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| Tsuyama College                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Year                                                                                                                                             | 2021                                                                                                                                                       |                                                                                                                                                                                         | Course Title | Japanese IV |
| Course Information                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                  |                                                                                                                                                            |                                                                                                                                                                                         |              |             |
| Course Code                                                                                                                                                                                                                                                                                                                                                                                    | 0077                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                  | Course Category                                                                                                                                            | General / Compulsory                                                                                                                                                                    |              |             |
| Class Format                                                                                                                                                                                                                                                                                                                                                                                   | Lecture                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                  | Credits                                                                                                                                                    | School Credit: 1                                                                                                                                                                        |              |             |
| Department                                                                                                                                                                                                                                                                                                                                                                                     | Department of Integrated Science and Technology Advanced Science Program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                  | Student Grade                                                                                                                                              | 4th                                                                                                                                                                                     |              |             |
| Term                                                                                                                                                                                                                                                                                                                                                                                           | Year-round                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                  | Classes per Week                                                                                                                                           | 1                                                                                                                                                                                       |              |             |
| Textbook and/or Teaching Materials                                                                                                                                                                                                                                                                                                                                                             | Textbook : None (Handouts will be provided), Reference books : "Kokugo Binran", "Japanese Language Dictionary" (Any publisher is acceptable)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                  |                                                                                                                                                            |                                                                                                                                                                                         |              |             |
| Instructor                                                                                                                                                                                                                                                                                                                                                                                     | EHARA Yumiko                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                  |                                                                                                                                                            |                                                                                                                                                                                         |              |             |
| Course Objectives                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                  |                                                                                                                                                            |                                                                                                                                                                                         |              |             |
| Learning purposes :<br>To expand knowledge of the Japanese language and improve Japanese language skills.<br>To acquire the skills to create various types of documents.<br>To develop the ability to express oneself in Japanese and improve general communication skills.                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                  |                                                                                                                                                            |                                                                                                                                                                                         |              |             |
| Course Objectives :<br>1. To expand knowledge of the Japanese language and be able to utilize it in a variety of situations.<br>2. To acquire the skills to create a variety of documents necessary for social life.<br>3. To be able to express opinions and ideas in appropriate and persuasive language.<br>◎4. To be able to communicate using effective methods and means of explanation. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                  |                                                                                                                                                            |                                                                                                                                                                                         |              |             |
| Rubric                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                  |                                                                                                                                                            |                                                                                                                                                                                         |              |             |
|                                                                                                                                                                                                                                                                                                                                                                                                | Excellent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Good                                                                                                                                             | Acceptable                                                                                                                                                 | Not acceptable                                                                                                                                                                          |              |             |
| Achievement 1                                                                                                                                                                                                                                                                                                                                                                                  | The student can increase their knowledge of the Japanese language, honorific expressions and grammar, and be able to apply them appropriately in a variety of situations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | The student can increase their knowledge of Japanese language, honorific expressions and grammar, etc., and use them in a variety of situations. | The student can increase their knowledge of Japanese language, honorific expressions and grammar, and make efforts to use them in a variety of situations. | The student will not try to increase knowledge of Japanese language, honorific expressions and grammar, etc., and is unable to distinguish the use of words according to the situation. |              |             |
| Achievement 2                                                                                                                                                                                                                                                                                                                                                                                  | The student can understand various document formats and create an effective document suitable for a given situation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | The student can understand various document formats and create documents appropriate to a given situation.                                       | The student can understand various document formats and create documents in a specified format.                                                            | The student can not create documents according to the format.                                                                                                                           |              |             |
| Achievement 3                                                                                                                                                                                                                                                                                                                                                                                  | The student can have opinions and ideas about various topics and express them in appropriate and persuasive language.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | The student can have opinions and ideas about various topics and express them in words that can be understood by others.                         | The student can have opinions and ideas about various topics and express them in their own words.                                                          | The student can not try to have opinions or ideas about various topics, and makes no effort to express himself or herself.                                                              |              |             |
| Achievement 4                                                                                                                                                                                                                                                                                                                                                                                  | The student can choose methods and means to communicate better.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | The student can consider appropriate methods and means and communicates well.                                                                    | The student can think of appropriate methods and means and make an effort to communicate                                                                   | The student will not try to think about effective communication, and not try to communicate.                                                                                            |              |             |
| Assigned Department Objectives                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                  |                                                                                                                                                            |                                                                                                                                                                                         |              |             |
| Teaching Method                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                  |                                                                                                                                                            |                                                                                                                                                                                         |              |             |
| Outline                                                                                                                                                                                                                                                                                                                                                                                        | General or Specialized : General<br>Field of learning : Japanese<br>Foundational academic disciplines : Literature, linguistics / Japanese literature, Japanese linguistics<br><br>Relationship with Educational Objectives :<br>This class is equivalent to "(7) Develop communication and presentation abilities" and "(1) Cultivate human creative talent, rich in practical abilities".<br><br>Relationship with JABEE programs :<br>The main goal of learning / education in this class is "(F), F-1", also "F-2" and "D-3" are involved.<br><br>Course outline :<br>The first semester consists of lectures, problem-solving exercises and practice tests to comprehensively improve Japanese language skills. The second semester consists of lectures and practical exercises to improve the students' ability to express themselves in Japanese for employment or to prepare for higher education.                                                                                                                                                                                  |                                                                                                                                                  |                                                                                                                                                            |                                                                                                                                                                                         |              |             |
| Style                                                                                                                                                                                                                                                                                                                                                                                          | Course method :<br>In the first semester, lectures and exercises on Japanese expressions such as honorific and grammar, and tests as appropriate.<br>In addition, learn the basics of writing and documents necessary for social life, as well as the basics of writing, and submits assignments as appropriate.<br>In the second semester, lectures and practical exercises are given on documents and Japanese language expressions that students will need to acquire to find a job or enter a higher education.<br><br>Grade evaluation method :<br>Final grades are based on the first semester's grades (50%) + the second semester's grades (50%).<br>The 1st semester's grades are based on mini tests (50%) and portfolios (50%), and the details will be given in class.<br>Students who have not been able to take mini tests for justifiable reasons will be given a retest. In this case, the evaluation will be the same as relevant mini tests.<br>The 2nd semester's grades are based on portfolios (80%) and presentations (20%).<br>There will be no regular examinations. |                                                                                                                                                  |                                                                                                                                                            |                                                                                                                                                                                         |              |             |

