

333 East 47th Street
New York, NY 10017

japansociety.org



JAPANESE BUSINESS ETIQUETTE WORKSHOP

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.

Wednesday, May 8

6:30-8:30 pm ET

ONLINE

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. Yukie Yamaguchi has a BA in Foreign Languages (specializing in English) from Bukkyo University in Kyoto and holds an instructor certification from the World Japanese Centre, Australia. She has been teaching English in Japan and the United States since 1997, most recently at Baruch College, Brooklyn College, and teaching English online.

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.

ONLINE WORKSHOP ONLY:

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).

Due to this being a language learning workshop, we highly recommend having your video on if possible. We do ask that every participant is able to participate via their microphone. If you do not have this capability, please contact us at language@japansociety.org.

Registrants will receive a **Welcome Email** and **Zoom link** from language_inquiries@japansociety.org on: **the afternoon of Tuesday, May 7, 2024.**

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 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