

4 Who is he? He's Mr Elliott. 5 Where is this? It's the station.  
6 Kanojo wa dare desu ka. Murayama-san desu. 7 Kare wa dare desu ka. Kare wa Jon-san desu. 8 Shachō wa donata desu ka. Okutsu-san desu. 9 Koko wa doko desu ka. Musashino Seimitsu Kiki desu. 10 Kanojo wa dare desu ka. Bēkā-san desu.

**FLUENCY PRACTICE 7:** 1 It's my bag. 2 It's his passport.  
3 London is the capital of the U.K. 4 Is this a map of Tokyo?  
5 He is the director of Nagoya Automobiles. 6 Nihon no shushō wa dare desu ka. 7 Sore wa dare no meishi desu ka. Shimisusan no meishi desu. 8 Dare no konpyūtā desu ka. Yamaguchisan no desu. 9 Kare wa Akasaka Kikai no shachō desu ka. 10 Dare no kōto desu ka. Kawajima-san no kōto desu.

**FLUENCY PRACTICE 8:** 1 What number is it? It's 8749.

2 What's your room number? It's 574. 3 What's your phone number? It's Tokyo 03-3745 9487. 4 Kūreijito kādo no bangō wa nan-ban desu ka. Yon-go-zero-zero san-yon-kyū-hachi san-roku-go-nana hachi-kyū-yon-ni desu. 5 Denwa bangō wa nan-ban desu ka. Zero-ichi-nana-ichi san-ni-san no yon-go-nana-kyū desu. 6 Kagi no bangō wa nan-ban desu ka. Go-yon-hachinana-ni desu.

**FLUENCY PRACTICE 9:** 1 How much are the business cards? They're ¥5,400. 2 How much is that clock/watch? It's ¥3,300.  
3 How much are those goods? They're ¥9,500. 4 How much is that printer (over there)? It's ¥35,000. 5 How much is this computer? It's ¥80,000. 6 O-kanjō wa ikura desu ka. Zenbu de kyū-sen-yon-hyaku-go-jū-en desu. 7 Ryōkin wa ikura desu ka. Nana-sen-yon-hyaku-kyū-jū-en desu. 8 Setto wa ikura desu ka. Ni-man-go-hyaku-en desu. 9 Kikai wa ikura desu ka. Hyakuman'en desu. 10 Kagu wa ikura desu ka. Zenbu de Hyaku-go-jū-man'en hodo desu.

## UNIT TWO

**FLUENCY PRACTICE 11:** 1 Do you understand? Yes, I understand. 2 Are you going home? Yes, I'm going home after this. 3 I, etc. will do my best. 4 Are you working the day after tomorrow? 5 Are you (literally 'a person') from the export section? No, I'm not. 6 Machimasu ka. Hai, machimasu. 7 Ashita ikimasu ka. 8 Raishū aimasu. 9 Isogimasu ka. 10 Katō-san desu ka. Iie, chigaimasu.

**FLUENCY PRACTICE 12:** 1 I, etc. play sport. 2 I, etc. read a newspaper. 3 The consultant writes a report. 4 She makes a phone call. 5 Do you, etc. smoke? 6 Watashi wa tegami o kakimasu. 7 Watashi-tachi wa terebi o mimasu. 8 Watashi wa shashin o torimasu. 9 Repōto o kakimasu ka. 10 Denwa o kakemasu ka.

**FLUENCY PRACTICE 13:** 1 I, etc. am going back to the U.K. tomorrow. 2 I, etc. am going to Mr Tanaka's office. 3 Does this train go to Otemachi? 4 I, etc. am going on a business trip to Nagoya. 5 Mr Suzuki is coming here. 6 Kono densha wa Shibuya ni ikimasu ka. 7 Hoteru ni kaerimasu ka. 8 Watashi ni denwa o kakemasu ka. 9 Mochizuki-san wa kore kara kimasu. 10 Kaigi ni demasu ka.

**FLUENCY PRACTICE 14:** 1 The accountant explained the problem. 2 Did you collect the information? 3 Did you have (literally 'eat') lunch? 4 Did Mr Tanaka see the catalogue? 5 Did you read the consultant's report? 6 Konsarutanto wa repōto o kakimashita. 7 Shinbun o kaimashita ka. 8 Muifō-san ni fakkuisu o okurimashita ka. 9 Dētabēsu o tsukaimashita ka. 10 Hisho wa denwa o kakemashita ka.

**FLUENCY PRACTICE 15:** 1 I, etc. do not understand. 2 Won't you see a film? 3 Won't you eat some o-konomi-yaki?  
4 Won't you drink some rice wine? 5 Aren't you going back to Kobe tomorrow? 6 Machimasen ka. 7 Tabemasen ka. 8 Gorufu o yarimasen ka. 9 Bīru o nomimasen ka. 10 O-sushi o tabemasen ka.

**FLUENCY PRACTICE 16:** 1 Did you play golf? No, I didn't.  
2 Mr Okazaki did not agree. 3 I, etc. did not hear Mr Ohta's speech. 4 We did not meet the department head. 5 Didn't you send the fax to Mr Clarke? 6 Kare wa dētabēsu o tsukaimasen deshita. 7 Konsarutanto wa repōto o yomimasen deshita. 8 Okūisan wa eiga o mimasen deshita ka. 9 Bengo-shi wa Shimisu-san ni mondai o setsumei shimasen deshita ka. 10 Kaikei-shi wa kaigi ni demasen deshita.

**FLUENCY PRACTICE 17:** 1 Let's begin. 2 Shall we drink some rice wine? 3 Let's do our best. 4 Shall we go to the bank? 5 In that case, let's meet next month. 6 Yasumimashō. 7 Hairimashō ka. 8 Kono hon o yomimashō ka. 9 Yamemashō ka. 10 Sore de wa, raigetsu gorufu o yarimashō ka.

**FLUENCY PRACTICE 18:** 1 What time is it (now)? It's three o'clock. 2 What time is it? It's eleven o'clock. 3 It's four o'clock. 4 It's ten past seven. 5 It's twenty-five past twelve. 6 Nan-ji desu ka. Roku-ji desu. 7 Ima nan-ji desu ka. Yo-ji-han desu. 8 Jū-ichi-ji jū-go-fun desu. 9 Kuji jū-go-fun-mae desu. 10 Shichiji ni-jū-go-fun desu.

**FLUENCY PRACTICE 19:** 1 The meeting is until half past three. 2 The conference starts (literally 'from') tomorrow. 3 The train goes from Shinjuku station. 4 I, etc. go from Tokyo to Osaka. 5 It's from nine o'clock until five o'clock. 6 Kare wa ashi made hatarakimasu. 7 Watashi wa Akasaka made ikimasu. 8 Kōgi wa hachi-ji made desu. 9 Watashi wa Narita Kūkō kara hoteru ni ikimasu. 10 Kaigi wa ni-ji kara go-ji made desu.

**FLUENCY PRACTICE 20:** 1 Please give me some coffee. 2 Please give me that pen. 3 Please give me some orange juice. 4 Please give me a 100 Yen piece. 5 Please give me that cake. 6 Bīru o kudasai. Bīru (o) o-nagai shimasu. 7 Sono/Ano hon o kudasai. Sono/Ano hon (o) o-nagai shimasu. 8 Kagi o kudasai. 9 Chiketto o kudasai. 10 Panfuretto o kudasai.

### UNIT THREE

**FLUENCY PRACTICE 21:** 1 There is a problem. 2 Have you got money? Yes, I have a little. 3 I have an appointment. 4 Have you got paper? Yes, I have. 5 I, etc. have a personal computer. 6 Chiketto/Kippu ga arimasu. 7 O-jikan wa arimasu ka. Hai, arimasu. 8 Inkan ga mittsu arimasu. 9 Kūreijito kādo wa arimasu ka. Hai, yon-mai arimasu. 10 Ginkō ga arimasu.

**FLUENCY PRACTICE 22:** 1 There is an engineer. 2 There are mosquitoes. 3 Mr Suzuki is here/there. 4 Is the department head in/there? Yes, he is. 5 Is Mr Nakajima from Chiyoda Printing there? Yes, he is. 6 Eki-in ga imasu. 7 Annai-gakari wa imasu ka. Hai, imasu. 8 Asano-san ga imasu. 9 Konsarutanto wa imasu ka. Hai, imasu. 10 Jōnzū Asoshiētusu no Jonzū-san ga imasu.

**FLUENCY PRACTICE 23:** 1 There is a fax machine at the station. 2 There is a lawyer in the room. 3 There is a phone in the corridor. 4 Mr White from the U.S.A. is in the entrance hall. 5 There is a petrol station over there. 6 Jimu-sho ni konpyūtā

ga arimasu. 7 Saifu ni o-kane ga arimasu. 8 Jimu-sho ni konsarutanto ga imasu. 9 Nimotsu ni pasipōto ga arimasu. 10 Hon'ya ni chizu wa arimasu ka.

**FLUENCY PRACTICE 24:** 1 There are no word processors in the hotel. 2 I'm sorry, but there's no suki-yaki. 3 Isn't Mr Tsuji in/there? 4 There is nothing in the drawer. 5 Isn't there anybody in/there? 6 Jikan ga arimasen. 7 Yoshizawa-san wa anybody in/there? 8 Sumimasen ga, chiketto/kippu ga arimasen. 9 Heya ni wa nanimo arimasen. 10 Kaigi-shitsu ni wa daremo imasen.