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| Notice | <p>Precautions on the enrollment :<br/>Students must take this class (no more than one-third of the required number of class hours missed) and earn the credit in order to complete the 4th year course.</p> <p>Course advice :<br/>As a preparatory study, you should review the contents of Japanese I , Japanese II , and Japanese III (mainly in the field of Japanese expression), which are the basic subjects.<br/>You are required to review the contents of the lecture and to practice their knowledge in preparation for the next class. You are required to hand in your assignments. You are expected to make an effort to improve your Japanese language and communication skills.</p> <p>Foundational subjects : Japanese I (1st year), Japanese II (2nd), Japanese III (3rd)<br/>Related subjects : Theory of Japanese Culture (4th year), Career Management (4th)</p> <p>Attendance advice :<br/>If you are late for the start time, you will be treated as absent after 20 minutes.<br/>If you are absent, submit a notification of absence or official notification of absence. If there is no notification of absence, the mini test will be 0 points.<br/>Participate actively in classes and submit assignments on time.<br/>It is not allowed to use a dictionary on a mobile phone or smartphone during classes.</p> |
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### Characteristics of Class / Division in Learning

|                                          |                                                  |                                                                |                                                                |
|------------------------------------------|--------------------------------------------------|----------------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Active Learning | <input checked="" type="checkbox"/> Aided by ICT | <input checked="" type="checkbox"/> Applicable to Remote Class | <input type="checkbox"/> Instructor Professionally Experienced |
|------------------------------------------|--------------------------------------------------|----------------------------------------------------------------|----------------------------------------------------------------|

