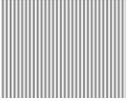
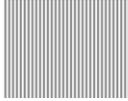


III. Japanese Learning Portfolio



Japanese Learning Portfolio



Since Japanese is the primary language for communication in Japan, learning Japanese enables you to have a smoother communication with your neighbors, colleagues, and teachers in school.

This “Japanese Learning Portfolio” is to make a record of your Japanese learning, which is necessary for you to be able to use Japanese in your daily life. Keep a note of “what you studied,” “skills you acquired,” and “what you want to study next,” and share it with your classmates and make a plan for further Japanese study.

In this “Japanese Learning Portfolio,” the purpose and goals of studying Japanese are considered as follows:

【Purpose】

To be able to communicate with others in daily life with mutual respect for languages and cultures

【Goals】

- To be able to live a healthy and safe life using Japanese
- To be able to live independently using Japanese
- To be able to develop mutual understanding using Japanese and live as a member of society
- To be able to live a cultural life using Japanese

To achieve these purpose and goals, “1. Record of Achievements in Actions in Daily Life” “2. Record of Study” “3. Record of Social Life” are provided.

(*If you have anything else you want to keep a log of, tell people around you, or other information you think is important, feel free to make another sheet by yourself.)

Also, as for “Examples of Actions in Dairy Life,” Chinese, English, Korean, Portuguese, and Spanish versions are included at the end of this portfolio. Please take a look if you need.

In the section of “1. Record of Achievements in Actions in Daily Life,” you will make a record of your Japanese learning such as when and how much you studied, the goal of the study, and skills you acquired as a result.

In the section of “2. Record of Study,” you will make a record of the Japanese skills you acquired such as when, where, and what you have learned.

In the section of “3. Record of Social Life,” you will make a record of which part of Japan you have lived and for how long, and the jobs you have had in Japan or in your country.

- Take a look back on these records and think about what you are now able to do in Japanese and what you want to be able to do next.
- Show these records to your family and neighbors. It will be a great opportunity not only for you to use Japanese but also for people around you to start helping you.
- When you change your Japanese language class for moving or other reasons, show these records to the staff of your new class. They need information to help you learn Japanese. These records will help them to prepare the right program for you.
- These records will also help you to go to a new school or to find a job. People in the new school or the workplace will understand what you can do in Japanese.
- If you lose your portfolio, make another one with the staff of your Japanese language class. While making another record together, set further goals and plan your study again.
- Check the skills you acquired from studying Japanese with the staff of your Japanese language class using “Task” such as role-playing. Do a role-play or actually do something in Japanese and check how well you can do. Write down the result of the “Task” on “1. Record of Achievements in Actions in Daily Life.” You do not have to do everything perfectly. Write things you were able to do in Japanese in a real-life situation on “3-1. Record of Actions in Daily Life” of “3. Record of Social Life.” If you have done something applicable to “1. Record of Achievements in Actions in Daily life,” have it checked by the staff of your Japanese language class and write it down on “1. Record of

Achievements in Actions in Daily Life.” Check what you acquired and what you need to study more, and set further goals of learning Japanese with the staff of your Japanese language class.

1. Record of Achievements in Actions in Daily Life

* Let's see if you can do "Actions in Daily Life" by doing "Task" such as role-playing with the staff of your Japanese language class.

【Example】

- (1) Write down the date of doing "Task" such as role-playing.
- (2) Write down the place of doing "Task" such as role-playing.
- (3) Evaluate by yourself and write how much you are now able to do.

◎=Very Good ○=Good △=Not good

- (4) Ask your teacher to evaluate and write how much you are now able to do.

◎=Very Good ○=Good △=Not good

*There are cases you have to combine two or more "Actions in Daily Life." Such cases are shown in < >.

*Write down "○" when you studied "Information."

(Example)

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

Actions in Daily Life	4 Skill/ Information	Date	Place	My Evaluation	Teacher's Evaluation
Living a Healthy and Safe Life					
01 Maintaining Health					
(01) Being treated at a medical institution					
01 Explaining your condition and asking a neighbor for advice	Speaking	2011.4.1	○○Class	◎ ○ △	◎ ○ △
	Listening	2011.9.3	○○Class	◎ ○ △	◎ ○ △
02 Following the procedure for first-time patients at the reception desk	Speaking	2011.4.8	○○Class	◎ ○ △	◎ ○ △
	Listening			◎ ○ △	◎ ○ △
	Reading Writing			◎ ○ △	◎ ○ △
03 Being examined by a doctor	Speaking	2011.4.8	○○Class	◎ ○ △	◎ ○ △
	Listening			◎ ○ △	◎ ○ △

If you do the same task twice, you can evaluate them separately.

