

英語版

# Shukatsu Workbook

Self-Study Booklet

ver.2.0



Let's go for Shukatsu!

I'm worried, there's so much I don't know.

What's Shukatsu?

監修



財団法人 海外技術者研修協会



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## UNIT 0 Let's begin

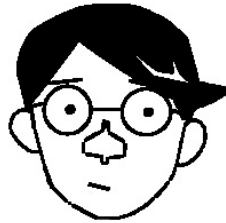
## UNIT 0 Objectives

- Understanding how to use the text
- Understanding how to self-evaluate and the need for it

## STEP 1 Nice to Meet You!



Linlin



Nguyen



Lim



Linlin, Nguyen and Lim met at the Career Development Program for Foreign Students in Japan and they are your Shukatsu team mates. They will be learning about 就活 (Shukatsu (Seeking Employment)) with you.



Hi, my name is Linlin. I'm from Shenyang in China and I'm majoring in Sociology at the university. Oh, yeah, I'm 24 years old. I have lots of Japanese friends, and I know Japanese culture, so I think it won't be so hard to get a job here in Japan. But, I don't know what I need to do for Shukatsu. After I graduate, I'm hoping to work hard at a top-ranking company.



I'm Nguyen. I come from Hanoi in Vietnam. I'm 28 years old and a graduate student in Environmental Engineering and Urban Planning. I plan to go back to Vietnam some day and work on landscape preservation for small villages and towns; but before that, I'd like to get some work experience in Japan. I'm worried that my Japanese isn't good enough, but I'm going to try hard to get into a good company.



I'm Lim. I'm from Pusan in Korea and I'm 33 years old. In Korea, I worked for an insurance company and I won the prize for being No. 1 in sales. But, it was hard for me to get promoted because I was only a high school graduate, so I decided to further my education. Why did I come to Japan? I didn't want to study with other students 10 years younger than I am in Korea and my older sister was living in Japan, so I decided to enter a university in Japan.



Let's learn about Shukatsu together!

STEP 2 How to use the textbook



This workbook was created as a self-study tool. It consists of 14 units, from UNIT 0 to UNIT 13. Each unit is about 4 pages long.



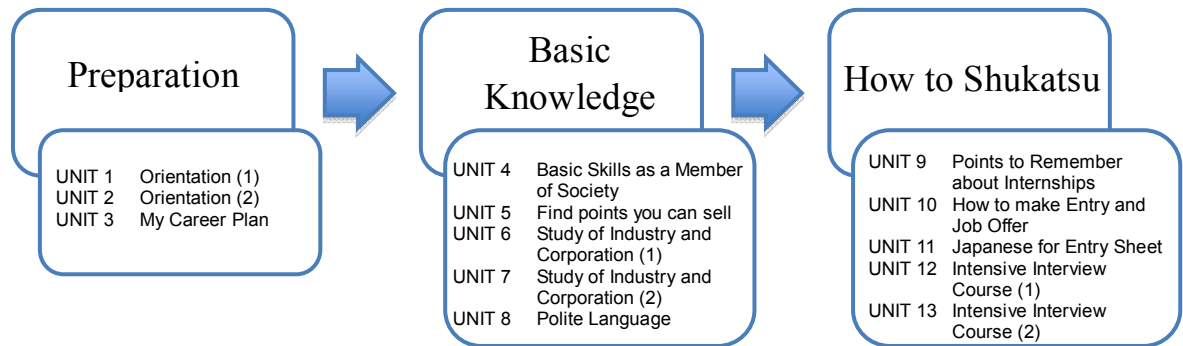
It's easy compared to studying at university. I can finish it in no time!



Yeah, reading it will only take about 15 to 20 minutes.



It might take me longer because I can't read kanji very well.



STEP 3 Self-evaluation ~ Balance of Abilities Required for Shukatsu



When you're studying alone, you tend to get lazy and put it off. This is a very good opportunity for you, so I hope that you will follow the schedule and complete the course.



Yes, I get bored pretty easily. What can I do?



One tip to keep with the program is to recognize points you understand and points you don't understand. And, if you and your friends support each other, you've got it made.



Don't worry, we're here to help.

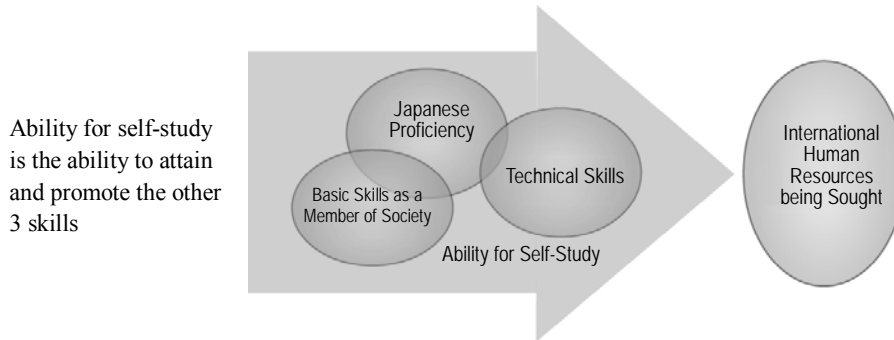


How do I recognize points I don't understand?



This self-evaluation chart is designed just for that purpose. This chart helps you to see the balance of several abilities required for Shukatsu. The abilities that foreign nationals need for Shukatsu are Japanese, Basic Abilities as a Member of Society, Professional Ability, Ability to Self-Study and these are self-evaluated in each of the relevant units. At the end, after all

self-evaluations are completed, we can see what your balance of these abilities is.



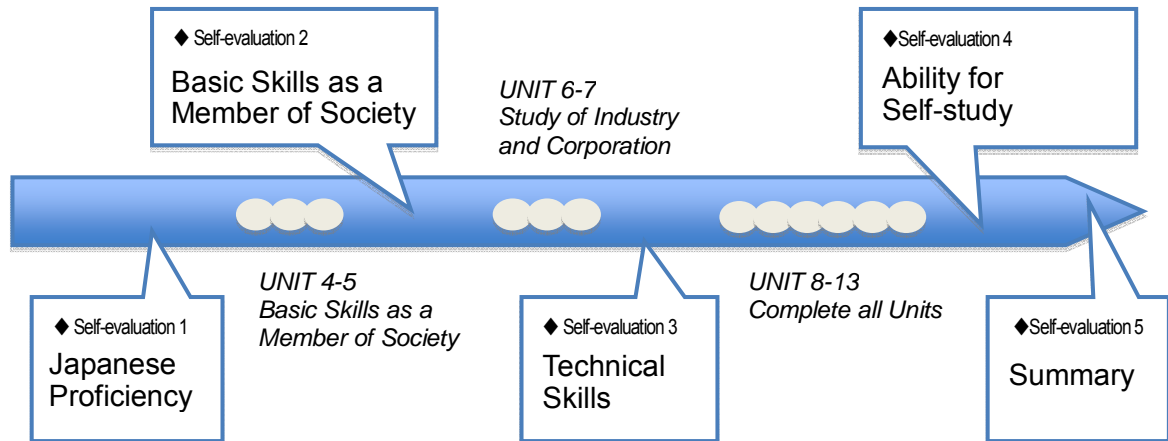
I see. Japanese and technical skills, I can understand, but basic ability as a member of society and self-study skills...



Does it mean that we can analyze ourselves with the result of the evaluation?



Yes. Understanding the balance of your ability will enable you to create an effective study plan. The self-evaluation chart is added at the end of the relevant unit to better understand the content and the meaning of each skill.



What?! We're going to start with a check of Japanese ability?! I don't think I can get a good score.



This isn't a test. It's for you to create a diagram that shows what your balance of abilities is, so that you can see your strengths and weaknesses. It's for you to review your Japanese skills and compare them to the Japanese ability required to find employment in Japan. Let's get started.

◆ Self-Evaluation 1: Japanese proficiency ~ Let's evaluate your Japanese skills

5: Near native 4: Can do with relative ease 3: Depending on the subject or circumstances  
2: Can do with difficulty 1: Can't do

● Japanese Proficiency		Self-evaluation point
1	I can read and understand professional documents	5・4・3・2・1
2	I can read and immediately understand correspondence, notices and e-mail	5・4・3・2・1
3	I can read and immediately understand the documents distributed at meetings	5・4・3・2・1
4	I can understand technical presentations	5・4・3・2・1
5	I can understand conversations between Japanese spoken at high speed	5・4・3・2・1
6	I understand the different level of politeness and I am able to correctly use polite expressions	5・4・3・2・1
7	I can write a resume and an invoice	5・4・3・2・1
8	I can make a presentation on a technical subjects within my specialty	5・4・3・2・1
9	I can express my thoughts and opinions accurately	5・4・3・2・1
10	I can summarize and report the status of my country regarding my professional field	5・4・3・2・1



Total points (       )

How was it? If you wish to find employment in Japanese companies, you will need at least a total of 40 points. If your score is below that, you will need to work on your Japanese. The upper dark area (1-5) is related to input skills and lower white area (6-10) is related to output skills. Tabulating the points separately will show the balance of these two skills.

Linlin

Input 21

Output 17

Total 38

Nguyen

Input 15

Output 12

Total 27

Lim

Input 22

Output 23

Total 45

You

Input    —

Output   —

Total    —

Evaluation ➡ Write your score in the Chart on STEP 1, Page 72.



I see. My total score was 38. It's a little too low. I thought I had good speaking skills, but I'm not good with polite expressions and presentations in an official setting.



Wow! I scored 45 points. That means I've cleared Japanese proficiency skills. I might have problems with document reading comprehension. And, I still need to work on polite expressions.



I've still got a long way to go. I have problems reading technical documents in Japanese. I'll double my efforts to study Japanese.

**Self-check!**

I understand about the main characters.

I understand the flow of the workbook.

I was able to self-evaluate my Japanese proficiency.

**UNIT 1 Orientation (1) → p.9**

Flow of Shukatsu 1 - Understanding Japan's Shukatsu Calendar



(1) Lim: We better start thinking about Shukatsu.

Linlin: What? We're only in the 3<sup>rd</sup> year.

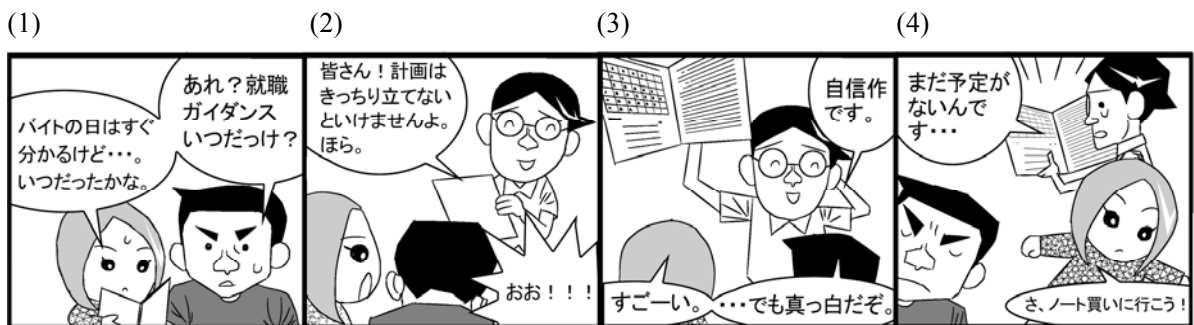
(2) Lim: I know, but Shukatsu begins early in Japan.

Nguyen: That's right. I've already set up a plan.

(3) Linlin: Really? Then I better start planning, too.

**UNIT 2 Orientation (2) → p.13**

Flow of Shukatsu 2



(1) Lim: When is employment guidance?

Linlin: Let's see, when is it? I know when I'm supposed to go to work, but...

(2) Nguyen: People! You've got to plan your schedule. Here you go.

Lim: Wow!

(3) Nguyen: It's great, isn't it?

Linlin: Fantastic!

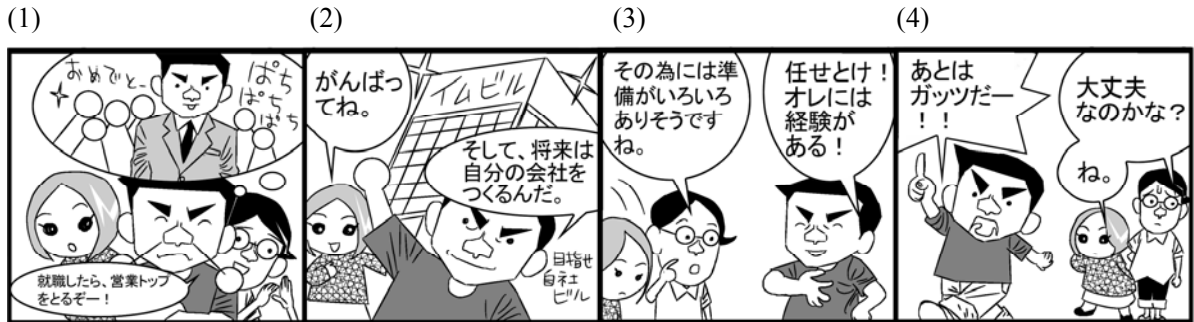
Lim: But there's nothing on it.

(4) Nguyen: I don't have any appointments yet.

Linlin: Well, I'd better go buy my own notebook.



UNIT 3 My Career Plan → p.17



(1) Lim: When I get hired, I'm going to become a top salesman!

(2) Lim: And, I'm going to set up my own company.

Linlin: Good luck!

(3) Nguyen: You've got a lot of preparation to do.

Lim: Leave it to me! I've got a lot of experience.

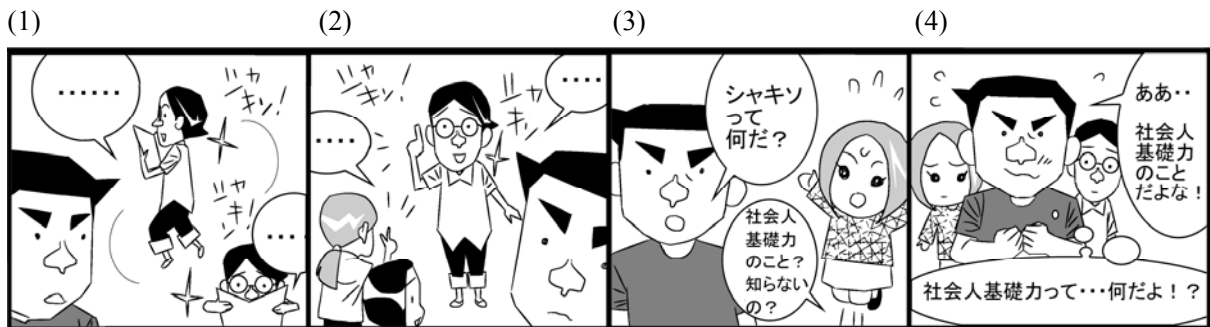
(4) Lim: All I need is a lot of guts!

Nguyen: Are you sure about that?

Linlin: Yeah.

UNIT 4 Basic Skills as a Member of Society → p.21

In order to work for a Japanese company



(3) Lim: What's Shakiso?

Linlin: Don't you know about the Basic Skills as a Member of Society?

(4) Lim: Oh, yeah, that skill!

What are these Basic Skills as a Member of Society, anyway?

UNIT 1 Orientation (1)  
Flow of Shukatsu 1 - Understanding  
Japan's Shukatsu Calendar

- UNIT 1 Objectives
- Understanding the flow of Shukatsu
  - Understanding Shukatsu terminology
  - Understanding the Shukatsu schedule



STEP 1 Understanding the flow of Shukatsu

1-1 Understanding the terminology

Reference: [Job Hunting Guide for International Students 2012: Independent Administrative Institution, Japan Student Services Organization](http://www.jasso.go.jp/job/guide.html)

<http://www.jasso.go.jp/job/guide.html>



The diagram below shows the flow of Shukatsu. (1)~(12) are important keywords for Shukatsu. Do you know the meaning of these terms? A feature of Shukatsu in Japan is that it starts quite a bit earlier and it involves a lot of work. Have a good understanding of the Shukatsu system so that you will not start too late and miss out on the timing.

**Undergraduate 3rd Year and Master's Program 1st Year**

April-June - Participate in (1) 就職ガイダンス/Collect (2) 情報

Summer Participate in (3) インターンシップ during summer vacation

October - Register in the (4) 就活サイト/(5) OG/OB 訪問/  
Attend company (6) 説明会 and (7) セミナー/Make (8) エントリー

February - Take (9) 採用試験 (Submit application)/(10) 筆記試験/(11) 面接

**Undergraduate 4th Year and Master's Program 2nd Year**

April - Get (12) 内定

June  
August  
October  
December  
February  
April



Wow, that's early! And there's so much to do.



Yeah, but if we know what to do, we're sure to find a job.



I know you have a lot of anxiety because you're seeking employment in an overseas country. But like Lim said, if you have the information you need before you take any action, your goal will be easier to reach. First, you should start off by obtaining information through the Employment Center of your university and employment information sites on the Internet.

### 1-2 Understanding keywords required for job application



Words in the chart below are terms you should know when you're filling out an employment application. These terms will be covered in their relevant units, but before that, let's get the general idea of what they mean.

Terminology	Definition
(1) 就活サイト (就職情報サイト)	Internet site with information on corporations and other useful information about employment recruitment schedule. It is also possible to make an entry through the site. Registration is required.
(2) 企業ホームページ	Online information site open to the public. Some corporations require that you register on their site, not on the Shukatsu sites.
(3) プレエントリー	Applications should be made through the company or Shukatsu website. The first application is to indicate your interest in the company. In order to move on to actual employment screening, you need to make an official entry at a later date. Pre-entry allows you to obtain information about briefing sessions, schedules for official entry, recruitment schedules and other information.
(4) 本エントリー	Application to move on to official screening after pre-entry. In most cases, you will need to submit your ES.
(5) エントリーシート (ES)	Application sheet companies require all applicants to submit. Format and content varies with each company. Applicants are screening with this sheet, so you will need to learn how to fill them out.
(6) 志望動機	The reason you want to work for the company. This question will come up several times, on the entry sheet, in your resume and during interviews, so make sure that your answer is consistent.
(7) 自己 PR	Explanation about yourself. Mainly you are highlighting your good points, but it would be good if you could also speak objectively about your shortcomings. Include past experiences.
(8) インターンシップ	Training provided to applicants by companies. Period and content varies for each company. Some send information to the university, but in most cases, each person needs to apply for the training individually. It would be good to use long holidays, such as summer vacation. Check and confirm via e-mail or telephone.

Points to sell about yourself

⇒UNIT 12

Company website

⇒UNIT 7

Internship

⇒UNIT 9

Shukatsu website  
Pre-entry

⇒UNIT 10

Entry Sheet

⇒UNIT 11

Reason for application

⇒UNIT 13

## 1-3 Understanding Shukatsu



Student Affairs and Employment Centers on campus provide information and guidance on job-seeking, so these are the first places you should consult. There are job listings and information about where students have been hired in the past, which will give you leads for OB/OG visits. Make use of Shukatsu-related books and Internet sites to get useful hints for your Shukatsu.

