

Business Manners

Syllabus Number CAE-309
Elective 2 credit
MATSUZAWA, Machiko

1. Course Description

Business manners are universally understood expressions and rules developed to ensure smooth and effective business between parties. Furthermore, proper application of business manners helps you gain the client's trust.

The class is taught by an instructor with practical business and consulting experience. Students learn appropriate business manners and how to apply them in the real world by using various case studies.

Students will learn how to greet people, how to speak appropriately in a business setting s, how to behave, and how to be well-groomed in a trustworthy manner, one by one, in class, so that they can naturally embody these qualities in real life.

Through the course, the goal is that students not only understand and familiarize themselves with, but learn real-world practical applications of business manners.