



2020 FALL JAPANESE BUSINESS ETIQUETTE

Please Note: This workshop will be conducted online via Zoom. To participate fully, you will need access to a device with internet, microphone, and camera (such as a laptop, smartphone, or tablet). Further instructions will be emailed to you the business day before your class begins. All times listed are New York time (ET/UTC-04:00).

This business etiquette workshop is designed to teach basic Japanese phrases and behavioral skills needed in Japanese corporate environments. Participants will learn practical expressions and manners used in various business contexts, such as formal greeting, business card exchange, seating order (Kamiza and Shimoza), proper bowing, unique hand gestures 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 or no previous background in Japanese.

Ms. Atsuko Shio has a BS in Pharmaceutical Sciences from Hoshi University in Tokyo. She has over 12 years of experience working in Product Management and in Sales at Otsuka Pharmaceutical Co., Ltd. She is a graduate of Japan Society's Teacher Training Program and has been teaching at the Language Center since September 2016.

Tuesday, November 24th

6:00-8:00 pm

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

1. Tuition: nonmembers \$40, Japan Society members \$35
2. **Registration may be completed online (recommended) at www.japansociety.org/language**, or by phone at (212) 715-1269. At the moment, we are only taking payment in the form of credit or debit cards (no checks or cash). We are no longer accepting mailed registrations; if you mailed us a registration form after March 9, we may not have received it. Please call us at (212) 715-1269.
3. Class size is limited. Acceptance will be acknowledged by email, phone or mail.
4. **Tuition is non-refundable and non-transferable for any reason after 12 pm 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 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.

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Winter Japanese Courses: Dec. 7 – Jan. 14

Japanese Levels 1, 2 and 10 as well as Conversational Japanese courses for all levels are offered.
 The winter semester will be taught online via Zoom. Registration will be open by early November.

For more details, please visit www.japansociety.org/language or email language@japansociety.org.