

2023 SUMMER TOYO UNIVERSITY BUSINESS JAPANESE SPECIAL COURSES



COURSE FEATURES

In this course, you will learn about the Japanese language, cultural knowledge, manners, and skills actually required in business situations.

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

This term, with new instructors, participants can freely choose courses of their own interest from a total of 14 courses with more carefully selected themes. If you are unable to attend the course on the day of the lecture, all those who have signed up will be able to view the lecture videos at a later date. Please take this opportunity to deepen your understanding of business Japanese and business culture, and use it to improve your Japanese language skills and build your future career.

✉ toyo-jlp@tugs.co.jp

TOYO Japanese Language Program

COURSE OUTLINE

PERIOD August 22 - August 28, 2023 (7 days in total)

FORMAT Online, organized over Webex

TARGET International students or employees who have passed N2 (JLPT) or above.

* Non Toyo University student can also take this course.
* Participation from abroad is highly welcomed.

COURSE 7 topics, 14 courses

* Each topic consists two parts :
Theory (the first half) and Practice (the second half)

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

FEE Some courses charged

APPLICATION PERIOD August 01 - August 20, 2023 (JST)

COURSE APPLICATION Please apply from the site below.
TOYO Japanese Language Program Site
URL : <https://toyo-jlp.com>



- Courses will be conducted entirely in Japanese.
- 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 only if the instructor has given permission to distribute them.
- For paid courses, those who have attended at least 72 minutes (80% of the lecture time) of the course can download the Toyo University Certificate of Completion.

SCHEDULE

You can choose between 14 lectures, delivered by distinguished experts in the respective fields!

LECTURES ON	No.	TIME(JST)	TOPIC	LECTURES	LECTURERS	INSTITUTION
Tue. Aug. 22	01	13:00~14:30	Business Culture and Manners	Japanese Business Etiquette	Shoko TOYAMA	Toyama Building Co.Ltd (CEO)
	02	14:50~16:20		A Practical Exercise in Japanese Business Culture*	Ryuta USHIKUBO	Toyo University Center for Global Education and Exchange (Associate Professor)
Wed. Aug. 23	03	13:00~14:30	BJT Business Japanese Proficiency Test	Business Japanese Logical Communication & BJT Business Japanese Proficiency Test	Noriko YAMADA	The Japan Kanji Aptitude Testing Foundation(Head of Division)
	04	14:50~16:20		BJT Practice Exercises / Materials and Tools for Future Learning*	Yusuke TANAKA	Aoyama Gakuin University, Faculty of Literature (Associate Professor)
Thu. Aug. 24	05	13:00~14:30	Business Japanese and Theory	Translation/Interpretation Logic and Business Japanese	ANDREEV, Anton	Toyo University Center for Global Education and Exchange(Lecturer)
	06	14:50~16:20		Logical Structure and Expression Practice in Business Japanese*	Ryuta USHIKUBO	Toyo University Center for Global Education and Exchange (Associate Professor)
Fri. Aug. 25	07	13:00~14:30	Business settings	Business Japanese for working in a Japanese Company	Mitsuru SUGIYAMA	Head of the Japanese Teaching Center at the Association for Overseas Technical Cooperation and Sustainable Partnership
	08	14:50~16:20		A Practice Exercise in Business Japanese Reading Comprehension*	Ryuta USHIKUBO	Toyo University Center for Global Education and Exchange (Associate Professor)
Sat. Aug. 26	09	13:00~14:30	Honorific expressions	Honorifics in Business Japanese	Naoko MAEDA	Gakushuin University, Faculty of Literature(Professor)
	10	14:50~16:20		A Practical Exercise in Business Japanese Expressions*	Xiuyin CHEN	Toyo University Center for Global Education and Exchange (Lecturer)
Sun. Aug. 27	11	13:00~14:30	Business Communication	Business Japanese and the Communicative Approach*	Yusuke TANAKA	Aoyama Gakuin University, Faculty of Literature (Associate Professor)
	12	14:50~16:20		Japanese Grammar for Developing Communication Skills*	Xiuyin CHEN	Toyo University Center for Global Education and Exchange (Lecturer)
Mon. Aug. 28	13	13:00~14:30	Speaking & Listening	Difficulties and countermeasures for Japanese learners to learn pronunciation	Naoko KINOSHITA	Waseda University Center of Japanese Language Education and Research (Associate Professor)
	14	14:50~16:20		A Practice Exercise in Business Japanese Listening Comprehension*	Xiuyin CHEN	Toyo University Center for Global Education and Exchange (Lecturer)

Courses marked with * are paid courses. (1,100 yen / course)

【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



LECTURER PROFILES



Shoko TOYAMA
Toyama Building Co.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 the Executive Director of Toyama Building Co.Ltd, part-time lecturer at Toyo University, table manner lecturer for HRS (The Japan Hotel and Restaurant Service Development Association), certified mental health counselor by the Mental Health Association of Japan, he first bridal master of BIA (Japan Bridal Culture Promotion Association), an ICC (International Coaching Federation) certified international coach, a Representative for Japan of MAGIC COLORS STYLE. Completed the Master program at Toyo University Graduate School of International Tourism Studies.



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

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 Global Education and Exchange, Toyo University. His specialty is qualitative data analysis, teacher research, and classroom research.



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. After supporting the recruitment of human resources and providing career advice to individuals, she has been engaged in management and training of company mid-career employees since 2013. In order to improve the Japanese language communication skills of students and adults, she is conducting support seminars on human resource development for schools and companies.



Yusuke TANAKA
Aoyama Gakuin University
Faculty of Literature (Associate Professor)

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.



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.