Quiz Below are comments from by Linlin, Nguyen and Lim about their Shukatsu. Fill in the ( ) with the terms you learned in this unit to complete the sentences.



I was surprised at how soon Japan's employment screening begins. Now, that I know, I'm going to start my Shukatsu right away. First, I'll go to the Employment Office at my university. I'm going to ask about the school's (1 ) schedule. I haven't decided what company I want to apply to, but I'm thinking that a manufacturer would be a nice start. I want to ask senior students about their experience, so I want to (2 ). And I don't know much about Japanese company, so I'm thinking of applying for (3 ) during summer vacation.



My dream is to go back to my country and work on Eco-Town Planning. As my first step, I would like to work for a construction company in Japan. Now, I'm checking all the information through (4 ), but I have difficulty understanding with my poor Japanese. I intend to learn about writing my resume and (5 ) in Shukatsu-related books and on the Shukatsu website. What I'm really worried about is the (6 ). I'm not even good at speaking in my native language, much less selling myself. I wouldn't know what to say.



Actually, I have work experience in my home country. So, I know what it is to work for a company. Japan and Korea are both East Asian countries, so how different can they be? I'd like to apply to a company in the finance industry. I passed the Japanese Language proficiency Test N1 with the score of 162 points, so I'm confident about my Japanese skills. I'm going to actively participate in the company (7 ) and seminars to sell myself. I'm going to put my all to my employment examinations and get (8 ). That's why I came to Japan.

Answer 1.就職ガイダンス 2.OB/OG 訪問 3.インターンシップ 4.企業ホームページ(就活サイト) 5.エントリーシート 6.面接 7.説明会 8.内定

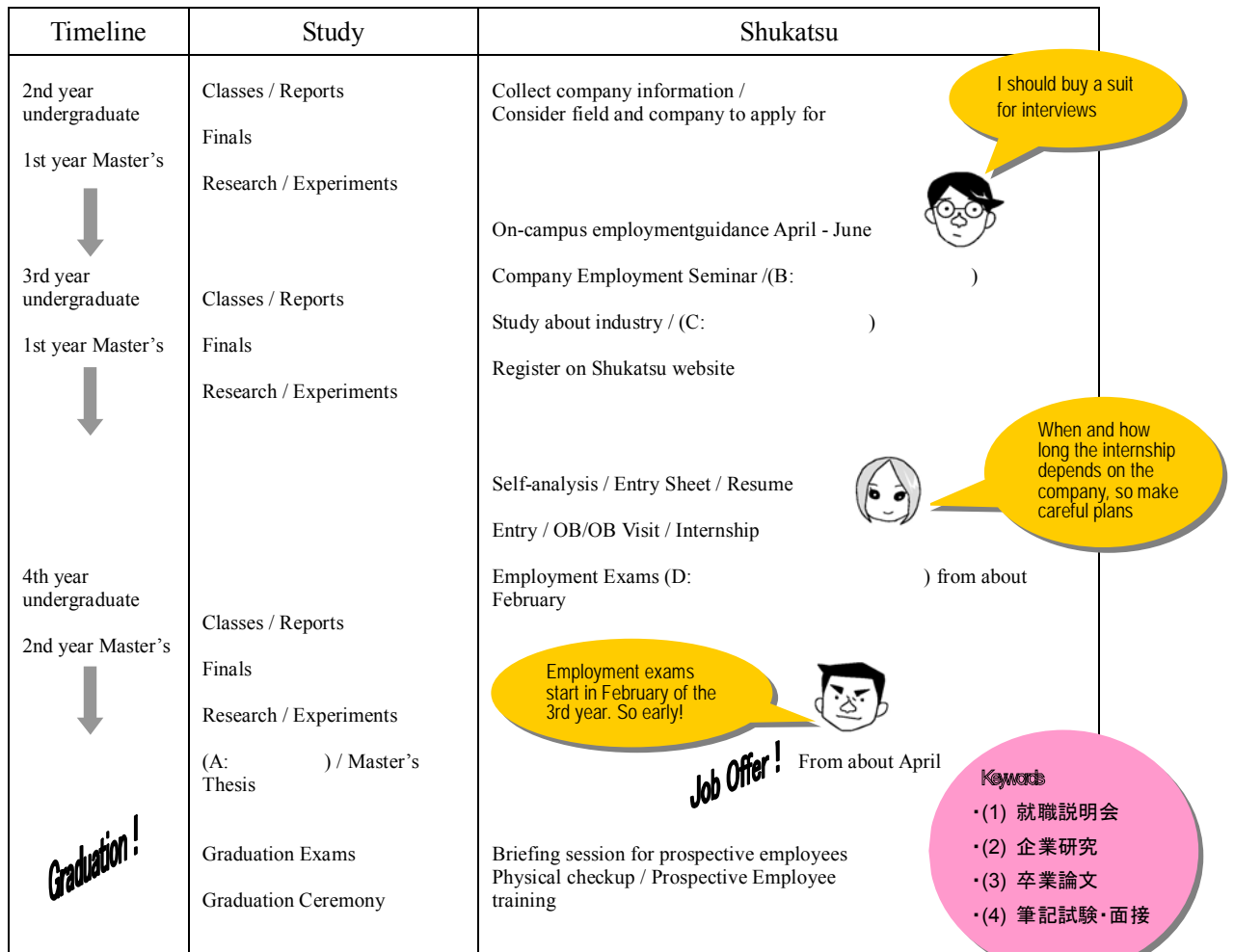
STEP 2 Balance of Study and Shukatsu



It's stressful finding time to do the Shukatsu while attending classes. So what becomes important is to schedule your time for study and Shukatsu. There are unbelievable cases of students who were offered a job, but could not graduate because they didn't have enough units. They had no choice but to turn down the job they tried so hard to get. Plan to study and do Shukatsu concurrently to achieve your goal. You also want to have some time to enjoy hobbies and sports even while you are doing Shukatsu. If you lead a fulfilling life, you'll be motivated.

2-1 Plan to Study and do Shukatsu Concurrently

Quiz☞ The diagram below is an example of a concurrent study and Shukatsu plan. Which of the keywords in ● fits into each ( )? Fill in the appropriate word and complete the diagram. (Refer to 1-1)



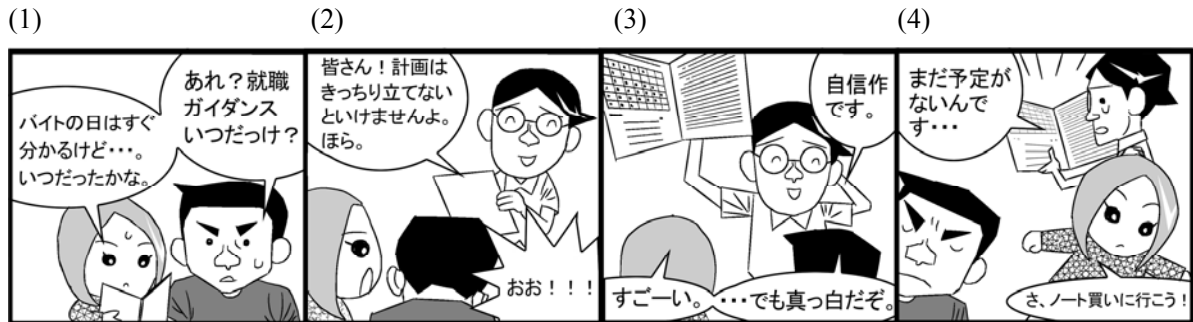
Self-check! Answer☞ 勉強) A.卒業論文 就活) B.就職説明会 C.企業研究 D.筆記試験・面接

I know the flow of Shukatsu                       I know Shukatsu terminology

I know what I need to do for Shukatsu     I can think about study and Shukatsu concurrently

UNIT 2 Orientation (2)  
Flow of Shukatsu 2

- UNIT 2 Objectives
- Check Shukatsu flow
  - Create a Shukatsu notebook
  - Manage your schedule



STEP 1 Flow of Employment



Let's review the flow of Shukatsu once more. Take a look at pp. 2-3 of the *2012 Job Hunting Guide for International Students* (Japan Student Services Organization).



We've really got to start preparing early.



Yeah! I won't have time for part-time job.



But unless you plan early, it might be a problem later.



International students in particular tend to panic because of the preparation that needs to be done in Japanese and the difference in job-hunting customs. It's best to start early.



Yes, sir!

STEP 2 Create your Shukatsu Schedule



But, can't we just write down the schedule in our daily planners?



I have a daily planner. I write down my schedules for my part-time job and classes.



I have one, too, but, maybe it might be too small. It'll be hard to fit the entire schedule in it.



This is mine.

March						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>
<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>
<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>
<u>29</u>	<u>30</u>	<u>31</u>				

TO DO LIST		
1	_____	Due      Completed
2	_____	/          /
3	_____	/          /
4	_____	/          /

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Wow! Where did you buy it?



I made it myself with Microsoft® Excel®. Daily planners sold in stores seemed hard to use.



That's really fantastic! I'm not very good with computers. Can I buy it somewhere?



I'll give you one.



Thank you!



Can I have one, too?



Sure.



Then I'll print them out for everybody! My friend can do it for us.



Thanks!



Creating a Shukatsu notebook is the first step in job hunting. With a little imagination, it can be very useful. Here are some tips.

**Tips for creating a Shukatsu notebook**

- ◆ Create a two-page spread with a monthly calendar on the left and memo space on the right.
- ◆ Write what you need to do in the TO DO LIST and check it daily.
- ◆ Write all important information in the memo space (company contact number, person in charge, directions to the company, possible interview questions and answers, what to take, etc.)



It might be easier to see if I use different colors for my schedule for school, Shukatsu and my part-time job. Red for school, blue for Shukatsu and black for my part-time job...



And wouldn't it be better if we could see the schedule for several months at a glance?



Then, let's make year calendar.

	July	August	September	October	November	December
1		PT job		<u>Begin Second Term</u>		
2		PT job	Internship ↑			
3	Employment briefing	PT job			Culture Day	
4						
5	Career Counseling	<u>Seminar Camp</u> ↑				
6						
7	PT job					

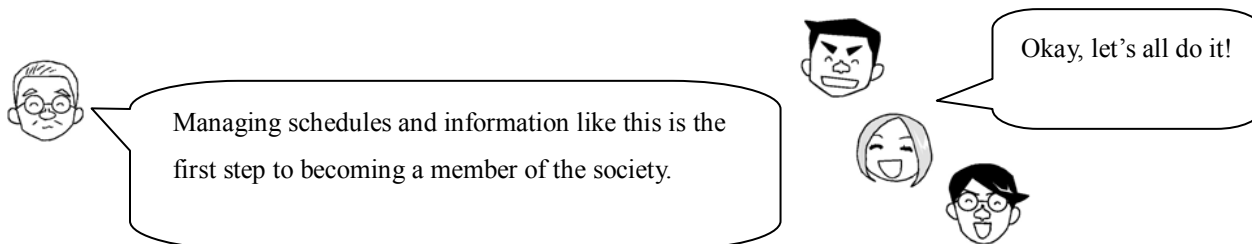


And it might come as a surprise to you, but Shukatsu may cost money. It will be useful if you



write out schedule of expenses.

The merit of the Shukatsu notebook is that you have all the information in one notebook. If you add a clear pocket on the back cover, you can organize name cards of the persons in charge at the companies you applied to. You can also keep a subway map, resume and extra photos. Set up a page to record all the information given out at the briefing sessions, questions you were asked and how you answered them as a reference for the next interview.



#### Self-check!

- I know how to make a Shukatsu notebook ➡ To be created by when? By ○○
- I understand the importance of schedule management

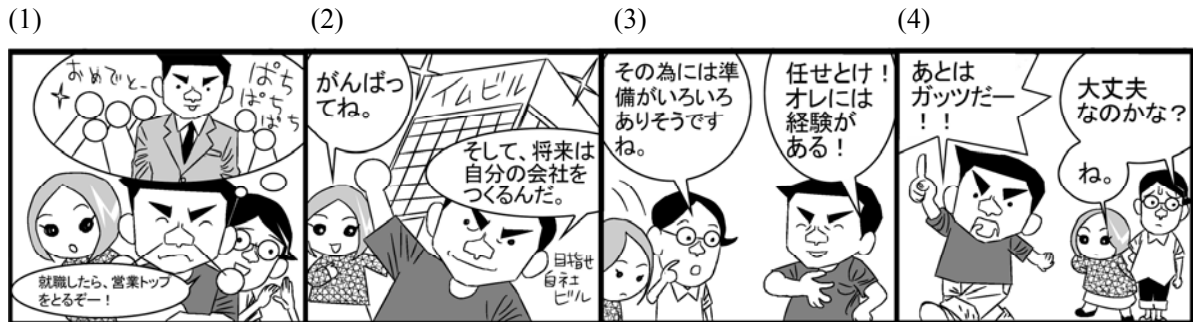
Reference: 「2012年外国人留学生のための就活ガイド」独立行政法人日本学生支援機構

<http://www.jasso.go.jp/job/guide.html>

## UNIT 3 My Career Plan

### UNIT 3 Objectives

- Think about your career
- Make a career plan



### STEP 1 Think about Your Career



What dreams do you have for your future?



I want to work hard in sales at a finance company.



I want a career at a famous top-class corporation.



I want to change my town into an eco town someday.



I see. You all have dreams. Now, what type of company would you like to join in order to make your dreams come true?



I want to join a company that recognizes my ability, not one under the seniority system.



I want to join a company that is always seriously dealing with problems.

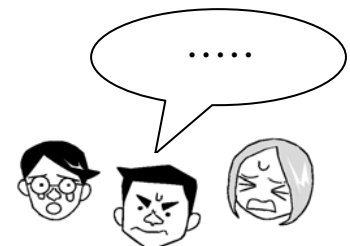


A clean office with high pay and I want the office to be in the city.



Then, what would you do under the circumstances below?

- It's a very interesting job but the pay is low.
- The company is working on environmental problems, but only domestically.





Finding employment means making a life plan.



I see.



Let's think about some keywords.

STEP 2 Japan's work environment, employment system and personnel system

1. 年功序列 2. 終身雇用 3. 成果主義 4. 中途採用 5. 福利厚生  
6. フレックスタイム 7. OJT 8. ヘッドハンティング 9. 第二新卒  
10. 派遣社員 11. 非正規雇用 12. ベンチャー企業



How many of these words do you know?



I've heard of "終身雇用".



I can guess from the Kanji.



You will hear these words not only for job hunting, but working at a Japanese company. Let's see what they mean.

Quiz☞ Match the words in the box above with the definition below.

- 1) Other company in the same business that offers you employment with better conditions
- 2) Work hours are determined individually in consideration of job category and tasks
- 3) Giving (receiving) training on site while working
- 4) A system to help employees such as vacations and social insurance
- 5) A system by which employee salary and position rise
- 6) Finding employment sometime after graduating from school
- 7) Employment by individuals who have work experience
- 8) Continuous employment from the first hiring to retirement
- 9) Work performance determines compensation and position, regardless of age or years of service
- 10) Contract is entered into with a company that dispatches human resources to companies and the individual goes to the company with which the dispatch contract is tied.
- 11) Based on technology and high-level knowledge, small companies deploying innovative and creative management, which is not possible at large companies
- 12) Collective term for staff other than regular employees, such as part-timers and dispatch staff

Answer☞ 1) 8.ヘッドハンティング 2) 6.フレックスタ Lim 3) 7.OJT 4) 5.福利厚生 5) 1.年功序列 6) 9.第二新卒 7) 4.中途採用 8) 2.終身雇用 9) 3.成果主義 10) 10.派遣社員 11) 12.ベンチャー企業 12) 11.非正規雇用

## STEP 3 Think about Your Career Plan - Career Path of a Japanese



Now, I will ask another question. Can you imagine yourself 10 years from now?



I have become a president of a company!



I'll probably be working for the same company. I may have gotten married.



I'll be working and traveling between Japan and China.



Career planning is to think about what you would like to be in the future through your work. What job will you have? What lifestyle? And what do you need to achieve such a life? When you plan your career, it is important to know Japan's work environment and personnel and employment systems. Some things will be the same as your home country and some things may be completely different. Such information can be found in company brochures.

Ummm, I see.



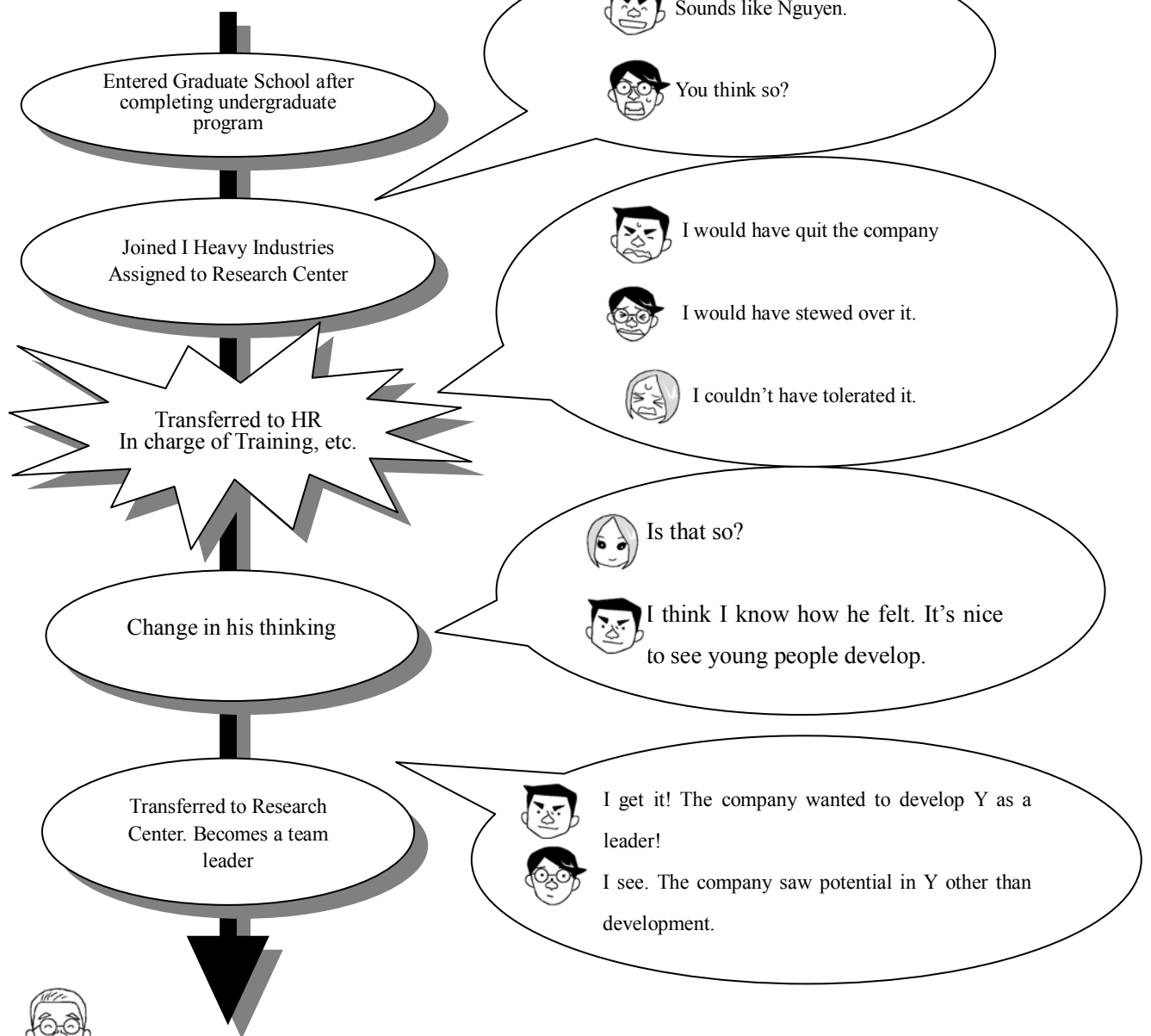
Now, here is an example of one Japanese man.

