

# JAPANESE FOR BUSINESS

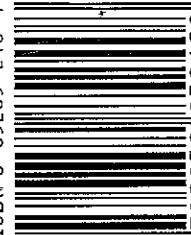
by Christopher Dillon

Do you want to do business in Japan? Of course you do! Are you ready to face a civilisation which, for all its apparent Western ways, is markedly different to your own? You may think you are, but... just how good is your Japanese, and will you master the culture shock?

However excellent the product or service you want to sell, don't forget how important it is to sell *yourself*; you'll make a much better impression if you can speak Japanese (even if only at a basic level). *Japanese for Business* is stimulating, methodical and fast-moving, with the emphasis being placed on verbal communication. You won't learn how to write Japanese characters, but you should be able to say the right words in the right contexts. If you work at the Course for at least an hour a day, in ten weeks, maybe, you'll have completed it and have the linguistic competence necessary to deal successfully with many business situations. You'll also have picked up many tips on how to make the correct impression socially: when to take your shoes off, how to present your name card, and so on.

For this Course, Japanese has been divided into 100 language structures, ten of which are taught in each lesson. Example sentences from real Japanese conversations show how each structure is used, and these are followed by checknotes on how it works, a list of new vocabulary, and exercises for practising the structure. Each study unit closes with some conversations, again written by native Japanese speakers, presented with helpful notes about the subtleties of the language, and a practical information section on travelling and doing business in Japan. A complete course of study in itself, the book is also available with four audio cassettes to improve your pronunciation and oral fluency. We recommend that you ask your supplier for HUGO'S JAPANESE FOR BUSINESS CASSETTE COURSE.

ISBN 0-85285-240-1



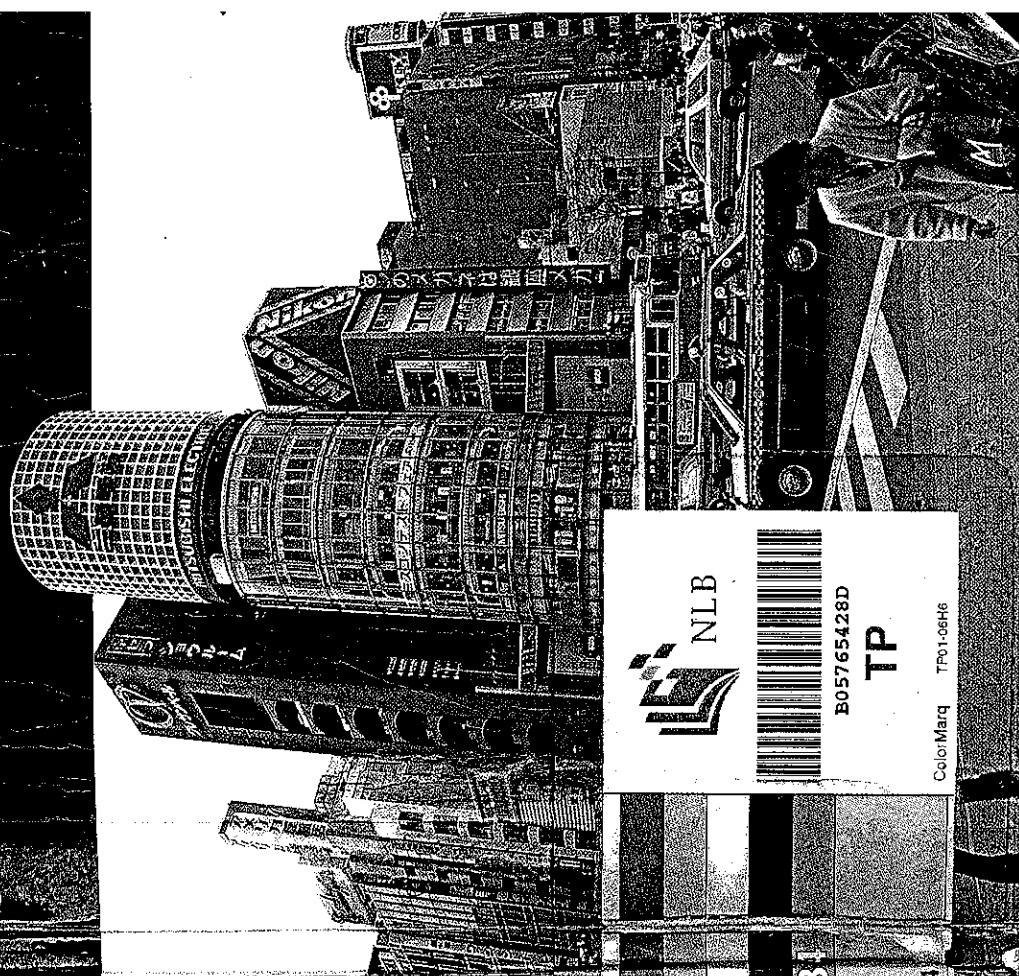
9 780852 852408

Distributed in the U.S.A. by  
Hunter Publishing Inc., 300 Raritan Center Parkway, CN 94, Edison, NJ

Woodbridge, Suffolk IP13 0AG.

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# JAPANESE *for Business*

Chris Dillon

Hugo's Language Books Limited

## **PREFACE**

The aim of this book is to equip the business traveller with a basic grasp of the Japanese language. Particular emphasis is placed upon dialogues and vocabulary appropriate to the kinds of situations that business people visiting Japan will meet. Guidance is given on various sources of business information and points of business etiquette, together with more general advice on planning a trip to Japan.

