



一橋大学
Hitotsubashi University


Hitotsubashi Center for Global Education

HGP Japanese Language Program

Orientation

Beginner Low

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Materials

- 1_Courses by Level and Topics
- 2_Japanese_Courses_Autumn-Winter2022_EN
- 3_ About Web Lottery, Course Registration and Withdraw
- 4_How to use "manaba" (Learning Management System)
- 5_2022AY_Autumn-Winter_Beginner Low_Orientation_en

Students who were placed in any other levels, please, move to the zoom meeting for your level.

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Agenda

- 1. General Information on Classes
- 2. Course Registration
- 3. Course Content
 - 3.1 Timetable
 - 3.2 Textbooks
 - 3.3 Schedule
 - 3.4 Grading
- 4. Others
- 5. FQA

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1. General Information on Classes

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Japanese Language Program


in HGP (Hitotsubashi University Global Education Program)

中級前半
Intermediate Low

初級後半
Beginner High

初級前半
Beginner Low

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Course steps

初級前半
Beginner Low

→

初級後半
Beginner High

→

中級前半
Intermediate Low

→

中級
Intermediate

If you successfully pass courses at the level you were placed in, you will be eligible for taking courses a level higher in the following semester.

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Basic Japanese Courses

1) For those who have NEVER studied Japanese or who have studied only a little.

初級前半
Beginner Low

=

Basic Japanese 1
Introduction to Japanese Language

Spring-Summer & Autumn-Winter
Autumn-Winter ONLY

Make sure that your level “Beginner Low” .

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Basic Japanese Courses

2) Students who have studied Japanese at universities and were placed into “Beginner High” level by Hitotsubashi Japanese Language Placement Test

初級後半
Beginner High

=

Basic Japanese 2

Students who are placed to BJ2 (Beginner High) leave this room and move to the zoom meeting for BJ2.

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Course steps

- If you successfully pass Basic Japanese 1 you may proceed to Basic Japanese 2 following semester

Basic Japanese 1

初級前半
Beginner Low

→

Basic Japanese 2

初級後半
Beginner High

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Basic Japanese 1
Introduction to Japanese Language

→

Basic Japanese 2

- Even if you successfully pass Introduction to Japanese Language, you will be not able to proceed to Basic Japanese 2 following semester. If you want to continue studying Japanese language for some periods in Hitotsubashi University, taking Basic Japanese 1 is recommended.

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Classes will be conducted face-to-face.

- In principle, classes will be conducted face-to-face.
- Students who have not yet entered Japan or have been officially permitted to attend classes online by Hitotsubashi University may take classes online.
- Depending on the situation of the students, the mode of class delivery may change after course registration period by consultation.

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2. Course Registration

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Course Registration Period

Friday, September 9 – Friday, September 16

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How to Access: CELS

- ➔ Hitotsubashi University HP
- ➔ Current Students ➔ Education system; CELS



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Withdrawal (W) of your registered course(s)

If you have registered for a course and decided to withdraw from it after the registration period, you must process the withdrawal using the CELS Online Registration System during the withdrawal period.
After that period, you will not be able to withdraw.
Failure then to complete the assigned (assessment) tasks will result in a **Fail grade (F)**.

Course Withdrawal:
Monday, September 26 – Friday, September 30

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Course Enrollment Web Lottery


Decision regarding the enrollment for Exchange students will be made by the web lottery.

First Web Lottery:
9:00 September 5 – 12:00 September 6 [JST]

Second Web Lottery:
17:00 September 7 – 14:00 September 8 [JST]

For details, contact the administration office.

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How to Register


- If you are
 - > an **Exchange Student** (Undergraduate / Graduate)
 - > a **Research Student**

→ you should register via **Campus Education Learning System (CELS)** online.

* **Graduate Exchange Students** and **Research Students** may apply to the **Second Web Lottery**.



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How to register

- If you are a **Regular Graduate Student**
→ you cannot apply to the Web Lottery

Please contact an administration office for registration.

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First Week Classes

- Classes during the first 2 weeks will be provided face-to-face.

