



2017 FALL BUSINESS ETIQUETTE

This business etiquette workshop is designed to teach basic Japanese phrases and behavioral skills needed in Japanese corporate environments. Students will learn practical expressions and manners used in various business contexts, such as business card exchange, seating order (Kamiza and Shimoza), proper bowing, and table manners. The class will be conducted in English and is suitable for persons at any level of Japanese language experience, including those who have little to no previous background in Japanese.

Instructor: Mr. Shuichiro Takeda received a BA in English and American Literature from Nanzan University in Nagoya and a BA in Psychology from Hunter College. He also holds a master's degree in Educational Technology from the University of British Columbia in Canada. He has 8 years of experience working in Japan with different Japanese corporations. He contributed to the establishment of a Japanese program for adults at Centre Japonais de Quebec in Quebec City as their first instructor, and continued to teach there until 2015. He currently teaches at Hunter College.

Tuesday, September 12th 6:00-8:00 pm
Registration opens July 21st.

-----REGISTRATION INFORMATION-----

1. Tuition: nonmembers \$40, Japan Society members \$35
2. Credit card, check, or cash payment is accepted. **Registration may be completed online with a credit card at www.japansociety.org/language.** Alternatively, credit card payment may be made by calling (212) 715-1269. If you would like to pay with a check, please make it payable to Japan Society Inc., and send with this form to Japan Society, 333 East 47th Street, New York, NY 10017, Attn: Language Center.
3. Class size is limited to 22 students. Acceptance will be acknowledged by email, phone or mail.
4. **Tuition is non-refundable and non-transferable for any reason after 12pm noon, the business day before your class starts.** All refunds are subject to a \$5 service charge, including those requested by the deadline date. No partial registration or auditing is permitted. Please note that cancellations are accepted by phone or in person only. Cancellations via e-mail *are not* accepted.

By registering for a course, you accept and agree to the above terms of the cancellation policy.

**2017 Fall
Business Etiquette**

REGISTRATION FORM

Please register online at www.japansociety.org/language

or

Please return this registration form with full payment. *Checks should be made payable to Japan Society and sent to Japan Society, 333 East 47th Street, New York, NY 10017, Attn: Language Center.* If you are paying by credit card, please call us at (212) 715-1269.

Mr./Mrs./Ms. _____
(Name)

(Home Telephone)

(Address)

(Work Telephone)

(City, State, Zip Code)

(E-mail Address)

(Membership Number or Corporate Member Name)

I wish to register for:

Tues., Sept. 12th 6:00-8:00 pm

Enclosed is my check for \$_____, or Please charge \$_____ to my ___VISA ___MasterCard ___AmEx.

Card Number

Expiration Date Billing Zip Code

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Student Signature: _____

Registration opens July 19!

Japanese Courses
September 25th – December 8th

Thirteen levels of Japanese, from beginner to advanced, emphasizing conversation, listening, reading and writing. Four JLPT prep courses and specialized courses are also offered.

For more details or to register, visit www.japansociety.org/language, email language@japansociety.org or call (212) 715-1269.