Director’s Message

Dear Sensei-gata,
I truly hope you had a relaxing summer break and that you have returned to school energised and positive about the year ahead.

A Sad Loss
It is with tremendous sadness that I report the passing of Sue Burnham. Sue was an extremely influential person in the development and success of Japanese Language Education in Australia and internationally. Her supportive, nurturing and encouraging nature both professionally and personally has touched most teachers in this state. Please see page 2-3 for the MCJLE’s tribute to a wonderful mentor and friend gone way too soon.

National Symposium: Japanese Language Education 2014
After the success of the National Symposium: Japanese Language Education 2012, The Japan Foundation, Sydney together with the Melbourne Centre for Japanese Language Education is pleased to announce the second national symposium to be held in Sydney July 10-11 2014. Details of the symposium are available on pages 4. Travel grants will available from the MCJLE-details available when registration opens.

Australian Curriculum: Japanese
I have received numerous queries about the Australian Curriculum: Japanese document and its implementation. Some teachers have been asked by their principal to ‘implement’ the new curriculum. Please be aware that the Australian Curriculum: Japanese is not finalised so at this stage there is nothing to implement. The Chinese and Italian documents have been sent to ministers of education in all states and territories. Decisions regarding implementation will be made in due course. The Japanese curriculum will be further developed in the first part of 2014. I will keep you updated as to its progress as ACARA releases information. Please contact me if you need further details.

Anne de Kretser
Director

MCJLE Contacts
Anne de Kretser, Director
Monday, Tuesday and Thursday
Tel : 03 9905 2313 Fax 03 9905 3874
anne.dekretser@monash.edu

Hiroko Liu, Administrative Assistant
Monday, Thursday and Friday
9:00am to 2:30pm Tel : 03 9905 9478
hiroko.liu@monash.edu

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On Saturday the 18th January we sadly lost one of our most influential and loved members of the Japanese language teachers’ community. We pay tribute to an exceptional educator, a beautiful person.

**Vale: Sue Burnham**

Sue Burnham was an innovative pioneer of modern Japanese language education in Australia and internationally; she was pivotal in the much welcomed shift to the communicative teaching approach. Sue’s influence on teachers, students and pedagogy cannot be underestimated as during her career she was involved in every aspect of Japanese language education; teaching, Year 12 examining, resource and textbook creation, professional learning and teacher training. Most teachers and students of Japanese have been influenced directly or indirectly by her innovation. She was an active member of many Japanese language education related committees including the JLTAV which awarded her a life membership in acknowledgement and appreciation of her valuable contribution.

Sue taught Japanese in both the government and independent sectors at Albert Park High School and Toorak College, Mt. Eliza respectively. She was a much loved and respected teacher and colleague and many of our current teachers began their love of Japanese in her classroom. During her teaching career she gave generously of her time and expertise to encourage other teachers of and contributed to the improvement of the quality and professionalism of the Japanese teaching community. She was a regular facilitator of professional learning seminars where she generously shared her teaching ideas, resources and strategies. Sue was a supervisor of numerous pre-service teachers and a tutor at Monash University ‘translating’ the theory of language teaching into the practicalities of the Japanese classroom. It was her nature to warmly encourage and assist all teachers of...
Japanese, developing their skills and confidence. It would be very difficult to find a teacher or student of Japanese who has not used one of Sue’s texts or been helped by her in some way. She touched us all. The much admired high quality of Victorian teachers of Japanese is her legacy.

As the author of many Japanese language textbooks, including the Kimono, Ima and Hai series, Sue greatly influenced the pedagogy of numerous teachers in Australia and around the world. Her first textbook Kimono was ground breaking. It linked learning Japanese to the interests of students, included the use of manga and helped students learn how to use Japanese to interact and exchange information related to topics relevant to them and their peers. This text was welcomed by teachers and students alike and became a model for subsequent texts. All texts Sue was involved in creating, challenged students to explore ways of communicating and to understand the usage of Japanese through engaging activities while providing teachers with a rich resource of relevant and current materials and images which also improved their own pedagogy.