→ If you are in Japan
Come to the classroom
※ Bring a PC and headphones to class


→ If you have not arrived yet
Access to ZOOM meeting
※ A link for ZOOM meeting will be announced via **manaba**

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Before the class

Make sure to :

- install a **desktop app** for ZOOM.
- sign up and create your account 

(only "signed-up" users will be able to "join a meeting")

ポータルシステム  **manaba**

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ポータルシステム  **manaba**

Self-registration on **manaba**

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Japanese Language Education Program

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- Self-registration on **MANABA** is different from the **CELS** course registration. To enroll in the course as a regular student, you should complete the course registration procedure on **CELS**.
- **Exchange Students** and **Research Students** who win the Web Lottery will be automatically registered on **MANABA**.
- ★ **Regular Graduate Students** should make a temporary self-registration on manaba before the classes start.

NOTE! After the registration period is closed, all students except regular students enrolled in the course will be automatically deleted from **MANABA**.

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Professors will post important news on **MANABA**

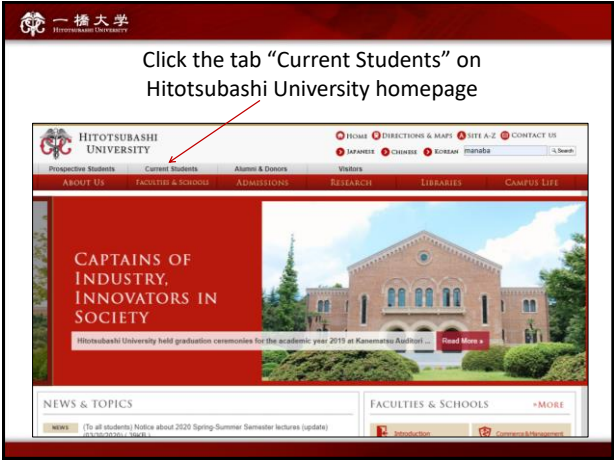
- ★ Zoom links (URL) for logging in to the classes online
(for students who have not arrived in Japan)
- ★ important announcements and information on the courses

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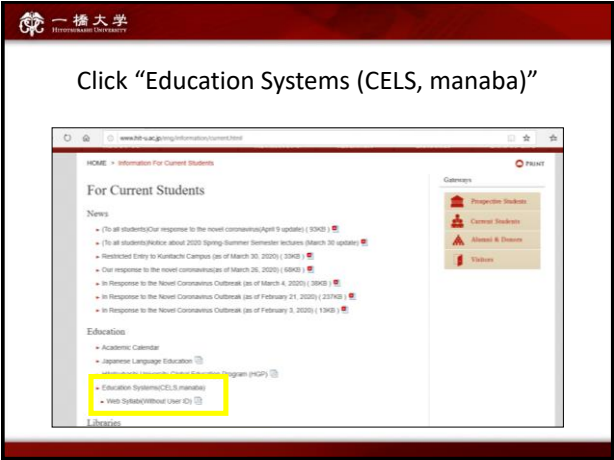
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Make sure you have Student ID and the password

