

99-1 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	日本人際關係禮儀	Serial No. / ID	1852 / 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)34 / 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.