

**TRAINING PROGRAMS FOR TEACHERS OF
THE JAPANESE LANGUAGE
PROGRAM APPLICATION INSTRUCTIONS**

For Fiscal 2011-2012

This program is designed to provide teachers of the Japanese language working abroad with an opportunity to improve their Japanese language skills and teaching methodology, and to deepen their knowledge of Japan by participating in a program at the Japan Foundation Japanese-Language Institute Urawa, (Kita Urawa, Urawa-ku, Saitama City, Saitama Prefecture, Japan).

1. Organizational Eligibility

Overseas educational organizations that are conducting Japanese language education (applications from individuals will not be accepted), except organizations in China (excluding Hong Kong and Macao), which will be the target of separate programs (The Intensive Training Program for University Teachers / Secondary School Teachers of the Japanese-Language from the People's Republic of China). The Japan Foundation cooperates with the Interchange Association, Japan on Taiwan projects. Regarding organizations in Taiwan, please contact the Interchange Association, Japan, Taipei office for further information.

2. Outline

The following two types of programs are provided for overseas teachers of the Japanese language in accordance with their level of proficiency and objectives.

- Long-Term Training Program for Foreign Teachers of the Japanese Language
- Short-Term Training Program for Foreign Teachers of the Japanese Language

1) Long-Term Training Program for Foreign Teachers of the Japanese Language

This program is intended for foreign teachers with minimal experience in teaching the Japanese language. A training course in the Japanese language and basic teaching methods will be conducted.

(1) Duration

September 15, 2010 - March 11, 2011 (tentative)

(2) Eligible Candidates

The following individuals are eligible to participate in the program:

- a) Those who are employees of the applying organization and who will continue working in the aforementioned organization even after their return to their home country. Current undergraduates and those currently studying to become Japanese language teachers are not eligible.
- b) Those who have been involved in teaching the Japanese language for more than six months and less than five years (private lessons not included) as of December 1, 2010.
- c) Those who have not participated in a Japanese language teacher-training program conducted by the Japan Foundation or any other academic institutions in Japan for more than two months during the period from April 2005 to December 1, 2010; Individuals who have taken the Special Training Program for Young Teachers of the Japanese Language from South Asia / East Asia that is implemented as part of "The Japan-East Asia Network of Exchange for Students and Youths" (JENESYS) program are able to apply.
- d) Those who have never participated in the Short-Term Training Program for Foreign Teachers of the Japanese Language, Advanced Training Program for Teachers of the Japanese Language or the Graduate Program on Japanese Language and Culture (Master's Course) conducted at the Japan Foundation Japanese-Language Institute, Urawa (the Institute).

- e) Those who, at the time of application, have proficiency in Japanese of Level 3 in the Japanese-Language Proficiency Test (N4 of the new JLPT) or its equivalent (having acquired elementary grammar, 300 kanji, and 1,500 vocabulary words, enabling them to engage in functional daily conversations, and read and write simple sentences).

If candidates have never taken the Japanese-Language Proficiency Test or the new Japanese-Language Proficiency Test, they are requested to answer the questions in the Japanese Proficiency Self-Check Test attached to the application form and to write down the test score in the designated column in the application.

- f) Those under the age of 35 as of December 1, 2010;
- g) Those who did not complete their compulsory education (elementary and junior high school, 9 years) in Japan;
- h) Those who have nationality of a country that has diplomatic relations with Japan. Those who are residing in Taiwan, please contact the Interchange Association, Japan, Taipei office for further information; and
- i) Those who are in good physical and mental health.

(3) Description of the Program (example)

- a) Subjects;

- 1. Japanese language

The aim of the Japanese language classes is to improve participants' proficiency in Japanese up to intermediate or advanced-level Japanese. Participants are also expected to gain the analytic knowledge necessary to teach Japanese.

Classes: practical training in speaking, reading comprehension, oral comprehension, and writing of the Japanese language; Japanese grammar.

- 2. Japanese language teaching methods

The aim of these classes is to enable participants to understand basic Japanese language teaching methodology, and to improve their knowledge and ability as Japanese language teachers.

- b) Cultural programs;

Field trips; home-stay programs; visits to local schools; cultural demonstrations (tea ceremony, flower arrangement, calligraphy); excursions to the theatre; etc.

