

Japanese Business Cards Storyboard

Date: 6/22/2020

Graphics: Japanese background image
Text: Business Card Etiquette in Japan

Course Name: Japanese Business
Etiquette

Module #: 1

Module Section Title (Subtopic):
Business Cards

Slide/Screen Title: 001 / Title Page

Navigation Notes: click start to move
to 002

Business Card Etiquette in Japan



Narration/Voiceover: (soundclip when you hover over “Start” button)

Animation: animated text over background image
Clickable ‘Start’ button with soundclip

Date: 6/22/2020

Graphics: Image of business card
Text: Japanese business cards / Meishi Koukan

Course Name: Japanese Business
Etiquette

Module #: 1

Module Section Title (Subtopic):
Business Cards

Slide/Screen Title: 002 / Section 1.1 -
Business card

Navigation Notes: automatically
transition into 003



Japanese business cards

“Meishi Koukan”



Previous



Next

Narration/Voiceover: Japanese business cards or “Meishi Koukan” are a way of formal introduction.

Animation: Business card image fades in. Text appears with narration. This slide fades into the next slide when narration is finished.

Date: 6/22/2020

Graphics: Image of businessman on main screen. Help icon.

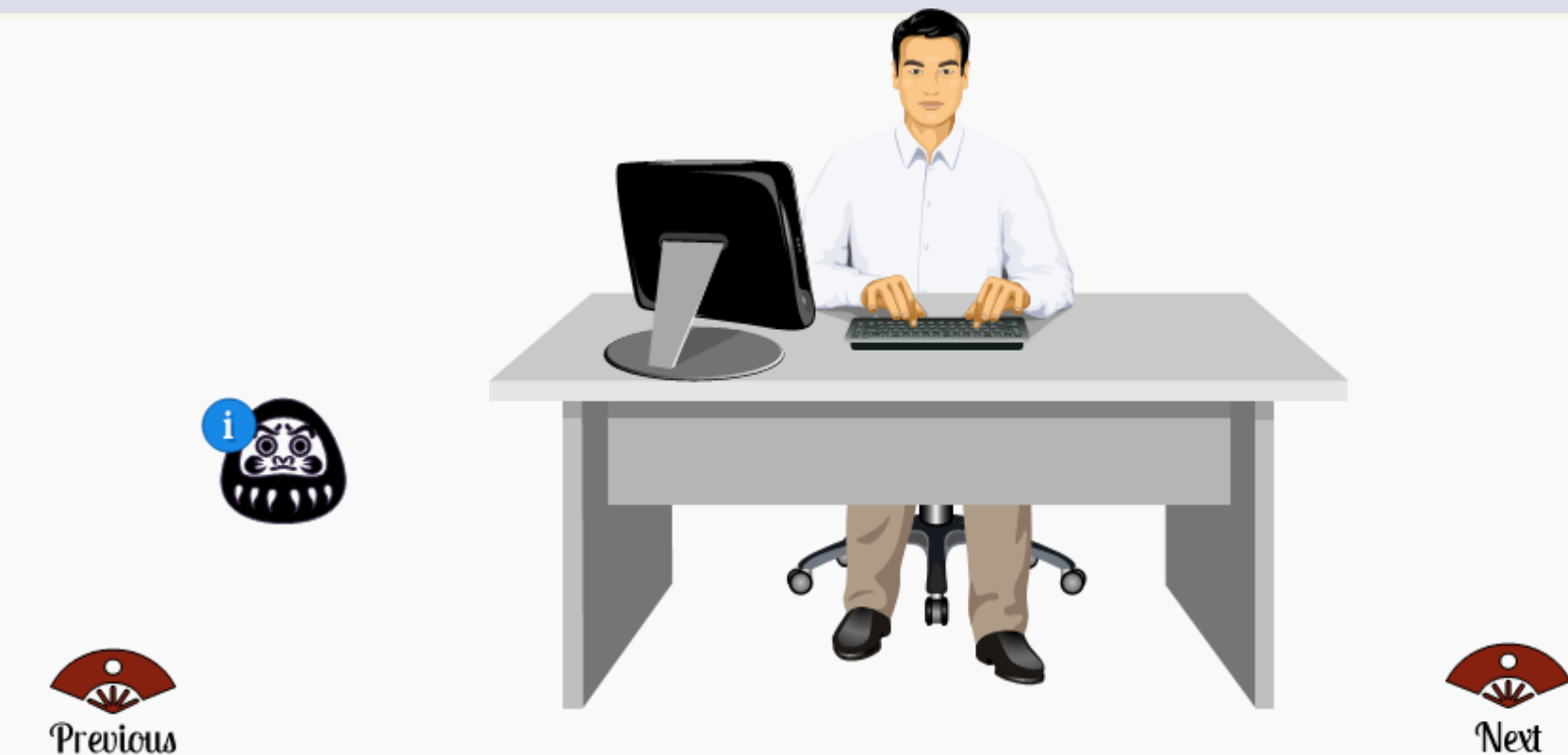
Course Name: Japanese Business
Etiquette

