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OVERVIEW OF LANGUAGE TRAINING

# About Language Training, Language Proficiency Test

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- ❖ Translation and Interpretation Skill
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- ❖ Business Manner



# ① Japanese training course for Vietnamese

## Features

- ◆ Learning Japanese in Japanese language
- ◆ Improving 「Speaking」 and 「Listening」 skills
- ◆ Organizing courses for studying 「Grammar」 「Vocabulary」 and 「Kanji」
- ◆ Teaching new words with various teaching materials
- ◆ Making students to be familiar with Japanese Customs and Manners

## Training Policy

- “Set a goal and achieve it.”
- Individual oriented lectures
- Instruction by the professional and responsible teachers
- Make students to use the Japanese language fluently
- Learn the basics of Japanese over and over again
- “YOU CAN DO IT”



# Japanese Course Outline

Elementary  
Level  
N5-N4

Students can learn the basic grammar, words, and terminology in an organized way. Students can improve their speaking and listening skills so that they can have a simple conversation in Japanese.

**We teach the Japanese manner from the Elementary level!**

Intermediate  
Level  
N3-N2

Students learn many terminology and they can experience real-life conversation with role play.

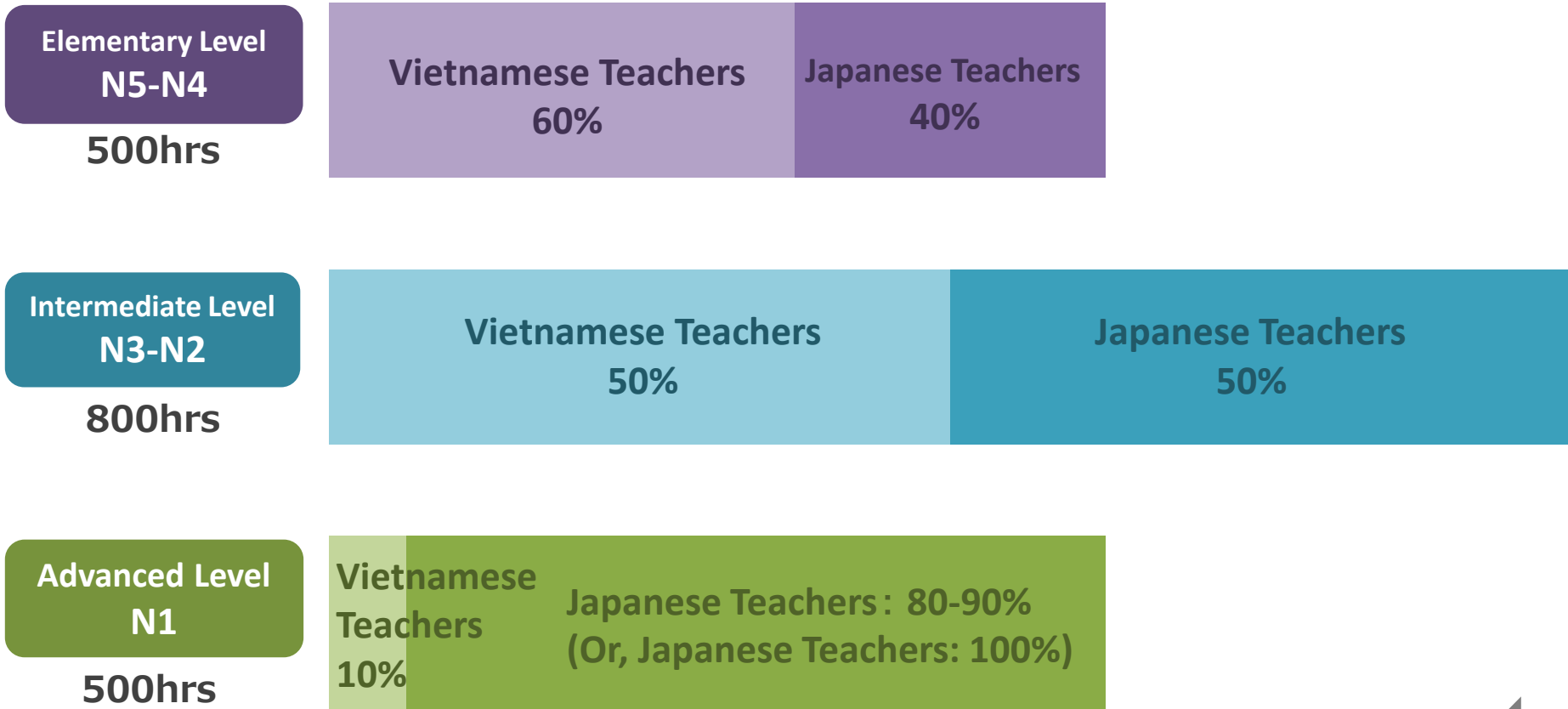
**By finishing the intermediate level, the students can be familiar with professional words and basic Japanese manner!**

Advanced  
Level  
N1

N1 Level Preparation course. And/or the students can learn the Japanese manner and soft skills need to work with Japanese.

