

Short-Term Training Program for Teachers of the Japanese-Language (Summer / Winter)

including special quota for Teachers of the Japanese-Language for Japanese descendants

Application Instructions

For FY 2018

1. Objectives

This program is designed to provide teachers of the Japanese language, who have more than two years of experience in teaching the Japanese language, with an opportunity to improve their teaching methodology and Japanese language skills, and to cultivate their ability to understand other cultures. The program offers two courses (Summer Course and Winter Course).

Special Quota for Teachers of the Japanese-Language for Japanese descendants is set for the Short-Term Training Program for Teachers of the Japanese-Language (Winter Course) aimed at Japanese language teachers of Japanese descendants who teach in Japanese language educational organizations for Japanese descendants in Central and South America. Please refer to “Special Quota for Teachers of the Japanese-Language for Japanese descendants” (p.3).

2. Program Outline

(1) Duration

Two courses will take place of about two months each.

(Please note that the Institute may be obliged to offer a course other than the candidate's desired course.)

a. Summer Course: June 26, 2018 - August 20, 2018 [tentative]

Without optional field trip: June 26, 2018 - August 16, 2018 [tentative]

b. Winter Course: January 9, 2019 - March 5, 2019 [tentative]

Without optional field trip: January 9, 2019 - March 1, 2019 [tentative]

(2) Course Venue

The Japan Foundation Japanese-Language Institute, Urawa (JFJLI, Urawa) (Saitama City, Saitama Prefecture)

(3) Description of the Program

a. Subjects: Participants will be divided into two groups based on the result of a placement examination to be taken upon arrival in Japan. Each group will follow either course A or B.

[Course A]: This course will emphasize improvements in the participants’ communication skills using Japanese. The Japanese language classes will aim to improve the Japanese language proficiency of participants enabling them to apply their language skills to various situations and topics. In the classes on teaching methodology, the participants will check the basic content, and study how to set concrete class objectives and classroom activities.

[Course B]: This course will emphasize improvements in the participants’ specialized skills as teachers. The Japanese language classes will aim to improve the Japanese language proficiency of participants so that they are capable of more than daily conversation by acquiring complex linguistic skills (i.e. explanation, description, and argument). In the classes on teaching methodology, the participants will examine how to use the teaching methods in their own classes, while introducing, arranging, and expanding their basic knowledge of teaching methods through lectures and workshops.

(Example of total class hours)

	Course A	Course B
Japanese language	65~70 hours	50~55 hours
Japanese language teaching methodology	35~40 hours	50~55 hours
Japanese culture and society	25~30 hours	
Others (Placement examination, Instruction course on computers, etc.)	15~20 hours	

b. Cultural programs (example)

Visits to local schools, cultural demonstrations of tea ceremony and other traditional arts, theatre excursions, etc.
Optional programs such as homestays and field trips are planned.

(4) Number of Participants

Approximately 72 teachers for Summer and Winter Courses

3. Eligibility

Overseas educational organizations that provide Japanese language education. Applications from individuals will not be accepted.

※Qualified Areas: Worldwide.

*In China excluding Hong Kong and Macau, only higher educational institutions (university or graduate school) are applicable

The following individuals are eligible to participate in the program:

- (1) Teachers who have an employment relationship with the applying organization where it is agreed that they will continue to work after completing this program. Individuals studying to become Japanese language teachers at the time of application are not eligible;
- (2) Individuals who are nationals of a country that has diplomatic relations with Japan;
*Taiwanese are eligible to apply for this program
- (3) Individuals who have not completed their compulsory education [9 years of elementary and junior high school] in Japan;
- (4) Individuals who are 55 years old or under as of December 1, 2017;
- (5) Individuals who are free from any mental or physical disabilities that would impede participation in the program;
- (6) Individuals with more than two years of experience in teaching Japanese language as of December 1, 2017 (private lessons and teaching practice not included);
- (7) Individuals who have a proficiency in Japanese of Level N4 in the Japanese-Language Proficiency Test (JLPT), Level 3 of the old JLPT, or their equivalent at the time of application (please view the official website of JLPT <http://www.jlpt.jp/e/about/levelsummary.html> for a summary of the linguistic competence required for each level)(*1); and
(*1) Candidates who have never taken the Japanese-Language Proficiency Test are requested to answer the questions in the Japanese Proficiency Self-Check Test attached to the application instruction and to write down the test score in the designated column in the application form. Please note that applications without the test score filled in may not be accepted.
- (8) Individuals who have not participated in a Japanese-Language Teacher Training Program conducted by the Japan Foundation (including the “Short-Term Training Program for Teachers of the Japanese-Language”) or any other academic institutions in Japan for more than 50 days during the period from April 2012 to December 1, 2017 (*2).
(*2) Individuals who have taken the “Special Training Program for Young Teachers of the Japanese-Language from 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 recipient of the "Japan Foundation Japanese-Language Institute Director's Award" of the "Long-Term Training Program for Teachers of the Japanese-Language" will be exempted from this restriction. Applicants who fall under this category should attach a copy of the notification received upon being given the Director's Award to the application form.

