

## To everyone participating in our Japanese classes



To everyone studying Japanese, thank you for always studying hard. Please observe the following and have fun while studying Japanese.

### 1. About the textbook used in the Japanese classes

Every semester the teacher chooses a textbook that is suitable for the level of the class participants. For those applying to the classes for the first time, textbook orders are made at the interview. For people who do not attend an interview (those who have attended previous classes), textbook orders are made at the first class. After that, the orders are consolidated by the IIA and sent to the bookstore. If you ordered a textbook, please pay for it.

A handling fee is incurred when the IIA pays the textbook fee and shipping costs by bank transfer. This handling fee is divided amongst those who ordered textbooks and is to be paid alongside the textbook fee. Please pay all fees when you collect your textbook from the IIA.

Please note:

- a. Please only order a textbook if you are enrolled in the Japanese classes.
- b. If your order is late, shipping and handling fees may increase. (Check the schedule for the Japanese classes closely and be sure to register for the classes on time.)
- c. It is prohibited to photocopy the textbooks without permission. Please do not photocopy the textbooks.



### 2. About the rules of the Japanese classes

- a. Observe the application period.

Pay attention to the newsletters (World Eye / Iwa-Key), the IIA's Facebook etc.

- b. Do not be late

Each class is two and half hours long. If you are late to class your study time becomes shorter and you yourself are inconvenienced. The teacher has to stop the class halfway through and is also inconvenienced. It is also an inconvenience to the other students. For yourself, for the teacher and for the other students, please do not be late.

- c. Contacting the IIA

When you cannot make a class, please contact the IIA by phone (0246-22-7409) or email (info@iia-fukushima.or.jp) by 9am. Please write your emails in Japanese to the best of your ability. If there are mistakes we will correct them for you and send you the corrections. Talking on the phone and writing emails is also Japanese study. Please do not be afraid of making mistakes.

The Japanese classroom is a place for you to learn Japanese, the customs and culture of Japan, and the rules you need to know to live in Japan. It is also a place where you can make friends. Let's all observe the rules so that we can have fun studying together.

By studying Japanese, you will be able to have conversations in Japanese. This will allow you to make friends with people in your community and learn a variety of things from one another.

The IIA is here to support you along the way. Keep up the good work.



### **IIA (Iwaki International Association)**

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