



UNIT

1

AT THE OFFICE

In Japan, people bow to each other on many occasions. They bow when meeting people, formally expressing gratitude, and apologizing for something. The typical way of bowing is to stand with the feet drawn together and bend the body at a 15 to 45 degree angle. Men tend to hold their hands at their sides while women hold their arms in front, elbows slightly bent, and hands folded. The eyes remain open during the bow, and the bowing person's line of sight moves with his or her torso rather than staying fixed on the other person. Generally, the deeper and slower the bow, the politer it is. Bowing properly is essential to making a good first impression.

Meeting: Nice to Meet You

TARGET DIALOGUE

016

Smith meets Tanaka for the first time. Tanaka is visiting ABC Foods.

Sumisu: Sumimasen. Nozomi Depāto no Tanaka-san desu ka.

Tanaka: Hai, sō desu.

Sumisu: Hajimemashite. ABC Fūzu no Sumisu desu.

Yoroshiku onegaishimasu.

(Hands over business card.)

Tanaka: Hajimemashite. Tanaka desu.

(Hands over business card.)

Kochirakoso, yoroshiku onegaishimasu.

Smith: Excuse me, are you Tanaka-san of the Nozomi Department Store?

Tanaka: Yes, I am.

Smith: Nice to meet you. I am Smith of ABC Foods. I look forward to working with you.

Tanaka: Nice to meet you, too. I am Tanaka.

I look forward to working with you as well.



VOCABULARY

Sumimasen.	Excuse me.
Nozomi Depāto	Nozomi Department Store (fictitious company name)
depāto	department store
no	(particle; see GRAMMAR 3, p. 4)
-san	Mr., Mrs., Ms., Miss
... desu	be
ka	(particle; see GRAMMAR 2, p. 3)

hai	yes
sō desu	that's right
Hajimemashite.	Nice to meet you.
ABC Fūzu	ABC Foods (fictitious company name)
Yoroshiku onegaishimasu.	I look forward to working with you.
kochirakoso	same here

NOTES

1. Tanaka-san

San is a title of respect added to a person's name, so it cannot be used after one's own name. **San** is used regardless of gender and can be used with both the last name and the given name. In business situations, "last name + **san**" is the most common, but "first name + **san**" is also used.

2. Hai, sō desu.

When replying to "noun **desu ka**," **sō** can be used instead of repeating the noun. When replying in the negative, say **ie, chigaimasu**.

3. Yoroshiku onegaishimasu.

A phrase used when being introduced, **Yoroshiku onegaishimasu** is usually combined with **Hajimemashite**. It is also used when taking one's leave after having asked a favor. **Yoroshiku** means "well" and is used as a request for the other person's favorable consideration in the future.

4. Exchanging business cards

In business situations, people usually exchange business cards when meeting for the first time.

KEY SENTENCES

017

1. Sumisu-san wa Amerika-jin desu.

2. Sumisu-san wa Amerika-jin desu ka.

3. Kochira wa Nozomi Depāto no Tanaka-san desu.

4. (Watashi wa) Sumisu desu.

1. Smith-san is an American.

2. Is Smith-san an American?

3. This is Tanaka-san of the Nozomi Department Store.

4. [I am] Smith.

GRAMMAR

1. noun 1 wa noun 2 desu.

(KEY SENTENCES 1, hereafter abbreviated as KS1)

The particle **wa** is the topic marker. It is used in the same sense as "as for" in English but is used much more frequently. The particle **wa** follows noun 1, singling it out as the "topic" of the sentence. Noun 2 is then identified, and the phrase is concluded with **desu**. The topic is the person or thing that the sentence is about. The topic is often the same as the subject but not necessarily.

2. noun 1 wa noun 2 desu ka.

(KS2)

It is easy to make questions in Japanese. Simply place the particle **ka** at the end of the sentence. No change in word order is required even when the question contains interrogatives like "who," "what," "when," etc.

Intonation normally rises on **ka**, i.e., ... **desu ka**.