Module #: 1

Module Section Title (Subtopic):
Business Cards

Slide/Screen Title: 003 / Section 1.2 –
businessman

Navigation Notes: next button moves
to slide 005.
clickable icon opens layer to slide 004



Narration/Voiceover: They represent the businessperson themselves. (They are an extension of the businessperson's identity.)

Animation: Image of businessperson will be highlighted when the narration is finished.
The help icon is clickable for more information.

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Course Name: Japanese Business
Etiquette

Module #: 1

Module Section Title (Subtopic):
Business Cards

Slide/Screen Title: 004 / Section 1.2-
businessman tip

Navigation Notes: next button moves
to slide 005.

Graphics: Clickable icon that opens a helpful tip

Text: It would be helpful to have bilingual Japanese and English cards and a card case when traveling to Japan



Narration/Voiceover: same as text

Animation: Clicking the image opens a box with more information

Date: 6/22/2020

Graphics: Image of a map of world map with America and Japan visible.
Image of a plane

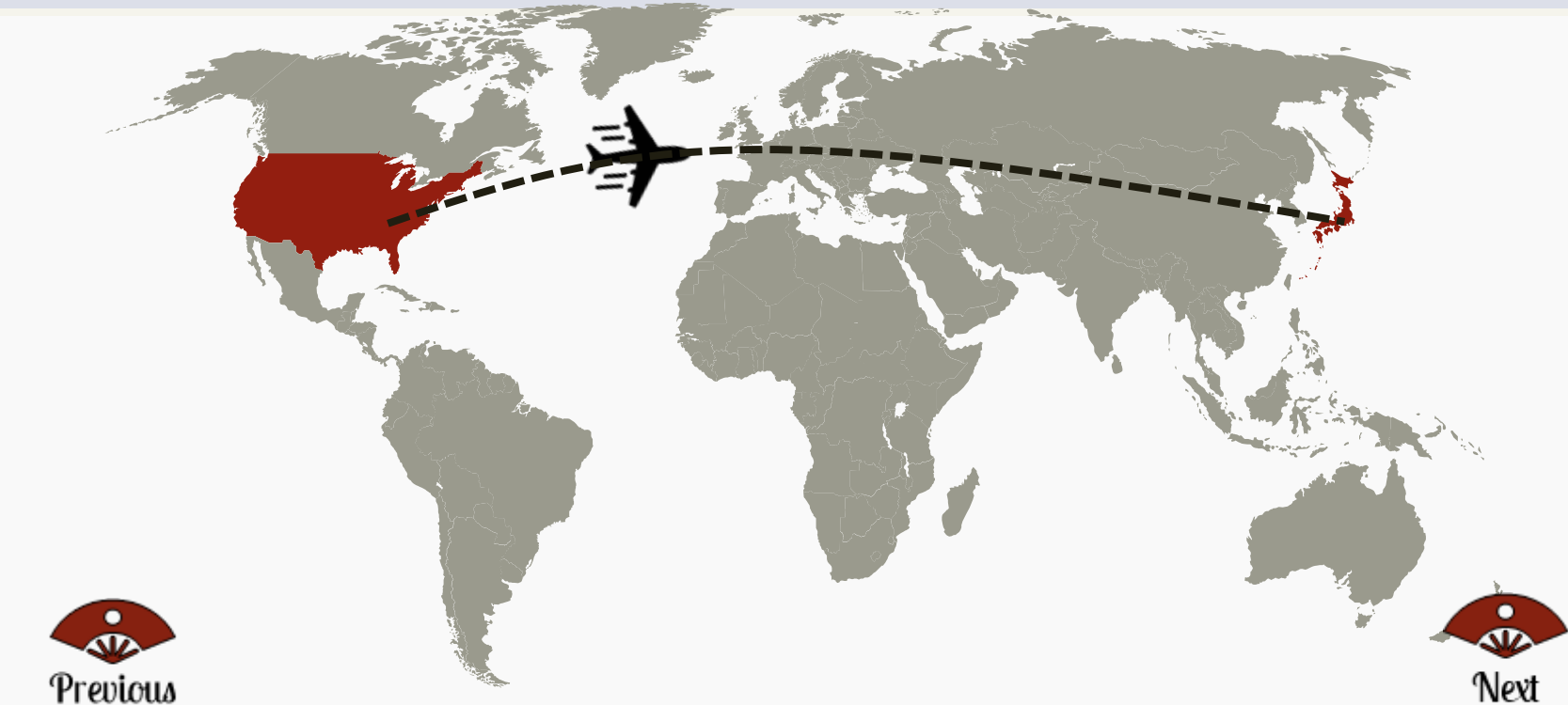
Course Name: Japanese Business
Etiquette

