

JPN 3440 Business Japanese Spring 2017

COURSE OBJECTIVES

JPN 3440 Business Japanese is designed for students who have successfully completed JPN2230-2231. This course aims to expand Japanese language proficiency in various business settings. The objectives of the course are:

1. Review grammatical features from the previous courses;
2. Improve intermediate to advanced grammatical structures appropriate to various business situations;
3. Learn essential vocabulary including kanji in business conversations;
4. Develop appropriate conversation strategies to function effectively in business including the polite language use;
5. Develop presentation skills; and
6. Raise awareness of customs and cultures in Japanese business situations.

By the end of this course, students will be able to use keigo appropriately and perform the following in Japanese.

1. Be interviewed by a prospective employer;
2. Introduce yourself in business settings;
3. Make/receive telephone calls in business settings;
4. Report/communicate effectively with supervisors;
5. Make a business appointment;
6. Describe a company;
7. Describe products;
8. Negotiate Prices;
9. Concluding Negotiations; and
10. Socialize with colleagues after work.

COURSE PREREQUISITES

In order to take this course, four semesters of university-level study of Beginning and Intermediate Japanese (JPN 1130-1131 and JPN 2230-2231 at UF), or the equivalent, are required. You must have attained a grade of C (73%) or higher in JPN 2230-2231, instructor's permission, or the equivalent as proven by a placement test score to enroll in JPN 3440. If you are a new student to the Japanese language program at the University of Florida, you must take a placement test to take this course.

This is a language course for a specific purpose so native speakers of Japanese cannot enroll in JPN 3440. If you are a near-native speaker who wishes to take the course, you need to see the instructor for assessment of your proficiency. Depending on your ability, you may or may not be allowed to take the course.

TIME/ROOM: Period 6 Section 1283 MWF MAT 0003 Uotate

INSTRUCTOR: **Yasuo Uotate**

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e-Learning: <http://elearning.ufl.edu>

TEXTBOOKS

Required:

All materials required or recommended for this course are available at Gator Textbooks, 3501 S.W. 2nd Avenue, Suite D (Creekside Mall). Phone: 374-4500.

Kikuchi, M. (2002). *A Systematic Approach to Business Japanese*. Lanham: University Press of America. ISBN: 0-7618-2370-0.

Also please have the textbook you used in JPN 2230-2231. We will review keigo in the beginning of the semester. So if you do not have the textbook, you can borrow it from the instructor or a classmate and make photocopies. However, if you would like to purchase it, it is available at Gator Textbooks, 3501 S.W. 2nd Avenue, Suite D (Creekside Mall). Phone: 374-4500.

Yasu-Hiko Tohsaku. (2006). *Yookoso! Continuing with Contemporary Japanese Student Edition with Online Learning Center Bind-in Card, Third Edition*. McGraw- Hill College. ISBN 0-07-297496-6.

AUDIO AND VIDEO MATERIALS

You are required to access audio files in order to prepare for each lesson. The audio files for *SABJ (A Systematic Approach to Business Japanese)* are available at: <http://mkikuchi.faculty.gatech.edu/japn3692/audio/cc/index.html> (Conversations) and <http://mkikuchi.faculty.gatech.edu/japn3692/audio/ed.html> (Listening Comprehension Exercises). The audio files for *Yookoso* are available free on-line at: www.mhhe.com/yookoso3.

Other audio and video materials will be found at the e-Learning course <http://elearning.ufl.edu>.

REQUIREMENTS AND POLICIES

1. Preparation for the class

The schedule is designed for you to prepare the materials indicated for a given date **BEFORE** the class meets. You are expected to come to class well-prepared so that you will be ready to

participate in communication activities in a meaningful context with your instructor and classmates. Read the assigned pages carefully, listen to the audio files on line, and bring any questions you had while studying for the class since they may benefit your classmates as well! You are expected to study for the course **at least two hours for each lesson**. These two hours include time for you to 1) read the textbook carefully, 2) do the textbook activities, 3) complete the homework, 4) memorize vocabulary and kanji, 5) memorize the required dialogues on the syllabus, and 6) review materials. Completing homework alone is not sufficient preparation to perform well in class. Business Japanese has a different course format without the Yookoso text, which you completed in Beginning and Intermediate Japanese. If you do not know how to prepare for the class, please ask the instructor.

2. Attendance and participation

Attendance and active participation in class are mandatory and will be recorded at each class session. Foreign language learning is a cumulative process, and it is very important that you come to all the classes and practice Japanese everyday. Grading criteria for participation will be on a 10 point scale. To receive full participation credit, you must show evidence of preparation for class. However, this is not to say that you cannot make mistakes; trial and error is the only way to learn how to use the language, and you are encouraged to try out the new structures, make errors, and learn from them. Active participation that shows your effort will count towards the participation grade. On the contrary, no participation will seriously hurt your participation grade. You will receive 0 points when you are absent from the class.