# Ratio

## The Ratio of Vietnamese/Japanese Teachers



# N5 Course



For beginners.

**Objects**



**Objectives**

- Read and understand typical expressions and sentences written in hiragana, katakana, and basic kanji
- Listen and comprehend conversations about topics regularly encountered in daily life and classroom situations
- Pick up necessary information from short conversations spoken slowly.

## Contents



Minna no Nihongo I  
(Lesson 1-25)

- ✓ Vocabulary ✓ Listening
- ✓ Kanji ✓ Reading
- ✓ Grammar

## Study Hours



Total class hours  
250hrs

- ✓ Basic class 190hrs
- ✓ Review & Test 30hrs
- ✓ N5 preparation 30hrs

## Review & Test



Review 4 times  
Test 4 times

- ✓ Hiragana • Katakana 1
- ✓ Lesson 1-12 1
- ✓ Lesson 13-25 1
- ✓ N5 prep. Test 1



# N4 Course



## Objects

People who have studied Japanese for more than 250 hours. (N5 Level)



## Objectives

- Read and understand passages on familiar daily topics written in basic vocabulary and kanji.
- Listen and comprehend conversations encountered in daily life and generally follow their contents, provided that they are spoken slowly.

Mainly read and write conversations

Inflected forms of verbs

Polite Japanese words

JLPT N4 Preparation

## Contents



Minna no Nihongo I  
(Lesson 26 - 50)

- ✓ Vocabulary    ✓ Listening
- ✓ Kanji            ✓ Reading
- ✓ Grammar

## Study Hours



Total class hours  
250hrs

- ✓ Basic class      180hrs
- ✓ Review & Test    40hrs
- ✓ N4 preparation   30hrs

## Review & Test



- |                 |         |
|-----------------|---------|
| Review          | 8 times |
| Test            | 5 times |
| ✓ Lesson 26-38  | 1       |
| ✓ Lesson 39-50  | 1       |
| ✓ N4 prep. Test | 3       |



# N4・N5 Course Materials ✕ The textbook can be changed depending on situations.

## Textbooks

- ✓ Minna no nihongo I&II
- ✓ Sentence Exercise I&II
- ✓ Listening Task I&II
- ✓ Beginner's reading topics I&II
- ✓ Minna Practice Questions I&II
- ✓ Chokuzen Taisaku N4・N5
- ✓ JLPT N4・N5 Predicted Questions Book
- ✓ Goukaku Dekiru N4・N5
- ✓ JLPT Comprehensive Exam Exercises N4
- ✓ Other materials



# N3 Course



## Objects

- People who have finished the Elementary level
- People who can express themselves in various situations.



## Objectives

- Can understand sentences that are slightly difficult in daily situations, and conversations spoken at near-natural speed.

### Slightly difficult writings



- Read and understand the main points of the content if some alternative phrases are available to aid one's understanding.

### Conversations spoken at near-natural speed



- Follow their contents as well as grasp the relationships among the people involved.

## Contents



Japanese Matome N3  
Short term master N3  
N3 Speed Master

- ✓ Grammar, Vocabulary
- ✓ Reading, Listening
- ✓ Japanese Custom and Manner
- ✓ Terminology

## Study Hours



Total class hours  
380hrs

- ✓ Basic class 300hrs
- ✓ Review & Test 20hrs
- ✓ N3 preparation 60hrs

## Review & Test



Review 10 times  
Test 5 times  
(Once/month)

- ✓ N3 prep. Test 5 times

# N3 Course Materials

※The textbook can be changed depending on situations.

## Textbooks

- ✓ Japanese Matome N3
- ✓ New Perfect Master N3
- ✓ Speed Master N3
- ✓ JLPT Jitsuryoku Appu N3
- ✓ JLPT Complete Mock Exams N3
- ✓ JLPT Comprehensive Exam Exercises N3
- ✓ 55+ Reading Comprehension N3
- ✓ Other materials



# N2 Course



## Objects

People who have studied Japanese for more than 800 hours and finished the Intermediate Level



## Objectives

In daily situations, students can understand conversations and news at near-natural speed, can read articles commentary in newspapers, magazines that describe a wide range of topics.



