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# STUDENT HANDBOOK

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*Department of Japanese Language*  
*NUML Islamabad, Pakistan*

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## **Vision**

To become a leading department of Japanese language, literature and culture studies.

日本語、文学、文化研究の先導的な学部となる

## **Mission**

To foster communicative competence in Japanese language through innovative teaching and to create opportunities for the understanding of Japanese literature and culture.

革新的な教育を通じて日本語のコミュニケーション能力を育成し、日本文学と文化を理解する機会を創出する

## **Objectives**

- To enrich students' learning with Japanese language, culture and ethics.  
学生の日本語、文化、倫理に関する学びを豊かにする
- To facilitate students in learning Japanese for clearing JLPT, getting admission in Japanese universities and to acquire jobs in local and Japanese firms and companies.  
学生が JLPT（日本語の能力試験）に合格し、日本の大学に入学するため、また、自国や日本企業での就職を果たすための日本語の学習を促進する
- To make students able to understand and communicate Japanese language and culture.  
学生が日本語と文化を理解し、コミュニケーションできるようにする

## **Courses Offered**

### **1. Certificate in Japanese Language**

#### **1. Aim**

This course aims to develop students' foundational skills in the Japanese language, encompassing listening, speaking, reading, and writing. The objective is to equip students with the necessary language tools for basic communication and to foster an understanding of Japanese culture.

#### **2. Scope**

##### **a) Objectives**

- To develop proficiency in Japanese pronunciation, basic vocabulary, and practical daily expressions, with a strong emphasis on listening and speaking skills.
- To enable students to engage in basic oral communication and participate effectively in simple interpersonal dialogues.
- To provide students with an understanding of Japanese culture, traditions, and societal norms.
- To establish a solid foundation for further language studies and prepare students for the JLPT/JLCT N5 (Japanese Language Proficiency Test), which is internationally recognized as a standardized measure of Japanese language skills.

##### **b) Core Skills Development**

This course is structured to ensure that students acquire the following essential skills:

- **Listening:**  
Students will listen to daily expressions and conversations, both through audio recordings and interactions with native speakers. They will practice repeating after listening to enhance their comprehension. Additionally, the course will include video materials that provide insights into Japanese

culture, covering aspects such as societal norms, family life, business practices, the education system, and transportation.

- **Speaking:**  
Students will learn to use common daily expressions and develop the ability to understand and respond to simple conversations in Japanese, thereby improving their conversational skills in everyday contexts.
- **Reading:**  
Students will read passages that incorporate the grammar and vocabulary they have learned, using the Hiragana, Katakana, and Kanji writing systems. This practice will enable them to understand and interpret written Japanese at an elementary level.
- **Writing:**  
The course will teach students how to correctly write Hiragana, Katakana, and Kanji characters. Students will also practice reading and writing various counting systems, both in Hiragana and Kanji.

**c) Parts:**

**i. Written:**

- Written Comprehension (100 marks)
- Applied Grammar (100 marks)
- Composition and Dictation (100 marks)

**ii. Oral:**

- Oral Expression (100 marks)
- Oral Comprehension (100 marks)
- Reading Comprehension (100 marks)

### **3. Duration**

Number of Semesters: 1

Duration of 1 Semester: 6 months

Working Days/Week: 5 days

Shifts: Morning/Evening (On-campus)/ Evening (Online)

Teaching Hours/day: 4 hours

Starting dates: First week of September /First week of February

#### 4. Scheme of Studies:

#	Course Name	Course Code	Academic hours per week	Course Nature	Maximum Marks
1	Written Comprehension	CEJP-101	3	Written	100
2	Applied Grammar	CEJP-102	3	Written	100
3	Composition & Dictation	CEJP-103	3	Written	100
4	Reading	CEJP-104	3	Oral	100
5	Listening	CEJP-105	3	Oral	100
6	Speaking	CEJP-106	3	Oral	100
<b>Total:</b>			<b>18</b>		<b>600</b>