The course is designed to meet the needs of the business person with relatively little time to spare for language study. For this reason, no attempt has been made to cover the Japanese script, which requires many hundreds of hours to learn. Incidentally, it is largely the complexity of the script, rather than any inherent difficulty in the grammar or pronunciation, which gives Japanese its reputation as a 'difficult' language. For those with the time and inclination to delve deeper into the language, suggestions for further study are given in the Information section of Unit Seven.

The course introduces all the patterns or 'structures' most frequently used in Japanese. Each Unit introduces a part of speech or basic form and illustrates the various structures in which it occurs. Vocabulary has been broken down into constituent parts and related to other useful vocabulary where this is likely to be helpful to the learner.

When using the course, the learner is advised to study the vocabulary attached to each Structure or Conversation first, so that as much attention as possible may be directed towards the actual usage in the boxed model sentences, the Fluency Practices and the Conversations.

I would like to take this opportunity to offer my profound thanks to all those who helped to bring this book to completion: to Yasuko Okamoto, Takeshi Shimizu, and John and Chika Breen for their invaluable assistance; to Ruth Nason for her patient and painstaking editing; and to my wife Rachel for her suggestions and support. Responsibility for any errors in the book is of course mine alone.

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ISBN 0 85285 240 1

'Japanese for Business' is also available in a pack  
with four cassettes: ISBN 0 85285 241 X

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Information Librarian

Datwa Anglo-Japanese Foundation, London

Cover photo: The Ginza, Tokyo (Robert Harding Picture Library)

Set in Helvetica 55 & 65 by  
Typesetters Limited, Hertford  
Printed and bound in Great Britain by  
Page Brothers, Norwich, Norfolk

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## THE PRONUNCIATION OF JAPANESE

The basic unit of pronunciation in Japanese is the syllable, rather than the consonant or the vowel. Vowels occur as syllables on their own or preceded by a consonant (sometimes plus 'y'). Consonants do not occur without a vowel following (except in the case of 'n').

### Vowels

The Japanese vowels are **a**, **i**, **u**, **e** and **o**. They occur both long and short. Long vowels last twice as long as short vowels. When Japanese is written in the Roman alphabet, long 'a', 'u' and 'o' are usually written with a 'macron' (bar) over them: **ā**, **ū**, **ō**. However, long 'i' and 'e' are spelled **ī** and **ē** only in foreign words such as **chīzu** ('cheese') and **kēsu** ('case'). Usually they are spelled **ii** and **ei**, as in **ii** ('good') and **Eigo** ('English').

Pronouncing a vowel long when it should be short or vice versa is likely to cause considerable confusion.

- a** as in 'cat':  
**karate, karaoke**
- ā** as in 'father':  
**Shāpu** ('Sharp')
- i** as in 'eat' but shorter. The vowel in 'it' is rather different from the Japanese sound, but would be understood:  
**origami**
- ii** or **ī** as in 'eat':  
**chīzu** ('cheese'), **sarāīman** ('businessman'; lit., 'salary man')
- u** as in 'put':  
**Suzuki, samurai**
- ū** as in 'boot', but spread your lips as you say it!  
**jūdō, jūjutsu**
- e** as in 'get':  
**terebi** ('television')
- ei** or **ē** as in 'eight' – except that the Japanese vowel is a pure sound; the English is a diphthong ending in an 'i' sound:  
**Seikō, detabēsu** ('database')

o as in 'off', NOT as in 'owe':

Toyota

ō as in 'bought':

sumō, Tōkyō

ai as in 'pie', NOT as in 'pay':

aisiukurīmu ('ice-cream'), bonsai

Occasionally, two short vowels are pronounced one after the other without forming a diphthong or long vowel.

When this happens, an apostrophe has been inserted: cha'iro ('brown'), i'in-kai ('committee')

### Devoiced vowels

Some Japanese 'u's and 'i's are devoiced (pronounced faintly). Vowels which are so faint that they are, to all intents and purposes, silent have been marked 'ɸ' and 'ɨ' in this book. Unfortunately, many dictionaries and text books do not state whether 'u' and 'i' are silent. These are the rules of thumb:

- 1 Devoicing does not usually happen when the vowel starts or ends a word.  
The major exceptions to this rule are the verb **desu** ('is') and the common verb ending **-masu**.  
Note that **desu** and **-masu** are occasionally pronounced **desu** and **-masu**; for example, before **ne** and **ga**.
- 2 In foreign words, 'u's and 'i's not present in the original are usually devoiced. For example: **Furansu** ('France'). There is no 'u' sound after the 'f' in 'France', so the inserted Japanese 'u' is devoiced. Note, however, that the inserted 'u' at the end of the word is not devoiced (Rule 1).

### Consonants: 1

The following consonants are similar to those found in English: **b, d, g** (at the beginning of a word), **m, n** (at the beginning of a syllable), **s, z, sh, j, y**.

The following consonants are similar to in English but are pronounced with less aspiration. (If you listen carefully, there is a small puff of breath, or 'aspiration', after these consonants in English when they are pronounced before a vowel): **p, t, k, ch**.

### Consonant and vowel combinations

ba	bi	bu	be	bo
da	*di	*du	de	do
ga	gi	gu	ge	go
ma	mi	mu	me	mo
na	ni	nu	ne	no
sa		su	se	so
za		zu	ze	zo
sha	shi	shu	*she	sho
ja	ji	ju	*je	jo
ya		yu	*ye	yo
ha		he	he	ho
pa	pi	pe	pe	po
ta	*ti	te	te	to
ka	ki	ku	ke	ko
cha	chi	chu	*che	cho

'si' is rendered as **shi**.  
'zi' is rendered as **ji**.

