

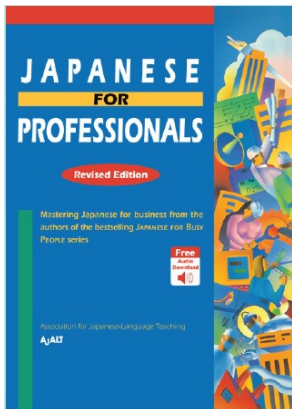


JAPANESE FOR PROFESSIONALS Revised Edition

A textbook featuring realistic conversations that are designed to improve your business communication. Listen to the sound files, observe the conversations, and use what you have learned.

NEW! What's New!

A new edition is now available (published in July, 2020)



■ Textbook Features

Large number of sample dialogues

It will help improve your business communication. Developed from role playing by authors with business background.

Sound Files

Start each chapter by first listening to a sample conversation.

※ Sound files are available to download from the Kodansha USA web site.

Extensive study materials

Scripts and Sample Expressions, List of USEFUL EXPRESSIONS, etc.

Textbook Design

Each lesson focuses on specific workplace activity.

- Lesson 1 Introductions
- Lesson 2 Leaving a Message (Telephone Conversation)
- Lesson 3 Giving Instructions / Receiving Instructions
- Lesson 4 Giving Instructions / Confirming Instructions
- Lesson 5 Asking for Opinions / Stating an Opinion
- Lesson 6 Speaking at a Meeting
- Lesson 7 Collecting Information / Providing Information
- Lesson 8 Negotiation

■ Study Steps

(1) Part 1 : Observe sample dialogues

Study the participants in a conversation and their situations in Steps 1 through 3. Observe the actual conversation in Step 4.

(2) Part 2 : Practice

Practice using what you have studied in Steps 1 and 2.

Confirm how to use the expressions and guess the development of future conversation in the practice.

Supplementary Material

Sound files are available to download from the Kodansha USA web site.