

Structure 66: (verb/adjective)-nakereba ('if not'); (verb)-nakereba naranai ('have to')

Ima sugu ikanakereba, maniwawanai deshō.

If we, etc. don't go now, we won't make it/be in time.

Sono shōhin ga takaku nakereba, kaimashō.

If that product isn't expensive, let's buy it.

Ima sugu hitsuyō de nakereba, ashita ni shimashō.

If it isn't necessary/you don't need it immediately, let's make it tomorrow.

Kanji o shikkari to benkyō shinakereba narimasen.

One, etc. must study one's kanji properly.

CHECKNOTES 66

- The negative of the **-ba** form is made by replacing the **-nai** of the Plain negative form of verbs and adjectives with **-nakereba**. For example: **iK.a.nai** → **iK.a.nakereba** ('if I, etc. don't go'); **shirO.ku nai** → **shirO.ku nakereba** ('if it, etc. isn't white'). The negative **-ba** form of **da** ('be', etc.) is **de nakereba** ('if it isn't', etc.). Negative **-ba** forms of adjectives are not used often.
- 'Have to' and 'must' are expressed by using phrases with **-nakereba naranai**. This literally means 'if I, etc. don't do it, it won't do', but it is best to think of it as one structure meaning 'have to'.
This structure tends to produce very long forms which are often tongue-twisters. For example, **hatarakanakereba narimasen deshita** ('I had to work'). It is a useful structure, so it is important to get to the stage where you can pronounce the forms without stumbling!
- nakereba ikenai** has much the same meaning as **-nakereba naranai**, but the degree of obligation feels slightly greater.
- Remember that the Plain present negative of the verb **aru** ('be', etc.) is the adjective **nai**. As one would expect, the **-ba** form of **nai** is **nakereba** ('if there isn't', 'if you haven't', etc.)
For example: **Jikan ga nakereba, asoko de kantan ni tabemashō** ('if there isn't time, let's have a simple meal [literally, 'eat simply'] over there').

Checklist 66

doryoku suru	make an effort
maniau	be in time ('for' is ni)
made ni	by (of a deadline; roku-ji-han made ni by half past six)
shikkari to	properly
tomo:	futari-tomo both of us/you, etc.; san-nin-tomo all three of us/you, etc.
zannen da	it's a pity

FLUENCY PRACTICE 66

Translate the following sentences into English:

- Ganbaranakereba narimasen.
- Futari-tomo doryoku shinakereba narimasen.
- Zannen desu ga, yamenakereba naranai to omoimasu.
- Isoganakereba, densha ni maniwawanai deshō.
- Mō sukoshi (a little longer, literally, 'a little more') matanakereba naranai ka mo shiremasen.

Translate the following sentences into Japanese:

- We have to go now.
- [You] will have to speak in Japanese.
- If the price isn't expensive, I'll buy [them].
- I have to write the report by Friday.
- I may have to work tomorrow.

Structure 67: (verb/adjective)-tara ('after', 'if'); (verb)-tara ii ('should')

Sono gamen ga detara, jikkō o oshite kudasai.

After that screen has appeared, please press 'Execute'.

Sono resutoran ga oishikattara, mō ichi-do ikimashō.

If that restaurant is good (literally, 'delicious'), let's go again.

Soko ga kirei dattara, shashin o ichi-mai torimashō.

If it's beautiful there (literally, 'if there is beautiful'), let's take a (literally, 'one [sheet]') photo.

De wa, sono hon o tsukattara ii deshō ka.

In that case, should I, etc. use that book?

Yokattara, kore o dōzo.

Please have this, if that's all right.

Ja, denwa shitara ...

Well, why don't you phone? (informal)

Dō shitara ii desu ka.

What should I do?

CHECKNOTES 67

- a) **-tara** at the end of the first clause of a sentence indicates that the first clause occurs before the second. With verbs, this usually corresponds to 'after' or 'if' in English. With adjectives, **-tara** usually corresponds to 'if', sometimes with an idea of asking permission.
- b) Note that the **-ba** form corresponds to 'if' when the idea of the first clause being a condition is stressed, whereas the **-tara** form only corresponds to 'if' when the second clause occurs after the first.
- c) The **-tara** form is made simply by attaching **-ra** to the Plain past forms of verbs (see Structures 39 and 47) and adjectives (see Structures 43, 45, 50 and 52). For example:
 hanaSH.i.ta → hanaSH.i.tara
 hanaS.a.nakatta → hanaS.a.nakattara
 omoshiro.katta → omoshiro.kattara
 (omoshiro.ku nakatta → omoshiro.ku nakattara) (rare)
 kirei datta → kirei dattara
 (kirei de wa nakatta → kirei de nakattara) (rare)
- d) **-tara ii** is a structure meaning 'should' (literally, 'if I do it, it will be all right').
- e) Note that **dō** (literally, 'how') is used with **suru** ('do'), to mean 'what', unless some specific action is being considered, in which case **nani o** (literally, 'what', object) is used.

Checklist 67

- renraku suru** contact (object indicated by **ni**)
shiraseru let (somebody indicated by **ni**) know (something indicated by **o**)
shusseki suru attend (object indicated by **ni**)
tsujiru get through (on the phone, etc.)

- jikkō** 'execute' (a key on a Japanese computer) preparations; **junbi ga dekiru** be ready instead of you, etc.; e.g. **shachō no kawari ni shusseki suru** ('attend instead of the company president')

FLUENCY PRACTICE 67

Translate the following sentences into English:

- Igrisu ni kaettara, Kirāku-san (Mr Clarke) ni renraku shimasu.
- Yatte mitara, omotta hodo muzukashiku arimasen deshita.
- Yokattara, watashi ga kawari ni yarimasu.
- Junbi ga dekitora, Tamura-san ni shirasete kudasaimasen ka.
- Tsūjinakattara, ato de mō ichi-do kakemasu.

Translate the following sentences into Japanese:

- Please phone [me] as soon as you've arrived in Japan.
- When the work is finished, won't [you] have a drink?
- I will enter Kanazawa Trading (=Shōji) after graduating.
- If you meet Mrs Yamada, please give her [my] card. (For 'give', use **watasu**, 'hand').
- If [we]re in time, let's get (**ni noru**) the 7.17 train.

Structure 68: (Plain verb/adjective) + to ('when')

Dētābēsu o tsukau to, Nihon no koto ga kuwashiku wakarimasu.

When/if one uses databases, one understands Japanese things in detail.

Migi e magaru to, tsukiatari ni kōban ga miemasu.

When one turns right, one can see a police post at the end.

Akai ranpu ga tsuku to, kikai ga ugoki-hajimemasu.

When the red light comes on, the machine starts to work.

CHECKNOTES 68

- a) The Plain present plus **to** corresponds to 'when' or 'if' in English. **To** implies that the first clause triggers the second clause. It is also used when the situation described is going on in front of one's eyes, for example, when giving directions.

- b) In spoken Japanese, **to** cannot be used if the verb in the second clause is in the past tense.