Grading criteria for class participation

- A+ 10 = excellent performance; high level of fluency and accuracy
- A 9 = **very good/strong performance with some minor weak areas; memorized most materials (vocabulary, kanji, and dialogues); no need to refer to textbook**
- B 8 = good performance with some weakness; memorized some materials; occasional need to refer to textbook.
- C 7 = fair performance, but weak in major areas; memorized some materials; occasional need to refer to textbook
- D 6 = poor performance, weak in most areas, refers constantly to textbook
- E 5 = Completely unprepared, or disengaged from class activities
- 0 = Absent

*In order to get 9 or 10, your overall performance needs to be very good. If your lack of preparation is clear in the area of vocabulary, kanji, and dialogues, it will significantly affect your participation grade (-1 point each).

It is crucial that you attend every class for successful learning of the language. In the event you must miss the class, please contact the instructor prior to the class meeting and have your absence pre-approved, except for documented emergencies. You may be excused from the class only if you provide documented evidence (e.g., a letter from the doctor/infirmity, accident/police report, receipt for car repair).

Please be punctual because you may miss important information and distract your classmates. If you are late to class, you will not be given extra time to complete the exams and quizzes. If you

are more than three minutes late three times without your instructor's consent, they will be counted as one absence. If you are more than 30 minutes late, it will also be considered as one absence. If your unexcused absences exceed 3 or more times, you will lose 3% from the final grade. Your course grade will be lowered by 1% for each class you miss after the 3rd absence. In the event your unexcused absences exceed 5 or more times, you will automatically fail the course. It is your responsibility to check with your instructor to be certain of the number of absences recorded for you.

If you are late or miss class for any reason, it is your responsibility to contact your instructor or ask your classmates to know what you have missed and what you need to do for the following day.

3. Japanese speaking policy in class

You have a very limited exposure to Japanese outside of class, and it is very important that you make every use of opportunities to speak Japanese in class. Therefore, you are required to speak only Japanese in class. Since you have even less opportunities to use keigo, you are required to use keigo as much as you can when you talk with your instructor. You will sign an honor pledge to speak only in Japanese in class. A limited amount of English will be used by the instructor to explain grammar in class, at the discretion of the instructor.

4. Homework and makeup exam policies

All homework is to be completed and turned into the instructor at the beginning of the class on the due date it appears on the syllabus. Do not hesitate to ask questions about the homework assigned during class. All homework must be stapled with your name and its assigned date at the top of the first page. The instructor will not accept homework that is not stapled. Put the homework on the instructor's desk before class begins. The homework turned in at the end of the class will be marked late and receive a zero. All of the assigned sections of homework must be completed to receive full credit – no blanks or incomplete sentences. The homework grade is 15% of your final grade. The grading criteria for homework will be on a 5 point scale as shown below.

If you do not turn in homework on the day it is assigned without an official excuse of absence, you will receive a zero for your homework grade that day.

Homework Grading Scale:

- 5 = Completed all assignment sections neatly
- 4 = Completed about 90% of assignment
- 3 = Completed about 75% of assignment
- 2 = Completed about 50% of assignment
- 1 = Completed about 25% of assignment

NO late assignments will be accepted without written evidence of illness or emergency. In case you must miss class on the day that an assignment is due, turn it in ahead of time to receive full credit. If you do not turn in assignments on time, you must submit the homework the following day.

Make-up quizzes or exams may be scheduled ONLY when it was pre-approved by the instructor or in the case of documented illness or emergency. It is your responsibility to contact your instructor immediately after returning to class and schedule make-up quizzes/exams within one class day, or no make-up will be allowed.

- **Homework self-correction:** You are required to do homework self-correction every day. You must do self-correction in a different color ink so it will be easy for the instructor to see. Please write SC (self corrected) at the top of the first page. If ALL self-corrections are not made to homework, 3 points will be deducted from your homework grade. If you just copy answers without completing homework by yourself first, you will receive a zero for the homework.

5. Quiz Self-Correction Policy

Upon return of a quiz in class, **you are required to do self-correction with extra writing practice – writing each answer 5 times, and turn it in the following day.** It is not the instructor's responsibility to remind you of this policy. No late assignments will be accepted. **You must attempt to correct ALL errors on quizzes, or 2 pts will be deducted from the quiz score.** You must do self-correction in a **different** color ink (not red) so it will be easy for the instructor to see. Please write SC (self corrected) at the top of the first page. Do not staple the self-corrected quiz to the regular homework or self-correction homework. For kanji quizzes, when you have missed any kanji/furigana (kanji reading in hiragana), you must write each kanji or compound 5 times.

6. Memorization of Assigned Vocabulary, Kanji, and Dialogues

Memorizing vocabulary and studying its kanji daily is very important to develop proficiency. Vocabulary knowledge is one of the key components for strong performance. Your participation grade and quiz and exam scores depend on your good daily study habits.

Dialogue memorization will help you establish a basic framework for conversation including the target grammar which can then be applied in different contexts. Your instructor will evaluate your dialogue memorization based on accuracy and fluency.