'yi' is rendered as **i**.

See 'Consonants: 2' for **hi**;

'hu' is rendered as **fu**.

'tu' is rendered as **tsu**.

\*These syllables occur only in foreign words.

### Consonants: 2

The following consonants are dissimilar to those found in English: **h** (before 'i' or 'y'), **f, r, g** (between vowels), **ts, w, n** (as a syllable on its own), **consonant y vowel**.

**h** (before 'i' or 'y' – see also **Consonant 'y' vowel**): Whereas the 'h' in **ha, he** and **ho** is pronounced similarly to 'h' in English, in **hi** and **hy** it is formed further back in the mouth. It is similar to the consonant in German 'ich'. English 'h' is always understandable, however.

**Hiroshima, Hitachi, Hirohito, hyō** ([mathematical, etc.] table')

**fa, fi, fu, fe, fo:** Japanese 'f' is made by using both lips, not by using the top teeth and lower lip as in English. Imagine you are blowing out a candle! English 'f' is always understandable.

**Fuji, fōku** ('fork'), **firumu** ('film'), **futon**

**ra, ri, ru, re, ro:** 'R' is probably the most difficult Japanese sound for English speakers to produce. It is made by the tongue striking the gum behind the top front teeth. But don't leave it there too long or you will produce a 'd'! English 'r' is usually understandable.

**rajio** ('radio'), **rizumu** ('rhythm'), **rejā** ('leisure')

**g** (between vowels): When 'g' occurs between two vowels, it is pronounced as 'ng' in 'ring'. If you find this difficult, just use English 'g', as many young Japanese people do.  
**Nagasaki**

**tsu:** This is a 't' sound followed immediately by an 's' sound and the vowel 'u'. It is similar to the 'z' sound in German 'Zeitgeist'. It is NOT the same sound as 'su'.

**Mitsubishi, Mitsui**

**wa, wi, we, wo:** Japanese 'w' is not pronounced as strenuously as its English counterpart. However, the latter would always be understandable.

**Shōwa, wisukī** ('whisky')

**n** (when it forms a syllable on its own): This is pronounced 'ng' (as in English 'ring') except before 'd', 't', 'n' and 'r', when it is pronounced 'n'; and before 'b', 'm' and 'p', when it is pronounced 'm'.  
**Honda** (-n), **Nissan** (-ng), **shinbun** (-m) ('newspaper')

When this 'n' is followed immediately by a vowel, an apostrophe is inserted to avoid confusion with **na, ni, nu, ne** and **no**.  
**sen'en** (¥1,000'), **ichi-man'en** (¥10,000')

In fact, the above often sound like **senyeng** and **ichimangyeng**, with a slight 'y' inserted to make them easier to say.

**Consonant 'y' vowel:** Apart from occurring in **ya, yu, ye** and **yo**, as mentioned above, Japanese 'y' also occurs after some consonants and before 'a', 'u' and 'o', as follows:

<b>bya</b>	<b>byu</b>	<b>byo</b>	<b>pya</b>	<b>pyu</b>	<b>pyo</b>
<b>gya</b>	<b>gyu</b>	<b>gyo</b>	<b>kya</b>	<b>kyu</b>	<b>kyo</b>
<b>mya</b>	<b>myu</b>	<b>myo</b>	<b>hya</b>	<b>hyu</b>	<b>hyo</b>
<b>nya</b>	<b>nyu</b>	<b>nyo</b>	<b>rya</b>	<b>ryu</b>	<b>ryo</b>

**Tōkyō, Kyōto**

## Double consonants

**ss, ssh** (double 'sh'), **pp, tt, tch** (double 'ch'), **kk, bb\*, dd\*, gg\***

\*These double consonants occur only in foreign words.

Double consonants occur only in the middle of words. In actual pronunciation, the first consonant is not fully pronounced; the mouth goes into the position required, stays there momentarily and then produces the second consonant.

As with vowel length, pronouncing a double consonant as a single one will cause considerable confusion; so please pay particular attention to both of these points right from the beginning!  
**Nissan, Irasshaimase** (greeting used by shop assistants et al.), **ossharu** ('say', 'be called'); **happyō** ('announcement'), **yappari** ('as expected'); **Chotto matte kudasai** ('Please wait a moment'), **itta** ('went' or 'said'); **suitchi** ('switch'); **Kekkō desū** ('No thank you'), **kekkon** ('marriage'); **beddo** ('bed'); **baggu** ('bag')

## No 'l', 'v' or 'th'

Note that 'l', 'v' and 'th' do not exist in Japanese. Foreign words containing these consonants replace 'l', 'v' and 'th' with Japanese 'r', 'b' and 'z' (sometimes 's').

**raion** ('lion'), **bideo** ('video'), **Satchā** ('Thatcher'), **za** ('the')

## Stress and pitch

Most English words of more than one syllable have some syllables stressed more heavily than others: for example, 'father', where the 'a' is stressed and the 'er' unstressed. In Japanese, it is important to stress all syllables (except those containing devoiced vowels) evenly.

If you have a good ear, you may notice that, although Japanese intonation is generally rather flat, some syllables in Japanese are pitched slightly higher than others; for example, the 'na' in **nan** of **Nan desū ka** ('What is it?'). The rules for this are complex and learners need not concern themselves with them at this stage. Japanese is not a tone language, unlike Chinese, and incorrect use of pitch is not a barrier to comprehension.