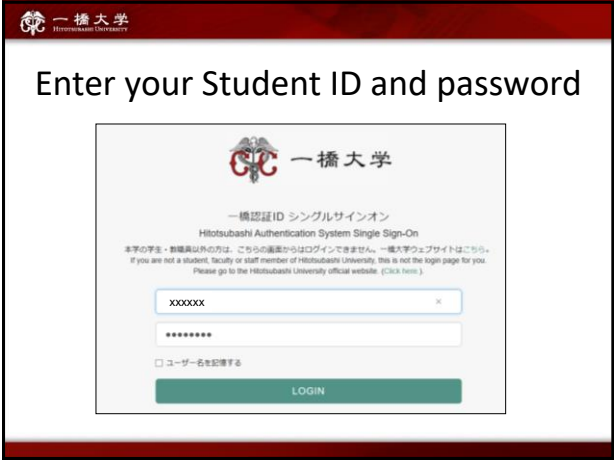
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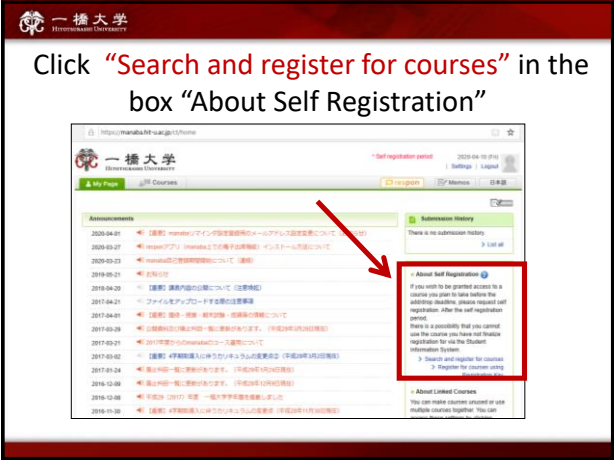
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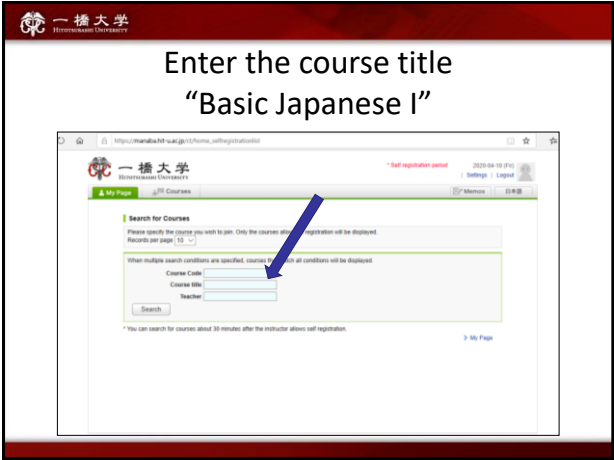
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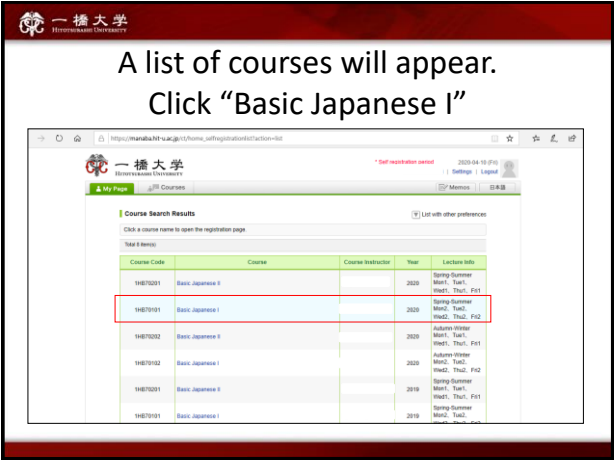
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After you click the button “Register”, the following message will be displayed.
 ”Self registration is complete. If you would like to finalize the registration, please do so using the Student Information System.”

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When the self-registration is complete, the course will be added to “My Courses” list.

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Receive manaba COURSE NEWS via mail

Make sure to change reminder settings in order to receive announcements to your email.

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Important announcements


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Click “Settings”

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Click “Change reminder settings”

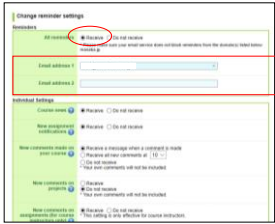
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① In the field “All reminders” select “Receive”.

② Fill in your regular Email address (and the cellphone Email address) that you want reminders to be sent to.

Please use the email address you check daily.



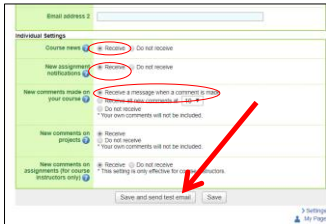
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① Click “save and sent test mail” at the bottom of the screen.

② You will receive the following message:

This email was generated automatically by manaba to confirm if you have set up a correct email address.”




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3. Course Content

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Basic Japanese 1

➡ 5 classes (5 credits) per week

➡ students will acquire basic skills in conversation, reading and writing necessary for daily student life in Japan.

➡ designed for students who want to continue studying Japanese after this semester at Hitotsubashi and / or at your home universities

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Introduction to Japanese Language

➡ 3 class hours (3 credits)

➡ an introductory course of Japanese

➡ designed for students who will stay in Japan 6 months. Focuses on basic speaking and listening skills necessary for simple conversation in everyday life

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NOTE:

1) ALL the courses are taught by the “direct method”, which means that classes are conducted only in Japanese.

2) Enrollment for each course is limited to the classroom capacity. 15 students for BJ1 and 36 students for IJL. (Being determined by web lottery)

3) We take attendance very seriously.
If students miss some classes, it will be difficult for them to catch up and successfully complete the course.

