

Minna no Nihongo I

みんなの 日本語

初級Ⅰ 翻訳・文法解説 英語版

Translation & Grammatical Notes



スリーイーネットワーク

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FOREWORD

As the title ***Minna no Nihongo*** indicates, this book has been designed to make the study of Japanese as enjoyable and interesting as possible for students and teachers alike. Over three years in the planning and compilation, it stands as a complete textbook in itself while acting as a companion volume to the highly regarded ***Shin Nihongo no Kiso***.

As readers may know, ***Shin Nihongo no Kiso*** is a comprehensive introduction to elementary Japanese that serves as a highly efficient resource enabling students wishing to master basic Japanese conversation to do so in the shortest possible time. As such, although it was originally developed for use by AOTS's technical trainees, it is now used by a wide range of people both in Japan and abroad.

The teaching of Japanese is branching out in many different ways. Japanese economic and industrial growth has led to a greater level of interchange between Japan and other countries, and non-Japanese from a wide variety of backgrounds have come to Japan with a range of different objectives and are now living within local communities here. The changes in the social milieu surrounding the teaching of Japanese that have resulted from this influx of people from other countries have in turn influenced the individual situations in which Japanese is taught. There is now a greater diversity of learning needs, and they require individual responses.

It is against this background, and in response to the opinions and hopes expressed by a large number of people who have been involved in the teaching of Japanese for many years both in Japan and elsewhere, that 3A Corporation proudly publishes ***Minna no Nihongo***. While the book continues to make use of the clarity and ease of understanding provided by the special features, key learning points and learning methods of ***Shin Nihongo no Kiso***, the scenes, situations and characters in ***Minna no Nihongo*** have been made more universal in order to appeal to a wider range of learners. Its contents have been enhanced in this way to allow all kinds of students to use it for studying Japanese with pleasure.

Minna no Nihongo is aimed at anyone who urgently needs to learn to communicate in Japanese in any situation, whether at work, school, college or in their local community. Although it is an introductory text, efforts have been made to make the exchanges between Japanese and foreign characters in the book reflect Japanese

social conditions and everyday life as faithfully as possible. While it is intended principally for those who have already left full-time education, it can also be recommended as an excellent textbook for university entrance courses as well as short-term intensive courses at technical colleges and universities.

We at 3A Corporation are continuing actively to produce new study materials designed to meet the individual needs of an increasingly wide range of learners, and we sincerely hope that readers will continue to give us their valued support.

In conclusion, I should like to mention the extensive help we received in the preparation of this text, in the form of suggestions and comments from various quarters and trials of the materials in actual lessons, for which we are extremely grateful. 3A Corporation intends to continue extending its network of friendship all over the world through activities such as the publishing of Japanese study materials, and we hope that everyone who knows us will continue to lend us their unstinting encouragement and support in this.

Iwao Ogawa
President, 3A Corporation
March 1998

EXPLANATORY NOTES

I. Structure

The learning materials consist of a Main Text, a Translation and Grammar Text and a set of cassette tapes. The Translation and Grammar Text is currently available in English. Versions in other languages will be published shortly.

The materials have been prepared with the main emphasis on listening and speaking Japanese; they do not provide instruction in reading and writing hiragana, katakana or kanji.

II. Content and Method of Use

1. Main Text

1) Japanese Pronunciation

This section gives examples of the main characteristics of Japanese pronunciation.

2) Classroom instructions, greetings, numerals

These are useful for understanding classroom instructions and daily greetings. They are frequently used by teachers in class.

3) Lessons

There are 25 lessons, and each contains the following:

① Sentence Patterns

Basic sentence patterns are shown in the order they appear.

② Example Sentences

A small dialogue in the style of a question and answer is given to show how the sentence patterns are used in practical conversation. New adverbs, conjunctions, and other grammatical points are also introduced.


③ Conversation

In the conversations, various foreign people staying in Japan appear in a variety of situations. The conversations include everyday expressions and greetings. As they are simple, learning them by heart is recommended. If time allows, students should try developing the conversation by applying the reference words given in each lesson of the Translation and Grammar Text in order to maximize their communication skills.

④ Drills


The drills are divided into three levels: A, B, and C.

Drill A is visually designed in chart style to help understanding of the grammatical structure. The style helps students to learn systematically the basic sentence patterns through substitution drills, and applying verb forms and conjugations following the chart.

Drill B has various drill patterns to strengthen students' grasp of the basic sentence patterns. Follow the directions given in each practice. Drills marked with a  sign use pictorial charts.

Drill C is given in discourse style to show how the sentence patterns function in actual situations, and to enhance practical oral skills. Do not simply read, repeat and substitute, but try making your own substitution, enrich the content, and develop the story.

⑤ Practice

Two kinds of practices are given: one type for listening () and the other for grammar practice.

The listening practice is further divided into a question asking for a personal answer, and a question confirming the key point of the given discourse. The listening practices are designed to strengthen students' aural skills, while the grammar practices check comprehension of vocabulary and the grammar points in the lessons studied.

The reading practices mostly require students to give a true or false response after reading a simple story compiled with words and sentence patterns from the lessons learned.

⑥ Review

This is provided to enable students to go over the essential points every several lessons studied.

⑦ Summary

At the end of the Main Text, a summary of grammatical points is given, such as the use of the particles, verb forms, adverbs and conjunctions, using example sentences appearing in the respective lessons.

⑧ Index

This includes classroom instructions, greetings, numerals, new

vocabulary, and idiomatic expressions introduced in each lesson of the Main Text.

2. Translation and Grammar Text

- 1) Explanations of the general features and pronunciation of Japanese as well as the Japanese writing system**
- 2) Translation of classroom instructions and greetings in the Main Text**
- 3) The following are given in each of the 25 lessons.**
 - ① new vocabulary and its translation
 - ② translation of Sentence Patterns, Example Sentences, and Conversation
 - ③ useful words related to the lesson and small pieces of information on Japan and the Japanese
 - ④ explanation of essential grammar appearing in the lesson
- 4) Translation of the particles, how to use the forms, adverbs and adverbial expressions, and various conjugations found at the back of the Main Text**
- 5) Tables showing how to express numbers, time, periods of time, and counters, etc. including items which the textbook does not cover**

3. Cassette Tapes

On the cassette tapes, Vocabulary, Sentence Patterns, Example Sentences, Drill C, Conversation and listening comprehension questions of the Practice section are recorded.

Students should pay attention to the pronunciation and intonation when listening to the Vocabulary, Sentence Patterns and Example Sentences. When listening to Drill C and Conversation, try to get accustomed to the natural speed of the language.

4. Kanji Usage

- 1) Kanji usage is based on ^{じょうようかんじひょう}常用漢字表, which is an official list of the most commonly used Chinese characters in Japan.
 - ① ^{じっくじくん}熟字訓 (words which are made by a combination of two or more kanji and have a special reading) shown in the Appendix Chart of ^{じょうようかんじひょう}常用漢字表

are written in kanji.

e.g. 友達^{ともだち} friend 果物^{くだもの} fruit 眼鏡^{めがね} glasses

- ② Proper nouns are written with their own Chinese characters even if their readings are non-standard.

e.g. 大阪^{おおさか} Osaka 奈良^{なら} Nara 歌舞伎^{かぶき} Kabuki

- 2) For freeing students from confusion, some words are given in kana although they are included in 常用漢字表^{じょうようかんじひょう} and its Appendix Chart.

e.g. ある (有る^{ある} possess・在る^{ある} exist) たぶん (多分^{たぶん}) perhaps
きのう (昨日^{きのう}) yesterday

- 3) Numbers are principally shown in Arabic numerals.

e.g. 9時^じ 9 o'clock 4月1日^{がついついち} 1st April 1つ^{ひとつ} one (thing)

However kanji is used in the following cases.

e.g. 一人で^{ひとり} by oneself 一度^{いちど} one time 一万円札^{いちまんえんさつ} ten thousand yen bill

5. Miscellaneous

- 1) Words which can be omitted from a sentence are enclosed in square brackets [].

e.g. 父は 54[歳^{さい}]です。 My father is 54 years old.

