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- **noun 1 wa noun 2 desu.**
 - **noun 1 wa noun 2 desu ka.**
 - **company no person**
 - **Omission of the topic**
- Sumisu-san wa Amerika-jin desu.
 - Sumisu-san wa Amerika-jin desu ka.
 - Kochira wa Nozomi Depāto no Tanaka-san desu.
 - (Watashi wa) Sumisu desu.

CAN-DO

- Introduce yourself and others, at your workplace or at a party
- Talk about nationalities
- Give your name at the reception desk of a place you visit and give the name of the person you want to meet

WORD POWER

- Countries and nationalities
- Work affiliation

LESSON 2 Possession: Whose Pen Is This? 9

- **Kore wa noun desu.**
 - **Kore wa noun ja arimasen.**
 - **person no noun**
- Kore wa tokei desu.
 - Kore wa tokei ja arimasen.
 - Kore wa Sumisu-san no tokei desu.

CAN-DO

- Talk about a nearby object and its owner
- Ask for telephone numbers
- Ask for words to be repeated when you do not understand

WORD POWER

- Numbers
- Business vocabulary
- Personal belongings

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- **(Ima) time desu.**
 - **noun wa time 1 kara time 2 made desu.**
 - **time 1 no time 2**
- Ima 3-ji desu.
 - Shigoto wa 9-ji kara 5-ji made desu.
 - Kaigi wa ashita no 4-ji kara desu.

CAN-DO

- Talk about opening times and closing times
- Talk about the present time and time in cities overseas

WORD POWER

- Services and activities
- Numbers
- Times
- Time expressions

LESSON 4 Shopping (1): How Much Is This? 28

- **kore/sore/are**
 - **noun mo**
 - **noun o kudasai/noun o onegaishimasu.**
 - **noun 1 to noun 2**
- Sore wa sumaho desu. Are wa taburetto desu.
 - Kore wa 3,000-en desu. Are mo 3,000-en desu.
 - Kore o kudasai.
 - Karē to sarada o onegaishimasu.

CAN-DO

- Point to something and ask what it is
- Ask the prices of items in a store and make a purchase
- Place an order at a restaurant

WORD POWER

- Home appliances
- Food and drink
- Numbers

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LESSON **5** Shopping (2): Two Bottles of That Wine, Please **38**

- noun **wa** place **desu**.
- **kono/sono/ano** noun
- adjective + noun
- place **no** noun
- noun **o** number **kudasai**.

- Resutoran wa 5-kai desu.
- Kono T-shatsu wa 2,000-en desu.
- Ano aoi T-shatsu wa 3,000-en desu.
- Kore wa Furansu no wain desu.
- Sono wain o 2-hon kudasai.

CAN-DO

- Ask for the location of a facility or a shop
- In a shop, give the size and color of an item and ask its price
- Ask what country of origin of an item is, and buy the item
- Tell the shopkeeper that you want to buy more than one of an item

WORD POWER

- Items for sale
- Numbers and counters
- Floors

● QUIZ 1 **48**

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- Verbs
- person **wa** place/event **ni ikimasu**.
- Relative time expressions
- person **to**
- person **wa** place **kara kimashita**.

- Sumisu-san wa ashita ginkō ni ikimasu.
- Sumisu-san wa senshū Ōsaka ni ikimashita.
- Sumisu-san wa kinō tomodachi to resutoran ni ikimashita.
- Sumisu-san wa kyōnen Amerika kara kimashita.

CAN-DO

- Talk about where, when, and with whom you will go/went somewhere
- Talk about from where and when you came
- By telephone, ask when someone will visit and with whom
- At the bus stop, ask if the bus goes to one's destination

WORD POWER

- Destinations
- Verbs
- Time expressions
- People

LESSON **7** Going Places (2): I'm Going by Shinkansen **61**

- Specific time expressions
- transportation **de**
- noun 1 **wa** noun 2 **desu ka**, noun 3 **desu ka**.

- Ema-san wa 4-gatsu ni Nihon ni kimashita.
- Sumisu-san wa shinkansen de Ōsaka ni ikimasu.
- Kaigi wa yokka desu ka, yōka desu ka.