➤ Comprehend orally conversations and news, reports, spoken at nearly natural speed, follow their ideas and comprehend their contents.



➤ Read materials written clearly on a variety of topics as well as simple critiques, comprehend their contents and understand the intent of the writers.

## Contents



Japanese Matome N2  
Short term master N2  
JLPT Comprehensive Exam

- ✓ Grammar, Vocabulary
- ✓ Reading, Listening
- ✓ Terminology
- ✓ Soft Skill

## Study Hours



Total class hours  
420hrs

- ✓ Basic class 270hrs
- ✓ Review & Test 50hrs
- ✓ N2 preparation 100hrs

## Review & Test



Review 20 times  
Test 6 times  
(Once/month)

- ✓ N2 prep. Test 5 times

# N2 Course Materials

※The textbook can be changed depending on situations.

## Textbooks

- ✓ Japanese Matome N2
- ✓ New Perfect Master N2
- ✓ N2 Speed Master
- ✓ JLPT Drill & Drill N2
- ✓ JLPT Jitsuryoku Appu N2
- ✓ JLPT prep. Test N2
- ✓ JLPT Practice exams and Strategies for N2
- ✓ JLPT Chokuzen Taisaku N2
- ✓ JLPT Comprehensive Exam Exercises N2
- ✓ JLPT Complete Mock Exams N2
- ✓ Other materials



# N1 Course



## Objects

People who have studied Japanese for more than 1,200 hours, and who have studied the advanced level



## Objectives

Students read writings with logical complexity and/or abstract writings on a variety of topics, such as newspaper editorials and critiques.



- ✓ Comprehend both structures and contents of writings
- ✓ Follow narratives as well as understand the intent of the writers comprehensively

## Contents



Japanese Matome N1  
Short term master N1  
JLPT Comprehensive Exam

- ✓ Grammar, Vocabulary
- ✓ Reading, Listening
- ✓ Terminology
- ✓ Soft Skill

## Study Hours



Total class hours  
500hrs

- ✓ Basic class      350hrs
- ✓ Review & Test    70hrs
- ✓ N1 preparation    80hrs

## Review & Test



Review    20 times  
Test      7 times  
(Once/month)

- ✓ N1 prep. Test 5 times

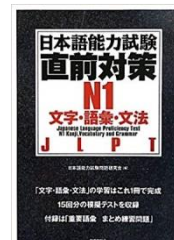
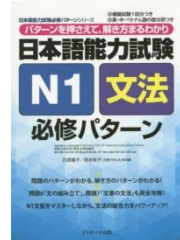


# N1 Course Materials

※The textbook can be changed depending on situations.

## Textbooks

- ✓ Japanese Matome N1
- ✓ New Perfect Master N1
- ✓ N1 Speed Master
- ✓ JLPT Drill & Drill N1
- ✓ JLPT Jitsuryoku Appu N1
- ✓ JLPT prep. Test N1
- ✓ Nihongo Power Drill N1
- ✓ JLPT Hisshu Pattern N1
- ✓ JLPT Chokuzen Taisaku N1
- ✓ JLPT Complete Mock Exams N1
- ✓ Other materials



## Japanese Language Proficiency Test & Interview Test

**The Test can be created depend on the Student's level**

- ① Writing and listening comprehension
- ② Creating interview themes
- ③ Interview (about 15 minutes per person)
- ④ Testing Supervisor
- ⑤ Scoring and Analyzing result





## ② Vietnamese/English training courses for Japanese

These courses can be held One-to-one or Group lessons for Japanese who want to learn English/Vietnamese.

After a short period of time, the students would be able to speak the simple daily conversations, listen and comprehend conversations about topics regularly encountered in daily life and work-place situations

We can dispatch to teachers or training in the classroom.



# Vietnamese training course



## Study Hours

80hrs  
Twice per week  
(2 hours/once)



## Teacher

Vietnamese teachers who understand – speak Japanese or English fluently



### Able to have simple daily conversation by learning:

- 1) pronunciation
- 2) how to say numbers, or time
- 3) how to ask for directions
- 4) how to explain your ideas.