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Course Instructors

Course Coordinator

Hayakawa Kyoko
hayakawa.k@r.hit-u.ac.jp
Office Hour: by appointment

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Course Description Materials

Download the course description materials from the “Resources” on the **manaba** course page.

1. Autumn-Winter Semester 2022 Syllabus
2. Autumn-Winter Semester 2022 Schedule
3. “How To” materials


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Check Web Syllabus

- ✓ Time and Classroom
- ✓ Instructors
- ✓ Class Schedule Details
- ✓ Textbook
- ✓ Grading



<https://www.hit-u.ac.jp/eng/>
→ Syllabus Search

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Web syllabus (CELS) Detailed Information

基本情報 / Basic Information

詳細情報 / Detailed Information

授業計画詳細情報 / Class Schedule Details

更新日 / Date of renewal

2022/02/10

Questions are accepted before/ after the class and via email.

In principle, classes will be conducted face-to-face. Students who have not yet entered Japan or have been officially permitted to attend classes online by Hitotsubashi University may take classes online. Depending on the situation of the students, the mode of class delivery may change after consultation.

授業科目の概要 / Course Overview


This course aim to provide students with the opportunity to acquire basic skills for conversation, reading and writing that are necessary for everyday life in Japan. Teaching is done in Japanese whenever possible, starting from the first day. Class will be conducted based on various activities.

Upon completion of the course, the student will be able to:

1. Listening : Able to understand simple everyday conversation.
2. Speaking : Able to communicate everyday situations in Japanese (e.g. introduce yourself, exchange personal information, shop, order at a restaurant, seek directions, talk about your daily life and impressions of life in Japan and the places you visited). Able to make a short presentation in Japanese.
3. Reading : Able to read short reading materials in hiragana, katakana, and about 145 kanji.
4. Writing : Able to write short sentences and essays using the appropriate hiragana and katakana scripts and 145 Kanji.

授業科目の到達目標 / Course Goals

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Web syllabus (CELS) Class Schedule Details


基本情報 / Basic Information

詳細情報 / Detailed Information

授業計画詳細情報 / Class Schedule Details

No.	回 (日時) / Time (date and time)	主題と位置付け (担当) / Subjects and position in the whole course	学習方法と内容 / Methods and contents	備考 / Notes
1	Week 1	Lesson1	Introduce ourselves Ask and tell people names, majors at school, time, etc.	
2	Week 2	Lesson2	Ask and answer how much things cost Do shopping Order food in a restaurant	
3	Week 3	Lesson3	Talk about your daily activities Extend, accept and refuse invitations Accepting and refusing invitations	

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3.1 Timetable

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Course Period: September 12 – December 23

		M.	T.	W.	Th.	F.	
IJL	1 st						3 classes
	8:45 - 10:30						
BJ1	2 nd						5 classes
	10:45 - 12:30						

3 (for IJL) or 5 (for BJ1) classes per week.
Students should attend all 3 or 5 classes.

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3.2. Textbooks

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Basic Japanese 1

- “GENKI Vol.1: An Integrated Course in Elementary Japanese (The Third Edition)” The Japan Times, ¥3600, ISBN: 978-4789017305
- “GENKI Vol.1 WORKBOOK (The Third Edition)” The Japan Times, ¥1700, ISBN-13: 978-4789017312
- Handouts and listening materials

NOT the 2nd Edition!

Textbooks and workbooks are available at Hitotsubashi Coop online bookstore.

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Main Textbook Structure

- Conversation and Grammar Section

① Dialogue

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Main Textbook Structure

- Conversation and Grammar Section

② Vocabulary

used in the Vocabulary Quiz and learning activities in class

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Main Textbook Structure

- Conversation and Grammar Section

③ Grammar

used for self-study and class preparation

Students should read Grammar Notes before the class and come prepared.

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Main Textbook Structure

- Reading and Writing Section
 - ① Kanji

used in Kanji Quiz and class preparation

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Main Textbook Structure

- Reading and Writing Section
 - ② Reading part

used in Reading Activities in class

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Workbook Structure

- Grammar / Listening Comprehension / Kanji

Used for Homework.

Do exercises and submit the designated pages on the due date.

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Introduction to Japanese Language

- “Marugoto: Starter (A1) Rikai” (Japan Foundation) , Sanshusha, ¥1,700, ISBN: 978-4-384-05753-9 C0081
- Handouts and listening materials

Starter (A1)
Rikai

NOT Katsudoo!