Hai is virtually the same as "yes," and **ie** is virtually the same as "no."

e.g. **Sumisu-san wa Amerika-jin desu ka.** Is Smith-san American?

Hai, Amerika-jin desu.

Yes, (he is) American.

Iie, Ijirisu-jin desu.

No, (he is) British.

VOCABULARY

wa	(particle; see GRAMMAR 1, above)
Amerika-jin	American (person)

kochira	this one (polite for "this person")
watashi	I

3. company **no** person

(KS3)

The particle **no** expresses belonging or affiliation. Here it shows that a person belongs to, in a sense that he works for, a company. Japanese customarily give their company name when being introduced in a business situation.

4. Omission of the topic

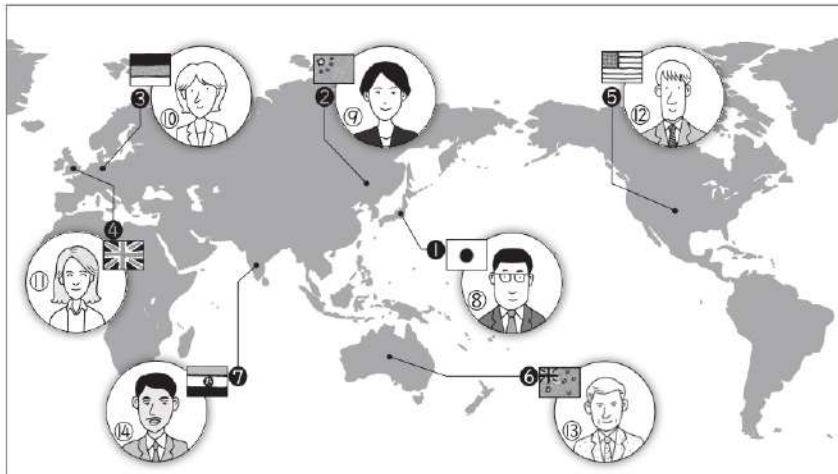
(KS4)

When the topic is clear to the other person, it is generally omitted. For example, **Tanaka-san desu ka** means "Are you Tanaka-san?" and since it is clear who the topic is, it is omitted. The same is true of the answer to the question; the topic is often omitted. (see GRAMMAR 2, p. 3)

WORD POWER

I Countries and nationalities

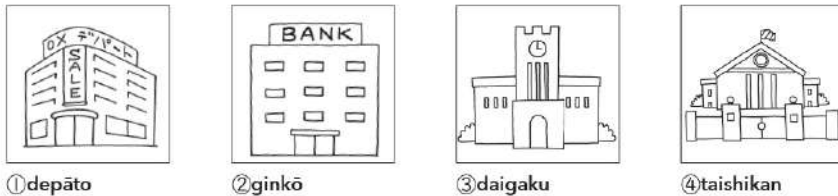
018



- ① Nihon ④ Igirisu ⑦ Indo ⑩ Doitsu-jin ⑬ Ōsutoraria-jin
- ② Chūgoku ⑤ Amerika ⑧ Nihon-jin ⑪ Igirisu-jin ⑭ Indo-jin
- ③ Doitsu ⑥ Ōsutoraria ⑨ Chūgoku-jin ⑫ Amerika-jin

II Work affiliation

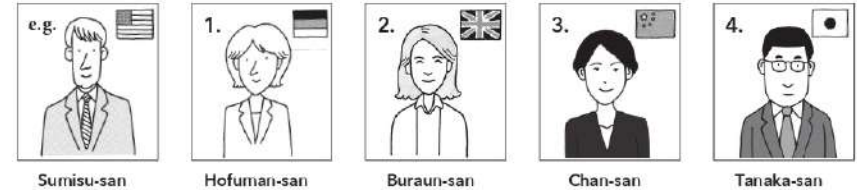
019



- ① depāto ② ginkō ③ daigaku ④ taishikan

EXERCISES

I State someone's nationality. Make up sentences following the pattern of the example. Substitute the underlined parts with the alternatives given.



e.g. Sumisu-san wa Amerika-jin desu.

