

HGP Japanese Language Program

Orientation

Beginner Low

一橋大学 Hitotsubashi Center for Global Education

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Agenda

1. Overview
2. Course Registration
3. Course Content (Basic Japanese 1)
 - 3.1 Timetable
 - 3.2 Textbooks
 - 3.3 Schedule
 - 3.4 Grading
4. Others
5. FQA

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1. Overview

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Japanese Language Program

in HGP (Hitotsubashi University Global Education Program)

日本語能力試験 中級前半
Intermediate Low

日本語能力試験 初級後半
Beginner High

日本語能力試験 初級前半
Beginner Low

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Course steps

日本語能力試験 初級前半
Beginner Low

➡

日本語能力試験 初級後半
Beginner High

➡

日本語能力試験 中級前半
Intermediate Low

➡

日本語能力試験 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 next semester.

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Basic Japanese Courses

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

日本語能力試験 初級前半
Beginner Low

=

Basic Japanese 1


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

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Students who are placed to BJ2 (Beginner High) may leave the meeting.



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Course steps

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

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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

**Thursday, September 9 –
Friday, September 17**

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2. Course Registration

- If you are an **Exchange Student**
→ you should register via **Campus Education Learning System (CELS)** online. 
- If you are a **Graduate Student**
→ you should contact an administration office.
- If you are a **Research Student**
→ you should contact an administration office.

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How to Access: CELS

- ➔ Hitotshbashi 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 27 – Friday, October 1

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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 6 – 12:00 September 7

Second Web Lottery:
 15:00 September 8 – 9:00 September 9

For details, contact the administration office.

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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 CGEE Building 2F classroom **4204**
 ※ 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")

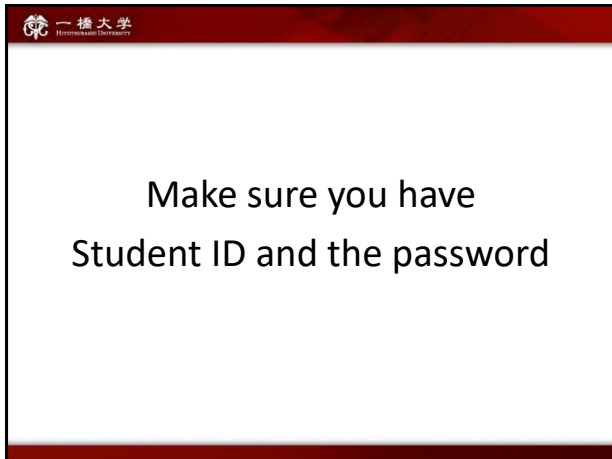
- Make a temporary self-registration on **manaba** before the classes start.

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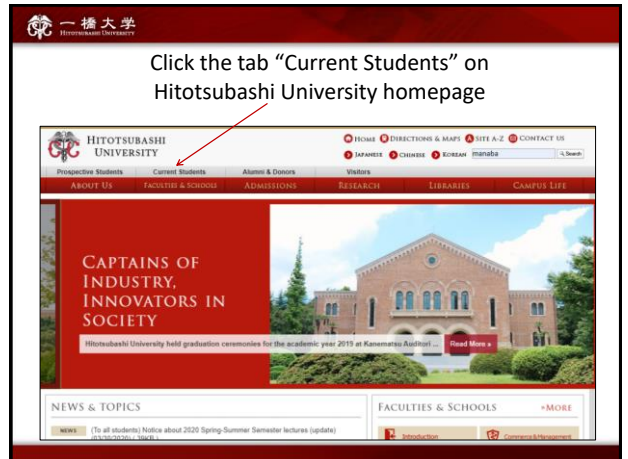
Self-registration on manaba

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 Japanese Language Education Program

