Course title (code)	JAB 1 (Business Japanese)	Instructor(s)	Miyuki Naito
		E-mail	mnaito@miu,ac,jp
Class Style	Lecture	Office Hours	After2th period on Monday
Track	International students in all tracks	Mode of Instruction	Solo
Credits	2	Allocated Year	Spring, 1st-3rd year
Active Learning	2-3 Presentation 4-3 Free Discussions 4-10 Think Pair share	Compulsory or Elective	Compulsory
Course Over-view	This class is business Japanese for students who wish to find work in Japan. This class teaches the Japanese necessary for work and provides preparation for the Japanese Language Proficiency Test. This class is designed for beginners to understand how to write a resume, which is necessary for employment, how to answer questions in an interview, and how to communicate with people in the workplace in Japanese.		
Course Objectives	This course aims to have students acquire the following abilities: (1) Acquire basic Japanese expressions and skills necessary for the workplace. (2) Acquire grammar, vocabulary, and reading comprehension skills to pass the JLPT N4/N5 level. (3) Acquire communication skills in the workplace.		
Prerequisite	Complete of Beginner's level (JA1) of Japanese		

Course Schedule

No	Contents	Homework
1	Orientation, Level check	Grammar 1, Vocabulary1
2	JLPT Grammar 1, Vocabulary 1	Grammar 2, Vocabulary2
3	JLPT Grammar 2, Vocabulary 2	Grammar 3, Vocabulary3
4	JLPT Grammar 3, Vocabulary 3	Grammar 4, Vocabulary4
5	JLPT Grammar 4, Vocabulary 4	Grammar 5, Vocabulary5
6	JLPT Grammar 5, Vocabulary 5	Grammar 6, *Kanji* 1
7	JLPT Grammar 6, *Kanji* 1,2	Grammar 7, *Kanji 2*
8	JLPT N4/N5 Proficiency Test	Grammar 8, *Kanji* 3
9	JLPT Grammar 8, Proficiency Test Feedback	Reading 1, *Kanji* 4
10	JLPT Reading 1, *Kanji* 4	Reading 2, *Kanji* 5
11	JLPT Reading 2, *Kanji* 5	
12	Job interview	Interview 1
13	Job interview (resume)	Resume
14	Workplace rules and etiquette	Rule
15	Work conversation	Conversation

Grading	Grades will be determined as follows: Homework and active participation: 35% Quiz and Test: 35% Final examination: 30% Total: 100%
Textbooks	『日本語総まとめN4 漢字・ことば』アスク 『日本語総まとめN4 文法・読解・聴解』アスク
References	
NOTES	You will fail in this class if you miss the equivalent 6 classes (Lateness or early departure 3 times is counted as one absence). If you are going to be absent, you must email your instructor in advance.