(4) Number of Participants

About 55 teachers

FY2010-2011 : Accepted 58 / Applicants 181

2) Short-Term Training Program for Foreign Teachers of the Japanese Language

An intensive two-month course in the Japanese language and teaching methods will be conducted for foreign teachers who have at least two years of experience in teaching the Japanese language.

(1) Duration

Three times a year, two months each. Please note that teachers engaged in primary and secondary education, and those who teach younger children can apply to Spring or Summer courses only. Teachers engaged in higher education and adult education can apply to Summer or Winter courses only.

- a) Spring Course; May 11, 2011 - July 1, 2011 (tentative)

This course is designed for teachers engaged in primary and secondary education, and those who teach younger children.

- b) Summer Course; July 13, 2011 - September 2, 2011 (tentative)
Not specified
- c) Winter Course; January 25, 2012 - March 16, 2012 (tentative)
This course is designed for teachers engaged in higher education and adult education.

(2) Eligible Candidates

The following individuals are eligible to participate in the program.

- a) Those who are employees of the applying organization and who will continue working in the aforementioned organization after their return to their home country. Current undergraduates and those currently studying to become Japanese language teachers are not eligible.
- b) Those who have at least two years of experience in teaching the Japanese language as of December 1, 2010 (private lessons not included);
- c) Those who have not participated in a Japanese language teacher-training program conducted by the Japan Foundation (including the Short-Term Training Program for Foreign Teachers of the Japanese Language) or any other academic institutions in Japan for more than two months during the period from April 2005 to December 1, 2010. Individuals who have taken the Special Training Program for Young Teachers of the Japanese Language from South Asia / East Asia that is implemented as part of "The Japan-East Asia Network of Exchange for Students and Youths" (JENESYS) program are able to apply. The winner of the Japan Foundation Japanese-Language Institute Director's Award in the FY 2004 to FY2008 Long-Term Training Program for Foreign Teachers of the Japanese Language will be exempted from this restriction. Upon submission of the application form, applicants who fall under this category should attach a copy of the notification received upon being given the Director's Award;
- d) Those who have a proficiency in the Japanese language of Level 3 in the Japanese-Language Proficiency Test (N4 of the new JLPT) or its equivalent (meaning that one must have completed elementary-level grammar, know 300 kanji, have a vocabulary of 1,500 words, be capable of carrying on everyday conversation, and be able to read and write simple sentences) at the time of application;
If candidates have never taken the Japanese-Language Proficiency Test or the new Japanese-Language Proficiency Test, they are requested to answer the questions in the Japanese Proficiency Self-Check Test attached to the application form and to write down the test score in the designated column in the application.
- e) Those under the age of 55 as of December 1, 2010;
- f) Those who did not complete their compulsory education (elementary and junior high school, 9 years) in Japan;
- g) Those who have nationality of a country that has diplomatic relations with Japan. Those who are residing in Taiwan, please contact the Interchange Association, Japan, Taipei office for further information.
- h) Those who are in good physical and mental health.

(3) Description of the Program (example)

- a) Subjects:

The participants will be divided into two groups in accordance with the results of a placement examination to be taken upon arrival in Japan, and each group will follow course A or B. However, depending on circumstances, it is possible that only one course will be carried out.

Course A:

This course aims to improve the Japanese proficiency of participants, and to enable them to apply their language skills to various situations and topics.

Course B:

This course aims to improve the Japanese proficiency of participants so that they are capable of not only daily conversation but develop more complex linguistic skills (i.e., for explanations, descriptions, and arguments). In the Japanese language teaching methods class, participants will take part in practical activities such as "simulated lessons," through which they will reflect on appropriate teaching methods.

Number of classes per week (example)

	Course A	Course B
Japanese language	16 hours	12 hours
Japanese-language teaching method	3 hours	7 hours
Japanese culture and society	2 hours	2 hours

b) Cultural programs;

Home-stay programs; visits to local schools; cultural demonstrations of calligraphy and other traditional arts; excursions to the theatre; etc. There is an optional field trip after the training program.

(4) Number of Participants

About 110 teachers (in total)

FY 2009-2010: Accepted 106 / Applicants 316

3. Expenses to be Borne by the Institute

The Institute will bear the following expenses in accordance with its regulations.