## Hyphens

Hyphens have been used in this book to split long words into recognizable smaller parts: for example, **Nihon-jin** ('a Japanese person') – showing that the word is formed from **Nihon** ('Japan') and **-jin**, a suffix meaning 'person'.

## Spelling English words

If you need to spell English words, for example your name, in Japanese, it is safest to use the following pronunciations for the letters of the Roman alphabet:

A	e	N	enu
B	bi	O	o
C	shi	P	pi
D	di	Q	kyū
E	i	R	āru
F	efu	S	esu
G	gi	T	ti
H	eichi	U	yū
I	ai	V	bui
J	jē	W	daburyū
K	kē	X	ekkyūsu
L	eru	Y	wai
M	emu	Z	zetto

## UNIT ONE

In this first Unit we will meet the Japanese verb for 'to be' and learn the basic usage of **wa**, **mo** and **no**. We will practise asking basic questions and reading numbers out aloud. And we will see how to turn the form of verbs given in Japanese dictionaries into the form used by Japanese people in everyday language.

### Structure 1: desu

**Delbido Sumisu desu.**

I am David Smith.

**Būraun-san desu.**

She is Mrs Brown.

**Igirisu-jin desu.**

We are British.

**Nihon-jin desu.**

They are Japanese.

**Jānarisuto desu.**

We are journalists.

**Bengo-shi desu.**

I am a lawyer.

### CHECKNOTES 1

- Desu** means '(I) am', '(you) are', '(he, she, it) is', '(we) are', '(you) are', '(they) are', depending on the context.
- In Japanese, the verb always comes at the end of the sentence. It is not necessary to specify the subject or topic if it is clear from the context.
- san** attached to other people's names is roughly equivalent to 'Mr', 'Mrs', 'Miss'.
- jin** attached to the name of a country gives the word for the inhabitant of that country. For example, **Amerika** is 'America' and **Amerika-jin** is 'American (person)'.

- e) Note that there is no precise Japanese equivalent to English 'a' and 'the'. Moreover, most Japanese words have no plural. For example, **bengo-shi** could mean 'a/the lawyer' or '(the) lawyers' in context.

### Checklist 1

<b>Amerika-jin</b>	American (person)
<b>Doitsu-jin</b>	German (person)
<b>Furansu-jin</b>	French (person)
<b>Igrisu-jin</b>	British (person)
<b>Nihon-jin</b>	Japanese (person)
<b>bengo-shi</b>	lawyer
<b>dezainā</b>	designer
<b>jānarishuto</b>	journalist
<b>kaikai-shi</b>	accountant
<b>kōmu-in</b>	civil servant
<b>sensei</b>	teacher

### FLUENCY PRACTICE 1

Translate the following sentences into English:

- 1 Jon Howaito (John White) desu.
- 2 Amerika-jin desu.
- 3 Dezainā desu.
- 4 Rinda Teirā (Linda Taylor) desu.
- 5 Doitsu-jin desu.

Translate the following sentences into Japanese:

- 6 I am a teacher.
- 7 He is Mr Watt (**Watto-san**).
- 8 They are accountants.
- 9 You are French.
- 10 We are civil servants.

Check your answers with the key on page 187.

### Structure 2: wa (the topic)

<b>Kore wa pasupōto desu.</b>	This is a passport.
<b>Sore wa konpyūtā desu.</b>	That is a computer.
<b>Are wa denwa desu.</b>	That (over there) is a telephone.
<b>Watashi wa Italia-jin desu.</b>	I am Italian.
<b>Kawaguchi-san wa enjinia desu.</b>	Mr/Mrs/Miss Kawaguchi is (or 'you are' in context) an engineer.
<b>Kare wa Doitsu-jin desu.</b>	He is German.
<b>Kanojo wa hisho desu.</b>	She is a secretary.
<b>Watashi-tachi wa Nihon-jin desu.</b>	We are Japanese.
<b>Kare-ra wa bengo-shi desu.</b>	They are lawyers.
<b>Kanojo-tachi wa Igrisu-jin desu.</b>	They (female) are British.

### CHECKNOTES 2

- a) **Wa** indicates the topic of the sentence. This is not always the same as the subject! Topics are only expressed in Japanese when they are not obvious. So, for example, if there are two sentences with the same topic, the second sentence does not repeat it. For example, 'I am Jane. I am British' is: **Watashi wa Jēn desu. Igrisu-jin desu.** (NOT **Watashi wa Jēn desu. Watashi wa Igrisu-jin desu.**)
- b) Japanese for 'you' is **anata**. However, this is used much less frequently than its English equivalent. If you know the surname of the person you are addressing, it is politer to use this (plus **-san**) than **anata**. An English parallel might be 'One lump of sugar or two, *Mrs Smith?*' as opposed to 'Would you like one lump of sugar or two?' Thus **Takahashi-san wa enjinia desu** could mean 'You are an engineer, Mr Takahashi', when addressed to Mr Takahashi.

- c) In the case of Western people, it is also possible to use the first name with **-san**. It is usually best not to use Japanese people's first names, as this sounds too familiar.

### Checklist 2

are	that (one) (over there)
kore	this (one)
sore	that (one) (already mentioned)
watashi	I
kare	he
kanojo	she
watashi-tachi	we
kare-ra	they
kanojo-tachi	they (referring to a group of women)
Chūgoku-jin	Chinese (person)
Italia-jin	Italian (person)
chiketto	ticket (for cinema, theatre, etc.)
denwa	telephone
enjinta	engineer
hikō-ki	plane (from hikō, 'flight', and -ki, 'machine')
hissho	secretary
kamera	camera
konpyūta	computer
pasupōto	passport
seiji-ka	politician (seiji means 'politics')

### FLUENCY PRACTICE 2

Translate the following sentences into English:

- 1 Kore wa chiketto desu.
- 2 Sore wa kamera desu.
- 3 Are wa hikō-ki desu.
- 4 Watashi wa Chūgoku-jin desu. Kare wa Igrisu-jin desu.
- 5 Watashi wa Māku Hauru (Mark Howell) desu. Bengo-shi desu.