It is imperative that you learn the vocabulary and memorize the dialogue by listening to the textbook audio program in order to develop good pronunciation and intonation. If you miss vocabulary and dialogue memorization assignments, it will significantly affect your participation grade.

7. Learning kanji

Knowledge of kanji is essential for you to become a competent reader of authentic reading materials in Japanese. The learning of kanji is a cumulative process, and it is your responsibility to retain your kanji knowledge over time. To help retention of kanji knowledge, you are expected to use all kanji that has been covered in class in every assignment, quiz, or exam. On exams, you

must use kanji you have previously learned to receive full credit.

To help reinforce kanji learning, you will be required to complete extra kanji writing practice when you missed kanji/furigana (kanji reading in hiragana) on kanji quizzes and exams. Please refer to #3 listed on p. 5 under “Quiz and exam self-correction” in the “Homework and Makeup Exam policies.”

8. Conversation Clinic

Students can practice speaking Japanese with the instructor at individualized conversation clinics during the office hour. One session is 15 minutes long. There will be a weekly sign-up sheet, and you can sign up only once per week. This is a good opportunity to practice your conversation skills in Japanese and ask questions to your instructor. You can sign up alone or with a classmate since each conversation clinic can accommodate up to 2-3 students. Make sure you will not sign up with a student from a different course.

9. Cell phones and personal computers policy

You must turn off your cell phones prior to the beginning of class. Personal computers are not to be used during class unless specific permission is granted by the instructor.

10. Accommodations for students with disabilities

Students requesting classroom accommodation must first register with the Dean of Students Disability Resources office. The Dean’s office will provide documentation to the student who must then provide this documentation to the Instructor in advance of the beginning of class. **It is the student’s responsibility to discuss specific accommodation arrangements with the instructor.**

11. Religious holidays

Students and faculty must cooperate to allow each person to observe the holy days of his or her faith. Following UF policy, a student must inform the faculty member of the religious observances of his or her faith that will conflict with class attendance, with tests or examinations, or with other class activities prior to the class or occurrence of that test or activity. No make-ups will be given after a holiday unless arrangements were made in advance with the instructor.

12. Academic Honesty

The University of Florida statement regarding academic honesty and more specifically “giving and/or receiving unauthorized aid on student’s work” reads as follows:

- Giving information includes, but is not limited to, allowing other students to use or copy work or answers to exam questions either while the exam is being given or after having taken the exam.
- Further, the taking of information includes, but is not limited to, copying from the answers provided in the book or ancillary materials, copying from another student’s paper, using information already written in books, or asking anyone, students or not to review and/or correct assignments.

· Students found in violation of this policy will be referred to the appropriate administration for appropriate action according to the student judicial process.

Note: Course Evaluation Process

Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available at: <https://evaluations.ufl.edu/results>.

EVALUATION

Exams	35%
Final Exam	10%
Oral Interview	7%
Project Assignments	10%
Quizzes (vocab and kanji quizzes 8%, daily mini quizzes 8%)	16%
Homework	12%
Attendance/Participation	10%
Total	100%

*This class has daily mini quizzes.

If you need help, do not hesitate to communicate with your instructor and come to the conversation clinic for advice.

Grading Scale:

A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E
93-100	90-92	87-89	83-86	80-82	77-79	73-76	70-72	67-69	63-66	60-62	59 and below

Letter Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E	WF	I	NG	S-U
Grade Points	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	.67	0	0	0	0	0

If you elect the S/U option, you must make a composite score of 73% to receive an S in this class. If you are a current major or minor in Japanese, or you think you might want to major or minor in Japanese in the future, you cannot use the S/U option. It is the student's responsibility to check the deadline to sign up for the S/U grade option and ask your instructor to sign it well in advance of the deadline.

Cumulative Final Exam: All material studied this term

You may take the final exam only on the day your section is scheduled, unless you have written evidence of illness or emergency. Without such written proof and/or pre-approval by the instructor, you will receive no credit. The I (incomplete) grade will not be granted automatically. In addition, you must attain a grade of D or higher to request the I grade. This is a strict policy of the College of Liberal Arts and Sciences. **You must not leave Gainesville before Wednesday, April 26.**

Final Exam

Wednesday, April 26 12:30 – 2:30 p.m.

SCHEDULE

Study Guide	
Yookoso 2 (Yookoso! Continuing with Contemporary Japanese)	
The page numbers in the schedule are based on its Third Edition.	
CC (Conversation Check): After going over the structures, listen to the audio file on-line (www.mhhe.com/yookoso3), study and memorize dialogue. In class you will perform the conversation.	