You don't have to write the same evaluation with your teacher. Discuss with your teacher why the evaluations differentiate between you and your teacher.

Write your evaluation on (3). Ask your teacher to write his/her evaluation on (4).

【 Examples of Actions in Daily Life】

Actions in Daily Life	4 Skill /Information	Date	Place (Class's Name)	My Evaluation	Teacher's Evaluation
I Living a Healthy and Safe Life					
01 Maintaining Health					
(01)Being treated at a medical institution					
01 Explaining your condition and asking a neighbor for advice	Speaking			◎ ○ △	◎ ○ △
	Listening			◎ ○ △	◎ ○ △
02 Following the procedure for first-time patients at the reception desk	Speaking			◎ ○ △	◎ ○ △
	Listening				
	Reading			◎ ○ △	◎ ○ △
	Writing				
03 Being examined by a doctor	Speaking			◎ ○ △	◎ ○ △
	Listening			◎ ○ △	◎ ○ △
04 Asking questions about ways to treat your symptoms, asking questions about measures to take in your daily life and understanding the doctor's answers	Speaking			◎ ○ △	◎ ○ △
	Listening			◎ ○ △	◎ ○ △
<Asking questions and understanding the doctor's answers > 03 Being examined by a doctor 04 Asking questions about ways to treat your symptoms, asking questions about measures to take in your daily life and understanding the doctor's answers	Speaking			◎ ○ △	◎ ○ △
	Listening			◎ ○ △	◎ ○ △
(02) Using medicines					
01 Receiving a prescription at a medical institution and checking the	Speaking			◎ ○ △	◎ ○ △
	Listening			◎ ○ △	◎ ○ △

	contents of the prescription	Reading				
	02 Explaining your symptoms and purchasing medicines	Speaking			◎ ○ △	◎ ○ △
		Listening				
		Reading			◎ ○ △	◎ ○ △
	03 Understanding “what the medicine is for, directions for use and points to note”	Speaking			◎ ○ △	◎ ○ △
		Listening				
		Reading			◎ ○ △	◎ ○ △
	<Ask about medicines at a medical institution/pharmacy> 01 Receiving a prescription at a medical institution and checking the contents of the prescription 03 Understanding “what the medicine is for, directions for use and points to note”	Speaking			◎ ○ △	◎ ○ △
		Listening				
		Reading			◎ ○ △	◎ ○ △
	<Purchasing medicines at a pharmacy> 02 Explaining your symptoms and purchasing medicines 03 Understanding “what the medicine is for, directions for use and points to note”	Speaking			◎ ○ △	◎ ○ △
		Listening				
		Reading			◎ ○ △	◎ ○ △
(03) Taking health precautions						
	01 Understanding information about epidemic diseases and taking appropriate measures	Speaking			◎ ○ △	◎ ○ △
		Listening				
		Reading			◎ ○ △	◎ ○ △
	02 Understanding safety information about food and drinking water	Speaking			◎ ○ △	◎ ○ △
		Listening				
		Reading			◎ ○ △	◎ ○ △
02 Maintaining Safety						
(04) Preparing for and handling accidents						
	01 Understanding various signs and notices (high voltage warning, electrification warning, “Do not	Speaking			◎ ○ △	◎ ○ △
		Listening				
		Reading			◎ ○ △	◎ ○ △

	enter,” etc.)					
	02 Understanding how to lock doors and windows properly	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
	03 Phoning the police (dial 110)	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
	04 Informing a nearby person (in the case of an incident, etc.)	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
	05 Asking for an ambulance	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
	06 Informing a nearby person (in the case of an accident, etc.)	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
	<Handling traffic accidents>					
	05 Asking for an ambulance	Speaking			◎ ○ △	◎ ○ △
	06 Informing a nearby person (in the case of an accident, etc.)	Listening			◎ ○ △	◎ ○ △
	(05) Preparing for and handling disaster situations					
	01 Understanding local government information, notices and signs and checking relevant sites	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
		Reading			◎ ○ △	◎ ○ △
	02 Finding out where the evacuation site is and how to evacuate, asking someone where the evacuation site is and how to evacuate	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
		Reading			◎ ○ △	◎ ○ △
	03☆ Learning about earthquakes	Information			○	○
	04 Protecting yourself (when an earthquake occurs)	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
		Reading			◎ ○ △	◎ ○ △
	05☆ Learning about typhoons	Information			○	○
	06 Paying attention to and understanding the weather forecast and typhoon information	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
		Reading			◎ ○ △	◎ ○ △