Sue was the first non-Japanese person to be employed by the Japan Foundation Sydney, recognition of her talent and an endorsement of her expertise and contribution to the development of Japanese language education in Australia and beyond.

In addition to her immeasurable contribution to Japanese language education as an educator, creator, mentor and role model, importantly Sue was a kind, compassionate, caring, encouraging and positive person. She supported and helped all teachers and students without judgement but with immense generosity. She embraced all that is good in life, and took an interest in a wide range of activities, particularly the arts.

Her smile and energy will be sadly missed, her contribution never forgotten.
National Symposium: Japanese Language Education 2014

SAVE THE DATE

National Symposium: Japanese Language Education 2014
Thursday and Friday 10 - 11 July
University of Technology, Sydney

After the success of the National Symposium: Japanese Language Education held in Melbourne last year, The Japan Foundation, Sydney together with The Melbourne Centre for Japanese Language Education have committed to holding a second symposium in Sydney 2014.

The International Conference of Japanese Language Education will be held from the 10th to 12th July 2014 at the same location. Interested delegates will have the opportunity to attend both conferences.

The MCJLE will have a limited number of travel grants available


Melbourne Centre for Japanese Language Education

Melbourne Japanese Summer Festival 2014

The Summer Festival or ‘natsu matsuri’ is an annual event throughout Japan and comes to life once more here in the heart of Melbourne, Federation Square.
Since its inception in 2010, the festival has grown enormously, doubling its attendance to reach 10,000 people in 2011. Traditionally held to honour one’s ancestors, the festival features the ‘bon odori’, a dance performed in a circle whilst wearing cotton kimono known as ‘yukata’.
At the Melbourne festival, visitors are encouraged to learn and join in the dance. In addition, the festival showcases a number of performances, including Taiko Drumming, Shamisen and martial arts!
The festival will also be packed with a wide range of stalls with traditional Japanese games, activities and food – including the favourites sushi, okonomiyaki and bento.
Another big attraction of the day will be the chance to win one of the fantastic raffle prizes, including the first prize to fly to Japan!

Date: 2 February 2014
Time: 1-5pm
Location: Federation Square
Performances: Taiko Drumming (Wadaiko Rindo)
Bon Odori (Murasaki no Kai)
Shamisen Performance (George & Noriko)
Koto Performance (Brandan Lee)
Budo (Bujinkan Dojo)
Fue (A.Ya)

For more information http://jcci-jsm.org.au/fest/
Year 12 Practice Examination 2013 and 2014

In 2013, The Melbourne Centre for Japanese Language Education developed a practice examination for Year 12 students based on the VCE examination. This practice examination will also be suitable for Year 12 students [or equivalent] in other states. The practice examination is available for purchase this year as well. In addition to the 2013 practice examination, the MCJLE will also produce another practice examination in this year which will be available in August 2014.

Professional Learning

In 2014 the MCJLE will be conducting a range of professional learning. In previous years we have conducted a seminar series for First-Year-Out teachers in the evenings but in 2014 we will trial another delivery mode and offer the professional learning on one Saturday per term. Please ensure any graduate teacher in your school is aware of this seminar series. Details of all professional learning seminars offered are available on 7-9.

The MCJLE is committed to enhancing the teaching and learning of Japanese. Please feel free to contact us for assistance and advice on your teaching environment and conditions.

MCJLE Logo

After 16 years in operation, the MCJLE is proud to present a new logo. The Melbourne Centre for Japanese Language Education has become more commonly known as the MCJLE and our new logo reflects this. We will begin to incorporate this into our promotional materials, correspondence, documents and resources.
Ordering Resources for 2014 School Year

All MCJLE resource materials are available for purchase.
If you would like to order for the beginning of 2014, please put your order form in as soon as possible to ensure that the materials are available to you and your students at the beginning of the 2014 school year.