Textbooks are available at the university bookstore in the West Campus.

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Main Textbook Structure

- Conversation and Grammar Section
 - ① Vocabulary

include Kanji (Very basic one)

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Main Textbook Structure

- Conversation and Grammar Section
 - ① Vocabulary

Supplementary Material

 - Wordbook

used in the Vocabulary Quiz and learning activities in class

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Main Textbook Structure

- Conversation and Grammar Section

② Dialogue & Grammar

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Main Textbook Structure

- Conversation and Grammar Section

② Grammar

Supplementary Material

- Grammar Notes used for self-study and class preparation

Students should read Grammar Notes before the class and come prepared.

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Main Textbook Structure

- Reading and Writing Section

③ Reading

④ Writing

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Homework

- Grammar

Homework.

Do exercises and submit the designated pages on the website.

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- All materials will be distributed before classes via MANABA or during the online classes by the instructor via zoom chat .
- ★ Students should check MANABA course page and download handouts before every class.
- Copies of Lesson 1 will be distributed in class (only for the first week).

Regular students enrolled in the course **MUST** purchase both textbook and workbook as soon as possible.

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3.3. Schedule

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How to check your schedule

2022AW Basic Japanese I Schedule

2nd Period (10:45-12:30)

G: Grammar WB: Workbook KHW: Kanji homework KQ: Kanji Quiz VQ: Vocabulary Quiz RP: Roleplay

abbreviation

9/26	9/27	9/28	9/29	9/30
Quiz Hiragana Quiz ③		Katakana Quiz ①		VQ (L4)
HW WB 2-A		WB 2-B		Writing (L3)
L3 G2,3: ~ようび, に/へ [Direction]	L3 G2,3,4: Time words/に [Time]/ いっ	L3 G3, 5, 6, 7: て [Place]/ ~ませんか	p38 [3-7] L3 G8: は, Dialogue, RolePlay, Reading and Writing	L4 G1,2: ~は [Position] です/ ~に ~があります/ います
Kanji (L3) 一二三四五	Kanji (L3) 六七八九	Kanji (L3) 百千万円時	Kanji (L3) Review	Kanji (L4) 日本人
10/3	10/4	10/5	10/6	10/7
Quiz WB 3-A	Katakana Quiz ②	WB 3-B, KHW3-2	KQ (L3)	VQ (L5)
HW WB 3-A				Writing (L4)
p42 [4-2] LA G1,3,7: [EVENT] があります/ たくさん [Noun] [Post]	LA G4,5,6,8: Verb [Post] / ~ じかん / じ ~ も	LA まとめ, Dialogue, rp	LA Reading and Writing	L5 G1: い/ な Adjective [Present], どんな
Kanji (L4) 月火水	Kanji (L4) 木金土曜	Kanji (L4) 上下中半	Kanji (L4) Review	Kanji (L5) 山川元気

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• Homework & due: Submit the WORKBOOK tasks Lesson2 in the class on 26th September.

• Submit Writing Assignment for Lesson3 on this day in class.

• Learn the vocabulary for lesson 4 given in the textbook (P104-105) and be prepared for the quiz.

• Kanji quiz for lesson 3 given in the textbook (P104-105) and be prepared.

• Kanji Homework (KHW) Submit the WORKBOOK "Using Kanji" (Lesson3-2) tasks on P134 on this day in class.

• Grammar and expressions learned in class. Read Grammar Notes 4,5,6,8 (P.110-113) given in the textbook before the class.

• Kanji learned in class. Check the meaning, correct reading and writing order of each kanji. (P308-309) before the class