07 Phoning the fire service and the emergency services (dial 119) and phoning the police (dial 110) (when a fire breaks out, etc.)	Speaking			◎ ○ △	◎ ○ △
	Listening			◎ ○ △	◎ ○ △
<Understanding where to evacuate when a disaster occurs > 01 Understanding local government information, notices and signs and checking relevant sites 02 Finding out where the evacuation site is and how to evacuate, asking someone where the evacuation site is and how to evacuate	Speaking			◎ ○ △	◎ ○ △
	Listening				
	Reading			◎ ○ △	◎ ○ △

II Securing and Maintaining a Residence

03 Securing a Residence

(06) Securing a residence

< Consulting with a real-estate agent about a residence > 01 Consulting with a real-estate agent 02 Selecting an area to live	Speaking			◎ ○ △	◎ ○ △
	Listening Reading				
03 Signing a rental contract	Speaking			◎ ○ △	◎ ○ △
	Listening Reading Writing			◎ ○ △	◎ ○ △
04 Hiring a moving company	Speaking			◎ ○ △	◎ ○ △
	Listening			◎ ○ △	◎ ○ △
05 Following the necessary procedures	Speaking			◎ ○ △	◎ ○ △
	Listening Reading Writing			◎ ○ △	◎ ○ △

04 Preparing to Use the Residence						
(07) Managing the residence						
01 ☆	Understanding the procedures needed before starting to use the residence	Information			○	○
02	Applying for services (electricity, gas, water, etc.)	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
		Reading			◎ ○ △	◎ ○ △
III Life as a Consumer						
05 Purchasing Goods, Utilizing Services						
(08) Purchasing goods, utilizing services						
01	Finding shops, etc. which sell the necessary goods	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
		Reading			◎ ○ △	◎ ○ △
02 ☆	Learning that you can use different types of shops depending on their purpose	Information			○	○
03	Finding shops which sell specific goods	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
04	Shopping at a department store, a supermarket, a convenience store, an electric appliance store, a book shop, etc.	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
<Finding the goods you want to buy>	05 Finding the goods you want to buy by looking at the information in the store and asking a clerk	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
		Reading			◎ ○ △	◎ ○ △
06	Asking a clerk which section sells the goods that you want to buy	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
07	Asking a clerk about a product	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
08	Checking the price	Reading			◎ ○ △	◎ ○ △

					◎ ○ △	◎ ○ △
	09 Asking about the product' s functions and price	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
	10 Reading information about a product	Reading			◎ ○ △	◎ ○ △
					◎ ○ △	◎ ○ △
	11 Calculating the price and the tax	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
	12 Asking if you can try a product on	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
	13 Asking for the same product in a different color	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
	14 Asking for the same product in a different size	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
	<Trying a product on and purchasing> 12 Asking if you can try a product on 13 Asking for the same product in a different color 14 Asking for the same product in a different size	Speaking			◎ ○ △	◎ ○ △
		Listening				
					◎ ○ △	◎ ○ △
	15 Using point cards and discount vouchers	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
	16 Using a credit card	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
		Reading			◎ ○ △	◎ ○ △
	17 Choosing and purchasing what you need	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
	18 Making a payment (at the counter)	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
	<Making a payment with a credit card>	Speaking			◎ ○ △	◎ ○ △
		Listening				

