JAPANESE BUSINESS ETIQUETTE

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.

Friday, April 17th

6:00-8:00 pm

----------------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. 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 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.

(Please turn the page for registration form)

Photo Credit: -irasutoya.com
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.

I wish to register for: □ Friday, April 17th 6:00-8:00 pm

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

__________________________________________________________ (Home Telephone)

__________________________________________________________ (Address)

__________________________________________________________ (Work Telephone)

__________________________________________________________ (City, State, Zip Code)

__________________________________________________________ (E-mail Address)

(Membership Number or Corporate Member Name)

Tuition: nonmembers $40, Japan Society members $35

Payment will be $____________ to my ___ VISA ___ MasterCard ___ American Express, or ____ enclosed is my check.

__________________________________________________________ (Card Number)

___ __ ____________ Expiration Date ____________ Billing Zip Code

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______________________________ Student Signature:

Coming soon:

Late Spring Courses
Apr. 13 – May 12

Conversational Japanese: Beginner through advanced levels, these courses will strengthen students' abilities to communicate effectively in social situations. Classroom materials emphasize vocabulary and grammar useful in everyday activities.

Shodo (Japanese Calligraphy): These hands on courses introduce the techniques of Shodō, an art form using a brush and charcoal ink on paper, wood plaques, and fabric. It includes Chinese characters (kanji) and Japanese hiragana.

Crash Course for Travelers to Japan
March 30 | April 10 | April 24

A quick introduction to the Japanese language and customs, helpful for first-time or even veteran travelers to Japan. Includes basic Japanese phrases for greeting, ordering food, shopping and other aspects of daily life.

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