

2024 SPRING TOYO UNIVERSITY

BUSINESS JAPANESE SPECIAL COURSES

Learn Business Japanese and skills from experts in various fields

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.

COURSE OUTLINE

PERIOD February 13, 2024 - February 19, 2024 (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 lectures

* 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 Free

APPLICATION PERIOD January 23, 2024 - February 11, 2024 (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 lecture or multiple lectures.
- Those who responded to the questionnaire after the lecture will be able to view the materials used in the course only if the lecturer has given permission to distribute them.

✉ toyo-jlp@tugs.co.jp

TOYO Japanese Language Program



東洋大学

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. Feb. 13	01	13:00~14:30	Honorific expressions	Honorifics in Business Japanese	Naoko MAEDA	Gakushuin University, Faculty of Literature(Professor)
	02	14:50~16:20		A Practical Exercise in Business Japanese Expressions	Xiuyin CHEN	Toyo University Center for Global Education and Exchange (Lecturer)
Wed. Feb. 14	03	13:00~14:30	Translation interpretation	Business Japanese and Translation/ Interpretation -The joy of switching between two languages-	Shinichiro ISHIKAWA	Kobe University(Professor)
	04	14:50~16:20		From the field of translation and interpretation in Japan	Mariko MIYAGAI	Font inc•CEO
Thu. Feb. 15	05	13:00~14:30	Vocabulary & Grammar	Acquisition of Business Japanese Vocabulary and Expressions and Exercises	Yusuke TANAKA	Aoyama Gakuin University, Faculty of Literature (Associate Professor)
	06	14:50~16:20		Practical Business Japanese Exercises with a focus on Grammar	Ryuta USHIKUBO	Toyo University Center for Global Education and Exchange (Associate Professor)
Fri. Feb. 16	07	13:00~14:30	Communication	Business Japanese Logical Communication & BJT Business Japanese Proficiency Test	Kazuhiro OMORI	The Japan Kanji Aptitude Testing Foundation
	08	14:50~16:20		Difficulties and countermeasures in learning Japanese for communication	Xiuyin CHEN	Toyo University Center for Global Education and Exchange (Lecturer)
Sat. Feb. 17	09	13:00~14:30	Listening & Speaking	Difficulties and countermeasures for Japanese learners to learn pronunciation	Naoko KINOSHITA	Waseda University Center of Japanese Language Education and Research (Associate Professor)
	10	14:50~16:20		Listening Comprehension of Business Japanese	Keiko HORII	Musashino University (Emeritus Professor)
Sun. Feb. 18	11	13:00~14:30	Business Culture and Manners	Japanese Business Etiquette	Shoko TOYAMA	Toyama Building Co.Ltd (CEO)
	12	14:50~16:20		Business manners and communication practices for working in a company	Kiyomi NAGASAKI	NPO Research Institute for Japanese Language Education (Director• Researcher)
Mon. Feb. 19	13	13:00~14:30	Reading & Writing	Basic business writing skills	Kei ISHIGURO	National Institute for Japanese Language and Language(Professor) Hitotsubashi University (Collaborative Professor)
	14	14:50~16:20		A Practice Exercise in Business Japanese Writing	Ryuta USHIKUBO	Toyo University Center for Global Education and Exchange (Associate Professor)

[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



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"(COCO 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.



Shinichiro ISHIKAWA

Kobe University(Professor)

Graduated from the Faculty of Letters at Kobe University. Completed postgraduate studies at the Graduate School of Letters, Kobe University, and the Graduate School of Cultural Science, Okayama University. Holds a Ph.D. in Literature. Specializes in corpus linguistics and applied linguistics. Worked as a lecturer at Shizuoka Prefectural University and Hiroshima International University, and as an associate professor (assistant professor) at Kobe University before assuming the current position in 2004. Serves as the vice president of the Association for Quantitative Linguistics, director of the Japan Association for Language and Culture, and former president of the English Corpus Linguistics Society. Major works include "Basic Corpus Linguistics" and "Basic Applied Linguistics," among others. Notable translations include "Corpus Linguistics: Method, Theory and Practice" "Words and Phrases: Corpus Studies of Lexical Semantics" and Volume 4 of "D.H. Lawrence Short Stories" ("Two Blue Birds").



