

# BUSINESS JAPANESE

International Student Employment Promotion Program  
implemented by the Ministry of Education, Culture, Sports, Science and Technology  
(MEXT)

In this course, you will learn about Japanese language, cultural knowledge, manners, skills, etc. that are required in business situations.

This is a valuable opportunity to learn from experts in each field about carefully selected topics. It also includes exam preparation for the "BJT Business Japanese Proficiency Test" (Japan Kanji Aptitude Testing Foundation), which will be a great help in job hunting for international students. If you plan to take the BJT exam, this course will be of great use to you.

You can freely choose a lecture you are interested in from all 20 lectures. Do not miss this opportunity to deepen your understanding of business Japanese and culture and use it for your future career development.

## Toyo university 2021 Spring Business Japanese Special Course

Learn Business Japanese and skills from experts in various fields

### Overview

**Period** From February 1st (Monday) to February 10th(Wednesday)

**Format** Online, organized over Webex

**Target** International students or employees who have passed JLPT N2 or above.  
\* Non Toyo University student can also take this course.  
\* Participation from abroad is highly welcomed.

**Capacity** 1,000 participants per lecture (first-come-first-served basis)

**Fee** Free

**Application Period** From January 8th (Friday) to January 27th (Wednesday)

**Application** Please register your e-mail address below. The registration page will be sent to the email address you have registered.  
([https://www.tugs.co.jp/businessjapanese\\_temporary/](https://www.tugs.co.jp/businessjapanese_temporary/))



- All courses will be conducted in Japanese only.
- No show without notice may lead to ban on further participation.
- You can freely choose if you wish attend to one or multiple lectures.
- From January 8th (Friday) to January 27th (Wednesday)

Toyo University  
Career Development Office

✉ [ml-biznihongo@toyo.jp](mailto:ml-biznihongo@toyo.jp)



東洋大学

# Lecturer introduction



**Noriko YAMADA**

The Japan Kanji Aptitude Testing Foundation  
(Head of Division)

Ms. Yamada is currently a director at The Japan Kanji Aptitude Testing Foundation (Kanken) . In 2001, She joined Mitsubishi Electric Corporation and was in charge of purchasing electrical machinery parts for elevators at Inazawa Works. In 2004, she moved to Recruit Career Co., Ltd. Beside coordinating recruitment and providing career advice, she has been engaged in management and training of company mid-career employees since 2013. She has been holding seminars on human resource development for schools and companies, focused on the improvement of Japanese communication skills.



**Yusuke TANAKA**

Toyo University Center for Global Education  
and Exchange (Associate Professor)

Toyo University, his current position is Associate Professor at Toyo University. Doctor Tanaka has also been a part-time lecturer at the University of Tokyo, Tokyo University of Foreign Studies, Waseda University, etc. He specializes in business Japanese language education, analysis of Japanese language teaching materials, development of Japanese language teaching materials, history of Japanese language education, and history of language policy. He received the 32nd Masayoshi Ohira Memorial Special Award, the 2017 Waseda University Teaching Award -President's Award, 2018 the Society for Teaching Japanese as a Foreign Language Encouragement Award, 2019 Hakuho Education Foundation Research Grant Excellence Award, and the 2020 Kids Design Council Chairman's Award.



**Yoshiyuki SUGANO**

Nikkei HR, Co.  
(Executive Officer and Head of Sales Division)

Mr. Sugano graduated from Hosei University, faculty of Business Administration in 1987. He has constantly been engaged in the human resource business, including training of new graduates, mid-career recruits, and staff in temporary employment. In 2006, his team opened several job websites for doctors, pharmacists and women, starting with "Nikkei Career Net", operated by Nikkei Inc. Since 2013, with the help of Nihon Keizai Shimbun, Inc., he has held the "NIKKEI ASIAN RECRUITING FORUM IN TOKYO", which connects students who are studying at major universities in Asian countries with global companies in Japan. So far, more than 200 foreign university students have found jobs in Japan. He also lectures on employment support for Japanese and foreign students.



**Xiuyin CHEN**

Toyo University Center for Global Education  
and Exchange (Lecturer)

Graduate of the Japanese Language Program at the College of Foreign Languages of the Ocean University of China. Completed the doctoral program at the Graduate School of Humanities, Kobe University. Assistant at the University of Hamburg (Germany) and Kobe University. Part-time and full-time Lecturer at Kobe Design University and Japan University of Economics. Currently a Lecturer at Toyo University. Doctor Chen's research covers modern Japanese grammar, Japanese language education, Japanese linguistics, as well as corpus linguistics. Takes special interest in sentence-final markers and Chinese-related lexicon in modern Japanese. Building on her theoretical knowledge of Japanese grammar and vocabulary, as well as her own learning experience, the lecturer will offer hints how to improve your Japanese skills.