New Resource

Year 12 Second Language Japanese Practice Examination

The Melbourne Centre for Japanese Language Education has produced a Year 12 Second Language Japanese practice examination including a listening component. $110.00 (GST Inclusive)

The practice examination mirrors the VCAA Year 12 Second Language Japanese format.
To place an order, please complete the order form on Page XX and send it to us for processing.

A second Year Practice Examination will be available at beginning of term 3.
For further information please contact Anne de Kretser on 03 9905 2313 or email anne.dekretser@monash.edu.

Borrowing Card

The MCJLE Resource Collection is housed at the Matheson Library, Monash University, Clayton Campus and is regularly used by teachers and others interested in Japanese language education. It includes thousands of items and provides teachers with a breadth of resources previously unavailable in any single collection. The collection is continually being updated and expanded so that the quality and reliability of the information available to teachers and to students of Japanese remains up-to-date, with a wide range of materials related to teaching methodology and classroom activities. The collection is a comprehensive source that provides teachers with ideas and strategies both for curriculum development and for classroom use. Reference materials on methodology and pedagogy for teachers of all levels.

To become eligible to borrow from the MCJLE Resource Collection please complete the application form on Page 21 and return it to by fax (03 9905 3874) or E-mail (arts-mcjle@monash.edu).
[http://guides.lib.monash.edu/mcjle](http://guides.lib.monash.edu/mcjle)
PROFESSIONAL DEVELOPMENT

Japan literacy across the curriculum
("Application form is on page 14")

In the new Australian Curriculum there are three cross-curriculum priorities:
1) Aboriginal and Torres Strait Islander histories and cultures
2) Asia and Australia's engagement with Asia
3) Sustainability

Within the Asia and Australia's engagement with Asia priority area,
"[Students] will develop knowledge and understanding of Asian societies, cultures, beliefs and environments, and the connections between the peoples of Asia, Australia, and the rest of the world. Asia literacy provides students with the skills to communicate and engage with the peoples of Asia so they can effectively live, work and learn in the region."

This workshop will explore cross-curricular ways to enhance Japan literacy as an aspect of Asia literacy. The workshop is aimed at secondary teachers of Japanese and also at content area teachers involved in teaching about Japan in their subject area; for example History, Geography, Business Studies, Art etc. The subject area can be any subject across the curriculum. The workshop will explore ways in which Japanese language teachers and content area teachers can work together to deepen students' understanding of Japan in particular subject areas, as well as increase students' engagement in their Japanese language studies.

In the session current ways of thinking about integrating language and content will be explored. Teachers will then be given an opportunity to consider ways to adapt different pedagogies to their own practice. The workshop is designed for 'pairs' of teachers from the same school: a Japanese language teacher and a content area teacher. The content area teachers are invited to bring a unit of work which focuses/or could focus in some way on increasing students' knowledge of Japan. Content area teachers are NOT required to speak any Japanese.

Date : Wednesday, 26 February 2014 (Closing date: 17 February 2014)

Time : 9.30-3:30pm

Venue : Japanese Studies Centre, Monash University, Clayton Campus

Presenters: Dr Marianne Turner, Monash University
Anne de Kretser, Melbourne Centre for Japanese Language Education

Cost : $88.00 (GST included)

Provided: Morning tea and Lunch
PROFESSIONAL DEVELOPMENT

4 Day Seminar series for First time teachers of VCE Japanese Second Language  (*Application form is on page 15)

This seminar series is designed to help teachers navigate through teaching VCE for the first time. Teachers may attend one, some or all seminars but it is recommended that if possible all seminars are attended.