**FLUENCY PRACTICE 25:** 1 I, etc. am writing a fax (message) in English. 2 Let's go to Narita Airport by Limousine Bus. 3 I, etc. paid the bill in Japanese Yen. 4 Mr Smith, the company president, went back by plane. 5 I, etc. spoke on the phone in Japanese. 6 Watashi wa wāpuro de repōto o kakimashita. 7 Watashi wa Shinkansen de Ōsaka ni/e ikimasu. 8 Chika-tetsu de ikimashō. 9 Kare wa Nihon-go de sutōchi o shimashita. 10 Watashi wa takūshī de hoteru ni/e kaerimasu.

**FLUENCY PRACTICE 26:** 1 I read a book on the plane. 2 They, etc. held a conference in Kobe. 3 The reporter wrote an article in the library. 4 Let's meet in the entrance hall of the company. 5 Let's take a photo of the machines at the factory. 6 Watashi wa kūkō de asa-gohan o tabemashita. 7 Sono/Ano kissa-ten de hanashimashō. 8 Watashi wa ginkō de o-kane o kaemashita. 9 Yoyogi eki de aimashō. 10 Hoteru no heya de terebi o mimashō.

**FLUENCY PRACTICE 27:** 1 What time do you go to bed? I go to bed at eleven o'clock. 2 What day is it today? It's Wednesday. 3 Let's meet at six o'clock in the lobby at the company. 4 I, etc. arrived at Haneda Airport at ten to seven. 5 When does the conference end? It ends at five o'clock. 6 Mītingu wa itsu hajimarimasu ka. Jū-ji jū-go-fun ni hajimarimasu. 7 Itsu owarimasu ka. Jū-ji yon-jū-go-fun ni owarimasu. 8 Torēdo fea wa itsu hajimarimasu ka. Ka-yōbi ni hajimarimasu. 9 Nan-ji ni tsukimasu ka. Go-ji juppun-mae ni tsukimasu. 10 Kachō wa yo-ji-han ni mītingu ni demashita.

**FLUENCY PRACTICE 29:** 1 Excuse me, but are you Miss Pritchard from the U.K.? 2 Mr Okazaki (who is a teacher) said so. 3 Where did you study Japanese? 4 Mr Takeuchi from

Yokohama Machinery is here/there. 5 Won't you eat some suki-yaki or something? 6 O-kyaku-sama ga irasshaimasu ka. 7 Fuku-buchō wa kaigi-shitsu ni irasshaimasu. 8 Makuhari Messe ni/e irasshaimasu ka. 9 Shachō-sama wa irasshaimasu ka. 10 Terebi o goran ni narimasen ka.

**FLUENCY PRACTICE 30:** 1 The toilet is over there. 2 In that case, I'll come tomorrow. 3 The conference room is [on] the second floor. 4 There are some chairs over there. Please sit down. 5 I, etc. am going on a business trip to Hakata. 6 Watakushi wa Jōzū to mōshimasu. 7 Watakushi wa ashita Ōsaka ni/e mairimasu. 8 Achira/Asoko ni denwa ga gozaimasu. 9 Shachō wa kyonen Nihon ni/e mairimashita. 10 Okazaki-san no repōto o haiken shimashita.

#### UNIT FOUR

**FLUENCY PRACTICE 31:** 1 I, etc. went to Asakusa and bought some souvenirs. 2 I, etc. went to Yokohama and met Mr Suzuki from Nissan. 3 I am going to Shizuoka tomorrow and coming back the day after. 4 I, etc. went into the entrance hall and made a telephone call. 5 I, etc. got on the underground and went back to my hotel. 6 Watashi wa mise ni/e itte, terehon kādo o kaimashita. 7 Watashi wa kitte o katte, e-hagaki o okurimashita. 8 Watashi wa denwa o kakete, hōteru no yoyaku o kakunin shimashita. 9 Watashi wa detaibēsu o tsukatte, shiryō o atsumemashita. 10 Watashi wa pasipōto o nakushite, Igrisu Taishi-kan ni ikimashita.

**FLUENCY PRACTICE 32:** 1 She is doing her best. 2 He is making a phone call now. 3 Mr Itoh, the department head, is doing some dealings in Tokyo. 4 Excuse me, but I'm looking for Royal Furniture's English annual report. 5 I, etc. am living in London now. 6 Saitō-san wa shinbun o yonde imasu. 7 Kanojo wa kyō, repōto o kaite imasu. 8 Andō-san wa Kōbe no kōjō de hataraite imasu. 9 Kachō wa ima, ohiru o tabete imasu. 10 Shinbun kisha wa kiji o kaite imashita.

**FLUENCY PRACTICE 33:** 1 I, etc. am really tired. 2 The door is open. 3 The section head has gone out. 4 The train hasn't come yet. 5 Is he married? 6 Kekkon shite imasu ka. Ie, mada dokushin desu. 7 Kono mado wa shimatte imasu. 8 Denki ga kiete imasu. 9 Kono michi wa konde imasu. 10 Kabin ga kowarete imasu.

**FLUENCY PRACTICE 34:** 1 Please phone me the day after tomorrow. 2 Please send a fax to Mr Yoshioka. 3 Please wait a moment. 4 Won't you translate this into English? 5 Please listen carefully (literally 'well') to the company president's explanation. 6 Eigo de hanashite kudasai. 7 Shashin o toite kudasaimasen ka. 8 Keiyaku o yoku yonde kudasai. 9 Shōsai o fakkūsu de okutte kudasai. 10 Kono kozutsumi o honbu e/ni okutte kudasai.

**FLUENCY PRACTICE 35:** 1 After I, etc. go back to the U.K., I will definitely write you letters. 2 After I, etc. graduated, I went to Japan. 3 After I, etc. had had dinner, I went to a bar. 4 After I, etc. have seen the plan, I will discuss it with Mr Yoshida. 5 After I, etc. looked up the train on the timetable, I bought the ticket. 6 Kare wa kōhī o nonde kara, shinbun o yomimashita. 7 Watashi wa kaisha no anyuaru repōto o yonde kara, kabu o kaimashita. 8 Kanojo wa fakkūsu o okutte kara, (uchi e/ni) kaerimashita. 9 Watashi-tachi wa Nagoya ni tsuite kara, hōteru o sagashimashita. 10 Watashi wa asa-gohan o tabete kara, dekakemashita.

**FLUENCY PRACTICE 36:** 1 Before I, etc. used the computer, first I read the manual. 2 Before I, etc. meet Mr Himeno, I'm going to the bank. 3 Before I, etc. attended the conference, I made a phone call. 4 Before you go back to the U.K., please confirm your flight (literally 'plane'). 5 Before we, etc. use the credit card, let's check the exchange rate. 6 Watashi-tachi wa Nihon e/ni iku mae ni, Nihon'en o kaimashita. 7 Iku mae ni, o-kanjō o haratte kudasai. 8 Watashi wa shachō ni au mae ni, anyuara repōto o yomimashita. 9 Nihon e/ni iku mae ni, hōteru no yoyaku o kakunin shite kudasai. 10 Watashi ga Igrisu e/ni kaeru mae ni, ippai nomi ni ikimashō.

**FLUENCY PRACTICE 37:** 1 I, etc. was tired, so I rested straight away. 2 My work is (literally 'has') finished, so I'll (take the liberty of) leave(ing) before you. 3 It doesn't matter what, so try saying (something). 4 I, etc. am in a hurry, so please hand the report in. 5 I've drunk rice wine, so I won't drive the car. 6 Watashi wa bejjitarian desu kara, o-niku wa tabemasen. 7 Watashi wa kesa Nihon ni tsuita bakari desu kara, totemo tsukarete imasu. 8 Kare wa Nihon-go ga wakarimasen kara, Eigo de hanashimashō. 9 Watashi-tachi wa jikan ga arimasu kara, kissa-ten ni haitte ocha de mo nomimashō. 10 Shachō wa ima orimasen kara, chotto o-machi kudasai.

- FLUENCY PRACTICE 38:** 1 Can I, etc. buy a ticket here? 2 Can you, etc. confirm the details by Thursday next week? 3 There is a problem with the voltage, so you can't use this machine in Japan. 4 The accountant can't answer that question. 5 Mr. Kato's secretary can't use a word processor. 6 Gorufu wa dekimasu ka. 7 Bengo-shi wa sono mondai o setsumei dekimasu. 8 Yūbin-kyoku kara fakkusu o okuru koto ga dekimasu ka. 9 Chokūsetsu Nagoya e/ni iku koto ga dekimasu ka./Nagoya e/ni chokūsetsu iku koto ga dekimasu ka. 10 Kanai wa byōki deshita kara, pāfī e/ni iku koto ga dekimasen deshita.
- FLUENCY PRACTICE 39:** 1 I, etc. (have) had breakfast. 2 I, etc. went to London last year. 3 I, etc. saw an interesting programme on television last night. 4 They (have) bought a new computer. 5 Have you read this book? 6 Bengo-shi wa keiyaku o yonda. 7 Watashi wa kazoku no tame ni pūrezento o katta. 8 Watashi wa ototoi Nihon ni tsuita. 9 Kudamono o katta? 10 Senshū Yamaguchi-san ni atta?