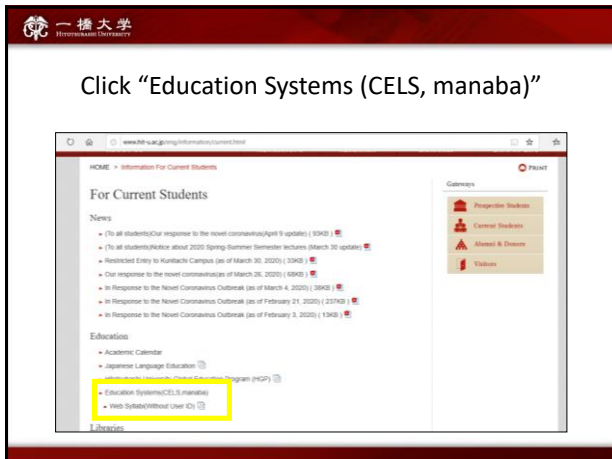
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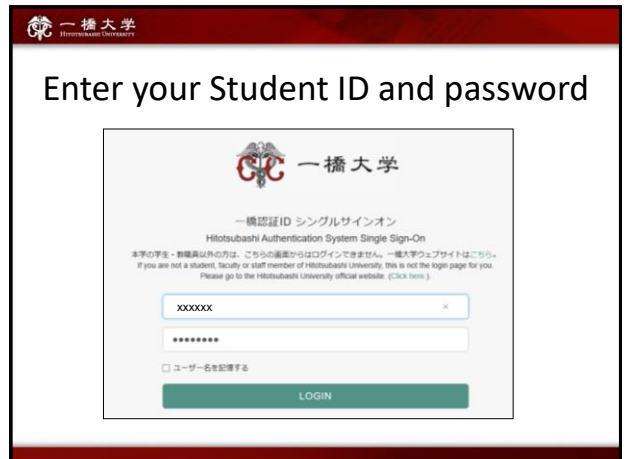
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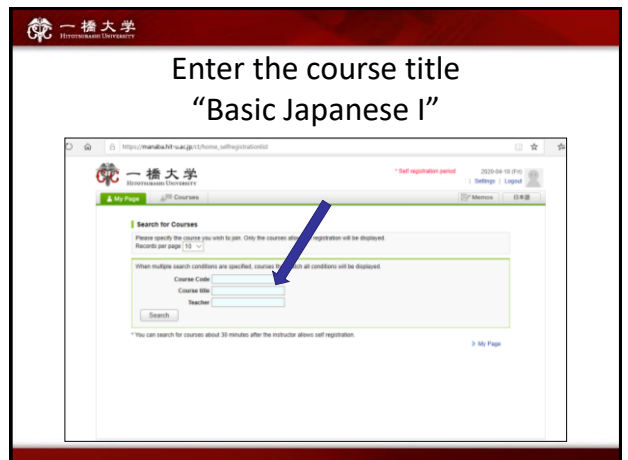
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A list of courses will appear.
Click “Basic Japanese I”

Course Code	Course	Course Instructor	Year	Section Info
1H87101	Basic Japanese I		2020	Spring Summer Mon., Tues., Wed., Thurs., Fri.
1H87102	Basic Japanese I		2020	Autumn Winter Mon., Tues., Wed., Thurs., Fri.
1H87103	Basic Japanese I		2020	Autumn Winter Mon., Tues., Wed., Thurs., Fri.
1H87101	Basic Japanese I		2019	Spring Summer Mon., Tues., Wed., Thurs., Fri.
1H87101	Basic Japanese I		2019	Spring Summer Mon., Tues., Wed., Thurs., Fri.

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Course Registration

You are about to complete self-registration to the course(s) below.
Please confirm the course information displayed is correct before clicking the Register button.
After the self-registration period, courses that you do not finalize registration for via the Student Information System may be deleted after the add/drop deadline.

Course Code	Course	Course Instructor	Year	Section Info
1H87101	Basic Japanese I		2020	Spring Summer

Register

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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Students who want to attend the first class and consider which course to take, should make a **temporary self-registration** on **MANABA** in order to be informed about the link to access online classes.

ポータル
システム **manaba**

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NOTE!

- Self-registration on **MANABA** is different from the **CELS** course registration.
- After the registration period is closed all students except regular students enrolled in the course will **be automatically** deleted from **MANABA**.
- If you decide to enroll in the course as a regular student, you should complete the course registration procedure on **CELS**.

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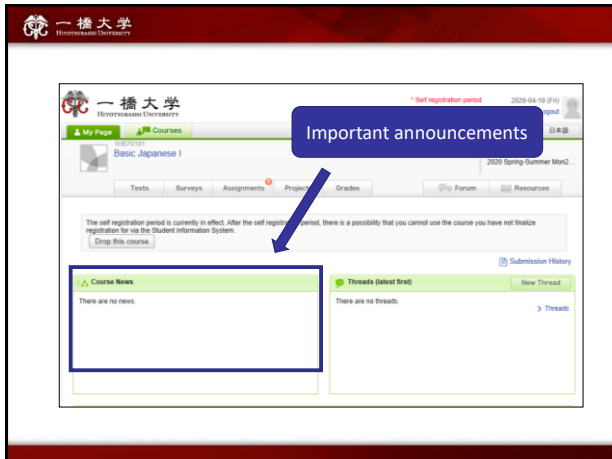
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Receive manaba **COURSE NEWS** via mail

