

Akashi College		Year	2023		Course Title	Introduction to Japanese Language and Communication	
Course Information							
Course Code		5502		Course Category		General / Elective	
Class Format		Lecture		Credits		Academic Credit: 2	
Department		Mechanical Engineering		Student Grade		5th	
Term		First Semester		Classes per Week		2	
Textbook and/or Teaching Materials		河野哲也『レポート・論文の書き方入門 第4版』（慶應義塾大学出版会） Distribute prints as appropriate.					
Instructor		TANGE Atsuko					
Course Objectives							
(1) Can write up practical texts (letters and e-mails) using a format or phrase that is appropriate to the recipient or purposes. (2) Can collect appropriate information from printed materials and the Internet, depending on the purposes of reports and theses. (3) Can write up reports and theses based on organized information, and can devise logical structure and development so that their arguments are conveyed effectively.							
Rubric							
		Ideal Level		Standard Level		Unacceptable Level	
Achievement 1		Can write up inquiry and request letters and e-mails effectively.		Can write up documents and letters with appropriate items, structure, and layout.		Cannot write up letters and e-mails with appropriate layout.	
Achievement 2		Can select appropriate material for PR documents, resumes, and theses.		Can select materials for PR documents, resumes, and theses.		Cannot select sufficient material for PR documents, resumes, and theses.	
Achievement 3		Can make an appropriate and effective use of structure and development in proposals, reports, and theses.		Can make use of structure and development in proposals, reports, and theses.		Cannot make use of structure and development in proposals, reports, and theses.	
Assigned Department Objectives							
Teaching Method							
Outline		This course will give an overview of the characteristics and points of caution regarding various texts (documents) for different purposes, such as entry sheets, resumes, reports, and theses. Each student is expected to prepare the material in advance, practice writing properly within the time limit, in order to overcome the problems identified, and acquire a rich and correct expression skills.					
Style		There will be lectures on basic ways to write up resumes, PR documents, proposals, reports, and theses and their examples, and assignments to answer questions to test students' learning and understanding. Assignments are to be completed and submitted either during or outside class, and evaluated.					
Notice		This course's content will amount to 90 hours of study in total. These hours include the learning time guaranteed in classes and the standard self-study time required for pre-study / review, and completing assignment reports. Students who miss 1/3 or more of classes will not be eligible for evaluation.					
Characteristics of Class / Division in Learning							
<input type="checkbox"/> Active Learning		<input type="checkbox"/> Aided by ICT		<input checked="" type="checkbox"/> Applicable to Remote Class		<input type="checkbox"/> Instructor Professionally Experienced	
Course Plan							
			Theme		Goals		
1st Semester	1st Quarter	1st	Orientation 1. Course outline 2. Themes, intentions, structure, and elaboration		Can lay out document appropriately using bullets, signs, headings, and numbers.		
		2nd	Resumes and entry sheets 1. How to write the data section, writing of the self-promotion section, material collection, effective expression (symbols, organization, etc.) 2. Consideration of themes and case studies		Can effectively write a resume/entry sheet that aligns with their future career preferences.		
		3rd	Motivation letters and research plan 1. Motivation letters 2. Research plan		Can effectively write a motivation letter and a research (career) plan in an appropriate format, according to their future career preferences.		
		4th	Letter and email 1. How to write a letter 2. How to write an email		Can effectively write a letter and an email.		
		5th	Essays 1 1. Themes: social Issues and current Affairs 2. Material collection and composition		Can use appropriate materials according to each theme, to write an essay in a logical and effective manner.		
		6th	Essays 2 1. Themes: environment and technology 2. Materials collection and composition		Can use appropriate materials according to each theme, to write an essay in a logical and effective manner.		
		7th	Reports 1 1. Separate notes 2. Diagram and layout		Can effectively use charts in the form of a separate note to write up reports and resumes with excellent layout.		
		8th	Reports 2 1. Proposals 2. Presentations		Can create a regime and slides for proposals. Can give a presentation effectively.		
	2nd Quarter	9th	Organizing issues by theme 1. Theme background 2. Progress of the problem		Can effectively set up themes and problems effectively and properly write an introduction to a thesis.		

		10th	Academic skills. Way of thinking and basic technology	Understand academic skills and reflect them in sentences
		11th	Research themes and problems setting 1. Setting up themes and problems 2. Self-analysis	Can set an appropriate theme, and structure and develop a text using effective materials.
		12th	Theses 1 1. Plans 2. Structure	Can write a compelling plan. Can create a structure table for the entire thesis.
		13th	Theses 2 1. Notation 2. Bibliography	Can write notes, citations, and bibliography appropriately.
		14th	Theses 3 1. Investigation, research and significance 2. Interim report, review, Q&A session	Can show the method of research clearly and give a prospect on the research results. Can create a clear schedule for the interim presentation and the graduation research presentation.
		15th	Issues and organization 1. Solving and organizing issues 2. Summary	Can review their own research plans and improve them appropriately.
		16th	Final exam	

Evaluation Method and Weight (%)

	Examination	Assignments	Other	Total
Subtotal	60	40	0	100
Basic Proficiency	60	40	0	100
Specialized Proficiency	0	0	0	0
Cross Area Proficiency	0	0	0	0