2018 SPRING JAPANESE COURSES

JAPANESE LEVEL 1 (for beginning students, meets once a week, covers level 1)
The course is designed to introduce elementary Japanese to students with no previous background in the language. Basic vocabulary, grammar and sentence structures will be taught in romaji (Japanese written phonetically in the Roman alphabet) so students can carry on a simple conversation. Hiragana and some introductory kanji will be introduced. Text: Genki I (Chapters 1, 2 & 3)

JAPANESE 1-A Instructor: Shio
Wednesdays, 1/31 – 4/4, 6:10-8:00 pm (10 lessons)

JAPANESE 1-B Instructor: Nakanishi
Fridays, 2/2 – 4/6, 6:10-8:00 pm (10 lessons)

JAPANESE 1-C Instructor: Kitaura
Tuesdays, 1/30 – 4/3, 12:00-1:50 pm (10 lessons)

SPECIAL BEGINNER CLASS: ANIME Instructor: Aizawa
Structured for fans of Japanese animation, this course will use various popular anime as a medium to introduce students to basic vocabulary, elementary conversation, and simple sentence structures. Thursdays, 2/1 – 4/5, 4:00-5:50 pm (10 lessons)

JAPANESE LEVEL 1&2 (for beginning students, meets twice a week, covers levels 1 & 2)
The course is designed to introduce elementary Japanese to students with no previous background in the language. Basic vocabulary, grammar and sentence structures will be taught in romaji (Japanese written phonetically in the Roman alphabet) so students can carry on a simple conversation. Hiragana and some introductory kanji will be introduced. Students will continue to actively participate in the process of acquiring beginners’ level language skills in basic Japanese. Recognition of hiragana is expected. Katakana and more kanji will be introduced. Text: Genki I (Chapters 1 – 5)

JAPANESE 1&2-E Instructor: Narasaki
Tuesdays & Thursdays, 1/30 – 4/5, 6:10-8:00 pm (20 lessons)

JAPANESE 1&2-F Instructor: Nakanishi
Mondays & Wednesdays, 1/29 – 4/9 (no class 2/19), 12:00-1:50 pm (20 lessons)

JAPANESE 1&2-G Instructor: Mori
Mondays & Wednesdays, 1/29 – 4/9 (no class 2/19), 4:00-5:50 pm (20 lessons)

INSTRUCTOR CHANGE*

JAPANESE LEVEL 2 (Prerequisite: Japanese 1 or equivalent)
Students will continue to actively participate in the process of acquiring beginners’ level language skills in basic Japanese. Recognition of hiragana is expected. Katakana and more kanji will be introduced. Text: Genki I (Chapters 4 & 5).

JAPANESE 2-A Instructor: Nakanishi *INSTRUCTOR CHANGE*
Thursdays, 2/1 – 4/5, 6:10-8:00 pm (10 lessons)

JAPANESE 2-B Instructor: Kurahara
Fridays, 2/2 – 4/6, 6:10-8:00 pm (10 lessons)

JAPANESE 2-C Instructor: Kurahara
Tuesdays, 1/30 – 4/3, *12:10-2:00 pm* (10 lessons)

JAPANESE 2-D Instructor: Kaku
Wednesdays, 1/31 – 4/4, 4:00-5:50 pm (10 lessons)


**JAPANESE LEVEL 3** (Prerequisite: Japanese 2 or equivalent)

Students should be able to read hiragana and have some familiarity with katakana. This course will focus on the introduction and use of the *te* and *nai* forms of verbs, and students will continue to build upon their conversational skills and vocabulary. **Text:** Genki I (Chapters 6 & 7)

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<thead>
<tr>
<th>Course</th>
<th>Instructor</th>
<th>Days</th>
<th>Time</th>
<th>Lessons</th>
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<tbody>
<tr>
<td>JAPANESE 3-A</td>
<td>Nakamura</td>
<td>Tuesdays, 1/30 – 4/3, 6:10-8:00 pm</td>
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<tr>
<td>JAPANESE 3-B</td>
<td>Nakazawa</td>
<td>Thursdays, 2/1 – 4/5, 6:10-8:00 pm</td>
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<td>JAPANESE 3-C</td>
<td>Kurahara</td>
<td>Thursdays, 2/1 – 4/5, <em>12:10-2:00</em> pm</td>
<td>(10 lessons)</td>
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**JAPANESE LEVEL 3&4** (Prerequisite: Japanese 2 or equivalent)

