

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.

The course will cover Chapter 1 through Chapter 9 of *A Systematic Approach to Business Japanese*. 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. Open a bank account and transfer money;
6. Socialize with colleagues after work;
7. Make a business appointment;
8. Describe a company; and
9. Describe products.

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 in the Japanese language program at the University of Florida, you must take and pass the placement exam in order to be allowed to enroll by your instructor, space permitting. The registration form is available at <https://languages.ufl.edu/academics/llc-languages/japanese-studies/>. The placement exam will be given only on Tuesday, January 8th, 2019, from 2:00 – 5:00 p.m. in 302 Pugh Hall. You will be given an appointment for the oral interview as well as the written exam after you register. You must register for this exam with Prof. Sano (rsano@ufl.edu) by 4:00 p.m. Monday, January 7th. Please see your instructor on the first day of class if you have not already registered for the placement exam.

INSTRUCTORS

Yasuo Uotate Office & Phone: 333 Pugh Hall, 352-392-7138
Email: yuotate@ufl.edu
Office Hours: T 6th & 7th period; W 7th period

SECTIONS

Class #	Section	Period	Day	Time	Room	Instructor
16521	1283	6	MWF	12:50-1:40	MAT 0003	Yasuo Uotate

COURSE MATERIALS

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.

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 daily schedule, which follows below, 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 online, 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 every day. These two hours include time for you to 1) read the textbook carefully, 2) do the textbook activities, 3) complete the homework, 4) memorize the required dialogue, 5) memorize vocabulary and kanji, and 6) review materials. Completing homework alone is not sufficient preparation to perform well in class. If you do not know how to prepare for the class, please ask the instructor or refer to the study guide in the course packet.

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 class and practice Japanese every day. 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 a class.

Grading criteria for attendance and participation (daily grade)

A+	10	= Excellent performance
A	9	= Strong performance; well-prepared with a few minor mistakes
B	8	= Fair performance; prepared with some mistakes or weakness
C	7	= Weak or unsatisfactory performance; evidently unprepared
	0	= Absent

*In order to get 9 or 10, your overall performance needs to be very good. This includes doing well on dialogue performance, vocabulary and characters for the day.

Students are permitted three unexcused absences during the semester. At the 4th absence, you will lose 3% from the final grade. Every absence thereafter results in minus 1% deducted from your final grade unless the absence is a documented excuse. In the event your unexcused absences exceed 5 times, you will automatically fail the course. Absences will be excused only in accordance with UF policy. Acceptable documented excuses include illness, religious holidays, and military obligation:
<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

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 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.

Policy Regarding Make-Up Quizzes or Exams

Make-up quizzes or exams may be scheduled ONLY when 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 2 class days, or no make-up will be allowed.

3. Homework

Students will be assigned to prepare for class each day and expected to complete all homework assignments. Put all your homework on the instructor's desk before class begins on the due date it is scheduled on the syllabus. Regular daily homework must be stapled with your full name and assigned date at the top of the first page.

No late assignments will be accepted without written evidence of illness or emergency, except in the case that you notify your instructor in advance that you must be absent from class the day an assignment is due. It is required that you turn the homework in ahead of time to receive full credit.

Grading criteria for homework

1pt. =	All assigned sections of the homework must be completed using the new patterns without any blanks or incomplete sentences, and carefully self-corrected using the Answer Key.
0 pt. =	You will not get a point if your homework is not complete or for any of the following reasons: a. No homework or late homework b. Missing or incomplete sections c. No corrections or missing self-correction (even if partial)

Note that 1pt. is the maximum point you can receive for each category (a workbook page, writing/composition practice, etc.). In addition to on-time delivery of assignments, quality will also be evaluated. There is no partial point.

If you have a specific question or exercise that you want your instructor to check, please make a note of it. Otherwise, the instructor will spot-check students' self-corrected homework.

3.1. Homework Self-Correction

Homework is always to be self-corrected using the Answer Key. You must use a different color ink (any color but red) to do self-correction so it will be easy for the instructor to see. You can find the Answer Key in "Files" on e-Learning.

Please put a check mark next to every single item or make a correction. Each day the homework Answer Key includes at least one wrong answer that should be quite obvious. Please identify and mark those wrong answers when you do self-correction. Otherwise you will not receive homework credit.

