Assumption University
Theodore Maria School of Arts
Department of Japanese for International Business
Course Outline 2/2026

Course: **JA4702 Business Writing in Japanese I**
Credits: **3**
Status: **Major Required Course**
Prerequisite: **JA3702 Business Japanese I / JIB3750 Japanese in Business Communication**
Lecturer: **A. Kyoichi Yokota**
Office: **SR346**
E-mail: **kyoichi.y@hotmail.com**

Course Description:

Practice of writing business-related documents

Objectives of the Course:

This course aims

1. **To understand the basics of business-related documents in Japanese**
2. **To write various types of business-related documents in Japanese**
3. **To use honorific expressions accurately in business-related documents**

Course Learning Outcomes:

1. **Identify various purposes of business-related documents.**
2. **Compose well-structured business-related documents using honorific expressions.**
3. **Express viewpoints in a critical and analytical manner with moral and ethical characters.**

Teaching-learning Activities:

1. **Lectures**
2. **Reading and writing exercises**
3. **Assignments**
4. **Research-based business report**

Course Requirements:

1. **A minimum of 80% attendance is required.**
   ⇒<u>Make-up assignments or tests are not allowed</u>.
2. **AU dress code is required.**

Textbook / References:

Original handouts prepared by the instructor

Mark Allocation:

In-class assignments	**40% (60×2, 80×1, 100×2)**
Mid-term examination	**20%**
Final examination	**40%**
	100%

Grading:	**850～ 1,000**	**A**	**690～719**	**C+**
	820～ 849	**A-**	**650～689**	**C**
	790～ 819	**B+**	**620～649**	**C-**
	750～ 789	**B**	**520～619**	**D**
	720～ 749	**B-**	**0～519**	**F**

Day / Time / Room: **Wednesday** **15:00-16:30** **SM205**
Friday

Study Plan and Schedule:

Week	Date	Topic	Assignment
1	Nov 4, 6	Orientation, Résumé	
2	Nov 11, 13	Honorific Expressions	Nov 13: Honorific Expressions
3	Nov 18, 20	Business E-mail - Format, Memorandum (1)	Nov 20: Business E-mail
4	Nov 25, 27	Business E-mail - Memorandum (2) Business E-mail - Report	
5	Dec 2, 4	Business Letter - Format, Report	
6	Dec 9, 11	Structure of Business Reports Business Report - Experiment (1)	
7	Dec 16, 18	Business Report - Experiment (2)	Dec 18: Business Report (1)
8	Dec 23, 30	Business Report - Questionnaire (1.1) Review	
9	Jan 13, 15	Business Report - Questionnaire (1.2) Review	
10	Jan 20, 22	Business Report - Questionnaire (2)	Jan 22: Business Report (2)
11	Jan 27, 29	Business Report - Interview (1)	
12	Feb 3, 5	Business Report - Interview (2)	Feb 5: Business Report (3)
13	Feb 10, 12	Business Report - Research (1)	
14	Feb 17, 19	Business Report - Research (2)	
15	Feb 24, 26	Business Report - Research (3)	

⇒December 25, 2026 & January 1, 2027: Holidays (No classes)
⇒February 19, 2027: Last day to withdraw with "W"

Au VISION 2000

Assumption University of Thailand envisions itself as:

- an international community of scholars,
- enlivened by Christian inspiration,
- engaged in the pursuit of Truth and Knowledge,
- serving human society, especially through the creative use of interdisciplinary approaches and cyber technology.

ENVISIONING Au GRADUATES

Assumption University of Thailand envisions its graduates as:

- healthy and open-minded persons, characterized by personal integrity, an independent mind, and positive thinking,
- professionally competent, willing to exercise responsible leadership for economic progress in a just society,
- able to communicate effectively with people from other nations and to participate in globalization.

AU MISSION

Assumption University, an International Catholic University, is committed to be the light that leads learners and its stakeholders from all parts of the world towards wisdom, Truth, and Christian values and to discover "Treasure Within" themselves. Via effective teaching and research pedagogies of international standards as well as community engagement, the University aims to form individuals to be intellectually competent, morally sound, and spiritually enriching, accountable, righteous, and service-minded citizens; excelling in serving communities comprising of diverse cultures.

Au UNIQUENESS

"An International Catholic University"

Au IDENTITY

- Ethics
- English Proficiency
- Entrepreneurial Spirit

THEODORE MARIA SCHOOL OF ARTS
(www.arts.au.edu)
VISION AND MISSION

Vision

An international community of business communicators in Thailand

Mission

Theodore Maria School of Arts will ensure that: the School will…

1. Enhance business language skills
2. Promote cultural awareness
3. Foster academic networking
4. Encourage ethical standards and practices

TAGLINE

เติมเต็มศิลป์ภาษา พัฒนาศาสตร์ธุรกิจ

Language Education, Business Inspiration

ARTS ORGANIZATIONAL CULTURE: More than faculty, we are family

- Open communication
- Mentoring system
- Dedication
- Caring
- Teamwork
- Commitment
- Resource sharing

Core Values

A = Adaptability
R = Responsibility
T = Togetherness
S = Sustainability

Core Competencies

Employability
Multiculturalism
Internationalization

Quality Assurance Process

Students should understand and apply the Quality Assurance Process in their study. The Plan-Do-Check-Act Cycle (PDCA) provides an easy but effective approach for problem solving and managing change, ensuring that ideas are appropriately tested before the full implementation. It can be used in all sorts of situations and can be clarified as follows:

Plan: Define the current problem, process, and issue and establish objectives and processes required to

deliver the desired results.

Do: Implement the plans and new processes developed.

Check: Monitor and evaluate the implemented process by testing the results against the predetermined objectives.

Act: Apply actions necessary for improvement if the results require changes.

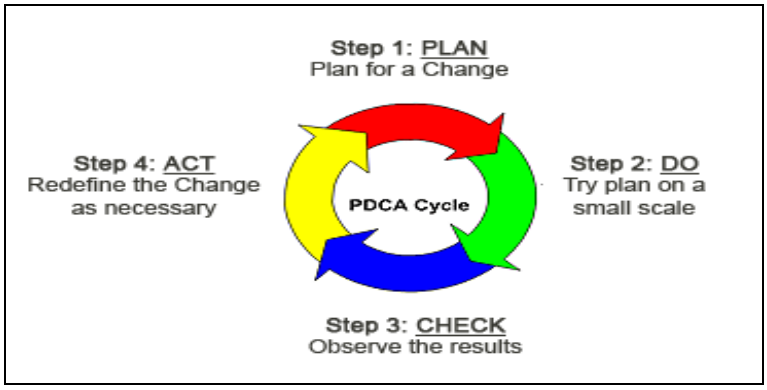


Figure 1: PDCA Cycle (http://www.swopehealth.org)

Plagiarism

Plagiarism is a serious academic offence, a serious breach of ethical conduct and is unacceptable student behavior. Students who plagiarize copying words or ideas without acknowledging the original writer of the words or ideas, will face disciplinary action. This will range from receiving an ″F″ in the subject to university suspension.