Checklist 68

magaru	(something) turns
mieru	is visible; can see (takes ni , not de , to indicate place)
okureru	be late; jikan ni okureru be late (literally, 'for a time')
ugoki-hajimeru	start to work (from ugoku , 'move', 'work', and hajimeru , 'start')
wataru	cross
byōin	hospital
de-guchi	exit (from deru , 'go out', and kuchi , 'mouth')
hayame ni	on the early side, early
hidari	left; hidari-gawa left-hand side
kaisū-ken	booklets of tickets (for commuting, etc.)
kōban	police post
kōshū denwa	public telephone
kyoka	permission
migi	right; migi-gawa right-hand side
-pēji	counter for pages. Note: 1 ippēji , 10 juppēji (jippēji)
ranpu	lamp, light
shingō	traffic lights
tsukiatari	end (of a street, etc.)

FLUENCY PRACTICE 68

Translate the following sentences into English:

- 1 **Migi e magaru to, shingō ga miemasu.**
- 2 **Kyōka ga nai to, dekinai to omoimasu.**
- 3 **Nihon ni iku to, Nihon-go ga jōzu ni naru to omoimasu.**
- 4 **Kono repōto o yomu to, sono jiko no gen'in ga wakarimasu.**
- 5 **Hayame ni junbi o shite okanai to, jikan ni okuremasu.**

Translate the following sentences into Japanese:

- 6 When [you]ve crossed the road, [you]ll see the hospital (the hospital will be visible).
- 7 [It]s cheaper and more convenient if [you] buy booklets of tickets.
- 8 When [you]ve arrived at the station's exit, there's a public telephone on the left(-hand side).
- 9 [You]ll understand when [you]ve read page 30 in the manual.
- 10 I think it takes about 12 hours, when [you] go by plane.

Structure 69: Potential verbs

Kono zasshi o itadakemasu ka.

May I have (literally, 'receive', Hum.) this magazine?

Kono kamera no shūri ga dekimasu ka.

Can you fix this camera?

CHECKNOTES 69

- a) Potential verbs are a less formal way of expressing 'can' and 'be able' than by using **-u koto ga dekiru** (Structure 38).

Potential verbs are formed as follows:

Consonant verbs change **-u** to **-eru**. For example:

hanaS.u → **hanaS.eru**.

Note: **matsu** → **maferu**.

Vowel verbs change **-ru** to **-rareru**. For example:

tabE.ru → **tabE.rareru**.

In informal speech, many young people form the Potential by adding **-reru** (instead of **-rareru**) to Vowel verbs. This is considered substandard.

- b) With Potential verbs, the object was traditionally indicated with **ga**. Nowadays both **o** and **ga** are used.
- c) Verbs ending in **suru** change **suru** to **dekiru**. Their objects may be indicated with **o**, for example: **Kono kamera o shūri dekimasu ka**, but more commonly **no** and **ga** are used: **Kono kamera no shūri ga dekimasu ka** (literally, 'Are you able to do a fixing of this camera?').

Checklist 69

shūri suru fix

FLUENCY PRACTICE 69

Translate the following sentences into English:

- 1 O-sake wa nomemasu ka.
- 2 O-hashi o tsukaemasu ka.
- 3 Nihon-go de denwa ga kakeraremasu ka.
- 4 Kūreijito kādo de haraemasu ka.
- 5 Hiragana to katakana wa* kakemasu ga, kanji wa* kakemasen.

* Here, wa marks the object in both clauses. This is known as 'contrasting wa'.

Translate the following sentences into Japanese:

- 6 Can [you] swim?
- 7 Can [you] read Japanese?
- 8 Can [you] eat sushi?
- 9 Can [you] go to tomorrow's party?
- 10 Can [you] drive a car in Japan?

Structure 70: (verb)-nagara ('while')

Kare wa sono dētābēsu o kensaku shinagara, shiryō o atsumete imasu.

He is collecting materials/information, while he searches that database.

CHECKNOTES 70

- a) (Verb 1)-nagara, (verb 2) indicates two actions occurring simultaneously. It usually translates as 'I, etc. (verb 2), while (or as) I, etc. (verb 1)' or 'I, etc. (verb 2), (verb 1)-ing'. In Japanese, the main action is always expressed by the second verb.
- b) In this structure, -nagara is attached to the masu stem (the stem left when -masu is removed). Note that da has the irregular form, de arinagara.

- c) (Verb)-te shimau emphasizes the preceding verb, usually with a sense of regret. In colloquial speech it contracts to (verb)-chau, or (verb)-jau if the -te form of the verb ends in -de. For example:

Kanojo wa mō kaetchatta. ('She's already gone home.')
 Boku wa kinō no ban tomodachi to wisukī o zenbu nonjatta yo. ('I [man speaking] drank all the whisky with a friend yesterday evening.')'

Checklist 70

hiku	pull; use (of dictionary, etc.)
kangaeru	think, consider
kensaku suru	search (a database, etc.)
shokuji o suru	have a meal
sōsa suru	operate (machine)
chōsa	survey
kasa	umbrella
memo	notes, memo
ongaku	music
tokkyo	patent

FLUENCY PRACTICE 70

Translate the following sentences into English:

- 1 Ongaku o kikinagara, terebi o mite imashita.
- 2 Kanojo wa densha ni norinagara, kanji o benkyō shimashita.
- 3 Denwa de hanashinagara, konpyūtā o sōsa shite imashita.
- 4 Eigo de kangaenagara, Nihon-go o hanashite imashita kara, baka na koto o itte shimaimashita.
- 5 Jisho o hikinagara, Nihon-go no tokkyo o yonde imashita.

Translate the following sentences into Japanese:

- 6 I write letters while [I] watch television.
- 7 I was speaking with the department head as [I] drank the whisky.
- 8 The consultant was writing his report as [he] was doing a survey.
- 9 Won't [you] speak [to me] over a meal (while we have a meal)?
- 10 We went [there] looking at a map, so it took a long (use zaibun, 'extremely') time [to get there].

Structure 71: to yuu ('be called')

Watashi wa Tōmasu Mirā to iimasu.

I am called Thomas Miller.

Watakushi wa Erizabesu Burakku to mōshimasu.

I (Hum.) am called (Hum.) Elizabeth Black.

'Hirabari' to yuu machi e ikimashita.

I, etc. went to a place called 'Hirabari'.

CHECKNOTES 71

- a) Apart from meaning 'say that ...' (Structure 68), to yuu may also correspond to 'be called ...', or just to inverted commas in English.
- b) The Humble of yuu is mōsu; the Honorific is ossharu (irregular Polite forms: osshaimasu, osshaimashita, etc.).

Checklist 71

bin bottle
kankyō environment

FLUENCY PRACTICE 71

Translate the following sentences into English:

- 1 Watakushi wa 'Erikku Jōnzu' to mōshimasu.
- 2 'Murakami-san' to yuu kata ga imasu.
- 3 'Kankyō Mondai' to yuu repōto o kakimashita.
- 4 'Bin' wa dō yuu imi desu ka. 'Bottle' to yuu imi desu.
- 5 'Kekkyoku' wa Eigo de nan to iimasu ka. 'Eventually' desu.