Translate the following sentences into Japanese, presuming that the topics are not obvious and need to be stated:

- 6 He is an engineer.
- 7 She is a journalist.
- 8 They are politicians.
- 9 You (Mrs Tanaka) are a secretary.
- 10 We are British. They are Japanese.

### Structure 3: mo ('also')

**Kore wa kaban desu. Sore mo kaban desu.**

This is a bag. That is also a bag.

**Kore wa sūtsu desu. Sore mo sūtsu desu.**

This is a suit. That is also a suit.

**Kanojo wa kenchiku-ka desu. Kare mo kenchiku-ka desu.**

She is an architect. He is also an architect.

### CHECKNOTES 3

- a) **Mo** means 'also' or 'too'. It is used instead of, not as well as, **wa**.

### Checklist 3

bijinesuman	businessman
enpitsu	pencil
kaban	bag
kenchiku-ka	architect
konsarutanto	consultant
meishi	business card
nekutai	tie
pen	pen
shāpupen	propelling pencil (from <i>shāpu penshiru</i> , 'sharp pencil')
sūtsu	suit

**FLUENCY PRACTICE 3**

Translate the following sentences into English:

- 1 Kore wa pen desu. Sore mo pen desu.
  - 2 Kanojo wa Furansu-jin desu. Watashi-tachi mo Furansu-jin desu.
  - 3 Kore wa enpitsu desu. Are mo enpitsu desu.
  - 4 Watashi-tachi wa konsarutanto desu. Kare-ra mo konsarutanto desu.
  - 5 Kore wa meishi desu. Are mo meishi desu.
- Translate the following sentences into Japanese:
- 6 He is a shop assistant. They are also shop assistants.
  - 7 She is American. We are also American.
  - 8 This is a tie. That (over there) is also a tie.
  - 9 I am a businessman. Mr Jones (**Jōnzu-san**) is also a businessman.
  - 10 Those (over there) are propelling pencils. Those (over there) are also propelling pencils.

**Structure 4: de wa arimasen ('am/are/is not')**

Kore wa chiketto de wa arimasen.

This is not a ticket.

Soko wa o-tera de wa arimasen.

That (place) is not a temple.

Watashi wa Doitsu-jin de wa arimasen.

I am not German.

Kanojo wa sensei de wa arimasen.

She is not a teacher.

Kore wa naifu to fōku desu. Hashi de wa arimasen.

These are knives and forks. They are not chopsticks.

**CHECKNOTES 4**

- a) De wa arimasen means 'am not', 'are not', 'is not', etc. Unlikely as it may look, this is the negative of desu!

**Checklist 4**

to	and (between two nouns)
koko	here, this place
soko	there, that place (already mentioned)
asoko	over there, that place (over there)
apāto	flat, apartment
depāto	department store
eki	station
fōku	fork
ginkō-ka	banker
hashi	chopsticks
Kanada-jin	Canadian (person)
kyōju	professor
naifu	knife
o-tera	(Buddhist) temple
sakka	writer
shinbun kisha	(newspaper) reporter
tori-shimari-yaku	director
yakusoku	agreement, promise; appointment

**FLUENCY PRACTICE 4**

Translate the following sentences into English:

- 1 Kanojo wa sakka de wa arimasen.
- 2 Sore wa yakusoku de wa arimasen.
- 3 Koko wa eki de wa arimasen.
- 4 Kare wa ginkō-ka de wa arimasen. Kyōju desu.
- 5 Asoko wa apāto de wa arimasen.

Translate the following sentences into Japanese:

- 6 He is not a director.
- 7 She is not Canadian.
- 8 We are not newspaper reporters.
- 9 This (place) is not a department store.
- 10 I am not American. I am British.

### Structure 5: ka (questions)

Kare-ra wa sakka desu ka.

Are they writers?

Igrisu-jin desu ka.

Are you British?

Sore wa mondai de wa arimasen ka.

Isn't that a problem?

### CHECKNOTES 5

- a) **Ka** is used to indicate that the preceding sentence is a question. One may think of it as a kind of pronounced question mark! Questions are typically spoken with a rising intonation.

### Checklist 5

kaisha	company
mondai	problem
otearai	toilet
repōto	report
shachō	company president
wāpuro	word processor

### FLUENCY PRACTICE 5

Translate the following sentences into English:

- 1 Kore wa wāpuro desu ka.
- 2 Kare wa bijinesuman desu ka.
- 3 Kanojo wa Nihon-jin de wa arimasen ka.
- 4 Soko wa otearai desu ka.
- 5 Kare-ra wa kōmu-in de wa arimasen ka.

Translate the following sentences into Japanese:

- 6 Is that the report?
- 7 Is he an accountant?
- 8 Isn't she Miss Tanaka?
- 9 Aren't they German?
- 10 Isn't that the company?

### Structure 6: nan, dare, doko ('what?', 'who?', 'where?')

O-namae wa nan desu ka. Andō desu.

What is your name? It is Andoh.

O-shigoto wa nan desu ka. Enjinia desu.

What is your occupation? I am an engineer.

Kore wa nan desu ka. Sore wa bentō desu.

