**Manner Seminar & Risk Management Seminar Report**

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| Name |  |
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**<Manner Seminar>**

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| 1. What is Manner? (200 words) |
| 1. Why is “First Impression” considered important?（200 words） |
| 1. What is the difference between “Honorifics” Sonkeigo(尊敬語) and Kenjogo (謙譲語)?（100 words） |
| 1. Provide examples of “Cushion Word” and explain its functions. (100words） |
| 5. When receiving instructions, what is considered important? (100 words) |

**<Risk Management Seminar>**

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| 1. Why is Risk Management necessary? (200 words) |
| 1. What is compliance? (100 words) |
| 1. To deal with risk, what is the first step? (100 words) |
| 1. For an intern, what is Risk Management? (100 words) |
| 1. When in trouble, what should you do? (100 words) |