



東洋大学

2025 SUMMER TOYO UNIVERSITY BUSINESS JAPANESE SPECIAL COURSES

Learn Business Japanese and skills
from experts in various fields

COURSE OUTLINE

PERIOD	August 19, 2025 - August 24, 2025 (6 days in total)
FORMAT	Online, organized over Zoom
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	6 topics, 14 lectures * Each topic consists two parts : Theory and Practice
CAPACITY	1,000 participants per lecture (first-come-first-served basis)
FEE	Free
APPLICATION DEADLINE	August 23, 2025(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.

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.

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. 19	01	13:00~14:30	Honorific Language &	Honorifics in Business Japanese	Naoko MAEDA	Gakushuin University (Professor)
	02	14:50~16:20		Practical Business Japanese Exercises Focusing on Synonymous Expressions	Hajime TATEISHI	Kobe College (Professor)
Wed. Aug. 20	03	13:00~14:30	Business Japanese and Kanji/Sino-Japanese	Understanding the Structure of Kanji and Sino-Japanese Words in Business Japanese	Shin OYAMA	Nara Women's University (Professor)
	04	14:50~16:20		Mastering Kanji and Sino-Japanese Words for Business	Xiuyin CHEN	Toyo University Center for Global Education and Exchange (Lecturer)
Thu. Aug. 21	05	13:00~14:30	Vocabulary & Grammar	Acquisition of Business Japanese Vocabulary and Expressions and Exercises	Yusuke TANAKA	University of Tsukuba (Professor)
	06	14:50~16:20		Practical Grammar Exercises for Business Japanese	Ryuta USHIKUBO	Toyo University Center for Global Education and Exchange (Associate Professor)
Fri. Aug. 22	07	13:00~14:30	Translation & Interpretation	Business Japanese and Translation/ Interpretation -The joy of switching between two languages-	Shinichiro ISHIKAWA	Kobe University (Professor)
	08	14:50~16:20		Learning Japanese Character Language through Manga	Tetsuro SUMIDA	Kyoto Seika University (Associate Professor)
Sat. Aug. 23	09	13:00~14:30	Listening & Speaking	Mastering Listening Skills for Business Japanese	Keiko HORII	Musashino University (Honorary Professor)
	10	14:50~16:20		Business Japanese Starting from Small Talk	Xiuyin CHEN	Toyo University Center for Global Education and Exchange (Lecturer)
	11	16:40~18:10		Practical Business Japanese and Communication through BJT and Manga	Kazuhiro OMORI	The Japan Kanji Aptitude Testing Foundation
Sun. Aug. 24	12	13:00~14:30	Business Culture and Manners	Theory and Concepts of Business Culture in Japan	Ryuta USHIKUBO	Toyo University Center for Global Education and Exchange (Associate Professor)
	13	14:50~16:20		Business manners and communication for working in a company	Kiyomi NAGASAKI	NPO Research Institute for Japanese Language Education (Director・Researcher)
	14	16:40~18:10		The Significance of Learning Japanese in the AI Era	Jaeho LEE	WASEDA University (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
(Professor)

Graduated from the Faculty of Letters (Linguistics), the University of Tokyo. Completed a master's program at Tokyo University of Foreign Studies and a doctoral program at Osaka University (Modern Japanese Linguistics). Holds a Ph.D. in Literature. After working at the University of Tokyo's International Student Center, appointed Associate Professor at Gakushuin University in April 2002, and promoted to Professor in April 2008. She has authored numerous influential academic papers, books, and Japanese language teaching materials in the fields of Japanese linguistics and language education. She currently serves as a director of the Society for Japanese Linguistics. Her book "ビジネス日本語教育の展開と課題 (ココ出版)" (Development and Issues in Business Japanese Education (Koko Publishing)) presents significant insights into business Japanese education.



Hajime TATEISHI

Kobe College
(Professor)

Graduated from the Faculty of Foreign Languages, Osaka University of Foreign Studies. Completed the master's and doctoral programs at the Graduate School of Foreign Languages, Kobe City University of Foreign Studies. Ph.D. in Literature.