### UNIT FIVE

- FLUENCY PRACTICE 40:** 1 It's black. 2 I'm happy. 3 This flower is red. 4 Are you embarrassed? 5 That person is awful. 6 Shiroi desu. 7 Kono hon wa kiroi desu. 8 Sono hana wa aoi desu ka. 9 Totemo tanoshii desu. 10 Ima o-isogashii desu ka.
- FLUENCY PRACTICE 41:** 1 It's a good idea. 2 She is an interesting person. 3 Is it a big company? No, it's a small company. 4 That is an old company. 5 Isn't there a more interesting film? 6 Sore wa atarashii biru desu. 7 Sore wa akai jidō-sha/kuruma desu ka. 8 Sore wa hontō ni omoshiroi hanashi desu. 9 Kare wa warui hito de wa arimasen. 10 Kanojo wa kibishii sensei de wa arimasen.
- FLUENCY PRACTICE 42:** 1 It's got very warm. 2 The plane arrived late. 3 That company's shares have gone up (literally, 'got higher') recently. 4 I, etc. can understand Japanese well, but I can't speak it. (Note: **wa** is used, rather than **ga** to imply the contrast with being able to understand Japanese.) 5 The price of that product has got cheaper because of (literally, 'in') the recession. 6 Watashi-tachi wa osoku tsukimashita. 7 Kuraku narimashita. 8 Totemo atsuku narimashita. 9 Watashi wa sono hito o yoku shitte imasu. 10 Kaneko-san wa tokei o yasuku kaimashita.

- FLUENCY PRACTICE 43:** 1 Was Mr Suzuki's presentation interesting? 2 Hakata Electric's shares were cheap. 3 I was busy. 4 That hotel was good. 5 The party was very enjoyable. 6 Watashi wa hazukashikatta desu. 7 Kinō wa suzushikatta desu. 8 Sono hon'yaku wa takakatta desu ka. 9 Ano shōhin wa totemo yasukatta desu. 10 Kyōnen no Nihon no natsu wa mushi-atsukatta desu.
- FLUENCY PRACTICE 44:** 1 Are you envious? No, I'm not envious. 2 Is Japanese grammar difficult? No, it's not so difficult. 3 Is that joke funny? No, it's not at all funny. 4 This food (literally, 'cookery') is not very tasty. 5 That product is not expensive. 6 Yasuku arimasen/nai desu. 7 Atsui desu ka. Iie, atsuku arimasen. Suzushii desu. 8 Takai desu ka. Iie, zenzen takaku arimasen/nai desu. 9 Kanji wa muzukashii desu ka. Iie, zenzen muzukashiku arimasen/nai desu. 10 Sono hanashi wa omoshiroi desu ka. Iie, amāri omoshiroku arimasen/nai desu.
- FLUENCY PRACTICE 45:** 1 It wasn't very difficult. 2 I, etc. wasn't at all busy. 3 The food in that restaurant wasn't very good. 4 I, etc. bought a personal computer yesterday, but it wasn't cheap. 5 Mr Suzuki's speech wasn't very interesting. 6 Pūrezento wa sonna ni takaku arimasen deshita/nakatta desu. 7 Shiken wa zenzen yasashiku arimasen deshita/nakatta desu. 8 Kaigi wa amari omoshiroku arimasen deshita/nakatta desu. 9 Konsarutanto no happyō wa zenzen omoshiroku arimasen deshita/nakatta desu. 10 Pāfī wa tanoshikatta desu ka. Iie, zenzen tanoshiku arimasen deshita/nakatta desu.
- FLUENCY PRACTICE 46:** 1 The apple was hard and sour. 2 It was difficult and I, etc. gave up. 3 I, etc. was busy and I didn't go to the conference. 4 This flat is good and spacious, isn't it? (Note that **ii** comes second in Japanese.) 5 It was hot and I, etc. couldn't study. 6 Kono bīru wa tsumetakute oishii desu. 7 Heya wa semakute, kitanakatta desu. 8 Igrisu no fuyu wa nagukute samui desu. 9 Sono mise no ryōri wa aburappokute mazui desu. 10 Sono kissa-ten wa takakute, oishiku arimasen.
- FLUENCY PRACTICE 47:** 1 I, etc. don't understand. 2 Won't you come with me (literally, 'go together')? 3 I'll have this one, not that one. (Literally, 'it isn't that one and I'll decide on this one.') 4 He, etc. can't speak Japanese at all. 5 It was a nuisance not having a dictionary. (Literally, 'There wasn't a dictionary and it was a nuisance.') 6 Kore wa ichi-man'en-satsu de wa nai. 7 Ippai

nomanai? 8 Nihon no terebi o minai? 9 Kare wa kaikai-shi de wa nakūte, bengo-shi desū. 10 Boku wa ii hōteru ni tomaranakatta.

**FLUENCY PRACTICE 48:** 1 I want to walk to the Ginza. (Ne adds a friendly tone, here.) 2 Yesterday, I, etc. wanted to go to a trade fair in Tokyo. 3 I, etc. wanted to buy some Japanese souvenirs. 4 I, etc. did not want to be a nuisance to Mr Kawaguchi. 5 Mr Tanaka did not want to speak about it (literally, 'that thing'). 6 Sushi ga/o tabetai desū. 7 Igrisu ni/e fakkūsu o okuritai desū. 8 Sono eiga o mitai desū. 9 Nihon ni ikitai desū. 10 Nihon-go o benkyō shitai desū./Nihon-go no benkyō o shitai desū.

**FLUENCY PRACTICE 49:** 1 I, etc. probably won't go to the Osaka branch. (The wa implies that he will go to one of the other branches.) 2 The reporter is probably writing an article. 3 Would you like some Japanese tea? 4 Mr Tanaka has probably already arrived in Japan. 5 Russian is probably more difficult than English. 6 Tabun ashita yuki ga furu deshō./Ashita tabun yuki ga furu deshō. 7 Nihon-go wa totemo muzukashii deshō. 8 Kawasaki-san ni aitaku nai deshō. 9 Hōteru wa takakatta deshō. 10 Mō repōto o dashimashita kara, tabun daijōbu deshō.

### UNIT SIX

**FLUENCY PRACTICE 50:** 1 Are you well? I'm fine, thank you. 2 Sorry, but that is impossible. 3 That hotel is quiet, but that hotel over there is noisy. 4 A new computer became necessary./I, etc. came to need a new computer. 5 The underground in Japan is convenient and cheap. 6 Kanai wa byōki desū. 7 Kono zasshi wa hitsuyō desū. 8 Kono shōhin wa totemo beni desū. 9 Kare wa kokūsal-teki ni yūmei na kenchiku-ka desū. 10 Kare wa shōjiki de, shinrai dekimasū.

**FLUENCY PRACTICE 51:** 1 That (place over there) is a beautiful garden, isn't it? 2 It's not a very beautiful building. 3 London is not a quiet city. 4 I, etc. did something stupid. 5 I, etc. (have) forgot(ten) something important (literally 'an important thing'). 6 Sore wa ōki na kaisha desū. 7 Kore wa totemo beni na shōhin desū. 8 Sore/Are wa iya na keiken deshita. 9 Shibuya wa nigiyaka na machi desū. 10 Suzuki-san no okusan wa yūmei na joyū desū.

**FLUENCY PRACTICE 52:** 1 It wasn't necessary. 2 These figures are not accurate. 3 That consultant is not very famous. 4 I can speak a little Japanese, but I'm not good at it. (Note that although the object of **dekiru** ('can [speak]') is usually indicated by **ga** (not **o**), **ga** is replaced by **wa** here as there is an idea of contrast.) 5 The location of the hotel in Nagoya wasn't very convenient. 6 Sore wa tekiō de wa arimasen. 7 Shiken wa amari kantan de wa arimasen deshita/de wa nakatta desū. 8 Manyaru wa fukuzatsu de wa arimasen/de wa nai desū. 9 Kōen wa amari shizuka de wa arimasen deshita. 10 Sore wa amari taisetsu de wa arimasen deshita/de wa nakatta desū.

**FLUENCY PRACTICE 53:** 1 I am weak at Japanese (and) ... (Modest remarks are often left unfinished.) 2 Do you like yaki-tori? 3 He likes swimming and I like jogging. 4 They are good at Japanese, but I'm not good at it. 5 There are many people in Tokyo. 6 (Nihon no) o-kashi wa o-sūki desū ka. 7 Sore wa hoshiku arimasen/nai desū. 8 Atama/ha/onaka ga itai desū. 9 Nihon-go wa jōzu de wa arimasen. 10 Musume wa nattō ga kirai desū.

**FLUENCY PRACTICE 54:** 1 Would it be all right for me, etc. to speak to the head of the export section? 2 Would it be all right for me, etc. to see the company president? 3 Is it all right for me, etc. to speak about the conference? 4 Is it all right for me, etc. to make a phone call? 5 Would it be all right for me, etc. to rest here a while? 6 Shashin o totte mo ii desū ka. 7 Tabako o sutte mo ii desū ka. 8 Sono/Ano shinbun o yonde mo ii desū ka. 9 Mado o akete mo ii desū ka. 10 Eigo de hanashite mo ii desū ka.

**FLUENCY PRACTICE 55:** 1 Please don't smoke. 2 Please don't take photos here. 3 Please don't hold back. (Although **enryo** is a virtue, one may well be asked not to be too virtuous!) 4 Please don't say anything before the presentation next week. 5 Please don't phone before six o'clock. 6 Kore o tsukawanai desū. 7 Sono/Ano botan o osanaide kudasai. 8 Ie no naka de kutsu o hakanaide kudasai. 9 Takūshī de ikanaide kudasai. 10 Ōki na koe de hanasanaide kudasai.