【Special Quota for Teachers of the Japanese-Language for Japanese descendants (Winter Course)】

The following individuals are eligible to apply.

<Eligibility>

Educational organizations for Japanese descendants that provide Japanese language education in qualified areas (Argentina, Bolivia, Brazil, Chile, Colombia, Cuba, Dominican Republic, Mexico, Paraguay, Peru, Uruguay, Venezuela). Applications from individuals will not be accepted.

The following individuals are eligible to participate in the program:

- a. Teachers who have an employment relationship with the applying organization where it is agreed that they will continue to work after completing this program. Individuals studying to become Japanese language teachers at the time of application are not eligible;
- b. Individuals who are Japanese nationals or nationals of the countries in the qualified areas, and residents in the same country;
- c. Individuals who are Japanese immigrants or their offspring (in principle, up to the third generations);
- d. Individuals who are 55 years old or under as of December 1, 2017;
- e. Individuals who are free from any mental or physical disabilities that would impede participation in the program.
- f. Individuals with more than one year of experience in teaching the Japanese language as of December 1, 2017 (private lessons and teaching practice not included);
- g. Individuals who have a proficiency in Japanese of Level N4 in the Japanese-Language Proficiency Test (JLPT), Level 3 of the old JLPT, or their equivalent (please view the official website of the JLPT [<http://www.jlpt.jp/e/about/levelsummary.html>] to find the summary of linguistic competence required for each level); and
- h. Individuals who have not participated in a Japanese language teacher training program conducted by the Japan Foundation (including the "Short-Term Training Program for Teachers of the Japanese Language") or any other academic institutions in Japan for more than 50 days during the period from April 2012 to December 1, 2017.

4. Benefits

- (1) Accommodations (a single room for each participant) within JFJLI, Urawa.
- (2) Meals during the program, partly in the form of cash allowances.
- (3) Expenses necessary for participation in official curriculum, such as teaching materials (in kind).
- (4) Overseas travel insurance with an upper limit on coverage (the insurance will cover the necessary expenses for sickness and in jury up to a limit on the policy. The insurance will not cover the expenses for a chronic or preexisting disease or injury contracted before arrival to Japan or dental care.).
- (5) For those participants whose institution is located in the regions listed in [Appendix] below, the Japan Foundation will provide the following:
 - a. Round-trip air tickets (discount economy class) to and from the nearest international airport from home residence;
 - b. Airport tax, foreign travel tax;
 - c. Set amount of in-kind allowances (to cover expenses necessary for participation in the program).

<Appendix>

Region	Exceptions
Asia Pacific	South Korea, Hong Kong, Macau, Taiwan, Singapore, Brunei, Australia, and New Zealand are considered exceptions.
Central and South America	Bahamas, Barbados, Saint Christopher and Nevis, and Trinidad and Tobago are considered exceptions
East Europe	(No exceptions)
Middle East and North Africa	United Arab Emirates, Israel, Oman, Qatar, Kuwait, Saudi Arabia, and Bahrain are considered exceptions
Africa	(No exceptions)

※For those participants whose institution is not located in the regions listed above, have to bear these expenses.

5. Selection Policy

Screening will be made in line with the following criteria: need for Japanese language teaching programs in candidate's region/country, application from the Sakura Network, candidate's Japanese language proficiency, teaching experience, teaching position (full-time or part-time) and influence in and out of the institution, etc.

* Please visit the following website for information on the Sakura Network.

<https://www.jpf.go.jp/e/project/japanese/education/network/>

6. Application Procedures

(1) Application Documents

The application form consists of 8 pages. When applying, please submit this application form together with one copy collated and stapled, respectively. An application missing any of the required elements will be considered incomplete and therefore ineligible for consideration.

(2) Application Deadline and Place for submission

Applications and supporting documents must be submitted to the nearest Japan Foundation office or Japanese diplomatic mission no later than December 1, 2017. In Taiwan, applications must be submitted to the Japan-Taiwan Exchange Association, Taipei office. Application materials submitted by e-mail or by FAX will not be accepted.

(3) Points to be noted

- a. Please type or write with a ballpoint pen in black ink, printing clearly in block letters.
- b. The entire application form should be filled out in Japanese if there are no specific directions, such as “in English” or “in Native Language.” Applicants are strictly requested to fill out the application form alone without assistance from others.
- c. Once submitted, Applications and Supplementary Information shall not be returned. Please make sure to set aside a copy for yourself.
- d. In case there are changes to the information provided in the application materials after the submission, please submit the notification as soon as possible.

7. Notification of Results

- (1) Applications will be screened by JFJLI, Urawa, and decisions will be announced in April 2018.
- (2) Please understand that we cannot answer enquiries in regard to the reasons for our decisions.