- 2) Synonyms are enclosed in round brackets ().

e.g. だれ (どなた) who

- 3) The part for an alternative word is denoted by ~.

e.g. ~はいかがですか。 How would you like ~ ?

If the alternative part is a numeral, - is used.

e.g. -歳^{さい} - years old -円^{えん} - yen -時間^{じかん} - hours

TO USERS OF THIS TEXTBOOK

The most effective way to study

1. Learn each word carefully.

The *Translation & Grammatical Notes* introduces the new words for each lesson. First, listen to the tape and learn these words thoroughly, paying special attention to the correct pronunciation and accent. Try to make sentences with the new words. It is important to memorize not only a word itself, but its use in a sentence.

2. Practice the sentence patterns.

Make sure you understand the meaning of each sentence pattern, and do *Drills A* and *B* until you have mastered the pattern. Say the sentences aloud, especially when doing *Drill B*.

3. Practice the conversation drills.

Sentence-pattern practice is followed by conversation practice. The example conversations show the various situations in actual daily life in which people from abroad will often need to use Japanese. Start by doing *Drill C* to get accustomed to the pattern. Don't practice only the dialogue pattern, but try to expand the dialogue. And learn how to communicate suitably according to the situations by practicing the conversation.

4. Listen to the cassette tape repeatedly.

When practicing *Drill C* and *Conversation*, listen to the tape and say the dialogue aloud to make sure you acquire the correct pronunciation and intonation. Listening to the tape is the most effective way to get used to the sound and speed of Japanese and to improve your listening ability.

5. Always remember to review and prepare.

So as not to forget what you have learned in class, always review it the same day. Finally, do the questions at the end of each lesson in order to check what you have learnt and to test your listening comprehension. And, if you have time, look through the words and grammar explanation for the next lesson. Basic preparation is necessary for effective study.

6. Use what you have learnt.

Don't limit your learning to the classroom. Try to talk to Japanese people. Using what you have just learnt is the best way to progress.

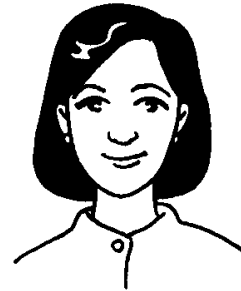
If you complete this textbook following the above suggestions, you will have acquired the basic vocabulary and expressions necessary for daily life in Japan.

CHARACTERS IN THE CONVERSATIONS



Mike Miller

American, employee of IMC



Sato Keiko

Japanese, employee of IMC



Jose Santos

Brazilian, employee of Brazil Air



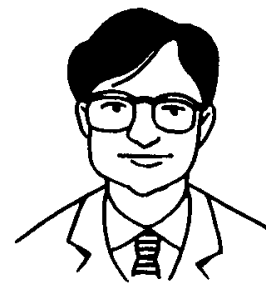
Maria Santos

Brazilian, housewife



Karina

Indonesian, student at Fuji University



Wang Xue

Chinese, doctor at Kobe Hospital



Yamada Ichiro

Japanese, employee of IMC



Yamada Tomoko

Japanese, bank clerk



Matsumoto Tadashi

Japanese,
department chief at IMC



Matsumoto Yoshiko

Japanese, housewife



Kimura Izumi

Japanese, announcer

— Other Characters —



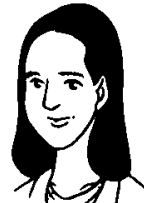
Watt

British,
professor at Sakura University



Schmidt

German,
engineer at Power Electric Company



Lee

Korean,
research worker at AKC



Teresa

Brazilian, schoolgirl (9 yrs.),
daughter of Jose & Maria Santos



Taro

Japanese, schoolboy (8 yrs.),
son of Ichiro & Tomoko Yamada.



Gupta

Indian, employee of IMC



Thawaphon

Thai, student at Japanese language school

※IMC (computer software company)

※AKC (アジア研究センター: Asia Research Institute)

CONTENTS

INTRODUCTION	2
I. General Features of Japanese	
II. Japanese Script	
III. Pronunciation of Japanese	
PRELIMINARY LESSON	8
I. Pronunciation	
II. Classroom Instructions	
III. Daily Greetings and Expressions	
IV. Numerals	
TERMS USED FOR INSTRUCTION	10
ABBREVIATIONS	11
LESSON 1	12
I. Vocabulary	IV. Grammar Explanation
II. Translation	1. N_1 は N_2 です
Sentence Patterns & Example Sentences	2. N_1 は N_2 じゃ ありません
Conversation:	3. Sか
How do you do?	4. Nも
III. Reference Words & Information:	5. N_1 の N_2
COUNTRY, PEOPLE & LANGUAGE	6. ~さん
LESSON 2	18
I. Vocabulary	IV. Grammar Explanation
II. Translation	1. これ／それ／あれ
Sentence Patterns & Example Sentences	2. この N／その N／あの N
Conversation:	3. そうです／そうじゃ ありません
This is just a token	4. S_1 か、 S_2 か
III. Reference Words & Information:	5. N_1 の N_2
FAMILY NAMES	6. そうですか

LESSON 324

I. Vocabulary

II. Translation

Sentence Patterns & Example Sentences

Conversation:

I'll take it

III. Reference Words & Information:

DEPARTMENT STORE

IV. Grammar Explanation

1. ここ／そこ／あそこ／こちら／
そちら／あちら
2. N₁は N₂ (place)です
3. どこ／どちら
4. N₁の N₂
5. The こ／そ／あ／ど system of
demonstrative words
6. お国^{くに}

LESSON 430

I. Vocabulary

II. Translation

Sentence Patterns & Example Sentences

Conversation:

What are your opening hours?

III. Reference Words & Information:

PHONE & LETTER

IV. Grammar Explanation

1. 今^{いま} - 時^じ - 分^{ぶん}です
2. Vます
3. Vます／Vません／Vました／
Vませんでした
4. N (time) に V
5. N₁から N₂まで
6. N₁と N₂
7. Sね

LESSON 536

I. Vocabulary

II. Translation

Sentence Patterns & Example Sentences

Conversation:

Does this train go to Koshien?

III. Reference Words & Information:

NATIONAL HOLIDAYS

IV. Grammar Explanation

1. N (place)へ 行きます／来ます／
帰^{かえ}ります
2. どこ[へ]も 行きません／
行きませんでした
3. N (vehicle)で 行きます／来ます／
帰^{かえ}ります
4. N (person/animal)と V
5. いつ
6. Sよ

LESSON 642

I. Vocabulary

II. Translation

Sentence Patterns & Example Sentences

Conversation:

Won't you join us?

