

ARTS3641

Commercial Japanese

Term 2, 2022



Course Overview

Staff Contact Details

Convenors

Name	Email	Availability	Location	Phone
Kazue Okamoto	k.okamoto@unsw.edu.au	Contact via Email when required	MB273	9385-3749

School Contact Information

School of Humanities & Languages

Location: School Office, Morven Brown Building, Level 2, 258

Opening Hours: Monday - Friday, 9am - 5pm

Tel: 02 9348 0406

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Acknowledgement of Country

UNSW Arts, Design and Architecture Kensington and Paddington campuses are built on Aboriginal Lands. We pay our respects to the Bidjigal and Gadigal peoples who are the Custodians of these lands. We acknowledge the Aboriginal and Torres Strait Islander peoples, the First Australians, whose lands, winds and waters we all now share, and pay respect to their unique values, and their continuing and enduring cultures which deepen and enrich the life of our nation and communities.



Image courtesy of the Office of the Pro Vice-Chancellor Indigenous [UNSW's Indigenous strategy](#)

Course Details

Units of Credit 6

Summary of the Course

This course will provide you with an opportunity to learn how to interact successfully when working and doing business with Japanese people. It involves understanding Japanese corporate culture, business manners and customs, and building communication skills. Communication skills are developed through expansion of 'Keigo' (polite expressions) usage, vocabulary, and expressions used specifically in commercial settings. You will also examine challenges you may encounter in the communication in commercial settings and analyse the solution in such situations.

Course Learning Outcomes

1. Extend vocabulary and expressions in a business context and develop intercultural communication skills with the Japanese business people.
2. Identify differences in the communication style between Australia/country of one's own and Japanese business people, and evaluate how to improve the situation.
3. Explain basic elements of Japanese style business communication, and corporate culture and customs.
4. Examine a selected topic on Japanese business and management in spoken and written Japanese.

Teaching Strategies

Lectures deliver first, the social, cultural, and business issues related to the content of the week, and second, explanation and discussion of the topics, as well as expressions and structure of the dialogue that are crucial to the topic of the week.

Tutorials provide students with opportunities to practice interaction, reading, and writing in Japanese following the information introduced during lecture. It also develops understanding about Japanese corporate culture, business manners and customs, and intercultural communication skills. This is made through discussions on a topic of the course and exercises provided in class.

The lecture and tutorials are delivered in Japanese in order for students to enhance their listening skills and comprehension of the content in Japanese language.

Assessment

Assessment task	Weight	Due Date	Course Learning Outcomes Assessed
1. Quiz	35%	Not Applicable	1
2. Research Project	35%	05/08/2022 11:00 PM	1, 2, 3, 4
3. Reading task	10%	Not Applicable	1, 2, 3
4. Speaking Test	20%	Not Applicable	1, 2

Assessment 1: Quiz

Start date: 28 June & 2 August

Assessment length: 30 mins

Two short quizzes are held during class (30 mins/quiz). Each student receives a numerical mark. Feedback via class discussion. Additional feedback will given upon request. (quiz 1 20%, quiz 2 15%)

This assignment is submitted through Turnitin and students do not see Turnitin similarity reports.

Additional details

See Moodle for details.

Assessment 2: Research Project

Assessment length: 6,500 - 8000 characters

Due date: 05/08/2022 11:00 PM

Students carry out research on a selected topic (Individual work), present it in class and write a report. Each student receives a result and written feedback. This is the final assessment for attendance purposes. (Presentation 10% Report 25%)

This assignment is submitted through Turnitin and students do not see Turnitin similarity reports.

Additional details

See Moodle for details.

Assessment 3: Reading task

Assessment length: 40 mins each

Students lead a group discussion on the reading task in the class. Pair work. Oral feedback in class.

This is not a Turnitin assignment

Additional details

See Moodle for details.

Assessment 4: Speaking Test

Assessment length: 5-7 mins

Each student will perform a role play with another student (5-7 mins). Student receives a result and written feedback.

This is not a Turnitin assignment

Additional details

See Moodle for details.

Attendance Requirements

In this course, students must attend **at least 7 out of 9 tutorials**. A student who does not meet the attendance requirement within a course may be refused final assessment. The final assessment in this course is identified under "Course Assessment". Explanations of absences from classes or requests for permission to be absent from forthcoming classes should be addressed to the Course Authority in writing and, where applicable, should be accompanied by appropriate documentation (e.g. medical certificate). After submitting appropriate supporting documentation to the Course Authority to explain his/her absence, a student may be required to undertake supplementary class(es) or task(s) as prescribed by the Course Authority. If examinations or other forms of assessment have been missed, then the student should apply for Special Consideration. Students who falsify their attendance or falsify attendance on behalf of another student will be dealt with under the Student Misconduct Policy. The Arts, Design & Architecture guidelines on attendance and absence can be viewed at: <https://www.unsw.edu.au/arts-design-architecture/student-life/resources-support/protocols-guidelines>

Course Schedule

[View class timetable](#)