8. Number of Participants

The number of participants in the previous year was 72 out of 223 applications.

※The number of participants in the previous year was 2 out of 2 applications for Special quota for Japanese descendants.

9. Obligations

The participants are required to adhere to the following:

- (1) To observe the laws of Japan during their stay in Japan;
- (2) 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;
- (3) To understand that they are invited as members of a group, and to attend every activity of the program, under the direction of JFJLI, Urawa;
- (4) Not to arrive in Japan before the beginning date of the training program;
- (5) To not go abroad or return to their home country for the duration of the program;
- (6) To return to their home country as soon as the official period of the program expires, unless JFJLI, Urawa permits an extension of stay in Japan beyond the program; and
- (7) Not to be accompanied by their family members.

10. Disclosure of Information

- (1) Details of projects supported by the Japan Foundation (e.g., the name of the applicant and project descriptions) will be made public in the *Kokusai Koryu Kikin Jigyo Jisseki* (Detailed Annual Reports of the Japan Foundation), on the Japan Foundation's website, and in other public-relations materials.
- (2) When a request for information based on the "Law Concerning the Disclosure of Information Held by Independent

Administrative Institution, etc." (Law No. 140 of 2001), is received, materials such as submitted application forms will be disclosed (unless stipulated by laws as not to be disclosed).

11. Handling of Personal Information

The applying institution shall inform candidates of the following:

- (1) The Japan Foundation handles personal information appropriately and in accordance with the "Law Concerning Access to Personal Information Held by Independent Administrative Institutions" (Law No. 59 of 2003). Details of the Japan Foundation's personal information protection policy can be reviewed at the following website: <http://www.jpf.go.jp/e/privacy>
- (2) The Japan Foundation uses personal information on the application materials for screening, implementation, and evaluation procedures of the project. They may also be used for the following purpose:
 - a. Details of participant's information, such as name, gender, job and position, affiliation, project duration, and project description, are published in the Program Guide, the *Kokusai Koryu Kikin Jigyo Jisseki* (Detailed Annual Reports of the Japan Foundation), the *Annual Report*, on the Japan Foundation's website, in other public-relations materials. They are also used in compiling statistics and released to the press for publicity purposes.
 - b. There may be cases in which these details are released to Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan at the place where participant lives in order to apply for a visa.
 - c. There may also be cases in which copies of applications, including documents containing some personal information, are provided to outside consultants in order to facilitate the screening process and the evaluation of the results of projects. The Japan Foundation requests the consultants to take measures to ensure safety of the provided personal information.
 - d. There may also be cases in which the Japan Foundation sends questionnaires to the addresses written on this form after the project has ended.
 - e. There may also be cases in which the Japan Foundation uses the information written on the application form to contact the applicants to inform them of other Japan Foundation activities.
- (3) There may be cases in which the project reports and other related publication are released to the public.
- (4) Information is offered only to the extent necessary for the persons concerned who get cooperation to voyage arrangements or training programs (the insurance company and its agencies, airline companies, local governments, etc.)
- (5) It is considered that by applying to this program, participants agree to the use of personal information for the above-mentioned policy.

12. Contact

Teachers Training Section, JFJLI, Urawa Tel. +81-(0)48-834-1182 Fax. +81-(0)48-834-1170

E-mail: urawakenshu@jpf.go.jp

Please visit the following website to download the Application Forms.

<http://www.jpf.go.jp/e/program/list.html>

13. Remarks

In addition to the above programs, the following training programs are provided. Applications of these programs are not open to public and participants are decided by the recommendation of the government, the Japan Foundation, and the Japanese diplomatic mission in the participants' countries. Please contact the relevant Japan Foundation overseas office for details.

- (1) "The Intensive Training Program for Secondary School Teachers of the Japanese-Language from the Republic of Korea"
- (2) "The Intensive Training Program for Secondary School Teachers of the Japanese-Language from the People's Republic of China"

Attachments

Japanese Proficiency Self-Check Test

Instructions to Fill in the Application Forms

General Instructions

1. Please visit the following website to download the Application Forms. The application form consists of 8 pages.
<http://www.jpf.go.jp/e/program/list.html>
2. When applying, please submit this application form together with one copy collated and stapled, respectively.
3. Applications and supporting documents must be submitted to the nearest Japan Foundation overseas office or Japanese diplomatic mission. In Taiwan, applications must be submitted to the Japan-Taiwan Exchange Association, Taipei office. Application materials submitted by e-mail or by FAX will not be accepted.
4. Applications and supporting documents must be submitted no later than December 1, 2017. It is highly recommended to submit applications well in advance of the deadline.
5. The application form and the other related documents cannot be returned to the candidate under any circumstances. The applicant must be sure to keep one copy of the application for him/herself.
6. If an acknowledgement of receipt of the application is required, applicants should enclose a stamped, self-addressed postcard with the application, on which applicants should write as follows:
“Name of the program: Short-Term Training Program for Teachers of the Japanese-Language. Please send 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 that lacks the applicant’s name, address, the name of the program, or the necessary postage stamp will not be returned.
7. In case of any changes to the information provided in the application materials after the submission, please submit the notification as soon as possible.