Mr. Y graduated from a science and engineering university and moved up to a graduate school. He obtained a Master's degree and joined I Heavy Industry after graduation. There, he was assigned to research and was involved in machine development. After about 15 years, he was transferred from the Research Center to HR. His work involved training and management of new employees, which was completely different from his specialty and he was unhappy to be cut off from research work. By then, however, he was married with two children and couldn't think of changing job. However, after long service in the research section, dealing with people in the HR department was extremely stressful for him. After about 5 years of training work in the HR department, Y's thinking changed a little. He understood the importance of making the utmost use of individual capacity through his work to train newcomers, who then exhibited great performance in the development of team members and accurately evaluating staff. When he was transferred back to the Research Center, Y surpassed his role as researcher, organized a development team; and, as a leader, he led the team to succeed in huge projects. Today, he feels rewarded by the work.



What do you think? What would you have done? Let's take one more look.

[Y's Career Path]



What do you think? Try and create your own career plan.

What do you want to be in the future?	
What can I do now?	
What is required for me to do what I want to do?	
How do I make my dreams come true?	

**Self-Check!**

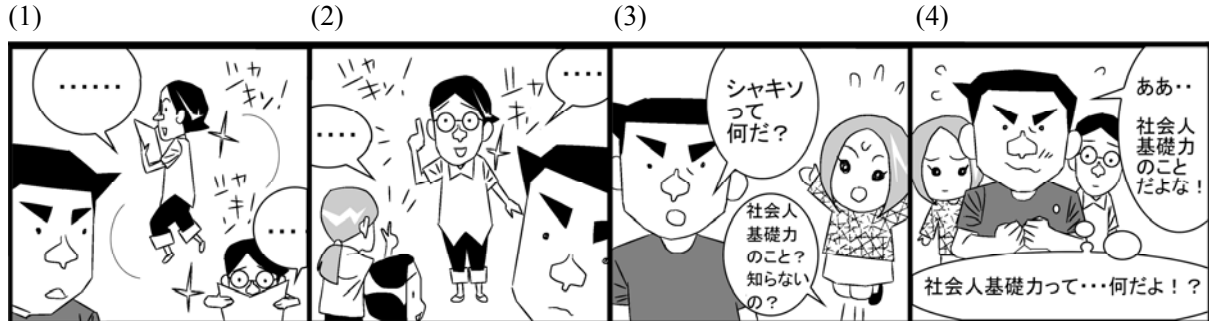
- I was able to imagine my career plan.
- I understand words related to Japan's work environment and HR system.

## UNIT 4 Basic Skills as a Member of Society

### To work for a Japanese Company

#### UNIT 4 Objectives

- Understanding the basic skills as a member of society
- To imagine scene to exhibit performance
- To look back at myself



#### STEP 1 What are the Basic Skills as a Member of Society?



You've all heard of the term Basic Skills as a Member of Society.



I've heard of it, but ...



Don't you know what it is? It is categorized into 3 general abilities: "The ability to take steps forward", "the ability to think things through and the ability to work in a team". These are further sub-categorized into 12 items, like initiative, ability to identify issues and flexibility.



What? Twelve items? I didn't know there were so many.



This is a summary of important factors for staff working at a company and "basic skills required to work with different types of people at the company and in the community". For international students, you will need to add other factors such as Japanese proficiency and the ability to understand different cultures. But for now, let's concentrate on "basic skills as a member of society".

#### 1-1 Ability to take steps forward



They are "initiative", "the ability to motivate others" and "the ability to get things done".



"The ability to motivate others"? What's that?



It's the ability to motivate others to become involved.



Ability to take steps forward



That's right. There's a limit to what one person can do. And this ability makes it possible to get people around you to cooperate by contributing their knowledge and experience. You need to convince them with passion about what you want done. You need to explain that their cooperation will somehow be a merit for them too.

1-2 Ability to think things through



This is, let's see... "the ability to identify issues", "planning ability"... and "creative ability".



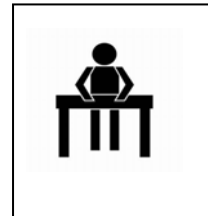
Think things through...not "just think", but "think through".



That's right. You have to thoroughly think through.



It's important to think carefully yourself, but talking about what you are thinking to your friends to see their responses will be a good method to obtain different perspectives.



Ability to think things through

1-3 Ability to work in a team



"The ability to work in a team"? Oh, yeah, teamwork.



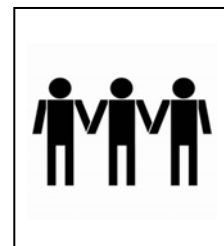
Yes. "The ability to communicate with others", "the ability to listen attentively", "flexibility", "the ability to understand circumstances", and..."the ability to control stress".



Oh, my goodness, that's a lot.



Don't worry. Let's just take it one at a time to understand what they mean, and imagine specific behaviors.



Ability to work in a team




Quiz☞ Which of the abilities in the basic skills as a member of society are described below?

1. Ability to convey specifics in an easy-to-understand manner using cases and objective data. Clue:
2. Ability to accurately understand others' opinions through confirmation and questioning. Clue:
3. Ability to set targets and act without fear of failure, rather than doing only what you were told. Clue:
4. Ability to move forward by clarifying and prioritizing tasks. Clue:
5. Ability to understand the role expected of you and act accordingly. Clue:

Answer☞ 1. Ability to communicate with others 2. Ability to listen attentively 3. Ability to get things done 4. Planning ability 5. Ability to understand circumstances




Quiz☞ Skills to be exhibited at work! Which of the abilities in the basic skills as a member of society are described below?

<Case 1> Mr. A working for an electronic manufacturer

1. He created a TO DO list, listing everything he needed to do. (←  )
2. He made it a habit to write down his mistakes and things that bothered him, so he would not make the same mistakes twice. (←  )
3. He asked his coworkers for cooperation on matters he couldn't handle himself, which led his coworkers to help one another as a team. (←  )

Answer☞ 1. Initiative 2. Ability to get things done 3. Ability to motivate others

<Case 2> Mr. B working for an information communication enterprise

1. It was the first major project he was assigned to. All the other members of the team were Korean developers. He decided to carry out basic communications, not with telephone or e-mail, but by meeting in person. Some English was used along with pictures, flow charts, data calculations and other visual data to unify consciousness. (←  )
2. He engaged in heated discussions many times about the differences in development methods between Japan and Korea, sometimes leading to conflict, aiming to help everyone understand the merits of the Japanese method. (←  )
3. Each issue was discussed and they reach decisions together, which helped to build strong teamwork, with which the work moved forward with a sense of unity. (←  )

Answer☞ 1. Creative ability (or ability to communicate with others)  
2. Ability to motivate others (or ability to get things done) 3. Ability to listen attentively (or flexibility)



It's unusual for a Japanese person to get involved in a heated discussion, isn't it?



He must have thought that it was necessary to work with the Koreans and he tried very hard to have the Japanese method understood by them.



That means I need to think of a way to motivate Japanese staff.



But, it's so difficult to change your communication style.



Yes, that is true. But rather than thinking that you need to change your style, how about thinking of it as learning a new method of communication that you can use depending on the circumstances? Have a firm hand on your own thinking and methods. At the same time, acquiring skills required to work in Japanese corporate culture is one of the important keys to finding employment.








## STEP 2 Basic Skills as a Member of Society exhibited in life



Lastly, let's take a look at the basic skills as a member of society in your school life in view of the skills you are exhibiting or skills you need to acquire.

Quiz☞ Skills to be exhibited at school life! Which of the abilities in the basic skills as a member of society are described below?

1. Errors in the values and graphs in the questionnaire analysis that you submitted were pointed out and you were asked to correct them. You were able to correct and submit by the deadline by setting up and working according to daily goals. (←  )
2. Forecasting potential issues that may arise before the target date, including their measures in the roadmap, deleting items determined unnecessary to move on with research. (←  )
3. Only one month was given for design and data submission, but you correctly set up priorities, the status of equipment and countermeasures for matters that did not move as scheduled, which enabled the research to effectively move forward. (←  )
4. You now think about what would make the document interesting and easy-to-understand. You thought about others' interests and content that is understandable and interesting. (←  )
5. You consulted with professors, seniors and fellow students in order to find the cause of your stress and you set aside about 30 minutes every day to reflect back on each day. (←  )

Answer☞ 1 Ability to get things done 2 Ability to identify issues 3 Planning ability 4. Ability to communicate with others 5. Ability to control stress



I see. I thought that if I just improve my Japanese skills, I could get a job... but it's not as easy as I thought.



But, maybe we're already using the basic skills as a member of society in our daily lives.



You're right. I think I need to think more about my skills.



Imagine yourself in school, at your part-time job, research lab, seminar, volunteer work and internship...and talk with your friends who are also seeking employment to exchange opinions. You might find out new things about yourself.

## Self-Check!

- I have the overall image of the basic skills as a member of society
- I have the image of situations where basic skills as a member of society are exerted
- I was able to think if I have the basic skills as a member of society

UNIT 5 Finding Points you can Sell → p.27



(1) Lim: I have initiative.

Nguyen: How can you say that?

(2) Lim: How? Because I just do.

Linlin: Really? How do you know that you have initiative?

(3) Lim: But...I'm putting effort into many things.

Nguyen: Give me an example.

(4) Lim: Maybe I should change the selling point...

Teacher: I don't think it will make any difference.

UNIT 6 Study of Industry and Corporation (1) → p.33

Understand the overall image of industry



(1) Linlin: I want to work for a famous company in Tokyo!

Lim: Like what?

(2) Linlin: Like a famous cosmetics or automobile manufacturer.

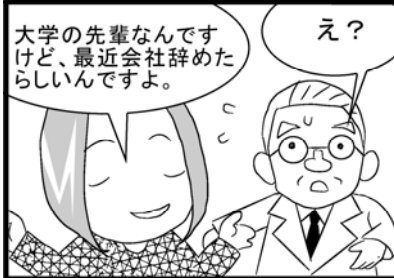
Lim: They're in completely different industries. What exactly do you want to do?

(3) Linlin: What? Industry? What do you mean?

UNIT 7 Study of Industry and Corporations (2) → p.36

Find perspective to select corporation

(1)



(2)



(3)



(1) Linlin: My college senior who graduated quit his job recently.

Teacher: What?

(2) Linlin: He just joined the company last year. That is such a waste.

Teacher: That's why you must study about the company.

(3) Linlin: Is there research for Shukatsu, too?

## UNIT 5 Find Points You Can Sell to Others

### UNIT 5 Objectives

- Think about the points you can sell about yourself
- Think of examples that will prove the points you wish to sell

#### STEP 1



#### STEP 2 How to find points you can sell

##### 2-1 Ask yourself many times



It's not an exaggeration to say that success in job hunting depends upon whether or not you can sell yourself. What good points are you highlighting to the company you wish to join?



Selling myself...Linlin, what are you going to highlight?



I'm thinking of highlighting my initiative.



It's nice that you found something to sell about yourself. How did you know that you had initiative?



I'm always helping Nguyen without being asked, right?



Umm... What does that have to do with initiative?



What? Doesn't it have something to do with it?



It's always nice to help people. It may not be directly connected to initiative. What does it mean to have initiative?

Quiz Which of the individuals described below possess the most initiative?

1. A person who can accurately judge what needs to be done to obtain his/her goal and take action accordingly
2. A person who can accomplish tasks when given directions
3. A person who helps others even when his/her own work is not finished

Answer 1

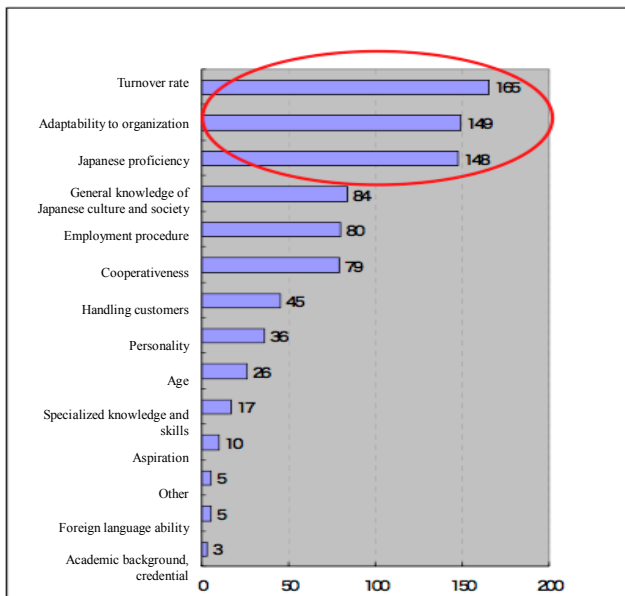


"Initiative" is one of the basic abilities as a member of society and is defined as "the ability to commence, proceed and work towards goals". First, accurately understand the meaning and ask yourself again and again if you have such ability. If you can think of a specific example that supports it, it may be a point you can sell.

### 2-1 Eradicate the anxiety of the company



Here is a result from one survey. It is a ranking of "points that the Japanese companies see as points of concern when hiring foreign nationals". For example, Japanese companies are worried about "turnover rate", which means Japanese companies think that "the foreign employees are more likely to quit". So it would be good to emphasize that you wish to work on a long-term basis.



■ Source:財団法人海外技術者研修協会「日本企業における外国人留学生の就業促進に関する調査研究」(平成 18 年度)



Adaptability to organization, huh?



It means whether or not we can accept the Japanese way.



That's "cross-cultural compatibility", isn't it??



Couldn't it also be called "flexibility"?



When there is difficulty, think what to do about it...How about "the ability to identify issues"?



Keeping in mind the concerns Japanese companies have about hiring foreign nationals, such as how you will conform to the corporate way, what kind of Japanese communication you are able to handle will be a hint in finding your selling points.

### STEP 3 How to Highlight Your Good Points



Once you find the point you can sell, search for examples that support your assertion. The examples don't have to be particularly great. Think how you had exerted your good points in your

school life, how you handled yourself at certain events or how you overcame difficulties, to describe how you use your good points in life.



For example, if you wish to assert that you have ability to identify issues, try and evaluate yourself in stages. The ability to identify issues is "the ability to analyze the current situation and clarify objectives and issues". What was the level of your ability to identify issues in one specific situation?



**Level 1** I wasn't able to exert the ability...

**Level 2** I was able to exert the ability in a normal situation!  
I failed...but I know what I need to do!

**Level 3** I was able to **effectively** exert the ability in a normal situation!  
I was able to exert the ability in a **difficult situation!**

Quiz☞ Read the examples of behaviors related to the ability to identify issues and evaluate which level they were.

1. I thought I had understood what I needed to do, but I was not able to correctly determine what the issues were. I'll keep in mind to first question and try to explain it to others.
2. My approach to clearing the issue was precarious. It hit me that I need to proactively communicate with professors and fellow workers at the stage when finding issues is difficult for me.
3. I filled in the roadmap created with the image of success, structured guidelines for experiments, and any new issues and discoveries were utilized in the next step. I forecasted issues that might arise as I work toward achieving my goal and included countermeasures while deleting items that were determined to be unnecessary to proceed with my research.

Answer☞ 1. Level 2 2. Level 1 3. Level 3



This behavioral level can be applied not only for the ability to identify issues but to all basic skills of a member of society's self-evaluation standards. Now, let's move on to the planning ability.

Quiz☞ Read the examples of behaviors for planning ability and evaluate which level they are at.

1. I've only had 1 month from planning to submission, but I clarified the priorities, considered tools on hand in the lab, the status of equipment and steps to take if things didn't work out right and I was able to effectively proceed with the research.
2. I was not able to plan the possible range for the research that I am currently involved in, because it was not clear where I stood between the start and the goal.
3. I had made a detailed plan, but I had not made the overall plan considering the goals of the detailed plan. My thinking was naive in regard to whether the detailed plan was feasible or not, or if there were potential problems and I was unable to sufficiently make the final speculation.

Answer☞ 1. Level 3 2. Level 1 3. Level 2



In my case, the problem is that my plan never progresses as I hope. I just spend too much time thinking about the plan.



If you're always thinking, why don't you just revise whatever that pops into your head?



Would I be able to do it...?



See, you're worrying again. First bring out the issue. Then think of measures for improvement. Like I said, it's a waste of time to think a matter over when you have no good ideas.



You're right! I did find a point I can highlight, so I'm just going to do it!



Yes. That's the way to go!

#### Self-Check!

I thought about the points I can sell

I thought about specific examples

I found the point I can highlight

## ◆ Self-Evaluation 2: Basic Skills as a Member of Society



Now, let's make a self-evaluation of your basic skills as a member of society

Ability to take steps forward	Initiative	1	I think about and take action even on matters that seem impossible to achieve.	5•4•3•2•1
	Ability to motivate others	2	I take positive action by cooperating, checking and asking questions to others around me.	5•4•3•2•1
	Ability to get things done	3	I propose ideas and act accordingly.	5•4•3•2•1
Ability to think things through	Ability to identify issues	4	I confirm, review and clarify objectives and issues	5•4•3•2•1
	Planning ability	5	I organize problems, make plans ahead of time and complete projects by the due date.	5•4•3•2•1
	Creative ability	6	I can propose creative ideas that include my own thinking, not limited to comparison and analysis.	5•4•3•2•1
Ability to work in a team	Ability to communicate with others	7	I organize my opinion and focal points in an easy-to-comprehend manner and I am able to convey them accurately and in an understandable manner.	5•4•3•2•1
	Ability to listen attentively	8	I try to understand what others are trying to convey, even when their opinions are different from my own.	5•4•3•2•1
	Flexibility	9	I can think from the other person's perspective and am able to correspond to differences in custom and culture.	5•4•3•2•1
	Ability to understand circumstances	10	When working in a team, I understand my role and work for the entire team.	5•4•3•2•1
	Discipline	11	I keep my promises, am on time and abide by rules.	5•4•3•2•1
	Ability to control stress	12	I am able to remain calm when feeling stressed, seeing it as an opportunity for growth.	5•4•3•2•1

Total points( )



How did you do? If you have any ability that falls below 3, you should consciously try to improve it. These abilities are not so much for the employment exam, but abilities required when you actually start working.