Module #: 1

Module Section Title (Subtopic):
Business Cards

Slide/Screen Title: 005 / Section 2 –
map

Navigation Notes: automatic
transition to slide 006



Narration/Voiceover: (plane sound effects)

Animation: The plane moves from America to Japan.
Automatic transition to slide 006

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Course Name: Japanese Business Etiquette

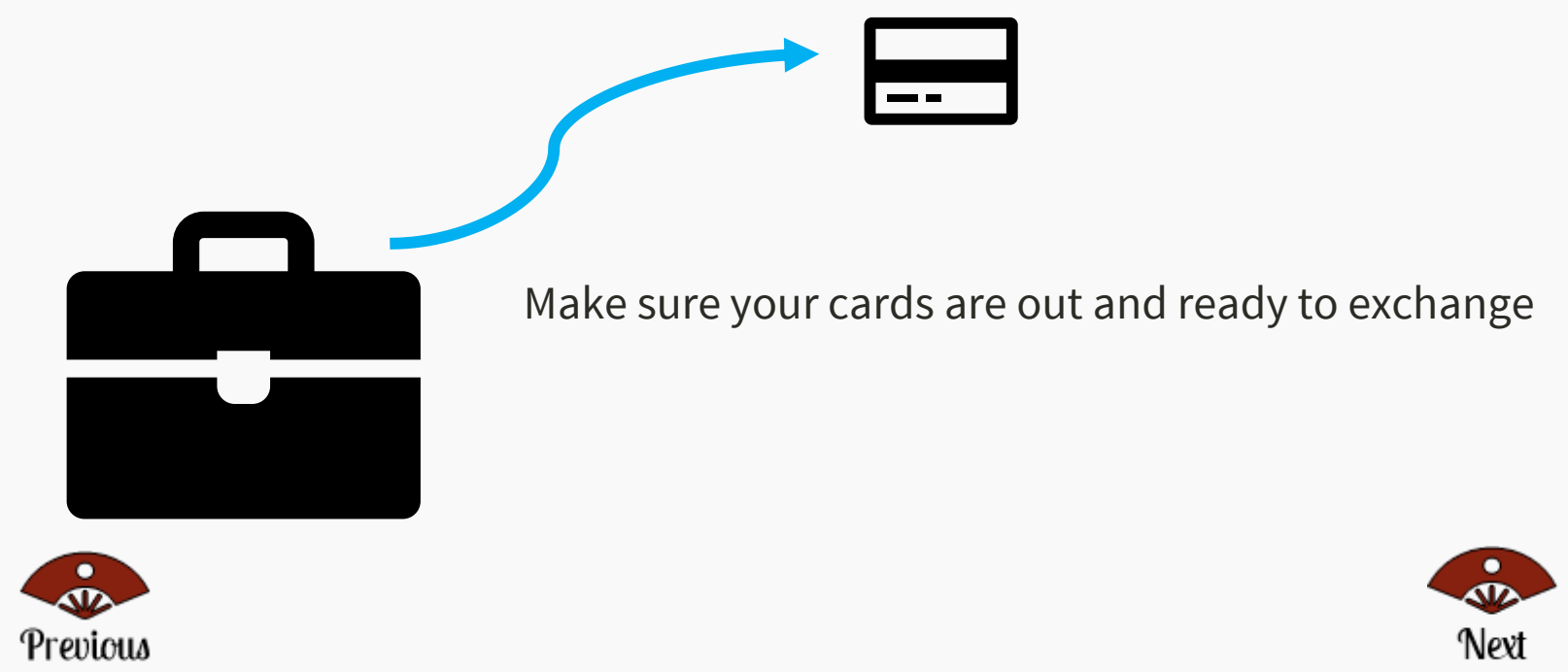
Module #: 1

Module Section Title (Subtopic):
Business Cards

Slide/Screen Title: 006 / Section 3 -
briefcase

Navigation Notes: next button moves
to slide 007

Graphics: Image of a bag and card case
Text: Make sure your cards are out and ready to exchange