#### A. Written:

##### i. Written Comprehension

- Writing comprehension - this is a kind of creative work of students, in which they retell the read text in written form in detail or compressed, with or without changing the narrator.
- It is important to remember that the writer must not use the already given sentences from the text but transfer the contents as closely as possible to the text without disrupting supplies.
- This aims at enabling the students to comprehend the textual and contextual meaning of words, phrases, structures, and sentences based on:
  - Dialogues of introductory nature;
  - Simple situation;

- Short narratives;
- Texts of informative nature about the people of Russia and their country.
- Reports and commentaries on sports, weather, or items of social /cultural interest.

Topics Outline selected from textbooks.

## *ii.* **Applied Grammar**

This subject covers:

- Different forms of tenses: -

**Noun:** Their forms and function in the sentences.

**Pronouns:** Forms, functions, and usage.

**Adjectives:** How to change the form of adjectives;

**Verb:** Their forms and conjugation like present, past, future, and present continue tenses.

- Sentence elements: -
  - Questions and negations;
  - Sub-ordinate and ordinate clauses;
  - Prepositions and prepositional phrases;
  - Antonyms, synonyms, homonyms.

## *iii.* **Composition and Dictation**

### **a) Composition**

- The purpose of this subject is to integrate the knowledge of simple sentences, and ideas and to compose them in the form of a short essay.
- Simple topics i.e. “About myself”, “About my family”, and “About my friend” are given to the students, and independent work is expected of them.
- Around 200-250 words essay is expected from the students.
- Mistakes are corrected and oral discussion is encouraged.
- Besides short essays, students are required to write simple dialogues about real-life daily situations

### **b) Dictation**

- It aims at familiarizing students with the script of the language, correct spelling, and punctuation.
- By the end of the course the students should be able to write dictation of unseen text of about 200 words.

### **B. Oral:**

#### **i. Oral Expression**

It aims at developing the conversational skill of the students on the dialogue pattern to express himself/herself on matters of daily life.

#### **ii. Oral Comprehension**

- Students listen attentively to the Audio,
- Analysis of the meanings of new words from the text, the construction of the most important syntactic constructions. Writing the words and phrases that require special attention from students.
- The Audio is to listen more times so that students can understand it and be able to answer the question.

#### **iii. Reading Comprehension**

This aims at developing the student's skills in:

- Correct reading and recitation;
- Reading unseen text and answering questions based on the given text.

### **5. General**

- a) The candidates who qualified in each of the written tests separately and in aggregate in the oral tests will be declared successful.
- b) Midterm exams = 40%, Final = 60%
- c) The tests will be evaluated according to the approved rules and regulations for examination.



## 6. List of Books

<b>Subject</b>	<b>Text Book</b>	<b>Reference Book</b>
Applied Grammar	Genki I (An integrated course in elementary Japanese)	GENKI workbook I
Written Comprehension		Mina no Nihongo Book I
Oral Comprehension		Japanese hiragana and katakana for beginners
Oral Expression		Topic 25
Composition & Dictation		Sakubun
Reading Comprehension		

## 2. Diploma in Japanese Language

### 1. Scope

This is a beginner-intermediate course designed to deepen the Japanese language skills of learners who have already mastered the beginner level. This course is designed to help students reach the N4 level on the JLPT, the most trusted Japanese language proficiency test in Japan.

- Character acquisition specific to the Japanese language
- Beginner-intermediate grammar and vocabulary
- Beginner-intermediate sentence patterns and phrases
- Translate simple sentences into and from Japanese.

## 2. Duration

Number of Semesters: 2

Duration of 1 Semester: 6 months

Working Days/Week: 5 days

Teaching Hours/day: 4 hours

Starting dates: First week of September /First week of February

Assessment: Mid-term (40% weightage), Final term (60% weightage)

Each subject has an exam of 100 marks twice in the semester. 40% of mid-term and 60% of final exams are considered to calculate the final marks and grade.