**FLUENCY PRACTICE 56:** 1 You mustn't tell anybody (literally, 'a person') from another company. 2 You mustn't go home before a superior. 3 You mustn't work in Japan without a visa. 4 You mustn't blow your nose in a public place. 5 This is a library, so

you mustn't speak in a loud voice. 6 Hakubutsu-kan no naka de wa shashin o totte wa ikemasen. 7 Soko ni kuruma o tomete wa ikemasen. 8 Soko de matte ite wa ikemasen. 9 Neru mae ni, kōhī o nonde wa ikemasen. 10 Mītingu no toki ni Eigo de hanashite wa ikemasen.

**FLUENCY PRACTICE 57:** 1 Did you go (then)? 2 I, etc. want to buy a word processor ... 3 I want to know about Osaka Chemicals in detail. 4 I don't know how to use the computer ... 5 You're good at Japanese. How long have you been studying? I've studied for about four months. 6 Kaeru n desu ka. 7 Watashi wa heya o yoyaku shitai n desu. 8 Watashi wa Kurita-san ni aitai n desu. 9 Dō shita n desu ka. Atama ga itai n desu. 10 Gorufu ga o-jōzu desu ne. Dono kurai yatte irassharu n desu ka. Yonen gurai yatte orimasu. (Note the use of **-te irassharu** and **-te oru** which are the Honorific and Humble equivalents respectively of **-te iru**.)

## UNIT SEVEN

**FLUENCY PRACTICE 58:** 1 I, etc. have seen Mount Fuji. 2 I, etc. have drunk Japanese rice wine. 3 Have you (ever) read that book? 4 Have you ever been abroad? 5 Have you ever experienced an earthquake? 6 Watashi wa kaigi de sūpīchi o shita koto ga arimasu. 7 Sono/Ano eiga o mita koto ga arimasu ka. 8 Kyōto ni/e itta koto ga arimasu ka. 9 Doitsu de Nihon-go o benkyō shita koto ga arimasu ka./Doitsu de Nihon-go no benkyō o shita koto ga arimasu ka. 10 Sushi/O-sushi o tabeta koto ga arimasu ka.

**FLUENCY PRACTICE 59:** 1 Let's begin. 2 Let's go to bed early. 3 Well, shall we go straight away? 4 Let's go in there and have a meal. 5 Let's try asking that woman. 6 Owari ni shiyō. 7 Akirameyō ka./Yameyō ka. 8 Sorosoro kaerō. 9 Ippai nomō. 10 Hoteru no resepsiushon/uketsuke de sote o kakunin shiyō.

**FLUENCY PRACTICE 60:** 1 He said that he would come. 2 I, etc. (think that I) would like to go to Japan. 3 I, etc. think that that person is the company president. 4 I think that politics is interesting. 5 Do you think that R&D is important? 6 Watashi wa sono hoteru ga ii to omoimasu. 7 Watashi wa sono resūtoran wa takai to omoimasu. 8 Suzuki-san wa sono resūtoran wa yoku nai to itte imasu./Suzuki-san wa sono resūtoran

wa yoku nai to imasu. (**imasu** implies that he often says this; **itte imasu** implies that he said it a moment ago.) 9 Watashi wa mondai ga takusan aru to omoimashita. 10 Kare wa Nihon-go ga muzukashii to imashita.

**FLUENCY PRACTICE 61:** 1 Who is the person who made the presentation? 2 I, etc. don't have much chance to speak Japanese. 3 It's about the matter we talked about on the phone ... (**O-hanashi suru** is the Humble form of **hanasu**, 'speak'.) 4 There are no companies where they use such old machines. 5 I bumped into a teacher who is researching economics in Japan at a party. 6 Watashi wa kinō kaita tegami o dashimashita. 7 Asoko ni tatte iru otoko no hito wa dare desu ka. 8 Nakamura-san ga shōkai shita josei no kata wa dare desu ka. 9 Watashi ga ototoi deta kaigi wa amari omoshiroku arimasen deshita/nakatta desu. 10 Kare-ra ga kaigi de hanashita koto wa kankyō mondai deshita.

**FLUENCY PRACTICE 62:** 1 My friend gave me this ticket. (**Ga** is used as the sentence is probably a reply to 'Who gave you that ticket?' and **tomodachi** is new information.) 2 I, etc. gave the information I had collected to the consultant. 3 I, etc. received this fax from Yoyogi Industrial. 4 Please give this present to your wife. 5 This is the novel I received [Hum.] from Mr Shimizu. 6 Watashi wa Saitō-san ni meishi o agemashita. 7 (Watashi no) tomodachi wa (watashi ni) kono shashin o kuremashita. (It would not be good Japanese to use **watashi** twice in this sentence.) 8 Watashi wa Kudō-san kara/ni kono techō o moraimashita. 9 Watashi wa Tsuji-san kara/ni denwa o moraimashita. 10 Okusan ga kureta o-kashi/kēki wa hontō ni oishikatta desu.

**FLUENCY PRACTICE 63:** 1 It's best to go now. 2 It would be better to speak Japanese. 3 It's best not to buy clothing in Japan, as it's expensive. 4 You, etc. had better talk about that with the department head. 5 It's best to learn Japanese, as Japan has become a great economic country. 6 Denwa o kaketa hō ga ii desu (yo)./Denwa shita hō ga ii desu (yo). 7 Takushī de ikanai hō ga ii desu (yo). 8 Hōteru o yoyaku shita hō ga ii desu (yo). 9 Fakkusu o okutta hō ga hayai desu (yo). 10 Dētabēsu de kakunin shita hō ga ii desu (yo).

**FLUENCY PRACTICE 64:** 1 Tomorrow may be busy, too. 2 I, etc. may write the report on the word processor. 3 It may have been all right. 4 The section head may be angry because of that.

5 The director may have gone to the conference. 6 Kare wa kaikai-shi ka mo shiremasen. 7 Watashi wa asatte Kōbe ni/e iku ka mo shiremasen. 8 Sono kaisha no kabu wa takai ka mo shiremasen. 9 Kaigi wa kyanseru sareru ka mo shiremasen. 10 Ashita ame (ga furu) ka mo shiremasen.

### UNIT EIGHT

**FLUENCY PRACTICE 65:** 1 If you understand how the machine works, please tell me. 2 If only we, etc. have time, we intend to go to Kamakura or somewhere. 3 If you're a man, you say 'kana', not 'kashira'. 4 I wonder if it will be quicker and cheaper to go by train than [to take] a taxi. 5 If you need it immediately, please come and get it in ten minutes time. 6 Yasukereba, kaimashi. 7 Kono botan o oseba, kikaj ga ugokimasu. 8 Fakkusu o okureba, tsugi no hi ni henji ga kuru ka mo shiremasen. 9 Hitsuō nara, repōto o agemasu/sashi-agemasu. 10 Motto renshū sureba, kanji ga jōzu ni narimasu.

**FLUENCY PRACTICE 66:** 1 I, etc. must do my best. 2 Both of us, etc. must make an effort. 3 It's a pity, but I think I must give up. 4 If we, etc. don't hurry, we will miss the train. 5 We, etc. may have to wait a little longer. 6 Watashi-tachi wa ima, ikanakereba narimasen. 7 Nihon-go de hanasanakereba narimasen. 8 Nedan ga takaku nakereba, watashi ga kaimashi. 9 Watashi wa kin-yōbi made ni repōto o kakanakereba narimasen. 10 Watashi wa ashita, hatarakanakereba naranai ka mo shiremasen.

**FLUENCY PRACTICE 67:** 1 I, etc. will contact Mr Clarke after I've returned to Britain. 2 Once I, etc. had tried doing it, it wasn't as difficult as I'd thought. 3 If it's all right by you, I'll do it instead. (The ga implies 'rather than anyone else'.) 4 Would you tell Mr Tamura, after the preparations have been made? 5 If I don't get through, I'll try (literally, 'phone') again later. 6 Nihon ni tsuitara, denwa o kakete kudasai./Nihon ni tsuitara, denwa shite kudasai./Nihon ni tsuitara, denwa o kudasai. 7 Shigoto ga owattara, ippai nomimasen ka. 8 Watashi wa sotsugyō shitara, Kanazawa Shōji ni hairimasu. 9 Yamada-san ni attara, watashi no meishi o wataшите kudasai. 10 Maniattara, shichiji jū-nana-fun no densha ni norimashō.

**FLUENCY PRACTICE 68:** 1 When you turn right, you will be able to see the traffic lights. 2 I don't think you can do it if you

don't have permission. 3 I think your Japanese will get better when you go to Japan. 4 If you read this report, you'll understand the causes of that accident. 5 If you don't make your preparations on the early side, you'll be late. 6 Michi o wataru to, byōin ga mieimasu. 7 Kaisu-ken o kau to, motto yasukute beni desu. 8 Eki no de-guchi ni tsuku to, hidari-gawa ni kōshū denwa ga arimasu. 9 Manyuuru no san-juppējī/san-jippējī o yomu to wakarimasu. 10 Hikō-ki de iku to, jū-ni-jikan gurai kakaru to omoimasu.