3.2. Quiz Self-Correction (Bonus Point)

Upon return of a quiz in class, you may do self-correction and turn it in the following day as a part of homework. If you can correct ALL errors on quizzes, 1 point will be added to the quiz score. Please write SC (self-corrected) at the top of the first page. Do not staple the self-corrected quiz to the regular homework.

4. Japanese speaking policy in class

You have a very limited exposure to Japanese outside of the class, and it is very important that you make every use of the precious opportunities to speak Japanese in class. Therefore, **you are required to speak only Japanese in class.** You will sign an honor pledge at the beginning of the term regarding speaking only Japanese in class. You have been explicitly taught how to ask permission to speak English (英語で質問があります Or 英語で話してもよろしいでしょうか), if it becomes absolutely necessary. Please understand that if the instructor denies permission, it is for a specific reason that will be explained to you after class. A limited amount of English will be used by the instructor to explain grammar in class, at the discretion of the instructor.

OTHER POLICIES AND LINKS

1. Class Demeanor

Students are expected to arrive to class on time and behave in a manner that is respectful to the instructor and to fellow students. Please avoid the use of cell phones and restrict eating to outside of the classroom. Opinions held by other students should be respected in discussion, and conversations that do not contribute to the discussion should be held at minimum, if at all.

2. University Honesty Policy

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code (<https://sccr.dso.ufl.edu/students/student-conduct-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

3. Accommodations

Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation. For more information, see <https://disability.ufl.edu/>.

- Resources Available for Students

HEALTH AND WELLNESS

- U Matter, We Care: umatter@ufl.edu; 392-1575

- Counseling and Wellness Center: <https://counseling.ufl.edu/>; 392-1575
- Sexual Assault Recovery Services (SARS): Student Health Care Center; 392-1161
- University Police Department: <http://www.police.ufl.edu/> ; 392-1111 (911 for emergencies)

ACADEMIC RESOURCES

- e-Learning technical support: helpdesk@ufl.edu; <https://elearning.ufl.edu/student-help-faqs/> ; 352-392-4357
- Career Resource Center: Reitz Union; <http://www.crc.ufl.edu/> ; 392-1601
- Library Support: <http://cms.uflib.ufl.edu/ask>
- Teaching Center: Broward Hall; 392-2010 or 392-6420

4. Course Evaluation

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations 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 to students at <https://evaluations.ufl.edu/results/>.

EVALUATION

Exams (x3)	34%
Final Exam	10%
Oral Interview	5%
Mini Projects (x3)	15%
Quizzes (vocab & kanji quizzes 8%, and daily mini quizzes 8%)	16%
Homework	10%
Attendance/Participation	10%
<hr/> Total	<hr/> 100%

*This class has daily mini quizzes.

Grading Scale (& GPA equivalent):

A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E
100-93	92-90	89-87	86-83	82-80	79-77	76-73	72-70	69-67	63-66	62-60	59-
(4.0)	(3.67)	(3.33)	(3.0)	(2.67)	(2.33)	(2.0)	(1.67)	(1.33)	(1.0)	(0.67)	(0)

Note: A grade of C- is not a qualifying grade for major, minor, Gen Ed, or College Basic distribution credit. For further information on UF's Grading Policy, see:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>; <http://www.isis.ufl.edu/minusgrades.html>

COURSE SCHEDULE

Study Guide for Yookoso Review

Yookoso 2 (Yookoso! Continuing with Contemporary Japanese)

The page numbers in the schedule are based on its Third Edition.

Conversation Performance: 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
M 1/7	Introduction Conversation: A. Mr. Harris goes to a job interview (p. 2) http://japanese.gatech.edu/jpn3692/page2.pdf About the course About Mini Project 1: Analyzing Two Existing Commercials	
W 1/9	<u>Yookoso 2 Review</u> Conversation Performance: 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 #1-4 (p. 267-268) Activity 21 first 4 lines of the paragraph (p. 268)

Study Guide for SABJ

SABJ (A Systematic Approach to Business Japanese)

Conversation Performance: After going over the structures, listen to the audio file online (<http://mkikuchi.faculty.gatech.edu/japn3692/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/japn3692/audio/ed.html>).