9/26	9/27	9/28	9/29	9/30
Quiz Hiragana Quiz ③		Katakana Quiz ①		VQ (L4)
HW WB 2-A		WB 2-B		Writing (L3)
L3 G2,3: ~ようび, に/へ [Direction]	L3 G2,3,4: Time words/に [Time]/ いっ	L3 G3, 5, 6, 7: て [Place]/ ~ませんか	p38 [3-7] L3 G8: は, Dialogue, RolePlay, Reading and Writing	L4 G1,2: ~は [Position] です/ ~に ~があります/ います
Kanji (L3) 一二三四五	Kanji (L3) 六七八九	Kanji (L3) 百千万円時	Kanji (L3) Review	Kanji (L4) 日本人
10/3	10/4	10/5	10/6	10/7
Quiz WB 3-A	Katakana Quiz ②	WB 3-B, KHW3-2	KQ (L3)	VQ (L5)
HW WB 3-A				Writing (L4)
p42 [4-2] LA G1,3,7: [EVENT] があります/ たくさん [Noun] [Post]	LA G4,5,6,8: Verb [Post] / ~ じかん / じ ~ も	LA まとめ, Dialogue, rp	LA Reading and Writing	L5 G1: い/ な Adjective [Present], どんな
Kanji (L4) 月火水	Kanji (L4) 木金土曜	Kanji (L4) 上下中半	Kanji (L4) Review	Kanji (L5) 山川元気

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3.4. Grading

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Grading

BJ1	IJL
Final Exam, Presentation	30%
Midterm Exam	15%
Hiragana, Katakana, Kanji Quizzes	10%
Vocabulary Quizzes	10%
Homework (Workbook)	15%
Writing Assignments	10%
Participation	10%
100%	100%

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Attendance

- **No audit** is allowed. Students who want to attend a Japanese learning class, are required to register.
- We take attendance very seriously. Being absent or late to class will be penalized with a total score reduction.
- Keep in touch with the class instructors if you have any problems with attendance.

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Attendance

- If you are late for **less than 20 minutes**, you will be reduced by **20%**. If you are late or leave the class for either **20 minutes or more** after the class has started, you will also be reduced by **30%**.

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Attendance

- In case you have **technical trouble** accessing the ZOOM meeting you should **immediately contact the instructor by email**.
If you inform the instructor about a technical trouble within 10 minutes after the class starts, being late will not be marked.

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Homework:

- You will be given homework assignments on a regular basis.
Check the course schedule and meet deadlines.
- You should submit your homework at the beginning of the class following the instructor's directions. **No submission after the deadline is accepted.** It will be NOT marked on your score if submitted after due date.
- Incomplete or poorly done homework will NOT be accepted. If more than half of the assignment is incorrect, it will not be marked.

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Quizzes

- Quizzes will be usually given at the beginning of the class via manaba. If you come late, you will miss quizzes.
- No make up for quizzes.

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Exams

- Midterm and Final Exams include Speaking, Listening, and Reading Tests.
- Final Exam also includes a presentation.
- You may make up for midterm, and final exam **ONLY IF YOU HAVE SERIOUS CIRCUMSTANCES**. In this case you should submit a written explanation and inform the coordinator as soon as possible.
- Exams should be made up within a week of the scheduled time and will NOT be given prior to the scheduled test dates. The score on a make-up exam will be reduced by 10 %.

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4. Others

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- Participant's name in ZOOM
input your **full name** and name you would like to be called in brackets → e.g. メアリー ハート (メアリー)
- Keep your **web camera switched ON** during the class.
- Use **ZOOM desktop app**.
- When you have a technical trouble accessing to meeting, **contact the instructor by email immediately**.
- If you have a question during the class, try to do following:
 - ① switch the microphone ON and call the instructor.
 - ② click on "Raise Hand" button in "Participants" tool panel.
 - ③ Write " ? " on a piece of paper and show it to the camera.
- Speak slowly and clearly.

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5. FQA

How do we entry for the classes?

Submit “Entry Sheet for BJ1/IJL course” on manaba “Surveys” page.

** Only students who have already decided taking the class.*

After you submit “entry sheet for BJ1/IJL”, access to MANABA course “Resources” page, and take “Pre-lesson for starters of BJ1/IJL”. This page guides some self-study materials such as Japanese writing system, Hiragana & Katakana and “how to type” Japanese.

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1) Entry sheet for BJ1/IJL”

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2) Pre-lesson for starters of BJ1/IJL

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5. FQA

Can we attend to various classes in a first week?
(Just try in order to decide which class I would take)

► *Due to the registration system, Yes.*

But if you miss a class, you will have to catch up the lesson content by yourself (no extra classes for catch up).

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5. FQA

My major class conflicts with Japanese class.
(i.e. Japanese Economics and BJ1 both are lectured in same day and same period)
Is it possible to be absent some classes in a week?

► **NO.** *You must attend all classes.*
(BJ1: 5 classes a week, IJL: 3 classes a week)

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