Make sure your cards are out and ready to exchange

Narration/Voiceover: Exchanges happen at the beginning of the meeting. Make sure your cards are out and ready to exchange. Digging through your bag is impolite.

Animation: On screen text appears with narration.
Animation of the card case coming out of the bag.

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Module Section Title (Subtopic):
Business Cards

Slide/Screen Title: 007 / Section 4 -
ranking

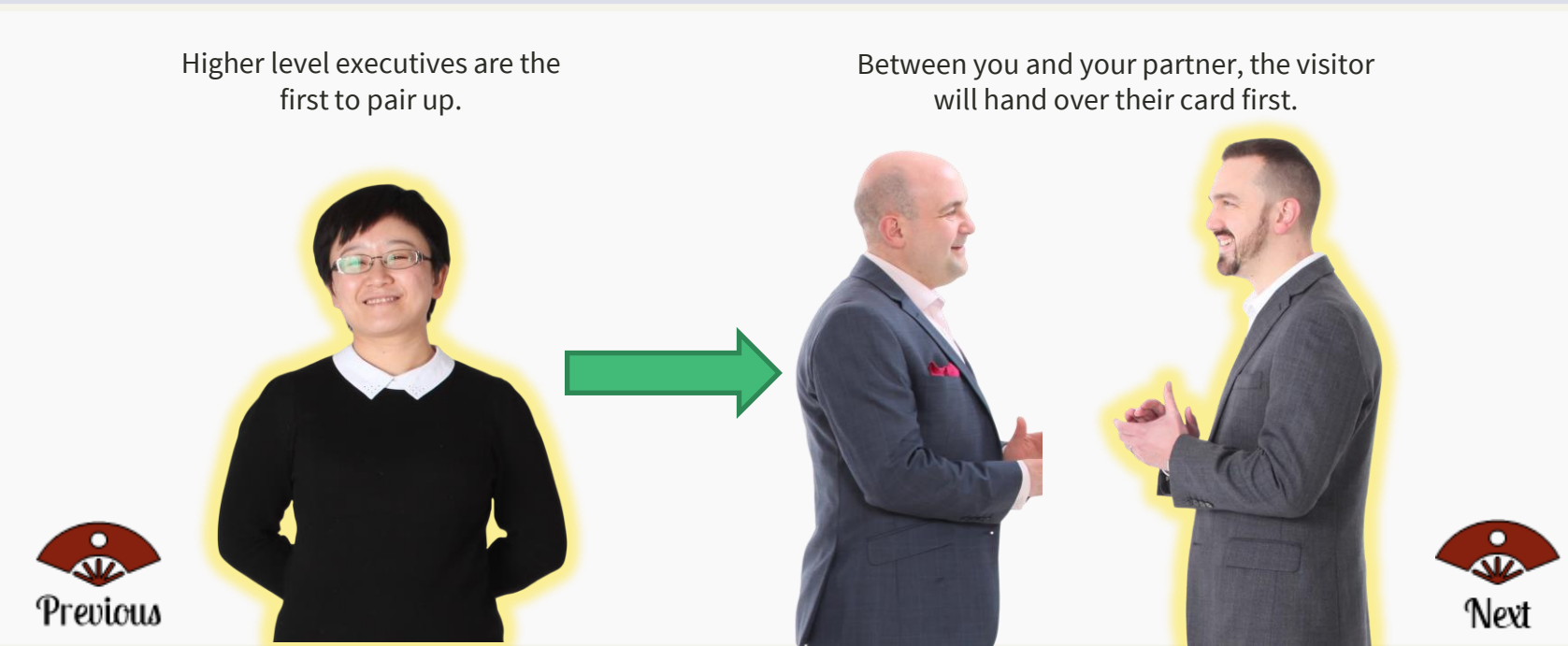
Navigation Notes: next button moves
to slide 008

Graphics: 1. Image of a boss

2. Image of two employees

Text: 1. Higher level executives are the first to pair up.

