



## 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 recommended for those who have little to no previous background in Japanese language.

**Friday, November 1**

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

**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](mailto:language@japansociety.org).

**Tuition:** \$42 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 (please inquire for hours).

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, on Thursday, Oct. 31.** 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 workshop if sufficient enrollment is not obtained. In such cases, students already enrolled will receive full refunds (no service charge).

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

These courses are designed for adults aged 18 and above.

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