Translate the following sentences into Japanese:

- 6 I'm called Sarah White (Sērā Howaito).
- 7 What does this kanji mean?
- 8 I met a politician called 'Tanaka'.
- 9 What does the 'ka' in (no) 'kabin' mean? It means 'flower'.
- 10 How do [you] say 'environmental problem' in Japanese?
[You] say 'kankyō mondai'.

Structure 72: (Plain style) + sō desu ('hear that ...')

Rainen no san-gatsu ni sono hon no atarashii han ga deru sō desu.

I hear that the new edition of that book will come out in March next year.

CHECKNOTES 72

- a) The Plain style plus sō desu at the end of a clause indicates the idea 'I hear that ...' or 'It is rumoured ...'.

Checklist 72

kenka suru quarrel
-gatsu suffix indicating the month of the year.

January is ichi-gatsu ('first month'), etc.

Note: shigatsu April, shichigatsu July; and

kugatsu September.

han edition

quality of a product

get on well (of people)

the work is done/ready

unemployment

(in the) future

such (c.f. kō yuu, 'like this'; ā yuu, 'like that';

dō yuu, 'what sort of?')

sō yuu

FLUENCY PRACTICE 72

Translate the following sentences into English:

- 1 Shōrai sō yuu keikaku ga aru sō desu.
- 2 Moku-yōbi made ni shigoto ga dekiru sō desu.
- 3 Nihon no dētābēsu ni tsuite hon o kaite iru sō desu.
- 4 Yoshida-san to kenka shite iru sō desu.
- 5 Mochizuki-san to Yamamoto-san wa amari naka ga yoku nai sō desu.

FLUENCY PRACTICE 73

Translate the following sentences into English:

- 1 Kachō wa isogashii yō desu.
- 2 Kantan na yō desu ga, jitsu wa, kanari muzukashii desu.
- 3 Buchō wa kanari yopparatte iru yō desu.
- 4 Yoyaku no kakunin o shinakereba naranai yō desu.
- 5 Atarashii seihin wa yoku urete iru yō desu.

Translate the following sentences into Japanese:

- 6 It looks like rain.
- 7 It looks quiet.
- 8 That word processor seems to be broken.
- 9 They seem to be using Mr Kawaguchi's survey (use **chōsa shiryō**).
- 10 That company does not seem to be carrying out much (amari) R&D.

Translate the following sentences into Japanese:

- 6 [!] hear that exam is not very difficult.
- 7 [!] hear that the quality of the product is not very good.
- 8 Who is the consultant? [!] hear it's Mrs Baker of Baker Associates (**Bēkā Asoshiētusu**).
- 9 [!] hear he can speak English well.
- 10 [!] hear she's collecting information about British unemployment problems.

Structure 73: (Plain style) + yō desu ('it seems that ...')

Sore wa misu/machigai no yō desu.

That looks like a mistake.

Sono shiken wa muzukashii yō desu.

Apparently, that exam is difficult.

Kanojo wa genki na yō desu.

She looks well.

CHECKNOTES 73

- a) Plain style plus **sō desu** (Structure 72) is concerned with what has been heard. Plain style plus **yō desu** is used when one has evidence (usually, but not necessarily, visual) of something. It corresponds to 'it seems that ...' or 'Apparently' in English.
- b) **Da** becomes **no** before **yō desu** after nouns, and **na** after **Na** adjectives.

Checklist 73

tenkin suru	be sent to work (in another branch of a company)
ureru	sell (as in 'a product sells well')
yopparau	get drunk yopparatte iru be drunk
chōsa shiryō	survey (materials)
jitsu wa	in fact, actually
misu = machigai	mistake

CONVERSATION 27: Narita Kūkō nite: Nihon ni yō koso
(‘At Narita Airport: Welcome to Japan’)

David Smith has just walked out of customs and is looking for Mr Seki, whom he does not know.

Seki: Anō, shitsurei desu ga, Roiyaru Fānichā no Deibiddo Sūmisu-san desu ka.

Deibiddo Sūmisu: Ē, sō desu. Marubishi Depāto no Seki-san desu ne.

Seki: Hai, sō desu. Yō koso. Naga-tabī de o-tsukare deshō.

Deibiddo Sūmisu: Ē. Tabi no tsukare de sūkoshi jisa-boke no yō desu.

Seki: O-nimotsu o-mochi shimashō. Eki wa kochira no hō desu.

Seki: Excuse me, but are you David Smith from Royal Furniture?

David Smith: Yes, I am. Are you Mr Seki from Marubishi Department Store?

Seki: Yes, I am. Welcome (to Japan). You must be tired after your long journey.

David Smith: Yes, I seem to be a little jet-lagged (literally, ‘with the tiredness of the journey’).

Seki: Let me carry your luggage. The station’s over here.

Notes on Conversation 27

a) **O-**(masu stem)-**desu** is another way of forming an Honorific verb. It is used by Mr Seki in **Nagatabi de o-tsukare deshō** (‘You must be tired’).

b) In **Eki wa kochira no hō desu** (‘The station’s over here/in this direction’), the **hō** (‘side’) does not add much.

c) New words:

jisa-boke jet-lagged (from **jisa**, ‘time difference’)
naga-tabī long journey (from **nagai**, ‘long’, and **tabī**, ‘journey’)
tsukare tiredness (from **tsukareru**, ‘get tired’)
Yō koso Welcome

CONVERSATION 28: Narita Kūkō nite: Rimujin Basu no chiketto o kau
(‘At Narita Airport: buying a Limousine Bus ticket’)

Deibiddo Sūmisu: Sumimasen. Shinjuku Marubishi Hōteru e iku Rimujin Basu no nori-ba wa dochira desu ka.

Tsūkō-nin: Sono doa o dete hidari ni magatta tokoro ni, basu-tel ga arimasu. Sono 3(san)-ban ni narande kudasai.

Deibiddo Sūmisu: Chiketto wa doko de kaemasu ka.

Tsūkō-nin: Soko no kauntā de o-motome ni naremasu.

Deibiddo Sūmisu: Dōmo arigatō gozaimashita.

David Smith: Excuse me. Where is the stop for the Limousine Bus going to the Marubishi Hotel in Shinjuku?

Passer-by: You go out of that door, turn left and the bus stop is there. You need to queue at number 3.

David Smith: Where can I buy a ticket?

Passer-by: You can get one at the counter there.

David Smith: Thank you very much.