Mr. Harris' Short Email to His Japanese Friend (200-300 Characters): Suppose you are Mr. Harris. Look back what happens to you (Mr. Harris) in a specific chapter and write a short email to a Japanese friend. We use Google Docs for this assignment, and you don't have to print your out your email text.

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.

F 1/11	<p><u>SABJ: Chapter 1 – Day 1</u> Mini Quiz – Sample Review Conversation: A. Mr. Harris goes to a job interview (p. 2) Structure: A1. Humble forms (もうします/V ております)↓ (p. 2) A2. N について (p. 2) Conversation: B. The reason for applying for a job (2) (p. 3) Conversation Performance: B. #1-3 (lines 1-7) (p. 3) Structure: 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) 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)</p>	<p>GU: G5 #1-2 (p. 20) GU: G1 #1-5 (p. 17)</p> <p>GU: G4 #A-D (p. 19) <u>Mini Project 1-1</u> Links of two existing commercials</p>
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Week 2

Date	Preparation/Content	Assignment Due
M 1/14	<p><u>SABJ: Chapter 1 – Day 2</u> Mini Quiz Conversation: C. Why work for a Japanese company (p. 7-8) Conversation Performance: C. All (p. 7-8) Structure: 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 <) (p. 9-10), GU: G6 (p. 21) Conversation: D. Extracurricular activities and hobbies (p. 10) Structure: D1. N が好き/V のが好き (p. 11-12), GU: G7 (p. 22) D2. Maintaining polite speech</p>	<p>Chapter 1 Mr. Harris' Short Email to His Japanese Friend (200-300 Characters)</p> <p>GU: G2 #7-12 (p. 18) (In #9 Person A is a superior, not Person B.)</p> <p>GU: G7 #B-F (p. 22), #1-2 (p. 23)</p>

W 1/16	<p>SABJ: Chapter 1 – Day 3</p> <p>Vocabulary Quiz: Chapter 1 (All - 1A, 1B, 1C, 1D, 1E)</p> <p>Conversation: E. Mr. Harris leaves the interview (p. 12)</p> <p>Conversation Performance: E. All (p. 12)</p> <p>Structure: E1. Humble forms continued (p. 12-13), GU: G1 (p. 17)</p> <p>E2. Japanese resume (p. 13-16), GU: G2 (p. 17-18)</p> <p>CE: 1-6 (p. 27)</p>	<p>RW1 (p. 24, for E2)</p> <p>GU: G1 #6-10 (p. 17)</p> <p>GU: G2 #1-6 (p. 18, for B2, B5, C2, E1)</p> <p>CE: C1 (p. 27)</p> <p>You must answer the Writing Section questions <u>in complete sentences, using the target patterns.</u> No partial answers will be accepted for full credit.</p>
F 1/18	<p>SABJ: Chapter 2 – Day 1</p> <p>Mini Quiz</p> <p>Conversation: A. Mr. Harris meets his boss (p. 30)</p> <p>Conversation Performance: A. All (p. 30)</p> <p>Structure: A1. Personal References (p. 30-31)</p> <p>A2. Conditionals: たら (p. 31-32), GU: G1-2 (p. 42)</p> <p>A3. V まで (p. 32)</p> <p>A4. おじぎ (Bowling) (p. 32-33)</p> <p>Conversation: B. Mr. Harris' first job (p. 33-34)</p> <p>B1. Listing (X など/X なんか/X とか/X や) (p. 34-35), GU: G8 (p. 45)</p> <p>Priming: Business introduction (p. 29)</p>	<p>LC1 (Chapter 1, p. 28)</p> <p>GU: G1 #a-d (p. 42)</p> <p>GU: G2 #a-c (p. 42)</p> <p>GU: G8 #a-c (p. 45)</p> <p>Mini Project 1-2</p> <p>Draft of your presentation script and slides</p>