Points to be noted

1. Please type or write with a ballpoint pen in black ink, printing clearly in block letters.
2. The entire application form should be filled out in Japanese if there are no specific directions, such as "in English" or "in Native Language." Applicants are strictly requested to fill out the application form alone without assistance from others.
3. If candidates have never taken the Japanese-Language Proficiency, 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. Please note that applications without the test score filled in may not be accepted.

**海外日本語教師短期研修
申請書**
**Short-Term Training Program for Teachers of the Japanese-Language
Application Form**

※日系人特別枠を含む (including the "Special Quota for Teachers of the Japanese-Language for Japanese descendants")

申請書を国際交流基金の海外拠点又は日本国大使館や総領事館等の在外公館にご提出ください。台湾所在の機関は(公財)日本台湾交流協会の台北事務所にご提出ください。国際交流基金本部・附属機関では海外からの申請を受け付けません。インターネットや e-mail による申請書の提出は受け付けません。申請書は、活字体でご記入ください。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。

Applications should be submitted to the Japan Foundation office in your country or Japanese diplomatic mission of Japan. In Taiwan, applications must be submitted to the Japan-Taiwan Exchange Association, Taipei office. The Japan Foundation Headquarters in Tokyo and affiliated organizations will not accept applications from overseas applicants. Applications will not be accepted through the Internet or by e-mail. This application form should either be printed or written using block letters. 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.

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 30 年度海外日本語教師短期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 2018-2019 Short-Term Training Program 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

海外日本語教師短期研修 SHORT-TERM TRAINING PROGRAM FOR 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.

() 夏期 Summer Course () 冬期 Winter Course

日系人特別枠への申請は次を✓してください。Please check ✓ if you apply for the special quota for Japanese descendants.
() 冬期・日系人特別枠 Winter Course / Special quota for Japanese Descendants

候補者 (以下は候補者が記入のこと)
CANDIDATE (The following form should be filled in by the candidate.)

氏名 Name	漢字又はカタカナ In Kanji or Katakana	姓 Last Name	名 First Name			
	英語 In English alphabet	Last Name	First Name			
	パスポートに記載の表記 Name as written on your passport in English alphabet					
性別 Sex	生年月日 Date of Birth	19 年 月 日 Year Month Day	年齢 Age	2017 年 12 月 1 日現在 As of December 1, 2017	国籍 Nationality	歳
連絡先 (ローマ字) Contact (in English alphabet)						
住所 Address						
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	専任/非専任 Full time or Part time
漢字又はカタカナ In Kanji or Katakana				<input type="checkbox"/> 専任 Full time
英語 In English				<input type="checkbox"/> 非専任 Part time
原語 In Native Language				
所属日本語教育機関住所 Address of Affiliated Institution				
Tel. _____ FAX. _____				
機関 ID ID of affiliated institution				
※日本語教育機関検索データベース (https://jpsurvey.net/jfsearch/do/index) にて所属機関の機関 ID を確認の上、記入してください。 所属機関が同データベースへ未登録の場合は記入不要です。 *The ID of affiliated institution can be found on the "Search engine for institutions offering Japanese-language education" (https://jpsurvey.net/jfsearch/do/index). No need to fill this column if your affiliated institution is not registered on the "Search engine".				
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	
学位取得論文タイトル (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)				

さくらネットワークに所属していますか?
Do you belong to organizations of the **Sakura Network**?
For "Sakura Network", please visit the following website; <https://www.jpff.go.jp/j/project/japanese/education/network/> (Japanese)
<https://www.jpff.go.jp/e/project/japanese/education/network/> (English)

はい Yes
⇒ さくらネットワークメンバー (機関、団体) 名 : _____
Name of the Sakura Network member : _____
(institution, organization, etc.)

いいえ No

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?

日系人特別枠の申請者で日本語の母語話者の方は、*印の欄を記入する必要はありません。

Applicants of special quota for Japanese descendants who are native Japanese speakers need not to fill in the columns with *.