2. Between you and your partner, the visitor will hand over their card first.



Narration/Voiceover: 1. It is important to note that exchanges occur according to rank. Higher level executives are the first to pair up. Once they have exchanged their cards with each other, you can find your own partner.

2. Between you and your partner, the visitor will hand over their card first.

Animation: Image of the boss fades into image of two employees once 2. narration starts

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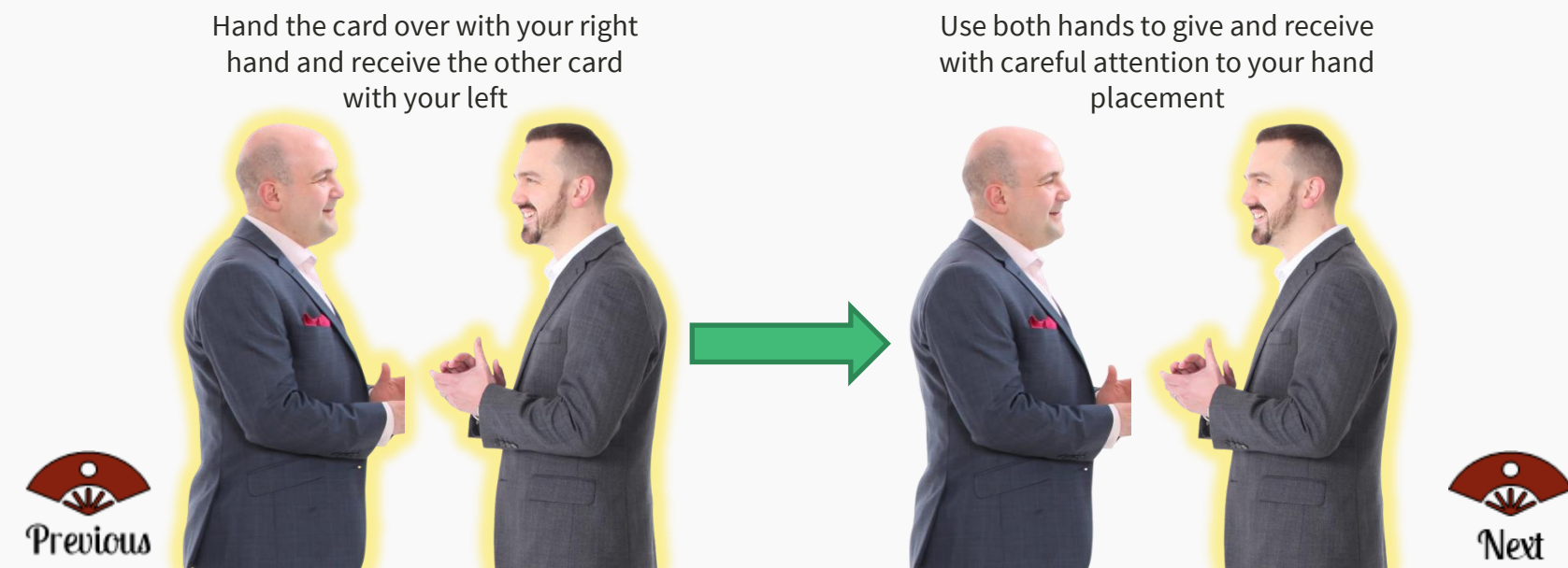
Module #: 1

Module Section Title (Subtopic):
Business Cards

Slide/Screen Title: 008 / Section 5 –
introduction order

Navigation Notes: next button moves
to slide 009

Graphics: 1. Image of two highlighted people 2. Image of one highlighted person
Text: 1. Hand the card over with your right hand and receive the other card with your left.
2. Use both hands to give and receive with careful attention to your hand placement.



