**Manner Seminar & Risk Management Seminar Report**

|  |  |
| --- | --- |
| Name | 　　　　　　　　　　　　　 |
| Graduate School |  |
| Student ID |  |
| Hosting Organization |  |
| Contact Number | Tel ( ) ―  |
| E-mail | 【Waseda-mail】 |

**<Manner Seminar>**

|  |
| --- |
| 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>**

|  |
| --- |
| 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)
 |