**Ryuta USHIKUBO**

Toyo University Center for Global Education  
and Exchange (Associate Professor)

Assoc. Prof. Ushikubo graduated from Dokkyo University. He learned Japanese language education in the doctoral program at Waseda university and got a PhD (Japanese Language Education). He worked as a deputy chief instructor at an overseas educational institution (Waseda Education Thailand). After returning to Japan, he kept pursuing a career in language education, working as a research assistant at Waseda University and a lecturer at the Kwansei Gakuin University. He is currently teaching Japanese at the Center for International Education and exchange, Toyo University. His specialty is qualitative data analysis, teacher research, and classroom research.



**Naoko MAEDA**

Gakushuin University (Professor)

Graduated from the Faculty of Letters, University of Tokyo. Completed the doctoral program at Osaka University Graduate School and holds a Ph.D in Letters. After working at the International Student Center of University of Tokyo, Professor Maeda has been an associate professor at Gakushuin University since April 2002 and a professor since April 2008. In the fields of Japanese language research and Japanese language education research, she has many important treatises, books, and teaching materials. In addition, she has written a book: "Development and Issues of Business Japanese Language Education" (Coco Publishing). Important proposals are being sent out in this field as well.



**Shoko TOYAMA**

MCS Ltd. (CEO)

Ms. Toyama teaches business etiquette to learners of all ages in response to requests for training and lectures at companies and organizations throughout Japan. She is a certified mental health counselor by the Mental Health Association of Japan, an ICC (International Coaching Federation) certified international coach, a practitioner of Santa Fe NLP/Developmental Psychology Association, a BCB certified facilitator, and the first bridal master of BIA (Japan Bridal Culture Promotion Association). She also teaches at Toyo University and Sony Gakuen Shohoku Junior College while working as Executive Director of M.C.I.S. Inc.



**Junko OKUDA**

Communica Institute (Principal)

The lecturer has been contributing to the Japanese language education of researchers, working on Japan, diplomats, foreign students and business-people since as early as the mid-seventies. She founded Communica Institute in 1988 in the city of Kobe. The institution teaches Japanese to students, business-people and foreign residents from more than 35 countries. It also offers intercultural communication related instruction to Japanese teachers, managers and employees. Councilor at the Association for the Promotion of Japanese Education, Member of the Board of the The Society for Teaching Japanese as a Foreign Language, Representative Director of the Society for Business Japanese Research, Member of the Board of the Japanese Language Education Support Association, etc.



**Keiko HORII**

Musashino University  
(Honorary Professor)

Upon graduation from the English Department of the Faculty of Arts and Letters at Aoyama Gakuin University, worked for the Tokyo Branch of Deutsche Bank and a Japanese company operating in Basra (Iraq), before taking up Japanese language education. Master of Arts. Professor at Musashino University and consecutive Head of the Postgraduate Department of Language and Culture and the Department of Japanese Language Communication. Chairperson of the Japanese OPI Study Group, Secretary of the Academic Japanese Group, Representative Director of the Society for Business Japanese Research, Member of the "Research Committee for the Promotion of Employment of Foreign Students by Japanese Companies" and the "Committee for the Development of a Common Curriculum for Staff from Asian Countries" under the Ministry of Economy, Trade and Industry, and in charge of the Japanese language course for the "Foreigners Living in Japan" Program under the Agency for Cultural Affairs. One of the pioneers of both research and teaching of Business Japanese, who has been actively promoting its newest theories and practice both in Japan and abroad.



**ANDREEV, Anton**

Toyo University Center for Global Education  
and Exchange (Lecturer)

Holds a MA in Applied Japanese Linguistics from Tohoku University and a Ph.D. in Japanese Linguistics from Bulgaria's leading Sofia University. His research covers phonetics and phonology with an accent on prosody, pragmatics and honorifics in particular, as well as intercultural communication, including foreign learners' attitude toward Japan and its culture. Long-time translator and interpreter, experienced in literary, business and political contexts. (Translator of Kenzaburo Oe's "Death by Water"), Taught for many years at Sofia University (Associate Professor). Currently a Lecturer at Toyo University.



# Schedule

You can choose between 20 free lectures, delivered by distinguished experts in the respective fields.

