

Health insurance

When arranging travel insurance, bear in mind that Japan's medical charges are the highest in the world. A couple of fillings could set you back several hundred pounds! Westerner-friendly doctors, dentists and hospitals advertise in the *Japan Yellow Pages* and *City source* (see Publications section in Unit Eight, page 185).

Hotels

The Japan National Tourist Organization (see Useful addresses section in Unit Eight, page 183) has detailed lists of accommodation in all price ranges.

If you intend to stay in Tokyo, it may be convenient to choose a hotel which is served by an airport bus. Again, information about which hotels are served is available from the Japan National Tourist Organization.

Business cards

The exchange of business cards is an essential preliminary to doing business with the Japanese. It is important to have a card for everyone you meet, and if your trip involves many tours of companies, factories, or other organizations, this can mean exchanging several hundreds of cards.

It is customary to have Japanese on one side of the card. Attention should be paid to the precise translation of your job title, since this will affect how you are treated. Details of where to get Japanese cards are given in the Useful addresses section in Unit Eight, page 184.

UNIT TWO

Here we learn sentences with simple verbs in the present and past tenses; how to express the object of a verb and 'to'; how to say 'let's' and 'please give me ...'; and how to tell the time.

Structure 11: -masu (the Polite present)

Ikimasu ka. Hai, ikimasu.

Are you going? Yes, I'm going.

Amerika-jin desu ka. Iie, chigaimasu. Igrisu-jin desu.

Are you American? No, I'm not. I'm British.

CHECKNOTES 11

- 'Yes' is hai.
- Just as a flat 'no' in English can sound rather abrupt, so iie on its own can sound rude. Adding chigaimasu (literally, 'it differs') is generally more polite (corresponding perhaps to 'I beg to differ').
- Japanese has no future tense as such, so Polite present verbs ending in -masu may correspond to 'I (do)', 'I'm going to (do)' or 'I shall (do)' in English. The precise meaning should be clear from the context. (This is also the case with the Plain present verbs ending in -u that we met in Structure 10.)

Checklist 11

au	meet
chigau	differ; no
ganbaru	do one's best
hataraku	work
iku	go
isogu	rush; be in a hurry
kaeru*	return, go back; go home
matsu	wait
wakaru	understand

*Despite the **-eru** ending, **kaeru** is a Consonant verb. Therefore the Polite present form is **kaerimasu** (not 'kaemasu', as would be expected if it were a Vowel verb).

asatte the day after tomorrow

ashita tomorrow

kore kara after this

raishū next week

kata person (only used of other people)

yushutsu-ka export section (from **yushutsu**, 'export', and

-ka, 'section')

FLUENCY PRACTICE 11

Translate the following sentences into English:

- 1 Wakarimasu ka. Hai, wakarimasu.
- 2 Kaerimasu ka. Hai, kore kara kaerimasu.
- 3 Ganbarimasu.
- 4 Asatte hatarakimasu ka.
- 5 Yushutsu-ka no kata desu ka. Iie, chigaimasu.

Translate the following sentences into Japanese:

- 6 Will [you] wait? Yes, [I]'ll wait.
- 7 Are [you] going tomorrow?
- 8 [We] will meet next week.
- 9 Are [you] in a hurry?
- 10 Are [you] Mrs Katō? No, [I]'m not.

Structure 12: o (the object)

Gorufu o yarimasu.

I play golf.

Hon/zasshi/shinbun/shōsetsu o yomimasu.

I read a book/magazine/newspaper/novel.

Eiga/terebi o mimasu.

I watch a film/the television.

Tegami/repōto o kakimasu.

I write a letter/a report.

Denwa o kakemasu.

I make a phone call.

CHECKNOTES 12

- a) **O** indicates the object of the verb. It follows the noun.
- b) When pronouncing a sentence like **Gorufu o yarimasu**, it will sound strange if you stop after **gorufu o**, as far as pronunciation is concerned, **gorufu o** may be considered one unit. **Gorufu wa, gorufu no, gorufu desu** and so on should also be said without pausing.

Checklist 12

kakeru	hang; denwa o kakeru make a phone call
kaku	write
miru	see
suu*	suck; tabako o suu smoke (cigarettes)
toru	take
yaru	do; play
yomu	read
eiga	film
gorufu	golf
hon	book
shashin	photo
shinbun	newspaper
shōsetsu	novel
supōtsu	sport
tabako	cigarette
tegami	letter
terebi	television (originally terebijon!)
zasshi	magazine

* **Suu** is pronounced 'sū', with a long 'u'. The spelling **suu** makes it easier to make other verb forms.