Narration/Voiceover: 1. If you are exchanging cards at the same time. With a slight bow, Hand the card over with your *right* hand and receive the other card with your *left*. Be sure not to cover any of the important information with your hand while exchanging
2. If you are exchanging one at a time, use *both* hands to give and receive with careful attention to your hand placement.

Animation: The image of two people are highlighted with 1. narration
An image of just one person is highlighted with 2. narration

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Course Name: Japanese Business Etiquette

Module #: 1

Module Section Title (Subtopic):
Business Cards

Slide/Screen Title: 009 / Section 5.1 –
business card hotspot

Navigation Notes: next button moves
to slide 010

Graphics: Image of a business card with hotspots
Text: Pick the correct spots to hold a business card.

Pick the correct spots to hold a business card

The image shows a business card for TOM SMITH, Director of BUSINESS INC. The card contains the following text: BUSINESS INC., TOM SMITH, Director, PHONE: 7640 8826 67891, and EMAIL: SMITH@BUSINESSINC.COM. There are five hotspots (yellow circles with red outlines) on the card: one on the top left, one on the letter 'S' in BUSINESS INC., one on the top right, one on the letter 'S' in SMITH@BUSINESSINC.COM, and one on the letter 'O' in BUSINESSINC.COM. A red speech bubble with the text "Try Again!" points to the hotspot on the letter 'S' in BUSINESS INC. A green speech bubble with the text "Correct!" points to the hotspot on the top right. At the bottom left of the card area is a "Previous" button with a fan icon, and at the bottom right is a "Next" button with a fan icon.

Narration/Voiceover: Pick the correct spots to hold a business card. Remember not
cover any important information!

Animation: clickable hotspots with correct and incorrect messages

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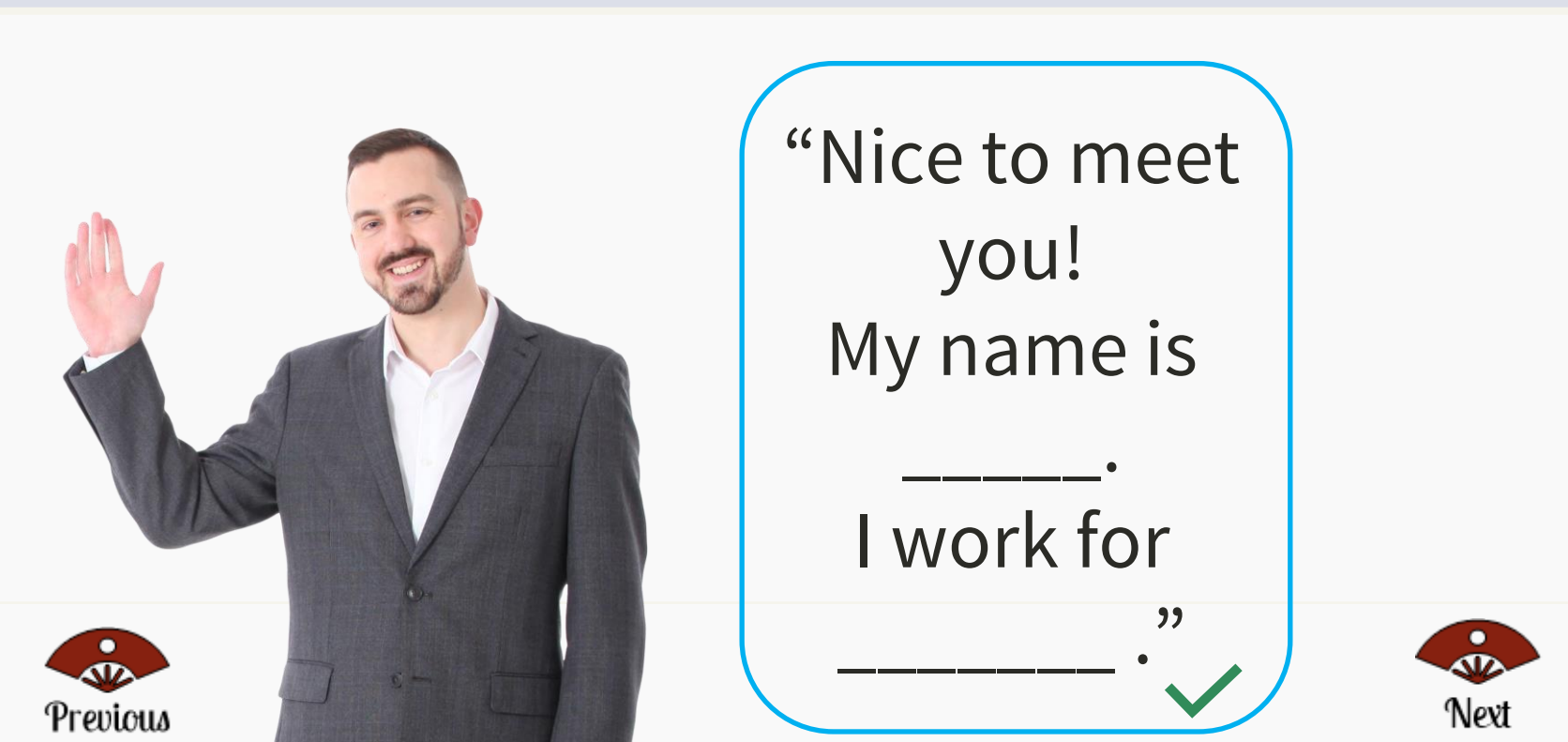
Module #: 1