Notes on Conversation 28

a) **Hidari ni magatta tokoro ni** means literally, ‘at a place (where) you have turned left’, and so here: ‘just after you’ve turned left’.

b) **Sono 3-ban ni** means literally, ‘at that number 3’, and so here means, ‘at the third one (bus stop)’.

c) **O-motome ni nareru** (‘you can buy’) is the Potential of **o-motome ni naru** which is Hon. of **motomeru** (‘seek; ask for; buy’).

d) New words:

deru (here) go out of

narabu (somebody) lines up, queues (takes **ni**, not **de**, to indicate place)

basu-tei bus stop

nori-ba bus stop; platform

tsūkō-nin passer-by

CONVERSATION 29: Hōteru no reseppushon nite: chōshoku no jikan o tazuneru

(‘At the hotel reception: asking when breakfast is served’)

Deibiddo Shimisu: Ashita no chōshoku wa nan-ji kara desu ka.
Uketsuke no hito: 7(Shichi)-ji kara 9(ku)-ji made de gozaimasu.
O-shokuji wa 1(ik)-kai no kafe to 2(ni)-kai no washoku no mise no dochiraka o-suki na hō de, o-meshiagari itadakemasu.

David Smith: *What time does breakfast start tomorrow?*

Receptionist: *It's from seven until nine. You can have your meal in the café on the ground floor or the Japanese restaurant on the first floor, whichever you like.*

Notes on Conversation 29

- a) **Washoku no mise** (‘the Japanese restaurant’) means literally, the ‘Japanese food shop’. When a noun describes the following noun, the two are usually linked by **no** unless they are part of the same word.
- b) **Dochiraka o-suki na hō de** (‘in whichever you like’) means literally, ‘in whichever side you like (Hon.)’.
- c) **O-meshiagari itadakemasu** (‘you may eat’) means literally, ‘I may humbly receive your eating (Hon.)’.

d) New words:

chōshoku = asa-gohan breakfast

ikkai first floor (but corresponds to the ground floor in the U.K.)

kafe café

washoku Japanese food

CONVERSATION 30: Hōteru no reseppushon nite: Kankō ni deketai n desu ga.

(‘At the hotel reception: I’d like to go sight-seeing.’)

Deibiddo Shimisu: Tsugi no shūmatsu ni Nikkō e ikitai n desu ga,
hōteru ya densha nado no annai-sho wa
kochira de itadakemasu ka.

Uketsuke no hito: Hai, shōshō o-machi kudasai. Kochira ga
densha no jikoku-hyō to rosen-zu de, kochira
ga Nikkō no annai panfuretto desu.

David Smith: *I would like to go to Nikko next weekend. Can I get guides about hotels and trains, etc. here?*

Receptionist: *Yes, just a moment. This is the train timetable and route map and this is a guide pamphlet to Nikko.*

Notes on Conversation 30

- a) **Ni** indicates the specific time when something happens, for example: **tsugi no shūmatsu ni** (‘next weekend’) and **ichi-ji ni** (‘at 1 o’clock’). But it is not used after some common time words such as **kyō** (‘today’), **kinō** (‘yesterday’), **ashita** (‘tomorrow’) and **itsu** (‘when’).
- b) **Ya** (‘and’) is used to link nouns with the implication that there may be other things included as well. For example: **hōteru ya densha nado no infomēshon** (‘information about hotels and trains, etc.’). **Nado** corresponds to ‘etc.’.
- In **densha no jikokuhyō to rosen-zu** (‘train timetables and route maps’), **to** (‘and’) implies ‘and that is all’.

- c) In **hoteru ya densha nado no infomēshon**, **no** corresponds to 'on' or 'about' in English, although the latter is more usually conveyed by **ni tsuite (no)** or **ni kan suru** (more formal) in Japanese.
- d) In **Kochira ga densha no ... ga** is used rather than **wa**, because a new subject is being introduced into the conversation.
- e) New words:
- | | |
|-------------------------|----------------|
| annai panfuretto | guide pamphlet |
| infomēshon | information |
| kankō | sight-seeing |
| rosen-zu | route map |
| shūmatsu | weekend |

CONVERSATION 31: Denwa de au yakusoku o suru (‘Making an appointment on the phone’)

David has received an introduction from Mr Fuji to somebody at the Nanbu Department Store; he rings the store.

Kōkan-shu: Moshimoshi. Nanbu Depāto de gozaimasu ga ...
Deibiddo Sūmisu: Yushutsu-ka no Inoue-sama wa irasshaimasu ka.

Kōkan-shu: Yushutsu-ka no Inoue desu ne. Hai, shōshō o-machi kudasai.

Inoue: Moshimoshi. Inoue desu ga ...

Ending one:

Deibiddo Sūmisu: Roiyaru Fānichā no Sūmisu desu.
Inoue: A, Fuji-san kara o-hanashi o ukagatte imasii.

Tōsha e wa itsu o-ide ni naremasu ka.

Deibiddo Sūmisu: Dekimashitara, konshū no sui-yōbi no gogo ni o-ukagai shitai n desu ga.

Inoue: Chotto o-machi kudasai. Sui-yōbi deshitara, san-ji-han kara de yoroshii deshō ka.

Deibiddo Sūmisu: E, sore de wa sui-yōbi no san-ji-han to yuu koto de.

Ending two:

Deibiddo Sūmisu: Roiyaru Fānichā no Sūmisu desu. Chikai uchi ni o-ai dekimasu ka.

Inoue: E, mochiron desu. Itsu-goro ga go-tsugō yoroshii deshō ka.

Deibiddo Sūmisu: Sō desu ne. Inoue-san mo asatte no shōhin setsumei-kai ni shusseki saremasu ne. Sono ato o-jikan wa arimasu ka.

Inoue: E. Sore de wa sono toki ni uchi-awase shimashō.

Switchboard: Hello. Nanbu Department Store.

David Smith: Is Mr Inoue in the export section there?

Switchboard: Mr Inoue in the export section? Just a moment.

Inoue: Hello. Inoue, here.

Ending one:

David Smith: This is Smith from Royal Furniture.

Inoue: Oh, I've heard about you from Mr Fuji. When can you come to see us?

David Smith: Let me see. You're attending the product demonstration tomorrow, aren't you? Have you got any time after that?

Inoue: Yes. In that case, let's discuss it then.

Ending two:

David Smith: This is Smith from Royal Furniture. Would it be possible for me to see you in the near future?

Inoue: Yes, of course. When would be convenient for you?

David Smith: If possible, I'd like to come on Wednesday afternoon this week.

Inoue: Just a moment. Would half past three on Wednesday be all right?

David Smith: Yes. In that case, half past three on Wednesday.