Served as an associate professor at the Department of Literature, Kagoshima Prefectural Junior College, before assuming the position of associate professor and then professor at the Faculty of Literature, Kobe Women's University in 2011.

Has written numerous books, including "日本語の限定詞の機能" (Functions of Japanese Determiners), "名詞研究のこれまでとこれから" (Japanese Noun Studies: Past, Present, and Future), and "名詞類の文法" (Grammar of Noun Classes) as well as many articles, teaching materials, and research papers on Japanese synonyms and grammar. Has made many important contributions to Japanese language education.



Shin OYAMA

Nara Women's University
(Professor)

Born in Osaka.

Completed a doctoral program at the Graduate School of Letters, Osaka City University. Holds a Ph.D. in Literature.

After working as a specially appointed lecturer at Osaka City University and part-time lecturer at Kyoto University and Bukkyo University, he assumed his current position in 2013.

Also serves as the head priest of Hōju-in Temple (Omuro school of Shingon Buddhism), contributing to religious and cultural studies.

His research focuses on the history of the Japanese language, especially the development and use of characters in ancient times, including writing systems and orthographic innovations.

Recipient of the Shinmura Izuru Prize for Young Scholars, the Manyogaku Society's Encouragement Prize, and the Japan Kanji Aptitude Testing Foundation's Honorable Mention for Research in Kanji Culture.

Author of "日本語の文字と表記 学びとその方法" (The Characters and Writing of Japanese: Learning and Methodology), "朝倉日本語ライブラリー漢字" Kanji (Asakura Japanese Language Library), and other works offering valuable insights into the history and functions of kanji.



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.



Yusuke TANAKA

University of Tsukuba
(Professor)

Graduated from the College of Japanese Language and Culture, School of Humanities and Culture, University of Tsukuba. Completed the doctoral program in Japanese Language Education at the Graduate School of Japanese Applied Linguistics, Waseda University. Ph.D. in Japanese Language Education.

Served as a specially appointed researcher for the Japan Society for the Promotion of Science, a lecturer at Fudan University in China, an assistant professor at the Faculty of International Research and Education, Waseda University, a lecturer and associate professor at Toyo University, and an associate professor at Aoyama Gakuin University before assuming the current position.

Research interests include multicultural coexistence, international cultural exchange, and Japanese language education, with a focus on Japanese language education for foreign students, business Japanese, Japanese language education for JSL children, Japanese language teaching materials analysis and development, language policy, history of Japanese language education, and dissemination of Japanese culture overseas.

Awards include the 32nd Special Prize of the Ohira Masayoshi Memorial Award and the 2018 Japanese Language Education Society Encouragement Award.



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.



Shinichiro ISHIKAWA

Kobe University
(Professor)

Graduated from the Faculty of Letters, Kobe University. Completed graduate studies at the Graduate School of Letters, Kobe University, and the Graduate School of Cultural Sciences, Okayama University. Holds a Ph.D. in Literature.

Specializes in corpus linguistics and applied linguistics. Served as a lecturer at the University of Shizuoka, Hiroshima International University, and associate professor at Kobe University. Has held current position since 2004.

Board Member and Chair of the Kansai Chapter, Japan Association for College English Teaching (JACET), Vice President of the Mathematical Linguistic Society of Japan, board member of the Association for Japanese and English Language and Culture, and former president of the Japan Association for English Studies. Member of the Subdivision on the Japanese Language, Council for Cultural Affairs, Agency for Cultural Affairs, and Deputy Chair of its Language Resources Subcommittee. Regional Coordinator for the Kinki Block in the Ministry of Education, Culture, Sports, Science and Technology's project to establish training and development centers for Japanese language teachers.

