Please Note: Due to COVID-19, these workshops 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.

**Friday, February 4**
6:30-8:30 pm

**Thursday, March 31**
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.

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**

**Tuition:**
- $40 nonmembers
- $35 Japan Society Members / Japan Society Corporate Members

**Registration may be completed online (recommended)** or by phone at (212) 715-1269 or (212) 715-1293. At the moment, we are only taking payment in the form of credit or debit cards (no checks or
Registrants will receive a Welcome Email and Zoom link from language_inquiries@japansociety.org on:

- the afternoon of Thursday, February 3 (for the February 4 Workshop)
- the afternoon of Wednesday, March 30 (for the March 31 Workshop)

Questions? Please email us at 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:** Tuition is non-refundable and non-transferable (including for credit) for any reason after 12 pm noon, the business day before your workshop starts. All refunds are subject to a $5 service charge, including those requested by the deadline date. No partial registration or auditing is permitted. Please note that cancellations are accepted by phone only. Cancellations via e-mail are not accepted. Japan Society reserves the right to cancel any course or workshop if sufficient enrollment is not obtained. In such a case, students already enrolled will receive full refunds. You also verify that the student taking this workshop is age 16 or older.

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

We do not record these classes/workshops, and recording of these classes/workshops is prohibited.