Notes on Conversation 31

- a) In **Fuji-san kara o-hanashi o ukagatte imasu** ('I've been hearing about you from Mr Fuji'), **ukagau** is the Hum. equivalent of **kiku** ('hear', 'listen'). The sentence literally means, 'I'm hearing stories about (you) from Mr Fuji.'
- b) **O-ide ni naru** is an alternative Honorific equivalent of **kuru** or **iku**. The other Honorific, **irassharu**, is not used in the Potential.
- c) **Dekimashitara** (more polite than **dekitara**, from **dekiru** ['be able']) is an idiom meaning 'if it is possible.'
- d) **To yuu koto de** is best left untranslated here. It literally means 'with the arrangement (**koto** really means 'thing') being ...'
- e) **Mochiron** means 'of course'. **Desu** makes the expression more polite: **Mochiron desu**.
- f) Several Polite forms are used in **Itsu-goro ga go-tsugō yoroshii deshō ka** ('When would be convenient for you?'). **-goro** is a suffix used after time expressions, meaning 'about'. Used after **itsu** ('when?'), it makes the question word politer by making it vaguer. **Yoroshii** is the Polite equivalent of **ii** ('good').
- g) **Shusseki sareru** is the passive of **shusseki suru** ('attend'), but passives are often used as Honorific verbs, as here in **shusseki saremasu**.

h) New words:

go-tsugo	Hon. form of tsugō convenience
shōhin setsumei-kai	product demonstration (from shōhin , 'goods', setsumei , 'explanation', and kai , 'meeting')
sono ato	after that
sono toki	then (literally, 'that time')
tōsha	this/our company
uchi-awase suru	discuss

CONVERSATION 32: Michi o tazuneru ('Asking the way')

Deibido Sūmisu: Sumimasen, Tōkyo Eki ni wa dono yō ni shite ikeba ii desu ka.

Tsūkō-nin: Tsugi no shingō o hidari ni magatte, massugu ni iku to, ōki na hon'ya ga arimasu. Sono kado o migi ni magatte 500m (go-hyaku-mētoru) hodo aruku to hiroi dōro ni demasu. Sono michi o wataru to Tōkyō Eki no Minami-Guchi desu.

Deibido Sūmisu: Shinkansen nori-ba mo onaji tokoro desu ka.
Tsūkō-nin: E, Minami-Guchi ni Shinkansen-yō no kaisatsu ga atta to omoimasu yo.

Deibido Sūmisu: Dōmo arigatō gozaimashita.

David Smith: Excuse me. How do I get to Tokyo Station?
Passer-by: If you turn left at the next lights, and go straight ahead, there's a big book shop. If you turn right at that corner, and walk for about 500 metres, you come out into a wide road. Cross that road and you're at the South Exit of Tokyo Station.

David Smith: Are the Bullet Train platforms in the same place, too?

Passer-by: Yes, I think that there was a wicket for the Bullet Train at the South Exit.

David Smith: Thank you very much indeed.

Notes on Conversation 32

- a) (Verb)-ba ii, as in **Tōkyo Eki ni wa dono yō ni shite ikeba ii desu ka**, is similar to (verb)-tara ii ('should [verb]) – see Structure 67.
- b) Note that **onaji** ('same') can precede a noun without **na** or **no**. Except for this peculiarity, it behaves like a **Na** adjective.

c) New words:

deru	(here) come out on
dōro	road
kado	corner

kaisatsu ticket barrier
 massugu ni straight ahead
 Minami-Guchi South Exit (from minami, 'South', and kuchi, 'mouth')
 ōki na = ōkii big (but ōki na may only be used before a noun)
 tokoro place
 -yō no for (the use of) (follows noun)

CONVERSATION 33: Ban-gohan ('Dinner')

Seki: Anō sumimasen. O-sake 2(ni)-hon o-negai shimasu. (The sake arrives.) Kanpai!
Deibiddo Sūmisu: Kanpai!
Seki: (to the waitress) Sumimasen. Sūiki-yaki motte kite moraemasu ka.
Deibiddo Sūmisu: (The food arrives.) Oishisō desu ne.
Seki: Nihon ryōri wa o-sūiki desu ka.
Deibiddo Sūmisu: Hai, totemo sūiki desu. Toku ni sūiki-yaki ga sūiki desu ... Go-chisō-sama deshita. Totemo oishikatta desu.

Seki: Er, excuse me. Two rice wines please. ...

Cheers!

David Smith: Cheers!

Seki: Excuse me. Would you bring us some

sūki-yaki, please.

David Smith: That looks good.

Seki: Do you like Japanese food?

David Smith: Yes, I like it very much. I'm particularly fond of sūki-yaki ... Thank you for treating me. It was really delicious.

Notes on Conversation 33

a) Sūki-yaki motte kite moraemasu ka ('Would you bring us some sūki-yaki?') means literally, 'May I receive the bringing of sūki-yaki?' Note how object o is omitted here.

b) Oishisō desu ne means 'It looks tasty, doesn't it?' Removing the 'i' from an I adjective and replacing it with -sō da gives the meaning 'looks (adj.)'.
 c) Other expressions essential when eating are:
 Oishii desu ne (It's delicious, isn't it?)
 Oishikatta desu ne ('That was delicious, wasn't it?')
 Go-chisō-sama deshita (an expression used at the end of a meal, meaning literally, 'it was a (Hon.) running-about/feast' – presumably because it is necessary to run round in order to produce a feast!)

d) New words:

motte kuru bring (literally, 'having come'). Compare **motte iku** ('take [something] with one').
-hon counter for bottles, pencils, trees and other cylindrical things. Note: 1 **ippon**, 3 **sanbon**, 6 **roppon**, 8 **happon**, 10 **juppon (jippon)**; how many? = **nanbon**.

kanpai cheers (literally, 'empty glass')

o-sūiki desu Hon. form of **sūiki da** like

sūiki-yaki Japanese grilled beef dish

toku ni especially

CONVERSATION 34: Kagu tenji-kai no sūkejūru toi-awase

('Enquiring about the schedule of a furniture exhibition')

Deibiddo Sūmisu: Moshimoshi, Kagu Seizō Kyōkai desu ka.

Jimu-in: Hai.

Deibiddo Sūmisu: Chijin kara tenji-kai ga aru to kiita n desu ga, kuwashiku oshiete itadakemassen ka.

Jimu-in: Dono tenji-kai desu ka.

Deibiddo Sūmisu: 11(Jū-ichi)-gatsu 28(ni-jū-hachi)-nichi kara Makuhari to yuu tokoro de aru mono desu.

Jimu-in: Hai, wakarimashita. Sūikoshi o-machi kudasai. ... O-matase itashimashita. 11-gatsu 28-nichi kara 12(jū-ni)-gatsu 4(yok)-ka made, mainichi asa 9(ku)-ji 30(san-jūp)-pun kara yūgata 6(roku)-ji made hirakemasu. Kaijō wa Makuhari Konbeshon Sentā 1(ichi)-gōkan de, nyūjō-ryō wa hitori ¥500 (go-hyaku-en) desu.

Deibiddo Sūmisu: Panfuretto wa arimasu ka.

Jimu-in: Hai, kaijō de 1(ichi)-bu ¥200 (ni-hyaku-en) de hanbai shite orimasu.
Deibiddo S#m#misu: Arigatō gozaimashita.

David Smith: Hello, is that the Furniture Manufacturers' Association?

Employee: Yes.

David Smith: I've heard from an acquaintance that there will be an exhibition. Could you tell me more about it?