CAN-DO

- Talk about the date and day of the week of an event or meeting
- Talk about means of transportation
- Ask whether an event is on one day or another
- Speak words of greeting when entering someone's room

WORD POWER

- Verb
- Dates
- Means of transportation

UNIT 4 EATING OUT **73**

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- person **wa** noun **o** verb.
- place/event **de**
- **nani mo** in a negative sentence

- Sumisu-san wa ashita tenisu o shimasu.
- Sumisu-san wa kinō resutoran de ban-gohan o tabemashita.
- Ema-san wa pātī de nani mo tabemasendeshita.

CAN-DO

- Talk about everyday activities—what, when, and where
- Make a reservation at a restaurant by telephone

WORD POWER

- Food and drink
- Verbs
- Numbers of people

LESSON **9** Doing Things (2): Do You Often Come Here? **84**

- person 1 **wa** person 2 **ni** verb.
- person 1 **wa** person 2/place **ni** noun **o** verb.
- Habitual action
- **amari/zenzen** in a negative sentence

- Sumisu-san wa ashita Tanaka-san ni aimasu.
- Sumisu-san wa Suzuki-san ni resutoran no basho o oshiemashita.
- Sumisu-san wa mainichi kōhī o nomimasu.
- Ema-san wa amari terebi o mimasen.

CAN-DO

- Talk about who you will meet
- Talk about to whom or to where to telephone
- State how frequently one does something
- At a restaurant, ask what is recommended

WORD POWER

- Verbs
- Family
- Time expressions
- Adverbs

● QUIZ 2 **94**

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- Adjectives (1)

- Kono hon wa omoshiroi desu.
- Tōkyō no chikatetsu wa benri desu.
- Sumisu-san wa atarashii pasokon o kaimashita.
- Sumisu-san wa kinō yūmeina resutoran ni ikimashita.

CAN-DO

- Talk about the characteristics of things and places
- Entertain a guest and receive hospitality
- Talk about the weather

WORD POWER

- i-adjectives
- na-adjectives

LESSON **11** Describing Impressions: It Was Beautiful **105**

- Adjectives (2)
- clause 1 **ga**, clause 2.

- Kinō wa samukatta desu.
- Kinō no o-matsuri wa nigiyaka deshita.
- Sumisu-san wa depāto ni ikimashita ga, nani mo kaimasendeshita.

CAN-DO

- Express one's thoughts about experiences
- Express gratitude
- State something that differs from expectation

WORD POWER

- i-adjectives
- na-adjectives
- Verbs
- Events

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LESSON **12** Asking about Places: What Is at Nikko? **114**

- place **ni** noun **ga arimasu/imasu**.
- Position words
- noun 1 **ya** noun 2

- 1-kaī ni uketsuke ga arimasu.
- Uketsuke ni onna no hito ga imasu.
- Tēburu no ue ni hana ga arimasu.
- Nikkō ni o-tera ya jinja ga arimasu.

CAN-DO

- Talk about tourist destinations and one's hometown
- Say what or who is at a certain place
- Ask the meaning of a word you do not know

WORD POWER

- Parts of a building
- Things in a hotel room
- Features of a tourist site
- Positions

LESSON **13** Asking for a Place: Where Is It? 123

- place **ni** noun **ga** number **arimasu/imasu**.
- noun **wa** place **ni arimasu/imasu**.
- place 1 **wa** place 2 **kara chikai/tōi desu**.
- Kaigi-shitsu ni isu ga muttsu arimasu.
- Kaigi-shitsu ni o-kyaku-san ga 4-nin imasu.
- Takushī-noriba wa eki no mae ni arimasu.
- Sumisu-san wa 2-kai ni imasu.
- Sumisu-san no uchi wa eki kara chikai desu.

