



Language Center

333 East 47th Street  
New York, NY 10017

[japansociety.org](http://japansociety.org)



## JAPANESE BUSINESS ETIQUETTE WORKSHOP

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, April 10**

**6:00-8:00 pm ET**

**Ms. Kazue Kurahara** earned a BA from Hunter College and an MA in Teaching Japanese as a Foreign Language from NYU. She holds teaching certifications in both Japanese and English as a Second Language. She has taught Japanese at various institutions, including New York University, Hunter College, Pace University, and The New School. She is the scriptwriter and host of Japan Society's YouTube series "Uki Uki NihonGO! + Culture."

### ***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](mailto: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.

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.

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.

The workshop will take place at Japan Society:  
333 East 47<sup>th</sup> Street (between 1<sup>st</sup> and 2<sup>nd</sup> Avenues)  
New York, NY 10017

Questions? Please email us at [language@japansociety.org](mailto: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.**

Image Credit: [Irasutoya.com](http://irasutoya.com)