## 3. Courses of Study

Each Semester					
No.	Course Title	Course Code	Credit Hours	Course Nature	Maximum Marks
1	Written Comprehension	DIJP-101	03	Written	100
2	Applied Grammar	DIJP - 102	03	Written	100
3	Composition & Dictation	DIJP - 103	03	Written	100
4	Translation	DIJP - 104	03	Written	100
5	Reading Comprehension	DIJP - 105	03	Oral	100
6	Oral Comprehension	DIJP - 106	03	Oral	100
7	Oral Expression	DIJP - 107	03	Oral	100
TOTAL			21 CH		700

The course covers the following aspects of the language:

## A. Written

### i. **Written Comprehension**

#### **Learning Outcomes:**

- **Kanji Recognition:** Students will develop the ability to recognize and comprehend a wide range of Kanji characters, establishing a strong foundation for both reading and writing.
- **Vocabulary Expansion:** Emphasis will be placed on vocabulary acquisition related to daily life, professions, hobbies, and other common themes, enhancing students' capacity to understand written texts.
- **Reading Proficiency:** Students will acquire the skills to read various materials, including signs, advertisements, and simple narratives, thereby improving literacy in Japanese.
- **Cultural Context:** Through exposure to diverse reading materials, students will deepen their understanding of Japanese culture and society, fostering a more nuanced comprehension of written texts.

### ii. **Applied Grammar**

#### **Learning Outcomes:**

- **Fundamental Grammar Mastery:** Students will learn advanced grammatical structures, including verb conjugations and sentence construction, laying the groundwork for more sophisticated language use.
- **Grammar Application:** Students will apply grammatical rules to construct both simple and complex sentences in various contexts, enhancing fluency in both written and spoken Japanese.
- **Verb Conjugations and Honorifics:** Students will gain a thorough understanding of verb forms and the appropriate usage of honorific language, enabling them to navigate different social contexts effectively.
- **Grammar Reinforcement:** Through regular exercises, students will reinforce their grammar knowledge and apply it accurately in both casual and formal conversations.

### iii. **Composition and Dictation**

#### **Learning Outcomes:**

- **Writing Proficiency:** Students will practice writing simple and complex sentences using Hiragana, Katakana, and Kanji, strengthening their written communication skills.
- **Dictation Accuracy:** Dictation exercises will enhance listening and writing accuracy, requiring students to transcribe spoken Japanese into the correct script (Kanji, Hiragana, or Katakana).
- **Sentence Construction:** Students will practice creating well-formed sentences, integrating appropriate grammar and vocabulary for clear communication.
- **Cohesive Writing:** Students will work towards composing short paragraphs on familiar topics, developing the ability to organize and present their thoughts effectively in writing.

### iv. **Translation**

#### **Learning Outcomes:**

- **Basic Translation Skills:** Students will practice translating sentences and phrases between Japanese and English, focusing on the accurate use of vocabulary, verb conjugations, and sentence structures.
- **Understanding Grammar in Translation:** Emphasis will be placed on applying Japanese grammar structures and particles effectively, ensuring precision in translations.
- **Cultural Sensitivity in Translation:** Through translation exercises, students will develop an understanding of cultural nuances and their importance in conveying meaning accurately across languages.
- **Advanced Translation Techniques:** As students' progress, they will handle more complex sentence structures and expand their vocabulary and grammar knowledge, improving the quality and accuracy of their translations.