CAN-DO

- Talk about the number of things or people in a certain place
- Talk about the whereabouts of things and people
- Ask if a certain place is near or far from some other place

WORD POWER

- Things near a train station
- Office supplies
- Demonstrative pronouns
- i-adjectives

LESSON **14** Giving and Receiving: I Received It from My Friend 131

- person 1 **wa** person 2 **ni** noun **o agetasu**.
- person 1 **wa** person 2 **ni** noun **o moraimasu**.
- person **wa** noun **ga arimasu**.
- Sumisu-san wa Nakamura-san ni hana o agemashita.
- Nakamura-san wa Sumisu-san ni hana o moraimashita.
- Sumisu-san wa ashita kaigi ga arimasu.

CAN-DO

- Talk about giving and receiving gifts
- Complement someone about clothing
- Talk about what one has

WORD POWER

- Verbs
- Gifts
- Words that can be used with **arimasu** ("have")

● QUIZ 3 140

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- person **wa** noun **ga suki desu**.
- person **wa** noun **ga jōzu desu**.
- Verb dictionary form
- person **wa** verb [dictionary form] **no ga suki desu**.
- Chan-san wa wain ga suki desu.
- Chan-san wa Nihon-go ga jōzu desu.
- Sumisu-san wa sakkā o miru no ga suki desu.

CAN-DO

- Talk about someone's likes and skills
- Talk about what you like to do

WORD POWER

- na-adjectives
- Sports
- Dictionary form
- Verbs

LESSON **16** Making an Invitation: Shall We Go Together? 151

- place **de** event **ga arimasu**.
- verb [masu-form stem] **masen ka**.
- verb [masu-form stem] **marshō**.
- clause 1 **kara**, clause 2.
- Do-yōbi ni Asakusa de o-matsuri ga arimasu.
- Shūmatsu ni issho ni eiga o mimasen ka.
- Issho ni ikimashō.
- Ii tenki desu kara, kōen de hiru-gohan o tabemasen ka.

CAN-DO

- Tell where a certain event is taking place
- Invite someone to an event
- Receive or decline an invitation
- State a reason for declining an invitation

WORD POWER

- Events
- Parts of a train station
- Physical condition
- Variations on **masu**-form

LESSON **17** Stating a Wish: I Want to Buy a Souvenir 161

- (**Watashi wa**) verb [masu-form stem] **tai desu/takunai desu**.
- person **wa** noun **no mae ni** verb.
- person **wa** verb 1 [dictionary form] **mae ni** verb 2.
- (Watashi wa) oishii o-sushi o tabetai desu.
- Sumisu-san wa kaigi no mae ni shiryō o okurimasu.
- Sumisu-san wa mainichi neru mae ni sutoretchi o shimasu.

CAN-DO

- Talk about what you want to do
- State what someone will do/did before a certain event
- Talk about what one will do/did before doing something else

WORD POWER

- Hobbies
- Verbs

● CASUAL STYLE 1 169

UNIT 8 BUSINESS TRIPS 171

LESSON **18** Explaining Plans: I Will Go to Osaka and See Her 172

- Verb **te**-form
- person **wa** verb 1 [**te**-form], verb 2.
- person **wa** noun **no ato**, verb.
- Ema-san wa ashita Ōsaka-shisha ni itte, Chan-san ni aimasu.
- Sumisu-san wa kaigi no ato, repōto o kakimashita.

CAN-DO

- Talk about weekend plans, travel plans, and business trips
- Talk about schedules in detail
- Talk about a sequence of actions
- Ask and answer what someone will do/did after a certain event

WORD POWER

- te-form

LESSON **19** Making a Request: Please Give Her My Regards 180

- verb [**te**-form] **kudasai**.
- means **de**
- place/space **o**
- Chotto matte kudasai.
- Ema-san wa Chan-san ni mēru de shiryō o okurimashita.
- Tsugi no shingō o migi ni magatte kudasai.

CAN-DO

- Ask someone to do something for you
- Request delivery of something by a certain means at a certain time
- Give directions to a taxi driver

WORD POWER

- Verbs
- Positions and directions
- Means of delivery

● QUIZ 4 188

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LESSON **20** Going Places (3): How Do You Go There? 190

- person **wa** place **de** transportation **ni norimasu**.
- person **wa** place **de** transportation **o orimasu**.
- place 1 **kara** place 2 **made** (transportation **de**) period **kakarimasu**.
- person **wa** place **ni** period **imasu**.
- Sumisu-san wa Tōkyō Eki de shinkansen ni norimasu.
- Sumisu-san wa Hiroshima Eki de shinkansen o orimasu.
- Tōkyō kara Hiroshima made shinkansen de 4-jikan kakarimasu.
- Sumisu-san wa Hiroshima ni 1-shūkan imasu.