FLUENCY PRACTICE 12

Translate the following sentences into English:

- 1 **Supōtsu o yarimasu.**
- 2 **Shinbun o yomimasu.**
- 3 **Konsarutanto wa repōto o kakimasu.**
- 4 **Kanojo wa denwa o kakemasu.**
- 5 **Tabako o suimasu ka.**

Translate the following sentences into Japanese:

- 6 I write a letter.
- 7 We watch television.
- 8 I'll take a photo.
- 9 Will [you] write a report?
- 10 Will [you] make a phone call?

Structure 13: ni ('to')

Nihon ni ikimasu.

I am going to Japan.

Doko ni ikimasu ka.

Where are you going to?

Raishū Nihon ni shutchō shimasu.

I'm going on a business trip to Japan next week.

Murakami-san ni fakkusu o okurimasu.

I'll send a fax to Mr Murakami.

CHECKNOTES 13

- a) **Ni** indicates destination ('to'). You will also hear people use **e** for the same purpose. **Ni** and **e** are usually interchangeable.
- b) If **ni** or **e** (destination, indirect object) and **o** (direct object) occur in the same sentence, the noun with **ni** or **e** usually precedes the noun with **o**.
- c) **Suru** ('do'/'make') is often used to turn a noun into a verb. For example, **shutchō** is 'a business trip' and **shutchō suru** is to 'go on a business trip' (literally, 'make a business trip').

Checklist 13

deru

go/come out; attend, e.g. **mītingu ni deru**
attend a meeting

kuru

(irreg.: **kimasu**) come

okuru

send

shutchō suru

(irreg.: **shutchō shimasu**) go on a business trip

densha train
hoteru hotel
jimu-sho office
kaigi conference
mītingu meeting

FLUENCY PRACTICE 13

Translate the following sentences into English:

- 1 **Ashita** Igrisu ni kaerimasu.
- 2 Tanaka-san no jimu-sho ni ikimasu.
- 3 Kono densha wa Ōtemachi ni ikimasu ka.
- 4 Nagoya ni shutchō shimasu.
- 5 Suzuki-san wa koko ni kimasu.

Translate the following sentences into Japanese:

- 6 Does this train go to Shibuya?
- 7 Are [you] going back to the hotel?
- 8 Will [you] telephone (to) me?
- 9 Mr Mochizuki will come after this.
- 10 Will [you] be attending the conference?

Structure 14: -mashita (the Polite past)

Denwa o kakemashita.

I made a telephone call.

Mītingu ni demashita ka.

Did you attend the meeting?

CHECKNOTES 14

- a) The Polite past of verbs is made by changing the **-masu** ending to **-mashita**.
- b) **Desu** becomes **deshita** ('was', 'were').

Checklist 14

atsumeru	collect, gather (something)
setsumei suru	explain
taberu	eat
tsukau	use
dētabēsu	database
katarogu	catalogue
ohiru	lunch
shiryō	materials, information (c.f. jōhō, 'intelligence', 'information')

FLUENCY PRACTICE 14

Translate the following sentences into English:

- 1 Kaikai-shi wa mondai o setsumei shimashita.
- 2 Shiryo o atsumemashita ka.
- 3 Ohiru o tabemashita ka.
- 4 Tanaka-san wa katarogu o mimashita ka.
- 5 Konsarutanto no repōto o yomimashita ka.

Translate the following sentences into Japanese:

- 6 The consultant wrote the report.
- 7 Did [you] buy a newspaper?
- 8 Have [you] sent the fax to Mr Mutō?
- 9 Did [you] use the database?
- 10 Did [my] secretary telephone?

Structure 15: -masen (the Polite present negative)

Ocha o nomimasen.
I don't drink Japanese tea.

Ocha o nomimasen ka.
Would you like some Japanese tea?

Issho ni ikimasen ka.
Would you like to come along too?

Katō-san, ippai nomimasen ka.
Would you like a drink, Mr Katō?

CHECKNOTES 15

- a) The Polite present negative of verbs is formed by changing **-masu** to **-masen**.
- b) Using a sentence ending in **-masen ka** (literally, 'don't/won't you?') is often a good way to persuade somebody to do something.