III. Reference Words & Information:

FOOD

IV. Grammar Explanation

1. Nを V (transitive)
2. Nを します
3. 何を しますか
4. なん and なに
5. N (place)で V
6. Vませんか
7. Vましょう
8. お～

LESSON 748

I. Vocabulary

II. Translation

Sentence Patterns & Example Sentences

Conversation:

Hello

III. Reference Words & Information:

FAMILY

IV. Grammar Explanation

1. N (tool/means)で V
2. “Word/Sentence”は ～語で
何ですか
3. N (person)に あげます, etc.
4. N (person)に もらいます, etc.
5. もう Vました

LESSON 854

I. Vocabulary

II. Translation

Sentence Patterns & Example Sentences

Conversation:

It's almost time to leave

III. Reference Words & Information:

COLOR & TASTE

IV. Grammar Explanation

1. Adjectives
2. Nは な-adj[な] です
Nは い-adj(～い) です
3. な-adj な N
い-adj(～い) N
4. とても／あまり
5. Nは かどうか
6. N₁は どんな N₂ですか
7. S₁が、S₂
8. どれ

LESSON 960

I. Vocabulary

II. Translation

Sentence Patterns & Example Sentences

Conversation:

That's too bad

III. Reference Words & Information:

MUSIC, SPORTS & MOVIES

IV. Grammar Explanation

1. Nが あります／わかります
Nが 好きです／嫌い(きらい)です／
上手(じょうず)です／下手(へた)です
2. どんな N
3. よく／だいたい／たくさん／少し／
あまり／全然(ぜんぜん)
4. S₁から、S₂
5. どうして

LESSON 1066

I. Vocabulary

II. Translation

Sentence Patterns & Example Sentences

Conversation:

Do you have chili sauce in this store?

III. Reference Words & Information:

INSIDE THE HOUSE

IV. Grammar Explanation

1. Nが あります／います
2. N₁ (place)に N₂が あります／います
3. N₁は N₂(place)に あります／います
4. N₁ (thing/person/place)の N₂ (position)
5. N₁ や N₂
6. Word (s)ですか
7. チリソースは ありませんか

LESSON 1172

I. Vocabulary

II. Translation

Sentence Patterns & Example Sentences

Conversation:

Please send this by sea mail

III. Reference Words & Information:

MENU

IV. Grammar Explanation

1. Saying numbers
2. Quantifier (period)に 一回(かい) V
3. Quantifierだけ／Nだけ

LESSON 1278

I. Vocabulary

II. Translation

Sentence Patterns & Example Sentences

Conversation:

How was the Festival?

III. Reference Words & Information:

FESTIVALS & PLACES OF NOTE

IV. Grammar Explanation

1. Past tense of noun sentences and
な-adjective sentences
2. Past tense of い-adjective sentences
3. N₁は N₂より adjective です
4. N₁と N₂と どちらが adjective ですか
…N₁/N₂の ほうが adjective です
5. N₁ [の中(なか)]で 何(なに)／どこ／だれ／
いつが いちばん adjective ですか
…N₂が いちばん adjective です

LESSON 1384

I. Vocabulary

II. Translation

Sentence Patterns & Example Sentences

Conversation:

Charge us separately

III. Reference Words & Information:

TOWN

IV. Grammar Explanation

1. Nが 欲しいです
2. Vます-form たいです
3. N (place)へ $\left\{ \begin{array}{l} \text{Vます-form} \\ \text{N} \end{array} \right\}$ に
行きます／来ます／帰ります
4. Nに V／Nを V
5. どこか／何か
6. ご注文

LESSON 1490

I. Vocabulary

II. Translation

Sentence Patterns & Example Sentences

Conversation:

To Umeda, please

III. Reference Words & Information:

STATION

IV. Grammar Explanation

1. Verb conjugation
2. Verb groups
3. Verb て-form
4. Vて-form ください
5. Vて-form います
6. Vます-form ましょうか
7. S₁が、S₂
8. Nが V

LESSON 1596

I. Vocabulary

II. Translation

Sentence Patterns & Example Sentences

Conversation:

Tell me about your family

III. Reference Words & Information:

OCCUPATIONS

IV. Grammar Explanation

1. Vて-form も いいです
2. Vて-form は いけません
3. Vて-form います
4. Vて-form います
5. 知りません

LESSON 16102

I. Vocabulary

II. Translation

Sentence Patterns & Example Sentences

Conversation:

Tell me how to use this machine

III. Reference Words & Information:

HOW TO WITHDRAW MONEY

IV. Grammar Explanation

1. Vて-form、[Vて-form]、～
2. い-adj (～い) → ～くて、～
3. N $\left\{ \begin{array}{l} \text{な-adj} \text{ [な]} \end{array} \right\}$ で、～
4. V₁て-form から、V₂
5. N₁は N₂が adjective
6. どうやって
7. どの N

LESSON 17.....108

I. Vocabulary

II. Translation

Sentence Patterns & Example Sentences

Conversation:

What seems to be the problem?

III. Reference Words & Information:

BODY & ILLNESS

IV. Grammar Explanation

1. Verb ない-form
2. V ない-form ないで ください
3. V ない-form なければなりません
4. V ない-form なくても いいです
5. N (object) は
6. N (time) までに V

LESSON 18.....114

I. Vocabulary

II. Translation

Sentence Patterns & Example Sentences

Conversation:

What is your hobby?

III. Reference Words & Information:

ACTIONS

IV. Grammar Explanation

1. Verb dictionary form
2. N
V dictionary form こと } が できます
3. わたしの 趣味は { N
V dictionary form こと } です
4. V₁ dictionary form
N の
Quantifier (period) } まえに、V₂
5. なかなか
6. ぜひ

LESSON 19.....120

I. Vocabulary

II. Translation

Sentence Patterns & Example Sentences

Conversation:

As for my diet, I'll start it tomorrow

III. Reference Words & Information:

TRADITIONAL CULTURE & ENTERTAINMENT

IV. Grammar Explanation

1. Verb た-form
2. V た-form ことが あります
3. V た-form り、V た-form り します
4. い-adj (〜い) → 〜く
な-adj [な] → に
N に } になります
5. そうですね

LESSON 20.....126

I. Vocabulary

II. Translation

Sentence Patterns & Example Sentences

Conversation:

What will you do for the summer vacation?

III. Reference Words & Information:

HOW TO ADDRESS PEOPLE

IV. Grammar Explanation

1. Polite style and plain style
2. Proper use of the polite style or the plain style
3. Conversation in the plain style

LESSON 21132

I. Vocabulary

II. Translation

Sentence Patterns & Example Sentences

Conversation:

I think so, too

III. Reference Words & Information:

POSITIONS IN SOCIETY

IV. Grammar Explanation

1. plain form と ^{おも} 思います
2. “S”
plain form } と ^い 言います
3. V
い-adj } plain form }
な-adj } plain form } でしょう？
N } ~だ
4. N₁ (place) で N₂ が あります
5. N (occasion) で
6. N でも V
7. V ない-form ないと……

LESSON 22138

I. Vocabulary

II. Translation

Sentence Patterns & Example Sentences

Conversation:

What kind of apartment would you like?

III. Reference Words & Information:

CLOTHES

IV. Grammar Explanation

1. Noun modification
2. Noun modification by sentences
3. N が
4. V dictionary form ^{じかん} 時間 / ^{やくそく} 約束 / ^{ようじ} 用事

LESSON 23144

I. Vocabulary

II. Translation

Sentence Patterns & Example Sentences

Conversation:

How can I get there?

III. Reference Words & Information:

ROAD & TRAFFIC

IV. Grammar Explanation

1. V dictionary form
V ない-form
い-adj (～い)
な-adj な
N の } とき、～
2. V dictionary form
V た-form } とき、～
3. V dictionary form と、～
4. N が adjective/V
5. N (place) を V (verb of movement)

LESSON 24.....150

I. Vocabulary

II. Translation

Sentence Patterns & Example Sentences

Conversation:

Will you help me?

