

19.04.04.08 Guidelines for the Certificate Course in Japanese

PART I - GENERAL

1. This Guideline may be cited as a guideline for the certificate course in Japanese No. of 2021, and shall come in to force on 01 September 2021.
2. A student may be awarded the Certificate in Japanese of the Institute of Human Resource Advancement of the University of Colombo if s/he
 - a) has been admitted to the Institute of Human Resource Advancement, University of Colombo (hereinafter referred to as the "Institute") as a student under the Institute of Human Resource Advancement Ordinance;
 - b) has been a duly registered student of the Institute for the period prescribed for the course of study leading to the Certificate Course and her/his registration continues to be in force;
 - c) has been selected to follow a course of study leading to the Certificate Course on being admitted as permitted by the Admission Criteria described in the guidelines;
 - d) has passed all the examinations leading to the Certificate Course
 - e) has paid such fees as may have been prescribed by the Institute and any other dues payable by her/him to the Institute and
 - f) has fulfilled all other conditions and requirements as may have been prescribed by these Guidelines and the Regulations and the Rules of the Institute and the University.
3. There may be a Coordinator appointed by the Director on the recommendation by the Board of Study on Languages Teaching and the Board of Management of the Institute.
4. Applications to be considered for registration for the Course shall be invited by notice in the national newspapers/official website of the institute.
5. The minimum period of registration for the Certificate Course shall be one year. The period of registration shall be counted from the date of commencement of the Course.
6. Eligibility to apply for admission as a student to the Certificate Course in Japanese of the institute rests on the following conditions
 - 6.1 Certificate course in Basic Japanese Language (CBLJ)
 - i) to pass GCE O/L examination
 - 6.2 Certificate course in Intermediate Japanese Language (CIJL)
 - i) to pass the CBLJ Program
 - or
 - to hold JLPT N5 (must be have a valid certificate at the time of application)
 - or
 - to pass the Placement Test conducted by the Institute
 - and
 - ii) to pass GCE O/L examination
 - 6.3 Certificate Course in Advanced Japanese Language (CAJL)
 - i) to pass the CIJL Program
 - or
 - to hold JLPT N4 (must be have a valid certificate at the time of application)
 - or
 - to pass the Placement Test conducted by the Institute
 - and
 - ii) to pass the G.C.E. O/L examination
7. The syllabus for the Basic level, Intermediate Level and Advanced Level courses is specified as in Schedule 1

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8. No candidate shall be considered to have passed the Certificate Course in Japanese examination unless s/he has passed the examination as prescribed by these Guidelines and any other Regulations and Rules made by the Institute

PART II - EXAMINATION

9. The Scheme of Examination consists of two (02) components; Course-End examination and Oral test.
- i There shall be a Course-end Examination which comprises Written Paper I, Written Paper II and an Oral Test
 - ii The candidate shall have to appear for both the Written Papers and the Oral Test in the Course-end Examination in order to complete the program successfully.
 - iii 80% attendance is required to sit the Final Examination. However, the attendance regulations may be subject to change depending the situation in the country under the direction of the Director on the recommendation by the Board of Study on Languages.
 - iv The Overall mark obtained by any student is allocated as given in Schedule 2.
10. A candidate's performance shall be graded according to the following criteria:
- | | |
|------------------------|---------------|
| A (A distinction Pass) | - 75% to 100 |
| B (A Merit Pass) | - 60% to 74% |
| C (A Credit Pass) | - 50% to 59% |
| D (A Pass) | - 40% to 49% |
| E (Fail) | - 39% or less |
11. Criteria for evaluation is given in Schedule 2
12. Conditions for completion of the examination
- i. A candidate who has not completed the examination successfully at the first sitting shall be allowed to repeat the whole Final Examination on two subsequent attempts within the next two academic semesters
 - ii. Any student who does not complete the Certificate Course in Japanese successfully within three academic semesters from the date on which s/he first registered as a student shall cease to be a student of the Certificate Course in Japanese of the Institute unless decided otherwise by a recommendation of the Board of Study on Languages Teaching and the Board of Management of the Institute.