Students should be able to read hiragana and have some familiarity with katakana. This course will focus on the introduction and use of the *te* and *nai* forms of verbs, and students will continue to build upon their conversational skills and vocabulary. Students will practice the informal speech style in the present and past tenses, and will learn the *nai* form of verbs. The *ta* form will be introduced, and students will learn to modify nouns with verbs, as well as practice phrases using *to omoimasu* (“I think”) and *to iimasu* (“he/she says”). **Text:** Genki I (Chapters 6 – 9)

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<thead>
<tr>
<th>Course</th>
<th>Instructor</th>
<th>Days</th>
<th>Time</th>
<th>Lessons</th>
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<tr>
<td>JAPANESE 3&amp;4-D</td>
<td>Takeda</td>
<td>Tuesdays &amp; Thursdays, 1/30 – 4/5, 6:10-8:00 pm</td>
<td>(20 lessons)</td>
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<tr>
<td>JAPANESE 3&amp;4-E</td>
<td>Nakazawa</td>
<td>Mondays &amp; Wednesdays, 1/29 – 4/9 (no 2/19), 12:00-1:50 pm</td>
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<tr>
<td>JAPANESE 3&amp;4-F</td>
<td>Takeda</td>
<td>Tuesdays &amp; Thursdays, 1/30 – 4/5, 4:00-5:50 pm</td>
<td>(20 lessons)</td>
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**JAPANESE LEVEL 4** (Prerequisite: Japanese 3 or equivalent)

Students will practice the informal speech style in the present and past tenses, and will learn the *nai* form of verbs. The *ta* form will be introduced, and students will learn to modify nouns with verbs, as well as practice phrases using *to omoimasu* (“I think”) and *to iimasu* (“he/she says”). **Text:** Genki I (Chapters 8 & 9)

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<tr>
<th>Course</th>
<th>Instructor</th>
<th>Days</th>
<th>Time</th>
<th>Lessons</th>
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<tbody>
<tr>
<td>JAPANESE 4-A</td>
<td>Miyashita</td>
<td>Mondays, 1/29 – 4/9 (no 2/19), 6:10-8:00 pm</td>
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<tr>
<td>JAPANESE 4-B</td>
<td>Aizawa</td>
<td>Fridays, 2/2 – 4/6, 6:10-8:00 pm</td>
<td>(10 lessons)</td>
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<tr>
<td>JAPANESE 4-C</td>
<td>Takeda</td>
<td>Fridays, 2/2 – 4/6, 12:00-1:50 pm</td>
<td>(10 lessons)</td>
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<tr>
<td>JAPANESE 4-D</td>
<td>Shio</td>
<td>Wednesdays, 1/31 – 4/4, 4:00-5:50 pm</td>
<td>(10 lessons)</td>
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**JAPANESE LEVEL 5** (Prerequisite: Japanese 4 or equivalent)

Students will learn various usages of the *ta* form, and comparative sentence patterns will be introduced. **Text:** Genki I (Chapters 10 & 11)

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<tr>
<th>Course</th>
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<th>Days</th>
<th>Time</th>
<th>Lessons</th>
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<tr>
<td>JAPANESE 5-A</td>
<td>Nakazawa</td>
<td>Mondays, 1/29 – 4/9 (no class 2/19), 6:10-8:00 pm</td>
<td>(10 lessons)</td>
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</tr>
<tr>
<td>JAPANESE 5-B</td>
<td>Nakazawa</td>
<td>Tuesdays, 1/30 – 4/3, 12:00-1:50 pm</td>
<td>(10 lessons)</td>
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**JAPANESE LEVEL 5&6** (Prerequisite: Japanese 4 or equivalent)

Students will learn various usages of the *ta* form, and comparative sentence patterns will be introduced. Students will learn how to use various modifying clauses to create complex sentences. Recognition of 100 kanji is expected. **Text:** Genki I (Chapters 10 – 12), Genki II (Chapters 13 & 14)