Mariko MIYAGAI

Font inc•CEO

Graduated from the School of Foreign Studies, German Department, Osaka University. Completed the System Design and Management program at Keio University. Currently a first-year master's student in the Urban Policy and Regional Economy program at the Graduate School of Urban Management, Osaka City University. After graduating from Osaka University, started a translation and interpretation company. Conducted research at Keio University on "Japanese that is easy to translate into English." Currently interested in how to engage with many regions, studying nursery school exchange programs in rural areas with three children.



Yusuke TANAKA

Aoyama Gakuin University,
Faculty of Literature (Associate
Professor)

Graduated from College of Japanese Language and Japanese Culture at the University of Tsukuba. Completed the doctoral program in Japanese Language Education at Waseda University. Ph.D. in Japanese Language Education. Worked as a special research fellow at the Japan Society for the Promotion of Science, lecturer at Fudan University in China, assistant at the International Academic Affairs Office of Waseda University, and lecturer/associate professor at Toyo University. Engaged in research on multicultural coexistence, international cultural exchange, and Japanese language education. Research areas include Japanese language education for international students, Japanese language education for Japanese as a Second Language (JSL) children, analysis and development of Japanese language teaching materials, language policy, history of Japanese language education, business Japanese language education, and overseas dissemination of Japanese culture. Recipient of the 32nd Masayoshi Ohira Memorial Award Special Prize, 2018 Japan Association for Japanese Language Teaching Encouragement Award, 2017 Waseda University Teaching Award Grand Prize, 2020 University of Tokyo Good Practice Grand Prize for Online Classes, 2022 SDGs Iwasa Award, and other accolades.



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 Kwansai 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.



Kazuhiro OMORI

The Japan Kanji Aptitude Testing Foundation

Graduated from Senshu University, Faculty of Literature, Department of Japanese Literature in March 1996. Obtained a junior high school and high school Japanese language teaching license.

Joined NX WANBISHI ARCHIVES CO., LTD. in April 1996 and Engaged in BtoB solution sales for data storage and operations targeting businesses.

Joined the Japan Kanji Aptitude Testing Foundation, a public-interest corporation in June 2001. Involved in supporting Japanese language proficiency development for a wide range of educational institutions from elementary schools to universities and for corporate clients. Provided solutions to challenges in Japanese language and kanji proficiency required for school education, comprehensive learning, and entrance exams or job hunting. Also worked as a public relations officer, handling media interviews, press releases, and coverage in television, newspapers, magazines, and other media.

Currently, conducting numerous lectures and training sessions at universities and companies to enhance communication skills for both foreign and Japanese individuals.



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 180,000 registered users. Winner of Waseda University's Waseda e-Teaching Award for 2019, 2020 and the e-Teaching Award Good Practice for 2021.



Keiko HORII

Musashino University (Emeritus Professor)

After graduating from the Department of English and American Literature at Aoyama Gakuin University, worked at Deutsche Bank Tokyo Branch and at a Japanese company branch in Basra, Iraq. Later, became involved in Japanese language education. Holds a Ph.D. in academia.

Currently a professor at Musashino University, director of the Graduate School of Language and Culture, and head of the Department of Japanese Communication Studies in the Global Studies Faculty.

Served as the chairman of the Japanese OPI Research Association, secretary of the Academic Japanese Group (AJG), representative secretary of the Business Japanese Research Association, and a committee member for the Ministry of Economy, Trade, and Industry's commissioned project "Survey and Research on Promoting Employment of Foreign Students in Japanese Companies." Also served as a committee member for the Ministry of Economy, Trade, and Industry's commissioned project "Common Curriculum and Teaching Materials Development Committee for the Asian Human Capital Fund Concept" and was responsible for the Japanese language education project for the Agency for Cultural Affairs' commissioned course "Foreigners as Consumers." Also responsible for the Agency for Cultural Affairs' commissioned project "Training for Japanese Language Teachers for Workers [Initial Appointment]" and served as the director and lecturer for three years from 2020 to 2022. Established and expanded the field of business Japanese research and education, disseminating cutting-edge theory and practice both domestically and internationally.



