

## Center for Professional Communication

The mission of the Center for Professional Communication (CPC) is to support GRIPS' students, faculty, and staff in developing effective professional communication skills and competencies needed to communicate and interact productively in an environment of multiple stakeholders. To this end, we offer a range of instruction, services, and support in fundamental areas of professional communication in English and Japanese.

The Center's faculty are experts in professional communication, disciplinary writing, and language learning and teaching, with advanced academic training and years of professional experience; many hold doctorates and have a strong record of academic and research accomplishments. Our faculty's expertise encompasses a wide range of areas in economics, political science, law, public policy, education, psychology, and applied linguistics.

Drawing on extensive scholarship in educational theory and practice, the Center promotes evidence-based curriculum development and instruction, establishes best practices in teaching and learning, and strives to become a recognized center of excellence in Japan and the world.

Below are some of the programs and support structures we offer.

### **Comprehensive Academic Writing Program in English and Japanese**

The Academic Writing Program constitutes an introduction to writing a graduate research paper and becoming a fledgling practitioner of academic values and practices. The program has three goals: (a) to articulate the minimum standard of acceptable academic production across all GRIPS programs, (b) to socialize students into the target discourse community, and (c) to support the production of policy papers, theses, and dissertations at GRIPS. The

program includes the following integrated components.

- Assessment of students' academic writing ability at the start of the academic year.
- Year-long academic writing courses in English and intensive academic writing courses in Japanese.
- Seminars, conferences, and special events on a wide range of writing-related topics.
- Individual advising on research proposals, theses, and final papers in English and Japanese.
- Handbooks, guidebooks, and other materials on academic and professional writing and language learning developed by CPC faculty and customized for students' self-study, guided learning, and research.

### **Program in Professional Communication Skills**

We emphasize the development of strong professional communication skills in GRIPS students, promote cross-cultural communication, and provide opportunities for interaction between Japanese and international students. Our current offerings include:

- Credit-bearing and non-credit courses in all aspects of professional communication in English and Japanese including presentation, negotiation, professional and business writing, grant proposal writing, and public speaking.
- Mini-courses, seminars, and workshops in professional communication skills in English and Japanese on a wide range of topics including academic and study skills, policy and scholarly writing, academic research, modern Japanese history, culture, and society, and cross-cultural communication.
- Special events conducted in English and Japanese on a range of topics in professional communication, professional development,

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language learning, and Japanese culture including traditional Japanese culture.

### **Editorial Support**

We support GRIPS faculty and PhD students in the preparation of their work for publication or use in professional fields. To this end, we offer editing, proofreading, and language support services as well as specialized training in conference presentations.

### **Communication Lounge**

The goals of the CPC Communication Lounge are to promote autonomy in student learning, equip students with the skills and resources they need to be good learners, and create a focal point where Japanese and international students can interact and engage in language, cultural, academic, and special-interest exchanges. We offer the following semi-guided activities.

- Workshops on language learning strategies, study skills, and other areas important for autonomous learning.
- Special-interest discussions and clubs where Japanese and international students can talk about topics of interest.
- Language exchange for those interested in practicing language skills.
- Study support through a special help desk to assist students with questions related to their classes as well as language learning in general.

### **Office Hours and Appointments**

The CPC holds regular office hours for walk-in consultations. Consultations on academic writing in English are held in room C507 and may be reserved through our online system. Consultations on Japanese language learning are held in room C505 and may be reserved by email ([cjll@grips.ac.jp](mailto:cjll@grips.ac.jp)). Please check our website CPC Online for details.

## Japanese Language Courses

The CPC offers a wide range of credit-bearing and non-credit Japanese language courses throughout the academic year.

points. Upon request, students can receive guidance on how to prepare for the Japanese Language Proficiency Test (JLPT).

### Credit-Bearing Courses

We offer credit-bearing courses at four levels of ability throughout the academic year. Students completing three terms at a given level will be awarded a Certificate of Completion by the CPC.

- **Basic Japanese**  
This course is for beginners with no previous Japanese learning experience. It focuses on basic grammar, vocabulary, and practical expressions used in everyday situations. Hiragana, katakana, and basic kanji will also be introduced.
- **Intermediate Japanese**  
This course offers useful, practical Japanese for daily life. It is most appropriate for students with a basic knowledge of Japanese. Students will review basic Japanese and advance toward intermediate Japanese.
- **Advanced Japanese**  
This course is designed to give advanced students an opportunity to engage in intellectual discussions in class.
- **Superior Japanese**  
This course offers more advanced Japanese practice with Japanese TV programs, newspapers, and other materials. Classes will be customized to students' needs.

### Non-Credit Courses

A wide range of non-credit courses are offered to cater to various student needs. The current offerings include

- **Survival Japanese**  
This course introduces very basic Japanese to beginners with no prior Japanese learning experience.
- **Kana & Kanji**  
This course supplements regular Japanese courses by offering additional instruction on the Kana and Kanji scripts and on basic grammar

### Special Events

- Speech Event
- Japanese Cultural and Seasonal Events

Detailed information will be provided before each event. For more information, please check our website CPC Online: <http://www3.grips.ac.jp/~CPC/>

### Evaluation

Evaluation is based on the GRIPS Assessment Policy and takes into account attendance and participation. In the examinations, the focus is on conversational skills.

### Course Credit

Two credits will be awarded for courses offered in the Fall and Spring Terms, and one credit will be awarded for courses offered in the Winter Term. These credits do not count towards the degree.

### Course Registration

- Beginners taking Basic Japanese can choose from several parallel sections offered during the week. Students with previous exposure to Japanese are required to take a placement test before registration. The date and time of the placement test will be announced in the orientation.
- Registration procedures are the same as for other mainstream courses, as instructed by the Academic Support Team.

### Inquiries about Courses

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Please contact us by e-mail at [cjll@grips.ac.jp](mailto:cjll@grips.ac.jp) or [cpc@grips.ac.jp](mailto:cpc@grips.ac.jp)

### Japanese Language Tracks

The following diagrams summarize the Japanese language tracks offered by the CPC.

- Students who have no knowledge of Japanese should enroll in Basic Japanese (Survival Japanese in the Winter Term).
- Students who have some knowledge of Japanese will be placed in appropriate classes after taking the Japanese Placement Test administered by a CPC instructor.