## **B. Oral**

### i. **Reading**

#### **Learning Outcomes:**

- **Reading Proficiency:** Students will develop the ability to read and comprehend a range of Japanese texts, including dialogues, short stories, and other relevant materials.
- **Increased Reading Fluency:** As the course progresses, students will enhance their reading fluency, expanding their vocabulary and improving their ability to infer meaning from context.
- **Cultural Awareness in Reading:** Students will gain insights into Japanese culture and language through written materials, including understanding idiomatic expressions and cultural references, as well as the use of honorifics in various contexts.
- **Reading Comprehension:** Students will improve their ability to decode Kanji compounds, navigate more complex passages, and identify grammatical structures in written texts.

ii. **Listening**

**Learning Outcomes:**

- **Key Information Listening:** Students will enhance their ability to extract key information from spoken Japanese, including understanding vocabulary and sentence structures in conversations.
- **Understanding Everyday Conversations:** Students will practice listening to dialogues, instructions, and announcements, improving their capacity to understand everyday spoken Japanese.
- **Listening Comprehension:** Students will engage in exercises involving various audio clips, designed to strengthen their comprehension skills and memory retention.
- **Contextual Listening:** Students will develop the ability to discern nuances in spoken Japanese, such as recognizing formal and informal speech, tone variations, and cultural context.

iii. **Speaking**

**Learning Outcomes:**

- **Conversational Fluency:** Students will practice engaging in spontaneous conversations with peers and instructors, developing their ability to communicate effectively in a variety of situations.
- **Pronunciation and Intonation:** Through continuous practice, students will improve their pronunciation and master the correct intonation, rhythm, and stress patterns used by native speakers.

- **Dialogue and Role-playing:** Structured dialogues and role-playing activities will help students build confidence in using Japanese in practical, real-world contexts.
- **Confidence in Speaking:** Students will cultivate confidence in their speaking ability, preparing them to handle everyday conversations with ease and fluency.

#### 4. Conclusion

These seven courses—**Written Comprehension, Applied Grammar, Composition and Dictation, Translation, Reading, Listening, and Speaking**—provide a holistic approach to learning Japanese. By engaging with these core areas, students will build a strong foundation in both practical and theoretical aspects of the language, enhancing their ability to communicate effectively and confidently in real-life situations.

#### 5. Books

Subject	Text Book	Reference Book
Applied Grammar	Genki I + II (An integrated course in elementary Japanese)	GENKI workbook I+II Mina no Nihongo Book I+II
Written Comprehension		Japanese hiragana and katakana for beginners
Oral Comprehension		Topic 25
Oral Expression		Sakubun
Composition & Dictation		
Reading Comprehension		

## **6. Additional Material**

Material from internet and departmental library according to the requirements including:

- Video
- Audio
- Vocabulary Cards
- Comic Books

## **3. Outlines of Online Certificate Course (8 weeks)**

### **1. Aims:**

The aim of this 8-week introductory course is to provide students with a comprehensive foundation in the Japanese language, focusing on developing basic proficiency in speaking, listening, reading, and writing. The course aims to familiarize students with essential language structures and vocabulary while also offering an introduction to Japanese culture, enabling students to engage in simple, real-world conversations and navigate basic interactions in Japanese.

### **2. Objectives:**

The course aims to equip students with foundational skills in Japanese by focusing on the following:

- Mastery of Hiragana and Katakana scripts, with an introduction to reading and writing basic Kanji characters.
- Acquisition of practical vocabulary for daily interactions, including greetings, numbers, family terms, and essential expressions for shopping, dining, and travel.
- Understanding of basic Japanese sentence structures and grammatical particles, with the ability to form affirmative, negative, and question sentences in appropriate tenses and polite forms.
- Development of conversational skills, enabling students to engage in self-introductions, ask for directions, and order food.
- Enhanced listening comprehension, including understanding slow, clear spoken Japanese and identifying key information in everyday contexts.