- Teachers will post important news on manaba
 - ★ Zoom links (URL) for logging in to the classes
 - ★ announcements from the teachers

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

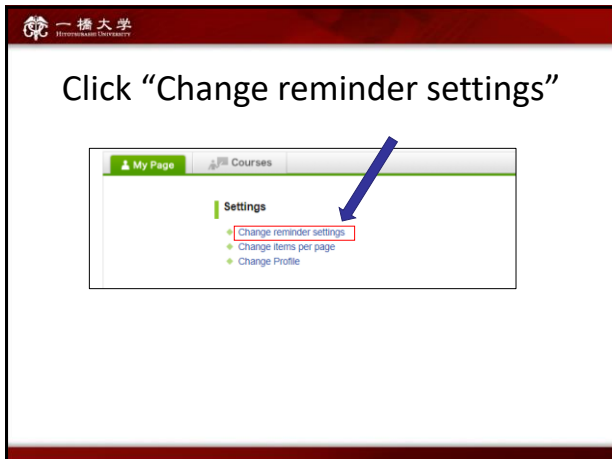
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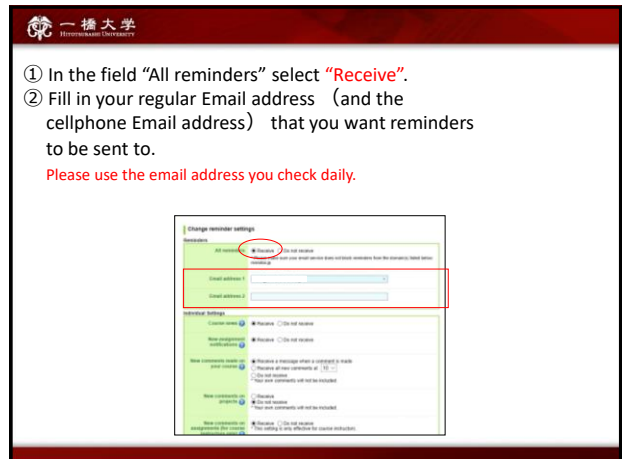
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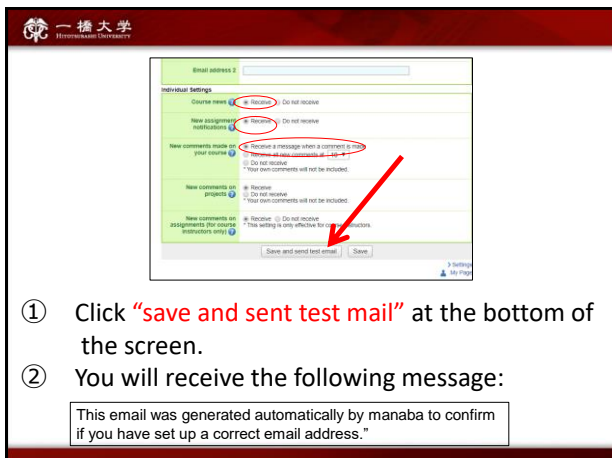


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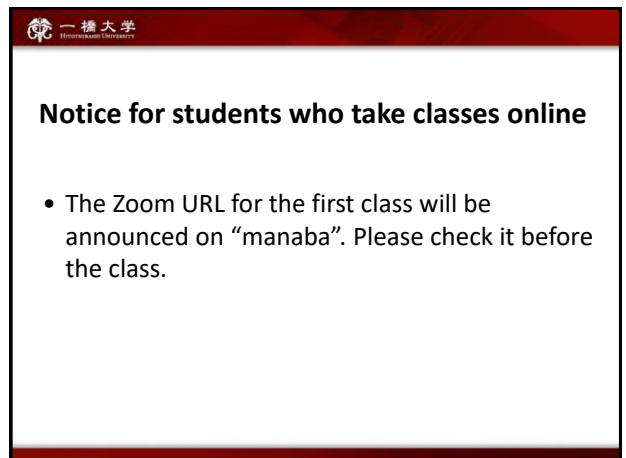
- ① In the field "All reminders" select "Receive".
 - ② Fill in your regular Email address (and the cellphone Email address) that you want reminders to be sent to.
- Please use the email address you check daily.