18 Making a payment (at the counter)	Reading				
16 Using a credit card				◎ ○ △	◎ ○ △
19 Returning or exchanging a product	Speaking			◎ ○ △	◎ ○ △
	Listening			◎ ○ △	◎ ○ △
20 Placing an order	Speaking			◎ ○ △	◎ ○ △
	Listening			◎ ○ △	◎ ○ △
21 Understanding the services available at each type of shop and their prices (utilization of restaurants, etc.)	Speaking			◎ ○ △	◎ ○ △
	Listening			◎ ○ △	◎ ○ △
22 Finding a restaurant which offers what you want to eat	Speaking			◎ ○ △	◎ ○ △
	Listening			◎ ○ △	◎ ○ △
23 Making a reservation by phone	Speaking			◎ ○ △	◎ ○ △
	Listening			◎ ○ △	◎ ○ △
24 Talking to restaurant staff	Speaking			◎ ○ △	◎ ○ △
	Listening			◎ ○ △	◎ ○ △
25 Making requests to restaurant staff, for example, the number of seats you require, smoking/non-smoking seats, etc. at a restaurant	Speaking			◎ ○ △	◎ ○ △
	Listening			◎ ○ △	◎ ○ △
26 Reading a menu	Reading			◎ ○ △	◎ ○ △
				◎ ○ △	◎ ○ △
27 Choosing and ordering a dish	Speaking			◎ ○ △	◎ ○ △
	Listening			◎ ○ △	◎ ○ △
<Reading a menu, asking staff questions, and ordering a dish>	Speaking			◎ ○ △	◎ ○ △
	Listening				
26 Reading a menu	Reading				
27 Choosing and ordering a dish				◎ ○ △	◎ ○ △

	28 Purchasing a meal ticket	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
	29 Placing an additional order	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
		Reading			◎ ○ △	◎ ○ △
	30 Making a payment (at a restaurant)	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
	<Making a payment with a credit card> 30 Making a payment (at a restaurant) 16 Using a credit card	Speaking			◎ ○ △	◎ ○ △
		Listening				
					◎ ○ △	◎ ○ △
	31 ☆ Understanding the services available at each type of shop and their prices (utilization of various services)	Information			○	○
	32 Finding a shop	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
	33 Learning how to use services	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
		Reading			◎ ○ △	◎ ○ △
	34 Using the services available at convenience stores (an ATM, a fax machine, payment of utility bills, etc.)	Speaking			◎ ○ △	◎ ○ △
		Listening				
		Reading			◎ ○ △	◎ ○ △
		Writing			◎ ○ △	◎ ○ △
	35 Using a dry cleaning shop, a video rental shop, hairdressers and barbers shops	Speaking			◎ ○ △	◎ ○ △
		Listening				
		Reading			◎ ○ △	◎ ○ △
		Writing			◎ ○ △	◎ ○ △
	36 Correctly understanding information attached to a product	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
		Reading			◎ ○ △	◎ ○ △
	37 Understanding newspaper	Speaking			◎ ○ △	◎ ○ △

	advertisements and flyers	Listening Reading			⊙ ○ △	⊙ ○ △
	38 Checking receipts	Speaking			⊙ ○ △	⊙ ○ △
		Listening Reading			⊙ ○ △	⊙ ○ △
	39 Understanding receipts	Speaking			⊙ ○ △	⊙ ○ △
		Listening Reading			⊙ ○ △	⊙ ○ △
	40 Making a payment	Speaking			⊙ ○ △	⊙ ○ △
		Listening Reading			⊙ ○ △	⊙ ○ △
	41 Checking whether a card can be used or not	Speaking			⊙ ○ △	⊙ ○ △
		Listening			⊙ ○ △	⊙ ○ △
06 Managing Your Money						
(09) Using financial institutions						
	01 Applying for a service (opening an account)	Speaking			⊙ ○ △	⊙ ○ △
		Listening Reading Writing			⊙ ○ △	⊙ ○ △
	02 Withdrawing your money	Listening			⊙ ○ △	⊙ ○ △
		Reading			⊙ ○ △	⊙ ○ △
IV Traveling to a Destination						
07 Using Public Transportation Systems						
(10) Using a train, a bus, a plane, a vessel, etc.						
	01 Asking about the departure time and how long it takes to get to the destination	Speaking			⊙ ○ △	⊙ ○ △
		Listening Reading			⊙ ○ △	⊙ ○ △
	02 Asking how to get to a destination	Speaking			⊙ ○ △	⊙ ○ △
		Listening Reading			⊙ ○ △	⊙ ○ △
	03 Using a ticket machine	Speaking			⊙ ○ △	⊙ ○ △
		Listening Reading			⊙ ○ △	⊙ ○ △

