

Japanese Language Programmes

NUPACE Japanese Language Programme (LEC):

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URL: <https://meidainibongo.wixsite.com/2024.spring> (All important information about the NUPACE Japanese Language Programme, including placement test, calendar, classrooms, method of instruction, etc., is available on this site. Please make sure to check whether there are any changes in classrooms before the first day of class. Note that information on the G30 Japanese Language Programme is not included on the site.)

1. NUPACE Japanese NJ1, NJ2, NJ3, UJ5, UJ6, UJ7

NJ1 (autumn and spring; 5 credits; 7.5 hours per week x 15 weeks)

For learners who have very little or no knowledge of Japanese. Enables students to talk and write about themselves, their surroundings, and daily life. Equivalent of N5 of the Japanese Language Proficiency Test (JLPT).

Textbook: *NEJ: A New Approach to Elementary Japanese [vol.1]*

NJ2 (autumn and spring; 5 credits; 7.5 hours per week x 15 weeks)

For learners who have completed NJ1, or the equivalent. Builds on students' knowledge of basic Japanese grammar and fosters the ability to talk and write about their daily life, future, as well as facts and opinions about their surroundings. Equivalent of N4 of the Japanese Language Proficiency Test (JLPT).

Textbook: *NEJ: A New Approach to Elementary Japanese [vol.2]*

NJ3 (autumn and spring; 5 credits; 7.5 hours per week x 15 weeks)

For learners who have completed NJ2, or the equivalent. The purpose of this class is to further build upon students' knowledge of Japanese grammar and to foster the ability to understand, talk and write about familiar life situations, such as university life, part-time jobs, Japanese customs, travel, news, and events. Equivalent of N4~N3 of the Japanese Language Proficiency Test (JLPT).

Textbook: *Dekiru Nihongo Beginner 2*

UJ501G Grammar (autumn & spring; 2 credits; 1.5 hours per week x 15 weeks)

For learners who have completed NJ3, or the equivalent. This class organises and develops grammatical knowledge acquired at the elementary level, and enables students to use appropriate expressions depending on the situation and the persons involved. Equivalent of N3 of the Japanese Language Proficiency Test (JLPT).

UJ502W Writing (autumn & spring; 2 credits; 1.5 hours per week x 15 weeks)

For learners who have completed UJ3, or the equivalent. This class enables students to briefly give reasons and explanations for opinions, plans, and actions. It also enables students to write very brief reports which pass on routine factual information and state reasons for actions. Equivalent of N3 of the Japanese Language Proficiency Test (JLPT).

UJ503S Speaking (autumn & spring; 2 credits; 1.5 hours per week x 15 weeks)

For learners who have completed NJ3, or the equivalent. This class enables students to enter unprepared into conversation on familiar topics, express personal opinions and exchange information on topics that are familiar, of personal interest or pertinent to everyday life (e.g., family, hobbies, work, travel, and current events). Equivalent of N3 of the Japanese Language Proficiency Test (JLPT).

Courses in the Japanese Language

UJ504R Reading (autumn & spring; 2 credits; 1.5 hours per week x 15 weeks)

For learners who have completed NJ3, or the equivalent. This class enables students to read straightforward factual texts on subjects related to their fields and interests with a satisfactory level of comprehension. It also enables students to recognise significant points in straightforward newspaper articles on familiar subjects. Equivalent of N3 of the Japanese Language Proficiency Test (JLPT).

UJ505L Listening (autumn & spring; 2 credits; 1.5 hours per week x 15 weeks)

For learners who have completed NJ3, or the equivalent. This class enables students to understand the main points of clear standard speech on familiar matters regularly encountered in university, leisure activities, etc., including short narratives. It also enables students to understand the main points of news bulletins about familiar subjects delivered relatively slowly and clearly. Equivalent of N3 of the Japanese Language Proficiency Test (JLPT).

UJ601G Grammar (autumn & spring; 2 credits; 1.5 hours per week x 15 weeks)

For learners who have completed UJ5 Grammar, or the equivalent. This class enables students to learn more about the characteristics of how to use the grammar items learned at the elementary level while reviewing them. It also enables students to improve the ability to use grammar items related to particles, formal nouns, complex sentences, tenses, etc. Equivalent of N3~N2 of the Japanese Language Proficiency Test (JLPT).

UJ602W Writing (autumn & spring; 2 credits; 1.5 hours per week x 15 weeks)

For learners who have completed UJ5 Writing, or the equivalent. This class enables students to summarise, report and give their opinions about accumulated factual information on familiar routine and non-routine matters within their fields with some confidence. Equivalent of N3~N2 of the Japanese Language Proficiency Test (JLPT).

UJ603S Speaking (autumn & spring; 2 credits; 1.5 hours per week x 15 weeks)

For learners who have completed UJ5 Speaking, or the equivalent. This class enables students to communicate with some confidence on familiar routine and non-routine matters related to their interests and professional fields. It also enables students to exchange, check and confirm information, deal with less routine situations and explain why something is a problem. Equivalent of N3~N2 of the Japanese Language Proficiency Test (JLPT).