Also pay attention to the balance of abilities to take a step forward, to think things through and to work in a team. Most Japanese companies are particularly interested in foreign national's ability to work in a team. If you scored high here, you have a strong point to highlight.





I see. Then my score is so-so.



Let me see...Yeah, Lim! No wonder you were a top salesman in Korea. You scored 12 points for the ability to take steps forward with highest score! Very impressive!

Lim	
Ability to take steps forward	12
Ability to think things through	8
Ability to work in a team	20
Total	40



Thank you. But my ability to think things through is low.



You've got high score for ability to work in a team, so your overall score is high. That's the advantage of people with work experience.



I'm kind of embarrassed with my score.



Why? Oh, yeah, your ability to take steps forward is kind of low.



That's my weakness. I love to plan, but...



Why don't you ask Lim for advice and study it?



Yes, I'll do that.

Nguyen	
Ability to take steps forward	6
Ability to think things through	12
Ability to work in a team	15
Total	33



As for me, I scored 10 points on the ability to take steps forward. I want to improve my abilities to think things through and to work in a team.



The ability to work in a team is something we both need to work on. Shall we do something together to improve our teamwork?



Yeah. What shall we do?

Linlin	
Ability to take steps forward	10
Ability to think things through	7
Ability to work in a team	19
Total	36



As you can see, the three of them are analyzing themselves. Why don't you analyze yourself, also?

You	
Ability to take steps forward	__
Ability to think things through	__
Ability to work in team	__
Total	__

**Evaluation** ➡ Write your score in the STEP 1 Chart on page 72.

## UNIT 6 Learning About Industries and Corporations (1)

### UNIT 6 Objectives

- Understanding the meaning of learning about Industries
- Understanding major industries

### Understanding the overall image of industry



Task ☞ Try to imagine

At the moment the images that the three trainees have of the companies and work they are looking for are as described below. How do you think they can explain <why they applied for the job>?



I'm not particular about the industry. I hope to find job at a well-known major manufacturer located in Tokyo. I want to be a hard-working career woman.



I have work experience as a salesman for an insurance company in Korea. With my experience, I hope to be a top salesman for a finance-related company in Japan. After saving some money, I hope to start a business in my home country.



Utilizing my specialized knowledge in environmental engineering, I hope to be involved in the creation of towns utilizing natural energy, like Eco towns, not for a single building unit.



Linlin, if you apply to companies in different industries, you might have hard time explaining why you chose the industry.



Would they ask a question like that? I never even thought about it.



I intend to look and make entry for companies in the construction industry.



Does Eco Town = the construction industry? There may be other industries related to Eco Towns.



Really?



Lim, you don't know that your experience in Korea can be of use in Japan.



Calm down, everybody. You will always be asked why you chose to apply for a particular company. There are many students who have gone to job interviews without studying about the industry and company they were applying to and failed to get the job. Companies want to know how much information you have about the industry and why you want to work in this particular industry and the company you are applying to in order to find out your objective for job hunting in Japan. So you will need to get as much information as possible before you go to an interview. Now, let's begin with learning about industry.

#### STEP 1 Why is learning about industry required?



Merits of learning about industry are as follows:

- Understanding the world of business
- Obtaining knowledge about the industry
- Possibility of realizing your career plan
- Understanding the potential and growth of the industry
- Possibility of expanding candidate industries

#### STEP 2 Steps for Learning

See overall picture of the industry



Narrow down the industries



First take a look at the Industry Map<sup>1</sup> to see what kind of industries there are, what kind of business operations takes place and the scale of each industry.

Understanding the industries is very basic in the search for employment.

When you have a general idea of the industry you want to target, study about the industry using the industry map, literature about the industry and the Shukatsu website (See UNIT 10) to find out the trends for the past few years, future perspectives, the current status and problems. You will also need to know keywords in the industry. Such material will also show you the kind of work involved in the industry, which will serve as a guideline to see if you have the ability to contribute in the industry.

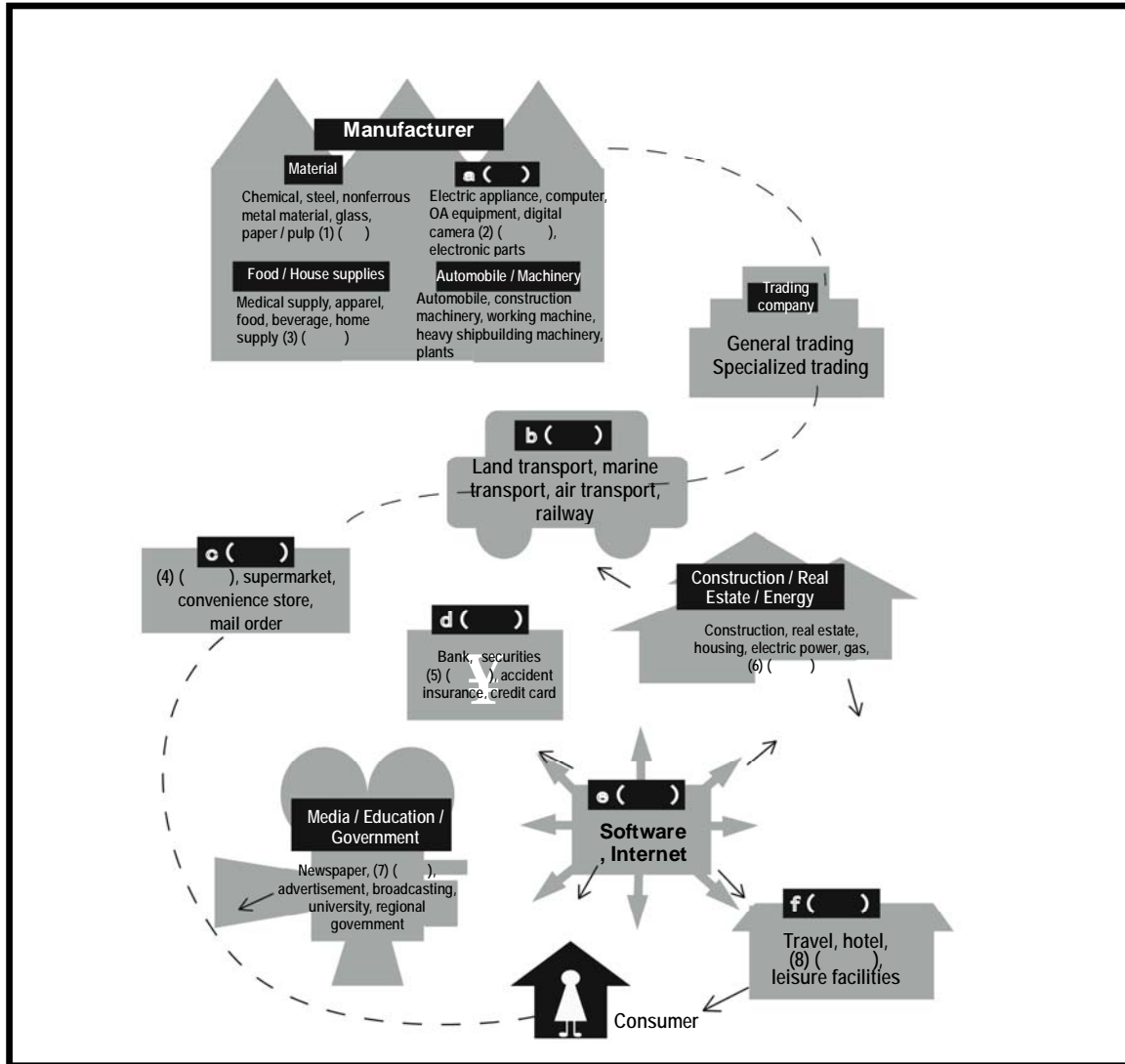
Quiz👉 On the next page, you will find an <Industry Map>, or a general summary of the industries in Japan. Learn the names of the industries while completing the map.

Select from category A to fill in a to f and select from Industry B to fill in (1) to (8) with the appropriate names

<sup>1</sup>A book designed to help you understand Japan's Industries. It is published very year and includes a graphic explanation and recent trends for each industry. Newest edition published once a year.

『「会社四季報」業界地図』(東洋経済新報社)、「図解革命!業界地図最新ダイジェスト」(高橋書店)等。

- A. Category (Communication•IT / Distribution / Transport / Service•Leisure / Electricity•Precision Instrument / Finance)
- B. Industry (Life Insurance / Restaurant and Catering / Fiber / Department Store / Semiconductor / Publishing / Cosmetics / Oil)



Answer a. Electric appliances, precision instrument b. Transportation c. Distribution d. Finance e. Communication, IT f. Service and Leisure  
 (1) Fiber (2) Semiconductor (3) Cosmetics (4) Department stores (5) Life insurance (6) Oil (7) Publishing (8) Restaurant and catering



Oh, no! There's so much for just for manufacturers! I don't even know where to begin.



Just start from the place that interests you. Also another point to look for is the industry's overseas advancement and internationalization to see if you can contribute as a member of the global staff in the future.

**Self-Check!**

- I understand why I need to learn about industry  I know the names of the industries

## UNIT 7 Learning About Industries and Corporations (2)

### Find Perspectives from which to Select Corporations

#### UNIT 7 Objectives

- Understanding the meaning of learning about corporations
- Understanding the perspective from which to select corporations
- Understanding business culture of Japanese corporations



#### STEP 1 Why do you need to learn about corporations?



Next, we shall learn about corporations. Corporations within the same industry will differ in their specialties and business operations. Reasons to learn about corporation are as follows:

- Matching with corporations (selecting a company best suited to you)  
(Understanding feasibility of your career plan in the company, differences in business operations due to different business scales, and the workplace environment, etc.)
- Understanding the field of specialty and growth field, recognizing potential
- Specific reasons for application (useful for entry sheet and for interviews)



A company that's best suited to me, huh? Come to think of it, my friend said the reason she quit was because the company was not what she thought it would be.



What I want to do could be related to construction, energy and manufacturing, so I should select a company not by industry but for the company business.



That's one step forward, isn't it? It was a good thing we learned about industries.

#### STEP 2 Think of the point of view for selecting a company



Let's think about points of view for selecting a company best suited to you. Here are the 3 points of view.

2-1 What is the prospect of my future? - Career plans as a point of view

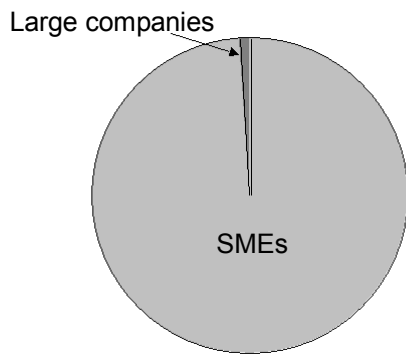


First, you should consider a company in view of your career plan. Go back to UNIT 3 My Career Plan and think about criteria that might be important when selecting companies.

2-2 Large company or Small & Medium Enterprises (SME)? - The features of the company as the point of view



Next, you should consider the features of the company by its size. Do you know the ratio of large companies to SMEs in Japan? The answer may be different from what you think. Look at this diagram.



According to scale <number of companies>



What! There are so many more SMEs!



That's true. Many of you doing Shukatsu, including Japanese students, tend to look for large and famous companies because of their product name and commercials, but in reality, Japanese business society is supported by SMEs.



How do the features differ at different size companies?



There are many points that significantly differ, such as business operation, corporate system, workplace culture, each with its good and bad points. It might be better to say that these points determine whether the company suits each person. Considering your personality, behavioral patterns and career plans, there is a high chance that you are suited to SMEs.

Here are some of the merits of SMEs because of "their small size".

Examples:


You will be given responsible jobs at an early stage / You will learn many different tasks / There is more opportunity for you to be in charge of projects from start to finish / Each employee is given attention / Quick decision-making (approval of opinions and ideas) / Closer proximity to corporate managers / Able to see overall picture of the corporate management...etc.

Source: 『就職ナビゲートシリーズ 働きがいには小さな会社にある 中小企業・ベンチャー企業への就職のすすめ』(齊藤州紀著、TAC 出版、2007)

Quiz☞ Which offer higher possibilities for each item, large companies or SMEs?

- |                          |               |   |     |
|--------------------------|---------------|---|-----|
| EX: Stability            | Large company | > | SME |
| 1. Larger work projects  | Large company |   | SME |
| 2. Quick decision-making | Large company |   | SME |

- |   |               |     |
|---|---------------|-----|
| 3. Able to understand overall, not just ones task               | Large company | SME |
| 4. More chance of being assigned to desired department          | Large company | SME |
| 5. Variety of tasks   | Large company | SME |
| 6. More chance of directly communicating with corporate manager | Large company | SME |



Answer: 

- |                        |                        |                        |
|------------------------|------------------------|------------------------|
| 1. Large company > SME | 2. Large company < SME | 3. Large company < SME |
| 4. Large company < SME | 5. Large company > SME | 6. Large company < SME |

2-3 Is it possible to change your residency status - Point required for international students



Lastly, this is a point that international students should know. When you join a company, your resident status will need to be changed from student to employee. Below are the major visas that allow work in Japan.

	Type of visa	Major jobs
Science	Engineer 	Production technology, Research and development, engineer, programmer, quality control, architectural design, system management, etc.
Humanities	Specialist in humanities / International services 	HR, general affairs, finance, law, sales, marketing, planning, PR, advertising, product development, design, interpreting, translation, language training, etc.

\*As of November 2009



The important determiner in changing your residency status is whether your knowledge and skills can be used by a Japanese company.

Humanities students, in particular, should check if the company is engages in international business.



Company advancing to China, huh.... I think there were many when I was studying about industry.



I want to be involved in challenging projects. I was only looking into large companies, but maybe I should consider SMEs.



I think I will first consider my own future. I want to be involved in big projects, so I would like to work for a company where I can acquire the necessary knowledge and skills. Umm, how do we get information about the company?



Fundamentally, there are two ways to obtain information about a company: published

information, such as *Shushoku Shikiho*<sup>1</sup> company pamphlets and direct information obtained through a company briefing session and OB/OG visits. It is best to obtain as much information as possible through both publications and briefing sessions.

STEP 3 Know the corporate culture of Japan



Like you make your choice of which company to apply to companies are also want you to understand some points. Let's learn these by taking a quiz.

Quiz☞ The following are 4 points companies want international students to understand about Japanese business culture. Match A to D with 1 to 4.

- |                                    |                                 |
|------------------------------------|---------------------------------|
| 1. Background knowledge            | 2. Customer service orientation |
| 3. Persistency for "manufacturing" | 4. Japanese organization        |

A

Japanese companies want their employees to behave and perform in an organizational unit, not individual players. Corporate power does not depend on individual abilities, but belonging to the organization. The same can be said about a focus on process rather than results. Examples of these can be seen in daily interactive operational models, such as ホウレンソウ(報・連・相)<sup>2</sup>, morning briefings, and weekly reports.

B

While contracts between the two parties should define equal relationships, customers, such as individual consumers and clients, are placed in a higher position. This is expressed in the well-known phrase "The customer is king." There exists high-low relationships with clients, parent and affiliate companies, in individual, industry and company units. It is necessary to understanding this Japanese corporate relationship.

C

Manufacturers, in particular, look for persistency. There is a western concept called craftsmanship, but in Japan, persistency is found in individual staff, departments, throughout the company, to top management and all corporate business activities take place based on this concept.

D

In Japanese business, workers need to understand the background and surrounding circumstances for their task. They must take a birds-eye view to understand the entire scene, not only their individual duties. Employees also need knowledge and common sense as members of the society, knowledge related to compliance and the circumstances of industry.

1 「就職四季報」(東洋経済新報社): Extracted from objective data (number of employees, average income, overseas assignment, recruitment information, acceptance data by region, etc.) of 6,000



companies (2010) according to industry

- 2 Describes “the Information, Contact and Consultation” approach done within the company for smooth work operations, including collecting and organizing data.

Answer

1. D 2. B 3. C 4. A



Businesses in Japan take place in organizations and teams. That’s why teamwork is important.



I heard that individual performance is more important in China. I think that’s what’s most different between Japan and China.



I’d really love to learn the spirit of manufacturing in Japan. And, I think I’m better suited to the way work is done in Japan.



Why do you think so? The answer to this question may be the key to your working in Japan. At any rate, you need to perform self-analysis in order to find a company or work that is best suited to you. Methods of self-analysis are always included in books on employment, so make use of these. Share the result with your friends, and explaining the reason would make you see your reason more clearly.

**Self-check!**

- I know why I need to learn about companies
- I know the perspectives for which to select a company.
- I understand the business culture of Japanese companies.

### ◆ Self-Evaluation 3: Technical Ability



Technical ability is one of the abilities that always come up in the search for employment. But defining technical is difficult and hard to understand what can be considered technical ability. Generally speaking, it would be safe to see technical ability as stated in 2 in the chart below: “My specialty requires special certification or experience and individuals with it are often hired as specialist staff.”



I see. Then sales would not be one of them.



In your case, Lim, it would be best to find a company that would recognize your achievement in insurance sales in your home country. If you want to heighten your technical skill, you could obtain certifications as a specialist in social insurance.



Oh, yeah, I remember learning in my Japanese class that certification with ○○士 or ○○師 are considered highly technical.



That’s right. It’s the same for 建築家, 翻訳家, those with ○○家, isn’t it?



There are some certifications that require work experience, so keep in mind what kind of certifications are available in your related fields and emphasize at interviews that you intend to work on obtaining certification after joining the company.

Now, let’s do self-evaluation of your technical skills.

#### ● Self-evaluation of Technical Abilities

1	I have gone through an internship (in the field of desired employment)	Yes•No
2	My specialty requires special certification or experience and individuals with it are often hired as specialist staff	Yes•No
3	My university program or seminar had a high employment rate	Yes•No
4	I have presented my research outside of the university, or I have conducted joint research with a corporation	Yes•No
5	I have a highly specialized certification or license	Yes•No

Yes: 1 point, No: 0 point

Total Points( )



It looks like being a science major is advantageous. Lucky you, Nguyen! And your specialty is environment, another point in your favor!



