

Center for Professional Communication

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

Our 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 member's expertise encompasses a wide range of areas in economics, political science, 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, follows 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.
- Instruction and guidance on textual borrowing and AI use to prevent plagiarism.
- Year-long courses in academic writing and research.

- Academic skills workshops and seminars on a wide range of writing-related topics.
- Individual advising on research proposals, theses, and final papers.
- Handbooks, guidebooks, and other materials on academic 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:

- Courses in all aspects of professional communication in English and Japanese including presentation, professional and business writing, grant proposal writing, and public speaking.
- Workshops in professional communication skills in English and Japanese on a wide range of topics including policy writing, academic research, 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, 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 that 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 guided activities.

- Workshops on language learning strategies, study skills, and other areas important for autonomous learning.
- Free-Talk Hour, a special-interest discussion program for Japanese and international students to

talk about topics of interest.

Office Hours and Appointments

CPC faculty hold regular office hours. Consultations on academic writing in English are held by appointment and may be reserved by email (cpc@grips.ac.jp). Consultations on Japanese language learning may be reserved by email (cjll@grips.ac.jp).

Japanese Language Courses

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

Credit-bearing Courses

We offer credit-bearing courses at four levels of ability. 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.

Non-credit Workshops

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

- **Survival Japanese**
This workshop series introduces very basic Japanese to beginners with no prior Japanese learning experience.
- **Kana & Kanji**
This workshop series supplements regular Japanese courses by offering additional instruction on the Kana and Kanji scripts and on basic grammar points. Upon request, students can receive guidance on how to prepare for the Japanese Language Proficiency Test (JLPT).

Special Events

- Speech Event
- Japanese Cultural and Seasonal Events

Detailed information will be provided before each event.

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. The awarded 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 an in-class placement test before registration.
- Registration procedures are the same as for regular GRIPS courses.

Inquiries About Our Offerings

Please contact us by e-mail at cjll@grips.ac.jp or cpc@grips.ac.jp

