



Language Center

333 East 47th Street
New York, NY 10017

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. This workshop is designed for adults aged 18 and above.

Friday, December 12

6:00-8:00 pm ET

Ms. Mami Nakanishi has a BA in Literature from Sophia University in Tokyo. She is a graduate of Japan Society's Teacher Training Program and has been on Japan Society's teaching staff since the summer of 2010. She has taught Japanese privately and in schools including Columbia Grammar & Preparatory School and Tribeca Language.

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: \$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). When registering through the website, note only one ticket per type (e.g. member, nonmember) per class can be added to a cart. If you have trouble, please purchase as separate transactions or contact the Language Center office.

The workshop will take place at Japan Society:

333 East 47th Street (between 1st and 2nd Avenues)
New York, NY 10017

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.

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 on Wednesday, December 10**, two business days before the workshop begins. The Language Center's business days are Monday - Friday, except for most federal holidays. After this deadline, cancellations are not accepted, and tuition is not refundable or transferable for any reason (including for credit). Upon cancellation, the tuition paid minus the nonrefundable administrative fee (\$5 per workshop) will be refunded.

Cancellation requests can be made either by phone or email, but they must be received by the office by the cancellation deadline. Otherwise, cancellation requests will not be fulfilled.

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 administrative fee).

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

Image Credit: Irasutoya.com