening and speaking: comprehend business reports; understand economic interviews on television; express and support critical opinions.