

100-1 Preliminary Syllabus, Da-Yeh Univ

| Information | | | |
|-------------------|--------------|-----------------------|----------------|
| Title | 日本人際關係禮儀 | Serial No. / ID | 0887 / JLF3034 |
| Dept. | 應用日語學系 | School System / Class | 大學日間部3年1班 |
| Lecturer | 荒井智子 | Full or Part-time | 專任 |
| Required / Credit | Optinal / 2 | Graduate Class | No |
| Time / Place | (二)56 / J323 | Language | Japanese |

Introduction

Japanese Human Relations and Ceremonies

- (1) Students will study the courtesies and customs common in business settings in order to act with proper etiquette at formal occasions;
- (2) students learn to speak properly in different occasions, using terms of respect correctly;
- (3) students learn to act with social protocols and interact as an adult;
- (4) students learn about the differences resulted from different cultures and customs of different countries, and recognize foreign cultures;
- (5) students will learn proper etiquette for telephone, in person, and interview coversations.

Outline

The course teaches proprieties of how to stand and sit, how to greet and give introduction in business settings, how to give and receive business cards, visitor receptions, tea offering, telephone conversations, proper attire, private visitation, table manners and how to wear a Kimono in Japanese culture.

Prerequisite

students need to be equipped with basic competence of Japanese language, that is, one must have basic Japanese language application ability of a sophomore.