III.Reference Words & Information:

EXCHANGE OF PRESENTS

IV.Grammar Explanation

1. くれます

2.
$$V \text{ て-form } \left\{ \begin{array}{l} \text{あげます} \\ \text{もらいます} \\ \text{くれます} \end{array} \right.$$

3. N (person)が V

4. Interrogativeが V

LESSON 25.....156

I. Vocabulary

II. Translation

Sentence Patterns & Example Sentences

Conversation:

Thank you for having been kind to me

III.Reference Words & Information:

LIFE

IV.Grammar Explanation

1. plain past form ら、～

2. V た-form ら、～

3. V て-form
$$\left. \begin{array}{l} \text{い-adj (～い)} \rightarrow \sim \text{くて} \\ \text{な-adj [な]} \rightarrow \text{で} \\ \text{Nで} \end{array} \right\} \text{も、～}$$

4. もし and いくら

5. Nが

SUMMARY LESSON163

I. Particles

II. How to Use the Forms

III.Adverbs and Adverbial Expressions

IV.Various Conjunctions

APPENDICES.....172

I. Numerals

II. Expressions of time

III.Expressions of period

IV.Counters

V. Conjugation of verbs

INTRODUCTION

I . General Features of Japanese

1. Parts of Speech

The Japanese language is comprised of verbs, adjectives, nouns, adverbs, conjunctions and particles.

2. Word Order

A predicate always comes at the end of a sentence. A modifier always comes before the word or phrase to be modified.

3. Predicate

There are three types of predicates in Japanese: noun, verb and adjective. A predicate inflects according to whether it is (1) affirmative or negative and (2) non-past or past.

Adjectives are divided into two types according to their type of inflection.

They are called い-adjectives and な-adjectives.

In Japanese, words do not inflect for person, gender or number.

4. Particle

A particle is used to show the grammatical relation between words, to show the speaker's intention or to connect sentences.

5. Omission

Words or phrases are often omitted if they are understood from the context.

Even the subject and object of a sentence are often omitted.

II . Japanese Script

There are three kinds of letters in Japanese: hiragana, katakana and kanji (Chinese characters). Hiragana and katakana are phonetic representations of sounds, and each letter basically corresponds to one mora (a unit of sound. See III). Kanji convey meanings as well as sounds.

In Japanese script, all three types of letters are used together. Katakana are used to write foreign names and loan words. 1945 kanji letters are fixed as essential for daily use. Hiragana are used to write particles, the inflectable parts of words, etc. Other than these three types of letters, romaji (Roman letters) are sometimes used for the convenience of foreigners. You may see romaji at stations and on signboards. Below are examples of all four types of script.

田中 さん は ミラー さん と デパート へ 行 きます。
○ □ □ △ □ □ △ □ ○ □

Mr. Tanaka is going to the department store with Mr. Miller.

大阪 O s a k a
○ ☆

(○ – kanji □ – hiragana △ – katakana ☆ – romaji)

III. Pronunciation of Japanese

1. Kana and Mora

	あ-line	い-line	う-line	え-line	お-line
あ-row	あ ア a	い イ i	う ウ u	え エ e	お オ o
か-row k	か カ ka	き キ ki	く ク ku	け ケ ke	こ コ ko
さ-row s	さ サ sa	し シ shi	す ス su	せ セ se	そ ソ so
た-row t	た タ ta	ち チ chi	つ ツ tsu	て テ te	と ト to
な-row n	な ナ na	に ニ ni	ぬ ヌ nu	ね ネ ne	の ノ no
は-row h	は ハ ha	ひ ヒ hi	ふ フ fu	へ ヘ he	ほ ホ ho
ま-row m	ま マ ma	み ミ mi	む ム mu	め メ me	も モ mo
や-row y	や ヤ ya	(い イ) (i)	ゆ ユ yu	(え エ) (e)	よ ヨ yo
ら-row r	ら ラ ra	り リ ri	る ル ru	れ レ re	ろ ロ ro
わ-row w	わ ワ wa	(い イ) (i)	(う ウ) (u)	(え エ) (e)	を ヲ o
	ん n				

e.g.,

あ	ア	hiragana script
あ	ア	katakana script
a		the Roman alphabet

きゃ キャ kya	きゅ キュ kyu	きょ キョ kyo
しゃ シャ sha	しゅ シュ shu	しょ ショ sho
ちゃ チャ cha	ちゅ チュ chu	ちょ チョ cho
にゃ ニャ nya	にゅ ニュ nyu	にょ ニョ nyo
ひゃ ヒャ hya	ひゅ ヒュ hyu	ひょ ヒョ hyo
みゃ ミャ mya	みゅ ミュ myu	みょ ミョ myo

りゃ リャ rya	りゅ リュ ryu	りょ リョ ryo
--------------	--------------	--------------

3

が-row g	が ガ ga	ぎ ギ gi	ぐ グ gu	げ ゲ ge	ご ゴ go
ざ-row z	ざ ザ za	じ ジ ji	ず ズ zu	ぜ ゼ ze	ぞ ゾ zo
だ-row d	だ ダ da	ぢ チ ji	づ ツ zu	で デ de	ど ド do
ば-row b	ば バ ba	び ビ bi	ぶ ブ bu	べ ベ be	ぼ ボ bo
ぱ-row p	ぱ パ pa	ぴ ピ pi	ぷ プ pu	ぺ ペ pe	ぽ ポ po

ぎゃ ギャ gya	ぎゅ ギュ gyu	ぎょ ギョ gyo
じゃ ジャ ja	じゅ ジュ ju	じょ ジョ jo

びゃ ビャ bya	びゅ ビュ byu	びょ ビョ byo
ぴゃ ピャ pya	ぴゅ ピュ pyu	ぴょ ピョ pyo

The katakana letters in the square on the right are not in the above table. They are used to write sounds which are not original Japanese sounds but are needed for use in loan words.

ウィ wi	ウェ we	ウォ wo
	シェ she	
	チェ che	
ツァ tsa	ツェ tse	ツォ tso
ティ ti	トゥ tu	
ファ fa	フィ fi	フェ fe
		フォ fo
ディ di	ドウ du	
	デュ dyu	

The Japanese language is based on five vowel sounds: あ (a), い (i), う (u), え (e) and お (o) (see the table on the previous page). All spoken sounds are derived from these five vowels. They are used alone or are attached to either a consonant (e.g., k + a = か) or a consonant plus the semi-vowel “y” (e.g., k + y + a = きゃ). The exception to this is a special mora, ん (n), which is not followed by vowels. All of these sounds are of equal length when spoken.

[Note 1] A mora is a unit of sound in Japanese.

[Note 2] In order to write the Japanese language according to the pronunciation, kana are used. (See “Kana and Mora” on the previous page.) One kana letter or one kana letter accompanied by a small kana letter (e.g., きゃ) basically corresponds to one mora.

2. Long Vowels

A long vowel is pronounced twice as long as the ordinary vowels あ, い, う, え and お. If you count the length of the vowel あ as one, the length of the long vowel ああ is counted as two. This means あ is one mora long, whereas ああ is two moras long.

Whether a vowel is long or not can change the meaning of the word.

e.g., おばさん (aunt): おばあさん (grandmother)
おじさん (uncle): おじいさん (grandfather)
ゆき (snow): ゆうき (courage)
え (picture): ええ (yes) とる (take): とおる (pass)
ここ (here): こうこう (high school) へや(room): へいや(plain)
カード (card) タクシー (taxi) スーマー (supermarket)
テープ (tape) ノート (notebook)

[Note]

1) How to write the long vowels in hiragana

(1) The long vowels of the あ-line

Add あ to the hiragana letters belonging to the あ-line.