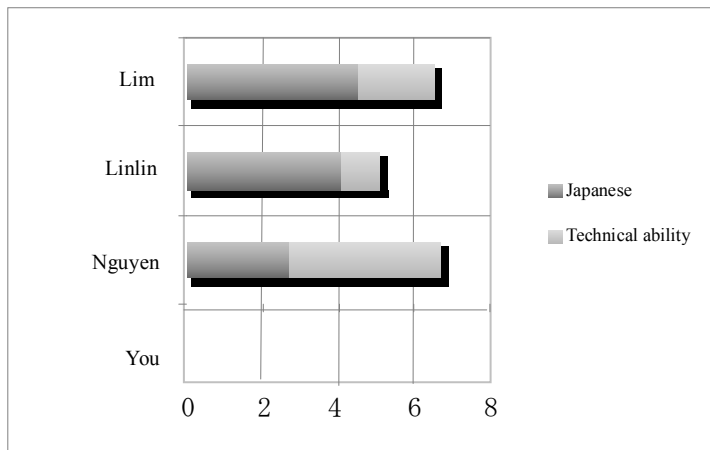
You think so?



High technical ability is very advantageous in finding employment. Industries, in particular, such as manufacturers that require technical development, seek staff with high technical ability in order to heighten international competitiveness. In such cases, high technical ability takes precedence over Japanese proficiency. In other words, the higher your technical ability is, the less the company will demand Japanese proficiency. On the other hand, an individual with low technical ability will require higher Japanese proficiency because low Japanese proficiency will affect work efficiency.



According to the graph, Nguyen has high technical ability so even with slightly low Japanese proficiency his total ability is the highest of the three of us. It looks like you don't have to worry about your low Japanese proficiency.



When screening applications, it is true that some companies prioritized technical ability over Japanese proficiency, but in most cases Japanese is a must when you actually start working, so you shouldn't think lightly of Japanese proficiency. Low Japanese skill will not only hinder your work but will cause stress in building good relationships with your colleagues and in other social settings.



Yes, I see. I will study Japanese.



My technical ability is low, so unless I have Japanese skills near equivalent to a native speaker, I might be worst off.



Yeah, I have work experience, but my overall ability was not as high as I had thought and I'm already 30 years old. I'm losing my confidence.



Calm down. There are other skills such as skills as a member of society and ability for self study. This is merely one method to measure your ability and should be considered as reference only. Consider it a good tool to use in your study and job hunting.

Evaluation ➡ Write in your score in the STEP 1 chart on page 72.

**UNIT 8 Honoric Expressions → p.45**

Learn polite expressions required for Shukatsu and business



(1) Nguyen: I'm in science, so I don't need to learn polite expressions, but you two will have to learn it.

Linlin: What? You don't use polite expression in science?

(2) Nguyen: As long as I have technical skills, I think I'm fine.

Lim: But, I heard that international students also need Japanese proficiency equivalent to a native speaker.

(3) Linlin: I think you need to use polite expressions in interviews.

Nguyen: I see. Then I'll study how to use polite expression, also.

**UNIT 9 Points to Remember about Internship → p.49**

Linlin's internship - From application to thank-you



(1) Linlin: Did you apply for an internship?

Lim: Yeah, I'm going to intern at a parts manufacturer.

(2) Nguyen: Lim is always quick to move. I'm still researching.

Linlin: Yeah, I should apply, also.

(3) Lim: You can see how the Japanese work, so working at a Japanese company is a good opportunity.

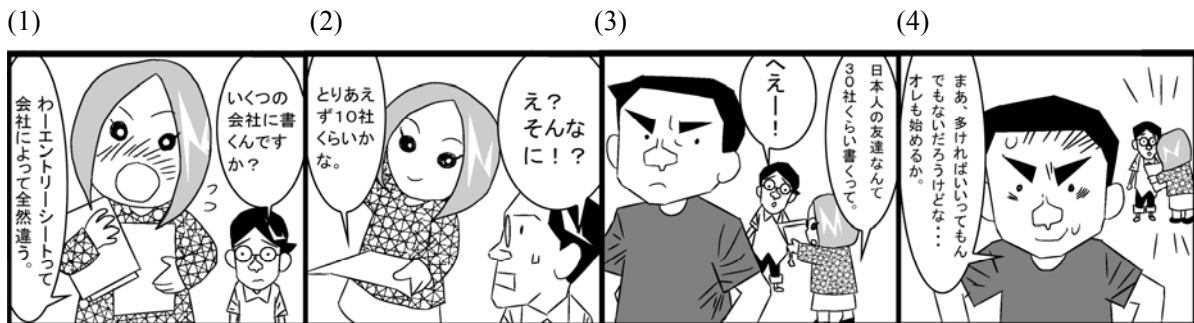
Nguyen: Is that so? I'd really like to intern, too.

UNIT 10 How to make an Entry and Job Offers → p.53



- (1) Linlin: Did you make an entry?  
 Lim: Not yet.  
 Nguyen: I'm too afraid to do it.
- (2) Nguyen: I'm so worried about the written exam and interview. (What is your name?)  
 Lim: If you're so worried, get ready for them!
- (3) Lim: I'm all ready for the written exam.  
 Nguyen: Wow!  
 Linlin: How about interview?
- (4) Lim: I'll get by on my confidence.  
 Nguyen: Is it possible to get by with just that?  
 Linlin: I'm not so sure about that.

UNIT 11 Japanese for Entry Sheet → p.57



- (1) Linlin: What, entry sheets are so different for different companies.  
 Nguyen: How many companies are you going to make entry for?
- (2) Linlin: For now, about 10.  
 Nguyen: What? So many?
- (3) Linlin: My Japanese friend said she's going to write to about 30.  
 Nguyen: Is that so?
- (4) Lim: Making a lot of entry wouldn't guarantee that you'll get a job, but...it's about time I get moving, also.

## UNIT 8 Honoric Expressions

### Acquiring Polite Language Skills required for Shukatsu and Business

#### UNIT 8 Objectives

- Understanding honorific expressions
- Understanding and using cushion words
- Understanding and using business expressions



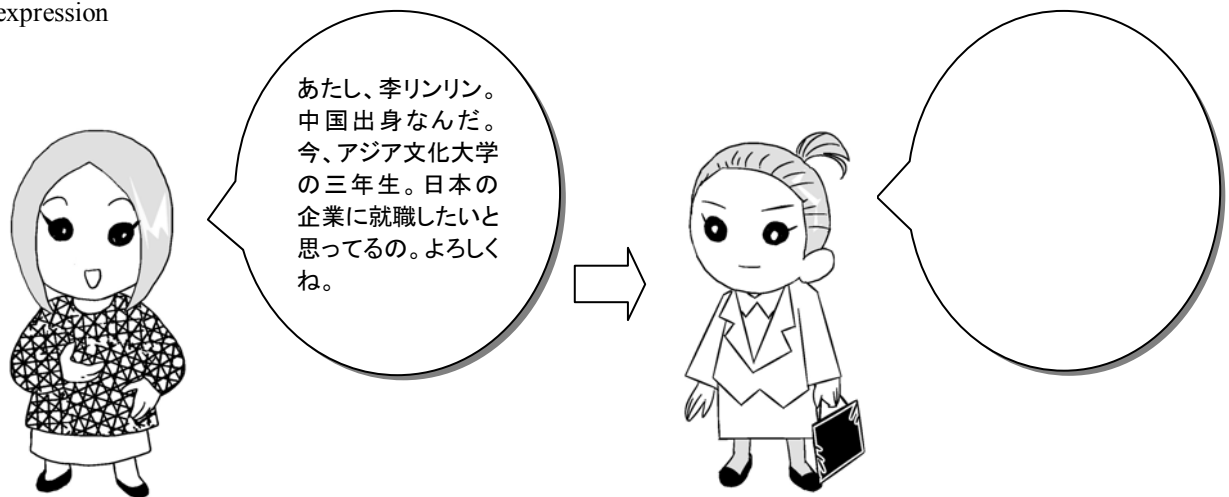
#### STEP 1 Basics of Honorific Expressions



Honorific expressions are a necessary element in developing trusting relationships with others. The ability to use polite expressions is a selling point, so international students should learn how to use polite expressions.

##### 1-1 Check your level of understanding of honorific expressions

Quiz How would you make Linlin's self introduction polite for Shukatsu? Rewrite using honorific expression



Answer 私は李リンリンと申します。出身は中国です。現在、アジア文化大学三年に在籍しております。日本の企業に就職を希望しております。どうぞ、よろしくお願ひいたします。



Were you able to introduce yourself smoothly using polite expressions? Now, let's learn honorific expressions required for Shukatsu. Your goal is to be able to use them with confidence in the different situation you will encounter.



I can't use honorific expressions. I don't even know the difference between respectful and humble expressions...



You don't need to think so seriously. Just use "desu and masu" and you don't need to use polite expressions all the time. Isn't that right?



Well, polite expressions are used to show consideration to others, so the important thing is how you feel about them. Just start from what you do know and then learn and use expressions suitable to the person you are speaking with.



I think I can do that.

## 1-2 Honorific Expressions for Shukatsu



First of all, let's learn "how to refer to a company". These are the basic honorific expressions. It is important not only to understand these words when you hear them but you also need to learn to use them yourself.

Quiz Write the definition of the underlined words in the ( ).

Shukatsu student: あのう、 <u>御社</u> の会社説明会に参加させていただきたいと思ひまして... (1) ( )
Company: <u>弊社</u> の説明会についてのお問い合わせでございますね。(2) ( )
申し訳ございません。 <u>私</u> どもではただ今求人募集はしておりませんので... (3) ( )

Answer (1) The other company (2) Our company (3) Our company



Next, let's study "cushion words" (precursory expressions) used in business situations. Cushion words express consideration to the other party and at the same time, give the listener a hint about what the speaker is trying to say and a head start in thinking of how to reply. These expressions are very useful for smooth communication, and it is well worth learning to use them.

Cushion words	Followed by →
(1) 失礼ですが	Ask for personal information such as name and age
(2) お手数ですが／おそれいりますが	Asking the other party to do something, such as making copy or conveying a message
(3) ご迷惑をおかけしますが	Asking the other party to do something that is troublesome
(4) 申し訳ありませんが	To convey that the request cannot be complied with
(5) お忙しいところを恐縮ですが	Asking the other party to do something when he/she is busy

Task☞ In the telephone conversations below, how would you speak to convey your feeling? Try using suitable cushion words.

(1) To request to speak with recruitment staff

HR:はい。〇〇商事 総務部です。

Shukatsu student:

(2) Inform the staff that the train was delayed and you will not be able make it on time.

Person in charge:本日の就職説明会にご参加をお申し込みの□□さんですね。

Shukatsu student:

(3) Ask OB/OG to spare some time for you

OB/OG:ああ、△△大学の…。今日はどのようなことで…。

Shukatsu student:

Answer☞

- (1)私、〇〇大学の▲▲と申します。おそれいりますが、採用ご担当の■■様をお願いしたいのですが…。  
 (2)はい、そうです。大変申し訳ないのですが、電車の事故でそちらに着くのが遅れてしまいそうでして…。  
 (3)お忙しいところを大変恐縮ですが、一度先輩のお話を伺えたらと思ひまして…。

## STEP 2 Honorific expressions to remember

### 2-1 Honorific expressions for the use on the telephone



I get nervous on the phone because I can't see the face of the person I'm speaking to. Both listening and speaking...



I get nervous on the phone, too. I get respectful and humble expressions mixed up.




There is no need to be intimidated. If you make a mistake, you can say it over again and if you don't understand, then you can ask the speaker to say it once again. There are some commonly used expressions that you can learn and use, which will leave a good impression on the other party.

### ☞ Good mannered expression on the phone

When calling for the first time	(1) 初めてお電話いたします
When asking if it's a good time for the other party	(2) 今、お時間よろしいでしょうか
When hanging up	(3) では、失礼いたします
When you can't hear very well	(4) あのう、お電話が少々遠いようですが…
When you want to say that you will call back after the meeting	(5) 大変申し訳ありませんが、こちらからのちほどかけ直させていただいてもよろしいでしょうか



 Expressions used when leaving a message (Fill in ▲▲ with your name)

When you intend to call back later	(1)▲▲からお電話を差し上げるとお伝えいただけますか
When you want the other party to call you back	(2)▲▲にお電話をいただきたいとお伝えいただけますか

Quiz  How would you respond to the following situation? Try responding out loud.

(1) Person in charge was out, so you want to leave a message that you will call back later.


Staff: あいにくですが、▲▲は、ただ今席を外しておりますが…。

Shukatsu student:

(2) You received a call from the recruitment staff, but the telephone transmission was bad.

Person in charge:では、来週の月曜日の午後1時に弊社にお越し下さい。当日は…

Shukatsu student:

Answer 

(1)そうですね。では、お手数ですが、またこちらからお電話をさせていただくとお伝えいただけますか。

(2)申し訳ありませんが、電波の状態が悪いようですので、公衆電話からかけ直させていただいてもよろしいでしょうか。



I'm beginning to understand how to use honorific expressions! I'm going to use cushion words from now on.



That's right. Practice makes perfect. What's important is that we're trying to show respect.



Mr. Lim, I am sorry to bother you when you are so busy, but will you join me for lunch tomorrow?



Wh..what! You sound weird, Linlin!



Ha ha ha...I was just practicing. Practice makes perfect, right?



That's right. I'm so glad Nguyen understands the importance of honorific expressions.



Yes, sir. Thank you so much for your advice.

Self-check!

I understand the basics of honorific expressions

I understand cushion words

I understand polite expressions on the phone

I understand business expressions

**UNIT 9 Objectives**  
 - Understanding the flow of Internships  
 - Understanding manners required during Internships

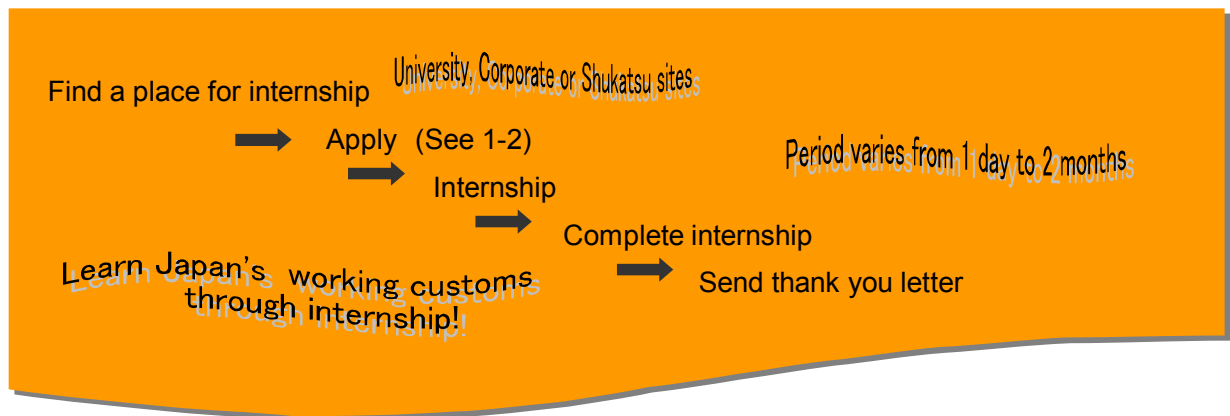
## UNIT 9 Points to Remember about Internship

### Linlin's internship - From application to Thank-you



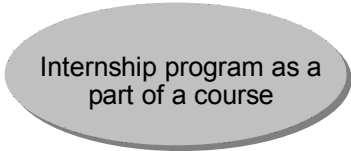
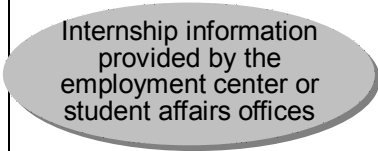
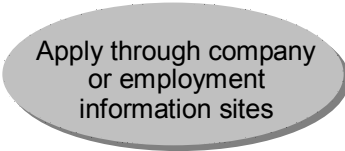
#### STEP 1 Understand Internship

##### 1-1 Know the flow of Internships



##### 1-2 Apply for an internship

Keep in mind that there are several ways to apply for an Internship.

University program	Mediated by university	Individual
 ↓ Apply for the course	 ↓ Apply according to the procedure specified by the office	 ↓ Entry through the web



When participating in an internship as a part of your university program, it will be considered a class and units are granted. When participating individually, select the appropriate times and periods to

make sure that the internship does not clash with your school schedule. Select an internship that is related to the field and the company you wish to find employment in. It will help you decide your path. In some cases, a company offers a job after internship.

### 1-3 Understanding the content of an Internship

Task☞ Linlin went through an internship at a food manufacturer. Read the questionnaire Linlin filled out after the internship and see what an internship involves.

#### <Internship Questionnaire>

Employment office, Asia Cultural University

- 1 Where did you have your internship?  
○○ Confectionary Co., Ltd. I was assigned to Sales Section II
- 2 How long was it?  
Two weeks. (February 1st to 14th)
- 3 What kind of work did you do?  
I sold chocolates at department stores and supermarkets for the company's Valentine Day campaign.
- 4 What were you mindful of during the internship?  
Since it was sales work, I was careful to use polite expressions to customers.
- 5 Did you have any problems during the internship?  
I got different instructions from different staff and I didn't know which ones to follow. When I couldn't decide, I pretended I couldn't hear and did what I thought was best.
- 6 What did you learn through your internship?  
I got a better understanding of Japanese corporate culture and operations. I felt teamwork was very important.



Through your internship, you can learn about the corporate climate and human relationships and find out how you can exert your potential. When you participate, have a positive attitude. If you find things that you don't understand, don't see it as a negative aspect but see it as an opportunity to learn.

Quiz☞ Write ○ for good attitudes during an internship and × for attitudes you should avoid. Also think why for ×.

- (1) (    ) I was put on data entry every day. It was boring so, I took a break surfing on the net.
- (2) (    ) I tried to arrive at the company 30 minutes early and I said good morning to all the staff.
- (3) (    ) Guests came to the office and I was told to serve tea. I didn't know how so I pretended I didn't hear the request.
- (4) (    ) I was invited to a drinking party for the section, but I declined because I'm not an employee.
- (5) (    ) I turned off my mobile phone so that it will not ring during working hours.
- (6) (    ) I wasn't given anything to do, so I asked if there was anything I can do.

- (7) ( ) I said “Good-night. Have a nice evening,” when I left for the day.  
 (8) ( ) Internship site was far from my home, which cost me a lot for transportation so I was absent about one third of the time.

Answer☞

- (1) × It is necessary to tackle all tasks diligently. Personal use of PC during work is prohibited.  
 (2) ○ Having some time to spare and being the first to say hello is a fundamental of being a member of society.  
 (3) × It is not good to pretend that you didn't hear. If you don't understand something, always ask.  
 (4) × They probably invited you to be friendly. So if you don't have any plans, you should join.  
 (5) ○ Private phone calls are prohibited during working hours. This is basic.  
 (6) ○ It's better to ask for work instead of idling the time away, but be careful about when you ask.  
 (7) ○ “Good-night. Have a nice evening,” is appropriate when leaving the office.  
 (8) × It's not good to be absent for personal reasons. It is very insulting to the company.

## STEP 2 Internship Manners



Your manners are being looked at during the internship. Know greetings and manners, not as a student but as a member of society.