UJ604R Reading (autumn & spring; 2 credits; 1.5 hours per week x 15 weeks)

For learners who have completed UJ5 Reading, or the equivalent. This class enables students to scan longer texts in order to locate desired information, and gather information from different parts of a text, or from different texts in order to fulfil a specific task. It also enables students to identify the main conclusions in clearly signalled argumentative texts. Equivalent of N3~N2 of the Japanese Language Proficiency Test (JLPT).

UJ605L Listening (autumn & spring; 2 credits; 1.5 hours per week x 15 weeks)

For learners who have completed UJ5 Listening, or the equivalent. This class enables students to understand a large part of topics of personal interest when the delivery is relatively slow and clear. It also enables students to follow lectures or talk within their own fields, provided the subject matter is familiar and the presentation straightforward and clearly structured. Equivalent of N3~N2 of the Japanese Language Proficiency Test (JLPT).

UJ701G Grammar (autumn & spring; 2 credits; 1.5 hours per week x 15 weeks)

For learners who have completed UJ6 Grammar, or the equivalent. This class enables students to understand the subtle differences in the nuances of grammatical items that are difficult to use even at the advanced level, and to develop the ability to use them appropriately. Equivalent of N2~N1 of the Japanese Language Proficiency Test (JLPT).

Courses in the Japanese Language

UJ702W Writing (autumn & spring; 2 credits; 1.5 hours per week x 15 weeks)

For learners who have completed UJ6 Writing, or the equivalent. This class enables students to write clear, detailed descriptions of real or imaginary events and experiences, marking the relationship between ideas in clear connected text. It also enables students to write essays or reports which develop arguments systematically with appropriate highlighting of significant points and relevant supporting detail. Equivalent of N2~N1 of the Japanese Language Proficiency Test (JLPT).

UJ703S Speaking (autumn & spring; 2 credits; 1.5 hours per week x 15 weeks)

For learners who have completed UJ6 Speaking, or the equivalent. This class enables students to use the language fluently, accurately, and effectively in a wide range of general, academic, vocational or leisure topics, marking clearly the relationships between ideas. It also enables students to present and respond to complex lines of argument convincingly. Equivalent of N2~N1 of the Japanese Language Proficiency Test (JLPT).

UJ704R Reading (autumn & spring; 2 credits; 1.5 hours per week x 15 weeks)

For learners who have completed UJ6 Reading, or the equivalent. This class enables students to obtain information, ideas, and opinions from somewhat abstract current and quasi-academic topics. Equivalent of N2~N1 of the Japanese Language Proficiency Test (JLPT).

UJ705L Listening (autumn & spring; 2 credits; 1.5 hours per week x 15 weeks)

For learners who have completed UJ6 Listening, or the equivalent. This class enables students to understand Japanese, on both familiar and unfamiliar topics normally encountered in personal, social, academic, or vocational life. It also enables students to identify speaker viewpoints and attitudes, as well as the information content. Equivalent of N2~N1 of the Japanese Language Proficiency Test (JLPT).

2. 漢字/Kanji

(Autumn & spring; 2 credits each; 1.5 hours per week x 15 weeks)

Kanji I

For learners who have very little or no knowledge of *kanji*. Introduces the 150 *kanji* covered at level N4 of the Japanese Language Proficiency Test (JLPT).

Kanji II

This class introduces 300 *kanji* covered at level N3 of the Japanese Language Proficiency Test (JLPT).

3. レポートのための文法/Grammar for Report Writing

(Spring only; 2 credits; 1.5 hours per week x 15 weeks)

The purpose of this class is to learn techniques and expressions that are useful in order to give easy-to-understand presentations. Students need to possess Japanese language proficiency equivalent to N2~N1 of the Japanese Language Proficiency Test (JLPT) or higher.

4. 就職日本語 (英語もしくは日本語) / Japanese for Job Hunting

Autumn & spring; 2 credits; 1.5 hours per week x 15 weeks)

Japan's social structure is evolving, and Japanese companies are proactively seeking talented foreign professionals. In 'Japanese for Job Hunting,' students learn Japanese expressions and related knowledge necessary for job hunting, enabling them to confidently take on the challenge of finding employment. The objective is to acquire the skills necessary for human resources that companies seek, including knowledge about Japanese companies, the job-hunting process, how to write entry sheets and emails, and how to communicate effectively during interviews. Students need to possess

Courses in the Japanese Language

the equivalent of JLPT N3~N2 to enrol in the class conducted in English, and JLPT N2~N1 for the class conducted in Japanese.