(2) The long vowels of the い-line

Add い to the hiragana letters belonging to the い-line.

(3) The long vowels of the う-line

Add う to the hiragana letters belonging to the う-line.

(4) The long vowels of the え-line

Add い to the hiragana letters belonging to the え-line.

(exceptions: ええ yes, ねえ say, おねえさん elder sister)

(5) The long vowels of the お-line

Add う to the hiragana letters belonging to the お-line.

(exceptions: おおきい big, おおい many, とおい far, and some others)

2) How to write the long vowels in katakana

For all the lines, add “—.”

3. Pronunciation of ん

ん never appears at the beginning of a word. It constitutes one mora. For easier pronunciation, the way it is said changes according to the sound that comes after it.

1) It is pronounced /n/ before the sounds in the た-, だ-, ら- and な-rows.

e.g., はんたい (opposite) うんどう (sport) せんろ (rail) みんな (all)

2) It is pronounced /m/ before the sounds in the ば-, ぱ- and ま-rows.

e.g., しんぶん (newspaper) えんぴつ (pencil) うんめい (destiny)

3) It is pronounced /ŋ/ before the sounds in the か- and が-rows.

e.g., てんき (weather) けんがく (visit)

4. Pronunciation of っ

っ appears before a sound belonging to either the か-, さ-, た- or ぱ-row. In writing loan words, it is also used before sounds belonging to the ざ-row, だ-row, etc. It constitutes one mora and has one mora's length.

e.g., ぶっか (subordinate) : ぶっか (commodity price)

かっさい (fire) : かっさい (applause)

おっと (sound) : おっと (husband)

にっき (diary) ざっし (magazine) きって (stamp)

いっぱい (a cup of ~) コっプ (glass) ベっド (bed)

5

5. Pronunciation of Letters Combined with や, ゆ or よ

き, ぎ, し, じ, ち, に, ひ, び, ぴ, み or り can combine with や, ゆ or よ, and the two letters together constitute one mora.

e.g., ひゃく (jump) : ひゃく (hundred)

じゅう (freedom) : じゅう (ten)

びょういん (beauty parlor) : びょういん (hospital)

シャッツ (shirt) おちゃ (tea) ぎゅうにゅう (milk)

きょう (today) ぶちょう (department chief) りょこう (travel)

6. Pronunciation of the が-row

The consonant of this row, when it comes at the beginning of a word, is pronounced [g]. In other cases, it is usually pronounced [ŋ]. Recently some Japanese do not differentiate between [g] and [ŋ], and always use [g].

7. Devoicing of Vowels [i] and [u]


The vowels [i] and [u] are devoiced and not heard when they come between voiceless consonants. The vowel [u] of す[su] in ～です or ～ます is also devoiced when the sentence finishes with either ～です or ～ます.

e.g., すき (like) したいです (want to do) ききます (listen)

8. Accent

The Japanese language has pitch accent. That is, some moras in a word are pronounced high and others low. The words are divided into two types according to whether a word has a falling pitch or not. Words with a falling pitch are subdivided into three types according to where the fall in pitch occurs. The standard Japanese accent is characterized by the fact that the first and the second moras have different pitches, and that the pitch never rises again once it has fallen.


[Types of Accent]

1) A fall in pitch does not occur. 

e.g., にわ (garden) はな (nose) なまえ (name) にほんご (Japanese language)

2) A fall in pitch comes after the first mora. 

e.g., ほん (book) てんき (weather) らいげつ (next month)

3) A fall in pitch comes in the word at some place after the second mora. 

e.g., たまご (egg) ひこうき (airplane) せんせい (teacher)

4) A fall in pitch comes after the last mora. 

e.g., くつ (shoes) はな (flower) やすみ (holiday) おとうと (younger brother)

“はな (nose)” in 1) and “はな (flower)” in 4) are alike, but the type of accent is different, because if a particle like が is added after each word 1) is pronounced はなが, whereas 4) is pronounced はなが. The following are some other examples of words whose meaning differ according to the type of accent.

e.g., はし (bridge) : はし (chopsticks) いち (one) : いち (location)

There are local differences in accent. For example, the accent of the area around Osaka is quite different from the standard one. The following are examples.

e.g.,	Tokyo accent	:	Osaka accent
(standard Japanese accent)			
	は <u>な</u>	:	は <u>な</u> (flower)
	り <u>ん</u> ご	:	り <u>ん</u> ご (apple)
	お <u>ん</u> がく	:	お <u>ん</u> がく (music)

9. Intonation

There are three patterns. They are 1) flat, 2) rising and 3) falling. Questions are pronounced with a rising intonation. Other sentences are usually pronounced flat, but sometimes with a falling intonation. A falling intonation can express feelings such as agreement or disappointment, etc.

e.g., 佐藤^{さとう} : あした友達^{ともだち}とお花見^{はなみ}をします。【→ flat】

ミラーさんも いっしょに 行きませんか。【↗ rising】

ミラー : ああ、いいですねえ。 【↘ falling】

Sato : I'll go to see the cherry blossoms with my friends tomorrow.

Won't you come with us, Mr. Miller?

Miller : Oh, that sounds good.

PRELIMINARY LESSON

I. Pronunciation

1. Kana and Mora

2. Long Vowels

おばさん (aunt) : おばあさん (grandmother)

おじさん (uncle) : おじいさん (grandfather)

ゆき (snow) : ゆうき (courage)

え (picture) : ええ (yes)

とる (take) : とおる (pass)

ここ (here) : こうこう (high school) へや (room) : へいや (plain)

カード (card) タクシー (taxi) スーパー (supermarket)

テープ (tape) ノート (notebook)

3. Pronunciation of ん

えんぴつ (pencil) みんな (all) てんき (weather) きんえん (no smoking)

4. Pronunciation of っ

ぶっか (subordinate) : ぶっか (commodity price)

かっさい (fire) : かっさい (applause)

おっと (sound) : おっと (husband)

にっき (diary) ざっし (magazine) きって (stamp)

いっぱい (a cup of ~) コっプ (glass) ベっド (bed)

5. Pronunciation of Letters Combined with や, ゆ or よ

ひゃく (jump) : ひゃく (hundred)

じゅう (freedom) : じゅう (ten)

びょういん (beauty parlor) : びょういん (hospital)

シャッツ (shirt) おちゃ (tea) きゅうにゅう (milk)

きょう (today) ぶちょう (department chief) りょこう (travel)

6. Accent

にわ (garden) なまえ (name) にほんご (Japanese language) 【 】

ほん (book) てんき (weather) らいげつ (next month) 【 】

たまご (egg) ひこうき (airplane) せんせい (teacher) 【 】

くつ (shoes) やすみ (holiday) おとうと (younger brother) 【 】

はし (bridge) : はし (chopsticks) いち (one) : いち (location)

Tokyo accent : Osaka accent

はな : はな (flower)

りんご : りんご (apple)

おんがく : おんがく (music)

7. Intonation

e.g., 佐藤 ^{さとう} : あした 友達 ^{ともだち} と お花見 ^{はなみ} を します。【→】
ミラーさんも いっしょに 行きませんか。【↗】
ミラー : ああ、いいですねえ。 【↘】

Sato : I'll go to see the cherry blossoms with my friends tomorrow.
Won't you come with us, Mr. Miller?

Miller : Oh, that sounds good.

