

333 East 47th Street
New York, NY 10017

japansociety.org



2023 FALL JAPANESE BUSINESS ETIQUETTE

Please Note: This workshop will be conducted online via Zoom. To participate fully, you will need access to a device with internet, microphone, and camera (such as a laptop, smartphone, or tablet). Please note that all times listed are New York time (ET).

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.

Monday, October 23

6:30-8:30 pm ET

Although it is not required to show your face or video online, we **highly recommend having your video on** if possible. Seeing each other's facial expressions is a part of interactive learning. **We also ask that every participant be able to participate via their microphone.** If you do not have one of these capabilities or would like to discuss accommodations, please contact us at language@japansociety.org.

Ms. Yumiko Kakutani has a BA in French Literature from Keio University in Tokyo and is a graduate of Japan Society's Teacher Training Program. She worked for Sakura Bank in the International Planning Division and Foreign Exchange Division for 10 years. She has taught privately in the United States for a number of years (including JLPT and SAT II students). She has been teaching at a number of local universities including Baruch College, City College of New York and Fordham University.

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), by phone at (212) 715-1269 or (212) 715-1293, or in-person on select days.

Registrants will receive a **Welcome Email** and **Zoom link** from language_inquiries@japansociety.org on:

the afternoon of Friday, September 20, 2023.

Questions? Please email us at language@japansociety.org, or call at **(212) 715-1269** or **(212) 715-1293**.

PLEASE NOTE

Cancellation Policy: Cancellations are accepted until 12 pm ET, the business day before a workshop begins. With a cancellation, a refund of tuition minus a service charge (\$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.

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