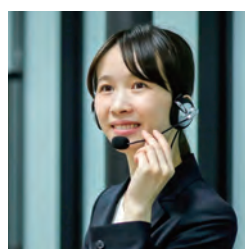
Mitsuru SUGIYAMA
Head of the Japanese Teaching Center at the Association for Overseas Technical Cooperation and Sustainable Partnership

MA in Japanese Language Education from Waseda University. Worked as a Japanese language teacher for high schools in China and Japanese language schools in Japan. Since 2006 in charge of selling fire engines abroad for MORITA. Started work for AOTS in 2008. In charge of supporting job-hunting for foreign students, research on foreigners working in Japan, production of Japanese language materials for foreign trainees. Currently in charge of all activities related to Japanese language education at AOTS and promoting Japanese language programs to Japanese companies.



Naoko MAEDA
Gakushuin University
Faculty of Literature(Professor)

Graduate of the University of Tokyo's Faculty of Letters. Holds a Ph.D. in Modern Japanese Linguistics from the University of Osaka. After briefly teaching at the Foreign Student Center at the University of Tokyo, assistant-professor at Gakushuin University (2002). Full professor at the same university since 2008. Chairperson of the Society of Japanese Grammar. Author of numerous books, research papers and teaching materials, related to Japanese grammar. One of her publications is "Review and current issues in Business Japanese education"(CO-CO Publishers) speaks clearly of her dedication to the subject.



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.



Naoko KINOSHITA
Waseda University Center of Japanese Language Education and Research (Associate Professor)

Holds a Ph.D. from Waseda University's Graduate School of Applied Japanese Linguistics. Starts her career as a Japanese lecturer at the Busan University of Foreign Studies (Rep. of Korea) then lecturing full-time at Meikai University, before becoming an associate-professor at Waseda University's Center for Japanese Language. Works in the fields of phonetic education, second language acquisition and Japanese learning advising. Author of the web-teaching material "Tsutaeru hatsuon" and has contributed 9 courses in the "Steps in Japanese for Beginners" which is part of the larger MOOCs online study material, having more than 170,000 registered users. Winner of Waseda University's Waseda e-Teaching Award for 2019, 2020 and the e-Teaching Award Good Practice for 2021.

OUTLINES

No.	LECTURES	OUTLINE
01	Japanese Business Etiquette	Everybody know that good manners are essential in business, but what exactly should one pay attention to? A expert in Japanese manners will teach you the essentials of the Japanese attitude toward manners, as well as how to behave in different situations.
02	A Practical Exercise in Japanese Business Culture*	One cannot be successful in the field of Business Japanese with no understanding of corporate culture and manners. In addition to deepening your theoretical understanding of culture, the lecturer will offer you some practical training, targeting particular situations.
03	Business Japanese Logical Communication & BJT Business Japanese Proficiency Test	This lecture will teach you to how communicate with businesspersons in Japan and give you a basic idea of the Business Japanese Proficiency Test (BJT) while introducing examples of actual test questions.
04	BJT Practice Exercises / Materials and Tools for Future Learning*	The Business Japanese Proficiency Test (BJT) is a test to measure business communication skills. This lecture will introduce the characteristics and question trends of BJT Test, and explain the key points for test preparation and study.
05	Translation/Interpretation Logic 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.
06	Logical Structure and Expression Practice in Business Japanese*	This lecture focuses on the theoretical structure of Business Japanese. Using examples when one has to "theoretically summarize" a certain content it introduces some basic notions and uses test questions to achieve a deeper understanding of the problem. Writing activities are included, so make sure to have a pen and notepad at hand.
07	Business Japanese for working in a Japanese Company	The industries in which foreign human resources are needed are becoming more diverse, and the workplaces are becoming more complex. What kind of Japanese language skills are required in the business setting? In this lecture, we will explain and acquire Japanese language skills that are useful in the field, such as the qualities that Japanese companies demand from foreign human resources, the level of Japanese language, and strategies for solving communication problems faced by new foreign employees, and Introduce effective learning methods and materials.
08	A Practice Exercise in Business Japanese Reading Comprehension*	In business situations speed of understanding may be crucial. This lecture will teach you how to read documents using actual test questions. We suggest that you use your computer rather than your smartphone, to ensure a proper view of the displayed documents.
09	Honorifics in Business Japanese	The most common association related to Business Japanese is Honorifics or KEIGO in Japanese. This lecture will start by introducing the basics of Japanese Honorifics and offer a better understanding of honorific and formal expressions used in business situations. You will learn some helpful secrets how to become a real KEIGO ace.
10	A Practical Exercise in Business Japanese Expressions*	Understanding the relation between an expression and a situation is a key to correct acquisition of business Japanese. You will learn how to use the proper honorific expressions while solving actual test problems. Please do not forget your pen and notepad.
11	Business Japanese and the Communicative Approach*	Everyone who aspires to speak good Business Japanese should be able to understand the mechanism of such communication. Since the rise of the so-called "communicative approach" around 1980 a special attention is being paid to communicative situations. What does a "situation" means, when it comes to business Japanese? The lecturer will share some secrets that will help you improve your business Japanese, using the communicative approach as a main reference point.
12	Japanese Grammar for Developing Communication Skills*	Using business Japanese needs more than just having knowledge about the language. That is having the skill to use for communication. Centering on grammar, this lecture will teach you how to build your "four skills": listening, speaking, reading and writing.
13	Difficulties and countermeasures for Japanese learners to learn pronunciation	Pronunciation is crucial when you need your messages to be properly understood. This lecture deals with phonetics as part of Business Japanese skills. It will also teach you some secrets for improving your pronunciation.
14	A Practice Exercise in Business Japanese Listening Comprehension*	The lecture builds upon its "Theory" counterpart, offering a deeper understanding through working on actual test tasks. You will have numerous opportunities to listen to testing-format recordings which are sure to improve your overall Business Japanese listening skills as well.