The seminars will explain:

The VCE course and assessment requirements focus on the skills required by students
workshop writing outcomes and SACs develop strategies for preparing students for examinations

Presenter : Anne de Kretser
Venue : Japanese Studies Centre, Monash University, Clayton Campus
Map [link](http://www.monash.edu.au/pubs/maps/3-Claytoncolour.pdf)

Day 1 : Thursday, 20 February 2014 (Ref No. FEB2014)
Time : 9:30pm to 4:30pm (Lunch and Parking permit Provided)
Explanation of the course and jargon, planning, requirements, assessment and essential documents
Cost : $88.00

Day 2 : Thursday, 3 April 2014 (Ref No. APR0314)
Time : 12:30pm to 5pm (Lunch and Parking permit Provided)
How to write, prepare students, conduct and assess SACs
Cost : $55.00

Day 3 : Friday, 6 June 2014 (Ref No. JUN0614)
Time : 12:30pm to 5pm (Lunch and Parking Permit Provided)
Developing reading, writing, listening and speaking skills
What, when and how…The detailed study
Cost: $55.00

Day 4 : Friday, 25 July 2014 (Ref No. JUL2514)
Time : 9:30am to 4:30pm (Lunch and Parking Permit Provided)
Year 12 examination technique….How to prepare students for the examinations
Cost : $88.00
PROFESSIONAL DEVELOPMENT

First Year Out Teachers Seminar Series
(*Application form is on page 16)

First Year Out teachers are encouraged to attend the seminars specifically designed to cater to their needs and help them to develop strategies to cope with the challenges of being a first year out teacher. The seminars also provide a good opportunity to network with other teachers.

Day 1 : Saturday, 15 March 2014 (Ref No. MAR1514)  Cancelled
Changed to Saturday, 5th April 2014 (Ref No. APR0514)
Day 2 : Saturday, 24 May 2014 (Ref No. MAY2414)
Day 3 : Saturday, 9 August 2014 (Ref No. AUG0914)
Day 4 : Saturday, 25 October 2014 (Ref No. OCT2514)

Time : 10:00am to 4pm
Venue : Japanese Studies Centre, Monash University, Clayton Campus

Presenter: Anne de Kretser
Cost : $44.00 (GST included)
Provided: Morning tea and Lunch

Year 12 Japanese Second Language Examination 2013: Review
(*Application form is on page 17)

This seminar will review Year 12 Second Language Japanese Examination in 2013 and explore elements of the course in which students are doing well and those that need improvement. There will be time for teachers to discuss issues and ask questions.

The workshop will be conducted by Junko Glynn - Chief Examiner (2013)

Date : Friday, 15th August 2014
Time : 1pm to 4pm
Venue : Japanese Studies Centre, Monash University Clayton Campus
Cost : $55.00 (GST inc.)
Closing Date : 2 August 2014
Provided : Parking Permit and refreshment
Professional Development Application Process and Condition

1. Apply Professional Development by fax, email or online.
2. We will send you a confirmation e-mail upon the receipt of your application. Please contact MCJLE office (arts-mcjle@monash.edu) if you don’t receive a confirmation e-mail from us.
3. It is the applicant’s responsibility to check if the school admin has processed your application or not.
4. The MCJLE will cancel Professional Development if the applicant numbers are insufficient.
5. Cancellation - Please note that a full refund of registration fees less an administration fee of $25 will be paid to any participant cancelling 2 weeks before the professional development date. No refund will be made after this date.

Links

General

Modern language Teachers’ Association of Victoria  http://www.mltav.asn.au/

Department of Education and Early Childhood Development  


Japanese

JLTAV (Japanese Language Teachers’ Association of Victoria)  http://www.jltav.org.au/


LMERC (Languages and Multicultural Education Resource Centre)  

The Melbourne Centre for Japanese Language Education is funded by an endowment from the Nippon Foundation with the overall program administered by the Tokyo Foundation
MCJLE Resource Collection Borrowing Postal Service
*For Interstate/Country/Outer Metropolitan Melbourne Teachers

The MCJLE Resource Collection is available to all schools. The collection is quite substantial in size and so we can support the inclusion of interstate (SA & TAS) schools and country schools through a postal service.

Schools in Melbourne are also able to use the service. The collection which is managed by the Asian Studies Research Library staff and in particular, the Japanese librarian, Ms. Ayako Hatta, work cooperatively with the MCJLE to collectively borrow and post out materials to schools.