II. Classroom Instructions

1. Let's begin.
2. Let's finish (the lesson).
3. Let's take a break.
4. Do you understand? (Yes, I do./No, I don't.)
5. Once more.
6. Fine. / Good.
7. That's not OK. / That's wrong.
8. name
9. exam, homework
10. question, answer, example

III. Daily Greetings and Expressions

1. Good morning.
2. Good afternoon.
3. Good evening.
4. Good night.
5. Good-bye.
6. Thank you very much.
7. Excuse me. / I'm sorry.
8. Please.

IV. Numerals

- | | |
|----|-------|
| 0 | zero |
| 1 | one |
| 2 | two |
| 3 | three |
| 4 | four |
| 5 | five |
| 6 | six |
| 7 | seven |
| 8 | eight |
| 9 | nine |
| 10 | ten |

TERMS USED FOR INSTRUCTION

第一課
句型
例文
会話
練習
問題
答え
読み物
復習

lesson –
sentence pattern
example sentence
conversation
practice
exercise
answer
reading practice
review

名詞
動詞
形容詞
い形容詞
な形容詞
助詞
副詞
接続詞
数詞
助数詞
疑問詞

noun
verb
adjective
い-adjective
な-adjective
particle
adverb
conjunction
quantifier
counters
interrogative
(question word)

目次

contents

索引

index

文法
文

grammar
sentence

名詞文
動詞文
形容詞文

noun (predicate) sentence
verb (predicate) sentence
adjective (predicate)
sentence

単語 (語)
句
節

word
phrase
clause

主語
述語
目的語
主題

subject
predicate
object
topic

発音
母音
子音
拍

pronunciation
vowel
consonant
mora

アクセント

accent

イントネーション

intonation

肯定
否定
完了
未完了
過去
非過去

affirmative
negative
perfective
imperfective
past
non-past

[か]行
[い]列

[か]row
[い]line

丁寧体
普通体
活用
フォーム
～形
修飾
例外

polite style of speech
plain style of speech
inflection
form
～form
modification
exception

ABBREVIATIONS

N	noun	(名詞)	e.g. がくせい	つくえ
			student	desk
い-adj	い-adjective	(い形容詞)	e.g. おいしい	たかい
			tasty	high
な-adj	な-adjective	(な形容詞)	e.g. きれい[な]	しずか[な]
			beautiful	quiet
V	verb	(動詞)	e.g. かきます	たべます
			write	eat
S	sentence	(文)	e.g. これは 本です。	
			This is a book.	
			わたしは あした 東京へ 行きます。	
			I will go to Tokyo tomorrow.	

Lesson 1

I. Vocabulary

わたし		I
わたしたち		we
あなた		you
あのひと	あの 人	that person, he, she
(あのかた)	(あの 方)	(あのかた is the polite equivalent of あのひと)
みなさん	皆さん	ladies and gentlemen, all of you
～さん		Mr., Ms. (title of respect added to a name)
～ちゃん		(suffix often added to a child's name instead of ～さん)
～くん	～君	(suffix often added to a boy's name)
～じん	～人	(suffix meaning "a national of"; e.g., アメリカじん, an American)
せんせい	先生	teacher, instructor (not used when referring to one's own job)
きょうし	教師	teacher, instructor
がくせい	学生	student
かいしゃいん	会社員	company employee
しゃいん	社員	employee of ～ Company (used with a company's name; e.g., IMCのしゃいん)
ぎんこういん	銀行員	bank employee
いしゃ	医者	medical doctor
けんきゅうしゃ	研究者	researcher, scholar
エンジニア		engineer
だいがく	大学	university
びょういん	病院	hospital
でんき	電気	electricity, light
だれ (どなた)		who (どなた is the polite equivalent of だれ)

ー さい	ー 歳	ー years old
なんさい	何歳	how old (おいくつ is the polite equivalent of なんさい)
(おいくつ)		

はい	yes
いいえ	no

しつれいですが	失礼ですが	Excuse me, but
おなまえは?	お名前は?	May I have your name?
はじめまして。	初めまして。	How do you do? (lit. I am meeting you for the first time. Usually used as the first phrase when introducing oneself.)

どうぞ よろしく [おねがいします]。	Pleased to meet you. (lit. Please be nice
どうぞ よろしく [お願いします]。	to me. Usually used at the end of a self-introduction.)