What is this? That is a packed lunch.

Kanojo wa dare desu ka. Kudō-san desu.

Who is she? She is Miss Kudoh.

Ano kata wa donata desu ka. Satō-shachō desu.

Who is he? It's Mr Satoh, the company president.

Ima doko desu ka. Shinjuku eki desu.

Where are you now? I'm at Shinjuku station.

### CHECKNOTES 6

- a) **O-** is a prefix indicating respect. It is only used with certain nouns. For example, **namae** ('[my] name'), but **o-namae** ('[your, his, etc.] name') and **shigoto** ('[my] job'), but **o-shigoto** ('[your, his, etc.] job'). Words always used with 'o' are written without the hyphen in this book, for example: **otearai** ('toilet'; from **te**, 'hand', and **arau**, 'wash').
- b) You may see Japanese **ō** spelled as 'oh' (as in 'Andoh'), 'o', 'oo', or even 'ou'.
- c) Notice that job titles, such as **sensei** ('teacher') and **shachō** ('company president'), replace **-san** when talking about someone.
- d) There is no Japanese word for 'it'. Therefore, 'it' needs to be supplied in the English translation in cases like: **Andō desu** ('it is Andoh').

### Checklist 6

nan	what?
dare	who?
doko	where?
donata	who? (more polite than dare)
ano kata	he/she (more polite than kare and kanojo)

bentō packed lunch  
 chizu map  
 ima now  
 kaisha-in company employee

### FLUENCY PRACTICE 6

Translate the following sentences into English:

- 1 O-namae wa nan desu ka. Maikeru Gurīn (Michael Green) desu.
- 2 O-shigoto wa nan desu ka. Bijinesuman desu.
- 3 Sore wa nan desu ka. Chizu desu.
- 4 Kare wa dare desu ka. Eriotto-san (Mr Elliott) desu.
- 5 Koko wa doko desu ka. Eki desu.

Translate the following sentences into Japanese (square brackets indicate words you don't need to translate):

- 6 Who is she? She's Miss Murayama.
- 7 Who is he? He is John (Jon).
- 8 Who (use **donata** rather than **dare**) is the company president? [It] is Mr Okutsu.
- 9 Where are we? (literally, 'Where is this place?') [It]'s Musashino Precision Machines (Musashino Seimitsu Kiki).
- 10 Who is she? She is Ms Baker (Bēkā-san).

### Structure 7: no

Tōkyō wa Nihon no shuto desu.  
 Tokyo is the capital of Japan.  
 Watashi no konpyūtā desu.

It is my computer.

Dare no meishi desu ka.  
 Whose business card is it?

Himeji Denki no shachō desu.

He is the president of Himeji Electric.

Sore wa dare no chizu desu ka. Toyoda-san no desu.  
 Whose map is that? It's Mr/Mrs/Miss Toyoda's.

### CHECKNOTES 7

- a) No often translates as 'of' or 'from', but note the word order! No comes after the noun.
- b) In a business situation, one normally introduces oneself using this word order: ORGANIZATION no SURNAME desu ('I am SURNAME from ORGANIZATION'). For example, **Mitsubishi no Seki desu** ('I am Seki from Mitsubishi').
- c) No may sometimes be used in place of a noun. For example, **Sore wa dare no hon desu ka. Watashi no desu.** ('Whose book is that? It's mine.') This is a more natural answer than **Watashi no hon desu** ('It's my book').

### Checklist 7

Igirisu	United Kingdom (originally from 'English')
kōto	coat
Nihon	Japan
shushō	Prime Minister
shuto	capital

### FLUENCY PRACTICE 7

Translate the following sentences into English:

- 1 Watashi no kaban desu.
- 2 Kare no pasipōto desu.
- 3 Rondon ('London') wa Igirisu no shuto desu.
- 4 Kore wa Tōkyō no chizu desu ka.
- 5 Kare wa Nagoya Jidōsha ('Automobiles') no tori-shimari-yaku desu.

Translate the following sentences into Japanese:

- 6 Who is the Prime Minister of Japan?
- 7 Whose business card is that? [It]'s Mr Smith's (Sumisu-san) card.
- 8 Who does the computer belong to? That is Mr Yamaguchi's.
- 9 Is he the president of Akasaka Machinery (Kikai)?
- 10 Whose is that coat? That is Miss Kawajima's coat.

## Checklist 8

bangō	number
fakkūsu	fax; fax machine
heya	room
kagi	key
kūrejitto kādo	credit card
nan-ban	what number?

## FLUENCY PRACTICE 8

Translate the following sentences into English:

- 1 Nan-ban desu ka. 8749 (hachi nana yon kyū) desu.
- 2 Heya bangō wa nan-ban desu ka. 574 (go nana yon) desu.
- 3 Denwa bangō wa nan-ban desu ka. Tōkyō 03-3745 9487 (zero san [pause] san nana yon go [no] kyū yon hachi nana) desu.

Translate the following sentences into Japanese:

- 4 What is your credit card number? [It] is 4500 3498 3657 8942.
- 5 What is your telephone number? [It] is 0171-323 4579.
- 6 What is the number of the key? [It] is 54872.

## Structure 9: ikura ('how much?')

Sore wa ikura desu ka. ¥3,000 (sanzen'en) desu.

How much is that? It is ¥3,000.

Zeikin wa ikura desu ka. ¥8,147 (hassen-hyaku-yon-jū-nana-en) desu.

How much is the tax? It's ¥8,147.

Ikura desu ka. Zenbu de ¥4,340 (yon-sen-sanbyaku-yon-jū-en) desu.