Schedule 1: Syllabus

Basic Level

Reading

Katakana
Syllables
Consonants
Long vowels
Comprehension
Situational conversations

Hiragana
Double consonants
Vocabulary building
150 Kanji (Chinese Characters)

Grammar

Ko, So, A, Do words
Particles
Verbs/Adjectives/Adverbs
Forms (DF, ~ます, ~ない,
~た, plain F, Volitional, ~たい)
questions
Prepositions
Imperatives
ちやいけない・じゃいけない、だ/で
す、だけ、だろう、で、でも、でし
ょう、どんな、どうして、どうやっ
て、が、が、あります、がほしい、が
います、ほうがいい、いちばん、い
っしょに、いつも、じゃない・では
ない、か、か~か、から、~かた、
けど、けれども、まだ、まだ~てい
ません、まで、まえに、ませんか、
ましょう、ましょうか、も、もう、
なあ、ないで、ないでください、

Directions
Native Japanese counting system
Chinese counting system
Pronouns
です/ます style
Articles
Tenses (Present, past, Pr.Cont.)
ないといけない、なくてもい
い、なくちゃ、なくてはいいけな
い、なくてはならない、なる、
んです、ね、に、にいく、にす
る、に/へ、の、のです、のが、
のなかでAがいちばん、ので、お
/ご、を、をください、しかし、
それから、そして、すぎる、た
ことがある、~たい、たり~た
り、である、ている、てから、
てください、てはいけない、て
もいいです、と、とき、とて
も、つもり、は、は~よ
り... です、はどうですか、
や、よ、より~ほうが

Writing

Syllables
Consonants
Double consonants
Long vowels
Spelling
Dictation
Writing simple sentences

Self-introduction
Describing a person
Describing a place
Describing leisure activities
Writing a short paragraph
Guided composition

Speaking

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Pronunciation rules	Expressing likes & dislikes
Greetings	Expressing going somewhere to do some thing
Self-introduction	Expression of comparisons
Describing things, locations	Engage in simple day today conversations
express existence of non-living things(あります) and living things (います)	Making a request
Tell the dates and days of the week	Making a short speech
Tell the time	Talk about past activities and past experience
directions	

Listening

Vowels and consonants	Ask and response about dates and days of the week
Syllables	Describe a location and places
Consonant and double consonant	Order foods & drinks
Greetings	Make plans and promises
Introduce oneself	Express likes & dislikes
Introduce the family	Past activities and past experiences
Introduce the Japanese houses with key words	Short and simple instructions at work and understand what to do
Explanation with the daily schedule	
Integrative expressions	
Daily life	

Intermediate Level (CIJL)

Reading

Vocabulary	Comprehension (Skimming & Scanning making)
150 Kanji (Chinese Characters)	
Dialogues	
Situational conversations	

Grammar

Transitive and Intransitive verbs	Articles
Expressing intentions	Prepositions
Direct and Indirect speech	Tenses
Expressing ability	Question forms (Yes/No)
Ask permission	Phrasal verbs
Expressing reasons	
Expressing guessing/predictions	
Causative verbs	

Active/ passive voice

Conditional form

あいだ、あいだに、あまり～ない、あとで、ば、ばあいは、ばかり、だけで、だす、でございます、でも、ではないか、がひつよう、がする、がり、がる/がっている、ございませす、はじめる、はずだ、はずがない、ひつようがある、いらっしゃる、いたします、じゃないか、かどうか、かしら、かい、かもしれな、かな、から作る、きっと、ころ/ごろ、こと、ことがある、ことができる、ことになる、ことにする、くする、きゆうに、までに、ま、または、みたいだ、みたいな、みたいに、も、な、など、ながら、なかなか～ない、なければいけない、なければならぬ、なら、なさい、なさる、に気がつく、にみえる

にする、にくい、の中で、plain f.+のに、のに、のは～だ、お～くださいお～になる、おきに、おわる、らしいさ、さつき、られる、させられる、させる、さすが、し、そんなに、それでも、それに、そうだ、そうに/そうな、たばかり、たところ、他動詞と自動詞たがる、たら、たらどう、たらいいですか、て/で、てあげる、てほしい、ていく、ていた、ていただけませんか、てくれる、てくる、てみる、てもらう、ておく、てしま、う/ちゃう、てすみません、てやる、てよかった、ているところ、ても、と、と言ってもいい、という、ということ、と言われている、と聞いた、と思う、とか～とか、ところ、続ける、って、受身形、は～が～は、安井、やっど、より、予定だ、ようだ、ように/ようなうな、ようになる、ようにする、ようと思う、ぜひぜんぜん～ない、づらい

Writing

Spelling
Describing a place
Writing a personal letter
Simple news writing
Summarizing

Guided Composition
Describing a person
Writing a short essays

Speaking

Pronunciation rules
Simple current affairs
Giving directions
Talking about the hobby
Accepting/ refusing a request
Situational conversations
Expressing impressions
Expressing weather forecast
Expressing city information
Expressing opinion
Making a short speech