Week 3		
Date	Preparation/Content	Assignment Due
M 1/21	Martin Luther King Jr. Day – no classes	
W 1/23	<p>SABJ: Chapter 2 – Day 2</p> <p>Mini Quiz</p> <p>Conversation: C. Writing a training report (p. 35)</p> <p>Conversation Performance: C. All (p. 35)</p> <p>Structures: C1. Embedded questions (p. 36), GU: G5 (p. 43)</p> <p>C2. S つもりだ (p. 36-37), GU: G7 (p. 44-45)</p> <p>C3. だろう (と思う) (p. 37), GU: G6 (p. 43-44)</p> <p>C4. V までに (p. 37-38), GU: G3 (p. 42-43)</p>	<p>Chapter 2 Mr. Harris' Email</p> <p>GU: G5 #a-c (p. 43)</p> <p>GU: G6 #a-c (p. 43-44)</p> <p>GU: G3 #a-b (p. 42-43, for A3, C4)</p>
F 1/25	<p>SABJ: Chapter 2 – Day 3</p> <p>Vocabulary Quiz: Chapter 2 (All - 2A, 2B, 2C, 2D, 2E)</p> <p>Conversation: D. Introduction 1 (p. 38)</p> <p>Conversation Performance: D. All (p. 38)</p> <p>Structure: D1. Generic honorific request form: お V 下さい (p. 38-39), GU: G4 (p. 43)</p> <p>D2. Exchanging Business Cards (名刺, p. 39)</p> <p>D3. Role をしている (p. 39)</p> <p>Conversation: E. Introduction 2 (p. 39-40)</p> <p>E1. X とお読みする (p. 40-41)</p> <p>CE: C1-2 (p. 47)</p>	<p>RW2: R1 (p. 46) Create your own business cards and bring it to the class. Turn in one copy, and you'll use another copy in an activity.</p> <p>GU: G4 #a-b (p. 43)</p> <p>CE: C1 (p. 47)</p> <p>CE: C2 #1-3 (p. 47-48)</p>

Week 4		
Date	Preparation/Content	Assignment Due
M 1/28	<u>Mini Project 1-3 Presentations</u>	<u>Mini Project 1-3</u> Final draft of your presentation script and slides
W 1/30	<u>Mini Project 1-3 Presentations</u> About Mini Project 2: Creating a Promotional 30-Second Commercial for the UF Japanese Program	<u>Mini Project 1-3</u> Final draft of your presentation script and slides
F 2/1	<u>SABJ: Chapter 3 – Day 1</u> Mini Quiz Conversation: A. Answering phone calls (p. 51) Conversation Performance: A. All (p. 51) Structure: A1. おられます↑ and いらっしゃいます↑ (p. 51-52) A2. Common company names (p. 52) Conversation: B. Transferring calls (p. 52-53) B1. 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) Conversation 3C: Apologizing 1 (p. 54-55) 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) Priming: Telephone (p. 50)	LC2 (p. 49) GU: G7 #a-c (p. 70, for mainly B1) GU: G5 #A-B (p. 69) <u>Mini Project 2-1</u> List of your group members

Week 5		
Date	Preparation/Content	Assignment Due
M 2/4	<u>SABJ: Chapter 3 – Day 2</u> Mini Quiz Conversation: D. Apologies 2 (p. 57) Conversation Performance: D. All (p. 57) Structure: 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 Conversation: E. Taking messages 1 (p. 59-60) 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) Review: Chapter 1 Structure C2 (p. 8-9)	Chapter 3 Mr. Harris' Email GU: G6 #a-c (p. 69-70, for C1, D1) GU: G1 #1-4 (p. 67) GU: G4 #1-3 (p. 68)
W 2/6	<u>SABJ: Chapter 3 – Day 3</u> Vocabulary Quiz: Chapter 3 (All - 3A, 3B, 3C, 3D, 3E, 3F) Conversation: F. Taking messages 2 (p. 61-62) Conversation Performance: F. #1-4, up to "...お伝えください。" (p. 61-62) Structure: 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)	RW3: #2. a (p. 74) GU: G2 #1-4 (p. 67-68, for F4, F5) GU: G3 #a-c (p. 68, for F4, F5) CE: C1 (p. 71)