* 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 (国際交流基金海外拠点による研修を含む) Training programs for Japanese language teachers undertaken outside of Japan, including programs of the Japan Foundation	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 Students in class		使用教材 Textbook
			年齢 Age	レベル Level	
	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 か月 Years Months	From 年(yy) 月(mm)~ To 年(yy) 月(mm)				
	From 年(yy) 月(mm)~ To 年(yy) 月(mm)				
現在の担当科目 Japanese classes currently taught	科目名 Subject Taught	対象者 Students in class		担当時間数 (週・年) Loading Hours Week/Year	使用教材 Textbook
		年齢 Age	人数 Number		
				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 Japanese				週 () 時間 (per week) 年 () 時間 (per year)	
				週 () 時間 (per week) 年 () 時間 (per year)	

* 日本語能力試験 Japanese-Language Proficiency Test (JLPT)	受験年 Test Year	JLPT 取得級 Passing Grade (Level) <input type="checkbox"/> N1 <input type="checkbox"/> 1 級 <input type="checkbox"/> N2 <input type="checkbox"/> 2 級 <input type="checkbox"/> N3 <input type="checkbox"/> 3 級 <input type="checkbox"/> N4 <input type="checkbox"/> 4 級 <input type="checkbox"/> N5	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 attached to this application form	文字・語彙 Writing-Vocabulary <div style="text-align: right;">/25</div>	読解・文法 Reading-Grammar <div style="text-align: right;">/40</div>	合計 Total <div style="text-align: right;">/65</div>
日本滞在歴 (国際交流基金及び国際協力機構での研修を含む) Previous stay in Japan including Training Programs at the Japan Foundation and/or the Japan International Cooperation Agency (JICA) 留学の場合は、留学先の機関を明記してください If you have studied in Japan, be sure to specify the name of institutions.	期間 Term	日数 Days	滞在目的・受けたグラント・当センター研修等 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 of 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).

日本語の運用力について Your Japanese proficiency

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 to your Japanese proficiency.

<p>聞く Listening</p>	<p>□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 understanding discussions about a wide range of topics and specialized lectures.</p> <p>□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>□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 discussions on familiar matters regularly encountered in work and daily life, and the content of TV programs.</p> <p>□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>□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>□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>□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 express particular attitudes or viewpoints. I can understand simple novels.</p> <p>□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 common everyday language and which relate to familiar topics.</p> <p>□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>□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 materials, such as menus and websites, I can understand familiar items and names, as well as simple phrases.</p>
<p>話す Speaking</p>	<p>□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>□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>□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>□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>□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) Oral interaction</p>	<p>□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>□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>□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>□自分のことや仕事などについて、簡単に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>□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>□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>□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>□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>□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>□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>

作文 Essay in Japanese

あなたの授業の問題点や改善したい点、日本語国際センターで学びたいことについて、できるだけ具体的に、日本語で400字ぐらいで書いてください。今までに当センターの教師研修に参加したことがある人は、そのときに学んだことを帰国後どのように生かしたか、そして今回は研修に何を期待するか書いてください。

コンピュータを使わないで、ボールペンを使って、手書きで書いてください。書くときは、参考書を見たり、他の人の助けを借りず、自分の力だけで書いてください。制限時間は1時間です。これらの規則を自分で守ってください。

Reflect on your own teaching and write an essay in Japanese of around 400 characters on the problems you face in teaching Japanese and how you would like to improve them and/or what you would like to study at the Institute. If you have taken a course at the Institute before, please describe how you are using what you have studied in your teaching and what else you would like to study at the Institute.

This essay should be handwritten with a ball-point pen. The use of computers is not allowed. You are strictly requested to work alone without using any references or assistance from others. The time limit is one hour.

国・地域名 Name of country/region		所属機関名 Affiliated Institution	
氏名 Name			

10										20										

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 Japanese Language Course
日本語コースの概要（修学年限、週当たり授業時間数、学習者数等を記入してください。） Outline of Japanese Language Course (state the length of the course, hours of study per week, the number of students)
学年暦（授業の開始月、終了月及び学期区分を記入してください。） Term / Semester (state the beginning and end months 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"/>に印を付けてください。 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ください） 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 Years of experience as a Japanese language teacher	対象者数 Number of students	週当たり時間数 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

海外日本語教師研修 推薦書

Training Program for Teachers of the Japanese-Language: Recommendation Form

候補者名 Name of the Candidate		
推薦者 Recommender	氏名 Name 現職 Position 所属機関 Institution	住所 Address Tel. FAX
<p>1. 推薦理由（機関の責任者として、どのような方針のもとに候補者を推薦したか説明してください） As the representative of the institution, please explain on what basis you are recommending the candidate.</p> <p>2. 当研修に参加した場合に、あなたの機関に期待される効果 Please explain the outcome you expect the candidate's participation in this program to have on your institution.</p> <p>推薦にあたり、候補者は私が代表を務める機関と雇用関係にあり、研修参加後もこの関係は継続することを確約いたします。 On this recommendation, I hereby declare that the candidate is an employee of our institution, and he/she will continue to work at the institution upon his/her return to our country.</p> <p style="text-align: center;"> 日付 _____ 署名 _____ Date _____ Signature _____ </p>		

・ 推薦書は、日本語または英語で記入してください。採否審査のため、この推薦書を外部有識者等に提供することがあります。
Please fill in this recommendation form in Japanese or English. In some cases, this recommendation form may be provided to outside consultants during the screening process.