- 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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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 **20 students.**
- 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
Instructors	Shimura Yukari Fukuoka Rieko Sugimoto Miho Yamazaki Mayumi

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Course Description Materials

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

1. Autumn-Winter Semester 2021 Syllabus
2. Autumn-Winter Semester 2021 Schedule
3. “How To” materials

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3.1 Timetable

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Course Period: September 13 – December 23

	M.	T.	W.	Th.	F.
2nd 10:45 - 12:30					

5 classes per week.
Students should attend all 5 classes.

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3.2. Textbooks

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1. "GENKI Vol.1: An Integrated Course in Elementary Japanese (**The Third Edition**)" The Japan Times, ¥3500, ISBN: 978-4789017305
2. "GENKI Vol.1 WORKBOOK (**The Third Edition**)" The Japan Times, ¥1600, ISBN-13: 978-4789017312
3. Handouts and listening materials




Textbooks and workbooks are available at Hitotsubashi Coop online bookstore.

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Main Textbook Structure

- **Conversation and Grammar Section**
 - ① Dialogue
used for the Shadowing Homework (from Lesson 7)




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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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- All materials will be distributed before classes via MANABA or during the online classes by the instructor via email / zoom chat .
 - ★ Students should check MANABA course page and download handouts before every class.
- Copies of “Genki 1” Lesson 1 will be distributed in class (only for the first week).
Regular students enrolled in the course MUST purchase both textbooks and workbooks as soon as possible.

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3.3. Schedule

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How to check your schedule

2020PS Basic Japanese I Schedule (Tentative)
2nd Period (10:45-12:30)

abbreviation

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

	6/15	6/16	6/17	6/18	6/19
Quiz			VQ (L8)		KQ (L7)
HW	WB 7-1, 2, 6, 7	WB 7-4, 8, 9	Writing (L7)	WB 8-1, 2 DHW(L7) @manaba	WB 8-5, 6 KHW 7-2
	L7 G1.5:～ています [state]～にん	L7 Dialogue, RP, Reading and Writing	L8 G1.2: ない Form/Informal Speech	L8 G4.5:～ないでください /～のが*	L8 G3.7:～とおもう/～と いう/～た, なにを/～にも
	Kanji(L7) 語文導入	Kanji (L7) Review	Kanji(L8): 異新聞作	Kanji(L8) 仕事電車	Kanji(L8) 休言読
Quiz		VQ (L9)		KQ (L8)	
HW	WB 8-3, 4	WB 8-7, 8, 9	WB 9-1, 2 Writing (L8)	WB 9-3, 4, 7 KHW 8-2	WB 9-5, 6 DHW(L8) @manaba
	L8 4: ～が, Dialogue, RP, Reading and Writing	L9 G1: 形式/Informal Speech	L9 G1.4:～とおもう/～という/～から	L9 G2: Noun modify/～に～ない/～まじり	L9 Dialogue, RP, Reading and Writing
	Kanji(L8) 愚次郎, Review	Kanji (L9) 午後新名自	Kanji (L9) 商業友間家	Kanji (L9) 録少告知果	Kanji (L9) Review

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Homework & due
Submit the **WORKBOOK** tasks Lesson 7-1, 2, 6, 7 (P64-65, P69-70) in the class on 15th June.

Submit **Writing Assignment** for Lesson 7 on this day in class.

Kanji quiz for lesson 7 given in the textbook (P138-139) and be prepared.
Kanji Homework (HW)
Submit the WORKBOOK "Using Kanji" (Lesson 7-2) tasks on P138 on this day in class.

6/15	6/16	17	6/18	6/19
Quiz		VQ (L8)		KQ (L7)
HW	WB 7-1, 2, 6, 7	WB 7-4, 8, 9	Writing (L7)	WB 8-1, 2 DHW(L7) @manaba
	L7 G1, 5: ~ています (state) / ~にん	L7 Dialogue, RP, Reading and Writing	L8 G1, 2: ない form/Informal Speech	WB 8-5, 6 KHW 7-2
	Kanji (L7) 語文挿入	Kanji (L7) Review	Kanji (L8): 具動開作	Kanji (L8) 建
Quiz	6/22	6/23	6/24	6
HW	WB 8-3, 4	VQ (L9)	WB 9-1, 2 Writing (L8)	KQ (L8)
	L9 Dialogue, RP, Reading and Writing	L9 G1: ~た form/Informal Speech	L9 G2: Noun modify / だ-てい/ない, まどめ	WB 9-3, 4, 7 DHW(L8) @manaba
	Kanji (L9) 午後名前白	Kanji (L9) 南書友開家	Kanji (L9) 建少古知表	WB 9-5, 6 KHW(L8) @manaba
				L9 Dialogue, RP, Reading and Writing
				Kanji (L9) Review

Learn the **vocabulary** for lesson 8 given in the textbook (P210-211) and be prepared for the quiz.