WEEK 1		
Date	Preparation/Content	Assignment Due
W 1/4 (1)	Introduction About the course Mini Project 1 About "Mini Project 1: Analyzing Two Existing Commercials"	
F 1/6 (2)	Yookoso 2 Review CC: Dialogue 社長 and 秘書 (p. 264) Grammar 30: Expressing Respect (1): Honorific Forms (p. 254-261) 敬語 (p. 255), Who is Superior to You (p. 256), In the Workplace (p. 261-263) Grammar 31: Expressing Respect (2): Humble Forms (p. 264-270) Honorifics and In-group versus Out-group Distinctions (p. 266) Grammar 35. Expressing Respect (3): Honorifics (p. 308-310) (You can find keigo charts like these online: http://mannerpage.com/7-9.html , http://www.sanseido.net/Main/words/hyakka/sonkei/index.aspx)	Activity 20, 21 (p. 267-268)

Study Guide	
SABJ (A Systematic Approach to Business Japanese)	
CC (Conversation Check): After going over the structures, listen to the audio file online (http://mkikuchi.faculty.gatech.edu/jpn3692/audio/cc/index.html), study and memorize dialogue with the vocabulary and kanji. In class you will perform the conversation. For kanji, look at pages 236-243 in the textbook.	
Structures: Read the explanations carefully and do exercises in GU (Grammar Utilization) and turn it in as homework. You must answer the Writing Section questions in complete sentences, using the target patterns . No partial answers will be accepted for full credit. Practice until you feel comfortable and make sure you say them aloud.	
Conversation: After going over the structures, listen to the audio file online, study dialogue with the vocabulary and kanji.	
RW (Reading and Writing)	
CE (Communicative Exercise): Read the instructions carefully and be ready for performance in class. For homework you must answer the questions in complete sentences, using the target patterns . No partial answers will be accepted for full credit. Practice until you feel comfortable and make sure you say them aloud.	
LC (Listening Comprehension): Answer questions on the basis of the accompanying audio files online (http://mkikuchi.faculty.gatech.edu/jpn3692/audio/ed.html).	
30-Second Skit	
Mini Quiz: Mini quizzes include vocabulary, kanji, and grammar structure items for the day.	
Vocabulary Quiz: Study the vocabulary in the chapter. You need to be able to read the kanji used for the vocabulary.	
Kanji Quiz: Study the kanji and kanji combinations introduced in the chapters. Also look at pages 236-243 in the textbook and study the examples.	

WEEK 2		
Date	Preparation/Content	Assignment Due
M 1/9 (3)	SABJ: Chapter 1 – Day 1 Mini Quiz - Sample CC: B. #1-#3 (lines 1-7), The reason for applying for a job (p. 3) Structures: A1. Humble forms (もうします/V ております) ↓ (p. 2) A2. N について B1. Clause modifiers (p. 3-5), GU: G5 (p. 20) B2. Honorific vs. humble forms (p. 5), GU: G1 (p. 17) B3. Verb sentence connection (V て/V-stem) (p. 5-6)	GU: G5 #1-2 (p. 20) GU: G1 #1-5 (p. 17)

	B4. Expressing desires: V たい form B5. Potential: VV-rareru/CV-eru (p. 6-7), GU: G3-4 (p. 18-20) B6. S ので/N なので, GU: G8 (p. 23-24) Priming: Job interview (p. 1)	GU: G4 #A-E (p. 19) <u>Mini Project 1-1</u> Links of two existing commercials (an e-Learning post and a printout)
W 1/11 (4)	SABJ: Chapter 1 – Day 2 Mini Quiz CC: C. Why work for a Japanese company? (p. 7-8) Structures: C1. Place ではたらく/Place につとめる (p. 8) C2. Generic honorific form: お V です ↑ (p. 8-9), GU: G2 (p. 17-18) C3. Noun/Adjective sentence connection (N で/A くて/A く) (p. 9-10), GU: G6 (p. 21) D1. N が好き/V のが好き (p. 11-12), GU: G7 (p. 22) D2. Maintaining polite speech Conversation 1D: Extracurricular Activities and Hobbies (p. 10)	GU: G2 #7-12 (p. 18) (In #9 Person A is a superior.) GU: G7 #A-F (p. 22), #1-2 (p. 23)
F 1/13 (5)	SABJ: Chapter 1 – Day 3 Vocabulary Quiz: Chapter 1 (All - 1A, 1B, 1C, 1D, 1E) CC: 1E. Harris leaves the interview (p. 12) Structures: E1. Humble forms continued (p. 12-13), GU: G1 (p. 17) E2. Japanese resume (p. 13-16), GU: G2 (p. 17-18) CE: 1-6 (p. 27)	RW1 (p. 24, for E2) GU: G1 #6-10 (p. 17) GU: G2 #1-6 (p. 18, for B2, B5, C2, E1) CE: C1 (p. 27) You must answer the Writing Section questions in complete sentences, using the target patterns . No partial answers will be accepted for full credit.