**FLUENCY PRACTICE 69:** 1 Can you drink rice wine? 2 Can you use chopsticks? (Using o rather than wa in this sentence implies that the speaker presumes you can.) 3 Can you make a phone call in Japanese? 4 Can I pay by credit card? 5 I, etc. can write hiragana and katakana, but I can't write kanji. 6 Oyogemasu ka. 7 Nihon-go wa yomemasu ka. 8 O-sushi wa taberemasu ka. 9 Ashita no pati ni/e ikemasu ka. 10 Nihon de jidō-sha o unten dekimasu ka./Nihon de jidō-sha no unten ga dekimasu ka.

**FLUENCY PRACTICE 70:** 1 I, etc. was watching television as I listened to the music. 2 She studied her kanji (literally 'while she rode') on the train. 3 I, etc. was using the computer as I was speaking on the telephone. 4 I was speaking Japanese whilst thinking in English, so I ended up saying something stupid. 5 I, etc. was reading a Japanese patent using a dictionary. 6 Watashi wa terebi o minagara, tegami o kakimasu. 7 Watashi wa wisukī o nominagara, buchō to hanashite imashita. 8 Konsarutanto wa chōsa o shinagara, repōto o kaite imashita. 9 Shokuji o shinagara, hanashimasen ka. 10 Watashi-tachi wa chizu o minagara ikimashita kara, zuibun jikan ga kakarimashita.

**FLUENCY PRACTICE 71:** 1 I am called Eric Jones. 2 There is somebody called Mr, etc. Murakami. 3 I, etc. wrote a report entitled (literally, 'called') 'Environmental problems'. 4 What does bin mean? It means 'bottle'. 5 How do you say kekkyōku in English? It's 'eventually'. 6 Watashi wa Sērā. Howaito to imashi./Watakushi wa Sērā Howaito to mōshimasu. 7 Kono kanji wa dō yuu imi desu ka. 8 Watashi wa Tanaka to yuu seiji-ka ni aimashita. 9 Kabin no 'ka' wa dō yuu imi desu ka. Hana to yuu imi desu. 10 'Environmental problem' wa. Nihon-go de nan to imashi ka./Nihon-go de 'environmental problem' wa nan to imashi ka. 'Kankyō mondai' to imashi.

**FLUENCY PRACTICE 72:** 1 I hear that there will be such a plan in the future. 2 I hear that they can do the work by Thursday. 3 I hear that he/she is writing a book about Japanese databases. 4 I hear that he/she is having an argument with Mr. etc. Yoshida. 5 I hear that Mr. etc. Mochizuki and Mr. etc. Yamamoto do not get on very well. 6 Sono shiken wa amari muzukashiku nai sō desu. 7 Shōhin no shitsu ga amari yoku nai sō desu. 8 Konsarutanto wa dare desu ka. Bēkā Asoshiētisu no Bēkā-san da sō desu. 9 Kare wa Eigo ga yoku dekuru/hanaseru sō desu. 10 Kanojo wa Ijirisu no shitsugyō mondai ni tsuite shiryō o atsumete iru sō desu.

**FLUENCY PRACTICE 73:** 1 It looks as if the section head is busy. 2 It looks easy but in fact it's quite difficult. 3 The department head seems to be quite drunk. 4 It seems that we, etc. need to confirm the reservation (literally, 'make a confirmation of the reservation'). 5 The new product seems to be selling well. 6 Ame no yō desu. 7 Shizuka na yō desu. 8 Sono/Ano wāpīro wa kowarete iru yō desu. 9 Kare-ra wa Kawaguchi-san no chōsa shiryō o tsukatte iru yō desu. 10 Sono kaisha wa amari kenkyū kaihatsu o okonatte/shite/yatte inai yō desu.

## VOCABULARY

In the following list, the numbers refer to the Structure or Conversation in which the word first appears.

C Conversation; CV Consonant verb ending in **-eru** or **-iru**; Hon. Honorific; Hum. Humble; Pol. Polite.

a' oh 50	aoi blue 40
aburappoi oily 46	apāto flat, apartment 4
achira Pol. that (one over there); over there 30	are that (one) (over there) 2
ageru give (to an equal or superior) 30	arigatō thank you C10
aida: no aida ni during 63	aru there is/are; have 21; happen, be held C34
ainiku unfortunately C12	aruite iku walk 48
aite other person, partner C12	asa-gohan breakfast 26
akai red 37	asatte the day after tomorrow 11
akeru open (something) 54	ashita tomorrow 11
akirameru give up 59	asobu play (around) 52
aku (something) opens 33	asoko over there 4
amai sweet 53	atama head 53
amari + Neg. not very 44	atarashii new 39
ame rain; ame ga furu to rain 49	atatakai warm 42
Amerika-jin American (person) 1	-ate ni for (of letters, etc.) C10
annai-gakari information officer 22	atsui hot 42
annai-jo information centre/desk 23	atsukau deal with C36
annai panfuretto guide pamphlet C30	atsumeru collect, gather (something) 14
annai suru guide C17	au meet (object marked by ni, not o) 11
ano that, those (over there) (followed by a noun) 9	azukaru receive (of money) C23
ano kata Hon. he/she 6	bā bar 35
anyuaru repōto annual report 32	bāi occasion; when C12
	baka da stupid 51
	-ban counter for nights stayed C25



**depāto** department store 4  
**deru** go/come out; attend (object indicated by *ni*, not *o*); appear 13  
**desukū** desk C7  
**dētābēsu** database 14  
**dezainā** designer 1  
**dō** how? 45  
**doa** door 33  
**dochira** Pol. where? 29  
**Doitsu** Germany 58  
**Doitsu-jin** German (person) 1  
**doko** where? 6  
**dokushin** single (person) 33  
**dōmo** thank you C7  
**donata** Hon. who? 6  
**dono** which? (followed by noun) C38  
**dono kurai** how long? 57  
**dōro** road C32  
**dōryō** colleague C12  
**doryoku suru** make an effort 66  
**do-yōbi** Saturday 27  
**dōzo** please; here you are C10  
**e** to 13  
**e-hagaki** picture postcard 31  
**eiga** film 12  
**Eigo** English (language) 25  
**eigyō 3(san)-ka** third sales section C11  
**Eikoku** Formal U.K. C36  
**Eikoku Kōkū** British Airways C26  
**eki** station 4  
**eki-in** station attendant 22  
**enjinia** engineer 2  
**enpitsu** pencil 3  
**enryo suru** be restrained, hold back 55  
**esa** food (for animals), feed 62  
**fakkūsu** fax; fax machine 8  
**fakkūsu-bun** fax message 25  
**firumu** film 53  
**fōku** fork 4  
**fu-kanō da** impossible 50  
**fu-keiki** recession 42  
**Fuji-san** Mount Fuji 58  
**fuku-buchō** deputy manager 29  
**fukumu** include (something) C37  
**fukutsū** stomach ache C37  
**fumei da** unclear C35  
**-fun** minute 18  
**funa-bin** seamaill 25  
**Furansu-jin** French (person) 1  
**furo** bath; furo-tsuki with bath C25  
**furui** old 41  
**fuyū** winter 46  
**fuzai** being out/absent C12  
**ga** but 24  
**ga** indicates the subject of a sentence 21  
**gaijin** foreigner C20  
**gaikoku** abroad 58  
**gaishutsu** going out C3  
**gaishutsu suru** go out 33  
**ganbaru** do one's best 11  
**gasorin sutirando** petrol station 23  
**-gatsu** suffix indicating the month of the year 72  
**genkan** entrance hall 23  
**genki da** well, lively 50  
**genzai** (at) present C35

**chōsa** survey 70  
**chōsa shiryō** survey (materials) 73  
**chōshoku** breakfast C29  
**Chūgoku-jin** Chinese (person) 2  
**chūmon** order C6  
**da** (irreg.) be 10  
**daiji da** important 51  
**daitai** about C20; more or less C38  
**dame da** no good 60  
**dare** who? 6  
**daredemo** everybody 50  
**dasu** take out; post, send (a letter); hand in 37  
**de** is ... and C4  
**de gozaru** Hum. be 30  
**de irassharu** Hon. be 29  
**de mo** or something 29  
**de wa** in that case C6  
**de-au** meet unintentionally, bump into (object marked by *ni*, not *o*) 61  
**de-guchi** exit 68  
**dekakeru** set out, leave 27  
**dekiru** be able; be able to speak 37  
**demo** but C13  
**den'atsu** voltage 38  
**denki** electricity; **denki ga tsuku** a light comes on;  
**denki ga kieru** a light goes out 33  
**denki seihin** electrical products 63  
**densha** train 13  
**dentō** (electric) light 55  
**denwa** telephone 2  
**denwa o kakeru** phone 12  
**denwa suru** phone C12  
**ban** evening 39  
**ban-gohan** dinner 35  
**bangō** number 8  
**bangumi** programme 39  
**basho** place 52  
**basū-tei** bus stop C28  
**bēkon** bacon C6  
**beijitarian** vegetarian 37  
**bengo-shi** lawyer 1  
**benkyō suru** study 29  
**benri da** convenient 50  
**benrō** packed lunch 6  
**bijinesuman** businessman 3  
**bikkuri suru** be surprised 39  
**bin** bottle 71  
**biru** building 41  
**bīru** beer 15  
**biza** visa 56  
**boku** I, me (used by men) 47  
**bōrupen** biro 47  
**botan** button 37  
**-bu** counter for pamphlets, etc. C34  
**buchō** department head 16  
**bunpō** grammar 44  
**byōrōshā** brochure C36  
**byōin** hospital 68  
**byōki da** ill 50  
**chekku in suru** check in 35  
**chigau** differ; no 11  
**chiisai** small 41  
**chijin** acquaintance C34  
**chikai uchi ni** soon C14  
**chikaku** near (noun) C38  
**chika-tetsu** underground (railway) 25  
**chiketto** ticket (for cinema, theatre, etc.) 2  
**chizu** map 6  
**chokorēto** chocolate 21  
**chokūsetsu** directly 38