F 2/8	<p>SABJ: Chapters 1-3 Review – Day 1</p> <p>Kanji Quiz: Chapters 1-3 (Please see p. 236-237. You also need to be able to read and write examples on the right-hand column.)</p> <p>Review: Chapters 1-3 Conversations</p> <p>Review: Chapters 1-3 Structures</p> <p>CE: C3 (Chapter 3, p. 73)</p> <p>About the oral interview</p>	<p>LC3 (p. 75-76)</p> <p>Mini Project 2-2</p> <p>Draft of your group's promotional phrase, outline, script for a 30-second commercial</p>
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Week 6		
Date	Preparation/Content	Assignment Due
M 2/11	<p>SABJ: Chapters 1-3</p> <p>Oral Interview</p>	
W 2/13	<p>SABJ: Chapter 1-3</p> <p>Exam</p>	
F 2/15	<p>SABJ: Chapter 4 – Day 1</p> <p>Mini Quiz</p> <p>Conversation: A. Conveying phone messages (p. 78)</p> <p>CC: A. All (p. 78)</p> <p>Structure: A1. Reporting Messages: S とのこと/S ということ (p. 78-79)</p> <p>A2. Plain Volitional: CV-ou/VV+you (よう) (p. 79-80), GU: G5 (p. 92)</p> <p>A3. Verbs of Receiving: もらう/V てもら (p. 80) A4. V ておく (p. 80-81), GU: G6 (p. 92-93)</p> <p>A5. Stern advice (p. 81), GU: G11 (p. 95)</p> <p>Priming: Reports (p. 77)</p>	<p>GU: G5 #a-c (p. 92)</p> <p>GU: G6 #a-c (p. 92-93. Use 目とおを通す for #e.)</p> <p>GU: G11 #a-b (p. 95)</p>

Week 7		
Date	Preparation/Content	Assignment Due
M 2/18	<p>SABJ: Chapter 4 – Day 2</p> <p>Mini Quiz</p> <p>Conversation: B. Reporting what happened 1 (p. 82)</p> <p>Conversation Performance: B. All (p. 82)</p> <p>Structure: B1. N の間 (に) /V ている間 (に) (p. 82-83), GU: G7 (p. 93)</p> <p>Conversation: C. Reporting what happened 2 (p. 83)</p> <p>C1. ~とおっしゃいます↑ (p. 83)</p> <p>C2. V-plain-present ために/のに (p. 84), GU: G10 (p. 94-95)</p> <p>Conversation: D. Reporting on a meeting 1 (p. 84-85)</p> <p>D1. Nominalization of N する verb phrases (p. 85), GU: G9 (p. 94)</p> <p>CE: C1 (p. 98)</p>	<p>Chapter 4 Mr. Harris' Email</p> <p>GU: G7 #a-c (p. 93)</p> <p>GU: G10 #a-f (p. 94)</p> <p>GU: G9 #a-f (p. 94)</p>
W 2/20	<p>SABJ: Chapter 4 – Day 3</p> <p>Vocabulary Quiz: Chapter 4 (All - 4A, 4B, 4C, 4D, 4E)</p> <p>Conversation: D. Reporting on a meeting 1 (p. 84-85)</p> <p>Conversation Performance: D. All (p. 84)</p> <p>Structure: D2. S こと (p. 85-86), GU: G4 (p. 91)</p> <p>Conversation: E. Reporting on a meeting 2 (p. 86-87)</p> <p>Structure: 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)</p> <p>E2. Typical Division Names within a Company (p. 89)</p> <p>E3. Job Titles within a Large Company (p. 89)</p>	<p>RW4: R1 #a-h, R2 (p. 96-97)</p> <p>GU: G4 #a-e (p. 91)</p> <p>GU: G1 (p. 90, for A3, E1)</p> <p>GU: G2 #a-c (p. 90-91, for A3, E1)</p> <p>GU: G3 #a-c (p. 91, for A3, E1)</p>