WEEK 3		
Date	Preparation/Content	Assignment Due
M 1/16	Martin Luther King Jr. Day – no classes	
W 1/18	SABJ: Chapter 1 – Student-Led Activities 30-Second Skit	Chapter 1 30-Second Skit script <u>Mini Project 1-2</u> Presentation script draft and slides (an e-Learning post and a printout)
F 1/20 (6)	SABJ: Chapter 2 – Day 1 Mini Quiz CC: A. Mr. Harris meets his boss (p. 30) Structures: A1. Personal References (p. 30-31) A2. Conditionals: たら (p. 31-32), GU: G1-2 (p. 42) A3. V まで (p. 32) A4. おじぎ (Bowling) (p. 32-33) B1. Listing (X など/X なんか/X とか/X や) (p. 34-35), GU: G8 (p. 45) Conversation 2B: Mr. Harris' First Job (p. 33-34) Priming: Business Introduction (p. 29)	LC1 (Chapter 1, p. 28) GU: G1 #a-d (p. 42) GU: G2 (p. 42) GU: G8 (p. 45)

WEEK 4		
Date	Preparation/Content	Assignment Due
M 1/23 (7)	SABJ: Chapter 2 – Day 2 Mini Quiz CC: C. Writing a training report (p. 35) Structures: C1. Embedded Questions (p. 36), GU: G5 (p. 43) C2. S つもりだ (p. 36-37), GU: G7 (p. 44-45) C3. だろう (と思う) (p. 37), GU: G6 (p. 43-44) C4. V までに (p. 37-38), GU: G3 (p. 42-43)	GU: G5 (p. 43) GU: G6 (p. 43-44) GU: G3 (p. 42, for A3, C4)
W 1/25 (8)	SABJ: Chapter 2 – Day 3 Vocabulary Quiz: Chapter 2 (All - 2A, 2B, 2C, 2D, 2E) CC: D. Introduction 1 (p. 38)	RW2: R1 (p. 46) Create your own business cards and bring it to the class. Turn in one copy, and you'll use another

	Structures: D1. Generic honorific request form: お V 下さい (p. 38-39), GU: G4 (p. 43) D2. Exchanging Business Cards (名刺, p. 39) D3. Role をしている (p. 39) E1. X とお読みする (p. 40-41) Conversation 2E: Introduction 2 (p. 39-40) CE: C1-2 (p. 47)	copy in an activity. GU: G4 (p. 43) CE: C1-2 (p. 47)
F 1/27 (10)	Mini Project 1-3 Presentations	Chapter 2 30-Second Skit script Mini Project 1-3 Presentation script final draft and slides (an e-Learning post and a printout)

WEEK 5		
Date	Preparation/Content	Assignment Due
M 1/30 (9)	SABJ: Chapter 3 – Day 1 Mini Quiz CC: A. Answering phone calls (p. 51) Structures: A1. おられます ↑ and いらっしゃいます ↑ (p. 51-52) A2. Common Company Names (p. 52) B1. でいらっしゃいます ↑ / でございます (p. 53-54), GU: G7 (p. 70) B2. かわる (p. 54) C1. More Honorific Forms: お V になります ↑ (p. 55-56), GU: G5 (p. 69) C2. どちらの～様でしょうか (p. 56) Conversation 3B: Transferring Calls (p. 52-53) Conversation 3C: Apologizing (1) (p. 54-55) Priming: Telephone (p. 50) <u>Mini Project 2</u> About “Mini Project 2: Creating a Promotional 30-Second Commercial for the UF Japanese Program”	LC2 (p. 49) GU: G7 (p. 70, for mainly B1) GU: G5 (p. 69)
W 2/1 (10)	SABJ: Chapter 3 – Day 2 Mini Quiz CC: D. Apologies (2) (p. 57) Structures: D1. Honorific Questions: お急ぎでございますか (p. 57-58) (お + V-stem + です), GU: G6 (p. 69-70) D2. ご迷惑でなければ ↑ (p. 58) D3. お忙しいところ ↑ D4. Transferring & Reporting Phone Calls E1. もう / まだ (p. 60), GU: G1 (p. 67) E2. V よう (に) 言う / 伝える / 申し伝える ↓, GU: G4 (p. 68-69) Conversation 3E: Taking Messages (1) (p. 59-60) Review: Chapter 1 Structure C2 (p. 8-9)	GU: G6 (p. 69-70, for C1, D1) GU: G1 #1-4 (p. 67) GU: G4 (p. 68-69) <u>Mini Project 2-1</u> List of your group members (an e-Learning post and a printout)
F 2/3 (11)	SABJ: Chapter 3 – Day 3 Vocabulary Quiz: Chapter 3 (All - 3A, 3B, 3C, 3D, 3E, 3F) CC: F. #1-5 “はい、かしこまりました。”, Taking Messages (2) (p. 61-62) Structures: F1. ～でして / V まして (p. 62) F2. おさしつかえなければ ↑ F3. S 予定だ F4. Verbs of Giving: さし上げる ↓ vs. 下さる ↑ (p. 63-64) F5. Verbs of Receiving: いただく ↓ (p. 64-66), GU: G2-3 (p. 67-68) CE: C1-2 (p. 71-72) About Exam Review HW - Dialogue	Chapter 3 30-Second Skit script RW3: #2. a (p. 74) GU: G2 (p. 67-68, for F4, F5) GU: G3 (p. 68, for F4, F5) CE: C1 (p. 71)