Teachers can use the online catalogue to decide which materials they wish to borrow. The selected materials (if available) will be packaged and sent to schools for a two week borrowing period.

The cost of postage to the school will be borne by the MCJLE the return post must be paid for by the borrowing school. Teachers are able to borrow, flashcards, printed and multi-media materials. Big books and posters cannot be borrowed. Teachers may only borrow 8 items at a time.

How it works??

1. Teachers look at the on-line catalogue
2. Teachers choose items relevant for their purpose
3. Teachers write the name of the item and call number on the borrowing form [see page 22 ]
4. Teachers fax the borrowing form to the MCJLE by Thursday 6pm
5. MCJLE processes all requests and forward to the Asian Studies Research Library for processing
6. MCJLE picks up and post the items on Mondays
7. Borrowing period is three weeks
8. Teachers post the items back to the MCJLE
9. MCJLE return the items to the library

This is a free service HOWEVER any items that are overdue will incur a cost which must be borne by the teacher.

How to find Materials

2. Type "MCJLE" in the search box
   (You will find resources held in the MCJLE Collection)
3. Follow the prompts for searching using the catalogue you may only borrow items in the MCJLE Resource Collection.

* Maximum 8 items

We hope that you find this service useful and convenient.
We look forward to your feedback regarding it.

Please visit our resource collection centre website: http://guides.lib.monash.edu/mcjle

Fine and penalties http://monash.edu/library/services/loans/fines-penalties/
Join our Wiki!!!!    MCJLE Benrichou

Available to all teachers of Japanese.

The Melbourne Centre for Japanese Language Education has established a Wiki for teachers of Japanese. The Wiki is maintained by the MCJLE for teachers and the information placed there is checked for its appropriateness and relevance.

Information can be placed on the Wiki by teachers for the purpose of sharing with other teachers.

The MCJLE benrichou is designed to complement the Nihongo Victoria E-mail group. It is for posting information useful to others for an extended length of time NOT for asking questions or advertising upcoming events, please continue to use NVEG for that.

What, Why, Who, How is Wiki

What?
A Wiki is a secure, managed, space on the internet where members of that Wiki can share information on certain subjects. The tool used is workspaces for teachers.

Why?
Many teachers find and want to share useful websites, information and teaching activities, ideas and strategies. A Wiki is a convenient place to post and store that information electronically in an organised manner. Members can easily access information and or post information for other teachers to access.

Who?
Any teacher of Japanese who would like to become a member. Registration is essential and teachers must provide their name, school and their chosen user name before they will be given permission to access the MCJLE Wiki.

How?    THIS IS A FREE SERVICE   [Step by step Guide]

1. Teachers get onto the wikispaces for teachers page and register
\[http://www.wikispaces.com/site/for/teachers\]

2. Teachers send an e-mail requesting an invitation to join the **MCJLE benrichou** Wiki, to the Melbourne Centre for Japanese Language Education with the following information:
   - Name
   - School
   - Prefered e-mail address
   - User name

   Send the e-mail to arts-mcjle@monash.edu.

3. The MCJLE will then send an invitation through wikispaces for you to join our specific Wiki.

4. You will be notified by wikispaces when the invitation has been issued.

5. Start using the MCJLE benrichou WIKI

6. Let us know if there is anything we can do to improve our wiki or if you would like more pages [topics] added
Using Nihongo Victoria E-mail

ALL teachers of Japanese are welcome to join the NVEG. This group is designed to keep teachers networked and provide a system by which they can exchange useful information about the teaching and learning of Japanese language, resources, websites, curriculum and extra curricular activities.

To ensure that the NVEG is as useful and efficient as possible please avoid posting personal messages on-line and avoid having conversations on-line.

Used properly the NVEG is a useful tool but before hitting ‘reply to all’ consider whether ‘all’ need to read the e-mail. This way we avoid in-box over load of e-mails that are not relevant to everyone.

If you wish to join the Nihongo Victoria E-mail Group please provide us with the following details .

