

333 East 47th Street  
New York, NY 10017

japansociety.org



## 2023 SPRING JAPANESE BUSINESS ETIQUETTE

**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.

**Monday, February 13**

**6:30-8:30 pm**

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](mailto:language@japansociety.org).

**Ms. Atsuko Shio** has a BS in Pharmaceutical Sciences from Hoshi University in Tokyo. She has over 12 years of experience working in Product Management and in Sales at Otsuka Pharmaceutical Co., Ltd. She is a graduate of Japan Society's Teacher Training Program and has been teaching at the Language Center since September 2016.

### **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:**      \$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.

Registrants will receive a **Welcome Email** and **Zoom link** from [language\\_inquiries@japansociety.org](mailto:language_inquiries@japansociety.org) on:

**the afternoon of Friday, February 10**

Questions? Please email us at [language@japansociety.org](mailto:language@japansociety.org), or call at **(212) 715-1269** or **(212) 715-1293**. Please note that while we are working remotely, we may not always be reachable by phone.

## ***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