<table>
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<tr>
<th>Course</th>
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<th>Days</th>
<th>Time</th>
<th>Lessons</th>
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<tbody>
<tr>
<td>JAPANESE 5&amp;6-C</td>
<td>Nakanishi</td>
<td>Mondays &amp; Wednesdays, 1/29 – 4/9 (no 2/19), 6:10-8:00 pm</td>
<td>(20 lessons)</td>
<td></td>
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</table>
JAPANESE LEVEL 6 (Prerequisite: Japanese 5 or equivalent)
Students will learn how to use various modifying clauses to create complex sentences. Recognition of 100 kanji is expected.
Text: Genki I (Chapter 12) (purchase of Genki I textbook not required), Genki II (Chapters 13 & 14)

JAPANESE 6-A  Instructor: Nakamura  
Mondays, 1/29 – 4/9 (no class 2/19), **6:10-8:00 pm** (10 lessons)

JAPANESE 6-B  Instructor: Nakamura  
Fridays, 2/2 – 4/6, **6:10-8:00 pm** (10 lessons)

JAPANESE LEVEL 7 (Prerequisite: Japanese 6 or equivalent)
Students will be introduced to the volitional form, and will learn to describe the giving and receiving of services (instead of goods). The structure for reporting hearsay (*sou desu*) will be practiced. The *tara* variation of conditional sentence structures will be taught.  
Text: Genki II (Chapters 15, 16 & 17)

JAPANESE 7-A  Instructor: Kurahara  
Mondays, 1/29 – 4/9 (no 2/19), **6:10-8:00 pm** (10 lessons)

JAPANESE 7-B  Instructor: Nakanishi  
Tuesdays, 1/30 – 4/3, **6:10-8:00 pm** (10 lessons)

JAPANESE 7-C  Instructor: Nakazawa  
Wednesdays, 1/31 – 4/4, **6:10-8:00 pm** (10 lessons)

JAPANESE 7-D  Instructor: Kurahara  
Fridays, 2/2 – 4/6, **4:00-5:50 pm** (10 lessons)

JAPANESE LEVEL 8 (Prerequisite: Japanese 7 or equivalent)
Transitive and intransitive verbs will be compared extensively, and honorific verbs will be introduced. *Hazudesu* (supposed to be the case) will be taught. Students will practice “extra-modest expressions” followed by “humble expressions.” Students will also study how to include a question as a part of a longer sentence such as “Do you know when David will go to Japan?”  
Text: Genki II (Chapters 18, 19 & 20)

JAPANESE 8-A  Instructor: Miyashita  
Wednesdays, 1/31 – 4/4, **6:10-8:00 pm** (10 lessons)

JAPANESE 8-B  Instructor: Miyashita  
Fridays, 2/2 – 4/6, **4:00-5:50 pm** (10 lessons)

JAPANESE LEVEL 9 (Prerequisite: Japanese 8 or equivalent)
This is the last level in which students learn essential grammar. Students will learn passive and causative sentence patterns along with other expressions such as *ba, noni* and *temo* to achieve more effective communication skills.  
Text: Genki II (Chapters 21, 22 & 23)

JAPANESE 9-A  Instructor: Kurahara  
Thursdays, 2/1 – 4/5, **6:10-8:00 pm** (10 lessons)

JAPANESE 9-B  Instructor: Kakutani  
Mondays, 1/29 – 4/9 (no 2/19), **12:00-1:50 pm** (10 lessons)

-------------------PLEASE NOTE: Courses above Level 9 and Kanji courses are designed to be taken repeatedly.-------------------

Enrollment in kanji courses is recommended for students at these levels.

GRAND REVIEW (Prerequisite: Japanese 9 or equivalent)

GRAND REVIEW-A  Instructor: Miyashita  
Students will continue to develop their speaking, listening and reading skills by reviewing levels 4 – 9 content over several semesters in preparation for level 10. This course was formerly known as 10: Speaking + Listening + Reading.  
Fridays, 2/2 – 4/6, **6:10-8:00 pm** (10 lessons)

GRAND REVIEW-B  Instructor: Miyashita  
(See description for Grand Review-A)  
Wednesdays, 1/31 – 4/4, **12:00-1:50 pm** (10 lessons)
GRAND REVIEW-C: Conversation
Instructor: Nakazawa
Essential grammar and sentence patterns learned in previous levels will be reviewed and practiced through conversation.
Mondays, 1/29 – 4/9 (no class 2/19), 4:00-5:50 pm (10 lessons)