WEEK 6		
Date	Preparation/Content	Assignment Due
M 2/6 (12)	SABJ: Chapter 1-3 – Day 1 Kanji Quiz: Chapter 1-3 (Please see p. 236-237. You also need to be able to read and write examples on the right hand column.) Review SABJ: Chapter 1-3 Conversations Structures: Review SABJ: Chapter 1-3 CE: C3 (Chapter 3, p. 73) About the oral interview	Exam Review HW - Dialogue (an e-Learning post and a printout) LC3 (p. 75-76) Mini Project 2-2 Your group's promotional phrase and an outline of a 30-second commercial (an e-Learning post and a printout)
W 2/8 (13)	SABJ: Chapter 1-3 – Day 2 Review SABJ: Chapter 1-3 Conversations Structures: Review SABJ: Chapter 1-3 30-Second Skit	Revised Chapters 1-3 30-Second Skit Script
F 2/10 (14)	SABJ: Chapter 1-3 Oral Interview	

WEEK 7		
Date	Preparation/Content	Assignment Due
M 2/13 (15)	SABJ: Chapter 1-3 Exam	
W 2/15 (18)	SABJ: Chapter 4 – Day 1 Mini Quiz CC: A. Conveying Phone Messages (p. 78) Structures: A1. Reporting Messages: S とのこと／S ということ (p. 78-79) A2. Plain Volitional: CV-ou/VV+you (よう) (p. 79-80), GU: G5 (p. 92) A3. Verbs of Receiving: もらう／V てもらう (p. 80) A4. V ておく (p. 80-81), GU: G6 (p. 92-93) A5. Stern advice (p. 81), GU: G11 (p. 95) Priming: Reports (p. 77)	GU: G5 (p. 92) GU: G6 (p. 92-93. Use 目を通す for #e.) GU: G11 #a-b (p. 95) Mini Project 2-3 Your group's (1) revised promotional phrase and outline and (2) script draft (an e-Learning post and a printout)
F 2/17 (19)	SABJ: Chapter 4 – Day 2 Mini Quiz CC: B. Reporting What Happened (1) (p. 82) Structures: B1. N の間 (に) ／V ている間 (に) (p. 82-83), GU: G7 (p. 93) C1. ～とおっしゃいます↑ (p. 83) C2. V-plain-present ために／のに (p. 84), GU: G10 (p. 94-95) D1. Nominalization of N する verb phrases (p. 85), GU: G9 (p. 94) Conversation 4C: Reporting What Happened (2) (p. 83) CE: C1 (p. 98)	GU: G7 (p. 93) GU: G10 #a-f (p. 94) GU: G9 #a-f (p. 94)

WEEK 8		
Date	Preparation/Content	Assignment Due
M 2/20 (20)	SABJ: Chapter 4 – Day 3 Vocabulary Quiz: Chapter 4 (All - 4A, 4B, 4C, 4D, 4E) CC: D. Reporting on a Meeting (1) (p. 84-85) Structures: D2. S こと (p. 85-86), GU: G4 (p. 91) E1. Verbs of Giving: 上げる／V て上げる vs. くれる／V てくれる (p. 87-89), GU: G1-3 (p. 90-91) E2. Typical Division Names within a Company (p. 89) E3. Job Titles within a Large Company (p. 89) Conversation 4E: Reporting on a Meeting (2) (p. 86-87)	Chapter 4 30-Second Skit script RW4: R1 #a-h, R2 (p. 96-97) GU: G4 (p. 91) GU: G1 (p. 90, for A3, E1) GU: G2 #a-c (p. 90-91, for A3, E1) GU: G3 (p. 91, for A3, E1)
W	SABJ: Chapter 7 – Day 1	LC4 (p. 99-100)

2/22 (21)	Mini Quiz CC: A. Making an Appointment (1) (p. 147) Structures: A1. S1...ところ、S2...次第です (p. 147-148), GU: G4 (p. 161-162) A2. V-stem + 次第 (p. 148) A3. お話しできますでしょうか↓ B1. Conditional + (いい) と思う B2. Wh + か (へ) の + N (p. 149-150) B3. S + そうだ (P. 150), GU: G3 (p. 161) Conversation: B. Making an Appointment (2) (p. 148-149) Priming: Appointments (p. 146)	GU: G4 #1-3 (p. 161-162) GU: G3 #1-3 (p. 161) Mini Project 2-4 Your group's (1) commercial and (2) script final draft (an e-Learning post and a printout)
F 2/24 (22)	SABJ: Chapter 7 - Day 2 Mini Quiz CC: B. #1-6 (「じゃあ会ってみようか。」まで), Making an Appointment (2) (p. 148-149), GU: G2 (p. 160) Structures: C1. Non-past-S1 と、S2 (If/When S1, S2) (p. 151) C2. Provisionals (p. 151-153), GU: G1 (p. 160) D1. V-stem + そうだ (p. 154) D2. V て + ほしい (p. 155-156), GU: G8-9 (p. 163-164) Conversation: C. Making an Appointment (3) (p. 150-151) D. Mr. Harris' Friend (1) (p. 153)	RW7 (p. 165-166) GU: G2 (p. 160. せひ is in Conversation 7B, 7D) GU: G1 #1-3 (p. 160) GU: G8 (p. 163-164. Use ... んです が。。。) GU: G9 (p. 164)