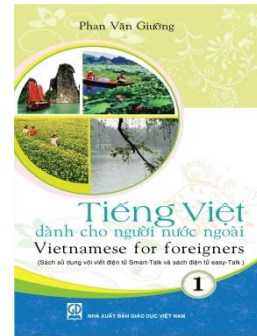


### Able to listen and comprehend conversations spoken slowly

Pick up necessary information from short conversations about topics regularly encountered in daily life and work-place situations.



## Textbooks



## English training courses



### Study Hours

80hrs  
Twice per week  
(2 hours/once)



### Teacher

Vietnamese teachers who understand – speak Japanese or English fluently



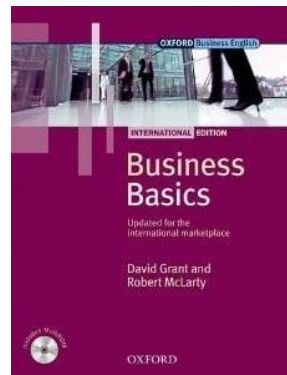
### Objects

- ✓ People who study English for the first time can learn the language comfortably
- ✓ The students will be able to advance to Level 1 smoothly.



### Objectives

- ❖ Able to be familiar with various English expressions for Business situations.
- ✓ Conversation with a friend or a boss
- ✓ Speaking in front of people at a meeting



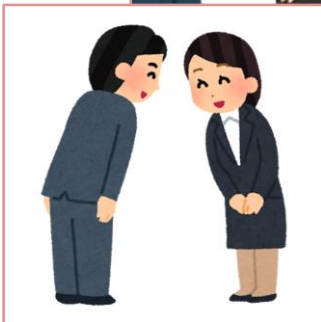
### Textbooks

Business Basics

(Oxford Business English)



### ③ Business skills training course



✓ Training writing skills through learning various expressions and manners in business mails.

✓ Training Translation and Interpretation skill through various exercises, such as summarizing, paraphrasing, and etc.,

✓ Training about Japanese business manners such as greetings, honorific expressions, and behavior patterns,...

# E-mail writing skill



40 hours

**Study Hours**

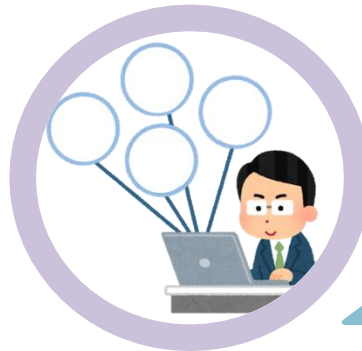


Foreigners working with Japanese

**Objects**



Students train their writing skills through learning various expressions.



Students would be able to write an e-mail depending on situations.



Students can be familiar with clear expressions, so they are able to write business mails



# Translation and Interpretation Skill



60 hours

**Study Hours**



**Objects**

People who want to be a professional Japanese Translator / Interpreter



## STEP 1: Learn the necessary skills for translator / interpreter!

Based on topics

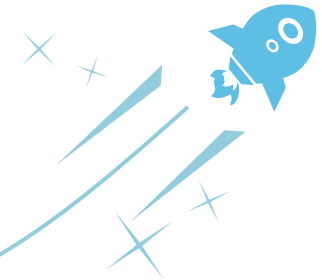
- ✓ Various exercises to improve accurate Vietnamese expression
- ✓ Strengthen Japanese expression skills




## STEP 2: Prepare to become a real interpreter!

Through various exercises such as shadowing, summarizing, paraphrasing,


- ✓ Learn "language skills, knowledge skills, comprehension skills, and expressive skills"
- ✓ Instruct basic Japanese - Vietnamese consecutive interpretation skills



# Business Japanese Conversation

**Objects**  People who have finished the intermediate level (N3 level)

**Teachers**  Vietnamese Japanese

**Objectives**  ✓ Learn some professional vocabularies used in daily business  
✓ Familiar with the sentences that are used in various business situations



- ✓ Learn expressions at each business situations
- ✓ Students will be able to communicate in Japanese



## Contents



Getting a job in Japan  
(Lesson 1 - Lesson 8)

- ✓ Real working place simulation

## Study Hours



Total 80 hours  
(2hs×40 times)

- ✓ Getting a job in Japan 44hrs
- ✓ Practice 36hrs (according to business type)

## Review & Test



Review 3 times (6hs)

Test 3 times (6hs)



# Business Manner



8 hours



Foreigners working with Japanese



Through  
having a role-  
play between  
students,

- ✓ Students can understand the Japanese common sense, greeting, honorific expressions, and behavior patterns



- ✓ Eventually, students will be familiar with the Japanese working manner.





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