



Language Center

333 East 47th Street
New York, NY 10017

japansociety.org



2023 SUMMER JAPANESE BUSINESS ETIQUETTE

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 workshop 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.

Wednesday, May 31

6:00-8:00 pm

Ms. Momoyo Kitaura has a BA from Tokyo Woman's Christian University. She has been a certified Oral Proficiency Interview (OPI) tester for the American Council on the Teaching of Foreign Languages (ACTFL). She passed the Japanese Language Teaching Competency test and has over 15 years of experience working at a Japanese language school in Japan. Since 2018, she has been teaching at the Language Center. She's also a co-researcher of the National Institute of Language and Linguistics.

HOW TO REGISTER

Workshop capacity is limited! To guarantee a seat, please register as soon as possible. If the workshop reaches full capacity, a waitlist may be available. Please email language@japansociety.org.

Tuition: \$40 nonmembers

\$35 Japan Society Members / Japan Society Corporate Members

Registration may be completed online (preferred) or by phone at (212) 715-1269 or (212) 715-1293, or in-person on select days.

Japan Society strongly encourages everyone entering the building to be up to date on COVID-19 vaccines, including any boosters for which they are eligible. In-person students do not need to provide proof of vaccination and booster.

As of April 10, 2023, masks, particularly respirator-style (KN95, N95, KF94, etc.), are strongly recommended but are no longer required. A mask can be provided at the Welcome Desk upon request.

Japan Society reserves the right to cancel any course or workshop **due to unforeseen circumstances**, including but not limited to insufficient enrollment. Enrolled students will be refunded 100% of the tuition paid without incurring a service charge.

REGISTRATION DEADLINE: Please register **by 12pm noon on Tuesday, May 30, 2023**. After this date, please email us to inquire as seats may no longer be available.

Questions? Please email us at language@japansociety.org, or call at **(212) 715-1269** or **(212) 715-1293**. Please note that while we are working remotely, we may not always be reachable by phone.

PLEASE NOTE

Cancellation Policy: Cancellations are accepted until 12 pm ET, the business day before a course or workshop begins. With a cancellation, a refund of tuition minus a service charge (\$20 for courses, \$5 for workshops) will be provided. After this deadline, cancellations are not accepted.

Cancellations are accepted by phone only. We do not accept email cancellations.

Japan Society also reserves the right to cancel any course or workshop if sufficient enrollment is not obtained. In such cases, students already enrolled will receive full refunds (no service charge).

By registering for a course, you accept and agree to the above terms of the cancellation policy.

Students must be age 16 or older.

We do not record our workshops, and recording of this workshop is prohibited.

Image Credit: Irasutoya.com