Grammar and expressions learned in class.
Read Grammar Notes 1&4 (P212-213, P215-216) given in the textbook before the class.

Kanji learned in class.
Check the meaning, correct reading and writing order of each kanji (P228-229) before the class.

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3.4. Grading

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Grading

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

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Attendance

- We take attendance very seriously. If you miss more than **14 classes**, you will not be able to obtain the credit.
- No audit** is allowed. Students who want to attend a Japanese learning class, are required to register.
- Keep in touch with the class instructors if you have any problems with attendance.

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Attendance

- If you are late for either **20 minutes or more**, you may still participate in class, but you will be marked as **absent**. If you leave the class for either 20 minutes or more after the class has started, you will also be marked as absent.
- If you are late or leave early less than 20 minutes **3 times**, you will be marked as **absent**.

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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: **Workbook**

- 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 before or after the class is allowed.**

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Homework: **Workbook**

Grammar Section

- Download the "HOMEWORK Sheet" from MANABA course "Resources" page.
- Fill in the head of the form.
- Type the Grammar/Kanji task questions and answers using hiragana/katakana or kanji and save the document.
- Save the file as [**your full name_task pages_submission date.docx**] and hand in to the instructor at the beginning of the class.

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Homework: **Shadowing**

- Take a video (mp4 format is preferable) of your shadowing practice and submit the file on manaba "Assignments" page.
- Detailed explanation will be given after mid-term test. Be sure to attend this class.

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Writing Assignments

Writing

- Use a Writing Assignment Sheet distributed by the instructor.
- The assignment should be typed using kanji and hiragana and saved in Microsoft WORD.
- Save the file as [**your full name_W_lesson number_submission date.docx**] and hand in to the instructor at the beginning of the class.
- The instructor will comment your assignment and return it to you via email after the class.

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NOTE!

- Late submission will be penalized by **10% reduction a day** and the assignment **will NOT be marked** if submitted more than **10 days** after the due date. When an assignment is on Manaba, you will be able to upload files within 10 days after the due date even if the status of the Assignment Room is "CLOSED".
- **Workbook Homework** and **Writing Assignments** should be handed in at the beginning of the class following the instructor's directions.
No submission before or after the class is allowed.
- Incomplete or sloppily done homework will NOT be accepted. If more than half of the assignment is incorrect, you will be given a "redo". In this case you should hand in corrected version in the next class.

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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. FAQ

How do we entry for the classes?

Submit "Entry Sheet for BASIC JAPANESE 1" on manaba "Surveys" page.

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

After you submit "entry sheet for Basic Japanese 1", access to MANABA course "Resources" page, and take "Pre-lesson for starters of Basic Japanese 1". 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 Basic Japanese 1

Basic Japanese I
Kyoko Hayakawa
2020 Spring-Summer Mon2

Tests Surveys Assignments Projects Grades Forum Resources

Surveys Administration

No.	Title	Period	Publish / Unpublish	Submitter	Manage
1	Entry sheet for BASIC JAPANESE 1	2020-04-23 13:00 - 2020-04-23 18:15	Unpublished	0 items	

Please answer following questions.

1. The name you would like to be called in class. (入力が必須)
2. Nationality. (入力が必須)
3. Home University. (入力が必須)

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2) Pre-lesson for starters of Basic Japanese 1

Basic Japanese I

Tests Surveys Assignments Projects Grades

Resources (latest first)

- Pre-Lesson for starters of Basic JAPANESE 1
- Homework Sheet

Hiragana & Katakana and Spelling Lesson

Analysis for meeting: 2020-04-27 13:00:00 - 2020-04-16 18:00:00

Learning content file list begins.

*To check the content of the page, click icon.

Learn Japanese writing system, Hiragana and Katakana
Watch learning videos and remember them before the first class.

- Hiragana
https://www.youtube.com/watch?v=4jgk_jl2p
- Katakana
https://www.youtube.com/watch?v=4K2K9t8tLGS

Hiragana & Katakana online

Hiragana & Katakana video with sound
https://www.youtube.com/watch?v=4jgk_jl2p

When you finished to watch, try following units.

*Time for some practice
The entry sheet for starters of Basic Japanese 1 can be used to build your meeting, writing, learning and listening skills as that you can communicate clearly and confidently in Japanese.
https://www.hitotsubashi.ac.jp/education/education/

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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.
(5 classes a week)*

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