A) If you are currently teaching Japanese at a school or institution in Australia and you will be using your school email address (eg. yyyy.zzzz@edumail.vic.gov.au ), send an email message from that email account to arts-mcjle@monash.edu.

B) If you are currently teaching Japanese at a school or institution in Australia and you will be using a personal email address (eg. yyyy.zzzz@yahoo.com etc. ), send an email message from that email account to arts-mcjle@monash.edu.

Please provide
- your name
- your school/institution name
- your school/institution phone number to avoid spam messages to the list)

C) If you are not currently employed at a school or an institution in Australia, you need a referee who is currently teaching Japanese at a school or institution. Send an email message from your preferred email account to arts-mcjle@monash.edu.

MCJLE Kanji Flashcards ICT Manual

MCJLE’s flashcard sets are uploaded onto Quizlet.com and free for anyone to use.


- Using Digital Flashcards Online
- Using Flashcard on i-devices
- How to download MCJLE flashcards onto i-devices
Professional Development Registration Form

Japan literacy across the curriculum

<table>
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<th>Reference No.</th>
<th>Amount</th>
<th>Date</th>
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Name (Mandatory) Mr/Mrs/Ms ____________________________________________

School ________________________________________________________________

School or Home Address (Mandatory) _____________________________________

__________________________________________________________ Post Code ______

Tel ___________________________ Mobile ______________________________

E-mail (mandatory) __________________________________________________

Dietary requirement __________________________________________________

Parking Permit Request ☐ Yes ☐ No

Payment Option ☐ Cheque (Please send a cheque prior to seminar)

Cheque payable to MONASH UNIVERSITY. ABN 12 377 614 012

☐ Request Tax Invoice to school ABN No. _____________________________

☐ Credit Card payment please visit our online payment site


*Please also send this application form to MCJLE office.

All applicants please complete the application form and return by fax or email to MCJLE. We will send you a confirmation e-mail. Please contact us if you don’t receive the confirmation e-mail. **A full refund of registration fees less an administration fee of $25 will be paid to any participant cancelling before Tuesday 18th February 2014. No refund will be made after this date.

Melbourne Centre for Japanese Language Education
Building 54, Monash University Victoria 3800 Australia Tel (03) 9905 2313 Fax (03) 9905 3874
E-mail: arts-mcjle@monash.edu

http://artsonline.monash.edu.au/mcjle/
Professional Development Registration Form

4 Day Seminar series for First time teachers
of VCE Japanese Second Language

Name (Mandatory)  Mr/Mrs/Ms _________________________________

School _________________________________

School or Home Address (Mandatory - Parking Permit will be sent to this address)

_________________________________________________ ________________

______________________________________________

Post Code __________

Tel ___________________________ Mobile ___________________________

E-mail (mandatory) _________________________________

Dietary requirement _________________________________

Parking Permit Request  □ Yes  □ No

Payment Option  □ Cheque (Please send a cheque prior to seminar)

Cheque payable to MONASH UNIVERSITY. ABN 12 377 614 012

□ Request Tax Invoice to school  ABN No.________________________

□ Credit Card payment please visit our online payment site


*Please also send this application form to MCJLE office.

All applicants please complete the application form and return by fax or email to MCJLE.

We will send you a confirmation e-mail. Please contact us if you don’t receive the confirmation e-mail. **A full refund of registration fees less an administration fee of $25 will be paid to any participant cancelling before 11/02/2014(FEB2014), 21/03/2014(APR0314), 26/05/2014(JUN0614) and 14/07/2014(JUL2514). No refund will be made after those dates.
Professional Development Registration Form
First Year Out Teachers Seminar Series

<table>
<thead>
<tr>
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<th>Date</th>
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<td>OCT2514</td>
<td>$44.00</td>
<td>25/10/2014</td>
<td>10/10/2014</td>
<td>☐</td>
</tr>
</tbody>
</table>

Name (Mandatory) Mr/Mrs/Ms ________________________________________

School ____________________________________________________________

School or Home Address (Mandatory)
______________________________________________________________

__________________________________________ Post Code____________

Tel ____________________________ Mobile ____________________________

E-mail (mandatory) ______________________________________________

Dietary requirement _____________________________________________

Parking Permit Request ☐ Yes ☐ No

Payment Option ☐ Cheque (Please send a cheque prior to seminar)

Cheque payable to **MONASH UNIVERSITY. ABN 12 377 614 012**

☐ Request Tax Invoice to school ABN No.__________________________

☐ Credit Card payment please visit our online payment site


*Please also send this application form to MCJLE office.