07 (11) Using a taxi						
01 Finding a taxi stand	Speaking			◎ ○ △	◎ ○ △	
	Listening					
	Reading			◎ ○ △	◎ ○ △	
02 Stopping a taxi in the street	Reading			◎ ○ △	◎ ○ △	
				◎ ○ △	◎ ○ △	
03 Telling the driver the destination	Speaking			◎ ○ △	◎ ○ △	
				◎ ○ △	◎ ○ △	
04 Understanding and paying the fare	Listening			◎ ○ △	◎ ○ △	
	Reading			◎ ○ △	◎ ○ △	
<Using a taxi>						
03 Telling the driver the destination	Speaking			◎ ○ △	◎ ○ △	
	Listening					
04 Understanding and paying the fare	Reading			◎ ○ △	◎ ○ △	
08 Traveling on Foot						
(12) Traveling on foot						
01 Reading an address and the name of an intersection, understanding a map of a town, etc.	Speaking			◎ ○ △	◎ ○ △	
	Listening					
	Reading			◎ ○ △	◎ ○ △	
02 Checking the destination on a map	Speaking			◎ ○ △	◎ ○ △	
	Listening					
	Reading			◎ ○ △	◎ ○ △	
03 Asking someone to draw a map	Speaking			◎ ○ △	◎ ○ △	
	Listening					
	Reading			◎ ○ △	◎ ○ △	
04 Checking the direction and the distance to a destination	Speaking			◎ ○ △	◎ ○ △	
	Listening			◎ ○ △	◎ ○ △	
05 Asking how to get to a destination	Speaking			◎ ○ △	◎ ○ △	
	Listening			◎ ○ △	◎ ○ △	
VII Interacting with people						
14 Building Good Relationships with People						
(31) Interacting with people						

01 ☆	Understanding the different types of greetings and their purposes	Information			○	○
02 ☆	Understanding the appropriate forms of greeting in accordance with the situation	Information			○	○
03	Learning the appropriate greeting for each occasion and using the greetings ★(New Year's card and summer greetings)	Reading			◎ ○ △	◎ ○ △
		Writing			◎ ○ △	◎ ○ △
03	Learning the appropriate greeting for each occasion and using the greetings ★(year-end and new year's greetings)	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
03	Learning the appropriate greeting for each occasion and using the greetings ★(weddings, funeral ceremonies, and get well wishes)	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
03	Learning the appropriate greeting for each occasion and using the greetings ★(moving)	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
04 ☆	Understanding the differences in greetings between different cultures	Information			○	○
05	Using the greeting which is appropriate for the person you are talking to	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
06	Greeting people in your daily life	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
07	Greeting people as a way to start relationships with them	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △

08☆	Understanding how to introduce yourself	Information			○	○
09☆	Understanding suitable ways to introduce yourself in accordance with the situation and the person you are talking to	Information			○	○
10	Introducing yourself officially in a business situation	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
11	Introducing yourself in your personal life	Speaking			◎ ○ △	◎ ○ △
		Listening			◎ ○ △	◎ ○ △
12	Asking questions to someone you trust when there is something you do not understand or something you are not sure about (such as general manners in Japan)	Speaking			◎ ○ △	◎ ○ △
		Listening				
		Reading			◎ ○ △	◎ ○ △

VIII Being a Member of Society

15 Following the Rules and Manners of the Local Area and Society

(33) Following the procedures required of a resident

01☆	Understanding the type and content of various procedures	Information			○	○
02	Inquiring at the reception desk of a government office about the location of the counter for “alien registration”	Speaking			◎ ○ △	◎ ○ △
		Listening				
		Reading			◎ ○ △	◎ ○ △
03	Checking how to make payments (various taxes)	Speaking			◎ ○ △	◎ ○ △
		Listening				
		Reading			◎ ○ △	◎ ○ △
04	Checking procedures which apply to you (the final income tax return, making an application for a tax refund)	Speaking			◎ ○ △	◎ ○ △
		Listening				
		Reading			◎ ○ △	◎ ○ △

(34) Following rules for residents

01	Checking and understanding the	Speaking			◎ ○ △	◎ ○ △
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	rules for putting the garbage out in your area by looking at living information pamphlets, etc. issued by local public agencies.	(Listening Reading)			◎ ○ △	◎ ○ △
	02 Asking a neighbor how to put the garbage out in your area	Speaking Listening			◎ ○ △ ◎ ○ △	◎ ○ △ ◎ ○ △
	03 Consulting with someone about the rules	Speaking Listening Reading			◎ ○ △ ◎ ○ △	◎ ○ △ ◎ ○ △