JAPANESE LEVEL 10 (Prerequisite: level 9 or equivalent)
This class follows level 9 in the progression from the Genki II textbook, continuing a formal study of Japanese grammar. More advanced vocabulary for oral communication. Movies and dramas will be used to learn regionalisms, etc.) by watching excerpts from recent Japanese dramas or movies. Rather than just reading about the scenes, students will practice “acting” the lines themselves by paying particular attention to tone, intonation and body language to sound more smooth and convincing. PREREQUISITE: KANJIS

- JAPANESE 10-A (Part 3)
  Instructor: Kakutani
  Mondays, 1/29 – 4/9 (no class 2/19), 6:10-8:00 pm (10 lessons)
- JAPANESE 10-B (Part 3)
  Instructor: Kurahara
  Tuesdays, 1/30 – 4/3, 6:10-8:00 pm (10 lessons)
- JAPANESE 10-C (Part 3)
  Instructor: Nakamura
  Thursdays, 2/1 – 4/5, 6:10-8:00 pm (10 lessons)
- JAPANESE 10-D (Part 3)
  Instructor: Kurahara
  Fridays, 2/2 – 4/6, 12:00-1:50 pm (10 lessons)

JAPANESE LEVEL 11 (Prerequisite: minimum of three semesters of Japanese 10 or equivalent)
Students will use real-life sources, somewhat modified, to continue to increase their knowledge of current written and spoken Japanese. Vocabulary and common expressions will be emphasized. Students will study and discuss Japanese culture at a deeper level. Recognition of 500 kanji is expected.

- JAPANESE 11-A: Culture + Current Topics
  Instructor: Aizawa
  Wednesdays, 1/31 – 4/4, 6:10-8:00 pm (10 lessons)
- JAPANESE 11-B: Culture + Current Topics
  Instructor: Hama
  Fridays, 2/2 – 4/6, 12:00-1:50 pm (10 lessons)

JAPANESE LEVEL 12 (Prerequisite: Japanese 11 or equivalent)
Students will explore many interesting, non-traditional aspects of Japanese language (e.g. slang and other colloquialisms, regionalisms, etc.) by watching excerpts from recent Japanese dramas or movies. Rather than just reading about the scenes, students will practice “acting” the lines themselves by paying particular attention to tone, intonation and body language to sound more smooth and convincing.

- JAPANESE 12-A: J-Drama
  Instructor: Kurahara
  Wednesdays, 1/31 – 4/4, 6:10-8:00 pm (10 lessons)

JAPANESE LEVEL 13 (Prerequisite: at least five years of Japanese)
The highest level for conversation and reading. There will be extended discussions about current events from TV programs and articles to increase knowledge of useful advanced vocabulary for oral communication. Movies and dramas will be used to learn current expressions and idioms. Students should recognize at least 1,200 kanji.

- JAPANESE 13-A: Culture + Current Topics
  Instructor: Aizawa
  Thursdays, 2/1 – 4/5, 6:10-8:00 pm (10 lessons)

KANJI COURSES

KANJI N4 (Prerequisite: Japanese 8 or equivalent)  Instructor: Hama
For students who want to master the essential kanji taught in Japan’s elementary schools. Students are expected to master approximately 300 kanji, with a focus on understanding the basic radical systems. This course covers the kanji necessary for taking the JLPT N4 and N5 tests. This course is conducted almost entirely in Japanese.
Mondays, 1/29 – 4/9 (no class 2/19), 6:10-8:00 pm (10 lessons)

KANJI N3 (Prerequisite: Japanese 9 or equivalent)  Instructor: Miyashita
For students who have already learned approximately 300 kanji and wish to master 680 total kanji. This course is conducted in Japanese, and covers the kanji necessary for taking the JLPT N3 test. Text: TBA
Tuesdays, 1/30 – 4/3, 6:10-8:00 pm (10 lessons)
**KANJI N2** (Prerequisite: Japanese 11 or equivalent)  Instructor: Aizawa  Students will study approximately 500 new kanji to become familiar with 1,180 kanji, which allow Japanese newspapers to be read with some assistance. This course is conducted in Japanese, and covers the kanji necessary for taking the JLPT N2 test.  **Text:** TBA  **Tuesdays, 1/30 – 4/3, 6:10-8:00 pm (10 lessons)**