- a) A round-trip airline ticket (as a general rule, discount economy class) to and from the nearest international airport from home residence of the program participant, airport tax and foreign travel tax, as well as a set allowance to cover miscellaneous living expenses (fixed sum) will be provided to participants who are nationals of the countries in the following regions;
Asia and Oceania (excluding Korea, Taiwan, Singapore, Brunei, Australia, New Zealand, and Hong Kong residents in China who hold a BNO or Hong Kong SAR passport), Central and South America (excluding Bahamas), Eastern Europe, Middle East and North Africa (excluding U.A.E., Israel, Qatar, Kuwait, Saudi Arabia and Bahrain), Africa.
*Participants who are nationals of countries other than the regions above have to bear the cost of their airline tickets and miscellaneous living expenses.
- b) Accommodation (a single room for each participant) within the Institute.
- c) Meals during the program
The Institute will provide participants with breakfast, lunch, and dinner in kind or in cash.
- d) Necessary expenditures for participation in the program (such as teaching materials)
- e) Overseas travel accident insurance to cover disease and injury during the period of the program

4. Obligation of the Participants

The participants are required to adhere to the following items:

- a) To obey the laws of Japan during their stay in Japan;
- b) To devote themselves to the program and not to make use of their stay in Japan for any other purposes, such as religious or political purposes;
- c) To understand that they are invited as members of a group, and to attend every activity of the program, under the direction of the Institute;

- d) To come to Japan no earlier than the commencement of the program;
- e) As a general rule, to not go abroad or return to their home countries for the duration of the program;
- f) To return to their home country as soon as the official period of the program expires, unless the Institute permits an extension of stay in Japan beyond the program; and
- g) To not be accompanied by their family.

5. Application Procedures

- 1) Applications should be submitted to the nearest Japan Foundation overseas office or Japanese diplomatic mission no later than December 1, 2010.
- 2) The application form consists of 7 pages; when applying, please submit this application form together with one copy collated and stapled. The applicant must be sure to keep one copy of the application for him/herself.

6. Remarks

Among applicants for the Long-Term or Short-Term Training Program for Foreign Teachers of the Japanese Language, those who have never taken the Japanese-Language Proficiency Test nor the new JLPT are requested to answer the questions on the Japanese Proficiency Self-Check Test enclosed with this application form and write down their test score in the designated space on the application form. *Please note that applications without the test score filled in might not be accepted.*

7. Screening Criteria (for both Long-Term and Short-Term programs)

Applicants who meet the application requirements will be judged on three aspects: 1) necessity, 2) effectiveness and 3) efficiency of the training program.

The first point will be examined by considering the importance of Japanese language teaching programs in the applicant's country and the necessity of the whole project in relation to the Japan Foundation's overseas Japanese language education.

The second aspect will be judged by looking at the applicant's teaching position (full-time or part-time), influence in and out of school and other factors.

The third point will be judged by considering the applicant's Japanese language proficiency, teaching experience, studies in Japan, composition writing skill and other factors.

8. Acknowledgement

If an acknowledgement of receipt of the application is required, applicants are to enclose a stamped, self-addressed postcard with the application, with the following information clearly written:

"Name of the program: Training Programs for Teachers of the Japanese Language
Please send us acknowledgement of receipt of the application."

The postcard will be returned with the signature of the officer-in-charge at the Japan Foundation overseas office or Japanese diplomatic mission to acknowledge receipt of the application. However, please note that a postcard without the applicant's name, address, the name of the program, or the necessary postage stamp will not be returned.

9. Selection and Notification

The applications will be screened by the Institute and decisions will be announced in April 2011. In screening, the Institute shall give priority to organizations that have positively supported seminars or training courses for Japanese language teachers in their countries.

Please understand that we cannot answer enquiries in regard to the reasons of our decisions.

10. Disclosure of Information

- 1) Information of successful projects including the name of the applicant and project descriptions will be made public via *Kokusai Koryu Kikin Nihongo Kokusai Center Jigyo Hokoku* (Detailed Annual Reports of the Japan Foundation Japanese-Language Institute, Urawa Activities), the Japan Foundation's website and other public relations materials.
- 2) When we receive a request for information based on the "Law Concerning the Disclosure of Information Held by Independent Administrative Institutions, etc." (Law No.140 of December 5, 2001), submitted application forms and related materials will be disclosed, except for information stipulated by law as not to be disclosed.