WEEK 9		
Date	Preparation/Content	Assignment Due
M 2/27 (23)	SABJ: Chapter 7 - Day 3 Vocabulary Quiz: Chapter 7 (All - 7A, 7B, 7C, 7D, 7E) CC: D. Mr. Harris' Friend (1) (p. 153) Structures: E1. S ようだ/N のようだ/な Adj ようだ (p. 157), GU: G5 (p. 162) E2. N についての N (p. 157-158), GU: G7 (p. 163) E3. S1 なら、S2 (p. 158-159), GU: G6 (p. 162-163) CE: C1 (p. 167) Conversation: E. Mr. Harris' Friend (2) (p. 156)	Chapter 7 30-Second Skit script LC7 (p. 168-169) GU: G5 (p. 162, for D1, E1) GU: G7 (p. 163) GU: G6 (p. 162-163)
W 3/1 (24)	SABJ: Chapter 8 - Day 1 Mini Quiz CC: A. Mr. Harris' Reunite with Ms. Lewis (p. 171) Structures: A1. い Adj-stem そうだ/な Adj そうだ (p. 171-172), GU: G8 (p. 182-183) B1. Passives (p. 173-175), GU: G1-2 (p. 180) Conversation: B. Ms. Lewis Introduces Her Company (1) (p. 172-173) Priming: Describing a Company (p. 170) Mini Project 3 About "Mini Project 3: Creating 30-Second Commercials on Your Personal Brand"	GU: G8 #a-c (p. 182-183) GU: G1 (p. 180) GU: G2 #a-c (p. 180)
F 3/3 (25)	SABJ: Chapter 8 - Day 2 Mini Quiz CC: B. #1-3, Ms. Lewis Introduces Her Company (1) (p. 172-173) Structures: C1. ~によって vs. ~による (p. 176), GU: G3 (p. 180-181) C2. ~する(の)には (p. 176-177), GU: G6 (p. 182) C3. Comparatives (p. 177-178), GU: G4 (p. 181) C4. ~というより vs. ~というと, GU: G5 (p. 181-182) C5. Honorific Passives (p. 178-179), GU: G7 (p. 182) C6. Women in Corporate Japan (p. 179)	RW8: R1 (p. 184) GU: G3 (p. 180-181) GU: G6 (p. 182) GU: G4 #a-d (p. 181) GU: G5 (p. 181-182)

	Conversation: C. Ms. Lewis Introduces Her Company (2) (p. 175-176)	
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WEEK 10 Spring Break – no class		
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WEEK 11		
Date	Preparation/Content	Assignment Due
M 3/13 (26)	SABJ: Chapter 8 – Day 3 Vocabulary Quiz: Chapter 8 (All - 8A, 8B, 8C) CC: C. #1-4, Ms. Lewis Introduces Her Company (2) (p. 175-176) Structures: Review Chapter 8 CE: C1 (p. 184) About Exam Review HW - Dialogue	Chapter 8 30-Second Skit script LC8 (p. 185)
W 3/15 (27)	SABJ: Chapter 4, 7-8 Kanji Quiz: Chapter 4, 7-8 Review SABJ: Chapter 4, 7-8 Conversations Structures: Review SABJ Chapter 4, 7-8	GU: Chapter 4, G8 #a-d (p. 93)
F 3/17	SABJ: Chapter 4, 7-8 - Student-Led Activities 30-Second Skit	Revised Chapters 4, 7-8 30-Second Skit scripts Exam Review HW - Dialogue (an e-Learning post and a printout)

WEEK 12		
Date	Preparation/Content	Assignment Due
M 3/20 (28)	SABJ: Chapter 4, 7-8 CC: 7A. Making an Appointment (p. 147) Review SABJ: Chapter 4, 7-8 Conversations Structures: Review SABJ Chapter 4, 7-8	
W 3/22 (29)	SABJ: Chapter 4, 7-8 Exam	
F 3/24 (30)	SABJ: Chapter 9 – Day 1 Mini Quiz CC: A. Ms. Lewis. Demonstrates Her Product (1) (p. 187) Structures: A1. Causatives: V-(s)aseru (p. 187-189), GU: G2 (p. 198) A2. Causative V + giving and receiving verbs, GU: G3 (p. 198) A3. ～の中で／～のうちで一番～ (p. 190), GU: G4 (p. 199) Priming: Describing Products (p. 186)	GU: G2 (p. 198) GU: G3 (for A1, A2) GU: G4 (p. 199)