Major works include ベーシックコーパス言語学 (A Basic Guide to Corpus Linguistics), ベーシック応用言語学 (A Basic Guide to Applied Linguistics), and "The ICNALE Guide: An Introduction to a Learner Corpus Study on Asian Learners' L2 English". Translations include "Corpus Linguistics: Methods, Theory, and Practice" and "Words and Phrases: Corpus Studies of Lexical Semantics (Language in Society)" and "The Complete Short Stories of D.H. Lawrence", Vol. 4 ("Two Blue Birds").



Tetsuro SUMIDA

Kyoto Seika University
(Associate Professor)

Completed a doctoral program at the Graduate School of Intercultural Studies, Kobe University. Holds a Ph.D. in Interdisciplinary Studies.

Previously held teaching positions at Dongshin University (Korea), Kobe University, and Soochow University (Taiwan).

Since 2017, he has held his current position.

His research focuses on manga from the perspective of Japanese linguistics, exploring how character-specific language styles (yakuwarigo) function in manga.

His works include "日本マンガの翻訳不可能性に関する一考察" (A Study on the Untranslatability of Japanese Manga), "役割語とキャラクターの関係性 ―いわゆる〈王様語〉の分析を通じて―" (Role Language and Character Relationships: Analysis of "Kingly" Speech), and "マンガの笑い声表記に見る役割語" (Laughter and Role Language in Manga, contributing valuable insights into manga linguistics).



Keiko HORII

Musashino University
(Honorary Professor)

After graduating from the AGU Department of English, worked at the Tokyo branch of Deutsche Bank and the Iraqi branch of a Japanese company in Basra before becoming involved in Japanese language education. Ph.D. (Academic).

Served as a professor, dean of the Graduate School of Language and Culture Studies, and dean of the Department of Japanese Communication at Musashino University before assuming the current position.

Has held positions such as president of the Japanese OPI Study Group, secretary of the Academic Japanese Group, executive director of the Society for Business Japanese Research, member of the Review Committee for the Ministry of Economy, Trade and Industry (METI)-commissioned research project "Survey and Research on Promoting Employment of Foreign Students in Japanese Companies," member of the Committee for the Development of a Common Curriculum and Teaching Materials for the METI-commissioned project "Asian Human Resources Fund Initiative," and operator and instructor of the Agency for Cultural Affairs-commissioned Japanese Language Education Program for "Foreigners as Consumers" and the Agency for Cultural Affairs-commissioned Japanese Language Teacher Training (Initial) (Reiwa 2-4 fiscal years). She has constructed the field of business Japanese research and education itself and has disseminated the latest theories and practices both domestically and internationally.



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.



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.



Jaeho LEE

WASEDA University
(Professor)

Completed a doctoral program at the Graduate School of Human and Environmental Studies, Kyoto University. Holds a Ph.D. in Human and Environmental Studies.

Specializes in quantitative linguistics, corpus linguistics, Japanese language education, applied linguistics, and cognitive linguistics.

Has held research positions at the National Institute of Information and Communications Technology and the Japan Foundation, and served as associate professor at the University of Tsukuba. Since 2016, he has held his current position.

Former board member of the Mathematical Linguistics Society, councilor of the Society for Teaching Japanese as a Foreign Language, and overseas director of the Korean Association of Japanese Education.

Recipient of the 2014 Encouragement Award from the Society for Teaching Japanese as a Foreign Language.

He is known for cutting-edge research on AI-based language education and learning, including works such as "AIで言語教育は終わるのか?: 深まる外国語の教え方と学び方" (Will AI End Language Teaching?: The Deepening Teaching and Learning of Foreign Languages) and "データ科学×日本語教育" (Data Science × Japanese Language Education).