かいがい に ほ ん ご きょうしけんしゅうしんせいしよふぞく
海外日本語教師研修申請書付属

Attachment of application form for
training programs for teachers
of the Japanese-Language

に ほ ん ご りよく じ こしんだん
日本語力自己診断テスト

Japanese Proficiency Self-Check Test

に ほ ん ご りよく ただ はか
これはあなたの日本語力を正しく測るためのテストです。

- * もんだいようし さいしよ ちゅうい まも
問題用紙の最初にある注意を守ってやってください。
- * じしよ きょうかしょ み ひとり
辞書や教科書を見ないで、一人でやってください。
- * テストを受けるのは一回だけです。

ただ けっか ばあい さいよう と け
正しいテスト結果でないことがわかった場合、採用されていても取り消
されることがあります。

2018

もんだい ようし
問題用紙
Question Sheet

ちゅうい
注意 Instruction

- (1) 辞書じしよ や 教科書きょうかしょ を見ないで、一人でやってください。

You are strictly requested to work alone without using any dictionaries and references.

- (2) 問題もんだい は、「文字・語彙もじ ごい」(p.3~p.5)と「読解・文法どっかい ぶんぽう」(p.6~p.8)があります。

The test consists of “Writing - Vocabulary” (p.3~p.5) and “Reading -Grammar” (p.6~p.8)

「文字・語彙もじ ごい」は 15 分 以内い ない、「読解・文法どっかい ぶんぽう」は 20 分 以内い ないに 問題もんだい に 答こたえてください。

The time limit is 15 minutes for the “Writing - Vocabulary” test and 20 minutes for the “Reading - Grammar” test.

- (3) 答こたえ は 解答用紙かいとう ようし (p.9 と p.10)に書いてください。「文字・語彙もじ ごい」と「読解・文法どっかい ぶんぽう」の 解答用紙かいとう ようし がそれぞれ1まいずつあります。

Write down your answers on the answer sheet (p.9 and p.10), one page each for the “Writing - Vocabulary” test and the “Reading - Grammar” test.

- (4) ぜんぶ 終わったら「解答かいとう」(p.12とp.14)を見て、自分で採点さいてん してください。「文字・語彙もじ ごい」は 25点 満点てんまんてん、「読解・文法どっかい ぶんぽう」は 40点 満点てんまんてん です。

Check your answers on your own using the “Answer” sheets (p.12 and p.14) after completion of the test. The full score is 25 points for the “Writing -Vocabulary” test and 40 points for the “Reading - Grammar” test.

- (5) 採点さいてん したら、点数てんすう を 申請書しんせいしょ 4 ページに書いてください。

Calculate your test score and write it down in the space on the second page 4 of the application form.

もじ ことば
文字・語彙 Writing – Vocabulary (25点 15分)

もんだい
問題Ⅰ _____ のことばは どう読みますか。1・2・3・4 から いちばん いいものを一つ えらびなさい。(1×6)

れい にちようび
(例) 日曜日に 洋服を 買いました。

洋服 1 よふく 2 ようふく 3 よそう 4 ようそう

問1 (1)台風は、いま、日本の (2)東にあります。

(1)台風 1 たいふ 2 たいふう 3 だいふ 4 だいふう

(2)東 1 ひがし 2 にし 3 きた 4 みなみ

問2 (1)姉と いっしょに (2)旅行へ 行きました。

(1)姉 1 あに 2 あね 3 おとうと 4 いもうと

(2)旅行 1 りようこ 2 りよこ 3 りよこう 4 りょうこう

問3 おばあさんは (1)近くに すんで いますから、まいにち (2)会えます

(1)近く 1 はやく 2 ほそく 3 ひろく 4 ちかく

(2)会えます 1 みえます 2 いえます 3 あえます 4 かえます

もんだい
問題Ⅱ _____ のことばは 漢字をつかって どう書きますか。
1・2・3・4 から いちばんいいものを一つえらびなさい。(1×5)

(例) パーティーの りょうりは おいしかった ですね。

りょうり 1 食事 2 食物 3 飲物 4 料理

問1 ひるごはんを 食べたら、先生の (1)けんきゅうしつに (2)しつもんに 行きます。

(1)けんきゅうしつ 1 教研究室 2 教学院 3 研究室 4 大学院

(2)しつもん 1 話題 2 質問 3 出席 4 聞分

問2 友だちに (1)あかい ペンを (2)かりました。

(1)あかい 1 青い 2 赤い 3 白い 4 黒い

(2)かりました 1 買りました 2 貸りました 3 変りました 4 借りました

問3 ここで (1)まってください。

(1)まって 1 時って 2 持って 3 特って 4 待って

問題Ⅲ _____ の ところに 何を 入れますか。1・2・3・4 から いちばん いい ものを一つ えらびなさい。(2×3)