Module Section Title (Subtopic):
Business Cards

Slide/Screen Title: 010 / Section 6 –
self introduction

Navigation Notes: next button moves
to slide 011. (Will not be able to click
next until they fill out the activity on
this slide)

Graphics: Image of an American businessperson with an interactive speech bubble
Text: “Nice to meet you! My name is _____. I work for _____.”



The image shows a man in a dark suit and white shirt, smiling and waving his right hand. To his right is a large, rounded rectangular speech bubble with a blue border. Inside the bubble, the text reads: “Nice to meet you! My name is _____ I work for _____.” A green checkmark is positioned at the bottom right of the bubble. Below the man, there are two navigation buttons: a red fan icon with the word “Previous” below it, and a red fan icon with the word “Next” below it.

Narration/Voiceover: This is your opportunity to introduce yourself. You can have a simple intro like the one shown.

Animation: Fill in the blank interaction.
When the learner clicks submit the businessperson’s expression will change to a smile.

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Business Cards

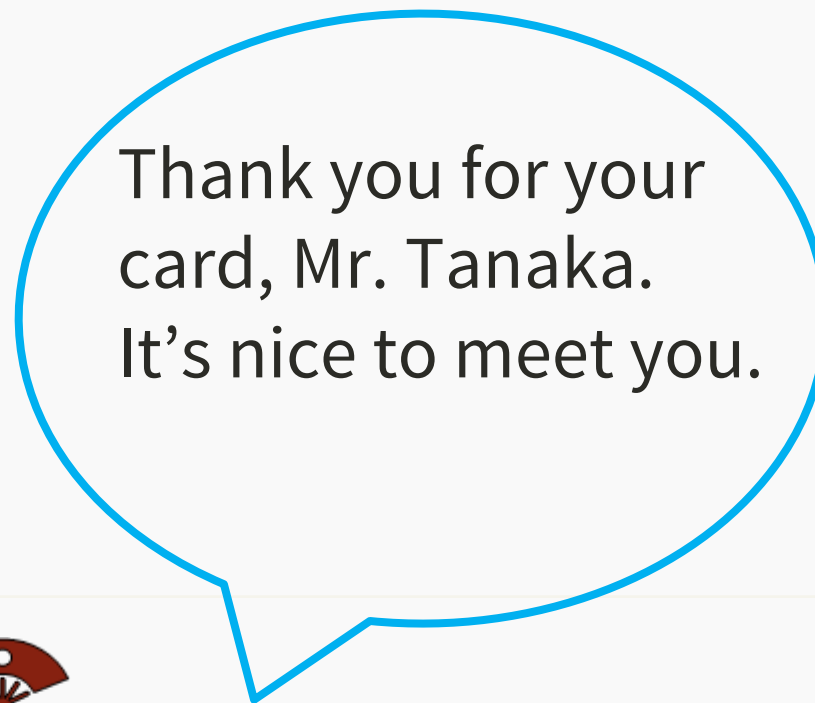
Slide/Screen Title: 011 / Section 7 –
thank you

Navigation Notes: next button moves
to slide 012

Graphics: Speech bubble

Text: Thank you for your card, Mr. Tanaka. It's nice to meet you.

