

CALL FOR PARTICIPANTS

2004 Japanese Language Brush-up Programme for Young Diplomats in Japan

Organised and Sponsored by the Japan Return Programme (JRP), NPO

Young diplomats working in embassies or legations in Japan, who have the third or higher level of Japanese language proficiency but have little opportunity to study Japanese language and to learn the correct formal expressions as required by the nature of their occupation, are invited to participate in the Japanese Language Brush-up Programme through selection based on their submitted essays. The main objective of this programme is to support young diplomats in their efforts to develop their practical language skills, communicative skills and understanding of Japan so that they may perform their duties more smoothly. You are cordially invited to apply.

1. Duration

- 1) Japanese Language Brush-up Programme
Wednesday November 24, 2004 to Thursday March 17, 2005
Wednesday 2-hour Course: one class per each of the Intermediate, Advanced, and Most Advanced levels, 14 lessons per each class
Saturday 4-hour Course: one class per each of the Intermediate, Advanced, and Most Advanced levels, 7 lessons per each class
- 2) Preparatory Course for the Japanese Language Proficiency Test
March through the end of November, 2005: A 4-hour lesson monthly for a total of 9 lessons
December 2005: Participants take 1st or 2nd level Japanese Language Proficiency Test

2. Place: Arc Hills, Mori Building Inc. (to be confirmed)

3. Number of participants: Three students per class, 18 in total (subject to change depending on the amount of subsidies)

4. Intended countries: ODA beneficiaries, having diplomatic embassies or legations in Tokyo.

5. Programme details:

- 1) Improvement of practical Japanese proficiency
 - a. Basic Professional Japanese Course for Diplomats:
Wednesday 2-hour Course: 7 lessons per each class
Saturday 4-hour Course: 3.5 lessons per each class
 - b. Advanced Professional Japanese Course for Diplomats
Wednesday Course: 7 lessons per class
Saturday Course: 3.5 lessons per class
 - c. Private Lesson: 3 lessons (@75 mins) per person
* Prior to these, interviews and assessment tests (in writing) will be carried out.
- 2) Japanese Cultural Programmes (to be offered separately during the Brush-up Programme)
 - a) Three sessions for hands-on experience of Japanese traditional culture, such as tea ceremony, flower arrangement, calligraphy, Japanese dance/kimono, and Zen meditation, etc. (to be confirmed)
 - b) Japanese home-stay experience: 2 home-stays, 3 nights and 4 days, Friday evening to Monday morning (to be confirmed)
- 3) Meeting with Heiseikai members (association of Japanese-speaking ambassadors)
- 4) Participants are expected to take the first or second level test of the 2005 Japanese Proficiency Test (to be held in December). As part of its preparation, the Preparatory Course for Japanese Language Proficiency Test (first and second level courses) is scheduled from March to November, 2005 (one 4-hour lesson per month).

6. Schedule:

Wednesday Course (18:00-20:00)

Saturday Course (14:00-18:00)

Opening Ceremony/Orientation (17:00-18:00)

Basic Japanese Course 1 (基礎コース)

Basic Japanese Course 2 (基礎コース)

Basic Japanese Course 3 (基礎コース)

Basic Japanese Course 4 (基礎コース)

Basic Japanese Course 5 (基礎コース)

Basic Japanese Course 6 (基礎コース)

Basic Japanese Course 7 (基礎コース)

Japanese Cultural Experience (1) (18:00-20:00)

Advanced Japanese Course 1 (応用コース)

Advanced Japanese Course 2 (応用コース)

Advanced Japanese Course 3 (応用コース)

Advanced Japanese Course 4 (応用コース)
Advanced Japanese Course 5 (応用コース)
Advanced Japanese Course 6 (応用コース)
Advanced Japanese Course 7 (応用コース)

Meeting with Heiseikai (to be confirmed)

Home-stay (1) January 28-31

Japanese Cultural Experience (2) (18:00-20:00)

Japanese Cultural Experience (3) (18:00-20:00)

Home-stay (2) March 4-7

Preparatory Course for Japanese Language Proficiency Test (1st & 2nd levels) (14:00-18:00)

Closing Ceremony/Party (18:30-20:00)

7. Qualification for Application

All applicants should be;

- 1) Diplomats (age 35 or under at the time of application) from the foreign ministry (or equivalent organisations) in ODA beneficiary countries, who need Japanese language skills in order to play an active role as diplomats specializing in Japan in the future.
- 2) Diplomats who have worked in the concerned foreign ministry for more than one year at the time of application.
- 3) In principle, those who are members or have been designated to be members of embassies or legations in Japan in the near future.
- 4) Applicants must have the third or higher level of Japanese language proficiency.
- 5) Applicants must have a bachelor's degree or higher degrees (or be recognized as having academic ability equivalent to a university graduate).
- 6) Those who are able to participate in the entire programme. In case participants leave the programme or miss 2 or more lessons without approval by the Japan Return Programme, they are to be charged the regular programme fees.
- 7) Those who will be able to keep a training diary (approx. 5 times) and submit the programme report in 1,600 Japanese characters following the completion of the programme. (Assignments are subject to change depending on the level of the participant.)
- 8) Those who will be able to contribute to the activities of this programme as members of the JRP network during their service in Japan as well as after leaving their office in Japan.

8. Application Method:

Interviews (15 mins) and assessment tests (45 mins) will be carried out by October 8, 2004. Application for an interview must be made by filling out a request form and faxing it to the JRP Secretariat. The time required is about 60

minutes in total, and the interviewer will be Ms. Miyoko Ikezaki, CEO & Executive Managing Director, Japan Return Programme.

Following the interview, documents listed below must be submitted.

- 1) Application form (attach three photos showing full-face and upper body, 4cm x 3cm, and three snapshots)
- 2) An essay under the title "My Aspiration for being a Diplomat: my dream and proposal regarding diplomacy with Japan" (in about three A-4 size sheets, 40 lines x 40 Japanese characters per line, hard copy, and floppy disc or CDR). (If you have written the paper in English and received help in translating the text into Japanese, please indicate this and submit the English text as well.) A two-three minute-video tape (VHS), summarising the paper. (Videotaping is possible during the assessment test.)
- 3) Self-introduction in Japanese (about 800 Japanese characters, in your own handwriting with pen.)
- 4) Letter of recommendation by the foreign ministry or Ambassador, giving the reasons of recommendation, with a Japanese translation attached.

9. Opening Ceremony: 17:00, Wednesday November 24 (to be confirmed)

10. Expenses

JRP will bear the Programme expenses including lecture fees and textbooks. Participants are required to pay a 30,000-yen participation fee (Please note the fee is non-refundable) plus their transportation and meals.

11. Schedule of screening

October 5-8, 2004: Interview and assessment test (in writing)

October 18, 2004: Due date for submission of the essay and videotape (Received by the JRP Secretariat, no later than 3:00pm)

October 27, 2004: Notification of results

November 24, 2004: Opening ceremony

March-November, 2005: Preparatory Course for the Japanese Language Proficiency Test

12. Organiser and contact:

Japan Return Programme, NPO (JRP)

Annex 4F, Akasaka 2-chome, 2-19-8, Akasaka, Minato-ku, Tokyo, 107-0052, Japan

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