

Module Code		Course Term
Course Subject Name	Business Japanese II	Spring
Course Tutor	A. Yamada etc.	The 4th Semester
Credit	1	Taught Day
Schools	School of Agriculture	THU-4
Taught Year	The 2nd year	
Campus	Ito campus	
Subject Area	Lecture	
Course Subject Classification	Subjects for Languages and Culture	
Course Requirements		
Course Requirement (Pre-requisite)	<p>Each class (Level1 and 2) requires a different level of abilities as described below:</p> <p>【Level1: Elementary】 This class is designed for students who have already studied the grammar and vocabulary at the elementary level.</p> <p>【Level2: Intermediate】 This class is designed for students who have already studied the grammar and vocabulary at the intermediate level.</p>	
Course Outline		
<p>The main purpose of this course is to develop reading and writing skills in Japanese needed for getting job and performing well in workplace. Students will receive information about job hunting in Japan and will know how to get prepared for the necessary documents including resume and entry sheet etc.</p> <p>In this course, students will read the materials about Japanese culture, issues, etc., analyze the materials and deepen their understanding about it, express their feeling and thinking about the materials in writing.</p> <p>※This course is divided into two levels: Elementary and Intermediate.</p>		
key words		
Reading, Writing, Expressions of E-mail, Making Application Form, Japanese Culture & Society		
Study Objectives (General)		
Study Objectives (Specific) The course aims to achieve the following:		
<p>【Level1: Elementary】</p> <p>Upon completing the class, students will be able to:</p> <ul style="list-style-type: none"> ■ Write appropriate sentences using intermediate grammar and vocabulary; ■ Understand vocabulary and expressions pertaining the social issues; and ■ Write essays about general topics, describing thier idea/point of view. <p>【Level2: Intermediate】</p> <p>Upon completing the class, students will be able to:</p> <ul style="list-style-type: none"> ■ Make an explanation with reasons about their opinion in paragraph; ■ Write clear and well-structured essay; ■ Write a summary of articles on their familiar issues; and ■ Deepen their knowledge of Japanese culture and society. 		
Course Plan		
<p>Tentative weekly class schedules are as follows (subject to change):</p> <p>Note: The instructor will clarify the detailed schedule during the first class meeting.</p> <p>【Level1: Elementary】</p> <p>Week1. Introduction to the course</p> <p>Week1-3. 『中級へ行こう』 L.1</p> <p>Week4-5. 『中級へ行こう』 L.2</p> <p>Week6. How to Prepare for Job Hunting1 (Writing E-mail and Making Resume)</p> <p>Week7-9. 『中級へ行こう』 L.3</p> <p>Week10-13. 『中級へ行こう』 L.4, Presentation and Making Report</p> <p>Week14. Review</p> <p>Week15. Final Exam (Paper Test:Grammar and Vocabulary & Essay)</p> <p>【Level2: Intermediate】</p> <p>Week1. Introduction to Business Japanese Proficiency Test</p> <p>Week2-5. Writing Practices (『小論文への12のステップ』 L2-6)</p> <p>Week6-7. How to Prepare for Job Hunting1 (Writing E-mail and Making Resume)</p> <p>Week8-9. Writing Practices (『小論文への12のステップ』 L10)</p> <p>Week10-11. How to Prepare for Job Hunting2 (Writing Application Essay)</p> <p>Week12-14. Writing Practices (『小論文への12のステップ』 L8)</p> <p>Week15. Final Exam (Writing Test)</p>		
Course Approaches	Lecture	
Textbooks	<p>【Level1: Elementary】</p> <p>平井 悦子他(2004)『中級へ行こうー日本語の文型と表現59』スリーエーネットワーク etc.</p> <p>【Level2: Intermediate】</p> <p>友松悦子 (2010) 『小論文への12のステップ』スリーエーネットワーク etc.</p>	
Reference Books		
Study consultation (office hour)	<p>Akiko YAMADA (Ms.)</p> <p>Office Location:</p> <p>Office Hours: By appointment</p> <p>Email: yamada.akiko.623@m.kyushu-u.ac.jp</p> <p>Telephone (extension):</p>	
Exams/Results Evaluation Method	<p>Each class uses different grading criteria based on the level. For each level, a student's overall course grade will consist of the breakdown of course work items and each item's respective worth (as a percentage of the total course grade) outlined</p> <p>【Level1: Elementary】</p> <p>Grammar & Vocabulary: 30%, Language Performance: 30%, Essay: 20%, Learning Attitude: 20%</p> <p>【Level2: Intermediate】</p> <p>Essays 50%; Homeworks 20%; Learning Attitude 30%</p>	
Others	<p>RUBRICs for Assessment are here: http://syllabus.kyushu-u.ac.jp/ (KIKAN Education Courses of IUPE)</p>	