CAN-DO

- Ask and answer about means of transportation, route, and time required to reach a destination
- Ask and answer departure and arrival times
- Ask and answer the period of one's stay

WORD POWER

- Verbs
- Periods

LESSON **21** Asking Permission: May I Have It? **199**

- verb [te-form] **mo ii desu ka.**
- place/thing **ni**
- (Watashi wa) body part **ga itai desu.**
- Kono e no shashin o totte mo ii desu ka.
- Koko ni suwatte mo ii desu ka.
- (Watashi wa) atama ga itai desu.

CAN-DO

- Ask permission to do something
- Grant and refuse permission
- Talk about one's physical condition and explain a symptom

WORD POWER

- Verbs
- Parts of the body
- Symptoms

LESSON **22** Forbidding Actions: Please Don't Take Photos **209**

- Verb **nai-form**
- verb [nai-form] **de kudasai.**
- place **ni mo noun ga arimasu.**
- Koko wa deguchi desu kara, kuruma o tomenaide kudasai.
- Wasabi o irenaide kudasai.
- Eki no mae ni konbini ga arimasu.
- Eki no naka ni mo (konbini ga) arimasu.

CAN-DO

- Give a reason and forbid someone from doing something
- When someone apologizes for something, tell them not to worry
- Say that something is in another place as well

WORD POWER

- Verbs
- nai-form
- Restrictions
- Adjective

UNIT **10** AT WORK AND AFTER WORK **217**

LESSON **23** Explaining Actions: What Are You Doing Now? **218**

- person **wa** verb [te-form] **imasu. (1)**
- **Mō** verb [masu-form stem] **mashita ka.**
- **wa** for contrast
- Sumisu-san wa ima hiru-gohan o tabete imasu.
- Sumisu-san wa Nihon-go o naratte imasu.
- Mō repōto o yomimashita ka.
- Gurīn-san wa tenpura wa suki desu ga, o-sushi wa suki ja arimasen.

CAN-DO

- Talk about what someone is doing now
- State whether an action is completed
- Talk about a regular activity

WORD POWER

- Verbs
- Lessons

LESSON **24** Work and Interests: I Work for an Apparel Maker **228**

- person **wa** verb [te-form] **imasu. (2)**
- person **wa** noun **ga wakarimasu.**
- person **wa** noun **o shitte imasu.**
- noun **wa** verb [dictionary form] **koto desu.**
- Sumisu-san wa Tōkyō ni sunde imasu.
- Sumisu-san wa Nihon-go ga wakarimasu.
- Sumisu-san wa Chan-san o shitte imasu.
- Sumisu-san no shumi wa hon o yomu koto desu.

CAN-DO

- Talk about where one lives and works
- Talk about whether someone knows something
- Talk about what languages one understands
- Talk about someone's hobby

WORD POWER

- Verbs
- Family

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PREFACE TO THE REVISED 4TH EDITION

Japanese for Busy People is composed of three levels: Book I (romanized version and kana version), Book II, and Book III. The first edition of *Japanese for Busy People I* was compiled on the basis of teaching materials developed over more than ten years by AJALT teachers involved in teaching Japanese language at various levels and published in 1984. It was designed for efficient mastery of Japanese by busy people and was used in many countries.

In 1994, when the textbooks were first revised, Book II was divided into two parts, Book II and Book III, and only minimal revisions were made to Book I. For the third edition published in 2006, a variety of changes were made, including grouping the lessons into units, adding the new features such as Culture Notes, Word Power, and Active Communication, and expanding the Exercises. 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 explanation in Grammar and Notes in order to help learners studying independently. New pages introducing casual-style speech are also added.

We hope that *Japanese for Busy People* will help learners seeking to master Japanese amid busy lives get off to a pleasant start.

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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