16 Taking Part in the Local Community

(35) Taking part in the local community

	01 Asking a neighbor about the residents' association in your area	Speaking Listening Reading			◎ ○ △ ◎ ○ △	◎ ○ △ ◎ ○ △
	02 Becoming a member of the residents' association	Speaking Listening Reading Writing			◎ ○ △ ◎ ○ △	◎ ○ △ ◎ ○ △
	03 Participating in events	Speaking Listening Reading			◎ ○ △ ◎ ○ △	◎ ○ △ ◎ ○ △

IX Living a Fulfilling Life

20 Enjoying Your Leisure Time

(44) Enjoying your leisure time

	01 ☆ Finding out about places to spend the leisure time and how to use the places	Information			○	○
	02 Receiving advice from appropriate people	Speaking Listening Reading Writing			◎ ○ △ ◎ ○ △	◎ ○ △ ◎ ○ △
	03 Obtaining word-of-mouth information from your colleagues and other people around you	Speaking Listening			◎ ○ △ ◎ ○ △	◎ ○ △ ◎ ○ △

04 ☆ Learning about the different types of local public facilities and their services	Information			○	○
05 Asking staff how to use local public facilities	Speaking			◎ ○ △	◎ ○ △
	Listening				
	Reading			◎ ○ △	◎ ○ △
	Writing				

X Collecting and Sending Information

21 Using Communications

(45) Using the postal service and home delivery services

01 ☆ Understanding post office services	Information			○	○
02 Writing and sending letters and postcards	Speaking			◎ ○ △	◎ ○ △
	Listening				
	Writing			◎ ○ △	◎ ○ △
03 Responding to a notice of non-delivery	Speaking			◎ ○ △	◎ ○ △
	Listening				
	Reading			◎ ○ △	◎ ○ △
	Writing				
04 Receiving a home-delivered parcel	Speaking			◎ ○ △	◎ ○ △
	Listening				
	Reading			◎ ○ △	◎ ○ △

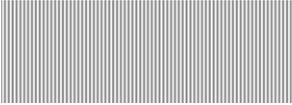
(46) Using the internet

01 ☆ Understanding internet services and how to use them	Information			○	○
02 Asking someone how to do an internet search and understanding how to do it	Speaking			◎ ○ △	◎ ○ △
	Listening				
	Reading			◎ ○ △	◎ ○ △
	Writing				
03 Writing an e-mail	Speaking			◎ ○ △	◎ ○ △
	Listening				
	Reading			◎ ○ △	◎ ○ △
	Writing				

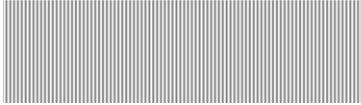
(47) Using a telephone and a fax

01 Making a phone call	Speaking			◎ ○ △	◎ ○ △
	Listening			◎ ○ △	◎ ○ △
02 Receiving a phone call	Speaking			◎ ○ △	◎ ○ △
	Listening			◎ ○ △	◎ ○ △
22 Using Mass Media					
(48) Using mass media, etc.					
01 Watching TV programs	Speaking			◎ ○ △	◎ ○ △
	Listening			◎ ○ △	◎ ○ △
	Reading			◎ ○ △	◎ ○ △

*When you did things that are not on this list, write them down on the end of the list.



2. Record of Study



In the section of “2-1 Record of Class Activities,” you will make a record of the Japanese language class (school/institution) that you are attending such as the name of your class or institution, day, and time. This page is the cover page for “Record of Study in Each Lesson” at the Japanese language class.

In the section of “2-2 Record of Study in Each Lesson,” you will make a record of each lesson at your Japanese language class. You may write this section in other languages.

- After each lesson, take a look back on Japanese skills you acquired on the day, what you felt difficult, and what you want to study next.
- Take notes in this record while you discuss with your teacher. Discuss and think together about Japanese skills you acquired and the ones you want to acquire next.
- Show this record to your family and neighbors. It will be a great opportunity not only for you to use Japanese but also for people around you to start helping you.
- When you change your Japanese language class for moving or other reasons, show this record to the staff of your new class. They need your information to help you learn Japanese. This record will help them to prepare the right program for you.

