

2022  
JUL. QTR

Saturday Class  
BUSINESS JAPANESE BASIC LECTURE 【WRITING】

**【Outline】** This course is designed for those who are already working in Japan or thinking about taking a part-time job in Japan to further develop and improve their Japanese language skills for work. Focusing on the use of keigo (honorific expressions), students will learn practical Japanese for a variety of situations.

Time	Lesson Hour	Lessons Per Day	Days	Japanese Level
10:45-12:20	45 mins	2 Lessons	Sat.	Approx. N3 or above

**【Example of course content】** Students will progress through one section per two weeks from the following content. Course content is subject to change.

Greeting	Request	Inquiry	Confirmation
Response	Expression of gratitude	Apology	Refusal
Guide (external)	Guide (internal)	Notification (external)	Notification (internal)
Application	Report	Acceptance	Consent

**【Period】**

Term	Period	Terms Breaks
July	2022/07/16 - 09/17	08/13

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

Admission	Lesson	Total
¥10,000	¥30,000	¥40,000

- ☆ Consumption tax is included in the above amounts.
- ☆ Admission fee includes the cost of materials printing, various examinations, facility fees, and certificate issuance.
- ☆ As to the withdrawing from the courses before their commencement, only lesson fee is refundable. Other fees are not refundable.
- ☆ After the commencement of courses, no fees are refundable for any reason.
- ☆ If you continue to take courses, you only need to pay the enrollment fee once.

**【Bank Information】**

- ☆ For payment via bank, please check our website for account information.
  - ☆ For online or credit card payments, you may use Flywire.
- Please go to our website below to complete the process.

**【Application Documents】** Please fill in 「BUSINESS JAPANESE BASIC LECTURE」 and 「SATURDAY CLASS」 and 「WRITING」 at the notes in Application Form.

- ① Application Form      ② Copy of Passport

**【Enquiry】**

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