Text next to speech bubble (appears with voiceover): Take a moment to read it.
This is your opportunity to remember someone's name.



Take a moment
to read it.
This is your
opportunity to
remember
someone's
name.



Narration/Voiceover: Once you receive the other person's card thank them and
take a moment to read it. This is your opportunity to remember someone's name.

Animation: On screen text (outside of speech bubble) appears with the voiceover

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Module Section Title (Subtopic):
Business Cards

Slide/Screen Title: 012 / Section 8 –
card storage

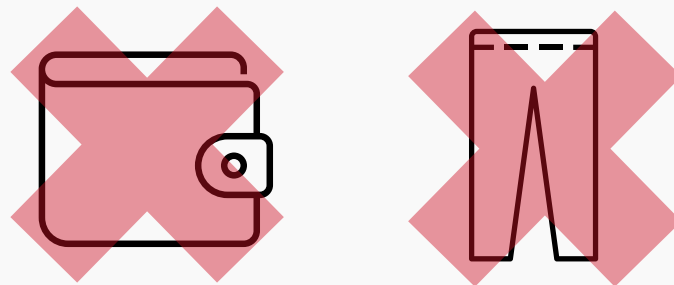
Navigation Notes: next button moves
to slide 013

Graphics: 1. Image of pocket and wallet with big red X 2. Image of meeting table
and a card holder with big green circles

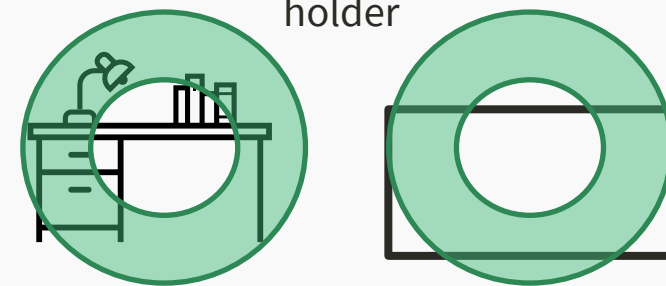
Text: 1. Do not stick the card in your pocket or wallet

2. Place the card in front of you at your seat or in your card holder

Do not stick the card in
your pocket or wallet



Place the card in front of you
at your seat or in your card
holder



Narration/Voiceover: Once the exchange is over it is important to keep treating the card with respect! Do not stick the card in your pocket or wallet. If the meeting is formal, place the card in front of you at your seat. If this is not possible place the card in your card holder once some time has passed.

Animation: Animate big red X's appearing over the images of pocket and wallet then fade away into images of a meeting table and card holder with big green circles.

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Business Cards

Slide/Screen Title: 013 / Section 8.1 –
drag and drop game

Navigation Notes: next button moves
to slide 014

Graphics: Image of a meeting room with a meeting table, bag, wallet, businessman with pockets and holding a card case, and trash can. Have a drag and drop box next to each image (6 choices in total). Have 2 draggable business cards.
Text: Drag the business cards to the correct locations



Drag the business cards
to the correct locations



Previous

Developer note: It would be best to
piece together this image so that
each spot is clear



Next

Narration/Voiceover: (Correct and incorrect sound effects.)

Animation: 6 open boxes and 2 draggable business card images.
Drag and Drop interactive game.
Reveal the next button when the learner gets everything correct.

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Module #: 1

Module Section Title (Subtopic):
Business Cards

Slide/Screen Title: 014 / Final Quiz

Navigation Notes: last slide

Graphics: Put slides in order quiz.

Text: Let's see if you can remember the correct order of exchanging business cards!

Let's see if you can remember the correct order of exchanging business cards!

Keep the card in a safe place	1.
Get your cards ready	2.
Face your partner with both hands on your card	3.
Wait for the higher-level executives to go first	4.
Thank your partner and read their card	5.
With a bow, hand over your card	6.
Introduce yourself	7.



Narration/Voiceover: (Congratulations noises when they get everything correct.)

Animation: Drag and put into order quiz. Retry as many times as they need.