Timetable

Date	Type	Content
Week 1: 30 May - 3 June	Lecture	Course introduction あいさつ 1 役職、名刺交換
	Tutorial	練習
Week 2: 6 June - 10 June	Lecture	あいさつ 2 ビジネスメールとビジネスレター 1
	Tutorial	練習
Week 3: 13 June - 17 June	Lecture	ビジネスレターとビジネスメール 2 新しい客を紹介してもらう
	Tutorial	練習 タスクリーダー 1
Week 4: 20 June - 24 June	Lecture	新しい客先を紹介してもらう 2 客先訪問 1
	Tutorial	練習 タスクリーダー 2
Week 5: 27 June - 1 July	Lecture	客先訪問 2 クイズ 1

	Tutorial	練習 発表 1
Week 6: 4 July - 8 July	Lecture	授業なし
	Tutorial	授業なし
Week 7: 11 July - 15 July	Lecture	交渉 1
	Tutorial	練習 発表 3 タスクリーダー 3
Week 8: 18 July - 22 July	Lecture	交渉 2
	Tutorial	練習 発表 3 タスクリーダー 4
Week 9: 25 July - 29 July	Lecture	自己PRと履歴書 発表 4
	Tutorial	インターアクションテスト
Week 10: 1 August - 5 August	Lecture	自己PRと履歴書 2 クイズ 2
	Tutorial	練習 発表 4 タスクリーダー 5
	Assessment	Research Project

Resources

Prescribed Resources

Learning materials are uploaded to Moodle.

Recommended Resources

Alston, J. P. (2005). *Japanese business culture and practices: A guide to twenty-first century Japanese business*. iUniverse.

Kameda, N. (2014). Japanese business discourse of oneness: A personal perspective. *International Journal of Business Communication*, 51(1), 93-113.

Su, Y. L., Mahadi, T. S. T., & Singh, M. K. M. (2016). Business Communication Needs of Japanese Companies in Malaysia. *Advances in Language and Literary Studies*, 7(2), 156-162.

守屋貴司 (2016)

『日本における「グローバル人材」育成論議と「外国人高度人材」受け入れ問題』、『社会政策』8(1), 29-44.

https://www.jstage.jst.go.jp/article/spls/8/1/8_29/_pdf/-char/ja

Course Evaluation and Development

Formal evaluation will be collected via MyExperience, and will be used to improve future iterations of this course. Informal, real time feedback is also very welcome, either in person or through a permanently open forum for discussion of suggestions and comments.

Submission of Assessment Tasks

Turnitin Submission

If you encounter a problem when attempting to submit your assignment through Turnitin, please telephone External Support on 9385 3331 or email them on externalteltsupport@unsw.edu.au. Support hours are 8:00am – 10:00pm on weekdays and 9:00am – 5:00pm on weekends (365 days a year). If you are unable to submit your assignment due to a fault with Turnitin you may apply for an extension, but you must retain your ticket number from External Support (along with any other relevant documents) to include as evidence to support your extension application. If you email External Support you will automatically receive a ticket number, but if you telephone you will need to specifically ask for one. Turnitin also provides updates on their system status on Twitter.

Generally, assessment tasks must be submitted electronically via either Turnitin or a Moodle assignment. In instances where this is not possible, it will be stated on your course's Moodle site with alternative submission details.

For information on how to submit assignments online via Moodle: <https://student.unsw.edu.au/how-submit-assignment-moodle>

Academic Honesty and Plagiarism

Plagiarism is using the words or ideas of others and presenting them as your own. It can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement.

UNSW groups plagiarism into the following categories:

Copying: Using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment without appropriate acknowledgement.

Inappropriate paraphrasing: Changing a few words and phrases while mostly retaining the original information, structure and/or progression of ideas of the original without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.

Collusion: Working with others but passing off the work as a person's individual work. Collusion also includes providing your work to another student for the purpose of them plagiarising, paying another person to perform an academic task, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking payment for completing academic work.

Inappropriate citation: Citing sources which have not been read, without acknowledging the "secondary" source from which knowledge of them has been obtained.

Duplication ("self-plagiarism"): Submitting your own work, in whole or in part, where it has previously been prepared or submitted for another assessment or course at UNSW or another university.

Correct referencing practices

The [UNSW Academic Skills support](#) offers resources and individual consultations. Students are also reminded that careful time management is an important part of study. One of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting and proper referencing of sources in preparing all assessment items.

UNSW Library has [the ELISE tool](#) available to assist you with your study at UNSW. ELISE is designed to introduce new students to studying at UNSW but it can also be a great refresher during your study. Completing the ELISE tutorial and quiz will enable you to:

- analyse topics, plan responses and organise research for academic writing and other assessment tasks
- effectively and efficiently find appropriate information sources and evaluate relevance to your needs
- use and manage information effectively to accomplish a specific purpose
- better manage your time
- understand your rights and responsibilities as a student at UNSW
- be aware of plagiarism, copyright, UNSW Student Code of Conduct and Acceptable Use of UNSW ICT Resources Policy
- be aware of the standards of behaviour expected of everyone in the UNSW community
- locate services and information about UNSW and UNSW Library

Academic Information

Due to evolving advice by NSW Health, students must check for updated information regarding online learning for all Arts, Design and Architecture courses this term (via Moodle or course information provided.)

For essential student information relating to:

- requests for extension;
- late submissions guidelines;
- review of marks;
- UNSW Health and Safety policies;
- examination procedures;
- special consideration in the event of illness or misadventure;
- student equity and disability;
- and other essential academic information, see

<https://www.unsw.edu.au/arts-design-architecture/student-life/resources-support/protocols-guidelines>

Image Credit

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