(例) テレビの _____ の 中で スポーツが いちばん すきです。

1 ひつよう 2 よやく 3 よほう 4 ばんぐみ

問1 みなさん、このかみを 1まい _____ とってください。

1 まで 2 ずつ 3 しか 4 ごと

問2 明日は ^{あした} テストが あります。_____ 勉強して います。

1 それで 2 それに 3 それでも 4 それから

問3 わたしの 先生は _____ 人です。

1 ねむい 2 きびしい 3 みじかい 4 にかい

問題Ⅳ _____ の ^{ぶん} 文と ^{おな} だいたい 同じ いみの 文は どれですか。1・2・3・4 から いちばん いい ものを一つ えらびなさい。(2×2)

(例) きのうは 先生の おたくに うかがった。

- 1 きんのうは 先生に わからないことを 聞いた。
- 2 きんのうは 先生に ごちそうに なった。
- 3 きんのうは 先生の ^{いえ} 家に行った。
- 4 きんのうは 先生に しまられた。

問1 A:「あさって、やすませて いただけませんか」

B:「あさってですか。 かまいませんよ。」

- 1 休んでは こまりますよ。
- 2 休んでも いいですよ。
- 3 休まないで ください。
- 4 休まないほうが いいですよ。

問2 A:「日本に いる 間に どこに 行って みたいですか。」

B:「きかいが あれば、北海道が いいですね。」

- 1 北海道には 行ったことがあるから 行かなくていい。
- 2 北海道には 行きたい ところがあるから 行くつもりだ。
- 3 北海道に 行きたいが、行けるかどうか わからない。
- 4 北海道に 行きたいので、きかいを しらべている。

問題V つぎの(1)、(2)の ことばの つかいかたで いちばん いい ものを したの 1・2・3・4から 一つ えらびなさい。(2×2)

(例) おおい

- 1 日本には おおい 外国人が すんでいます。
- 2 ここは 車が おおく あるけません。
- 3 きょうは おおく つかれました
- 4 わたしには おおいの こどもが いて たいへんです。

問1 このあいだ

- 1 このあいだ、あめが ふります。
- 2 このあいだ、あめが ふっています。
- 3 このあいだ、あめが ふりそうです。
- 4 このあいだ、あめが ふりました。

問2 おかげさまで

- 1 A:「こんにちは」
B:「おかげさまで、こんにちは」
- 2 A:「おひさしぶりです」
B:「おかげさまで、ひさしぶりです」
- 3 A:「お元気ですか。」
B:「おかげさまで、元気です。」
- 4 A:「毎日 あついですね。」
B:「おかげさまで、毎日 あついです。」

どっかい ぶんぼう
読解・文法 Reading - Grammar (40点 20分)^{てん}

もんだい
問題Ⅰ () に 何を 入れますか。1・2・3・4 から いちばん いい ものを 一つ えらびなさい。(2×4)

れい あさ
(例) 毎朝、9時() おきます。

1 から 2 に 3 へ 4 で

(1) この りょうりは いい におい() します。

1 が 2 の 3 を 4 で

(2) ここは 夜 10時() すぎると、ほんとうに しずかに なります。

1 に 2 で 3 を 4 から

(3) 父から もらった パソコンを いもうと() こわされました。

1 で 2 が 3 に 4 を

(4) その しごとは、わたし() させてください。

1 は 2 が 3 に 4 を

問題Ⅱ _____ の ところに 何を 入れますか。1・2・3・4 から いちばん いい ものを 一つ えらびなさい。(2×5)

(1) きっぷを _____ ないように してください。

1 なくさ 2 なくす 3 なくせ 4 なくし

(2) かれは いつも おもしろい ことを いて、みんなを _____。

1 わらわれます 2 わらわせます 3 わらいさせます 4 わらわされます

(3) わたしが せんせいの にもつを _____。

1 お持ちます 2 お持ちになります 3 お持ちください 4 お持ちしましょう

(4) ふるい くるまでも、_____ ^か 買います。

- 1 きれいかったら 2 きれかったら 3 きれいだったら 4 きれいなだったら

(5) これは せんせいが わたしに おしえて_____ ことばです。

- 1 くださった 2 さしあげた 3 された 4 いただいた

問題Ⅲ _____ の ところに 何を 入れますか。1・2・3・4 から いちばん いい もの を 一つ えらびなさい。(2×2)

(1) さむい ですから、まどを_____ ください。

- 1 あいて 2 あけて 3 しめて 4 しまつて

(2) ここから ^{とうきょう} 東京まで 3時間 ですから、3時の 電車に のれば、6時 につく_____。

- 1 はずです 2 つもりです 3 ようにします 4 ことにします

問題Ⅳ _____ の ところに 何を 入れますか。1・2・3・4 から いちばん いい もの を 一つ えらびなさい。(3×2)

(1) A: ワインは いかがですか。

B: ありがとうございます。すこし_____。

- 1 めしあがります 2 いただきます 3 さしあげます 4 くださいます

(2) A: きょう、はやく かえらせて いただきたい んですが。

B: どうしましたか。

A: こどもが ^{びょうき} 病気_____。

- 1 から 2 からです 3 なんです 4 なんですから

問題Ⅴ _____ の ところに 何を 入れますか。1・2・3・4 から いちばん いい もの を 一つ えらびなさい。(4×2)