Lectures on	No.	Time (JST)	Topics	Lectures address either “Theory” or “Practice”	Lectures	Lecturer; Institution
Mon. Feb 1	1	13:00 - 14:30	Communication	Theory	Efficient Japanese Communication	Noriko YAMADA <small>The Japan Kanji Aptitude Testing Foundation (Head of Division)</small>
	2	14::40 - 16:10		Practice	Business Japanese and the Communicative Approach	Yusuke TANAKA <small>Toyo University Center for Global Education and Exchange (Associate Professor)</small>
Tue. Feb 2	3	13:00 - 14:30	Career	Theory	Finding a Job and Building a Career in Japan	Yoshiyuki SUGANO <small>Nikkei HR, Co. (Executive Officer and Head of Sales Division)</small>
	4	14::40 - 16:10		Practice	What is BJT and How to Prepare for It	Yusuke TANAKA <small>Toyo University Center for Global Education and Exchange (Associate Professor)</small>
Wed. Feb 3	5	13:00 - 14:30	Grammar	Theory	Better Communication Skills through Grammar Acquisition	Xiuyin CHEN <small>Toyo University Center for Global Education and Exchange (Lecturer)</small>
	6	14::40 - 16:10		Practice	A Practical Exercise in Business Japanese Grammar	Ryuta USHIKUBO <small>Toyo University Center for Global Education and Exchange (Associate Professor)</small>
Thu. Feb 4	7	13:00 - 14:30	Vocabulary	Theory	Difficulties in Vocabulary Acquisition and How to Overcome Them	Xiuyin CHEN <small>Toyo University Center for Global Education and Exchange (Lecturer)</small>
	8	14::40 - 16:10		Practice	A Practical Exercise in Business Japanese Vocabulary	Yusuke TANAKA <small>Toyo University Center for Global Education and Exchange (Associate Professor)</small>
Fri. Feb 5	9	13:00 - 14:30	Expressions	Theory	Honorifics in Business Japanese	Naoko MAEDA <small>Gakushuin University (Professor)</small>
	10	14::40 - 16:10		Practice	A Practical Exercise in Business Japanese Expressions	Xiuyin CHEN <small>Toyo University Center for Global Education and Exchange (Lecturer)</small>
Sat. Feb 6	11	13:00 - 14:30	Culture	Theory	Japanese Business Etiquette	Shoko TOYAMA <small>MCS Ltd. (CEO)</small>
	12	14::40 - 16:10		Practice	A Practical Exercise in Japanese Business Culture	Yusuke TANAKA <small>Toyo University Center for Global Education and Exchange (Associate Professor)</small>
Sun. Feb 7	13	13:00 - 14:30	Writing	Theory	Business Japanese Writing Skills	Junko OKUDA <small>Communica Institute (Principal)</small>
	14	14::40 - 16:10		Practice	A Practical Exercise in Japanese Business Writing for Highly Advanced Learners	Ryuta USHIKUBO <small>Toyo University Center for Global Education and Exchange (Associate Professor)</small>
Mon. Feb. 8	15	13:00 - 14:30	Listening Comprehension	Theory	Business Japanese Listening Comprehension	Keiko HORII <small>Musashino University (Honorary Professor)</small>
	16	14::40 - 16:10		Practice	A Practical Exercise in BJT Listening Tasks	Xiuyin CHEN <small>Toyo University Center for Global Education and Exchange (Lecturer)</small>
Tue. Feb 9	17	13:00 - 14:30	Reading Comprehension	Theory	Business Japanese Reading Comprehension	Ryuta USHIKUBO <small>Toyo University Center for Global Education and Exchange (Associate Professor)</small>
	18	14::40 - 16:10		Practice	A Practical Exercise in BJT Reading Tasks	Yusuke TANAKA <small>Toyo University Center for Global Education and Exchange (Associate Professor)</small>
Wed. Feb 10	19	13:00 - 14:30	J1・J1+	Theory	Translation, Interpreting and Business Japanese	Anton ANDREEV <small>Toyo University Center for Global Education and Exchange (Lecturer)</small>
	20	14::40 - 16:10		Practice	General BJT Advice; Preparation Resources and Tools	Yusuke TANAKA <small>Toyo University Center for Global Education and Exchange (Associate Professor)</small>

※Please note that some classes are the same as the 2020 Summer Business Japanese Point Course, so please be careful when applying.

## 【Application】

Please register your e-mail address below.  
The registration page will be sent to the email address you have registered.