### 2-1 Greetings

Task☞ Greetings are basic in all work. Practice until you can say them comfortably.

First day of the internship	(1) 初めまして。△△大学○○年の◎◎◎(名前)と申します。本日からインターンシップでお世話になります。いろいろご迷惑をおかけすると思いますが、どうぞよろしく願いいたします。
When arriving at work	(2) お早うございます。
When leaving work	(3) お疲れさまでした。お先に失礼いたします。
When going out	(4) 行ってまいります。
When coming back	(5) ただ今帰りました。
When seeing staff in other sections	(6) こんにちは／ <sup>えしやく</sup> 会釈(廊下などで何回も顔が合う場合)
When picking up incoming phone calls	(7) いつもお世話になっております。
Last day of the internship	(8) この●●(期間)、大変お世話になり、ありがとうございました。皆様にいろいろ教えていただき感謝しております。この経験で得たことを将来に活かせるよう頑張ります。

### 2-2 Sending Thank-you letter after the Internship



Linlin, I'm glad that you had a good internship.



Yes, I made some mistakes, but it was a great experience.



Excellent! By the way, did you send a thank you letter to the company you had your internship at?



What? Do I have to send a thank you note? I already thanked everyone on the last day...



Sending a thank you letter is important in Japan. You must always send one after completing your internship. You can even send it by e-mail so make sure you send it as soon as possible. Send an e-mail on the following day and if you are going to send a letter, it should arrive within 2 to 3 days.

Task Use the mail Linlin sent as reference to understand important points.

- (1) Thank you
- (2) What you thought was impressive about the experience
- (3) Appreciation to the person in charge
- (4) Motivation for employment

These should be written in an easy-to-understand manner.

〇〇製菓株式会社  
インターンシップ御担当 △△△△様

Company name  
(official name)  
Title before the name

Focus not on the formalities but the specifics, which will better touch the heart of the person in charge

先日インターンシップでお世話になりました李 Linlin です。  
インターンシップ期間中は、いろいろご指導いただきありがとうございました。お客様への接し方、敬語の使い方、仕事上のマナーなど、たくさんのことを学ばせていただきました。キャンペーン期間中は失敗も多く、△△様にはご迷惑をおかけしましたが、私にとっては貴重な体験でした。今回の経験を通して、私の仕事への意識も高まりました。本当にありがとうございました。

簡単ですが、まずはお礼まで。

Closing word

李リンリン

Your name in full

When writing the letter, use the formal *Haikai* and *Keigu*. Write a clear handwritten letter and check for mistakes before sending to avoid giving a bad impression.



Internships are an extremely valuable experience actually working in a company.

Internships vary according to the types of business, so ask your friends about their internship experiences. Talking about each others' internships will make your Shukatsu a more realistic one.

**Self-Check!**

<input type="checkbox"/> I know the flow of Internships	<input type="checkbox"/> I know appropriate behavior during internships
<input type="checkbox"/> I know the manners for internships	<input type="checkbox"/> I know how to write a thank you letter

## UNIT 10 How to make Entry and Job Offers

### UNIT 10 Objectives

- Learn how to make entry
- Learn about written exams
- Learn about exchange with the company



### STEP 1 How to make entry



How is your Shukatsu coming along?



I participated in an internship the other day. It was great. I felt like a real career woman. It was completely different from my part-time job.



I did, too. I was so nervous. I was so worried about making mistakes with the work they gave me...



The staff invited me to a drinking party after work. It reminded me of the time I was working.



It seems you had a good experience working through your internship and learned a lot. But I think it's time you start making entries.



That's right. My Japanese friend asked me if I had made entries.



You know, entry is kind of hard to understand. There's pre-entry, official entry and entry sheet. I can't tell them apart.



What? I thought all I had to do was send my resume to the company.



Recently, many companies require you to make entry through their employment information sites on the web as the first step.

STEP 2 How to make entry



Does that mean international students should also register on the employment information site?



Yes. There is lots of useful information for Shukatsu, such as company information and recruitment schedule. I highly recommend that you register.

Employment Information Sites	Provided by	URL
リクナビ	リクルート	<a href="http://job.rikunabi.com/">http://job.rikunabi.com/</a>
マイナビ	毎日コミュニケーションズ	<a href="http://job.mynavi.jp/">http://job.mynavi.jp/</a>
日経就職ナビ	日経 HR、ディスコ	<a href="http://job.nikkei.co.jp/">http://job.nikkei.co.jp/</a>
就活ナビ	ダイヤモンド・ビッグ & リード	<a href="http://shukatsu.jp/">http://shukatsu.jp/</a>
[en]学生の就職情報	エン・ジャパン	<a href="http://gakusei.en-japan.com/">http://gakusei.en-japan.com/</a>



Other than the employment information site, there are Internet BBs for Shukatsu students (楽天みんなの就職活動日記 <http://www.nikki.ne.jp/>, etc.), blogs by Shukatsu students, SNS communities and a lot more with such information. You shouldn't believe by all the information on the web and be swayed by it, but some are legitimate information sources.



Sir, registering on the Shukatsu information site doesn't mean that I have made an entry, right?

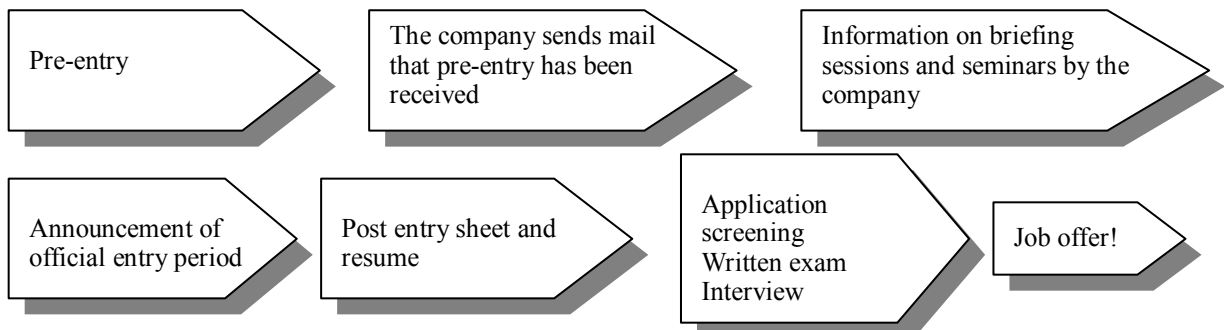


That's right. There are two methods to make entry through information sites.

Bulk Entry	Making entry in the industry and job category of your choice by which you make a keyword search for ☞ For individuals who have not decided on a company to apply for
Individual Entry	Making an entry for a specific company you want to apply for ☞ In this case, you may need to write the reason for you choice and provide a brief profile.



The first stage for the majority of Shukatsu sites is Pre-entry. Pre-entry allows you to express your interest in the company. There is no screening involved. In order to move onto the screening process, you will need to make an official entry. Official entry involves the submission of an Entry sheet and resume.





This is the general flow of recruitment, but it will vary for each company. Carefully read the recruitment schedule and make sure that you have all the dates right and make sure to apply on time.

STEP 3 Written Exams



Written exam... That's a tough one.



SPI and CAB/GAB... and a general knowledge exercise book. They're so hard...



I might be able to handle Kanji questions. It's like a Japanese test.



I'm not very good with Kanji.



The objective of the written exam is not only to check knowledge, but also to check the ability and quality of applicants. The company can also determine if applicants are able to quickly and correctly do tasks given to them and if they can think logically.



I guess I just have study with the exercise book.

\* Sample questions on the Internet

[Current events and general questions]

- リクナビ「筆記対策！時事トレ」

<http://job.rikunabi.com/media/jjijtore/>

- マイナビ「筆記対策マメモン」

<http://job.mynavi.jp/conts/2011/mame/index.html?1264145025252>

【Aptitude test】

- リクナビ「適性検査の定番！SPI2公式ガイド」

<http://job.rikunabi.com/2011/media/spi/index.html?isc=r1rm00000145>

- マイナビ「SPI＋一般常識・時事完全突破塾」

<http://job.mynavi.jp/11/pc/NSSupportMogi.do?actionMode=display&PHPSESSID=8e453917de3aeb560d887d48418316c1&1264145084116>

Search

「筆記対策！時事トレ」

マイナビホームページ

→ To 「就活支援」

Search

「適性検査の定番」

Search 「SPI＋一般常識 完全突破塾」





I hear that there are others, like essays and questions on technical knowledge.



There are so many workbooks and exercise books sold at bookstore.



Yes, use them to prepare for the exam. It would also be helpful to get advice from former students who have found jobs, or consult at the university's Career Center. Whatever you do, you must start early. And as you move on to the latter stages of Shukatsu, there will be many exams, interviews and briefing sessions, so keep track of your schedule and stay healthy.



It was good that we created a Shukatsu notebook, huh, Nguyen?



So true.

#### STEP 4 Communication with the company



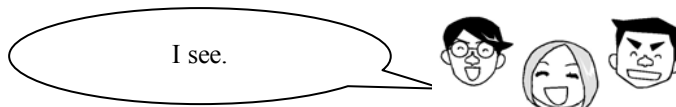
But, there'll be so much communications with the company, like sending mail and having interviews. I'm not too sure about myself in this department, like with the use of honorific expressions. I had a hard time writing a thank you letter after the internship.



But, you can take all the time you need and use a dictionary when you write.



You will have a hard time writing letters and speaking on the phone until you get used to it. You'll find lots of samples in the job-hunting manuals and employment information sites.



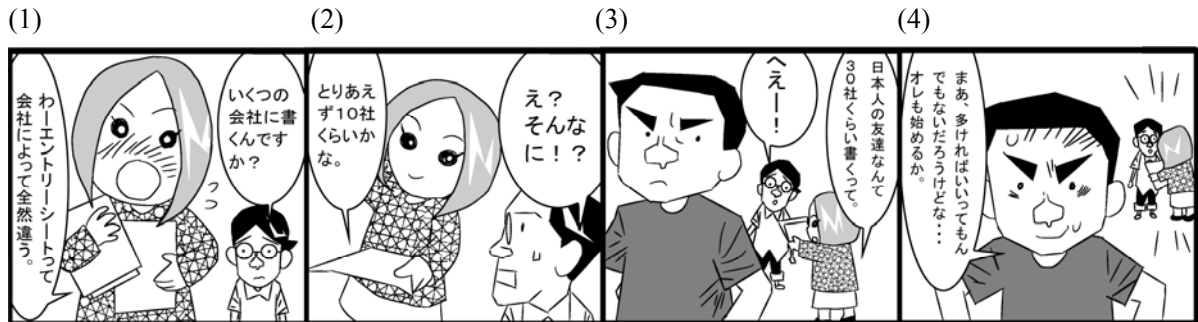
Real Shukatsu begins now, so make sure that you are fully prepared.

#### Self-check!

- I know how to make an entry       I can communicate well by letter, e-mail and telephone
- I have begun preparing for the written exam.

UNIT 11 Japanese for Entry Sheets


UNIT 11 Objectives  
 - Understanding what to write  
 - Expressions and vocabulary used for Entry Sheets



Each entry sheet has its own theme. First write your thesis sentence for the theme and back it up in your examples. Let take a look at the entry sheet that you've written and discuss points of caution.

STEP 1 Lim's Entry Sheet

Theme: Tell us your strong and weak points.



私の長所は、リーダーシップと行動力があることです。韓国で軍隊にいたころから後輩に頼られ、みんなの相談相手になっていました。韓国で就職した保険会社では、営業チームのリーダーとしてグループをまとめ、全国にある営業所の中でトップの成績をとりました。社内で表彰されたこともあります。短所と言えば、よく考えずに行動して失敗することがあります。御社に入社できましたら、これまでのいろいろな経験を役立てて、絶対がんばります。



So, people depended on you in Korea, didn't they? How did you acquire your leadership skill?



Hum? How? I don't know, naturally I guess...



You always listen to everybody's opinion and organize the group.



Umm, maybe I do...



It's hard to believe you would act without thinking carefully.



Well, I tried to be honest.



But, would it be okay to say "I make mistakes" to the company?



Ability to take action, if taken negatively, can be seen as careless. But, if you also write what you have learned from your mistakes and how you will compensate, then it would be okay. You can write a short example of your mistake.



For example, when I go on a trip, I just take off and decide what to do when I get there. Then, after I get back, I think that I should have visited here or there.



Then, why don't you conclude by reflecting on your shortcomings? Perhaps you could write that you will make plans and consult others before actually taking action.

## STEP 2 Nguyen' Entry Sheet

Theme: Tell us the reason you are applying for our company



今、地球上の多くの場所で環境が破壊され、公害や災害の問題が起きています。本来、人々の生活の向上のために行われてきた生産や開発が人々の苦しみを生みだしているのです。私の母国、ベトナムでも同様の問題に直面しています。御社の先進的なテクノロジーを学び、いずれ帰国してベトナムの環境保護運動に参加したいと考えています。この現代社会にあって、地球環境と共生しなければ人類の発展もないでしょう。私は環境問題に全力で取り組み、社会の発展に貢献したいと思います。



Hey, I've seen this somewhere.



I saw it on the website of the company I want to make the entry for and I thought it sounded good.



You shouldn't copy it. What do you want to do at this company, Nguyen?



What I want to do? Umm, develop clean energy and things like that.



It is important to understand corporate philosophy, but you need to write with your own words in the entry sheet. Explain what part of their philosophy you empathize with and how they link with your own interest and field.



What do you think, specifically, it is to coexist with the global environment, Nguyen? How can your knowledge, experience and thinking contribute to society through work? That would be a good ambition to express.



Aha... When do you plan to go home?



Umm... I want to work for about 10 years before going home.



Since companies are worried that international students will not stay for an extended period, so even if you are planning to go home, maybe you shouldn't mention it.



Yes. It is important to view your entry sheet from the perspective of the company.

### STEP3 Linlin's Entry Sheet

Theme: Tell us what you emphasized for during your study here in Japan.



私は、一緒に勉強したり遊びに行ったりできるたくさんの日本人の友人がいますが、初めのころは関係を作るのがうまくいきませんでした。例えば、私は友だちの新しい髪形や流行の服が似合わないと思う時は「似合わないよ」とはっきり言う方ですが、ある日友だちの一人から「Linlinの言い方、ちょっときついよ」と言われました。遠回しに言うのは好きじゃないので、そのことを説明したら、友だちは「わかった」と言ってくれました。日本に来てからこのようなことはよくありますが、その度によく話してわかってもらうように努力しています。日本人と中国人という壁を乗り越えることは、就職してからも役に立つと思います。



You said it wasn't so easy to build friendships, but maybe your friends were hurt by your blunt words?



Do all Chinese people speak like you do, Linlin?



Of course. It's always better to say things straight out.



You can't say that all Chinese people are like that. There is a saying in Japan: Courtesy should not be forgotten even between close friends, so I think the Japanese way of communicating is to select words in consideration of the feelings of others.



Cross-cultural understanding is a point of interest for companies hiring foreign nationals. It is better to have others read your entry sheet and have them judge if the example and the conclusion are linked. You can also read sample texts on the entry sheet of persons who actually found a job in Japan on the Employment site (see UNIT 10) or Shukatsu related books.

STEP4 Expressions used in entry sheet



Lastly, let think about expressions often used on the entry sheet.

Quiz☞ The chart below shows expressions conveying qualities from the negative side 😞 .

Which of the three expressions in 😊 convey the same qualities from positive side?

😞	😊
(1) あきらめが悪い	a.くよくよする    b.悩む    c.くじけない
(2) 頑固	a.人の意見に耳を貸さない    b.意志が固い    c.融通が利かない
(3) 理屈っぽい	a.しつこいb.くだい    c.論理的
(4) 無鉄砲	a.失敗を恐れない    b.無茶    c.考えが浅い

Answer☞ (1) c (2) b (3) c (4) a

Quiz☞ The sentences below are inappropriate on an entry sheet. Think about why.

- (1) 私の長所は自分が決めたことにこだわるところです。
- (2) 私の長所は気が強いことです。
- (3) 就職後 3 年間は、絶対日本でがんばる自信があります。
- (4) 御社の～というところが気に入りました。

Answer☞

- (1) 「こだわる」 implies that you worry unnecessarily about small things, so be careful.
- (2) 「気が強い」 in the context of having the strength to overcome adversity will be a strength but, in some cases 「気が強い人」 means a person who speaks his or her mind without considering others or a person who will not admit his/her faults. You shouldn't use it to mean 「意志が強い」 .
- (3) This is like saying you only intend to work for 3 years.
- (4) An entry sheet is a business document and it is inappropriate to use colloquial language like 「気に入る」 . 「御社」 is used for interviews and in written documents, use 「貴社」 .

Self-Check!

- I know what to write in the Entry Sheet     I understand appropriate expressions to use for Entry Sheets

UNIT 12 Intensive Interview Course (1) → p.63

Interview style, Manners and Self-Promotion

(1)



(2)



(3)



(1) Linlin: I had an interview the other day.

Lim: You've already had an interview?

Linlin: Yeah, a group interview.

(2) Nguyen: An interview in a group?

Linlin: Yeah, there were five of us.

Nguyen: I thought interviews were given individually.

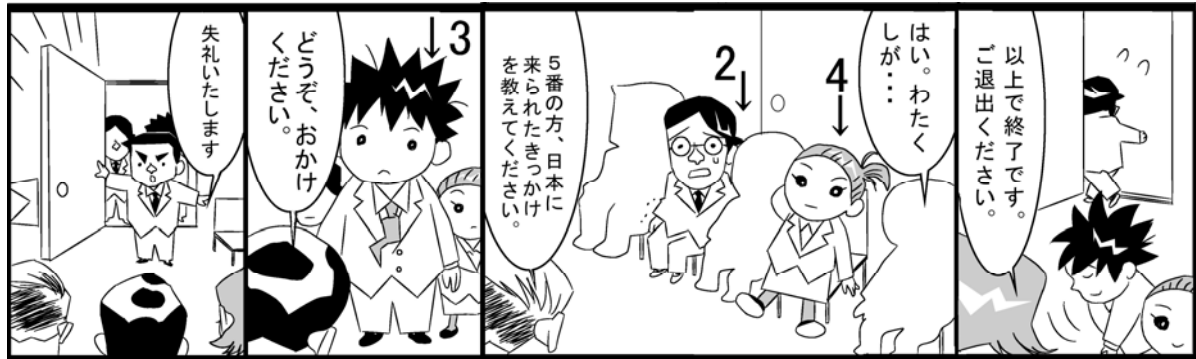
(3) Nguyen: What did they ask you?

Linlin: About myself, about my research and things like that

Lim: I see. I better think about some answers.

STEP 2 Flow of Interview and Understanding Manners → p.64

(1) (2) (3) (4)



Umm? He opens the door roughly.

No.3's hair is a mess and his tie is crooked....

No.2 seems too nervous and fidgety.

No. 4's posture is getting sloppy

I know he's relieved to be finished but he shouldn't run out like that.