- getsu-yōbi Monday 27  
 ginkō bank 17  
 ginkō-ka banker 4  
 go five 8  
 go- see following noun  
 -go ni in ... time 65  
 gohan rice C6; meal 59  
 -gōkan counter for buildings C34  
 goran ni haru Hon. see 29  
 -goro about (with times) C25  
 gorufu golf 12  
 -gōshitsu counter for room numbers C3  
 gozaru Hum. exist 30  
 gozonji da Hon. know C22  
 gurai about 57  
 -guramu counter for grams C24  
 gyōmu naityō what a company does C35  
 ha tooth 53  
 ha-isha dentist C38  
 haba-hiroku over a wide range C36  
 hachi eight 8  
 haiken suru Hum. see; read 30  
 hairu CV enter (object indicated by ni) 33  
 haishaku suru Hum. borrow 30  
 hajimaru (something) begins 27  
 hajimeru begin/start (something) 17  
 hajimete the first time C21  
 haku wear (of trousers; footwear) 55  
 hakubutsu-kan museum 56  
 / han edition 72
- han half past 18  
 hana flower 40  
 hana nose 56  
 hanashi story 41  
 hanasu speak 25  
 hanbai suru be on sale C34  
 / hando meido de (Adv.) hand-made C35  
 happyō presentation 43  
 happyō o suru make a presentation 61  
 harau pay 25  
 hashi chopsticks 4  
 hataraku work 11  
 hayai quick; early 42  
 hayame ni on the early side, early 68  
 / hazukashii embarrassed 40  
 hen area, part C38  
 henji reply 65  
 / henkō suru change ('to' is ni) C15  
 heta da be bad at 53  
 heyra room 8  
 hi day; sun; fire 39  
 hidari left 68  
 hidari-gawa left-hand side 68  
 hidoi awful 40  
 / higawari teishoku daily set menu C5  
 hiki-dashi drawer 24  
 hikō-ki plane 2  
 hiku catch (of colds) 57  
 hiku pull; use (of dictionary, etc.) 70  
 hinshitsu quality of a product 72  
 / hirakareru be opened (of event) C34  
 hiroi wide; big (of rooms, etc.) 40

- ima now 6  
 ima sugu immediately 65  
 infomēshon information C30  
 inkan seal 21  
 / insatsu printing 22  
 inu dog 62  
 ippai one glass; ippai nomu have a drink 15  
 irasshaimase greeting used by shop staff et al. C5  
 irassharu Hon. be; go; come 29  
 iru there is/are 22  
 iru CV be necessary C38  
 / iriyō teate medical treatment C37  
 isogashii busy 40  
 isogou rush; be in a hurry 11  
 issho ni together 15  
 isu chair 30  
 / itadaku Hum. receive 30  
 itai painful 53  
 itami pain C38  
 itamu be painful C38  
 itaria-jin Italian (person) 2  
 itasu Hum. do, make 30  
 itsu when? 27  
 iya no 57  
 iya da unpleasant; dislike 51
- hisho secretary 2  
 hito person C2  
 hitori-beya single room C25  
 / hitsuyō da necessary; to need 50  
 hodo about 9  
 hodo (adj.) as (adj.) as 61  
 hoka (no) other 56  
 / hoken insurance C37  
 hōmon visit C11  
 hon book 12  
 -hon counter for bottles, pencils, trees and other cylindrical things C33  
 honbu main branch 34  
 / honjitsu Formal today C19  
 honsha main office (of company) C35  
 hontō (no) true 50  
 hontō ni really 33  
 hon'ya bookshop 23  
 / hon'yaku suru translate 34  
 hoshii want (object indicated by ga, not o) 53  
 hoteru hotel 13  
 hyaku hundred 9  
 hyaku-en-dama a hundred Yen piece 20  
 ichi one 8  
 / ichi-man'en-satsu ¥10,000 note 47  
 ichi-nichi-jū all day long 52  
 ie house 55  
 ie no C4  
 Igrisu United Kingdom 7  
 Igrisu-jin British (person) 1  
 ii good 40  
 ikaga how? C4  
 / iken opinion 63  
 iku go 11  
 ikura how much? 9
- ja/jā in that case C5  
 jānarisyūto journalist 1  
 -ji o'clock 18  
 jibun (no) one's own 63  
 jidō-sha car 25  
 jikan time 21  
 jikkō suru execute 67  
 / jikoku-hyō timetable 35  
 jimu-in clerk C34  
 / jimu-sho office 13  
 jisa-boke jet-lag C27  
 jishin earthquake 58

- jisho** dictionary 35  
**jitsu wa** in fact, actually 73  
**jiyū-seki** free seat C9  
**jōdan** joke 44  
**jōgingu** jogging 53  
**josei no kata** Hon. woman 61  
**joyū** actress 51  
**jōzu da** good at 52  
**jū ten 8**  
**jūgyō-in** employee C35  
**junbi** preparations; **junbi ga**  
**dekiru** be ready 67  
**jūsho** address C19  
**jūtaku** housing C36  
  
**ka** mosquito 22  
**kaban** bag 3  
**kabin** vase 33  
**kabu** share, stock 35  
**kachō** section, head 32  
**kado** corner C32  
**kādo** (credit) card C17  
**kaeru** change (something) 26  
**kaeru CV** return, go back; go  
 home 11  
**kaette kuru** come back 31  
**kafe** café C29  
**kagaku** chemistry 30  
**-kagetsu** counter for  
 months 57  
**kagi** key 8  
**kagu** furniture 9  
**-kai** counter for floors 30  
**kaigai** abroad C7  
**kaigi** conference 13  
**kaigi-shitsu** conference  
 room 24  
**kaijō** (exhibition) hall C34  
**kaikai-shi** accountant 1  
**kaimono suru** do the  
 shopping 31  
**kaisatsu** ticket barrier C32

- kaisha** company 5  
**kaisha-in** company  
 employee 6  
**kaisū-ken** booklet of  
 tickets 68  
**kakarū** cost (of money); take  
 (of time) C20  
**kakeru** (a tooth) breaks C38  
**kakeru** hang; **denwa o**  
**kakeru** make a phone  
 call 12  
**kaku** write 12  
**kakunin suru** confirm 31  
**kamera** camera 2  
**kami** paper 21  
**kamu** bite 56  
**Kanada-jin** Canadian  
 (person) 4  
**kanarazu** without fail,  
 definitely 35  
**kanari** quite 40  
**kangae** idea 41  
**kangaeru** think, consider 70  
**kanji** Chinese characters  
 (as used in Japanese) 44  
**kanji** feeling C13  
**kanjō** bill 9  
**kankō** sight-seeing C30  
**kankyō** environment 71  
**kankyō mondai**  
 environmental problem 61  
**kanō da** possible 50  
**kanojo** she 2  
**kanojo-tachi** they (referring  
 to a group of women) 2  
**kanpai** cheers C33  
**kantan da** simple 50  
**kara** from 19  
**kare** he 2  
**kare-ra** they 2  
**kariru** borrow 30  
**kasa** umbrella 70

- kata** Hon. person 11  
**katai** hard 46  
**kata-michi** one-way  
 ticket C9  
**katarogu** catalogue 14  
**kau** buy 14  
**kauntā** counter C23  
**kawari ni** instead of you,  
 etc. 67  
**kawase-ritsu** exchange  
 rate 36  
**ka-yōbi** Tuesday 27  
**kaze** a cold; **kaze o hiku**  
 catch a cold 57  
**kazoku** my, etc. family 39  
**keijō** riei ordinary  
 profit C35  
**keikaku** plan 35  
**keiken** experience 51  
**keiken suru** experience 58  
**keiyaku** contract 34  
**keizai taikoku** great  
 economic country 63  
**keizai-gaku** economics 61  
**kēki** cake 20  
**kekō da** all right C19  
**kekkon suru** get married 33  
**kenchiku-ka** architect 3  
**kenka suru** quarrel 72  
**kenkyū kaihatsu** R&D 60  
**kenkyū suru** research 61  
**kensaku suru** search  
 (a database, etc.) 70  
**kesa** this morning 37  
**kibishii** strict 41  
**kieru** go out/off (of electrical  
 device) 33  
**kiroi** yellow 40  
**kiji** (newspaper) article 26  
**kikai** chance 61  
**kikai** machine 9  
**kiku** ask 30  
  