11. Handling of Personal Information

Please inform the candidate of the following.

- 1) The Japan Foundation handles personal information appropriately in accordance with the Law Concerning Access to Personal Information Held by Independent Administrative Institutions (Law No. 59 of 2003). For the Japan Foundation's undertakings for the protection of personal information, please see the following website.
<http://www.jpf.go.jp/e/privacy/>
- 2) The application form and other related documents cannot be returned to the applying institution under any circumstances.
- 3) Copies of applications, including recommendation forms, may be given to those who evaluate the applications in the screening process.
- 4) In some cases, the Japan Foundation may use the information written on the application form to inform candidates of other Japan Foundation activities or to send public relations materials.
- 5) Participant personal information such as name, country, gender, affiliation, program period, etc. will be published in the Program Guide, and may be published in the activities report of the Japan Foundation Japanese-Language Institute, Urawa, the Detailed Annual Report of the Japan Foundation Activities, on the Japan Foundation website, and in other publications of the Japan Foundation. They will also be used in compiling statistics for the Annual Report, the Detailed Annual Report of the Japan Foundation Activities, the Japan Foundation's website and other public relations materials.
- 6) In some cases, participant personal information such as name, country, gender, affiliation, program period, etc. may be to evaluate the training programs or for other academic purposes.
- 7) The personal information of participants such as their names, countries, genders, dates of birth, home addresses, affiliations, program periods, etc., will be provided to the following institutions:
 - The Japanese Ministry of Foreign Affairs and its overseas entities (for the purpose of obtaining visas and confirming participation in the program)
 - The insurance company and its agencies (for overseas travel accident insurance)
 - Related airline companies (for the preparation of air tickets)
 - Related local governments, cultural and educational entities and host families (for various cultural activities)
 - Related transport companies, hotels etc. (for preparation of field trips)

海外日本語教師研修プログラム 申請書

TRAINING PROGRAMS FOR TEACHERS OF THE JAPANESE LANGUAGE APPLICATION FORM

NC-JT

2011 年度(平成 23 年度)用
For Fiscal 2011-2012

国際交流基金

申請書を基金の海外拠点または在外公館に提出してください。基金本部・附属機関では海外からの申請を受け付けません。また、海外拠点または在外公館に申請する旨を事前に連絡していない場合は、申請書を提出しても無効となることがあります。インターネットやメールによる申請書の提出は受け付けません。タイプライターまたはボールペンを用いて活字体で記入してください。

Applications should be submitted to the Japan Foundation office in your country, or, if the Japan Foundation has no office in your country, the nearest diplomatic mission of Japan. The Japan Foundation Headquarters in Tokyo and affiliated organizations will not accept applications from overseas applicants. It is also necessary to contact the overseas agency mentioned above to inform them of your intention to apply in advance of submitting your application. Applications will not be accepted through the Internet or by e-mail. This application form should either be typed or handwritten using block letters with a ball-point pen in black ink.

国際交流基金日本語国際センター所長殿

To the Director of the Japan Foundation Japanese-Language Institute, Urawa

年 月 日
Year Month Day

私は平成 23 年度海外日本語教師研修に下記の者を参加させたく申請いたします。

I hereby elect the person named below to participate in the 2011-2012 Training Programs for Teachers of the Japanese language.

機関名 _____ 代表者署名 _____
Name of Institution Signature of the Representative of the Institution

代表者氏名 _____
Name of the Representative of the Institution

申請プログラム Type of Program (該当するプログラムの <input type="checkbox"/> に一つだけ印を付けてください。Please check one.)	
<input type="checkbox"/> 海外日本語教師長期研修 LONG-TERM TRAINING PROGRAM FOR FOREIGN TEACHERS OF THE JAPANESE LANGUAGE	
<input type="checkbox"/> 海外日本語教師短期研修 SHORT-TERM TRAINING PROGRAM FOR FOREIGN TEACHERS OF THE JAPANESE LANGUAGE () に優先順位の番号 (1, 2) を書き入れてください。希望通りの時期で採用されない場合もあります。 Please indicate the order of your preference (1 or, 2). Please note that the Institute may be obliged to offer a course other than your preference.	
初等教育、中等教育、年少者教育の教師の場合 For teachers engaged in primary and secondary education, and those who teach younger children () 春期 Spring Course () 夏期 Summer Course	高等教育、一般成人教育の教師の場合 For teachers engaged in higher education and adult education () 夏期 Summer Course () 冬期 Winter Course