たなか: さとうさん、おはようございます。きょうも さむい ですね。

さとう : ほんとうに さむい ですね。ほら、あの こどもも、とても_____ (1)_____。

たなか: さむい 日^ひが つづいて いますから、会社^{かいしゃ}でも、かぜを ひいている
人^{ひと}が 多い^{おほ}ですね。

さとう : わたしも 先週^{せんしゅう}、かぜを (2) 。

(1) 1 さむいです 2 さむがります 3 さむそうです 4 さむいそうです

(2) 1 ひいておきました 2 ひいてあります 3 ひいたことがあります
4 ひいてしまいました

問題VI つぎの 文を 読んで、下の 1・2・3・4から ただしい ものを 一つ えらびなさい。(4×1)

[かとうさんの日記]

3月2日(火)はれ

今日、社長^{しゃちょう}に こんどの にちようび、パーティを しますから 1時に 家^{いえ}に 来てく
ださいと 言^いわれた。にちようびは 用^{よう}が あるので 少^{すこ}し おそくなるが、2じごろに
は 行^{こた}けると答えた。ほかに さとうさん、たなかさんも 行く よていだ。社長のお
くさんや、お子^あさんたちに 会^あうのは 本^{ほん}当^{とう}に ひさしぶりだ。前の 日に デパート
に 行くので、そのとき ケーキを かって、もっていこうと 思^{おも}う。

- 1 パーティが はじまるのは 2時ごろだ。
- 2 かとうさんは、社長のご家族^{かぞく}に 会^あうのは はじめてだ。
- 3 デパートに 行くのは 金ようびだ。
- 4 パーティに 行くとき、おみやげに ケーキを もっていく つもりだ。

もじ・ごい 文字・語彙 Writing – Vocabulary かいとうようし 解答用紙 Answer Sheet

もんだい 問題Ⅰ (1点×6)

例	問1		問2		問3	
	(1)	(2)	(1)	(2)	(1)	(2)
2						

問題Ⅱ (1点×5)

例	問1		問2		問3
	(1)	(2)	(1)	(2)	(1)
4					

問題Ⅲ (2点×3)

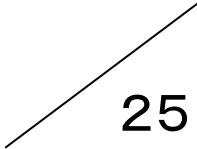
例	問1	問2	問3
4			

問題Ⅳ (2点×2)

例	問1	問2
3		

問題Ⅴ (2点×2)

例	問1	問2
2		

もじ・ごい 文字・語彙の点
 25

もんだい
問題 I (2点×4)

例	(1)	(2)	(3)	(4)
2				

問題 II (2点×5)

(1)	(2)	(3)	(4)	(5)

問題 III (2点×2)

(1)	(2)

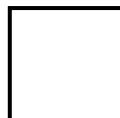
問題 IV (3点×2)

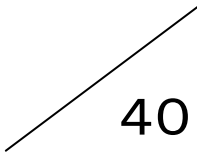
(1)	(2)

問題 V (4点×2)

(1)	(2)

もんだい
問題 VI (4点×1)



どっかい ぶんぼう てん 読解・文法の点
 40

も じ ご い
文字・語彙 Writing-Vocabulary

かいとう
解答 Answer

テストが終わったら、^{うらめん}裏面の解答を見て
^{さいてん}採点してください。

Check your score on your own using answers
on the reverse side of this paper
after completion of the test.

文字・語彙 Writing – Vocabulary 解答 Answer (25点満点)^{てんまんてん}

問題Ⅰ (1点×6)^{もんだい}

例	問1		問2		問3	
	(1)	(2)	(1)	(2)	(1)	(2)
2	2	1	2	3	4	3

問題Ⅱ (1点×5)

例	問1		問2		問3
	(1)	(2)	(1)	(2)	(1)
4	3	2	2	4	4

問題Ⅲ (2点×3)

例	問1	問2	問3
4	2	1	2

問題Ⅳ (2点×2)

例	問1	問2
3	2	3

問題Ⅴ (2点×2)

例	問1	問2
2	4	3

どっかい ぶんぽう
読解・文法 Reading-Grammar

解答 Answer

テストが終わったら、裏面の解答を見て
採点してください。

Check your score on your own using answers
on the reverse side of this paper
after completion of the test.

読解・文法 Reading – Grammar 解答 Answer (40点満点)

もんだい
問題Ⅰ (2点×4)

例	(1)	(2)	(3)	(4)
2	1	3	3	3

問題Ⅱ (2点×5)

(1)	(2)	(3)	(4)	(5)
1	2	4	3	1

問題Ⅲ (2点×2)

(1)	(2)
3	1

問題Ⅳ (3点×2)

(1)	(2)
2	3

問題Ⅴ (4点×2)

(1)	(2)
3	4

問題Ⅵ (4点×1)

4