F 2/22	<p><u>SABJ: Chapter 5 – Day 1</u> Mini Quiz Conversation: A. Going to a bank (p. 102) Conversation Performance: A. All (p. 102) Structure: A1. X と(いうの)は (p. 102-103), GU: G1-2 (p. 111) Conversation: B. Opening a new bank account (p. 103) Structure: B1. X てもいい/Xなくてもいい (p. 103-104), GU: G4-5 (p. 112-113) Priming: 銀行で At the Bank (p. 101)</p>	<p>LC4 (p. 99-100) GU: G1 #a-b (p. 111) GU: G2 #a-b (p. 111) GU: G4#a-d (p. 112) GU: G5#a-c (p. 112-113)</p>
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Week 8		
Date	Preparation/Content	Assignment Due
M 2/25	<p><u>Mini Project 2-3</u> CM Presentations</p>	<p><u>Mini Project 2-3</u> Your groups commercial video Final draft of your group's promotional phrase, outline, script</p>
W 2/27	<p><u>SABJ: Chapter 5 – Day 2</u> Mini Quiz Conversation: C. Making an ATM card (p. 105) Conversation Performance: C. All (p. 105) Structure: C1. X を Y にする/なさる vs. X が Y になる (p. 105), GU: G6-7 (p. 113-114) Conversation: D. Requesting automatic fund transfer service (p. 106) Structure: D1. X 的(な) / 的(に) (p. 106-107), GU: G8 (p. 114) Conversation: E. Foreign Currency Exchange Service (p. 107), GU: G3 (p. 111) Structures: E1. N (or V-plain の)に X がかかる (p. 107-108), GU: G9 (p. 114-115) CE: C1-2 (p. 118-119)</p>	<p>RW5 (p. 117) GU: G6 #a-b (p. 113) GU: G7 #a-c (p. 113) GU: G8 #a-d (p. 114) GU: G9 #a-d (p. 114-115) GU: G3 #a-b (p. 111, for Conversation E, X たら)</p>
F 3/1	<p><u>SABJ: Chapter 5 – Day 3</u> Vocabulary Quiz: Chapter 5 (All - 5A-5G) Conversation: F. Troubleshooting (p. 108) Conversation Performance: F. All (p. 108) Structure: F1. Verb stem + 方 (p. 108), GU: G10 (p. 115) F2. V て + もらえる/いただける↓; お + V-stem/N + いただけますか↓ (p. 109), GU: G12 (p. 116) Conversation: G. Troubleshooting 2 (p. 109) Structure: G1. V て + しまった (p. 110), GU: G11 (p. 115) CE: C3 (p. 119)</p>	<p>Chapter 5 Mr. Harris' Email GU: G10 #a-c (p. 115) GU: G12 #a-d (p. 116) GU: G11 #a-c (p. 115)</p>

Week 9		
Spring Break		

Week 10		
Date	Preparation/Content	Assignment Due
M 3/11	<p><u>SABJ: Chapter 6 – Day 1</u> Mini Quiz Conversation: A. An invitation to a welcome party (p. 123) Conversation Performance: A. #1-5 (p. 123) Structure: A1. Transitive verbs vs. intransitive verbs (p. 123-125), GU: G1 (p. 135) A2. しようと思う／思っている (p. 125-126) A3. Wh + か and Wh + も (p. 126-127), GU: G6 (p. 138) A4. V てから (p. 127-128) A5. V-stem に + 行く (p. 128) A6. V たがっている (p. 128), GU: G5 (p. 137-138) Priming: おつきあい "Work after Work" (p. 122)</p>	<p>LC5 (p. 121)</p> <p>GU: G1 #1-4 (p. 135)</p> <p>GU: G6 #a-d (p. 138)</p> <p>GU: G5 #1-2 (p. 137-138)</p>
W 3/13	<p><u>SABJ: Chapter 6 – Day 2</u> Mini Quiz Conversation: B. Mr. Harris goes to a second party (p. 128-129) Conversation Performance: B. #1-5 (p. 128-129) Structure: B1. N のあと(で)／V たあと(で) (p. 129-130), GU: G4 (p. 137) B2. V て + みる (p. 130), GU: G8 (p. 139) B3. V1 ように V2 (p. 130), GU: G9 (p. 139) B4. Negative request: V ないで(下さい) (p. 130-131), GU: G3 (p. 136)</p>	<p>RW6: R1 (p. 141)</p> <p>GU: G4 #1-3 (p. 137)</p> <p>G8 #a-c (p. 139) GU: G9 #a-d (p. 139) GU: G3 #1-3 (p. 136)</p>
F 3/15	<p><u>SABJ: Chapter 6 – Day 3</u> Vocabulary Quiz: Chapter 6 (All - 6A, 6B, 6C) Conversation: C. After the welcome party (p. 132) Conversation Performance: C. #1-4 (p. 132) Structure: C1. S ことになる (p. 132-133), GU: G10 (p. 140) C2. S かと思う／考える (p. 133), GU: G7 (p. 138-139) C3. More about しようと思う (p. 133-134) C4. V て + ある (p. 134), GU: G2 (p. 135-136) CE: C1-4 (p. 142-144)</p>	<p>LC6 (p. 145)</p> <p>G10 #a-c (p. 140, for C1) G7 #a-c (p. 138-139, for A2 and C3) G2 #1-3 (p. 135-136)</p>