候補者(以下は候補者が記入のこと。なお、申請書に記入される個人情報の利用目的については、申請要領の「11. 個人情報の取扱い」をご覧ください。)
CANDIDATE The following form should be filled in by the candidate. For details on the use of personal information included in the application form and attached documents, please see "11. Handling of Personal Information" in the Application Instructions.)

氏名 Name	漢字又はカタカナ In Kanji or Katakana	姓	名				
	ローマ字 In Roman alphabet	Last Name	First Name				
	パスポートに記載の表記 Name as written your passport in Roman alphabet						
性別 Sex	<input type="checkbox"/> 女 Female <input type="checkbox"/> 男 Male	生年月日 Date of Birth	19 年 月 日 Year Month Day	年齢 Age	2010 年 12 月 1 日現在 As of December 1, 2010 歳	国籍 Nationality	
連絡可能な住所(ローマ字) Contact Address (in Roman alphabet)							
Tel.		Fax.		E-Mail.			
所属日本語教育機関名 Affiliated Institution		部門名 Faculty/ Department/ Program, etc.		地位 Position		常勤/非常勤 Full time or Part time	
漢字又はカタカナ In Kanji or Katakana							
英語 In English							
原語 In Native Language							
所属日本語教育機関住所 Address of Affiliated Institution							
Tel.				Fax.			

最終学歴 Last school attended	機関名 Name of institution				取得地 Location	
	取得年 Year of completion		学位 Degree conferred		専攻 Major	
学位修得論文タイトル(修士号、博士号 を取得の場合には必ず記入してください) Thesis title (Required for applicants who have obtained their Masters or Doctoral degrees)						

日本で義務教育を修了しましたか？ はい Yes いいえ No

Did you complete your compulsory education in Japan? Yes No

日本語学習歴 Previous Japanese language study	期間 Term	総時間 Total Hours	機関名 Institution	使用教材 Textbook
	From 年(yy) 月(mm)~ To 年(yy) 月(mm)			
	From 年(yy) 月(mm)~ To 年(yy) 月(mm)			
	From 年(yy) 月(mm)~ To 年(yy) 月(mm)			
	From 年(yy) 月(mm)~ To 年(yy) 月(mm)			
日本以外での日本語教師 研修受講歴 Training programs for Japanese language teachers undertaken outside of Japan	期間 Term	総時間 Total Hours	機関名 Institution	使用教材 Textbook
	From 年(yy) 月(mm)~ To 年(yy) 月(mm)			
	From 年(yy) 月(mm)~ To 年(yy) 月(mm)			
	From 年(yy) 月(mm)~ To 年(yy) 月(mm)			
日本語教授歴 Japanese language teaching experience	期間 Term	機関名 Institution	対象者 Student 年齢 Age レベル Level	使用教材 Textbook
	From 年(yy) 月(mm)~ To 年(yy) 月(mm)			
	From 年(yy) 月(mm)~ To 年(yy) 月(mm)			
	From 年(yy) 月(mm)~ To 年(yy) 月(mm)			
	From 年(yy) 月(mm)~ To 年(yy) 月(mm)			
合計 In total 年 ヶ月 Years Months	From 年(yy) 月(mm)~ To 年(yy) 月(mm)			