WEEK 13		
Date	Preparation/Content	Assignment Due
M 3/27 (31)	SABJ: Chapter 9 – Day 2 Mini Quiz CC: B. Ms. Lewis. Demonstrates Her Product (2) (p. 191) Structures: B1. S だけ／な Adj だけ (p. 191-192) B2. Alternative potential: ～することができる B3. S ようになっている C1. S 場合 (p. 193) C2. N ばかり／V てばかり／Non-Past-V ばかり: “N/V for the most part/most of the time” (p. 194) C3. Past-V ばかり: “Just V-ed” (p. 194-195) C4. Non-Past V ところ／Past V ところ／V ているところ (P. 195-196), GU: G1 (p. 197), G5 (p. 199-200) Conversation: C. Ms. Lewis Demonstrates Her Product (3) (p. 193)	RW9: R1 (p. 201-202) GU: G1 #1-5 (p. 197) GU: G5 (p. 199-200, for B1-3, C1-4)
W	SABJ: Chapter 9 – Day 3	Chapter 9 30-Second Skit script

3/29 (32)	Vocabulary Quiz: Chapter 9 (All - 9A, 9B, 9C) CC: C. Ms. Lewis. Demonstrates Her Product (3) (p. 193) CE: C1 (p. 203) Structures: Review Chapter 9	LC9 (p. 204)
F 3/31 (33)	SABJ: Chapter 10 – Day 1 Mini Quiz CC: A. #3-6, Ms. Lewis Negotiates Prices (1) (p. 206) Structures: A1. N つき (p. 206) A2. N によって (p. 206-207) A3. S1 し、S2 (p. 207) Priming: Negotiating Prices (p. 205)	Mini Project 3-1 (1) Description of your target audience and (2) script draft of 30-second CM on your personal brand (an e-Learning post and a printout)

WEEK 14		
Date	Preparation/Content	Assignment Due
M 4/3 (33)	SABJ: Chapter 10 – Day 2 Mini Quiz CC: B. #1-4, Ms. Lewis Negotiates Prices (2) (p. 207-208) Structures: B1. N として (p. 208) B2. ～わけにはいかない／～わけにもいかない “Can’t really (even) V”, GU: G3 (p. 213-214)	LC10 (p. 217) GU: G3 #1-4 (p. 213-214)
W 4/5 (34)	SABJ: Chapter 10 – Day 3 Vocabulary Quiz: Chapter 10 (All - 10A, 10B, 10C) CC: C. #1-4, Mr. Tanaka Anticipates Oppositions (p. 209-210) Structures: C1. N に関して／N に対して C2. N 次第, GU: G1-2 (p. 213) C3. X に乗り気だ C4. N ふうの N／X ふうに V／X というふうに, GU: G4 (p. 214)	Chapter 10 30-Second Skit script RW10: R1 (p. 215-216) GU: G1 (p. 213, for A1, A2, B1, C1, C2) GU: G2 (p. 213, for A3, C2) GU: G4 #1-3 (p. 214)
F 4/7 (35)	SABJ: Chapter 11 – Day 1 Mini Quiz CC: A. #1-4, Price Competition Starts. (p. 219) Structures: A1. V てくる (p. 219-220) A2. V たばかりの N (p. 220) A3. X かもしれない: Possibly X	Mini Project 3-2 30-second CM on your personal brand (an e-Learning post and a printout)

WEEK 15		
Date	Preparation/Content	Assignment Due
M 4/10 (37)	SABJ: Chapter 11 – Day 2 Mini Quiz CC: B. #1-5, Mr. Yamada Needs to fill in the Details. (p. 220-221) Structures: B1. Approximate Numbers (p. 221) B2. Wh-word + て-form + も (p. 221-222), GU: G2 (p. 226-227) B3. Provisionals of Potential Verbs (p. 222-223), GU: G1 (p. 226) About Exam Review HW - Dialogue	Chapter 11 30-Second Skit script RW11: R1 (p. 229-230) GU: G2 #b-e (p. 226-227) GU: G1 #1-3 (p. 226) GU: G5 (This is the 2 nd G4. p. 227-228, for A1, A2, A3, B3)
W 4/12 (38)	SABJ: Chapter 11 – Day 3 Vocabulary Quiz: Chapter 11 (All - 11A, 11B, 11C) CC: C. #1-4, Finally, a Decision is Reached. (p. 223) C1. おかげで vs. せいで (p. 223-224), GU: G3 (p. 227) C2. やっと vs. とうとう (p. 224), GU: G4 (p. 227) C3. 稟議書 (Group Decision Form) (p. 224-225) CE: C1 (p. 230)	Exam Review HW - Dialogue (an e-Learning post and a printout) LC11 (p. 231-232) GU: G3 (p. 227) GU: G4 (p. 227)
F 4/14 (39)	SABJ: Chapter 9-11 Kanji Quiz: Chapter 9-11 CC: Review Chapter 10 C. #1-4, Mr. Tanaka Anticipates Oppositions (p. 209-210)	Revised Chapters 9-11 30-Second Skit scripts

	Structures: Review SABJ Chapter 9-11 30-Second Skit	
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WEEK 16		
Date	Preparation/Content	Assignment Due
M 4/17 (40)	<u>SABJ: Chapter 9-11</u> Exam	
W 4/19 (41)	Overall Review for the Final Exam	

Final Exam

Wednesday, April 26 12:30 – 2:30 p.m.