こちらは ～さんです。	This is Mr./Ms.～.
～から きました。	I came (come) from ～.
～から 来ました。	

~~~~~

13

|                                 |                         |
|---------------------------------|-------------------------|
| アメリカ                            | U.S.A.                  |
| イギリス                            | U.K.                    |
| インド                             | India                   |
| インドネシア                          | Indonesia               |
| <small>かんこく</small><br>韓国       | South Korea             |
| タイ                              | Thailand                |
| <small>ちゅうごく</small><br>中国      | China                   |
| ドイツ                             | Germany                 |
| <small>にほん</small><br>日本        | Japan                   |
| フランス                            | France                  |
| ブラジル                            | Brazil                  |
| さくら大学／富士大学                      | fictitious universities |
| IMC／パワー電気／ブラジルエアー               | fictitious companies    |
| AKC                             | fictitious institute    |
| <small>こうべびやういん</small><br>神戸病院 | fictitious hospital     |

## II. Translation

### Sentence Patterns

1. I am Mike Miller.
2. Mr. Santos is not a student.
3. Is Mr. Miller a company employee?
4. Mr. Santos is also a company employee.

### Example Sentences

1. Are you Mr. Mike Miller?  
...Yes, I am Mike Miller.
2. Are you a student, Mr. Miller?  
...No, I am not a student.  
I am a company employee.
3. Is Mr. Wang an engineer?  
...No, Mr. Wang is not an engineer.  
He is a doctor.
4. Who is that person?  
...He is Professor Watt. He is a teacher at Sakura University.
5. How old is Teresa?  
...She is nine years old.

### Conversation

#### How do you do?

|         |                                                                                                  |
|---------|--------------------------------------------------------------------------------------------------|
| Sato:   | Good morning.                                                                                    |
| Yamada: | Good morning.<br>Ms. Sato, this is Mr. Mike Miller.                                              |
| Miller: | How do you do? I am Mike Miller.<br>I am from the United States of America.<br>Nice to meet you. |
| Sato:   | I am Sato Keiko.<br>Nice to meet you.                                                            |

### III. Reference Words & Information

くに ひと  
国・人・ことば

### COUNTRY, PEOPLE & LANGUAGE

| くに 国 Country           | ひと 人 People | ことば Language                   |
|------------------------|-------------|--------------------------------|
| アメリカ (U.S.A.)          | アメリカ人       | 英語 (English)                   |
| イギリス (U.K.)            | イギリス人       | 英語 (English)                   |
| イタリア (Italy)           | イタリア人       | イタリア語 (Italian)                |
| イラン (Iran)             | イラン人        | ペルシア語 (Persian)                |
| インド (India)            | インド人        | ヒンディー語 (Hindi)                 |
| インドネシア (Indonesia)     | インドネシア人     | インドネシア語 (Indonesian)           |
| エジプト (Egypt)           | エジプト人       | アラビア語 (Arabic)                 |
| オーストラリア (Australia)    | オーストラリア人    | 英語 (English)                   |
| カナダ (Canada)           | カナダ人        | 英語 (English)<br>フランス語 (French) |
| かんこく 韓国 (South Korea)  | かんこくじん 韓国人  | かんこくご 韓国語 (Korean)             |
| サウジアラビア (Saudi Arabia) | サウジアラビア人    | アラビア語 (Arabic)                 |
| シンガポール (Singapore)     | シンガポール人     | 英語 (English)                   |
| スペイン (Spain)           | スペイン人       | スペイン語 (Spanish)                |
| タイ (Thailand)          | タイ人         | タイ語 (Thai)                     |
| ちゅうごく 中国 (China)       | ちゅうごくじん 中国人 | ちゅうごくご 中国語 (Chinese)           |
| ドイツ (Germany)          | ドイツ人        | ドイツ語 (German)                  |
| にほん 日本 (Japan)         | にほんじん 日本人   | にほんご 日本語 (Japanese)            |
| フランス (France)          | フランス人       | フランス語 (French)                 |
| フィリピン (Philippines)    | フィリピン人      | フィリピン語 (Filipino)              |
| ブラジル (Brazil)          | ブラジル人       | ポルトガル語 (Portuguese)            |
| ベトナム (Vietnam)         | ベトナム人       | ベトナム語 (Vietnamese)             |
| マレーシア (Malaysia)       | マレーシア人      | マレーシア語 (Malaysian)             |
| メキシコ (Mexico)          | メキシコ人       | スペイン語 (Spanish)                |
| ロシア (Russia)           | ロシア人        | ロシア語 (Russian)                 |

## IV. Grammar Explanation

### 1. N<sub>1</sub> は N<sub>2</sub> です

#### 1) Particle は

The particle は indicates that the word before it is the topic of the sentence. You select a noun you want to talk about, add は to show that it is the topic and give a statement about the topic.

① わたしは マイク・ミラーです。

I am Mike Miller.

[Note] The particle は is read わ.

#### 2) です

Nouns used with です work as predicates.

です indicates judgement or assertion.

です also conveys that the speaker is being polite towards the listener.

です inflects when the sentence is negative (see 2. below) or in the past tense (see Lesson 12).

② わたしは エンジニアです。

I am an engineer.

### 2. N<sub>1</sub> は N<sub>2</sub> じゃありません

じゃ ありません is the negative form of です. It is the form used in daily conversation. For a formal speech or writing, では ありません is used instead.

③ サントスさんは <sup>がくせい</sup> 学生じゃ ありません。 Mr. Santos is not a student.  
(では)

[Note] は in では is read わ.

### 3. S か

#### 1) Particle か

The particle か is used to express the speaker's doubt, question, uncertainty, etc. A question is formed by simply adding か to the end of the sentence. A question ends with a rising intonation.

#### 2) Questions asking whether a statement is correct or not

As mentioned above, a sentence becomes a question when か is added to the end. The word order does not change. The question thus made asks whether a statement is correct or not. Depending on whether you agree with the statement or not, your answer to such a question begins with はい or いいえ.

④ ミラーさんは <sup>じん</sup> アメリカ人ですか。

Is Mr. Miller an American?

…はい、<sup>じん</sup> アメリカ人です。

…Yes, he is.

⑤ ミラーさんは <sup>せんせい</sup> 先生ですか。

Is Mr. Miller a teacher?

…いいえ、<sup>せんせい</sup> 先生じゃ ありません。

…No, he is not.

#### 3) Questions with interrogatives

An interrogative replaces the part of the sentence that covers what you want to ask about. The word order does not change, and か is added at the end.

⑥ あの <sup>かた</sup> 方は どなたですか。

Who is that man?

… [あの <sup>かた</sup> 方は] ミラーさんです。

…That's Mr. Miller.

#### 4. N も

も is added after a topic instead of は when the statement about the topic is the same as the previous topic.

- ⑦ ミラーさんは <sup>かいしゃいん</sup> 会社員です。 Mr. Miller is a company employee.  
グプタさんも <sup>かいしゃいん</sup> 会社員です。 Mr. Gupta is also a company employee.

#### 5. N<sub>1</sub> の N<sub>2</sub>

の is used to connect two nouns. N<sub>1</sub> modifies N<sub>2</sub>. In Lesson 1, N<sub>1</sub> is an organization or some kind of group to which N<sub>2</sub> belongs.

- ⑧ ミラーさんは IMC の <sup>しゃいん</sup> 社員です。 Mr. Miller is an IMC employee.

#### 6. ~さん

さん is added to the name of the listener or a third person to show the speaker's respect to the person. It should never be used with the speaker's own name.

- ⑨ あの <sup>かた</sup> 方は ミラーさんです。 That's Mr. Miller.

When referring directly to the listener, the word あなた (you) is not commonly used if you know the listener's name. The listener's family name followed by さん is usually used.