OUTLINES

No.	LECTURES	OUTLINE
01	Honorifics in Business Japanese	When thinking about business Japanese, many people may associate it with honorifics and feel intimidated. This lecture reviews the fundamental concepts of honorifics, explains their usage in business contexts, and deepens understanding from a linguistic perspective. Additionally, resources and effective methods for learning honorific expressions will be introduced.
02	Practical Business Japanese Exercises Focusing on Synonymous Expressions	In this lecture, you will engage in practical exercises focusing on the differentiation of synonymous expressions in business scenes. You will understand the subtle nuances and appropriate usage of synonyms and synonymous expressions, and learn how to use them correctly. Through exercises that simulate actual business situations, you will develop effective communication skills.
03	Understanding the Structure of Kanji and Sino-Japanese Words in Business Japanese	This course explores the structure of commonly used Sino-Japanese words in business, such as “輸出 (export),” “設立 (establishment),” and “消耗 (consumption).” These words often have roots in Chinese and have undergone phonetic and semantic changes as they were adapted into Japanese. The course introduces historical aspects of on-yomi (including Go-on, Kan-on, and customary readings) and kun-yomi, explaining how kanji-based vocabulary conveys meaning in modern Japanese. Participants will deepen their understanding by analyzing phonetic shifts, ateji (phonetic renderings), and word formation mechanisms.
04	Mastering Kanji and Sino-Japanese Words for Business	This course offers practical training to enhance your ability to use kanji and Sino-Japanese words effectively in business settings. Focusing on sound, meaning, and usage, participants will develop integrated skills for reading, writing, and applying vocabulary in real communication. The course bridges the gap between passive knowledge and active expression, helping learners gain confidence and fluency in using vocabulary naturally in professional contexts.
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 Grammar Exercises for Business Japanese	This course focuses on grammar that is essential in real business settings. Through hands-on exercises and clear explanations, participants will deepen their understanding of key grammatical patterns used in emails, meetings, and conversations. Please be ready to actively participate by solving practice questions during the sessions.
07	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 see through this process
08	Learning Japanese Character Language through Manga	Japanese manga, beloved around the world, is rich not only in story and art but also in distinctive language and cultural nuance. This course examines manga from a translation perspective, focusing on differences in expression and cultural assumptions between Japanese and other languages. Topics include onomatopoeia, role language, tone, and unspoken norms. Through these, participants will explore the depth of Japanese language and culture and experience the joy and challenges of translating “untranslatable” expressions.
09	Mastering Listening Skills for Business Japanese	In the business world, it is essential to accurately gather relevant information from verbal communications, including conversations with clients, superiors, and telephone interactions. This lecture focuses on listening comprehension in business Japanese, nurturing practical skills directly applicable to work. Participants will enjoy learning methods to enhance listening skills and improve workplace communication.
10	Business Japanese Starting from Small Talk	Business conversations don't always start with the main topic. Casual chats in the workplace or with clients can lay the groundwork for strong relationships. This course focuses on small talk in business contexts—how to start and respond appropriately. It explores topics such as choosing suitable subjects, maintaining appropriate distance, and non-verbal considerations, helping participants understand the subtle art of Japanese communication.
11	Practical Business Japanese and Communication through BJT and Manga	This lecture introduces the communication skills required for business person working in Japan and explains the characteristics and sample questions of the “BJT Business Japanese Proficiency Test.” Through practical study combined with the BJT test, we will provide concrete tips on how to improve your business Japanese language skills. In the latter half, participants will enjoy learning Japanese business culture and practical usage of business Japanese through manga published on the official BJT Facebook page.
12	Theory and Concepts of Business Culture in Japan	To communicate effectively in Japanese business environments, cultural literacy is essential. This course introduces key concepts and theories of business culture, and guides participants in applying them to real-world interactions. By exploring values, customs, and workplace norms, learners will gain the tools to navigate Japanese business society with confidence.
13	Business manners and communication 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.
14	The Significance of Learning Japanese in the AI Era	What is the significance of learning Japanese in an era where AI technologies, such as translation and interpretation tools, are widely used? This lecture explores the importance of learning Japanese in the age of AI, discussing the limitations of translation technologies and the intrinsic value of language learning. By examining specific examples, we will also consider the potential of Japanese language learning for future society and careers. We hope this lecture will offer participants an opportunity to think about the unique charm and possibilities of Japanese beyond the reach of AI.