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.



Kiyomi NAGASAKI

NPO Research Institute for Japanese Language Education (Director・Researcher)

Part-time lecturer at Komazawa University and Tokyo Institute of Technology. After working for a steel manufacturer, she started teaching Japanese in 1992. After teaching at local Japanese language classes and schools(Japanese language school, vocational school, and university), she was posted to Kenya as a Japan Overseas Cooperation Volunteer (JOCV) and experienced working in a cross-cultural environment. After returning to Japan, she has been involved in work related to the Japanese language and foreigners, such as Japanese language teacher training courses and teaching material development. Currently, she focuses on coordinating Japanese language training for business people at companies, supporting foreign students in their job hunting activities, and training business Japanese language teachers.



Kei ISHIGURO

National Institute for Japanese Language and Language(Professor) Hitotsubashi University (Collaborative Professor)

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 textology, reading comprehension, composition. Author of many books and teaching materials dealing with composing and understanding texts, writing essays and reports, etc.

OUTLINES

No.	LECTURES	OUTLINE
01	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.
02	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.
03	Business Japanese and Translation/ Interpretation -The joy of switching between two languages-	When working in Japanese, you will often be asked to translate or interpret with your native language. So what kind of knowledge is required in the field of translation and interpretation? Using the famous phrase "Traduttore, traditore" (a translator is a traitor) as a starting point, we will discuss the fun and difficulty of translation and interpreting into (from) Japanese, as well as the characteristics of the Japanese language as seen through this process.
04	From the field of translation and interpretation in Japan	In this lecture, I will share the expectations and requirements for translators and interpreters working in Japan. We will consider translators, interpreters, agents, clients who request translations, and even the end-users. We'll explore what these stakeholders expect from translations or interpretations, and how translators and interpreters should conduct themselves to meet these expectations. Let's think about these aspects together.
05	Acquisition of Business Japanese Vocabulary and Expressions and Exercises	In this lecture, we will identify the challenges Japanese language learners face when learning the vocabulary used in actual business contexts, and introduce learning methods to overcome these challenges. We will deepen our understanding through practice exercises and commentaries. During the lecture, we will also engage in activities that involve solving mock questions from the BJT Business Japanese Proficiency Test.
06	Practical Business Japanese Exercises with a focus on Grammar	In this lecture, we will deepen our understanding of Japanese grammar used in real business situations through practice exercises and explanations. Please prepare a notebook or similar materials for the class.
07	Business Japanese Logical Communication & BJT Business Japanese Proficiency Test	This lecture will teach you how to 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.
08	Difficulties and countermeasures in learning Japanese for communication	Being able to use Japanese in business situations means not just having language knowledge, but also being able to communicate using it. In this lecture, we will identify the challenges learners face in terms of Japanese vocabulary, kanji, and grammar, and introduce learning methods to overcome these challenges. We will also consider the communication skills that need to be acquired.
09	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.
10	Listening Comprehension of Business Japanese	In a work setting, the fundamental ability first required is to listen and understand information. In this lecture, we will focus on business Japanese from a listening comprehension perspective and practice the listening skills necessary for work.
11	Japanese Business Etiquette	Everybody knows that good manners are essential in business, but what exactly should one pay attention to? An expert in Japanese manners will teach you the essentials of the Japanese attitude toward manners, as well as how to behave in different situations.
12	Business manners and communication practices for working in a company	Acquiring business Japanese is intrinsically linked to understanding business culture and commercial customs. In this lecture, we will explore essential business manners and communication skills for working in Japanese companies, incorporating specific examples, and engage in thoughtful discussions together.
13	Basic business writing skills	Nowadays, work interactions are mainly conducted via e-mail, and there are more and more situations in which we need to communicate through the written word, such as in various documents and reports. How is understanding a business email or document different from understanding academic writing? In this lecture, we will consider how to understand information while checking documents used in business situations.
14	A Practice Exercise in Business Japanese Writing	Based on the theoretical content, this lecture will deepen our understanding of writing activities used in actual business situations through practice exercises and commentaries. You will be asked to write sentences during the lecture actually, so please prepare a notebook, computer or other writing tools in advance.