Employee: Which exhibition is that?

David Smith: It's being held from the 28th November at a place called 'Makuhari'.

Employee: Oh, yes. Please wait a moment ... Sorry for keeping you waiting. It is open every day from the 28th November until the 4th December from 9.30 a.m. till 6.00 p.m. The venue is Hall 1 at Makuhari Convention Centre and the entrance fee is ¥500 per person.

David Smith: Is there a pamphlet?

Employee: Yes, they're being sold at the venue for ¥200 each.

David Smith: Thank you very much.

Notes on Conversation 34

- a) **Kuwashiku oshiete itadakemasen ka** ('Could you tell me more about it?') means literally, 'Can I receive (Hum.) (you) telling (me) in detail?'
- b) **Makuhari to yuu tokoro de aru mono desu** ('It's the one that will be held somewhere called "Makuhari"') is literally, 'It's a thing which will exist at a place which is called "Makuhari"'. Note that in this usage, **aru** takes **de**, rather than **ni**, to indicate place.
- c) **S#koshi o-machi kudasai = Shibaraku o-machi kudasai** ('Please wait a moment').

d) **Hitori go-hyaku-en desu** means 'It's ¥500 for one person'.
ichi-bu ni-hyaku-en de means 'at ¥200 for one (pamphlet, etc.).'

e) New words:

aru	be, exist; (here) happen, be held
hanbai suru	be on sale ('sell' is usually uru)
hirakareru	be opened (of event)
shite oru	Hum. of shite iru be doing/making
-bu	counter for pamphlets, etc.
chijin	acquaintance
-gōkan	counter for buildings
jimu-in	clerk
kaijō	(exhibition) hall
konbenson	convention
kyōkai	association
nyūjo-ryō	entrance fee
seizō	manufacturing
s#kkejūru	schedule
toi-awase	enquiry

CONVERSATION 35: Kaisha naiyō setsumei ('Explaining what your company does')

Deibiddo S#m#misu: Sore de wa, tōsha no gyōmu naiyō o go-setsumei sasete itadakitai to omoimasu ga, yoroshii deshō ka.

Suzuki: Hai, o-negai shimasu.

Deibiddo S#m#misu: Gyōmu naiyō o matomemashita panfuretto ga gozaimasu node, sore ni sotte setsumei sasete itadakimasu. ... 8(Hachi)-pēji o goran kudasai. Roiyaru Fānichā wa 1850 (sen-happyaku-go-ju)-nen ni setsuritsu saremashta. Dentō no aru Igrisu kagu o, chūmon ni ōjite hando meido de seizō shite imasu. Jūgyō-in wa, genzai 55(go-ju-go)-nin desu. Honsha to shō rūmu wa Rondon ni, kōjō wa Debon ni arimasu. Sakunen no nenkan uri-age-daka wa 1,000,000 (hyaku-man)-pondo de, keijō riei wa 100,000 (jū-man)-pondo deshta. Nanika fumei na ten wa gozaimasu deshō ka.

David Smith: In that case, I'd like to explain what our company does. Is that all right?

Suzuki: Yes. Go ahead.

David Smith: There is a pamphlet with a description of what we do in it, so I'll refer to that during my explanation. ... Please turn to page 8.
 Royal Furniture was established in 1850. We manufacture traditional British furniture by hand to order. At present we have 55 employees. Our headquarters and show-room are in London and our factory is in Devon. Last year our sales were £1,000,000 and our ordinary profit was £100,000.
 Are there any points which you are not clear about?

Notes on Conversation 35

- a) (Go) ... **sasete itadaku** is a structure which makes a **suru** verb, for example **setsumei suru** ('explain'), **Humble**, as, for instance, in ... **o go-setsumei sasete itadakitai to omoimasu ga, yoroshii deshō ka** ('I would like to explain ... , but is that all right?').
- b) (Verb)-**tai to omou** literally means, 'I think that I want to (verb)'.
- c) **Gyōmu naiyō o matomemashita panfuretto** means 'a pamphlet [where they] have brought together what we do'. In normal speech the Plain past (ending in **-ta**) rather than the Polite past (ending in **-mashita**) would be used in a relative clause like this. Using the Polite forms in such situations indicates a sort of 'super-polite' speech.
- d) **Goran kudasai** is the imperative of **goran ni naru** ('see', **Hon.**).
- e) Note how years are represented, in **sen-happyaku-go-jū-nen** ('1850'). **-nen** is the counter for years. Note: 4 **yonen**.

- f) **Dentō no aru** ('traditional') means literally, 'which has tradition'. **Ga** is often replaced by **no** in relative clauses.
- g) **Chūmon ni ōjite** ('to order') means literally, 'responding to order'.
- h) **Honsha to shō rūmu wa Rondon ni ...**: Note how **atte** ('is and') is omitted after the first **ni** in this sentence.
- i) In **Nanika fumei na ten wa gozaimasū deshō ka** ('Are there any points which you are not clear about?'), **nanika** ('anything') adds the idea of 'any'. Unusually, **gozaru** (**Hum.** equivalent of **aru**) is always used in the Polite form before **deshō**.
- j) New words:
- | | |
|--------------------------|--|
| fumei da | unclear |
| genzai | (at) present |
| gyōmu naiyō | what we do (from gyōmu , 'business', and naiyo , 'contents') |
| hando meido de | hand-made (adverb) |
| honsha | main office (of company) |
| jūgyō-in | employee |
| keijō rieki | ordinary profit |
| nenkan | sales for the year |
| uri-age-daka | counter for pounds. Note: 10 juppondo |
| -pondo | (jippondo) |
| sakunen | a formal equivalent of kyonen last year |
| seizō suru | manufacture |
| setsuritsu sareru | be established; Passive of setsuritsu |
| shō rūmu | suru establish |
| sore ni sotto | show-room |
| ten | according to/following that |
| | point. Note: '3.6' would be san-ten-roku |

CONVERSATION 36: Kono shōhin wa Nihon de yoku uresō desu ka.
(‘Do you think this product will sell well in Japan?’)

Deibiddo Sūmisu: Kochira no tēburu wa, Eikoku de wa taihen ninki no takai seihin desu. Shikashi saizu wa sukoshi ōkime na n desu ga, Nihon de mo yoku ureru to o-kangae ni narimasu ka.

Ōno: Totemo utsukushii tēburu desu ne. Shikashi kono saizu wa Nihon no jūtaku ni wa shōshō ōkisugiru yō desu. Kono seihin ni kanshite wa ōki na shijō wa kitai dekimasen ne.

Deibiddo Sūmisu: Naruhodo. Shikashi tōsha wa haba-hiroku ōku no seihin o atsukatte orimasu. Būrōshā no naka de, nanika mikomi no aru seihin wa arimasu ka.

Ōno: Ē. Kono ori-tatami-shiki no tēburu nanka totemo ii desu ne. Kono yō na seihin wa Nihon de mita koto ga arimasen yo.

