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となりの部屋にだれかいるようです／いるみたいです。
- Expressing you have perceived a sound, taste, smell, etc. 「～がする」
このあめはりんごの味がします。
- “Give (to me)” 「くれる」
どうしようが旅行のおみやげをくれました。

CAN-DO

- Talk about what you inferred from what you saw and heard
- Talk about what the food smells and tastes like
- Talk about who gave you what

WORD POWER/PHRASE POWER

- Sounds
- Smells
- Tastes
- Adjectives
- Describing what you heard, tasted, and smelled

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スミスさんに手伝ってもらいました。
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1週間でひらがなが読めるようになりました。

CAN-DO

- Describe the other person's action with gratitude
- Talk about what you have become capable of doing that you could not do before
- Talk about what has changed since beginning a new stage in life

WORD POWER/PHRASE POWER

- Verbs
- Requests
- Expressing gratitude

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部屋をくらくします。
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きのうのパーティーでお洒を飲みすぎました。
- Describing your efforts to make the desired action a habit 「～ようにする」
毎日野菜を食べるようにしています。

CAN-DO

- Give instructions on how to revise materials that have been prepared
- Describe a habit for keeping healthy

WORD POWER/PHRASE POWER

- Adjectives
- Things you strive to do to keep yourself healthy

● QUIZ 1 36

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LESSON 4 I Volunteered to Support the Victims 38

- Conveying information obtained elsewhere 「～そうだ」
スミスさんは 少しくくれるそうです。
- Expressing purpose 「～ために」
日本で 仕事をする ために、日本語を 勉強しています。
- Indicating means or attendant circumstance 「～て/ないで」
新しい ジャケットを 着て 会社に行きました。

CAN-DO

- Relay what you heard on the news on TV, etc.
- Talk about what you have been working on recently
- Talk about under what kind of circumstances you take actions

WORD POWER/PHRASE POWER

- Disasters
- Career advancement

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- Nominalizing sentences 「～こと」
せいこうする ためには、どりよくをつづける ことが 大切です。
- Describing preparatory actions 「～ておく」
旅行の 前に ホテルを ややくして おきます。
- Expressing the result of an intentional act and state of being 「～である」
A: まどが 開いていますよ。
B: これから そうじを するので、開けて あります。

CAN-DO

- Give instructions on what to prepare for an event
- Talk about what preparations have been made

WORD POWER/PHRASE POWER

- Intransitive verbs
- Transitive verbs
- Questions, requests
- Chores around the house

LESSON 6 Please Go into the House with Your Shoes On 58

- Expressing a situation that remains unchanged 「～まま」
まどを 開けた まま 出かけて しまいました。
- Giving a reason 「～おかげで/せいで/ため(に)」
みなさんのおかげで、仕事が 早く 終わりました。
- "It would be nice if" 「～といい」
あした はれると いいですね。

CAN-DO

- Talk about how a situation remains unchanged and a troublesome thing is occurring
- State the reasons for what went well and what went wrong
- State a desire or urge the other person to take a certain action

WORD POWER/PHRASE POWER

- Verbs
- "As it is"

● QUIZ 2 70

● CASUAL STYLE 1 71

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- Passive structures (1): Passive structures whose subject is an object
オリンピックは 4年に 1度 開かれます。
- "Ought to," "Should" 「～べきだ」
もっと しげんを 大切に するべきです。

CAN-DO

- Explain the origin of things and places
- Talk about what the speaker believes to be true

WORD POWER/PHRASE POWER

- Verbs
- Activities
- Things one should do

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- Passive structures (2): Passive structures whose subject is a person
(私は) 母に しかられました。
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ここに 車を 止めては いけません。
- Explaining the following noun by generalizing 「～という」
フードロスという ことば

CAN-DO

- Talk about what others have done to you
- Talk about what you must not do

WORD POWER/PHRASE POWER

- Verbs
- Unpleasant experiences

LESSON 9 I Will Think about What We Can Do 94

- Embedded questions 「～か/かどうか」
社長が 何時に 来るか わかりません。
- Expressing potential and ability 「～ことができる」
ごみを へらす ことで かんきょうを まもる ことができます。

CAN-DO

- Make a detailed inquiry
- Talk about what can be done by rules, etc.

PHRASE POWER

- Things happening on the Earth
- Things we should do

● QUIZ 3 106

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- “Even if” 「～ても/でも」
このグラスは おとしても われませぬ。
- Giving orders or prohibitions
がんばれ! あきらめるな!

CAN-DO

- Talk about a result or situation contrary to what would normally be expected
- Give strong instructions or prohibitions

PHRASE POWER

- Crisis management

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このくすりはよくきくらしいですよ。
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スクリーンがよく見えるように、前の方にすわりましょう。
- “Have just done” 「～たばかりだ」
日本に来たばかりで、まだ日本の生活になれていません。

CAN-DO

- Relay a rumor
- State what will be done to achieve a desired situation
- Subjectively express that an action or event has just occurred

WORD POWER/PHRASE POWER

- Verbs
- Dreams and wishes
- Uncertain rumors and information

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- Expressing whether doing something is easy or difficult 「～やすい/にくい」
このくつは歩きやすいです。
- “Not so... as...” 「～ほど～ない」
今年の夏は去年の夏ほどあつくないです。
- “The more something is the case, the more...” 「～ば～ほど」
スピーチはみじかければみじかいほどいいです。

CAN-DO

- Talk about how easy or difficult it is to use a certain thing
- Express impressions in comparison with expectations
- Describe changes that occur with accumulated experience