= Interviewer's thoughts =

- (1) Student: May I come in?
- (2) Interviewer: Please sit down.
- (3) Interviewer: Applicant No.5 , tell us why you came to Japan  
Student: Yes, I came...
- (4) Interviewer: This concludes the interview. Thank you for coming.

UNIT 13 Intensive Interview Course (2) → p.67

Reason for selecting the company / How to answer difficult questions

(1) (2) (3)



- (1) Linlin: Hurray, I passed the initial interview!  
Nguyen: I've got another interview next week, and I'm so worried.
- (2) Lim: I'm having a hard time getting the company to respond to my ES.  
Linlin: Come on, Lim. There'll be a company that will understand you.
- (3) Teacher: Do you have plans for interviews?  
Linlin: Yes, I do.  
Nguyen: I'm so worried about they will ask me.

## UNIT 12 Intensive Interview Course (1)

### Interview Style, Manners and Self-Promotion

#### UNIT 12 Objectives

- Understanding interview styles
- Understanding the flow of the interview and interview manners
- Understanding points about self-promotion and communicating what you worked on during university studies

(1)

(2)

(3)



#### STEP1 Understanding interview styles



Generally interviews are first conducted in a group or in a group discussion format, then successful applicants move on to individual interviews. A final interview is conducted by executives to determine who will be offered a job at the company.

○ = Interview ● = Applicants

Group interview	<p>○ ○</p> <p>● ● ● ● ●</p>	<p>[To filter out outstanding persons from a large number of applicants]</p> <p>Question are answered individually</p>
Group discussion	<p>○ ○ ○</p> <p>● ●</p> <p>○ ● ● ○</p> <p>● ●</p> <p>● ●</p>	<p>[To evaluate applicants' cooperativeness, assertiveness and leadership]</p> <p>Discussions are observed by interviewers</p>
Individual interview	<p>○ ○ ○</p>	<p>[Quality and ambition of applicants, desire to join the company, etc.] Reason for applying, specialized field and why the applicant wishes to work in Japan are asked.</p>
Interview by executives	<p>●</p>	





I have a general idea about individual and group interviews, but it's the first time I've heard of group discussions. What do we discuss?




Discussion themes vary, but usually include work-related themes such as "Which is more important, challenging work or pay?" and field-related themes such as "The future of the ○○ industry." They may also include case study used to evaluate the group's ability to find solutions to issues that are likely to arise at work.




 Ah, I'm good at this. I'd love to be the moderator.

 I'm not very good at summarizing so I don't have any confidence.

 It doesn't mean that all companies will have group discussions; but there are more companies that are including group discussions in their screening process, so you need to be ready. Look for opportunities to develop your group discussion skills at employment seminars offered at your school and actively attend to practice.


STEP 2 Understanding the flow of interviews and interview manners


 Let's take a look at an example of a group interview.





- (1) Umm? He opens the door roughly.
- (2) No.3's hair is a mess and his tie is crooked....
- (3) No.2 seems too nervous and fidgety.
- (4) No. 4's posture is getting sloppy
- I know he's relieved to be finished but he shouldn't run out like that.

= Interviewer's thoughts =

 What does it mean to be fidgety?

 It means that you are not making eye contact with the interviewer and you are looking here and there. It makes you look insecure.

 Oh...It seems like they are looking at appearance and facial expression, but it's the content that counts, right?

 It's not just what you say. Actually, the interviewer's first impression of you will greatly influence the evaluation of the interview. First impressions depend on your attire, hair, how you sit, walk, how you bow, your posture, facial expression, tone of voice and how you speak. When you enter the

room, speak with energy and keep a happy face. A good impression will start out a good interview.

Quiz☞ Enter ○ for correct statements and × for incorrect statements about interview.

- (1) ( ) You may check your text message in the waiting room waiting for your turn.
- (2) ( ) Smiling during the interview will give an insincere impression, so you shouldn't smile.
- (3) ( ) The train was delayed and you will be late for the interview. It's not your fault so you can mention it when you get to the company.
- (4) ( ) It is okay to ask the interviewer to repeat the question if you didn't understand the question.
- (5) ( ) It will make a better impression if you respond formally when the interviewer speaks formally and casually when the interviewer speaks casually.

Answer ☞

- (1) × Your attitude in the waiting room is also checked. You must behave correctly at all times in the company building and not just in front of the interviewers.
- (2) × Greet and respond with a natural smile.
- (3) × Regardless of the reason, if you cannot make it in time, contact the company immediately. Leave your house with sufficient time and take into consideration potential problems.
- (4) ○ Make sure you understand the question before answering.
- (5) × Do not speak to the interviewer as you would to your friends even if the interviewer is speaking casually.

### STEP 3 Understand how to self-promote



Linlin, how did you sell yourself at the interview?



I said that my strong points are that I'm cheerful and have lots of friends. I always help people in trouble, so I'm told I'm kind.



You will always be asked about your strong points in the interview and you need to explain concisely. In the group interview applicants answer in turn, so try to impress the interviewer in the one minute you are given.

Task☞ Practice selling your strong points in 1 minute.

(1) 「私の長所は～なところです」(2) 「私には○○力があります」



Include example to backup (specific experience)



After you've practiced, try in front of your teacher or Shukatsu friends. It might be a little embarrassing but if you can tape yourself with your mobile phone or digital camera, then you will be able to see yourself more objectively.

Check your tone, how you speak, speed, pronunciation, intonation, visual line, facial expression and posture.



Lim, Nguyen, will you listen to my presentation?

私は、地域の国際交流協会の活動にボランティアとして参加しています。その活動を通して、多くの方々と知り合い、日本人の考え方や行動の仕方を学びました。交流協会には外国人の小・中学生の学習を見てあげるチューターがいますが、大学の留学生仲間に子供達を支援する意味を訴え、呼びかけて仲間を増やすことができ、活動の成果も上げることができたのではないかと思います。

Quiz☞ What is Linlin selling in her statement?

- (1) Ability to motivate others      (2) Concentration      (3) Flexibility

Answer☞ (1)

STEP 4 Talking about what you emphasized during your study



What did you emphasize during your study? This is another question that is often asked.

Be specific with your experience in seminars, studying Japanese, part-time work, circle activities, volunteering, obtaining certifications and explain how you can make use of such experience at work.

Quiz☞ Which would be better for Lim to relate about what he emphasized?

(1) 大学の留学生会の企画担当として頑張りました。留学生会の活動に無関心な会員が多く、運営と企画は大変でした。途中で投げ出しそうになりましたが、私は最後まで精一杯やりました。多くの友人ができて、大変でしたがとてもいい経験になりました。このようなリーダーシップは仕事の場面でも発揮できると思います。

.....

(2) 大学の留学生会の企画担当として、100 人前後の会員をまとめて行事をやり遂げました。学園祭への出店や他大学との交流会は特に参加者から好評でした。国籍の異なる委員との連日深夜に及ぶ会議は大変でしたが、さまざまな考えの人々の意見を調整しながら、目的達成のために協力し合うことを学びました。これは今後、仕事の場面でも生かせると考えています。

Answer☞ (2)

- (1) There is no specific examples and it's difficult to imagine. And not giving up to the end does not link with leadership.  
 (2) The content is more specific than (1) and easier to imagine. Organizing comments of people with different nationality shows cooperativeness.

Self-check!

- |   |   |
|---|---|
| <input type="checkbox"/> I understand interview styles and flow       | <input type="checkbox"/> I understand manners and what to check about my appearance.                |
| <input type="checkbox"/> I understand how I can sell my strong points | <input type="checkbox"/> I understand how to explain what I worked hard at during university study. |

## UNIT 13 Intensive Interview Course(2)

### How to summarize your reasons for applying / How to answer difficult questions

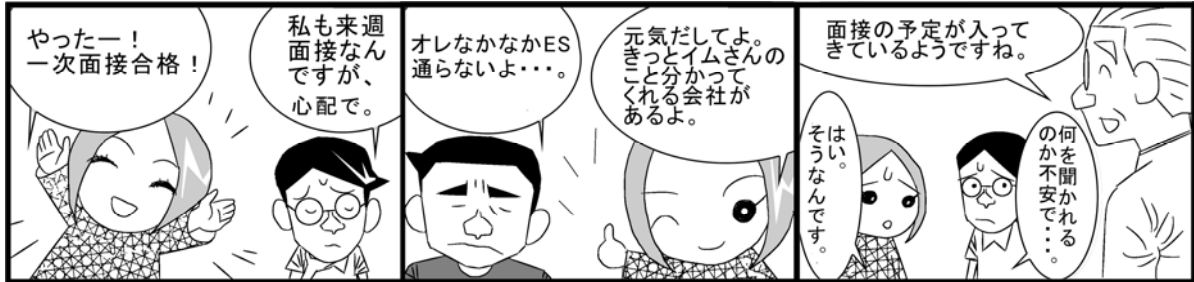
#### UNIT 13 Objectives

- Points about and understanding reasons for application
- Understanding methods of dealing with oppressive interviews
- Recognizing the abilities corporations want international students to have

(1)

(2)

(3)



For the individual interview, interviewers will ask specific question based on the self-promotion, about college life, reasons for application and the specialized field written in the entry sheet. Answers should be simple and specific. Tone, delivery and expression in the eyes will also be important.

#### STEP 1 Summarize the reasons for applying



Your reasons for applying include "why you have chosen this job category" and "this company", "what skills you have" and "how you intend to apply them to contribute to the company", "what you want to do in the future", etc.

Task☞ Write down what you might say in bullet points.

Reason for selecting this job type	
Reason you want to work in Japan	
Reason you chose this company	
What you can contribute to this company	
Future prospects	

Task☞ Based on the above chart, summarize "your reasons for applying" in about one minute.

Task☞ What is the problem with Linlin's reason?



御社の製品は品質の良さと種類の多さで、私の国では広く知られ、人気があります。私の留学のきっかけも、実は御社の製品を手にして、そのすばらしさに感動したことでした。もし入社できましたら、有名企業の一員として誇りを持って働けるものと確信していますので、どうぞよろしくお願ひします。



Linlin, you're just saying that you want to work for a famous company.



Umm, but it's cool to work for a first-rate company.



You need to think about why you chose this job category and what you can contribute.



You need to ask yourself why you chose this company and not other famous companies. The important point is to be able to draw a future image of yourself through your work and convey this in the interview with passion and drive.

STEP2 How would you answer these questions?



What if you were told at the interview that the work would be difficult with your level of Japanese, how would you respond?



What! That's terrible! I studied so hard.



What an insult to judge my Japanese!



.....



These questions are asked in what are known as "oppressive interviews" and they are asked to see the applicant's response and true feelings. You cannot become emotional and refute or clam up.

For such questions, you need to calmly reply by, for example, saying that you will put more efforts into the study of Japanese and aim to pass the Japanese Language Proficiency Test Level N1 by graduation.

Task☞ How would you answer the questions below?

- (1) You don't intend to work for a long time in Japan, right?
- (2) Isn't ×× company better matched with your desire?
- (3) It looks like you were working part time rather than studying.
- (4) You'll be asked to do lots of overtime. Do you think you can handle it?
- (5) What do you think of Japanese traits?



That's scary. How do I answer them?



No company will ever hire me if I say I'm going back home after several years of work experience and then establish my own company.



The other day, I was asked question (1), how long can you work in Japan and I answered, I would work as long as I can and exhibit my skill to contribute to your company. I hope that was okay.



Linlin's answer was good. Every job field and company has its own policy and 10 applicants will give 10 different responses. The important thing is to think about the reasons behind the questions.

Question (1), "how long do you intend to work in Japan?", is probably asked because all companies need to know the answer for this. Japanese companies put much time and money in new employee training so they wouldn't want to waste their resources on an employee who would quite right away.



Oh, is that the reason why?

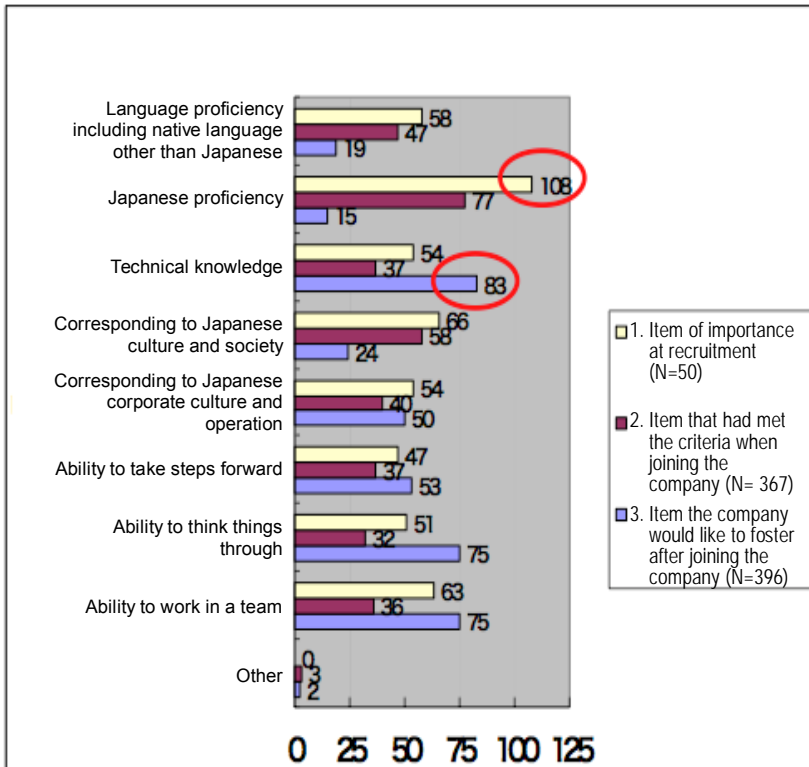


It would be best if you have a response ready in advance. If you are worried about your response, consult with the Employment office and Career Center staff at your university.

### STEP 3 Abilities a company look for in international students



The graph below shows the result of a survey on the criteria for hiring international students during recruiting, at hiring and when joining the company. Let's think about what the company is looking for in international students.



■Source: 財団法人海外技術者研修協会「日本企業における外国人留学生の就業促進に関する調査研究」(平成 18 年度)



Japanese proficiency is important.

I see that technical skill is important after joining the company



Japan’s corporate culture, huh? It must means

whether I can work in the same company until retirement.



I don’t have any experience yet, so I need to start from learning about operations and procedures at a Japanese company.



During the internship, each employee was responsible for certain own tasks, but they were cooperating and helping each other, which seem like a very Japanese way. I saw that working in a team is important.



Companies think that it is easier to have international students who understand Japanese corporate culture rather than recruiting from abroad and feel they will be an advantage when advancing the business overseas. So it is true that companies hope for high Japanese proficiency. Understand what the company expects of you and highlight your ability to them.

Self-check!

- I understand how to summarize the reasons for applying
- I understand how to respond to difficult questions.
- I understand what companies expect from international students.

## ◆ Self-evaluation 4: Self-study



Lastly, let's take a look at the ability for self-study.

You now know your balance of Japanese proficiency, technical skills and the basic skills as a member of society. Ability for self-study is the ability to supplement and develop insufficient and outstanding points in order to reach the goal you have set up. It is to be independent, in other words having the ability to plan and study on your own and this ability is the drive to prompt your growth.

1	I like to plan and carry out what I plan on my own	Yes・No
2	I know the ability that I lack in regard to Shukatsu and have decided on a study method and plan to improve.	Yes・No
3	I was able to progress with this self-study workbook as planned.	Yes・No
4	I asked questions and searched for answers for what I didn't understand.	Yes・No
5	I have a clear idea of what I need to improve by the time I start work	Yes・No

Yes: 1 point, No:0 point

Total Points(            )



In another words, growth drive.



I'm the only one that scored 2 points. That's low. Does it mean that I'm not going to grow much?



You are very good at listening and researching, so as long as you can set up a plan, I think you will grow.



You think so? Thanks.



This ability for self-study will become more important once you start working. Without effort to acquire the skills necessary in work, you cannot truly become the employee the company is hoping for. Expectation for growth is included in the screening criteria.



For me, it's Japanese proficiency.



That's right. Please continue to study after you start working.

Evaluation☞ Write in your score in the STEP 1 chart on page 72.



### ◆Self-evaluation 5: Summary



Now you have an evaluation of the 4 abilities: Japanese proficiency (page 6), basic skills as a member of society (page 31), technical skills (page 41) and self-study skills (page 71). Let's look at the overall balance.



Overall balance...there're some skills that I'm confident about and others that I'm not.



So you need to look at the overall picture and understand where to work on.



It seems like you are growing already...this must be the result of the Shukatsu?

STEP 1 Write your self-evaluation scores in the chart below. Divide the score for Japanese proficiency and basic skills as a member of society with the number of items to obtain an average score for comparison (Fill in the total score in the relevant evaluation pages in the ( )).

	Self-evaluation points	
Japanese proficiency	( )/10 →	Pt.
Basic skills as a member of society	( )/12 →	Pt.
Technical skills		( )Pt.
Self-study skills		( )Pt.

STEP 2 Create a radar chart

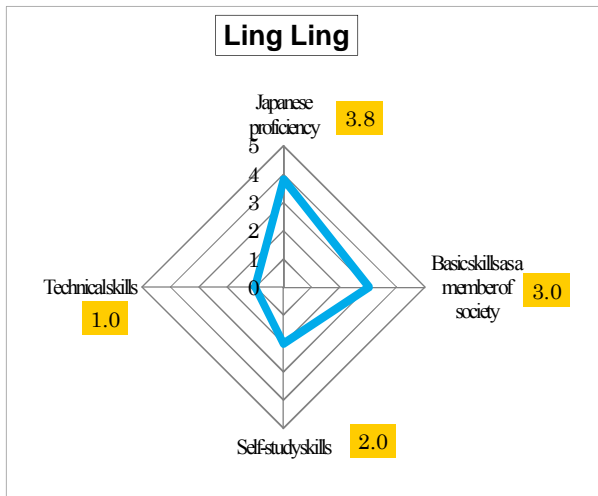
Use the points in the chart in the graph on page 74 and connect the points.



Objective of the chart:

- 1) To understand your balance, and know your strength and weakness as human resources
- 2) To use for future study plan and Shukatsu plan.

Look back at yourself and think about what to do and what skills to acquire in order to realize your career plan.

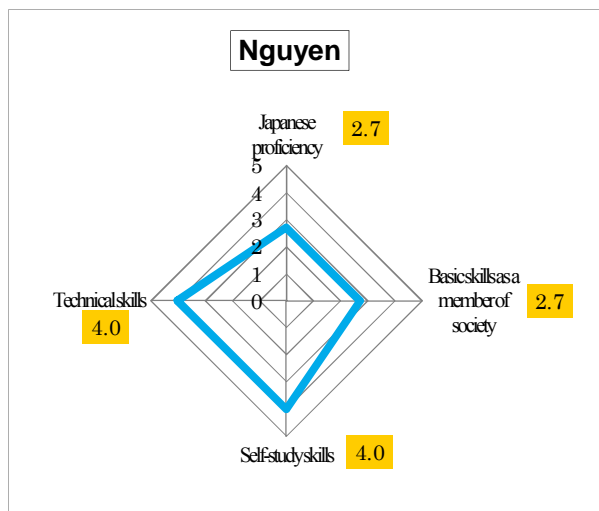


Linlin's case



High Japanese proficiency and low technical skills. Sociable with moderate basic skills as a member of society, but her low self-study skills may be a problem.