Checklist 15

bīru	beer
ippai	one glass; ippai nomu have a drink
issho ni	together
ocha	Japanese tea
o-konomi-yaki	traditional Japanese dish, slightly resembling pizza
o-sake	rice wine; alcohol
o-sushi	sushi

FLUENCY PRACTICE 15

Translate the following sentences into English:

- 1 Wakarimasen.
- 2 Eiga o mimasen ka.
- 3 O-konomi-yaki o tabemasen ka.
- 4 O-sake o nomimasen ka.
- 5 Asatte Kōbe ni kaerimasen ka.

Translate the following sentences into Japanese:

- 6 Won't [you] wait?
- 7 Won't [you] eat [it]?
- 8 Would [you] like to play golf?
- 9 Would [you] like to have (use **nomu**) a beer?
- 10 Would [you] like to have (use **taberu**) sushi?

Structure 16: -masen deshita (the Polite past negative)

Ikimashita ka. Iie, ikimassen deshita.

Did you go? No, I didn't.

Nyūsu o kikimassen deshita.

I didn't listen to the news.

CHECKNOTES 16

- a) The Polite past negative of verbs is formed by changing **-masu** to **-masen deshita**.
- b) With **au** ('meet'), one uses **ni** (not **o** as one might expect) to indicate the person one meets: **Tomodachi ni aimasen deshita** ('I didn't meet my friend').

Checklist 16

kiku	hear, listen to
sansei suru	agree
buchō	department head
nyūsu	news
okūsan	(your, etc.) wife
supitchi	speech; supitchi o suru make a speech
tomodachi	friend

FLUENCY PRACTICE 16

Translate the following sentences into English:

- 1 Gorofu o yarimashita ka. Iie, yarimassen deshita.
- 2 Okazaki-san wa sansei shimassen deshita.
- 3 Ōta-san no supitchi o kikimassen deshita.
- 4 Watashi-tachi wa buchō ni aimasen deshita.
- 5 Kurāku-san (Mr Clarke) ni fakkusu o okurimassen deshita ka.

Translate the following sentences into Japanese:

- 6 He didn't use the database.
- 7 The consultant didn't read the report.
- 8 Didn't [your] wife see the film?
- 9 Didn't the lawyer explain the problem to Mr Smith?
- 10 The accountants didn't attend the conference.

Structure 17: -mashō ('let's'), -mashō ka ('shall we')

Ikimashō.

Let's go.

Sō shimashō.

Let's do that.

Sore de wa, kaerimashō ka.

In that case, shall we go home?

CHECKNOTES 17

- a) 'Let's' and 'shall we' are expressed by replacing **-masu** by **-mashō** and **-mashō ka** respectively.

Checklist 17

hajimeru	begin, start (something)
yameru	stop (something)
yasumu	rest
ginkō	bank
raigetsu	next month
sō	so, in that way; sō suru do that
sore de wa	in that case

FLUENCY PRACTICE 17

Translate the following sentences into English:

- 1 Hajimemashō.
- 2 O-sake o nomimashō ka.
- 3 Ganbarimashō!
- 4 Ginkō ni ikimashō ka.
- 5 Sore de wa, raigetsu aimashō.

FLUENCY PRACTICE 19

Translate the following sentences into English:

- 1 Mītingu wa san-ji-han made des ψ .
- 2 Kaigi wa ashita kara hajimarimas ψ .
- 3 Densha wa Shinjuku eki kara demas ψ .
- 4 Tōkyō kara Ōsaka made ikimas ψ .
- 5 Kuji kara go-ji made des ψ .

Translate the following sentences into Japanese:

- 6 He will work until tomorrow.
- 7 I will go as far as Akasaka.
- 8 The lecture is until eight o'clock.
- 9 I'll go from Narita Airport to the hotel.
- 10 The conference is from 2.00 until 5.00.

Structure 20: kudasai ('please give me')

Sore o kudasai.

Please give me that.

Asahi Shinbun o kudasai.

Please give me an Asahi Shinbun (newspaper).

Sono zasshi o o-negai shimas ψ .

Please give me that magazine.

CHECKNOTES 20

- a) ... **kudasai** is the basic way of saying 'please give me ...'.
... **o-negai shimas ψ** (literally, 'I make a humble request') is a more polite alternative.
- b) The **o**, which comes after the noun in both these expressions, is the object **o** we met in Structure 12. It is often omitted with **o-negai shimas ψ** because of the following **o**.