David Smith: This table is very popular in the U.K. However, it's a little on the large size. Do you think it would sell well in Japan too?

Ōno: It's a very beautiful table, isn't it? However, it looks a little too large for Japanese housing. We can't expect a big market for this product.

David Smith: I see. But our company is dealing in a wide range of products. Is there any product in the brochure which looks promising?

Ōno: Yes. Something like this folding table is very good, isn't it? I haven't seen anything like this product in Japan.

Notes on Conversation 36

- a) *Ōkisugiru yō desu* means 'it looks as if it is too big'. When added to the *masu* stem of a verb or an adjective stem (the part left when -i or *da* is removed), *-sugiru* means 'too'.
- b) ... *ni kanshite wa* means 'as far as ... is concerned'.
- c) *Naruhodo* ('really') is more often sarcastic than *Sō desu ka* ('Is that so?; 'I see'), so is best avoided in the early stages.

- d) *Nanka* means 'something like'. Note that *wa* is omitted.
- e) *-sō da:* This suffix is attached to the *masu* stem of a verb or an adjective stem to add the meaning 'look as if'. *Kono shōhin wa Nihon de yoku uresō desu ka* means literally, 'Does it look as if this product will sell well in Japan?'
- f) New words:
- | | |
|------------------------------|---|
| <i>atsukau</i> | deal with |
| <i>būrōshā</i> | brochure |
| <i>Eikoku</i> | formal alternative to <i>Igirisu</i> U.K. |
| <i>haba-hiroku</i> | over a wide range (from <i>haba</i> , 'width', <i>hiro</i> , 'wide', and <i>-ku</i>) |
| <i>jūtaku</i> | housing |
| <i>kitai suru</i> | expect |
| <i>kochira no</i> | Pol. form of <i>kono</i> this (followed by a noun) |
| <i>kono yō na</i> | this sort of (followed by noun) |
| <i>mikomi no aru</i> | promising (literally, 'which has promise') |
| <i>ninki no takai</i> | popular (literally, 'which has high popularity') |
| <i>o-kangae ni naru</i> | Hon. of <i>kangaeru</i> think |
| <i>ōkime da</i> | be on the big side |
| <i>ōku no =</i> | many (followed by noun) |
| <i>takusan no</i> | |
| <i>ori-tatami-shiki (no)</i> | foldable (from <i>oru</i> , 'fold', <i>tatamu</i> , 'fold up', and <i>-shiki</i> , 'style') |
| <i>saizu</i> | size |
| <i>seihin</i> | product |
| <i>shijō</i> | market |
| <i>shōshō</i> | Pol. equivalent of <i>sukoshi</i> a little |
| <i>taihen = totemo</i> | very |
| <i>tēburu</i> | table |
| <i>utsukushii</i> | beautiful (stronger than <i>kirei da</i>) |

CONVERSATION 37: Byōin no uketsuke nite
(‘At the reception in the hospital’)

- Deibiddo Sūmisu:* O-hayō gozaimasu.
- Uketsuke no hito:* O-hayō gozaimasu. Nihon-go wa hanasemasu ka.
- Deibiddo Sūmisu:* Ē, daitai nara ...
- Uketsuke no hito:* Dō nasaimashita?
- Deibiddo Sūmisu:* Zutsū ga suru n desu ga.

- Uketsuke no hito:* Sō desu ka.
Deibiddo Sūmisu: (showing her his insurance certificate)
 Watashi no hoken ni wa iryō teate ga fukumarete iru n desu ga, kochira de wa atsukatte iru deshō ka.
 1 *Uketsuke no hito:* Hai, atsukatte orimasu. Kochira ni o-namae to jūsho o kaite kudasai. De wa, shōshō o-machi kudasai.
 or 2 *Uketsuke no hito:* Sumimasen ga, kochira de wa atsukatte orimasen. Sakura Byōin nara, atsukatte iru to omoimasu ga ...

- David Smith:* Good morning.
Receptionist: Good morning. Can you speak Japanese?
David Smith: Yes, more or less ...
Receptionist: What's wrong with you? (Literally, 'What did you do?' [Hon.])
David Smith: I've got a headache.
Receptionist: I see.
David Smith: Medical treatment is included in my insurance. Do you accept this here?
 1 *Receptionist:* Yes, we do. Please write your name and address here. Please wait a moment.
 or 2 *Receptionist:* I'm sorry, but we don't accept that here. I think Sakura Hospital does accept it ...

Notes on Conversation 37

- a) *Daitai nara* ('more or less') means literally, 'if it's the outline'.
 b) *Sakura Byōin nara* ('if you try the Sakura Hospital') means literally, 'if it is the Sakura Hospital'.
 c) New words:
 atsukau (here) accept
 fukumarete be included; Passive of fukumu include
 fukutsū stomach ache
 hoken insurance
 iryō teate medical treatment
 O-hayō gozaimasu Good morning (literally, 'it's early' [Hum.])
 sakura cherry (tree) (from saku, 'bloom')

yōtsū lumbago
 zutsū headache; zutsū ga suru have a headache (more formal than atama ga itai)

CONVERSATION 38: Byōin nite ('At the hospital')

- Deibiddo Sūmisu:* O-hayō gozaimasu.
Fujii-sensei: O-hayō gozaimasu. Nihon-go de daijōbu desu ka.
Deibiddo Sūmisu: Daitai wakimasu.
Fujii-sensei: Dō satemashita?
Deibiddo Sūmisu: Nihon ni mikka-mae ni tsuita n desu ga, zutto atama ga itakute ...
Fujii-sensei: Ja, chotto mite mimashō. Dono hen ga itamimasu ka.
Deibiddo Sūmisu: Mimi no chikaku ga itai n desu ga ...
Fujii-sensei: Osoraku hikō-ki ni notta toki ni okashiku natta n deshō. Kore wa kusuri de kantan ni naorimasu kara, shinpai (wa) irimasen yo.
 Moshi ashita made itami ga tsuzuku yō deshitara, mō ichi-do shinsatsu o ukete kudasai.
Deibiddo Sūmisu: Wakarimashita. Dōmo arigatō gozaimashita.
David Smith: Good morning.
Dr Fujii: Good morning. Is it all right to speak Japanese?
David Smith: I understand more or less.
Dr Fujii: What's wrong with you?
David Smith: I arrived in Japan three days ago, and I've had a headache ever since ...
Dr Fujii: Well, let me just have a look at you. Where is the pain?
David Smith: It's sore round my ears.
Dr Fujii: It probably started playing up (literally, 'became funny') when you were in the plane. This is some medicine. It will get better easily, so you don't need to worry. If it looks as if the pain is going to keep on until tomorrow, please have another examination.
David Smith: All right. Thank you very much.