**kiku** hear, listen to 16  
**kin'en-seki** non-smoking  
 seat C9  
**kinō** yesterday 43  
**kin'yōbi** Friday 27  
**kin'yū suru** fill in/out  
 (a form) C19  
**kippu** ticket (train, etc.) 21  
**kirai da** dislike (object  
 indicated by **ga**, not **o**) 53  
**kirei da** beautiful 51  
**-kiro** counter for  
 kilograms C24  
**kiru** wear (of clothes) 55  
**kissa-ten** café 23  
**kitai suru** expect C36  
**kitanai** dirty 46  
**kitsuen-seki** smoking seat C9  
**kitte** stamp 31  
**kōban** police post 68  
**kochira** Pol. this (one);  
 here C3  
**kochira e dōzo** this way  
 please C17  
**kochira no Pol.** (followed by  
 a noun) this C36  
**koe** voice 55  
**kōen** park 52  
**kōgi** lecture 19  
**kōhī** coffee 20  
**kōjō** factory 26  
**kōkan** exchange C1  
**kōkan-shu** operator C11  
**koko** here 4  
**kōkō-sei** high school  
 student 23  
**kōkū-bin** airmail 25  
**kokusai-teki da**  
 international 50  
**kōkyō (no)** public 56  
**komaru** be in a fix, be a  
 nuisance 33

- komu crowd 33  
 kōmu-in civil servant 1  
 konban this evening 64  
 konbenshon  
 convention C34  
 konfāmu o suru  
 confirm C26  
 konna this sort of C13  
 kono this, these (followed by  
 a noun) 9  
 kono chikaku near here C7  
 kono yō na (followed by a  
 noun) this sort of C36  
 konpyūtā computer 2  
 konsarutanto consultant 3  
 konzatsu suru get  
 crowded C15  
 korē this (one) 2  
 kore kara after this 11  
 koshō suru break down 33  
 kōshū denwa public  
 telephone 68  
 kotaeru answer 38  
 koto thing (abstract) 48  
 kōto coat 7  
 kotoshi this year C20  
 kowareru (something)  
 breaks 33  
 kozutsumi parcel 25  
 kudamono fruit 39  
 kudasaru Hon. (an equal or  
 superior) gives 62  
 kūkō airport 19  
 kūrā air-conditioner 65  
 kurai dark 42  
 kuraun (dental) crown C38  
 kurejitto kado credit card 8  
 kureru (an equal or superior)  
 gives 29  
 kuroi black 40  
 kurowassan croissant C6  
 kuru (irreg.) come 13  
 kuruma car 37  
 kusuri medicine C38  
 kutsu shoes 55  
 kuwashiji detailed;  
 kuwashiku in detail 57  
 kyanseru suru cancel 64  
 kyō today C5  
 kyōju professor 4  
 kyoka permission 68  
 kyōkai association C34  
 kyonen last year 30  
 kyū nine 8  
 machi street; town, city 51  
 machigai mistake 73  
 mada still, yet 33  
 made until, as far as 19  
 made ni by (a deadline) 38  
 mado window 54  
 mado-guchi (ticket)  
 window C2  
 mae: no mae ni before 55  
 -mae: -fun-mae (minutes)  
 to 18  
 -mae ni ago C38; before 55  
 magari (something)  
 turns 68  
 mai ru CV Hum. go; come 30  
 majime da serious (of  
 person) 52  
 man ten thousand 9  
 maniau be in time ('for' is  
 ni) 66  
 manyuaru manual 36  
 massugu ni straight  
 ahead C32  
 matsu wait 11  
 mazu first 36  
 mazui unpleasant  
 (to eat) 46  
 medama-yaki fried egg C6  
 meishi business card 3  
 meiwaku nuisance;  
 mei waku o kakeru be a  
 nuisance 48  
 memo notes, memo 70  
 meshiagaru Hon. eat;  
 drink 29  
 messe trade fair 29  
 messeji message C10  
 meue no hito a superior 56  
 michi road 33  
 mieru is visible; can see 68  
 migi right 68  
 migi-gawa right-hand side 68  
 mikomi no aru  
 promising C36  
 mimi ear C38  
 minami-guchi South  
 exit C32  
 miru see 12  
 mise shop 31  
 miso-shiru miso soup C6  
 misu mistake 73  
 mītingu meeting 13  
 mo also 3  
 mō already 49; more 66  
 mō ichi-do again 37  
 modoru return C3  
 moku-yōbi Thursday 27  
 mondai problem 5  
 mono thing (physical,  
 concrete) C5  
 moshi if C38  
 moshimoshi hello C11  
 mōshi-wake arimasen I'm  
 sorry 42  
 mōsu Hum. say 30  
 motte kuru bring C33  
 motto more 41  
 mushi-atsui humid 43  
 musubu tie; keiyaku o  
 musubu enter into a  
 contract 36  
 musume (my, etc.)  
 daughter 53  
 myōji surname C25  
 naga-tabi long journey C27  
 nagai long 46  
 naifu knife 4  
 naiyō contents 36  
 naka inside 55  
 naka ga ii get on well (of  
 people) 72  
 nakusu lose 31  
 namae first name C25  
 nan what? 6  
 nana seven 8  
 nan-ban what number? 8  
 naoru heal, get better C38  
 nanka something like C36  
 nan'yōbi what day of the  
 week? 27  
 nara if it is, etc. 63  
 narabu (somebody) lines up;  
 queues C28  
 narau learn 39  
 nareru get used; narete iru  
 be used ('to' is ni) C13  
 naru become, get; be C9  
 nasaru Hon. do, make 29; ni  
 nasaru Hon. make it,  
 decide C5  
 -nashi ni without 56  
 natsu summer 43  
 nattō fermented soya  
 beans 53  
 ne isn't it?, etc. 30  
 nedan price 42  
 neko cat 22  
 nektai tie 3  
 -nen counter for years (point  
 of time) C35  
 -nen(kan) counter for years  
 (duration) 57

nenkan **uri-age-daka**: sales for the year C35  
**nenpō** annual report 32  
**neru** go to bed, sleep 27  
**ni** at, in 23  
**ni** to 13  
**ni** two 8  
**ni de mo** to ... or somewhere 65  
**ni tsuite** about 48  
**nichi-yōbi** Sunday 27  
**nigate da** be weak at 53  
**nigiyaka da** lively 51  
**Nihon** Japan 7  
**Nihon'en** Japanese Yen 25  
**Nihon-go** Japanese (language) 25  
**Nihon-jin** Japanese (person) 1  
**Nihon-shu** sake 58  
**ni-mono** Japanese-style boiled food C6  
**nimotsu** luggage 23  
**-nin** counter for people C25  
**ninki no takai** popular C36  
**niwa** garden 51  
**no** of, from, 's; one 7  
**node** so C12  
**nori-ba** bus stop; platform C28  
**noru** get on 31  
**nyūjō-ryō** entrance fee C34  
**nyūsu** news 16  
**o- see following noun, verb stem or adjective**  
**ocha** Japanese tea 15  
**ohiru** lunch 14  
**ōi** many 53  
**oishii** tasty, delicious 44  
**okaeshi** Pol. change (money) C20  
**o-kake ni naru** Hon. sit down C17  
**o-kane** money 21  
**o-kashi** Japanese sweets/cakes 53  
**okashii** funny 43  
**ōkii** big 41  
**ōkime da** be on the big side C36  
**okiru** get up 27  
**okonau** carry out, hold 26  
**o-konomi-yaki** traditional Japanese dish slightly resembling pizza 15  
**okoru** get angry 64  
**oku** hundred million 9  
**ōku no** (followed by a noun) many C36  
**okureru** be late; **jikan ni okureru** be late 68  
**okuru** send 13  
**okusan** (your, etc.) wife 16  
**o-kyaku-sama** guest; customer 29  
**omiyage** souvenir 31  
**omoshiroi** interesting 39  
**omotta hodo** as I, etc. had thought 52  
**omou** think 60  
**onaji** same C5  
**onaka** stomach 53  
**ongaku** music 70  
**o-niku** meat 37  
**onna no hito** woman 59  
**orenji jūsu** orange juice 20  
**ori-tatami-shiki (no)** foldable C36  
**oru** Hum. be 30  
**o-saki ni** before you, etc. 37  
**oshieru** teach; tell 65  
**osoi** late 42

**osoraku** perhaps, probably C38  
**ossharu** Hon. say 29  
**osu** push 37  
**o-sūiki desu** Hon. like C33  
**otearai** toilet 5  
**o-tera** (Buddhist) temple 4  
**otoko (no hito)** man 61  
**o-tomari** Pol. accommodation C17  
**ototoi** the day before yesterday 39  
**owaru** (something) ends 27  
**oyogu** swim 31  
**panfuretto** pamphlet 20  
**pasokon** personal computer 21  
**pasupōto** passport 2  
**pāti** party 43  
**-pēji** counter for pages 68  
**pen** pen 3  
**piza tōstuto** pizza on a toast base C6  
**-pondo** counter for pounds C35  
**pirezento** present 39  
**pirintā** printer 9  
**raigetsu** next month 17  
**raishū** next week 11  
**ranchi** lunch C5  
**ranpu** lamp, light 68  
**renraku-suru** contact (object indicated by ni, not o) 67  
**renshū suru** practise 65  
**repōto** report 5  
**resepsishon** reception C3  
**reshito** receipt C17  
**ressha** (long-distance) train C15  
**resutoran** restaurant C4  
**ringo** apple 46  
**rōka** corridor 23  
**robī** lobby 27  
**roku** six 8  
**rosen-zu** route map C30  
**Roshia-go** Russian (language) 49  
**rūmu kī** room key C3  
**ryōkin** charge 9  
**ryokō** trip 52  
**ryōri** cooking 44  
**sae** only 65  
**sagasu** look for 32  
**saifu** wallet 23  
**saikin** recently 42  
**sain** signature C17  
**saizu** size C36  
**sake** rice wine; alcohol 15  
**sakka** writer 4  
**sakunen** Formal last year C35  
**sakura** cherry (tree) C37  
**-sama** Mr, Mrs, Miss, etc. 29  
**samui** cold 42  
**san** three 8  
**-san** Mr, Mrs, Miss 1  
**sangyō** industry 62  
**sansei suru** agree 16  
**sashi-ageru** Hum. give (to an equal or superior) 30  
**seihin** product C36  
**seiji** politics 60  
**seiji-ka** politician 2  
**seikaku da** accurate 52  
**seizō** manufacturing C34  
**seizō suru** manufacture C35  
**semai** narrow; small (of rooms, etc.)  
**sen** thousand 9  
**sengetsu** last month 61