**KANJI N1** (Prerequisite: Japanese 12 or equivalent)  Instructor: Kakutani  Students will study approximately 950 new kanji to become familiar with the 2,000 plus kanji necessary to comfortably read Japanese newspapers. This course is conducted in Japanese, and covers the kanji necessary for taking the JLPT N1 test.  **Fridays, 2/2 – 4/6, 6:10-8:00 pm (10 lessons)**

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**REGISTRATION**

**Important Note:** Classes fill up quickly! Please register early to ensure enrollment in your first choice of class.

1. **Tuition:**
   - Japan Society members: $260 (10 lessons)  
   - Non-members: $300 (10 lessons)  
   - $450 (20 lessons)  
   - $500 (20 lessons)

2. **Tuition is non-refundable and non-transferable for any reason (including for credit) after 12 pm, the business day before your class starts.** All refunds are subject to a $20 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.

3. Japan Society reserves the right to cancel any course if sufficient enrollment is not obtained. In such a case, students already enrolled will receive full refunds.

4. New Language Center students with no previous background in Japanese should enroll in a Level 1 course. Students with some background should refer to the course textbooks or Level Guide to determine the most appropriate class. (Level Guide can be found at www.japansociety.org/language.) Textbooks are available for review and purchase at the Language Center. There is no placement exam.

5. For more information, please call (212) 715-1269. Please see registration form for payment options. Acceptance will be acknowledged by email or letter.

6. The following textbooks are available for purchase at Japan Society at discounted prices. (Price includes NY State Sales Tax)

<table>
<thead>
<tr>
<th>REQUIRED TEXTBOOKS</th>
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<tbody>
<tr>
<td>GENKI I (An Integrated Course in Elementary Japanese)</td>
<td>published by The Japan Times</td>
<td>$45.00</td>
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<tr>
<td>GENKI II (An Integrated Course in Elementary Japanese)</td>
<td>published by The Japan Times</td>
<td>$45.00</td>
</tr>
<tr>
<td>An Integrated Approach to Intermediate Japanese (Revised Edition)</td>
<td>published by The Japan Times</td>
<td>$42.00</td>
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<tr>
<td>パターン別徹底ドリル 日本語能力試験 N4</td>
<td>published by Bonjinsha</td>
<td>not sold at JS</td>
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<tr>
<td>合格できる日本語能力試験 N2</td>
<td>published by ALC Press Inc.</td>
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<th>OPTIONAL TEXTBOOKS</th>
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<tr>
<td>An Integrated Approach to Intermediate Japanese Workbook (Revised Edition)</td>
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<th>OTHER TEXTBOOKS (for sale at JS)</th>
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<tr>
<td>INTERMEDIATE KANJI BOOK, Vol. 1, 漢字1000 Plus</td>
<td>published by Bonjinsha</td>
<td>$47.00</td>
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<tr>
<td>合格できる日本語能力試験 N3</td>
<td>published by Bonjinsha</td>
<td>$33.00</td>
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<tr>
<td>LEARN JAPANESE New College Text, Vol. III</td>
<td>published by University of Hawaii</td>
<td>$8.00</td>
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Instructors: All of Japan Society's instructors are native Japanese.

Ms. Yuko Aizawa has taught at the Sendagaya Japanese Institute in Tokyo, Japan and at the Royal Hawaiian Academy in the United States. She has been an instructor at the Language Center since 1994.

Ms. Keiko Hama has taught Japanese in Germany and the United States for over ten years. She received her master’s degree in Japanese Sociology and Linguistics at the University of Heidelberg. Since then, she has been an interpreter, translator and Japanese teacher in the private and public sectors.

Ms. Shiyo Kaku has an MA in Japanese Pedagogy from Columbia University and has taught Japanese at various universities in New York and Philadelphia including The City College of New York, The New School, and University of Pennsylvania. She currently teaches at Hunter College and FIT. She is also currently conducting a “Business Communication in Japanese” workshop series at Quick USA, Inc. New York Office.

Ms. Yumiko Kakutani has a BA in French Literature from Keio University in Tokyo and is a graduate of Japan Society’s Teacher Training Program. She has taught privately in the United States for a number of years (including JLPT and SAT II students).

