



2021 SPRING JAPANESE BUSINESS ETIQUETTE

Please Note: These workshops will be conducted online via Zoom, and are a temporary substitute for our in-person workshops due to COVID-19. To participate fully, you will need access to a device with internet, microphone, and camera (such as a laptop, smartphone, or tablet). Please note that all times listed are New York time (EDT/UTC-04:00).

Workshop information will be emailed to you in the afternoon on the business day before your workshop begins, and the Zoom link will be sent by email by 10:30 AM EDT the morning of the workshop.

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 9th
Monday, May 10th

12:00-2:00 pm
6:30-8:30 pm

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

Tuition: nonmembers \$40 Japan Society members/Corporate members \$35

Registration may be completed online (recommended) 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).

Workshop size is limited. Acceptance will be acknowledged by email.

Tuition is non-refundable and non-transferable (including for credit) for any reason after 12 pm noon, the business day before your workshop 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. Japan Society reserves the right to cancel any course or workshop if sufficient enrollment is not obtained. In such a case, students already enrolled will receive full refunds.

By registering for a workshop, I accept and agree to the above terms of the cancellation policy. I also verify that the student taking this workshop is age 16 or older.

**Registrants will receive workshop information by email from language_inquiries@japansociety.org on:
the afternoon of Thursday, April 8th, 2021 (for the April 9th Workshop)
the afternoon of Friday, May 7th, 2021 (for the May 10th Workshop)**

Students will receive an email from their instructor with the Zoom link after this time, and by 10:30 am ET the day of the workshop at latest.

We do not record these classes/workshops, and recording of these classes/workshops is prohibited.

Questions? Please email us at language@japansociety.org, or call at **(212) 715-1269**. Please note that while we are working remotely, we may not always be reachable by phone.

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