Making a request
Expressing feelings
Making telephone conversation
Asking for directions
Giving recommendations
Talk about the things and places that someone wants to go/do

Listening

Accepting/ refusing a request
Situational conversations
Expressing impressions
Expressing weather forecast
Expressing city information
Expressing opinion

Making a request
Expressing feelings
Making telephone conversation
Asking for directions
Giving recommendations
Talk about the things and places that someone wants to go/do

Advanced level (CAIL)

Reading

Vocabulary building
300 Kanji (Chinese Characters)
Comprehension (skimming, scanning)
Weather reports
Newspaper articles
Notices

Advertisements
Invitations
Formal and informal mail
Poems
Proverbs
Idiomatic phrases

Grammar

Parts of speech
Adjectives
Participle form
Infinitive form
Present & Past Passive

Prepositions
Articles
Adverbs
Tenses
Conjunctions
Active- Passive Voice

あまり、あまりにも、ばあい
ばよかった、ば~ほど、ば~のに

をはじめ、をこめて、を通じて/
を通して、おかげで、っぱな

ばかりで、ばかりでなく、べきだ
べきではない、べつにない、ぶり
に、ちゅう/じゅう、だけ、だけでな
く、だけど、だらけ、どんなに～て
も、どうしても、ふりをする、ふ
と、がち、がたい、ぎみ、ごとに、
ほど、ほどない、いちどに、いくら
～ても、いっぽうだ、いったい、じ
ゃない、か何か、かける、から～に
かけて、かわりに、けっか、けっき
よく、けっして～ない、きれない、
きり、きる、つけ、こむ、こそ、こ
と、ことから、ことになっている、
ことはない、ことは～が、くらい/ぐ
らい、くせに、まるで、まさか、め
ったに～ない、も～ば～も、もしか
したら、もしも～たら、むけ、む
き、むしろ、ながらも、ないことは
ない、ないと、なかなか、なんか/な
んて/など、なおす、なるべく、なぜ
なら、んだって、にちがいない、に
反して、にかけて、に関する/に関し
て、にかわって/にかわりに、に比べ
て、になれる、において/における、
にしたがって、にしても、にして
は、に対して、にとって、につい
て、につれて、によると/によれば、
によって/による、のでしょうか、を
中心に、

し、っぽい、さえ、さえ～ば、
さいに、最中に、さらに、さ
て、せいで、せいぜい、しばらく
く、しかない、そのために、そ
れとも、そうもない/そうにな
い、すでに、すなわち、ただも
の、たとたん、たびに、ため
に、たしかに、たとえ～ても、
たとえば、たつて、てばかりい
る、てごらん、てはじめて、て
からでないと、てしょうがな
い・てしかたがない、て済む、
てはいけないから、ている場合
じゃない、的、ても始まらな
い、ても構わない、てもしょう
がない/てもしかたがない、とい
えば、といい/たらしい、といっ
ても/ということだ、というの
は、というと、というより、と
みえる/とみえて、とすれば・と
したら・とすると、とともに、
とちゅうで、とこで、ところ
が、とおりに、通す、とても～
ない、とはかぎらない、つい、
ついに、ついでに、つまり、つ
もりだった、つもりで、うち
に、うえで、うえに、はべつと
して、はもちろん、は～で有
名、わけだ、わけではない、わ
けがない、わけにはいかない、
わりに、わざと、わざわざ、よ
りも、ようがない、ような気が
する、ように、ようにみえる、
ようとしなない、ようとする、ず
に、ずにはいられない

Writing

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Spelling
Guided writing
Writing a personal letter
Writing a biography
Filling an application/bank slip
Making a CV
Writing formal and informal mail

Techniques of writing
Writing opinions
Writing a comparative essay
Describing a process
Writing a composition
Summarizing

Speaking

Get to know each other
Giving directions
Describing a process
Making a request
Asking for information
Giving advice
Interviewing a person
Relating a story

Saying good bye/ Taking leave
Telephone skills
Refusing
Expressing opinion
Describing a place
Making excuses
Discussing an issue
Making a speech

Business Etiquettes

Rules for social interactions
Japanese rules for behavior
Japanese rules for business
Japanese rules for work

Schedule 2: Criteria for evaluation

Final written exam	- 70%
Final oral test	- 20%
Attendance	- 10%

- The above Guide Lines were read twice and confirmed at the same meeting.