Checklist 20

hyaku-en-dama	a hundred Yen piece
kāki	cake
kōhī	coffee
orenji jūsu	orange juice
panturetto	pamphlet

FLUENCY PRACTICE 20

Translate the following sentences into English:

- 1 Kōhī o kudasai.
- 2 Sono pen o kudasai.
- 3 Orenji jūsu o-negai shimas ψ .
- 4 Hyaku-en-dama o kudasai.
- 5 Sono kāki o kudasai.

Translate the following sentences into Japanese:

- 6 Please give me [some] beer.
- 7 Please give me that book.
- 8 Please give me the keys.
- 9 Please give me the tickets.
- 10 Please give me the pamphlet.

CONVERSATION 2: Narita Kūkō nite: kippu o kau (‘At Narita Airport: buying a ticket’)

Deibiddo Sijimisu: Shinjuku made ichi-mai o-negai shimasu.

Mado-guchi no hito: Hai.

Deibiddo Sijimisu: Ikura desu ka.

Mado-guchi no hito: ¥2,700 (Ni-sen-nana-hyaku-en) desu.

Deibiddo Sijimisu: Dōmo.

David Smith: One ticket to Shinjuku please.

Person in booth: Yes.

David Smith: How much is it?

Person in booth: It's ¥2,700.

David Smith: Thank you.

Notes on Conversation 2

a) **Nite** (‘at’) follows the noun. This word is only used in titles and at the top of letters. In other cases, use **de** for ‘at’.

b) **ichi-mai** is from **ichi** (‘one’) + **mai** (‘counter of flat things such as sheets of paper and tickets’) and here means ‘one ticket’. Note that object **o** is not normally used after a counter.

c) **Dōmo** (‘thank you’) is not very polite. It is the form often used by customers to people working in the service industries.

d) New words:

hito person (less polite than **kata**)

mado-guchi window (where one buys tickets, etc.)

CONVERSATION 3: Hoteru no resepsushon nite: gaishutsu kara hoteru ni modoru (‘At the hotel reception: returning to the hotel after going out’)

Uketsuke no hito: O-kaeri nasaimase.

Deibiddo Sijimisu: 1012 (Ichi zero ichi ni)-gōshitsu no Deibiddo

Sijimisu desu. Rūmu kī o o-negai shimasu.

Uketsuke no hito: Hai, kochira de gozaimasu.

Deibiddo Sijimisu: Arigatō.

Receptionist: Hello.

David Smith: I'm David Smith from room 1012. Please give me my room key.

Receptionist: Yes, here it is.

David Smith: Thank you.

Notes on Conversation 3

a) Japanese has four **aisatsu** (salutations) used when somebody from the group leaves to go on an errand:

itte kimasu I'm off! (literally, ‘I'm going and coming’)

itte irasshai See you! (literally, ‘Go and come’)

Tadaima I'm back! (as you return) (literally, ‘just now’)

O-kaeri nasai Welcome home/back!

O-kaeri nasaimase is more polite than **o-kaeri nasai**.

b) **De gozaimasu** is the Humble form for **desu**. See Structure 30.

c) New words:

gaishutsu going out

-gōshitsu counter for room numbers

kochira Polite form for **kore** (‘this [one]’)

modoru return

resepsushon = uketsuke reception

rūmu kī (room) key

CONVERSATION 4: Resutoran nite: Kōhī wa ikaga desu ka. (‘In a restaurant: Would you like a coffee?’)

Wātoressu: Kōhī wa ikaga desu ka.

Deibiddo Sijimisu: O-negai shimasu./Ie, kekkō desu.

Waitress: Would you like a coffee?

David Smith: Yes, please./No, thank you.

Notes on Conversation 4

- a) **Kōhī wa ikaga desu ka** literally means 'How is a coffee?', but ... **wa ikaga desu ka** is often used when offering things.
- b) **Ie, kekkō desu** literally means 'No. It's all right.'

c) New words:	no
ie	how?
ikaga	restaurant
resutoran	waitress
wētoresu	

CONVERSATION 5: Kissaten nite: ranchi

('At the café: lunch')

