

# 2023 SUMMER TOYO UNIVERSITY BUSINESS JAPANESE ADVANCED COURSE

Focusing on the language ability areas of each situation,  
aiming to acquire a higher level of business Japanese proficiency

## COURSE FEATURES

We offer an Advanced Business Japanese course intending to acquire a higher level of business Japanese language proficiency. Each lecture is designed for those who have Japanese proficiency of N1 (JLPT) or J2 (BJT) or higher and focuses on each specific area of language proficiency (writing, vocabulary and expressions, BJT J1, and J1+ exercises). The lecture will be conducted in a way that ensures interactive interaction between the lecturer and participants. You may be asked to answer questions and participate in activities during the lecture, so please prepare a headset and microphone from a stable internet connection environment. Through this course, we aim to help you concentrate on strengthening the language skills necessary for you and acquire a higher level of business Japanese.

PERIOD	August 30- September 01, 2023
FORMAT	Online, organized over Webex
TARGET	International students or employees who have passed N1 (JLPT) or J2 (BJT) or above.
LECTURES	3 topics, 6 lectures
CAPACITY	1,000 participants per lecture (first-come-first-served basis)
FEE	1,100 yen/lecture (tax included)
APPLICATION PERIOD	August 01 - August 28, 2023 (JST)
COURSE APPLICATION	Please apply from the site below. TOYO Japanese Language Program Site URL : <a href="https://toyo-jlp.com">https://toyo-jlp.com</a>



- ※ You can freely choose to participate in only one course or multiple courses.
- ※ Those who responded to the questionnaire after the course will be able to view the materials used in the course.
- ※ All applicants will be able to view the course video at a later date.
- ※ those who have attended at least 72 minutes (80% of the lecture time) of the course can download the Toyo University Certificate of Completion.

# LECTURERS



Ryuta USHIKUBO

Associate Professor, Toyo  
University Center for  
Global Education and Exchange

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 Kansai Gakuin University. He is currently teaching Japanese at the Center for Global Education and Exchange, Toyo University. His specialty is qualitative data analysis, teacher research, and classroom research.



Xiuyin CHEN

Lecturer, Toyo University Center for  
Global Education and Exchange

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.



Yusuke TANAKA

Associate Professor, Aoyama  
Gakuin University

Graduated from the Japanese Language and Culture Course at the University of Tsukuba. Completed the doctoral program at Waseda University Graduate School and holds a Ph.D in Japanese Language Education. After working as a JSPS Research Fellowship for Young Scientists, a lecturer at Fudan University in China, an assistant at Waseda University, a lecturer and an associate professor at Toyo University, his current position is Associate Professor of Aoyama Gakuin University. His research topics include teaching Japanese to foreign students and non-native minors, analysis of Japanese teaching materials, language policy, history of Japanese language education, Business Japanese, introducing Japanese culture abroad, etc. Doctor Tanaka is the winner of numerous awards, including the 32nd Masayoshi Ohira Memorial Prize, the Prize for 2018 if the Society for Teaching Japanese as a Second Language, Waseda University Teaching Award (President's Award) in 2017, the University of Tokyo Good Practice for Teaching Online President's Award in 2020, and the 1st SDGs Iwasa Prize for 2022, etc.



Kei ISHIGURO

Professor, National Institute for  
Japanese Language and Linguistics  
Affiliate Professor, Graduate School  
of Language and Society,  
Hitotsubashi University

Graduate of Hitotsubashi University's Faculty of Social Sciences. Holds a Ph.D. from Waseda University's Graduate School of Letters. Starts his career as a lecturer at the Foreign Student Center at Hitotsubashi University (Currently the Center for Global Education and Exchange) where after being promoted to assistant-professor, earns full professorship in 2013. Since 2015 a professor at both NINJAL at the Graduate School of Social Sciences at Hitotsubashi University. Program Director at the Society for Japanese Linguistics and Editor in chief of the Journal of the Society for Technical Japanese Education. Laureate of the 7th Award of the Society for Teaching Japanese as a Second Language (2009). His research interests include technology, reading comprehension, composition. Author of many books and teaching materials dealing with composing and understanding texts, writing essays and reports, etc.