2-1 Record of Class Activities

【Example】

- (1) Write down the name of the class, school, or institution where you studied Japanese.
- (2) Write down the year and month you started and finished studying Japanese at the Japanese language class.
- (3) Write down your big goals in learning Japanese during attending the Japanese language class. The goals should not be for each lesson. Write the skills you want to acquire through the whole coursework.
- (4) Write down the skills you acquired during attending the Japanese language class.
- (5) Write down the titles of textbooks and learning materials you used in the Japanese language class. If you used handouts, put them in this portfolio.

(Example)

Record of Study No.1		
(1)	Name of the class	Asahi Japanese language class
(2)	Duration	2010 April to 2010 September
(3)	Goals of study	1) Explain about my family 2) Explain about my job 3) Go to hospital
(4)	skills you acquired	1) Father, mother, wife, children, grandfather, grandmother, younger brother 2) I used to work at a factory for manufacturing electric parts in Brazil. 3) I have a headache. My tooth hurts.
(5)	Titles of textbooks and materials	1) Things you can do with Japanese 2) Handouts used in class 3)

Record of Study No.1		
(1)	Name of the class	
(2)	Duration	(year) (month) to (year) (month)
(3)	Goals of study	1) 2) 3)
(4)	skills you acquired	1) 2) 3)
(5)	Titles of textbooks and materials	1) 2) 3)

2-2 Record of Study in Each Lesson

【Example】

- (1) Write down the theme you are going to study in today's lesson, e.g., go to hospital, an earthquake, go shopping.
- (2) Write down new words you learned in today's lesson.
- (3) Write down new sentences you learned in today's lesson.
- (4) Write down what you thought about today's theme. Write down things you thought useful in daily life and sentences you thought difficult, etc. Ask your teacher to check them and write his/her comment.
- (5) Write down words and sentences that you want to use in daily life.
- (6)

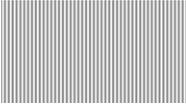
【Things You Studied Today】

(month), (day), (the day of the week)		Teacher's name
(1)	Today's theme	
	Go to hospital	
(2)	Words you learned today	
	Department of surgery, department of internal medicine, pediatrics, cough, burn, fever, dizziness	
(3)	Sentences you learned today	
	Where do you go? What is the matter? I have a headache. I burned myself. I have a fever.	
(4)	Words and sentences you want to study next	
	About medicine.	
(5)	How was today's theme?	
	Things related to disease are useful. They are convenient.	
	Teacher's comment	
	Let's try to use diseases' names in sentences, not just memorizing them.	

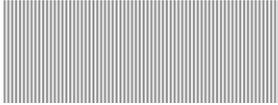
【Things You Studied Today】

(month), (day), (the day of the week)		Teacher's name
(1)	Today's theme	
(2)	Words you learned today	
(3)	Sentences you learned today	
(4)	Words and sentences you want to study next	
(5)	How was today's theme?	
	Teacher's comment	

Put the handouts you used in today's lesson in the next page.



3. Record of Social Life



3-1 Record of Actions in Daily Life

Write down things happened in a real-life situation.

【Example】

	When	Where	What you did using Japanese
Example	2010, October	At a bank	Opened an account

	When	Where	What you did using Japanese
1	(year) (month)		
2	(year) (month)		
3	(year) (month)		
4	(year) (month)		
5	(year) (month)		
6	(year) (month)		
7	(year) (month)		
8	(year) (month)		
9	(year) (month)		
10	(year) (month)		

3-2 Record of Daily Life

【Example】

	The time you moved in	The place you lived	
Example	2010, August	Saitama ken	Saitama shi / ku

	The time you moved in	The place you lived	
1	(year) (month)	ken	shi / ku
2	(year) (month)	ken	shi / ku
3	(year) (month)	ken	shi / ku
4	(year) (month)	ken	shi / ku
5	(year) (month)	ken	shi / ku
6	(year) (month)	ken	shi / ku
7	(year) (month)	ken	shi / ku
8	(year) (month)	ken	shi / ku
9	(year) (month)	ken	shi / ku
10	(year) (month)	ken	shi / ku

3-3 Record of Job

【Example】

	The time you started working	Company's name	The field of job
Example	2010, October	●●Electronics Company	Engineering

	The time you started working	Company's name	The field of job
1	(year) (month)		
2	(year) (month)		
3	(year) (month)		
4	(year) (month)		
5	(year) (month)		
6	(year) (month)		
7	(year) (month)		
8	(year) (month)		
9	(year) (month)		
10	(year) (month)		