Week 11		
Date	Preparation/Content	Assignment Due
M 3/18	<p><u>SABJ: Chapters 4-6 Review – Day 1</u> Kanji Quiz: Chapters 4-6 (Please see p. 238-239. You also need to be able to read and write examples on the right-hand column.) Review: Chapters 4-6 Conversations Review: Chapters 4-6 Structures</p>	<p>Chapter 6 Mr. Harris' Email</p> <p>GU: Chapter 4, G8 #a-d (p. 93)</p>
W 3/20	<p><u>SABJ: Chapter 4-6</u> Exam</p>	
F 3/22	<p><u>SABJ: Chapter 7 – Day 1</u> Mini Quiz Conversation: A. Making an appointment 1 (p. 147) Conversation Performance: A. #3-5 (p. 147) Structure: 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↓ Conversation: B. Making an appointment 2 (p. 148-149) Structure: 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) Priming: Appointments (p. 146)</p>	<p>GU: G4 #1-3 (p. 161-162)</p> <p>GU: G3 #1-3 (p. 161)</p>

Week 12		
Date	Preparation/Content	Assignment Due
M 3/25	<p>SABJ: Chapter 7 - Day 2</p> <p>Mini Quiz</p> <p>Conversation Performance: B. #3-6 (p. 148-149), GU: G2 (p. 160)</p> <p>Structure: C1. Non-past-S1 と、 S2 (If/When S1, S2) (p. 151)</p> <p>C2. Provisionals (p. 151-153), GU: G1 (p. 160)</p> <p>D1. V-stem + そうだ (p. 154)</p> <p>D2. V て + ほしい (p. 155-156), GU: G8-9 (p. 163-164)</p> <p>Conversation: C. Making an Appointment (3) (p. 150-151)</p> <p>D. Mr. Harris' friend 1 (p. 153)</p>	<p>RW7 (p. 165-166)</p> <p>GU: G2 #1-2 (p. 160. ぜひ is in Conversation 7B, 7D)</p> <p>GU: G1 #1-3 (p. 160)</p> <p>GU: G8 #1-2 (p. 163-164. Use ...んですが。 。 。)</p> <p>GU: G9 (p. 164)</p>
W 3/27	<p>SABJ: Chapter 7 - Day 3</p> <p>Vocabulary Quiz: Chapter 7 (All - 7A, 7B, 7C, 7D, 7E)</p> <p>Conversation Performance: D. #1-5 (p. 153)</p> <p>Conversation: E. Mr. Harris' friend 2 (p. 156)</p> <p>Structure: E1. S ようだ/N のようだ/な Adj なようだ (p. 157), GU: G5 (p. 162)</p> <p>E2. N についての N (p. 157-158), GU: G7 (p. 163)</p> <p>E3. S1 なら、 S2 (p. 158-159), GU: G6 (p. 162-163)</p> <p>CE: C1 (p. 167)</p>	<p>Chapter 7 Mr. Harris' Email</p> <p>GU: G5 #1-3(p. 162, for D1, E1)</p> <p>GU: G7 (p. 163)</p> <p>GU: G6 #1-3 (p. 162-163)</p>
F 3/29	<p>SABJ: Chapter 8 – Day 1</p> <p>Mini Quiz</p> <p>Conversation: A. Mr. Harris reunites with Ms. Lewis (p. 171)</p> <p>Conversation Performance: A. All (p. 171)</p> <p>Structure: A1. い Adj-stem そうだ/な Adj そうだ (p. 171-172), GU: G8 (p. 182-183)</p> <p>B1. Passives (p. 173-175), GU: G1-2 (p. 180)</p> <p>Conversation: B. Ms. Lewis introduces her company 1 (p. 172-173)</p> <p>Priming: Describing a Company (p. 170)</p> <p>About Mini Project 3: Mini presentation - Describing your favorite product</p>	<p>LC7 (p. 168-169)</p> <p>GU: G8 #a-c (p. 182-183)</p> <p>GU: G1 (p. 180)</p> <p>GU: G2 #a-c (p. 180)</p>