- 1. _____ (Hofuman-san, Doitsu-jin)
- 2. _____ (Buraun-san, Igirisu-jin)
- 3. _____ (Chan-san, Chūgoku-jin)
- 4. _____ (Tanaka-san, Nihon-jin)

II Make up dialogues following the patterns of the examples. Substitute the underlined parts with the alternatives given.

A. Ask and answer what someone's nationality is.

e.g. A: Sumisu-san wa Amerika-jin desu ka.

B: Hai, Amerika-jin desu.

- 1. A: _____ (Hofuman-san, Doitsu-jin)
- B: _____ (Doitsu-jin)
- 2. A: _____ (Buraun-san, Igirisu-jin)
- B: _____ (Igirisu-jin)
- 3. A: _____ (Chan-san, Chūgoku-jin)
- B: _____ (Chūgoku-jin)
- 4. A: _____ (Tanaka-san, Nihon-jin)
- B: _____ (Nihon-jin)

VOCABULARY

Nihon	Japan	Amerika	United States
Chūgoku	China	Ōsutoraria	Australia
Doitsu	Germany	Indo	India
Igirisu	United Kingdom	-jin	-ese, -ian (person from)

ginkō	bank
daigaku	university, college
taishikan	embassy

VOCABULARY

Hofuman	Hoffman (surname)
Buraun	Brown (surname)

B. Ask and answer what someone's nationality is.

e.g. A: Sumisu-san wa Igirisu-jin desu ka.

B: Iie, Amerika-jin desu.

1. A: _____ (Hofuman-san)

B: _____ (Doitsu-jin)

2. A: _____ (Chan-san)

B: _____ (Chūgoku-jin)

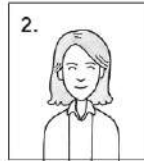
III Confirm the identity of someone you are meeting for the first time. Make up dialogues following the pattern of the example and based on the information provided.



ABC Fūzu
Sumisu-san



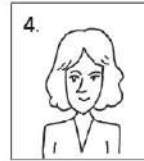
Berurin Mōtāzu
Hofuman-san



Rondon Ginkō
Buraun-san



Tōkyō Daigaku
Raja-san



Ōsutoraria
Taishikan
Harisu-san

e.g. Anata: Sumimasen. ABC Fūzu no Sumisu-san desu ka.

Sumisu: Hai, sō desu.

1. Anata: _____

Hofuman: _____

2. Anata: _____

Buraun: _____

3. Anata: _____

Raja: _____

4. Anata: _____

Harisu: _____

VOCABULARY

iie	no
Berurin Mōtāzu	Berlin Motors (fictitious company name)
Berurin	Berlin
Rondon Ginkō	Bank of London (fictitious bank name)
Rondon	London

Tōkyō Daigaku	University of Tokyo
Tōkyō	Tokyo
Harisu	Harris (surname)
anata	you

IV Introduce yourself. Make up dialogues following the pattern of the example. Substitute the underlined parts with the alternatives given.

e.g. Sumisu: Hajimemashite. ABC Fūzu no Sumisu desu.

Yoroshiku onegaishimasu.

Hofuman: Hajimemashite. Berurin Mōtāzu no Hofuman desu.

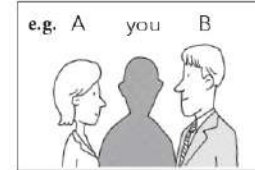
Yoroshiku onegaishimasu.

1. Buraun: _____
_____ (Rondon Ginkō, Buraun)

2. Raja: _____
_____ (Tōkyō Daigaku, Raja)

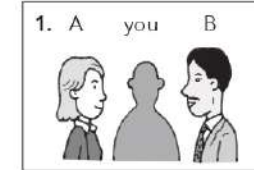
3. Harisu: _____
_____ (Ōsutoraria Taishikan, Harisu)

V Introduce people. Referring to the illustration, introduce A and B to each other.