([https://www.tugs.co.jp/businessjapanese\\_temporary/](https://www.tugs.co.jp/businessjapanese_temporary/))



## 【Contact Us】

Toyo University Career Development Office  
E-mail : [ml-biznihongo@toyo.jp](mailto:ml-biznihongo@toyo.jp)



## Details

no.	Lectures	Overview
01	Efficient Japanese Communication	Understanding communication style of Japanese language is essential for learning business Japanese. In this lecture, we will focus on communicative competence which is required to work in Japanese company, and learn the basic knowledge on how to write logically in C1:G3Japanese.
02	Business Japanese and the Communicative Approach	Communicative approaches have been a point of discussion since the 1980s and are still very important today, especially in business situations. In this lecture, we will consider business Japanese in reference to the communicative approach and explain effective learning methods.
03	Finding a Job and Building a Career in Japan	Business Japanese is not only a matter of language. It is also a matter of how you create your own future career using Japanese. In this lecture, we will talk about career planning for international students based on the current status of job hunting in Japan.
04	What is BJT and How to Prepare for It	The BJT test is for measuring business communication skills. In this lecture, you will learn the features and questioning tendency of the BJT test and how to prepare for it.
05	Better Communication Skills through Grammar Acquisition	Being able to use Japanese in business situations means not only having linguistic knowledge, but also being able to communicate. In this lecture, we will consider the communication skills that learners should acquire from the perspective of Japanese grammar.
06	A Practical Exercise in Business Japanese Grammar	In this lecture, you will be asked to solve actual BJT test tasks, to deepen your understanding of grammar expressions used in actual business situations. Please prepare notes.
07	Difficulties in Vocabulary Acquisition and How to Overcome Them	Japanese is said to have a large vocabulary compared to other languages. In this lecture, you will learn the difficulties in vocabulary acquisition and how to overcome them.
08	A Practical Exercise in Business Japanese Vocabulary	Building upon "Difficulties in Vocabulary Acquisition and How to Overcome Them" the lecture offers an even deeper understanding through solving and analysis of actual BJT test tasks.
09	Honorifics in Business Japanese	There are lots of people who associate business Japanese with Honorifics (Keigo) and find it difficult to use. In this lecture, we will explain core concept of Keigo and leant how it is described by linguists.
10	A Practical Exercise in Business Japanese Expressions	In this lecture, you will be asked to solve actual BJT test tasks, to deepen your understanding of honorific expressions used in actual business situations. Please take notes.
11	Japanese Business Etiquette	Every particular business situation calls for a specific set of manners, but how can you tell what it is? This is exactly what you are going to learn from an expert in the field.
12	A Practical Exercise in Japanese Business Culture	Understanding business culture and customs is essential for learning business Japanese. In this lecture, we will introduce the theoretical framework of cultural understanding, and provide explanations and training to acquire cultural knowledge.
13	Business Japanese Writing Skills	How to produce a text, relevant to a specific business purpose? You will learn about the basics of Japanese business writing and hear some hints how to improve your skills.
14	A Practical Exercise in Japanese Business Writing for Highly Advanced Learners	In this lecture, you will actually be asked to write actual texts, so that you can deepen your understanding of writing activities used in actual business situations. Please make sure you are using a device, you can comfortably use for writing.
15	Business Japanese Listening Comprehension	No matter what your job is, understanding what people are saying is an absolute must. The lecture is an opportunity to learn more about listening comprehension in Japanese business situations and improve your skills.
16	A Practical Exercise in BJT Listening Tasks	In this lecture, you will listen to audio and complete the BJT test tasks, in order to improve your listening skills in actual business situations. Please make sure you have a stable connection.
17	Business Japanese Reading Comprehension	What is the difference between understanding business documents in Japanese and academic papers? In this lecture, we will classify the types of business documents used in a business setting and learn how to make sense of the information they contain.
18	A Practical Exercise in BJT Reading Tasks	Building upon "Business Japanese Reading Comprehension", you will deepen your understanding of reading activities in actual business situations through exercises and explanations. In this lecture, we will read various business articles.
19	Translation, Interpreting and Business Japanese	When a foreigner is hired, they are often expected to handle translating and interpreting tasks. The lecture deals with some aspects of the Japanese language particularly relevant to translation and interpreting.
20	General BJT Advice; Preparation Resources and Tools	In this lecture, as the final summary, we will have a comprehensive exercise in business Japanese. We will review the knowledge learned in the course and introduce useful materials and tools for future study.