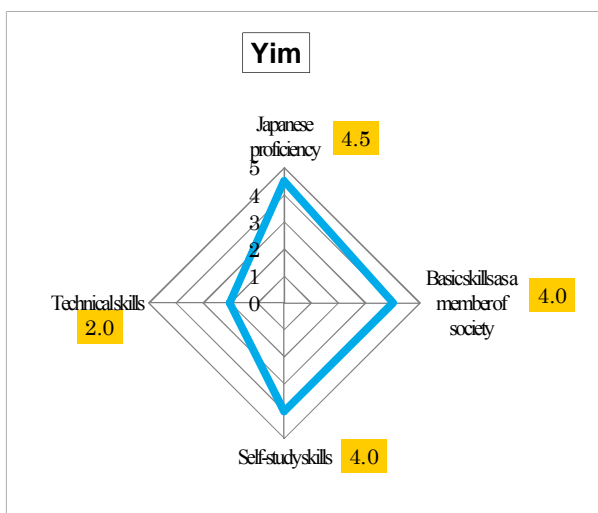
Very ordinary, but because she is an international student, she may be expected to be the bridge between Japan and a foreign country. So she needs to sell herself as possible liaison with her country for business transactions and she needs to get information about her country.



Nguyen's case



High technical skills with low Japanese proficiency and basic skills as a member of society. In Nguyen's case, he has high self-study skills, so there is a high expectation for growth. Individuals with low self-study skills will have problems in self-study issues. Individuals with low basic skills as a member of society may be better suited for technology development companies with a relatively free corporate climate.



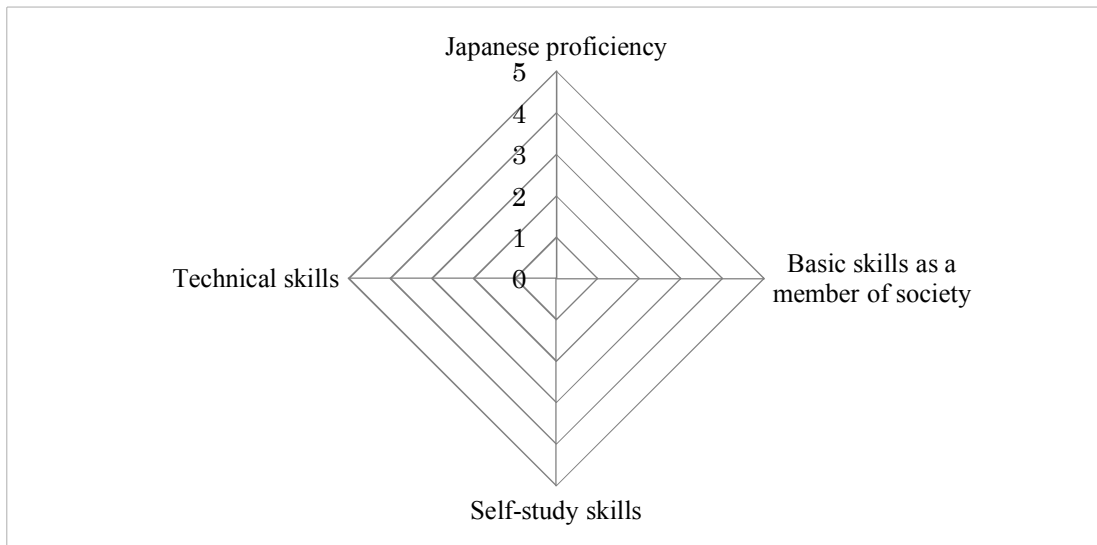
Lim's case



Low technical skills but high in Japanese proficiency and basic skills as a member of society. It would be good for him to acquire skills and certificates that will be useful for work which will help him sell himself and leave a good impression in the interview.

He has high Japanese proficiency and basic skills as a member of society, so he will not have a problem with a relatively conservative company. Prepare for the interview by practicing manners and honorific expressions and do not panic.

Your radar chart



STEP 3 Compare your chart with the chart of the three trainees. Analyze your power as a human resource using the three explanations.

[High (strength)]

↑

1. \_\_\_\_\_ skills

2. \_\_\_\_\_ skills

3. \_\_\_\_\_ skills

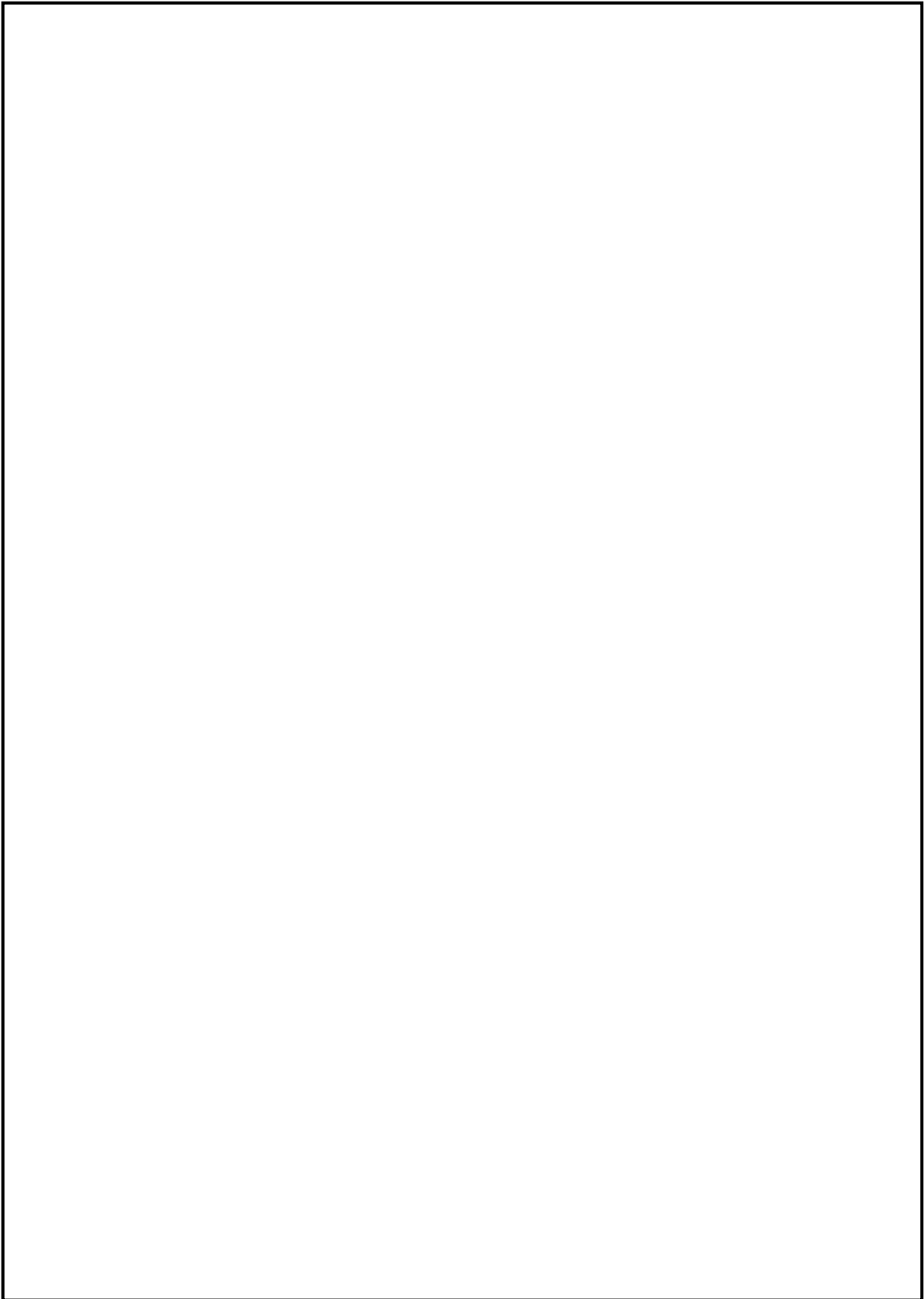
4. \_\_\_\_\_ skills

↓

[Low (weakness)]

Selling point:

STEP 4 Plan what to do based on the analytical results.

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the student to write their plan based on the analytical results.

## Reference Data: List of Objectives

UNIT	Objectives
UNIT 0	Understanding how to use the text
	Understanding how to self-evaluate and the need for it
UNIT 1	Understanding the flow of Shukatsu
	Understanding Shukatsu terminology
	Understanding the Shukatsu schedule
UNIT 2	Check Shukatsu flow
	Create a Shukatsu notebook
	Manage your schedule
UNIT 3	Think about your career
	Make a career plan
UNIT 4	Understanding the basic skills as a member of society
	I can imagine a scene to exhibit performance
	I can look back at myself
UNIT 5	Think about the points you can sell about yourself
	Think about examples that will prove the points you wish to sell
UNIT 6	Understanding the meaning in learning about industry
	Understanding major industries
UNIT 7	Understanding the meaning in learning about corporations
	Understanding the perspective form which to select corporations
	Understanding business culture of Japanese corporations
UNIT 8	Understanding honorific expressions
	Understanding and using cushion words
	Understanding and using business expressions
UNIT 9	Understanding the flow of internship
	Understanding the manners required during internship
UNIT 10	Learn how to make entry
	Learn about written exams
	Learn about exchanges with the company
UNIT 11	Understanding what to write
	Expressions and vocabulary used for entry sheet
UNIT 12	Understanding interview styles
	Understanding the flow of interview and interview manners
	Understanding points about self-promotion and communicating what you worked on during university studies
UNIT 13	Points about and understanding reasons for application
	Understanding methods of dealing with oppressive interviews
	Recognizing the abilities that corporations want international students to have

## References and websites

### References

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2. 『就職四季報』2009 年 10 月号(東洋経済新報社、2009)
3. 『「会社四季報」業界地図 2010 年版』(東洋経済新報社、2009)
4. 『2010 年版 図解革命！業界地図最新ダイジェスト』(一橋総合研究所監修、高橋書店、2009)

### Websites

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<http://www.jasso.go.jp/job/guide.html>
2. 経済産業省経済産業政策局産業人材政策室「社会人基礎力」  
<http://www.meti.go.jp/policy/kisoryoku/index.htm>
3. 経済産業省『今日から始める 社会人基礎力の育成と評価～将来のニッポンを支える若者があふれ出す！～』  
<http://www.meti.go.jp/policy/kisoryoku/h19referencebook/h19referencebook.pdf>
4. 「日本企業における外国人留学生の就業促進に関する調査研究」(平成 18 年度) 財団法人海外技術者研修協会  
[http://www.aots.or.jp/asia/r\\_info/pdf/press070514\\_1.pdf](http://www.aots.or.jp/asia/r_info/pdf/press070514_1.pdf)

## Translation List

Page	Location	Translation
p.9	Lower area	(1) Employment Guidance (2) Information (3) Internship (4) Shukatsu Website (5) Visit OG/OB (6) Briefing Session (7) Seminar (8) Entry (9) Screening Examination (10) Written Test (11) Interview (12) Job Offer
p.10	Middle area	(1) Shukatsu website (Employment information site) (2) Company website (3) Pre-entry (4) Official entry (5) Entry Sheet (ES) (6) Reason for application (7) Selling points about yourself (8) Internship
p.11	Lower area: Answer	1. Employment guidance 2. OB/OG visits 3. Internship 4. Company website (Shukatsu website) 5. Entry Sheet 6. Interview 7. Briefing session 8. Job offer
p.12	Middle area: Keywords	(1) Employment briefing (2) Study Company (3) Graduation thesis (4) Written exam / interview
p.12	Middle area: Answer	Study) A. Graduation thesis Shukatsu) B. Employment briefing

		C. Study company D. Written exam / interview
p.18	Lower area: Answer	1) 8. Headhunting 2) 6. Flex time 3) 7. OJT 4) 5. Welfare program 5) 1. Seniority system 6) 9. Recent grad. 7) 4. Mid-career hires 8) 2. Lifelong employment 9) 3. Merit-based system 10) 10. Dispatch staff 11) 12. Venture company 12) 11. Irregular employment
p.45	Middle area	I'm Linlin Lee and I come from China. I'm a third year student at Asia Cultural University. I want to work for a Japanese company.
p.45	Lower area: Answer	How do you do? My name is Linlin Lee. I am from China. Currently I am in the third year of undergraduate study at Asia Cultural University. I hope to work for a company in Japan. Thank you.
p.46	Middle area: Quiz	Excuse me. I would like to attend your ( <i>Onsha</i> ) company briefing session. Yes, you are inquiring about our ( <i>Heisha</i> ) briefing session. I am sorry, but we are not currently recruiting new staff.
p.46	Lower area	(1) Excuse me (2) May I ask you to... / Would you please (3) I am very sorry to trouble you, but... (4) I am sorry but (5) I hate to bother you when you're so busy, but...
p.47	Upper area	(1) ○○ Shoji. General Affairs (2) You must be the Ms./Mr. ▽▽ scheduled to attend the briefing session today.  (3) Oh, yes, from △△ University... What can I do for you?
p.47	Answer	(1) My name is ▲▲ from ○○University. Would it be possible to for



		<p>me to speak to Mr. ■■ in charge of recruitment?</p> <p>(2) Yes, I am. I am extremely sorry, but the train has been delayed and I may be late to the session.</p> <p>(3) I am sorry to bother you when you are so busy, but if I could ask you to spare some time...</p>
p.47	Lower area	<p>(1) How do you do. My name is...</p> <p>(2) I hope I am not calling at a bad time.</p> <p>(3) Good-bye.</p> <p>(4) I'm sorry but I seem to have problem hearing you...</p> <p>(5) I am so sorry, but may I call you back later?</p>
p.48	Upper area	<p>(1) Would you please tell him/her that I will call back later?</p> <p>(2) Would you ask him/her to return my call?</p>
p.48	Middle area: Quiz	<p>(1) I am sorry, but ▲▲ is not at his/her desk at the moment</p> <p>(2) Please come to the office at 1pm next Monday. When...</p>
p.48	Middle area: Answer	<p>(1) I see. Would you please tell him/her that I will call back later?</p> <p>(2) I'm sorry, but it seems we have a bad connection. May I call you back from a public phone?</p>
p.51	Task	<p>(1) How do you do? My name is ◎◎. I am ○○ student at  △△University. I will be starting my internship today. I will try my  best not to cause anyone any trouble.</p> <p>(2) Good morning.</p> <p>(3) Good-night. Have a nice evening.</p> <p>(4) I have to step out of the office for a moment.</p> <p>(5) I'm back.</p> <p>(6) Hello / bow (if you see them often in the corridor)</p> <p>(7) Thank you for calling</p> <p>(8) Thank you very much for all your help and support during my internship. I am very grateful for all your advice. I will make use of the experience I've gained through this internship. Thank you.</p>
p.52	Task	○○ Confectionery Co., Ltd.

		<p>Mr. /Ms. ΔΔ, In charge of Internship</p> <p>Thank you very much for all you've done during my internship. I am grateful for all the advice I received from you, such as how to deal with customers, the use of honorific expressions and manners. I made many mistakes during the campaign, causing problems for Mr. /Ms.ΔΔ, but it was an extremely valuable experience for me. This internship made me more motivated to work. Thank you very much.</p> <p>Linlin Lee</p>
p.57	STEP 1	<p>My strong points are that I have leadership skill and the ability to take action. When I was in the army in Korea, my subordinates looked up to me and asked me for advice. At the insurance company where I worked in Korea, I was the leader of the sales team, united the team members and we had the best achievement of all sales branches throughout the country. I was also recognized for high sales result within the office. My weak point would be that I sometimes act without thinking carefully and make mistakes.</p> <p>If I am hired by your company, I intend to make use of my past experience and work hard.</p>
p.58	STEP 2	<p>Today, the environment is being destroyed in many places around the globe, which is causing problems with pollution and disasters. Production and development that began to improve the lives of people are now causing suffering on people. My home country, Vietnam, faces the same problem. I would like to learn your advanced technology and some day return to Vietnam to participate in the environmental conservation movement.</p> <p>In today's society, no development for humankind is possible unless we are able to coexist with the global environment. I want to devote my full efforts to environmental problems and contribute to the development of society.</p>
p.59	STEP 3	<p>I have many Japanese friends that I can study with and enjoy leisure</p>

		time with, but it wasn't so easy to build good friendships. For example, I'm the type of person who will come straight out and say "You don't look good," when I think their new hairstyle or their fashion doesn't suit them. One day, a friend of mine said, "Linlin, you say harsh things." I don't like to beat around the bush and I explained that to my friend. She said, "I understand." Similar things happened from time to time and each time, I try to have my friends understand me. My experience in overcoming the wall between Japanese and Chinese will be useful after I join the work force.
p.60	Upper area: Quiz	(1) Don't know when to quit a. worry b. fret c. never give up (2) Stubborn a. won't listen to others b. tenacious c. inflexible (3) Argumentative a. nagging b. pestering c. logical (4) Rash a. fearless b. reckless c. don't think deeply
p.60	Lower area: Quiz	(1) My strong point is that I stick to my decision. (2) My strong point is that I'm strong-minded. (3) I am confident that I will work hard for 3 years after I am hired. (4) I like – about your company.
p.65	Lower area: Task	(1) My good point is... (2) I have...
p.66	Upper area	I participate as volunteer in international exchange activities in the community. I have met many people through this and learned the way Japanese people think and behave. In the International exchange group, there are tutors who help elementary and junior high school students from overseas with their study. I think I was able to bring good results by explaining the importance of helping children to my fellow international students at the university, which contributed to increasing the number of volunteers.
p.66	Lower area: Quiz	(1) I worked hard as a person in charge of planning for the university's international student group. There were many students apathetic for international student group activities and the planning and managing was not easy. At times, I just wanted to give up, but I did my best to the end. I made many friends through the activity and it was extremely good experience. This type of leadership can be of use at work.
P.66	Lower area: Quiz	(2) As a person in charge of planning for my university's international student group, I was able to plan events for about 100

		<p>members. The booth at the school festival and exchanges with other universities were particularly successful. Meetings held among committee members of different nationalities continued till late at night, but we organized all the comments and learned to cooperate for the achievement of the goal. I think this experience can be useful in work situations.</p>
p.68	Upper area	<p>Your products are well-known and popular in my country for their quality and variety. The reason I decided to study in Japan is because I was so impressed with your outstanding products. If I am able to join your company, I will be proud to work as a member of a famous company.</p>

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