All applicants please complete the application form and return by fax or email to MCJLE. We will send you a confirmation e-mail. Please contact us if you don’t receive the confirmation e-mail. **A full refund of registration fees less an administration fee of $25 will be paid to any participant cancelling before 22/03/2014(APR0514), 19/05/2014(MAY3114), 28/07/2014(AUG0914) and 13/10/2014(OCT2514). No refund will be made after those dates.**

Tel (03) 9905 2313  Fax (03) 9905 3874  E-mail : arts-mcjle@monash.edu
Professional Development Registration Form

Year 12 Japanese Second Language Examination 2013: Review

<table>
<thead>
<tr>
<th>Reference No.</th>
<th>Amount</th>
<th>Date</th>
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<td>31/07/2014</td>
<td>☐</td>
</tr>
</tbody>
</table>

Name (Mandatory) Mr/Mrs/Ms ____________________________________________

School ___________________________________________________________

School or Home Address (Mandatory – Parking Permit will be sent to this address)

___________________________________________________________________

___________________________________________________________________ Post Code________

Tel ___________________________ Mobile ___________________________

E-mail (mandatory) _________________________________________________

Dietary requirement _________________________________________________

Parking Permit Request ☐ Yes ☐ No

Payment Option ☐ Cheque (Please send a cheque prior to seminar)

Cheque payable to MONASH UNIVERSITY. ABN 12 377 614 012

☐ Request Tax Invoice to school ABN No. ____________________________

☐ Credit Card payment please visit our online payment site


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All applicants please complete the application form and return by fax or email to MCJLE. We will send you a confirmation e-mail. Please contact us if you don’t receive the confirmation e-mail. **A full refund of registration fees less an administration fee of $25 will be paid to any participant cancelling before Friday 1st August 2014. No refund will be made after this date.

Melbourne Centre for Japanese Language Education

Building 54, Monash University Victoria 3800 Australia  Tel (03) 9905 2313  Fax (03) 9905 3874

E-mail: arts-mcjle@monash.edu
REALIA BOX

Teacher Borrowing Form
(Victoria Only)

Box No. __________________________ Details of each box on our website


Title: ____________________________________________

*Teachers are responsible for washing and ironing of all borrowed Yukata. (kimono box)

Name Mr/Mrs/Ms ____________________________________________

School ___________________________________________________________________________

Address: __________________________________________________________________________

__________________________________________________________________________________

Post Code _______________________

Tel: ___________________________ Tel (Home/Mobile): _________________________________

Fax: ___________________________ Email: ___________________________________________________________________________

Deposit ($50 per box): □ Paid  □ Reimbursed

Box borrowed for __________ weeks

Date borrowed ________________, Date to be returned ________________

I ___________________________ of ____________________________ (school) understand that my

$50 deposit will only be returned in full on the return of all borrowed items in good condition.

MCJLE Authorised Signature ____________________________________________

Date __________________________

Complete the application form and return by fax or e-mail.

Melbourne Centre for Japanese Language Education
Tel (03) 9905 9478/(03) 9905 9478
Fax (03) 9905 3874 E-mail: arts-mcjle@monash.edu
Sumo Suits
TEACHER BORROWING FORM
(Victoria Only)

Box No. 12

Title: Sumo Suits

Name: ___________________________________________ 

School: ___________________________________________ 

Address: __________________________________________ 

_________________________________ Vic. _______________ 

Tel: _________________________ Tel (Home) : ________________________

Fax: _________________________ Email: ________________________

Box borrowed for __________ weeks 

Date borrowed _______________, Date to be returned ____________

4 Sumo Suits available for hire – Payment of $50.00 (incl. GST) per 2 suits.

TOTAL AMOUNT $__________________

Payment Option □ Request Tax Invoice

Please send the cheque payable to MONASH UNIVERSITY.