Ms. Momoyo Kitaura has a BA from Tokyo Woman’s Christian University. She is a certified Oral Proficiency Interview (OPI) tester for the American Council on the Teaching of Foreign Languages (ACTFL). She passed the Japanese Language Teaching Competency test and has over 15 years of experience working at a Japanese language school in Japan. She’s also a co-researcher of the National Institute of Language and Linguistics.

Ms. Kazue Kurahara holds a BA from Hunter College and an MA in Teaching Japanese as a Foreign Language and TESOL from NYU. She holds teaching certificates in both Japanese and ESL. She has taught Japanese at various institutions, including New York University, Hunter College, Pace University, and The New School. She is currently hosting Japan Society’s YouTube series "Uki Uki NihonGO! + Culture”.

Ms. Mami Miyashita earned a Japanese Teaching License in Japan, a certificate of Teaching Japanese as a Foreign Language from The Ohio State University and a master’s degree from West Chester University. She has worked in foreign language education for more than twenty years, including at the University of Delaware from 1999 to 2005.

Ms. Yumi Mori has a bachelor’s degree in Law from Sophia University in Tokyo. She is a graduate of Japan Society’s Teacher Training Program and has been a teaching assistant since May 2016. She has taught privately in the United States for a number of years.

Ms. Mari Nakamura has an MA in Linguistics from The Ohio State University and has taught Japanese for 25 years at universities including Harvard, Indiana University, and the University of Maryland. She has also taught at several Fortune 500 Corporations.

Ms. Mami Nakanishi has a BA in Literature from Sophia University in Tokyo. She is a graduate of Japan Society’s Teacher Training Program and has been on Japan Society’s teaching staff since the summer of 2010.

Ms. Kazuko Nakazawa has a BA in Japanese Literature from Tokyo Woman’s Christian University and is a graduate of Japan Society’s Teacher Training Program. She has taught Japanese privately and in an after-school program in Japan for three years, and privately in the United States for two years. She has been on Japan Society’s teaching staff since the summer of 2010.

Ms. Mariko Narasaki has a bachelor’s degree from Waseda University in Western History and a master’s degree from San Francisco State University with an emphasis on teaching Japanese as a foreign language. She has taught at school and universities in the United States since 2007, including Rutgers University and FIT.

Ms. Atsuko Shio has a BS in Pharmaceutical Sciences from Hoshi University in Tokyo. She is a graduate of Japan Society’s Teacher Training Program and has been a teaching assistant since November 2015.

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 currently teaches at Hunter College.
**2018 SPRING JAPANESE COURSE REGISTRATION FORM**

Please register online at [www.japansociety.org/language](http://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: Toyota Language Center. If you are paying by credit card or would like more information, please call us at (212) 715-1269.

Name: Mr./Mrs./Ms. ________________________ Company: ________________________________

Address: ________________________________ Address: ________________________________

-- ________________________________ -- ________________________________

(H/C) Tel: (_____) ______________________ (B) Tel: (_____) ______________________

E-mail address: ________________________________

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**Please note: Prices on the left indicate the cost of a single 10-lesson course. Prices on the right indicate the cost of either a single 20-lesson course or two 10-lesson courses.**

<table>
<thead>
<tr>
<th>Membership status:</th>
<th>Corporate member (name of firm): ____________________________</th>
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<td>Individual Membership number*: ____________________________</td>
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</tr>
<tr>
<td></td>
<td>Non-member: ________________</td>
<td>$300 / $500</td>
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* If you are registering by mail or phone and wish to become a Japan Society Individual member, please let us know. We can register you for both the membership and the language class at the same time. Membership may also be purchased online separately from your course registration.

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**I wish to enroll in:**

Japanese class: __________________________ (first choice)

Japanese class: __________________________ (second choice)

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☐ Enclosed is my check for $______________.

☐ Please charge $______________ to my ___ VISA ___ MasterCard ___ AmEx ___ Discover

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Card Number ___________________________ Expiration Date __________ Billing Zip Code ___________________________

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**PLEASE NOTE:**

Tuition is non-refundable and non-transferable for any reason (including for credit) after 12 pm, the business day before your class starts. All refunds are subject to a $20 service charge, including those requested by the deadline date. No partial registration or auditing is permitted. Cancellations are accepted by phone or in person only. Cancellations via e-mail are not accepted.

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

___________________________________
Student Signature