

SYLLABUS

Name: Introduction to Business Japanese (WSM.IBDW-0.30BJ2)

Name in Polish:

Name in English: Introduction to Business Japanese

Information on course:

Course offered by department: Institute of the Middle and Far East

Course for department: Institute of the Middle and Far East

Term: 2021/2022 summer semester

Cordinator of course edition: dr Michał Lipa

Default type of course examination report:

Grading

Language:

English

Information on course edition:

Default type of course examination report:

Grading

Short description:

This course "Introduction to business Japanese" for students who are thinking about working in Japan or in local Japanese companies. In order to work in Japan, clear business Japanese is required. Through this course, you can learn the useful business Japanese which helps you to build a good relationship with Japanese co-workers. By learning proper business Japanese, it helps you to master how to achieve good communication skills when working for a Japanese company. In this beginner course, you will learn some simple business Japanese expressions and practice conversation

Description:

1. Introduction for Business Japanese
2. Introducing yourself
3. Introducing a person
4. Introducing a client to members of a group
5. Greetings for holidays
6. Expressing apologies
7. Ceremonial occasions
8. Making a call
9. Answering the phone
10. Making a request

ECTS estimate

Workshops – 30 hours

Selfstudying – 30 hours

Doing homeworks – 30 hours

Preparing for the test – 30 hours

Goals of education

The aim of the course is to familiarize students with the basic knowledge of using Japanese in business

Learning outcomes of a component

Knowledge: student has basic knowledge of the use of Japanese in business

Skills: student can communicate in the Japanese business language (basic level)

Competences: student is able to participate in projects using the Japanese business language (basic level)

Conditions of gaining credit

Grades earned throughout the course (assignments, activity, homeworks) and the final test

Learning activities and teaching methods - thesaurus

Expository methods – formal lecture

Expository methods – multimedia presentation

Expository methods – explanation or clarification

Practical methods – practical classes

Learning mode

on-site

Details of classes and study groups

Discussion class (30 hours)

Study groups details

missing study groups details

Element of course groups in various terms:

Course group description	First term	Last term
<i>missing group description in English (ISA-MONOGRAF-ANG)</i>	21/22	
<i>missing group description in English (WSMP-0175-1SO)</i>	21/22	

Course credits in various terms:

<without a specific program>			
Type of credits	Number	First term	Last term
<i>missing type of credits description in English (KBDW-ILO-MON)</i>	1	21/22	
ECTS (ECTS)	4	21/22	
<i>missing type of credits description in English (ECTS-SR)</i>	4	21/22	