

TERA SCHOOL OF BUSINESS & COMMUNICATION

2020
Winter Term

Evening Lesson Practical Business Japanese Lecture

【Outline】

This lecture is designed for the persons who are planning to work in Japan and who are already working in Japan. You learn higher level of Japanese language and improve your skills. You can acquire practical ability to master Japanese in various situations, mainly in honorific language. The lecture content includes the following points.

Making a Visit	Simple Greetings	Offering an Invitation
Making a Request	Stating an opinions	Offering to help
Honorifics in the service industry	Offering Advice	Giving a Speech
Job interview・Resume	Honorific Speech on the Phone	Conducting an Interview
Giving a Report	Honorific Words for a Host	Honorific Words in Email

Lecture	Lesson Hour	Lessons Per Day	Days	Class Capacity	Japanese Level
Practical Business Japanese Lecture	45 mins.	2 lessons	Mon. - Fri.	12 Students	Approx. N3 or above

You can choose the lecture hours between “A” and “B.” The contents of the lecture are same.

Lecture Number	Time	Lecture Number	Time
A	17:00-18:35	B	19:00-20:35

【Lecture Period】

Term	Lecture Period	Term Breaks
Winter Term	2020/02/03-03/27	—

【Tuition Fees】 Minimum number of students is 5. A Lecture may not run if the number is lower.

Admission	Lesson	Miscellaneous	Total
¥15,000	¥80,000	¥5,000	¥100,000

- ☆ Miscellaneous fee includes textbooks, tests, facilities, and certificates.
- ☆ Withdrawing from the lectures before their commencement, only lesson fee is refundable. Admission and Miscellaneous fee are not refundable. After their commencement, no tuition fee is refunded for any reason.
- ☆ If you are currently working, it is possible to apply a tuition fee exemption (¥10000) for skill-up program. Please download and submit the required form from the following URL. <https://tsbc.jp/skillup>

【Application Documents】

Please enter “Business Japanese Practical Lecture” and indicate which lecture number you prefer to take “A” or “B” at the bottom of the form.

- ① Application form ② A copy of your passport

【Enquiry】

TERA School of Business & Communication https://www.tsbc.jp tsbc@ehle.ac.jp	EN Japanese Language School https://www.enjls.jp info@enjls.jp	SEIKO Academy of Foreign Languages https://www.safl.jp info@safl.jp
〒556-0011 3-13-1 Namba-Naka, Naniwa-Ku, Osaka, JAPAN TEL : 06-6647-0021 FAX : 06-6647-0047		