Notes on Conversation 38

- a) Remember that in **Nihon-go de daijōbu desu ka** ('Is it all right [to speak] in Japanese?') the word for 'speak' is left out.
- b) **Chotto mite mimashō** ('Let me have a look [at you]') means literally, 'Let me try looking a bit'. **Chotto** is often equivalent to 'have a ...' or adds an apologetic note.
- c) Unfinished sentences ending in **-te, ga** ('but') and **shi** ('and [as if that isn't enough]') are common. For instance, **Zutto atama ga itakute ...** ('I've had a headache ever since and ...').
- d) **Toki (ni)** ('when') follows Plain verb and adjective forms.
- e) New words:
- | | |
|------------------|---|
| chikaku | near (noun) |
| daitai | more or less |
| dono | which? (followed by noun) |
| hen | area, part |
| iru | be necessary (Consonant verb) |
| itami | pain |
| itamu | be painful |
| kusuri | medicine |
| -mae ni | ... ago |
| mimi | ear |
| moshi | if |
| naoru | heal; (here) get better |
| osoraku | perhaps, probably |
| sareru | Passive of suru ('do'), here used as Honorific |
| sensei | teacher (here, Doctor) |
| shinpai | worry |
| shinsatsu | examination (at the doctor's) |
| ukeru | receive |
| zutto | all the time; (here) ever since |
- f) Some extra words for a visit to the dentist:
- | | |
|-------------------|---|
| ha-isha | dentist (from ha , 'tooth', and isha , 'doctor') |
| kakeru | (a tooth) breaks |
| kūraun | (dental) crown |
| toreru | come off/out (c.f. toru , 'take') |
| tsume-mono | filling (from tsumeru , 'fill', and mono , 'thing') |
- Ha ga itai desu.** I have toothache.
Tsume-mono ga torete shimaimashita. I've lost a filling.
Kūraun ga torete shimaimashita. My crown has come off.
Ha ga kakete shimaimashita. I've broken a tooth.

INFORMATION: Useful addresses and publications

The following organizations are likely to be useful to you while you are planning your trip and when you are in Japan.

Information providers

Japan National Tourist Organisation

Tel: 0171-734 9638 Fax: 0171-734 4290
 20 Savile Row, London, W1X 1AE

Tourist Information Center (Japan National Tourist Organization)

Tel: (03) 3502 1461
 6-6, Yurakucho 1-chome, Chiyoda-ku, Tokyo 100

This telephone number may also be used in Tokyo for the Japan Travel Phone service, for those in need of English language assistance or travel information. Outside Tokyo, phone 0120 22800 in eastern Japan or 0120 444800 in western Japan (toll-free) for this service.

Japanese Embassy (Japan Information and Cultural Centre)

Tel: 0171-465 6500 Fax: 0171-491 9347
 101-104 Piccadilly, London W1V 9FN

British Embassy in Tokyo (Commercial Department)

Tel: (03) 3265 6340 Fax: (03) 3265 5580
 1, Ichibancho, Chiyoda-ku, Tokyo 102

Department of Trade and Industry (Exports to Japan Unit)

Tel: 0171-215 4804 Fax: 0171-222 2629
 7th Floor, Kingsgate House, 66-74 Victoria Street, London SW1E 6SW

Japan External Trade Organisation

Tel: 0171-493 7226 Fax: 0171-491 7570
 Leconfield House, Curzon Street, London W1Y 8LQ

British Chamber of Commerce in Japan

Tel: (03) 3267 1901 Fax: (03) 3267 1903
 3F Kenkyusha Eigo Centre Building, 1-2 Kagurazaka, Shinjuku-ku, Tokyo 162

British Council (Office of the Cultural Counsellor)

Tel: (03) 3235 8031

1-2 Kagurazaka, Shinjuku-ku, Tokyo 162

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Japan directory, The Japan Press Ltd*Japan company handbook*, Toyo Keizai Inc., ISSN 0288-9307**Travel guide***Japan - a travel survival kit*, Robert Strauss, Chris Taylor and

Tony Wheeler, 1994, Lonely Planet, ISBN 0-8644-2237-7

Business guides*Signposts to Japanese technology: a practical handbook for**accessing Japanese technology*, InterMatrix Group, 1993*British business in Japan*, P&B International**Accommodation***Hotels in Japan*, Japan National Tourist OrganizationAlso see *Japan - a travel survival kit*, above.**Background reading***A history of modern Japan*, Richard Storry, 1982, Penguin,

ISBN 0-14-013512-X

Understanding Japanese society, Joy Hendry, 1995, Routledge,

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KEY TO EXERCISES

UNIT ONE

FLUENCY PRACTICE 1: 1 I, etc. am John White. 2 I, etc. am American. 3 I, etc. am a designer. 4 I, etc. am Linda Taylor. 5 I, etc. am German. 6 Sensei desu. 7 Watto-san desu. 8 Kaikei-shi desu. 9 Fūransu-jin desu. 10 Kōmu-in desu.

FLUENCY PRACTICE 2: 1 This is a ticket. 2 That is a camera. 3 That (over there) is a plane. 4 I am Chinese. He is British. 5 I am Mark Howell. I am a lawyer. 6 Kare wa enjinia desu. 7 Kanojo wa jānarisuto desu. 8 Kare-ra wa seiji-ka desu. 9 Tanaka-san wa hisho desu. 10 Watashi-tachi wa Ijirisu-jin desu. Kare-ra wa Nihon-jin desu.

FLUENCY PRACTICE 3: 1 This is a pen. That is also a pen. 2 She is French. We are also French. 3 This is a pencil. That (over there) is also a pencil. 4 We are consultants. They are also consultants. 5 This is a business card. That (over there) is also a business card. 6 Kare wa ten'in desu. Kare-ra mo ten'in desu. 7 Kanojo wa Amerika-jin desu. Watashi-tachi mo Amerika-jin desu. 8 Kore wa nekutai desu. Are mo nekutai desu. 9 Watashi wa bijinesuman desu. Jōnzu-san mo bijinesuman desu. 10 Are wa shāpupen desu. Are mo shāpupen desu.

FLUENCY PRACTICE 4: 1 She is not a writer. 2 That is not a promise. 3 This (place) is not the station. 4 He is not a banker. He is a professor. 5 That (place over there) is not a flat. 6 Kare wa tori-shimari-yaku de wa arimasen. 7 Kanojo wa Kanada-jin de wa arimasen. 8 Watashi-tachi wa shinbun kisha de wa arimasen. 9 Koko wa depōto de wa arimasen. 10 Watashi wa Amerika-jin de wa arimasen. Ijirisu-jin desu.

FLUENCY PRACTICE 5: 1 Is this a word processor? 2 Is he a businessman? 3 Isn't she Japanese? 4 Is that (place) the toilet? 5 Aren't they civil servants? 6 Sore wa repōto desu ka. 7 Kare wa kaikei-shi desu ka. 8 Kanojo wa Tanaka-san de wa arimasen ka. 9 Kare-ra wa Doitsu-jin de wa arimasen ka. 10 Soko wa kaisha de wa arimasen ka.

FLUENCY PRACTICE 6: 1 What's your name? I'm Michael Green. 2 What's your job? I'm a businessman. 3 What is that? It's a map.