- senjitsu Pol. the other day C14  
sensei teacher 1; Doctor C38  
senshū last week 39  
setsumei suru explain 14  
setsuritsu suru establish C35  
setto set 9  
shachō company president 5  
sha'in company employee C26  
shāpupen propelling pencil 3  
shashin photo 12  
shi (irreg. form) four 8  
shibaraku a short while C12  
shichi (irreg. form) seven 8  
shigoto ga dekiru the work will be done/ready 72  
shigoto o suru work 56  
shiharai payment C17  
shijō market C36  
shikashi but, however C20  
shikkari to properly 66  
shimaru (something) closes 33  
shimau adds emphasis to a verb in the -te form 70  
shina-mono goods 46  
shinbun newspaper 12  
shinbun kisha (newspaper) reporter 4  
shingō traffic lights 68  
Shinkansen Bullet Train 25  
shinpai worry C38  
shinrai suru trust 50  
shinsatsu examination C38  
shinu die 31  
shiraberu look up, check 35  
shiraseru let (somebody indicated by ni) know (something indicated by o) 67
- shiroi white 40  
shiru CV know 42  
shiryō materials, information 14  
shisha branch (of a company) 49  
shite oru Hum. be doing/making C25  
shitei-seki reserved seat C9  
shitsugyō unemployment 72  
shitsumon question 21  
Shitsurei desu ga, ... Excuse me, but ... 29  
shitsurei suru be rude; say goodbye, leave 37  
shizuka da quiet 50  
shō rūmu show-room C35  
shōhin goods, product 9  
shōhin setsumei-kai product demonstration C31  
shōji trading C22  
shōjiki da honest 50  
shōkai and Co. C14  
shōkai suru introduce 61  
shokuji meal C17  
shokuji o suru have a meal 70  
shōrai (in the) future 72  
shorui document 62  
shōsai details 34  
shōsetsu novel 12  
shōshō Pol. a little C36  
shūmatsu weekend C30  
shūri suru fix 69  
shushō Prime Minister 7  
shusseki suru attend (object indicated by ni, not o) 67  
shutchō suru go on a business trip 13  
shuto capital 7  
sō so, in that way; sō suru do that 17
- sō yū such 72  
sochira Pol. that (one already mentioned); there 30  
sōdan suru discuss 35  
soko there (already mentioned) 4  
sōmu-ka general affairs section 30  
sonna ni + Neg. not so, not such a 44  
sono that, those (already mentioned) (followed by a noun) 9  
sono ato after that C31  
sono toki then C31  
sore that (one) (already mentioned) 2  
sore de because of that 64  
sore de wa in that case 17  
sore ni sotte according to/following that C35  
sōsa suru operate (a machine) 70  
sotchoku da frank 63  
sotsugyō suru graduate 35  
subete everything 65  
sugu ni immediately C17  
suei swimming 53  
sui-yōbi Wednesday 27  
sūji figure 52  
sūkejūru schedule C34  
sūki da like (object indicated by ga, not o) 53  
sūki-yaki Japanese grilled beef dish C33  
sūkoshi a little 21  
sūkunai few 61  
sūkuranburudo eggu scrambled egg C6  
sumimasen I'm sorry 24  
sūperu spelling C25
- supīchi speech; supīchi o suru make a speech 16  
supōtsu sport 12  
suppai sour 46  
suru (irreg.) do, make 10; ni suru make it, decide on, have 47  
sushi sushi 15  
sūteki da lovely 51  
sūtsu suit 3  
suu suck; tabako o suu smoke (cigarettes) 12  
suzushii cool 43  
tabako cigarette 12  
taberu eat 14  
tadashii correct 43  
taihen very C36  
taihen da awful 50  
taisetsu da important 52  
taishi-kan embassy 31  
takushi taxi 25  
tame ni: no tame ni for 39  
tame no: no tame no for C7  
tanoshii enjoyable 40  
tasha Formal another company 48  
tatsu stand 61  
tazuneru visit 30  
tēburu table C36  
techō diary; personal notebook 62  
tegami letter 12  
tekitō da suitable 52  
ten point C35  
tenji-kai exhibition; trade fair 48  
tenki weather 39  
tenkin suru be sent to work (in another branch of a company) 73  
terebi television 12

**terehon kādo** telephone card 31  
**to** and 4  
**to** with 35  
**tōchaku suru** arrive C25  
**toi-awase** enquiry C34  
**tokei** clock/watch 9  
**toki** time; **no toki ni** during 56  
**tokkyo** patent 70  
**tokoro** place C32  
**toku ni** especially C33  
**tomaru** stay 47  
**tomeru** stop (something) 56  
**-tomo: futari-tomo** both of us/you, etc.; **san-nin-tomo** all three of us/you, etc. 66  
**tomodachi** friend 16  
**torēdo fea** trade fair 27  
**toreru** come off/out C38  
**tori ni kuru** come and get 65  
**tori-hiki** dealings; **tori-hiki o suru** trade 32  
**tori-shimari-yaku** director 4  
**toru** take 12  
**tōsha** this/our company C31  
**tosho-kan** library 26  
**totemo** very 37  
**tsugi (no)** next C9  
**tsugō** convenience C31  
**tsuite** see **ni tsuite** or **tsuku tsūjiru** get through (on the phone, etc.) 67  
**tsukai-kata** how to use 57  
**tsukare** tiredness C27  
**tsukareru** get tired 33  
**tsukau** use 14  
**tsukeru** switch/turn/put on 55  
**tsukiatari** end (of a street, etc.) 68

**tsūkō-nin** passer-by C28  
**tsuku** arrive 27  
**tsuku** come on (of electrical device) 33  
**tsumaranai** boring 46  
**tsume-mono** filling C38  
**tsumetai** cold 46  
**tsūrisūto infomēshon** tourist information (centre) C7  
**tsutomeru** work C21  
**tsūyaku** interpreter 37  
**tsuzukeru** continue (something) 57  
**tsuzuku** (something) continues C20  
**uchi** home 35  
**uchi** inside; **uchi no** our 48  
**uchi-awase** **suru** discuss C31  
**ugoki-hajimeru** start to work 68  
**ugoku** move; work (of a machine) 65  
**ukagau** Hum. visit 30; hear C31  
**ukeru** receive C38  
**uketsuke** reception C3  
**untan suru** drive 37  
**unzari suru** be fed up C20  
**urayamashii** envious 44  
**ureru** sell (as in 'a product sells well') 73  
**ureshii** happy 40  
**urusai** noisy 50  
**utsukushii** beautiful C36  
**wa** indicates the topic of a sentence 2  
**wain** wine 64  
**wakaru** understand (object indicated by **ga**, not **o**) 11

**wāpuro** word processor 5  
**warau** laugh 31  
**warui** bad 41  
**washoku** Japanese food C29  
**wasureru** forget 51  
**watakushi** Hum. I, me 30  
**wataru** cross 68  
**watashi** I, me 2  
**watashi-tachi** we, us 2  
**wētoreesu** waitress C4  
**wisukī** whisky, 70  
**yaki-niku** grilled beef C5  
**yaki-tori** Japanese-style grilled chicken 53  
**yakusoku** agreement, promise 4; appointment 21  
**yakusoku o suru** make an appointment 31  
**yameru** give up 46  
**yameru** stop (something) 17  
**yaru** do; play 12  
**yaru** give (to somebody of lower status, a plant or animal) 62  
**yasashii** easy; nice (of people) 40  
**yasui** cheap 42  
**yasumu** rest 17  
**yo** adds an assertive tone to a sentence C14  
**yō koso** welcome C27  
**-yō no** for the use of C32  
**yobu** call 31  
**yōfuku** clothes 63  
**yoku** well (irreg. adverbial form of **ii**, 'good') 34  
**yomu** read 12  
**yon** four 8  
**yopparau** get drunk;  
**yopparatte iru** be drunk 73  
**yori saki ni** before (somebody) 56  
**yoroshii** Pol. all right C9  
**yotei** schedule C12  
**yōtōsu** lumbago C37  
**yoyaku** reservation 31  
**yūbin-kyoku** post office 38  
**yuki** snow; **yuki ga furu** to snow 49  
**yukkuri** slowly 34  
**yūmei** da famous 50  
**yushutsu kachō** export director 54  
**yushutsu-ka** export section 11  
**yuu** say 29  
**zannen** da it's a pity 66  
**zaseki** seat C26  
**zasshi** magazine 12  
**zeikin** tax 9  
**zenbu** de in all 9  
**zenzen** + Neg. not at all 44  
**zero** zero 8  
**zonjiru** Hum. think 30  
**zutsū** headache; **zutsū ga suru** have a headache C37  
**zutto** all the time C38