1. Japanese for Job Hunting (Elementary-Intermediate)/就職日本語 (初級・中級)

Co-ordinator: TOMITA Eriko (erikouk41@gmail.com)
Class: Fridays, 16:30-18:00
Credits: 2
Place: International Centre, Room 308 (face-to-face)

この授業の最大の目的は、ビジネスの現場で「いい人間関係を築くための日本語」を習得することである。積極的に外国人を採用する日本企業が増えており、就職活動では面接官といい人間関係が作れるか、就職した会社で上司や同僚と円滑なコミュニケーションが取れているか—これらが日本で快適に働くためのカギとなる。

授業では、就職活動の流れと企業文化の基礎知識を理解するため、ビジネスシーンにおける話す能力と聞く能力に焦点を当て、新入社員のあいさつや電話の応対、面接や社内行事でのコミュニケーションの仕方など、ビジネスシーンで役立つさまざまなコミュニケーションスキルを高める。ビジネスの現場を想定したロールプレイやプレゼンテーションの練習も行い、ビジネス日本語の運用能力の基礎固めと同時に異文化理解能力の養成を目指す。

The main purpose of this class is to learn Japanese language in order to build healthy relationships in the business world. More and more Japanese companies are actively hiring foreigners. Building good relationships with interviewers when job hunting and communicating correctly with superiors and coworkers at the company are the keys to working comfortably in Japan.

This class focuses on speaking and listening skills in business situations in order to understand the flow of job hunting and the basic Japanese corporate culture, and to enhance various communication skills useful in business situations, such as greetings in the capacity of new employee, answering the phone, and communicating with colleagues in company events. Through role-play and presentation practices, students will learn the foundation of business Japanese communication skills and cultivate cross-cultural understanding at the same time.

Topics to be covered:

Lesson 1: Orientation, Japanese corporate culture
Lesson 2: The flow of job hunting - from application form to interview
Lesson 3: Writing business emails, Internship
Lesson 4: Greeting colleagues at work
Lesson 5: Conveying a message
Lesson 6: Apologizing for your mistake
Lesson 7: Backlog of work
Lesson 8: Mid-term exam, feedback
Lesson 9: Communicating through drinking together
Lesson 10: Taking a summer vacation
Lesson 11: Leaving early from work
Lesson 12: Lunch break
Lesson 13: Giving travel tips
Lesson 14: Final exam
Lesson 15: Feedback and review

Reference Materials:

『初・中級レベル ロールプレイで学ぶビジネス日本語一場面に合わせて適切に話そう』
村野節子・山辺真理子・向山陽子 著 スリーエーネットワーク ISBN:978-4-88319-846-7

Courses in the Japanese Language

Evaluation:

小テスト 10%、中間テスト 15%、ロールプレイおよびプレゼンテーション 35%、期末テスト 20%、積極的な授業態度 20%

注意事項：合格(pass)するためには、70%（11回）以上の出席が必要です。

Quizzes 10%, Mid-term exam 15%, role-play and presentation 35%, final exam 20%, active participation 20%

Note: An attendance rate of 70% (11 classes) is required to pass.

2. Japanese for Job Hunting (Advanced)/就職日本語（上級）

Co-ordinator: TOMITA Eriko (erikouk41@gmail.com)

Class: Friday, 14:45-16:15

Credits: 2

Place: International Centre, Room 308 (face-to-face)

この授業の最大の目的は、ビジネスの現場で「いい人間関係を築くための日本語」を習得することである。積極的に外国人を採用する日本企業が増えており、就職活動では面接官と良い人間関係が作れるか、就職した会社で上司や同僚と円滑なコミュニケーションが取れているか—これらが日本で快適に働くためのカギとなる。

授業では、就職活動やインターンシップ、ビジネスメールに関する基礎知識を学んだのち、ビジネス日本語会話の流れと日本の企業文化の理解に焦点を当て、社内会議でのプレゼンテーションなど、ビジネスシーンで役立つさまざまなコミュニケーションスキルを高める。ビジネスの現場を想定したロールプレイやプレゼンテーションの練習も行い、ビジネス日本語の運用能力を高めると同時に異文化理解能力の養成を目指す。

The main purpose of this class is to learn Japanese language in order to build healthy relationships in the business world. More and more Japanese companies are actively hiring foreigners. Building good relationships with interviewers when job hunting and communicating correctly with superiors and coworkers at the company are the keys to working comfortably in Japan.

After learning basic knowledge of job hunting, internship and writing business emails, this class will focus on the natural flow of business Japanese conversation, understanding Japanese corporate culture, and will enhance various communication skills useful in business situations, such as presentations at company meetings. Students will also practice role-plays and presentations, aiming to improve their ability to use business Japanese and to cultivate cross-cultural understanding at the same time.

Topics to be covered:

- 第1回 オリエンテーション、日本の企業文化
- 第2回 就職活動の流れ、エントリーシートの書き方から面接まで
- 第3回 ビジネスメールの書き方、インターンシップ
- 第4回 「自己紹介を行う（社内）」
- 第5回 「自己紹介を行う（社外）」
- 第6回 「電話を受ける」
- 第7回 「アポイントを取る」
- 第8回 中間テスト、フィードバック
- 第9回 「会議に参加する」
- 第10回 「クレームを受ける」
- 第11回 「クレームを報告する」
- 第12回 「クレームを処理する」
- 第13回 「会議で提案する」
- 第14回 期末テスト
- 第15回 フィードバック、振り返り