# COURSE OUTLINE

## BJT BUSINESS JAPANESE PROFICIENCY TEST PREPARATION

LECTURES ON	No.	TIME(JST)	CATEGORY	LECTURES	LECTURERS	INSTITUTION
August 30 (Wed.)	01	13:00~14:30	PRACTICE	BJT Business Japanese Proficiency Test Preparation & Practice (Listening Comprehension)	Ryuta USHIKUBO	Associate Professor, Toyo University Center for Global Education and Exchange
OUTLINE				<p>In this lecture, we will practice and explain the "Listening comprehension" of the BJT Business Japanese Proficiency Test. This test examines the ability to recognize situations and use Japanese in those situations. We will conduct practical exercises on three types of questions: "Situational understanding questions", "Conversational listening comprehension questions" and "General listening comprehension questions". Please come prepared with a headset and writing utensils.</p>		

LECTURES ON	No.	TIME(JST)	CATEGORY	LECTURES	LECTURERS	INSTITUTION
August 30 (Wed.)	02	14:50~16:20	PRACTICE	BJT Business Japanese Proficiency Test Preparation & Practice (Listening and reading comprehension)	Xiuyin CHEN	Lecturer, Toyo University Center for Global Education and Exchange
OUTLINE				<p>In this lecture, we will practice and explain the "Listening and reading comprehension" of the BJT Business Japanese Proficiency Test. In actual business situations, "Task Listening" skill is required. This refers to the ability to listen to information and grasp situations while reading business documents. We will conduct practical exercises on three types of questions: "Situational understanding questions", "Information listening and reading comprehension questions" and "General listening and reading comprehension questions". Please come prepared with a headset and writing utensils.</p>		

## BUSINESS VOCABULARY AND EXPRESSIONS

LECTURES ON	No.	TIME(JST)	CATEGORY	LECTURES	LECTURERS	INSTITUTION
August 31 (Thu.)	03	13:00~14:30	THEORY	Difficulties and Countermeasures in Vocabulary Acquisition for Advanced Japanese Learners	Xiuyin CHEN	Lecturer, Toyo University Center for Global Education and Exchange
OUTLINE				<p>Many Japanese learners find it difficult to acquire Japanese vocabulary even after reaching advanced levels though it does not have a particularly large vocabulary compared to other languages. In this lecture, we will explain the difficulties in learning vocabulary based on linguistic characteristics such as Japanese characters, writing style, and usage situations, and consider learning methods to overcome them.</p>		

LECTURES ON	No.	TIME(JST)	CATEGORY	LECTURES	LECTURERS	INSTITUTION
August 31 (Thu.)	04	14:50~16:20	PRACTICE	A Practical Exercise in Business Japanese Vocabulary and Expressions	Yusuke TANAKA	Associate Professor, Aoyama Gakuin University
OUTLINE				<p>Vocabulary and expressions used in business situations differ from those used in academic situations. This lecture will deepen your understanding of vocabulary and expressions used in business situations through practice exercises and commentaries based on theoretical content. We will use practice questions from the BJT test during the lecture, so please prepare paper and pencil in advance.</p>		

# COURSE OUTLINE

## BUSINESS WRITING

LECTURES ON	No.	TIME(JST)	CATEGORY	LECTURES	LECTURERS	INSTITUTION
September 01 (Fri.)	05	13:00~14:30	THEORY	Advanced business writing skills	Kei ISHIGURO	Professor, National Institute for Japanese Language and Linguistics Affiliate Professor, Graduate School of Language and Society, Hitotsubashi University

### OUTLINE

In today's world, email has become the primary means of communication in the workplace, and there is an increasing need to convey information through written documents such as various materials and reports. What skills are required for document creation?  
In this lecture, we will explore the advanced skills for creating business documents in Japanese, based on the achievements in Japanese language research. We will also examine the expression of written communication to effectively convey the intended message to the reader.

LECTURES ON	No.	TIME(JST)	CATEGORY	LECTURES	LECTURERS	INSTITUTION
September 01 (Fri.)	06	14:50~16:20	PRACTICE	A practical Exercise in Japanese Business Writing for Highly Advanced Learners	Ryuta USHIKUBO	Associate Professor, Toyo University Center for Global Education and Exchange

### OUTLINE

"Writing" is considered the slowest to acquire among the 4 language skills, and it is a field that requires conscious learning. In this lecture, you will deepen your understanding of writing activities used in actual business situation through practice exercises and commentaries. You will be asked to actually write sentences, so please prepare a notebook, computer or other writing tools in advance.

## 【COURSE APPLICATION】

Apply from the QR code on the right site or the URL below.

TOYO Japanese Language Program Site

URL: <https://toyo-jlp.com>



## 【CONTACT】

TOYO Japanese Language Program

E-mail: [toyo-jlp@tugs.co.jp](mailto:toyo-jlp@tugs.co.jp)