Week 13		
Date	Preparation/Content	Assignment Due
M 4/1	<p>SABJ: Chapter 8 – Day 2</p> <p>Mini Quiz</p> <p>Conversation Performance: B. #1-3 (p. 172-173)</p> <p>Conversation: C. Ms. Lewis introduces her company 2 (p. 175-176)</p> <p>Structure: C1. ~によって vs. ~による (p. 176), GU: G3 (p. 180-181)</p> <p>C2. ~する(の)には (p. 176-177), GU: G6 (p. 182)</p> <p>C3. Comparatives (p. 177-178), GU: G4 (p. 181)</p> <p>C4. ~というより vs. ~というと, GU: G5 (p. 181-182)</p> <p>C5. Honorific Passives (p. 178-179), GU: G7 (p. 182)</p> <p>C6. Women in Corporate Japan (p. 179)</p>	<p>RW8: R1 (p. 184)</p> <p>GU: G3 #a-b (p. 180-181)</p> <p>GU: G6 #a-b (p. 182)</p> <p>GU: G4 #a-c (p. 181)</p> <p>GU: G5 #a-b (p. 181-182)</p>
W 4/3	<p>SABJ: Chapter 8 – Day 3</p> <p>Vocabulary Quiz: Chapter 8 (All - 8A, 8B, 8C)</p> <p>Conversation: C. Ms. Lewis introduces her company 2 (p. 175-176)</p> <p>Conversation Performance: C. #2-4, start from “大量生産...” (p. 175-176)</p> <p>Structure: Review Chapter 8</p> <p>CE: C1 (p. 184)</p>	<p>Chapter 8 Mr. Harris' Email</p> <p>LC8 (p. 185)</p>

F 4/5	<u>SABJ: Chapter 9 – Day 1</u> Mini Quiz Conversation: A. Ms. Lewis demonstrates her product 1 (p. 187) Conversation Performance: A. #1-5 (p. 187) Structure: 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 #a-f (p. 198) GU: G3 #a-d (p. 198, for A1, A2) GU: G4 #a-c (p. 199) <u>Mini Project 3-1</u> Draft of your presentation script and slides
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Week 14

Date	Preparation/Content	Assignment Due
M 4/8	<u>SABJ: Chapter 9 – Day 2</u> Mini Quiz Conversation: B. Ms. Lewis demonstrates her product 2 (p. 191) Conversation Performance: B. All (p. 191) Structure: 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 Conversation: C. Ms. Lewis demonstrates her product 3 (p. 193) Structure: 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)	RW9: R1 (p. 201-202) GU: G1 #1-5 (p. 197) GU: G5 #a-f (p. 199-200, for B1-3, C1-4)
W 4/10	<u>SABJ: Chapter 9 – Day 3</u> Vocabulary Quiz: Chapter 9 (All - 9A, 9B, 9C) Conversation Performance: C. All (p. 193) CE: C1 (p. 203) Structure: Review Chapter 9	Chapter 9 Mr. Harris' Email LC9 (p. 204)
F 4/12	<u>SABJ: Chapter 7-9 – Day 1</u> Kanji Quiz: Chapters 7-9 (Please see p. 239-241. You also need to be able to read and write examples on the right-hand column.) Conversation Performance: 7A. #3-5 (p. 147) Review: Chapters 7-9 Conversations Review: Chapters 7-9 Structures	

Week 15

Date	Preparation/Content	Assignment Due
M 4/15	<u>SABJ: Chapter 7-9</u> Exam	
W 4/17	<u>Mini Project 3-2</u> <u>Mini Presentations</u>	<u>Mini Project 3-2</u> Final draft of your presentation script and slides
F 4/19	Overall Review for the Final Exam	Overall Mr. Harris' Email

Week 16

Date	Preparation/Content	Assignment Due
M 4/22	Final Exam Listening Section Overall Review for the Final Exam Course Evaluation	
W 4/24	Final Exam Last day of classes	