- Wētoresu:** Irasshaimase. Go-chūmon wa nan ni nasaimasu ka.
- Suzuki:** Kyō no higawari teishoku wa nan desu ka.
- Wētoresu:** A (e) teishoku wa saba no shio-yaki de, B (b) teishoku wa yaki-niku desu.
- Suzuki:** Jā, watashi wa B teishoku o o-negai shimasu.
- Wētoresu:** O-nomi-mono wa?
- Suzuki:** Bīru o kudasai.
- Deibiddo Sūmīsu:** Watashi mo onaji mono o o-negai shimasu.
- Wētoresu:** Hai, wakarimashita.
- Waitress:** Hello. What would you like?
- Suzuki:** What is today's set lunch?
- Waitress:** Set A is mackerel grilled in salt and Set B is grilled beef.
- Suzuki:** In that case, I'd like Set B, please.
- Waitress:** What would you like to drink?
- Suzuki:** Beer, please.
- David Smith:** The same for me, please.
- Waitress:** Thank you.

Notes on Conversation 5

- a) **Go-chūmon wa nan ni nasaimasu ka** means 'What would you like?' (literally, 'What will you make your order?'). **Nasaimasu** is an example of an Honorific verb (see Structure 29).
- b) **Saba no shio-yaki** is made up, from **saba** ('mackerel') + **no** + **shio-yaki** ('fish grilled in salt'). **No** indicates the sort of **shio-yaki**, i.e. **saba** ('mackerel').
- c) **Wakarimashita** ('thank you') means literally 'I understood (your order)'. **Hai, wakarimashita** is used because **hai** would feel too short.

d) New words:

... **de**
go-chūmon
higawari teishoku

is ... and (see Structure 31)
 Polite word for **chūmon** order
 daily menu (from **higawari**, 'daily', and **teishoku**, 'set meal'). This is usually cheaper than ordering à la carte.

irasshaimase

jā = sore de wa kyō

greeting used by shop staff et al. in that case today. Note that **no** corresponds to the English 'apostrophe s' here; **kyō no higawari teishoku** today's set meal

mono

O-nomi-mono wa?

thing (physical, concrete)
 What would you like to drink? (literally, '[What about] drinks?')
 the same

onaji

ranchi = ohiru

yaki-niku

lunch
 grilled beef (from **yaku**, 'grill', and **niku**, 'meat')

One small point of etiquette: do not open presents in the presence of the donor. Simply look suitably overwhelmed and grateful!

No tip

Although service charges are often added to bills, as in other countries, tipping is not customary in Japan. The Japanese take great pride in providing the service at the quoted rate and may even take offence if offered a tip!

Strategies for saving money

Restaurant bills will burn a hole in your pocket alarmingly quickly. One simple way to economize is to avoid eating out in the evening. It is possible to find filling and inexpensive set breakfasts (*mōningu sābisu*: literally, 'morning service') and set lunches (*teishoku*) in small cafés. Cheap options for the evening meal include sandwiches, or the ubiquitous MacDonald's and Kentucky Fried Chicken.

Useful books

A short list of books which are useful sources of information in more specialist areas is to be found in the Publications section in Unit Eight, page 185.

INFORMATION: Before you go

Know the organizations you will be visiting

The Japanese people you visit will expect you to be reasonably well-informed about their organizations, but will be impressed if you have obtained information which is topical.

- Companies listed on the Japanese Stock Exchanges: Information is obtainable from the quarterly *Japan Company Handbook*.
- Other companies: If the annual report is unavailable, it is possible to obtain information online from Nikkei Telecom. (Details of publications and databases are given in the Publications section in Unit Eight, page 185).

Japan Rail Pass

The Japan Rail Pass permits you to use the entire JR network at minimal cost. Buying one is a useful investment if you intend to travel widely in Japan. The pass cannot be purchased in Japan. You should obtain an exchange order, available from the Japan Centre (see the Useful addresses section in Unit Eight, page 184), which can then be converted into a pass at JR Travel Service Centres at Narita, Tokyo, Ueno, Shinjuku, Ikebukuro, Shibuya and Yokohama stations.

Japan National Tourist Organization (JNTO)

JNTO is an invaluable source of information for the traveller to Japan. It can provide free maps and information on accommodation and transport. JNTO's address is given in the Useful addresses section in Unit Eight, page 183.

Presents

When visiting organizations, it is customary to take small presents for the people who will show you round. Regional specialities or unusual items often make the best presents. British blends of tea (Earl Grey, Darjeeling, etc.), biscuits in attractive tins, or whisky, for example, are always much appreciated. And remember, you will receive numerous presents. Bear this in mind when packing before you go, in order to avoid excess luggage charges on your return!