	科目名 Subject Taught	対象者 Student		担当時間数(週・年) Loading Hours Week/Year	使用教材 Textbook
		年齢 Age	人数 Number		
現在の担当科目 Japanese classes currently taught				週 () 時間 (per week) 年 () 時間 (per year)	
				週 () 時間 (per week) 年 () 時間 (per year)	
				週 () 時間 (per week) 年 () 時間 (per year)	
				週 () 時間 (per week) 年 () 時間 (per year)	
				週 () 時間 (per week) 年 () 時間 (per year)	
日本語以外の 担当科目 Subjects currently taught aside from <u>Japanese</u>				週 () 時間 (per week) 年 () 時間 (per year)	
国際交流基金日本語能力試験 The Japan Foundation Japanese-Language Proficiency Test		受験年 Test Year	年	取得級 Passing Grade	級 認定番号 Certificate Number
日本語力自己診断テスト結果 Score from the Japanese Proficiency Self-Check Test		文字・語彙 Writing-Vocabulary /25		読解・文法 Reading-Grammar /40	合計 Total /65
日本滞在歴 *国際交流基金での研修を 含む Previous stay in Japan including Programs at the Japan Foundation	期間 Term	日数 Days	滞在目的・受けたグラント・当センター研修会 Purpose; Grant Received, Training Programs at the Institute (if any)		
	From 年(yy) 月(mm)~ To 年(yy) 月(mm)				
	From 年(yy) 月(mm)~ To 年(yy) 月(mm)				
	From 年(yy) 月(mm)~ To 年(yy) 月(mm)				

授業以外での日本語教育への貢献 Your contribution to Japanese-language teaching outside class activities

授業以外での日本語教育への貢献があれば具体的に記入してください。(例: 開発した教材、日本語教育についての学会・セミナー発表、日本語教師会等での活動歴等)

Please write in the space below, if you are making (or have made) a contribution to Japanese-language teaching in your country outside of class activities (For example, teaching materials that you have developed, papers on Japanese-language education that you have presented at academic conferences or seminars, your involvement in the Association of Japanese Language Teachers or other activities, etc.).

自分に当てはまると思う項目全てに✓をつけてください。

Please check ✓ all items that apply.

<p>聞く Listening</p>	<p><input type="checkbox"/>幅広い話題の議論や専門の講義もあまり問題なく理解できる。 I have no difficulty in understanding discussions about a wide range of topics and specialized lectures.</p> <p><input type="checkbox"/>いろいろなトピックのニュース、映画の内容がほとんど理解できる。 I can understand most movies and TV news covering a variety of topics.</p> <p><input type="checkbox"/>仕事や生活の場面でよく話題にのぼる話やテレビ番組の内容がだいたい理解できる。 I can understand most of the speech on familiar matters regularly encountered in work and daily life, and the content of TV programs.</p> <p><input type="checkbox"/>自分の仕事や生活に関してよく使われることばや表現を聞いて理解できる。 I can understand phrases and expressions frequently used in relation to my work and daily life when I hear them.</p> <p><input type="checkbox"/>ゆっくり話してもらえば、自分のことや生活などに関してよく使われることばや基本的なことばが理解できる。 I can recognize basic phrases and familiar words concerning myself and daily life when people speak slowly.</p>
<p>読む Reading</p>	<p><input type="checkbox"/>自分の専門に関する長い論文や複雑な小説の内容が理解できる。 I can understand the contents of complex novels and long essays related to my field of specialization.</p> <p><input type="checkbox"/>書いた人の意見や立場がわかる記事やレポート、簡単な小説が理解できる。 I can understand articles and reports in which the writers adopt particular attitudes or viewpoints. I can understand simple novels.</p> <p><input type="checkbox"/>身近な話題について書かれた、決まった形の文章や手紙が理解できる。 I can understand texts and letters that consist mainly of high frequency everyday language, and which relate to familiar topics.</p> <p><input type="checkbox"/>短い、簡単な文が理解でき、必要なものや時間などの大事な情報を探することができる。 I can understand short, simple texts. I can find important, required information such as time.</p> <p><input type="checkbox"/>メニューやウェブサイトなどを見て、よく知っているものや人の名前、簡単なことばがわかる。 When I look at material such as menus and websites, I can understand familiar items and names, as well as simple phrases.</p>
<p>話す Spoken production</p>	<p><input type="checkbox"/>研究会などで専門的な話題や複雑な話題について論理的な構成で話すことができる。 At seminars and other events, I can talk about specialized subjects and complex subjects using a logical structure.</p> <p><input type="checkbox"/>関心のある内容について、くわしく説明したり意見やその理由を言うことができる。 I can present detailed descriptions and my viewpoint, and give reasons for my opinions on subjects related to my fields of interest.</p> <p><input type="checkbox"/>経験やこれからの予定、やりたいことなどを、基本的な接続のことばを使って説明することができる。 I can connect phrases in a simple way in order to describe my background, future plans and ambitions.</p> <p><input type="checkbox"/>家族や周囲の人々のこと、これまでの経験などを簡単なことばや文で説明することができる。 I can use simple phrases and sentences to describe my family and other people around me, as well as my background.</p> <p><input type="checkbox"/>自分やよく知っている人について簡単なことばで話すことができる。 I can use simple phrases to talk about myself and people I know well.</p>
<p>会話する (やりとり) Spoken interaction</p>	<p><input type="checkbox"/>人間関係に配慮しながら、様々な立場の人となめらかで自然な会話や議論ができる。 I can participate in conversations and discussions smoothly and naturally with people from various walks of life, with consideration for interpersonal relations.</p> <p><input type="checkbox"/>いろいろな話題の会話に途中から入って、自分の意見を言ったり普通にやり取りができる。 I can enter unprepared into conversation on a variety of topics, presenting my own views and interacting normally with people.</p> <p><input type="checkbox"/>日常生活の様々な場面で、家族、趣味、仕事など身近な話題の会話を続けることができる。 I can sustain conversations on familiar topics relating to my family, hobbies, and work, within various social settings in daily life.</p> <p><input type="checkbox"/>自分のことや仕事などについて、簡単で具体的な情報のやりとりができる。 I can communicate simple and concrete information related to myself and my work.</p> <p><input type="checkbox"/>相手がゆっくり話してくれれば、自分のことについて簡単なやりとりができる。 When the other party speaks slowly, I can participate in simple communication about myself.</p>
<p>書く Writing</p>	<p><input type="checkbox"/>重要だと思ふ点を強調した複雑な内容を、読む人にわかりやすい構成にして、手紙や論文が書ける。 I can write letters and essays with a structure that highlights significant points, and which helps the recipient to understand complex content.</p> <p><input type="checkbox"/>興味のあるいろいろな話題について、読む人にわかりやすく、くわしく説明したり自分の意見やその理由を書くことができる。 I can write clear, detailed texts on various subjects related to my interests, explaining my views and giving reasons to support my opinions.</p> <p><input type="checkbox"/>自分の関心のある話題や旅行での経験や印象などを、短いまとまった文章で書くことができる。 I can write short summaries on topics of personal interest, or descriptions of travel experiences and impressions.</p> <p><input type="checkbox"/>簡単な内容の伝言や、友達への短い手紙を書くことができる。 I can write simple messages and short letters to friends.</p> <p><input type="checkbox"/>誕生日や新年などの時、「おめでとう」「ありがとう」などの決まったあいさつのカードを書くことができる。 For occasions such as birthdays and the New Year, I can write cards with specific greeting messages such as "Congratulations" and "Thank you."</p>