How much are they? They are ¥4,340 in all.

Ryōkin wa ikura desu ka. ¥8,000 (hassen'en) hodo desu.

How much is the charge? It's about ¥8,000.

## Structure 8: bangō (numbers)

Denwa bangō wa nan-ban desu ka. 03-3456 7892 (zero san [pause] san yon go roku [no] nana hachi kyū ni) desu.

What is your telephone number? It's 03-3456 7892.

Heya bangō wa nan-ban desu ka. 379 (san nana kyū) desu.

What is your room number? It is 379.

Fakkūsu bangō wa nan-ban desu ka. 03-3844 7765 (zero san [pause] san hachi yon yon [no] nana nana roku go) desu.

What is your fax number? It is 03-3844 7765.

Kūrejitto kādo no bangō wa nan-ban desu ka. 4977 9830 4566

3422 (yon kyū nana nana [no] kyū hachi san zero [no] yon go

roku roku [no] san yon ni ni) desu.

What is your credit card number? It is 4977 9830 4566 3422.

## CHECKNOTES 8

- a) Numbers are rather difficult in Japanese. Different sets of numbers are used in different situations, often depending on the shape of the things being counted! The list below shows the words most often used to represent the numbers 0-10 in Japanese. From now on we will treat these as the regular forms, and only note other forms as they appear.

## Regular forms of numbers (0-10):

zero	zero	roku	six
ichi	one	nana	seven
ni	two	hachi	eight
san	three	kyū	nine
yon	four	jū	ten
go	five		

- b) Some people say rei ('zero'), and older people may say maru.
- c) The above regular forms are used for reading numbers such as telephone numbers aloud. When reading numbers with spaces, **no** is often used to indicate the space. For example, 0171-636 1234 would be zero ichi nana ichi (pause) roku san roku (no) ichi ni san yon.
- d) When counting from one to ten, the irregular forms **shi** and **shichi** are usually used instead of **yon** ('four') and **nana** ('seven').

## CHECKNOTES 9

## Regular forms of numbers (11-100,000,000):

11	jū-ichi
12	jū-ni
13	jū-san
20	ni-jū
21	ni-jū-ichi
22	ni-jū-ni
30	san-jū
100	hyaku
101	hyaku-ichi
102	hyaku-ni
111	hyaku-jū-ichi
112	hyaku-jū-ni
120	hyaku-ni-jū
200	ni-hyaku
300	sanbyaku
600	roppyaku
800	happyaku
1,000	sen
3,000	sanzen
8,000	hassen
10,000	ichi-man
11,000	ichi-man-sen
12,000	ichi-man-ni-sen
20,000	ni-man
100,000	jū-man
1,000,000	hyaku-man
10,000,000	sen-man
100,000,000	ichi-oku

- a) Eleven is literally 'ten-one' and twenty is 'two-ten', etc., using the numbers in the 'Regular forms of numbers' list in Structure 8.
- b) Note that the Japanese say **hyaku** and **sen** for 'one or a hundred' and 'one or a thousand'.

- c) Japanese has a word for ten thousand: **ichi-man**. One hundred thousand, one million and ten million are **jū-man**, **hyaku-man** and **sen-man** respectively. Again Japanese has a word for one hundred million: **ichi-oku**. The forms 'jū-sen', 'hyaku-sen' and 'sen-sen' do not exist. It takes some amount of time for the concept of **-man** and **-oku** to become natural. Until it does, be very careful with large numbers in Japanese!
- d) Note that sound changes occur when certain elements come together, for example: **roku** ('6') + **hyaku** ('100') becomes **roppyaku** ('600'). Cases where such sound changes occur have been underlined in the list opposite.
- e) To talk about numbers of **Yen**, add **-en** to the relevant number. Note the following sound change: ¥4 = **yoen** (NOT 'yon-en').
- f) **Sen'en** (¥1,000') and **ichi-man'en** (¥10,000') are pronounced **sengyeng** and **ichimangyeng**. (See 'Consonants: 2', page 10.)

## Checklist 9

<b>kono</b>	this, these (followed by a noun)
<b>sono</b>	that, those (already mentioned) (followed by a noun)
<b>ano</b>	that, those (over there) (followed by a noun)
(NB: <b>Kore</b> , <b>sore</b> and <b>are</b> are never followed by nouns.)	
<b>hodo</b>	about (follows the noun)
<b>ikura</b>	how much?
<b>zenbu de</b>	in all
<b>kagu</b>	furniture
<b>kikai</b>	machine
<b>o-kanjō</b>	bill
<b>printā</b>	printer
<b>ryōkin</b>	charge
<b>setto</b>	set
<b>shōhin</b>	goods, product
<b>tokei</b>	clock/watch
<b>zeikin</b>	tax



## CONSONANT VERBS

Plain present	Polite present
yo <u>B</u> .u →	yo <u>B</u> .i.masu ('call')
iso <u>G</u> .u →	iso <u>G</u> .i.masu ('rush')
ka <u>K</u> .u →	ka <u>K</u> .i.masu ('write')
yo <u>M</u> .u →	yo <u>M</u> .i.masu ('read')
shi <u>N</u> .u →	shi <u>N</u> .i.masu ('die')
no <u>R</u> .u →	no <u>R</u> .i.masu ('get on')
hana <u>S</u> .u →	hana <u>S</u> .i.masu* ('speak')
ma <u>T</u> .u* →	ma <u>CH</u> .i.masu* ('wait')
ka <u>(W)</u> .u** →	ka <u>i</u> .masu ('buy')

This sort of verb is called a 'Consonant verb', as the last letter of the verb stem is a consonant.