PHRASE POWER

- Cultural experiences
- Talking about cultures

● QUIZ 4 144

● CASUAL STYLE 2 145

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- Expressing inferences/predictions based on reliable information and knowledge 「～はずだ」
今日は月曜日だから、銀行は開いているはずですよ。
- “In spite of the fact that” 「～のに」
たくさん練習したのに、プレゼンがうまくできませんでした。

CAN-DO

- Talk about what the speaker believes to be true based on evidence
- Express disappointment that the results did not meet expectations

PHRASE POWER

- Common troubles

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- Attempting to achieve an action 「～う/ようとする」
お風呂に入ろうとしたとき、じしんが起きました。
- Expressing intention 「～つもりだ」
来年の夏休みには富士山にのぼるつもりです。

CAN-DO

- Describe in detail how and why a problem occurred
- Talk about what you intend to do in the near future

WORD POWER/PHRASE POWER

- Verbs
- When you’re about to do something
- Things you couldn’t do although you tried

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私が今朝会社に来たとき、にもつはもうとどいていました。
- Expressing the stage of action 「～ところだ」
ちょうど今会議が始まるところです。

CAN-DO

- Talk about the context of an action or event based on a certain point in time
- State whether you are about to do an action, are doing an action, or have just done an action

WORD POWER/PHRASE POWER

- Verbs
- Making a complaint

● QUIZ 5 178

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• Causative structures

母は 弟に部屋を そうじさせました。

• Causative-passive structures

私は 子どものとき、母に きらいな野菜を 食べさせられました。

CAN-DO

- Talk about what you want to make your children or subordinates do
- Talk about what you didn't like when people made you do it
- Talk about the situation and politely ask for permission

PHRASE POWER

- Things parents want their children to do
- Asking for permission

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• Expressing use, usefulness, and purpose 「～のに」

このアプリは 日本語を勉強するのに役に立ちます。

• Stating what you want someone to do something 「～してほしい」

みなさんに私の国のことをもっと知ってほしいです。

• Stating other people's emotions 「～がる」

私は ざびしいです。 スミスさんは ざびしがっています。

CAN-DO

- Talk about the use of certain things
- State what you desire from people
- Tell what family members or people close to you want to do

PHRASE POWER

- What parents wish for their children
- What children wish for their parents and grandparents

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• Expressing decisions 「～ことにする」

来月 パリにあそびに行くことにしました。

• Expressing something is decided upon 「～ことになる」

来月 出張でパリに行くことになりました。

• "That is why..." 「～わけだ」

A: スミスさんは 日本語を 毎日3時間も勉強しているそうですよ。

B: そうですか。日本語が上手なわけですね。

CAN-DO

- Tell your decision on a matter that was hard to decide on
- Relay that things out of your control have inconvenienced you
- Express agreement after hearing about the background and reasons on a certain matter

PHRASE POWER

- Decisions and things decided

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会長は週末によくゴルフをなさいます。

• Keigo (2) Honorific expressions (2): Basic patterns

お客さまはもうお帰りになりました。

• Indirect speech with instructions 「～ように言う」

スミスさん、あしたお客さまがいらっしゃるので、エマさんにレストランの予約をするように言ってください。

CAN-DO

- Talk about the actions of those who are to be respected
- Pass on instructions to a subordinate via someone else

PHRASE POWER

- Extending a helping hand in a polite manner

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明日 そちらにうかがいます。

• Keigo (4) Humble expressions (2): Basic patterns

重そうなおにもつですね。お持ちしましょうか。

• Keigo (5) Polite expressions

小学生以下は無料でございます。

CAN-DO

- Talk about one's own actions in relation to a person to be respected
- Offer help politely
- Describe one's own actions while showing respect to the listener

PHRASE POWER

- Polite introductions
- Apologizing

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課長は何時にもどられますか。

• Keigo (7) Expressing respect using giving-receiving verbs 「～ていただく／くださる／さしあげる」

支社長の おくさまに料理を 教えていただきました。

• Keigo (8) Polite instructions 「お／ご～ください」

少々 お待ちください。

CAN-DO

- Talk about the actions of the person to be respected
- Describe what the person to be respected has done for you
- Politely suggest something to the person to whom you should show respect or ask them not to do something

PHRASE POWER

- Public manners and notices
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PREFACE TO THE REVISED 4TH EDITION

The *Japanese for Busy People Revised 4th Edition* series consists of three volumes: Book I (romanized version and kana version), Book II, and Book III. The first edition of *Japanese for Busy People II* was published in 1990 for people who wished to progress to the next step after studying *Japanese for Busy People I*, which was published in 1984. In the first revision of *Japanese for Busy People II*, the textbook was divided into two books: Book II and Book III, the former of which was published in 1994, followed by the latter, published in 1995. For the third revision in 2007, a variety of changes were made, such as grouping the lessons into units, adding new features such as Word Power and Phrase Power, and expanding the dialogues. These changes were made to clarify the situations for practical use of Japanese based on the latest results of research in Japanese-language education and to help learners feel confident in their communication skills.

This fourth edition carries on the editorial policy of the third edition, updating the vocabulary and dialogues and adding further explanations in the Grammar and Notes in order to help learners studying independently. New pages introducing casual-style speech are also added.

We hope that this textbook will help learners to study Japanese in a fun and effective way.

In the compilation of this revised edition, we would like to express our gratitude to Mio Urata of Kodansha Editorial and Makiko Ohashi of Guild, Inc., for their cooperation.

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