□ Credit Card payment please visit our online payment site


Complete the application form and return by fax or E-mail to MCJLE.

Fax : 03 9905 3874 E-mail : arts-mcjle@monash.edu

Melbourne Centre for Japanese Language Education

Building 54, Japanese Studies Centre

Monash University, Victoria 3800

ABN 12 377 614 012
MCJLE Resources Purchase Form

School Name _________________________________________________________

Address ____________________________________________________________________________ Post Code __________

Tel ___________________________ Fax ___________________________

E-mail __________________________________________

Name of teacher applying Mr/Mrs/Ms________________________________________

☐ らくらく MCJLE CD-Rom Audio Databank for Senior Students of Japanese AUD$44.00 (GST included)

☐ Year 10 Listening material (高校1年生) AUD$27.50 (GST included)

☐ Writing Rules!! A Text Type Guide for Senior Secondary Students
   How many copies? (Writing Rules!!) ______________ AUD$8.80 (GST included)

☐ Kitto Kaiwa Sura Sura Kit AUD$55.00 (GST included)

☐ Year 12 Japanese Second Language Practice Examination

TOTAL AMOUNT $__________________

Payment Option ☐ Cheque ☐ Request Tax Invoice *ABN No. __________________

Please send the cheque payable to MONASH UNIVERSITY.

☐ Credit Card payment please visit our online payment site
   *Please also send this Purchase form to MCJLE office.

YR12 Prac Exam AUD$110.00 (GST included)

Complete the application form and return by fax or mail to MCJLE.

Fax 03 9905 3874   E-mail : arts-mcjle@monash.edu

Melbourne Centre for Japanese Language Education
Building 54, Japanese Studies Centre
Monash University, Victoria 3800 Australia  ABN 12 377 614 012

MCJLE Office Use Only

| Shipped | / | / |
| Payment | / | / |
MCJLE Resource Collection Borrowing Card Application Form 2014
(Victoria only)

School __________________________________________________________

Primary □ Secondary □

Address _________________________________________________________

________________________________ Post Code______________________

Tel ______________________________ Fax __________________________

E-mail ______________________________

Name of teacher applying Mr/Mrs/Ms ___________________________________

Name(s) of other Japanese Teaching staff

Your Levels at which Japanese is taught : PLEASE INDICATE THE NUMBER OF STUDENTS taught at each level

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<th>Eight</th>
<th>Nine</th>
<th>Ten</th>
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<th>Twelve</th>
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Total number of students studying Japanese ______________________

Estimated need to visit the Resource Centre

Weekly □ Monthly □ Fortnightly □ Other □

Please return this application from by fax to

Anne de Kretser
Melbourne Centre for Japanese Language Education
Tel (03) 9905 2313/(03) 9905 9478
Fax (03) 9905 3874
MCJLE Resource Collection Postal Borrowing Service

School ____________________________________________ (Mandatory)

Primary □ Secondary □

Address ____________________________________________ (Mandatory)

_________________________________ Post Code________________

Tel ____________________________ (Mandatory) Fax ____________________________

E-mail ____________________________________________ (Mandatory)

Please read — Fines and penalties http://monash.edu/library/services/loans/fines-penalties/
Teacher who agrees to accept the above fines and penalties.

Name of teacher applying Mr/Mrs/Ms ____________________________________________ (Mandatory)

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Signature: ____________________________________________

The form to the MCJLE by Thursday 6pm
Post the items on Mondays

Please return this application form by fax 03 9905 3874 or e-mail arts-mcjle@monash.edu
Tel (03) 9905 2313/(03) 9905 9478

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