\*The syllables 'si', 'tu' and 'ti' do not exist in native Japanese words (see 'Consonants: 1', page 9), so **shi**, **tsu** and **chi** are used instead. Note that **sh**, **ts** and **ch** are treated as one consonant.

\*\*This **w** is only pronounced before **a**: for example, **kawanai** ('does not buy'), a Plain present negative (see Structure 47).

When the Plain present ends in **-eru** or **-iru**, the Polite present is formed as follows:

## VOWEL VERBS

Plain present	Polite present
tab <u>E</u> .ru →	tab <u>E</u> .masu ('eat')
mi <u>r</u> .ru →	mi <u>r</u> .masu ('see')

This sort of verb is called a 'Vowel verb', as the last letter of the verb stem is a vowel.

There is a small number of Consonant verbs ending in **-eru** and **-iru**. These will be indicated in the Checklists as they occur. They conjugate like **noR.u**.

## c) Irregular Verbs

Plain present	Polite present
da →	desu
suru →	shimasu
kuru →	kirimasu

NOTE: From now on, all verbs will be listed in the Plain present in the Checklists.

## FLUENCY PRACTICE 9

Translate the following sentences into English:

- 1 Meishi wa ikura desu ka. Go-sen-yon-hyaku-en desu.
- 2 Sono tokei wa ikura desu ka. Sanzen-sanbyaku-en desu.
- 3 Sono shōhin wa ikura desu ka. Kyū-sen-go-hyaku-en desu.
- 4 Ano purintā wa ikura desu ka. San-man-go-sen'en desu.
- 5 Kono konpyūtā wa ikura desu ka. Hachi-man'en desu.

Translate the following sentences into Japanese, writing the numbers out in full:

- 6 How much is the bill? [It] is ¥9,450 in all.
- 7 How much is the charge? [It] is ¥7,490.
- 8 How much is the set? [It] is ¥20,500.
- 9 How much is the machine? [It] is ¥1,000,000.
- 10 How much is this furniture? [It] is about ¥1,500,000 in all.

## Structure 10: Verbs

## CHECKNOTES 10

- a) Japanese verbs belong to two basic styles, which are referred to in this book as the Plain style and the Polite style. The Plain style is used in informal situations (for example, among close friends or members of a family). It is also used in certain grammatical structures (to be discussed as they appear in this book). The Plain present, the form in which verbs are listed in dictionaries, ends in **-u**. The only exception is **da** ('am', 'are', 'is', etc.).

The Plain style is inappropriate in most formal situations. Instead, the endings **-masu**, etc. (see Unit Two) are attached to verbs, to make the Polite style. Again, **da** is the only exception: its Polite present is **desu**.

- b) There are two basic ways to derive the Polite present from the Plain present, depending on the ending of the Plain present. When the Plain present ends in a consonant plus **-u**, the Polite present is formed as follows:

## CONVERSATION 1: Meishi kōkan (‘Exchanging business cards’)

*Deibiddo Sūrimisu:* Hajimemashite. Roiyaru Fānichā no Deibiddo Sūrimisu desu. Yoroshiku o-negai shimasu.  
*Suzuki:* Hajimemashite. Suzuki desu. Yoroshiku o-negai shimasu. Dōzo o-kake kudasai.

*David Smith:* How do you do? I'm David Smith from Royal Furniture. Pleased to meet you.

*Suzuki:* How do you do? I'm Suzuki. Pleased to meet you. Please sit down.

### Notes on Conversation 1

- Hajimemashite** (‘How do you do?’) is a notorious tongue-twister. It may help to think of it as **hajime + mashite**.
- Yoroshiku o-negai shimasu** in this conversation means ‘Pleased to meet you’. Literally, it means ‘I make a humble request’ (=o-negai shimasu) ‘to be treated well’ (=yoroshiku).
- Dōzo o-kake kudasai** (‘Please sit down’) consists of **Dōzo** (‘please’) + **o-kake kudasai** (‘sit down’).
- New words:

**kōkan** exchange  
**Roiyaru Fānichā** Royal Furniture

## INFORMATION: Preparing for your trip

### When to travel

The Japanese climate varies widely from season to season. Spring and autumn tend to be pleasantly warm; winter is generally crisp and bright; the summer heat, however, can be quite oppressive, due to the high degree of humidity. For this reason, business trips in July and August are best avoided if at all possible. If you do have to visit Japan during the summer months, you should bear in mind that clothes will have to be pressed frequently, since they will crumple easily in the humidity.

National holidays should be taken into account when planning a trip. Virtually all commercial activity ceases during the New Year period and the first week of May (Golden Week). There are also occasional one-day national holidays throughout the year, and it would be advisable to check the dates of these before booking your trip.

### Visas

Tourist visas (valid for 90 days) will normally be granted automatically on entry into Japan. However, if you intend to engage in any commercial activity during your trip, you will need to apply *in advance* for a business visa (valid for up to three years).

If in any doubt as to whether you need a visa, consult the Consular Section at the Japanese Embassy. Note that if you enter Japan with the wrong type of visa, you may have to leave the country in order to change it.

### Costs

Tokyo is perhaps the most expensive business capital in the world. Many an unwary traveller has been caught out by unexpectedly large bills. Particular care should be taken when entertaining out, even if this is to be charged to a company expense account!

The most convenient method of payment is by credit card. Travellers’ cheques are a mixed blessing: not every Japanese bank will handle them, and those that do can be remarkably slow. However, most major hotels will change them.