

Japanese 457: Business Japanese (JPN 457)
Winter 2010 Syllabus

Instructor: Stephen Filler, 366 O'Dowd Hall filler@oakland.edu 248-370-2070

Office Hours: M, W 4:00-5:00, or by appointment

Class held: MWF 2:40-3:47, 266 South Foundation Hall

I. Required materials:

Japanese For Professionals, Association for Japanese Language Teaching, Kodansha, 1998

Japan Remodeled, Steven K. Vogel, Ithaca: Cornell University Press, 2006.

Handouts and supplementary materials as announced

II. Course description and objectives:

1. To develop the spoken skills needed to engage in daily transactions within a Japanese working environment (self-introductions, making requests, declining, agreeing, etc.)
2. To acquire practice in writing Japanese notes, resume, business letters, etc.
3. To acquire knowledge of 敬語 けいご and 謙讓語 けんじょうご (honorific & humble language), and other expressions useful in a business context.
4. To become more familiar with Japanese business culture. We will read (in English) Steven Vogel's *Japan Remodeled* and occasionally discuss Japanese business/organizational culture and relevant current events to improve our understanding of recent trends.

III. Evaluation: Your grade will be calculated as follows. Other factors may be considered at the discretion of the instructor.

- 1) Exams and Quizzes: Take all the exams and quizzes on the scheduled or announced dates. Two tests, final exam (40%).
- 2) Attendance and participation: class attendance and active participation showing thorough preparation (10%). Two absences will be allowed without penalty; additional undocumented absences will be penalized. If you miss more than five classes, you will automatically fail the course.
- 3) Assignments: Submission of the assignments on time (delays are not accepted). (20%)
- 4) Presentations in Japanese (newspaper article on business-related subject; report on local company or organization; other possible presentations TBA) (10%)
- 5) Performance of memorized dialogues (10%)
- 6) Book report on *Japan Remodeled* (10%)

Schedule for JPN 457, Winter 2010 (Tentative)

<u>Week</u>	<u>Date</u>	<u>Items Covered</u>
1	Jan 6 (W) Jan 8 (F)	Introduction to the class; JP Lesson 1 JP Lesson 1
2	Jan 11 (M) Jan 13 (W) Jan 15 (F)	JP Lessons 1, 2 JP Lesson 2 JP Lesson 2
3	Jan 18 (M) Jan 20 (W)	<i>Martin Luther King, Jr. Day – No Class</i> JP Lessons 2, 3

	Jan 22 (F)	JP Lesson 3
4	Jan 25 (M) Jan 27 (W) Jan 29 (F)	JP Lesson 3 JP Lessons 3, 4 JP Lesson 4
5	Feb 1 (M) Feb 3 (W) Feb 5 (F)	JP Lesson 4 JP Lesson 5: Review Test 1: Lessons 1-4
6	Feb 8 (M) Feb 10 (W) Feb 12 (F)	JP Lesson 6 JP Lesson 6 JP Lesson 6
7	Feb 15 (M) Feb 17 (W) Feb 19 (F) Feb 20 (Sat)	JP Lessons 6, 7 JP Lesson 7. <i>Presentations of newspaper articles (in pairs)</i> JP Lesson 7. <i>Presentations of newspaper articles (in pairs)</i> <i>Winter Recess begins</i>
8	Mar 1 (M) Mar 3 (W) Mar 5 (F)	JP Lesson 7 JP Lessons 7, 9 JP Lesson 9
9	Mar 8 (M) Mar 10 (W) Mar 12 (F)	JP Lesson 9 JP Lesson 9, 10 JP Lesson 10
10	Mar 15 (M) Mar 17 (W) Mar 19 (F)	JP Lesson 10 JP Lesson 10, 11 JP Lesson 11, Review
11	Mar 22 (M) Mar 24 (W) Mar 26 (F)	Test 2: Lessons 6, 7, 9, 10 JP Lesson 11 <i>*No class – Instructor at conference in Philadelphia. Activity TBA.</i>
12	Mar 29 (M) Mar 31 (W) Apr 2 (F)	JP Lesson 11, 13 JP Lesson 13 JP Lesson 13
13	Apr 5 (M) Apr 7 (W) Apr 9 (F)	JP Lesson 13, 14 JP Lesson 14 JP Lesson 14
14	Apr 12 (M) Apr 15 (W) Apr 17 (F)	JP Lesson 14, 16 JP Lesson 16 <i>Presentation on a Japanese company</i>
15	Apr 19 (M) Apr 22 (Th)	<u>Last day of class.</u> <i>Presentation on a Japanese company.</i> <i>Final Examination, JPN 457 3:30-6:30 p.m, covering Lessons 11, 13, 14, 15, 16, and review items from Lessons 5, 8, 12.</i>