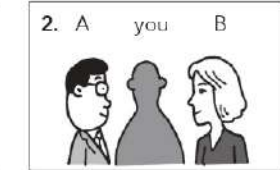
A: Berurin Mōtāzu
Hofuman-san

B: ABC Fūzu
Sumisu-san



A: Rondon Ginkō
Buraun-san

B: Tōkyō Daigaku
Raja-san



A: Nozomi Depāto
Tanaka-san

B: Ōsutoraria Taishikan
Harisu-san

e.g. Anata: Kochira wa Berurin Mōtāzu no Hofuman-san desu.

Kochira wa ABC Fūzu no Sumisu-san desu.

1. Anata: _____

2. Anata: _____

VI Listen to the audio and fill in the blanks based on the information you hear. 020-022

1. Sumisu-san wa _____ desu.

2. Raja-san wa _____ desu.

3. Chan-san wa _____ desu.

SPEAKING PRACTICE

1. Tanaka and Smith, who have just met for the first time, are talking.  023

Tanaka: Sumisu-san, o-kuni wa dochira desu ka.

Sumisu: Amerika desu.

Tanaka: Smith-san, what country are you from?

Smith: I'm from the United States.

2. Sasaki introduces Brown to Tanaka.  024

Sasaki: Tanaka-san, kochira wa Rondon Ginkō no Buraun-san desu.

Buraun: Hajimemashite. Buraun desu.

Yoroshiku onegaishimasu.

Tanaka: Hajimemashite. Nozomi Depāto no Tanaka desu.

Yoroshiku onegaishimasu.

Sasaki: Tanaka-san, this is Brown-san of the Bank of London.

Brown: Nice to meet you. I am Brown. I look forward to working with you.

Tanaka: Nice to meet you. I am Tanaka of the Nozomi Department Store. I look forward to working with you.

3. Smith is visiting the Nozomi Department Store.  025

Sumisu: ABC Fūzu no Sumisu desu. Tanaka-san o onegaishimasu.

Uketsuke: Hai.

Smith: I am Smith of ABC Foods. I would like to see Tanaka-san.

Receptionist: Yes [, just a moment].

NOTES

1. O-kuni wa dochira desu ka.

The prefix **o** is added to the word **kuni** to specify the country or birthplace of the person you are talking to. The basic word for "where" is **doko**, but **dochira** is more polite.

2. Tanaka-san o onegaishimasu.

Use "person **o onegaishimasu**" when asking a receptionist to summon somebody you want to see. **Onegaishimasu** is a very convenient phrase often used in making polite requests.

Active Communication

1. Introduce yourself to a classmate. Then introduce two classmates to each other.
2. Try introducing yourself when you meet a Japanese person.

VOCABULARY

o-kuni	your country
o-	(honorific prefix)
kuni	country
dochira	where (polite word for doko)

... o onegaishimasu please (get me...) (see NOTES 2, above)

uketsuke reception desk, receptionist

LESSON 2

Possession: Whose Pen Is This?

TARGET DIALOGUE

 026

A meeting has just ended. Nakamura finds a pen on the floor.

Nakamura: Kore wa dare no pen desu ka.

Suzuki: Sā, wakarimasen.

(Turning toward Smith.)

Sumisu-san no desu ka.

Sumisu: Iie, watashi no ja arimasen.

Nakamura runs after Tanaka, who left the meeting room earlier.

Nakamura: Tanaka-san, kore wa Tanaka-san no pen desu ka.

Tanaka: Hai, watashi no desu. Arigatō gozaimasu.

Nakamura: Whose pen is this?

Suzuki: I don't know. Is it yours, Smith-san?

Smith: No, it isn't mine.

Nakamura: Tanaka-san, is this your pen?

Tanaka: Yes, it is. Thank you.



VOCABULARY

kore	this one
dare no	whose
dare	who
no	(particle; see GRAMMAR 3, p. 10)

pen	pen
Sā, wakarimasen.	(See NOTES 1, p. 10)
wakarimasen	I don't know

Sumisu-san no	Smith-san's
watashi no	my, mine
... ja arimasen	is/are not
Arigatō gozaimasu.	Thank you.