M u s t c o m p l e t e s u b j e c t s

### Course Plan

|              |             |      | Theme                                                                                           | Goals                                                                                                     |
|--------------|-------------|------|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| 1st Semester | 1st Quarter | 1st  | Guidance                                                                                        | Learn about class content and methods.                                                                    |
|              |             | 2nd  | How to write a resume and cover letter                                                          | Learn how to write a resume and cover letter.                                                             |
|              |             | 3rd  | The basics of honorific                                                                         | Learn the basics of honorific.                                                                            |
|              |             | 4th  | Writing postcards and envelopes                                                                 | Learn how to write postcards and envelopes.                                                               |
|              |             | 5th  | Honorific exercises 1                                                                           | Aim to establish knowledge of honorific.                                                                  |
|              |             | 6th  | Honorific exercises 2                                                                           | Aim to establish knowledge of honorific.                                                                  |
|              |             | 7th  | Summary of honorific                                                                            | Aims to deepen understanding of honorific and improve ability to use it.                                  |
|              |             | 8th  | (1st semester mid-term exam)                                                                    |                                                                                                           |
|              | 2nd Quarter | 9th  | The basics of grammar 1                                                                         | Learn the basics of grammar.                                                                              |
|              |             | 10th | The basics of grammar 2                                                                         | Increase knowledge of grammar.                                                                            |
|              |             | 11th | Exercises on grammar errors ("ranuki-kotoba", "retasu-kotoba", "saire-kotoba", etc.) 1          | Aim to improve knowledge of grammar and ability to use it.                                                |
|              |             | 12th | Exercises on grammar errors ("ranuki-kotoba", "retasu-kotoba", "saire-kotoba", etc.) 2          | Aim to improve knowledge of grammar and ability to use it.                                                |
|              |             | 13th | How to write a letter (vertical writing)                                                        | Learn how to write letters (vertical writing).                                                            |
|              |             | 14th | Things to pay attention to when writing letters (sentence structure, grammar, notation, etc.) 1 | Learn what to pay attention to when writing and how to express oneself appropriately.                     |
|              |             | 15th | (1st semester final exam)                                                                       |                                                                                                           |
|              |             | 16th | Things to pay attention to when writing letters (sentence structure, grammar, notation, etc.) 2 | Learn what to pay attention to when writing and how to express oneself appropriately.                     |
| 2nd Semester | 3rd Quarter | 1st  | Guidance                                                                                        | Learn how to create documents using a computer.                                                           |
|              |             | 2nd  | How to write emails                                                                             | Learn how to write emails.                                                                                |
|              |             | 3rd  | How to write business documents and letters (writing horizontally) 1                            | Learn how to write business documents and letters (writing horizontally).                                 |
|              |             | 4th  | How to write business documents and letters (writing horizontally) 2                            | Learn how to write business documents and letters (writing horizontally).                                 |
|              |             | 5th  | Answering the Telephone                                                                         | Learn how to respond appropriately on the phone.                                                          |
|              |             | 6th  | Self Analysis                                                                                   | Analyze himself or herself in preparation for writing a personal PR statement.                            |
|              |             | 7th  | Extraction of appealing points                                                                  | To extract points of appeal in preparation for writing a personal PR statement.                           |
|              |             | 8th  | (2nd semester mid-term exam)                                                                    |                                                                                                           |
|              | 4th Quarter | 9th  | Writing a personal PR statement                                                                 | Write a personal PR statement and conduct a peer evaluation.                                              |
|              |             | 10th | Free expression of appeal points                                                                | Learn how to express appeal points freely and prepare a presentation draft.                               |
|              |             | 11th | Presentation of free expression of appeal points                                                | Present free expression of appeal points and evaluate each other.                                         |
|              |             | 12th | Research on companies and universities                                                          | Research companies and universities in order to write a statement of motivation.                          |
|              |             | 13th | Write a statement of motivation                                                                 | Write a statement of motivation and conduct a peer evaluation.                                            |
|              |             | 14th | Discussion of current affairs                                                                   | Group discussion on current affairs.                                                                      |
|              |             | 15th | (2nd semester final exam)                                                                       |                                                                                                           |
|              |             | 16th | Summary                                                                                         | Review and summarize the contents of the year's classes to prepare for further education and job hunting. |

### Evaluation Method and Weight (%)

|                            | Examination | Presentation | Mutual<br>Evaluations<br>between<br>students | Behavior | Portfolio | Mini test | Total |
|----------------------------|-------------|--------------|----------------------------------------------|----------|-----------|-----------|-------|
| Subtotal                   | 0           | 10           | 0                                            | 0        | 65        | 25        | 100   |
| Basic<br>Proficiency       | 0           | 10           | 0                                            | 0        | 65        | 25        | 100   |
| Specialized<br>Proficiency | 0           | 0            | 0                                            | 0        | 0         | 0         | 0     |
| Cross Area<br>Proficiency  | 0           | 0            | 0                                            | 0        | 0         | 0         | 0     |