申請機関の概要 Outline of the Institution

できれば機関の紹介パンフレットなどを添付してください。

Please attach some general information on your institution (introductory brochure, etc.).

機関及び日本語コースの設立の経緯と歴史 History of the Institution and the Japanese-Language Course
日本語コースの概要(修学年限、週あたり授業時間数、学習者数等を記入して下さい。) Outline of the Japanese-Language Course (state the length of the course, hours of study per week, the number of students.)
学年歴(授業の開始月、修了月及び学期区分を記入して下さい。) Term / Semester (state the beginning and end of each term or semester.)

学生の構成 Attributes of Students AかBのいずれかを選び、 <input type="checkbox"/> に印を付けて下さい。 Please choose A or B and check all appropriate boxes.
A. 学校教育の場合 Formal Institutional education <input type="checkbox"/> 小学生 Primary-school students <input type="checkbox"/> 中学生・高校生 Secondary-school students <input type="checkbox"/> 大学生 University/College students
B. 学校教育以外の場合 Education other than formal institutional education <input type="checkbox"/> 年少者(小・中・高校生を含む) Children <input type="checkbox"/> 成人(大学生含む) Adults

日本語教育スタッフ (候補者を含め全員記入して下さい) Staff of the Japanese-Language Course including the candidate.

氏名 Name	地位 Position	専任・非専任 Full-time or Part-time	年齢 Age	日本語教授年数 Experience as a Japanese language teacher	対象者数 Number of students	週あたり時間数 Hours per week	年時間数 Hours per year	国際交流基金 研修参加年 Year of participation in JF Program, if applicable