- Practice of proper pronunciation and intonation for effective communication.
- Exposure to Japanese culture, including social etiquette, customs, and traditions, fostering an appreciation for the language in its cultural context.
- Building confidence in using Japanese for both personal and professional communication.

d) The course is divided into two parts:

iii. **Written:**

- Written Comprehension (100 marks)
- Applied Grammar (100 marks)
- Composition and Dictation (100 marks)

iv. **Oral:**

- Oral Comprehension (100 marks)

### 3. Duration

Total Duration: 8 weeks

Working days/week: 5 days

Teaching hours/day: 3 hours

### 4. Scheme of Studies:

#	Course Name	Course Nature	Maximum Marks
1	Written Comprehension	Written	100
2	Applied Grammar	Written	100
3	Composition & Dictation	Written	100
4	Oral Comprehension	Oral	100



## 5. List of Books

Subject	Text Book	Reference Book
Applied Grammar Written Comprehension Oral Comprehension Composition & Dictation	Genki I (An integrated course in elementary Japanese)	GENKI workbook I Mina no Nihongo Book I  Japanese hiragana and katakana for beginners  Topic 25  Sakubun

## 4. Outlines of Online Summer Course (8 weeks)

### 1. Aims:

The aim of this 8-week online introductory summer course is to provide students with a foundational understanding of the Japanese language, including essential speaking, listening, reading, and writing skills. The course is designed to equip students with the basic tools necessary to begin using Japanese in simple, everyday contexts, and to foster an appreciation for the culture and structure of the language.

### 2. Objectives:

By the end of this course, students should be able to:

- a. Understand and correctly use the two primary writing systems in Japanese: Hiragana and Katakana.
- b. Acquire a basic vocabulary for everyday communication, such as greetings, introductions, numbers, days of the week, and common objects.

- c. Learn essential phrases for basic interactions in a Japanese-speaking environment.
- d. Develop the ability to understand simple Japanese sentences in written and spoken forms.
- e. Begin to identify key sentence structures such as subject-object-verb (SOV) order and particles.
- f. Participate in basic conversations, such as introducing oneself, asking and answering simple questions, and making polite requests.
- g. Practice pronunciation and intonation to communicate effectively in everyday situations.
- h. Develop an awareness of Japanese cultural norms, customs, and etiquette, particularly in relation to language use.
- i. Equip students with the foundational knowledge necessary for progressing to higher levels of Japanese language study.

### 3. Duration

Total Duration: 8 weeks

Working days/week: 5 days

Teaching hours/day: 3 hours

### 4. Scheme of Studies:

#### List of books

Subject	Text Book
Applied Grammar Written Comprehension Oral Comprehension Oral Expression Reading Comprehension	Minna no Nihongo

## **5. Outlines of the Summer Course (5 weeks)**

### **1. Aims:**

The aim of this 5-week introductory summer course is to provide students with a foundational understanding of the Japanese language, including essential speaking, listening, reading, and writing skills. The course is designed to equip students with the basic tools necessary to begin using Japanese in simple, everyday contexts, and to foster an appreciation for the culture and structure of the language.

### **2. Objectives:**

By the end of this course, students should be able to:

- j. Understand and correctly use the two primary writing systems in Japanese: Hiragana and Katakana.
- k. Acquire a basic vocabulary for everyday communication, such as greetings, introductions, numbers, days of the week, and common objects.
- l. Learn essential phrases for basic interactions in a Japanese-speaking environment.
- m. Develop the ability to understand simple Japanese sentences in written and spoken forms.
- n. Begin to identify key sentence structures such as subject-object-verb (SOV) order and particles.
- o. Participate in basic conversations, such as introducing oneself, asking and answering simple questions, and making polite requests.
- p. Practice pronunciation and intonation to communicate effectively in everyday situations.
- q. Develop an awareness of Japanese cultural norms, customs, and etiquette, particularly in relation to language use.
- r. Equip students with the foundational knowledge necessary for progressing to higher levels of Japanese language study.

### 3. Duration

Total Duration: 5 weeks

Working days/week: 5 days

Teaching hours/day: 4 hours

### 4. Scheme of Studies:

#### List of books

Subject	Text Book
Applied Grammar Written Comprehension Oral Comprehension Oral Expression Reading Comprehension	Minna no Nihongo