- ⑩ <sup>すずき</sup> 鈴木: ミラーさんは <sup>がくせい</sup> 学生ですか  
ミラー: いいえ、<sup>かいしゃいん</sup> 会社員です。

Suzuki: Are you a student?

Miller: No, I'm a company employee.



# Lesson 2

## I. Vocabulary

これ  
それ  
あれ

this (thing here)  
that (thing near you)  
that (thing over there)

この～  
その～  
あの～

this ～, this ～ here  
that ～, that ～ near you  
that ～, that ～ over there

ほん  
じしょ  
ざっし  
しんぶん  
ノート  
てちょう  
めいし  
カード  
テレホンカード

本  
辞書  
雑誌  
新聞  
  
手帳  
名刺

book  
dictionary  
magazine  
newspaper  
notebook  
pocket notebook  
business card  
card  
telephone card

えんぴつ  
ボールペン  
シャープペンシル

鉛筆

pencil  
ballpoint pen  
mechanical pencil, propelling pencil

かぎ  
とけい  
かさ  
かばん

時計  
傘

key  
watch, clock  
umbrella  
bag, briefcase

[カセット]テープ  
テープレコーダー  
テレビ  
ラジオ  
カメラ  
コンピューター  
じどうしゃ

自動車

[cassette] tape  
tape recorder  
television  
radio  
camera  
computer  
automobile, car

|                   |                 |                                                             |
|-------------------|-----------------|-------------------------------------------------------------|
| つくえ<br>いす         | 机               | desk<br>chair                                               |
| チョコレート<br>コーヒー    |                 | chocolate<br>coffee                                         |
| えいご<br>にほんご<br>～ご | 英語<br>日本語<br>～語 | the English language<br>the Japanese language<br>～ language |

なん 何 what

そう so

ちがいます。 違います。 No, it isn't./You are wrong.  
 そうですか。 I see./Is that so?  
 あのう well (used to show hesitation)  
 ほんの きもちです。 It's nothing./It's a token of my gratitude.  
 ほんの 気持ちです。

どうぞ。 Please./Here you are. (used when offering  
 someone something)

どうも。 Well, thanks.  
 [どうも] ありがとう [ございます]。 Thank you [very much].

# ◀会話▶

これから お世話になります。 I hope for your kind assistance hereafter.  
 こちらこそ よろしく。 I am pleased to meet you. (response to  
 どうぞ よろしく)

## II. Translation

### Sentence Patterns

1. This is a dictionary.
2. This is a book on computers.
3. That is my umbrella.
4. This umbrella is mine.

### Example Sentences

1. Is this a telephone card?  
...Yes, it is.
2. Is that a notebook?  
...No, it's not. It's a pocket notebook.
3. What is that?  
...This is a business card.
4. Is this a "9" or a "7"?  
...It's a "9."
5. What is that magazine about?  
...It's a magazine on cars.
6. Whose bag is that?  
...It's Ms. Sato's bag.
7. Is this umbrella yours?  
...No, it's not mine.
8. Whose is this key?  
...It's mine.

### Conversation

#### **This is just a token**

|         |                                   |
|---------|-----------------------------------|
| Yamada: | Yes. Who is it?                   |
| Santos: | I am Santos from (apartment) 408. |
| -----   |                                   |
| Santos: | Hello. I am Santos.               |
|         | How do you do?                    |
|         | It is nice to meet you.           |
| Yamada: | The pleasure's mine.              |
| Santos: | Er, this is a little something... |
| Yamada: | Oh, thank you. What is it?        |
| Santos: | It's coffee. Please.              |
| Yamada: | Thank you very much.              |



III. Reference Words & Information

名前 FAMILY NAMES

Most Common Family Names

|    |    |    |     |    |    |    |    |
|----|----|----|-----|----|----|----|----|
| 1  | 佐藤 | 2  | 鈴木  | 3  | 高橋 | 4  | 田中 |
| 5  | 渡辺 | 6  | 伊藤  | 7  | 中村 | 8  | 山本 |
| 9  | 小林 | 10 | 斎藤  | 11 | 加藤 | 12 | 吉田 |
| 13 | 山田 | 14 | 佐々木 | 15 | 松本 | 16 | 山口 |
| 17 | 木村 | 18 | 井上  | 19 | 阿部 | 20 | 林  |

2



Greetings

21

はじめまして。

↩ When people meet for the first time on business, business cards are exchanged.

ほんのきもちです。

When you move house, it is polite to introduce yourself to your new neighbours and give them a small gift, such as a towel, soap or sweets.



## IV. Grammar Explanation

### 1. これ／それ／あれ

これ, それ and あれ are demonstratives.

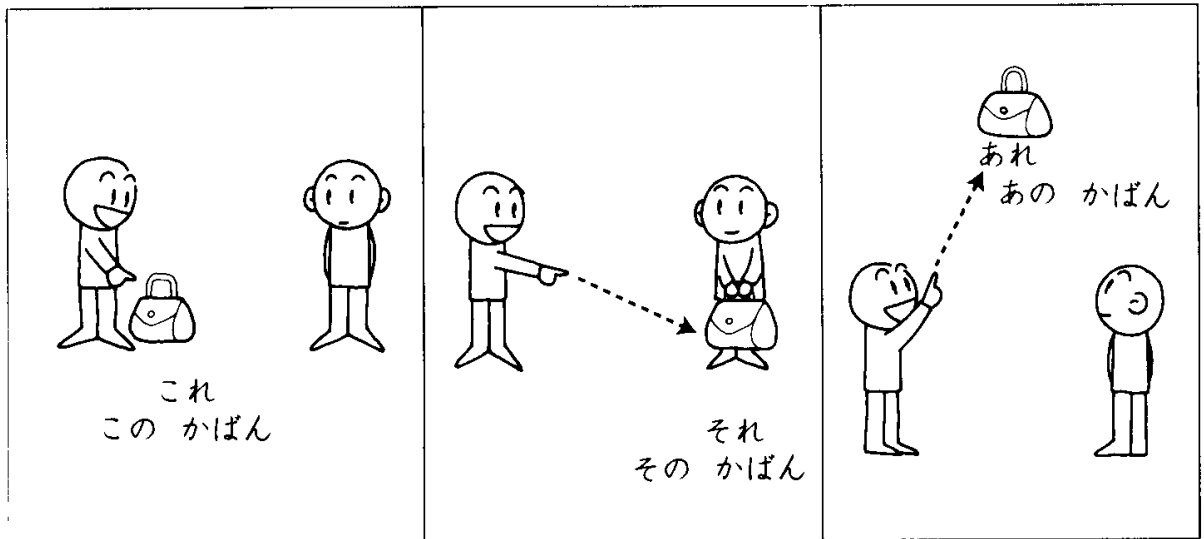
They work as nouns. これ refers to a thing near the speaker. それ refers to a thing near the listener. あれ refers to a thing far from the speaker and the listener.

- ① それは 辞書<sup>じしょ</sup>ですか。 Is that a dictionary?  
 ② これを ください。 I'll take this. (lit. Please give this to me.)(L. 3)

### 2. この N／その N／あの N

この, その and あの modify nouns. “この N” refers to a thing or a person near the speaker. “その N” refers to a thing or a person near the listener. “あの N” refers to a thing or a person far from both the speaker and the listener.

- ③ この 本<sup>ほん</sup>は わたしのです。 This book is mine.  
 ④ あの 方<sup>かた</sup>は どなたですか。 Who is that [person]?



### 3. そうです／そうじゃありません

In the case of a noun sentence, the word そう is often used to answer a question requiring an affirmative or negative answer. はい、そうです is the affirmative answer and いいえ、そうじゃありません is the negative answer.

- ⑤ それは テレホンカードですか。 Is that a telephone card?  
 …はい、そうです。 …Yes, it is. (lit. Yes, it's so.)  
 ⑥ それは テレホンカードですか。 Is that a telephone card?  
 …いいえ、そうじゃありません。 …No, it isn't. (lit. No, it's not so.)

The verb ちがいます (lit. to differ) can be used to mean そうじゃありません.

- ⑦ それは テレホンカードですか。 Is that a telephone card?  
 …いいえ、違<sup>ちが</sup>います。 …No, it isn't.

#### 4. S<sub>1</sub> か、 S<sub>2</sub> か

This is a question asking the listener to choose between alternatives, S<sub>1</sub> and S<sub>2</sub>, for the answer. As an answer to this type of question, the chosen sentence is stated. Neither はい nor いいえ is used.

- ⑧ これは 「9」 ですか、「7」 ですか。      Is this a “9” or a “7”?  
…「9」 です。      …It’s a “9.”

#### 5. N<sub>1</sub> の N<sub>2</sub>

You learned in Lesson 1 that の is used to connect two nouns when N<sub>1</sub> modifies N<sub>2</sub>. In Lesson 2 you learn two other uses of this の.

1) N<sub>1</sub> explains what N<sub>2</sub> is about.

- ⑨ これは コンピューターの 本<sup>ほん</sup>です。      This is a book on computers.

2) N<sub>1</sub> explains who owns N<sub>2</sub>.

- ⑩ これは わたしの 本<sup>ほん</sup>です。      This is my book.

N<sub>2</sub> is sometimes omitted when it is obvious. When N<sub>2</sub> means a person, however, you cannot omit it.

- ⑪ あれは だれの かばん<sup>かばん</sup>ですか。      Whose bag is that?  
…佐藤<sup>さとう</sup>さんのです。      …It’s Ms. Sato’s.

- ⑫ この かばんは あなたの<sup>あなた</sup>のですか。      Is this bag yours?  
…いいえ、わたしのじゃ ありません。      …No, it’s not mine.

- ⑬ ミラーさんは IMC<sup>IMC</sup>の 社員<sup>しゃいん</sup>ですか。  
…はい、IMC<sup>IMC</sup>の 社員<sup>しゃいん</sup>です。

Is Mr. Miller an employee of IMC?

…Yes, he is.

#### 6. そうですか

This expression is used when the speaker receives new information and shows that he or she understands it.

- ⑭ この 傘<sup>かさ</sup>は あなたの<sup>あなた</sup>のですか。  
…いいえ、違<sup>ちが</sup>います。シュミットさんのです。  
そうですか。

Is this umbrella yours?

…No, it’s Mr. Schmidt’s.

I see.

# Lesson 3

## I. Vocabulary

|                   |      |                                                               |
|-------------------|------|---------------------------------------------------------------|
| ここ                |      | here, this place                                              |
| そこ                |      | there, that place near you                                    |
| あそこ               |      | that place over there                                         |
| どこ                |      | where, what place                                             |
| こちら               |      | this way, this place (polite equivalent of ここ)                |
| そちら               |      | that way, that place near you<br>(polite equivalent of そこ)    |
| あちら               |      | that way, that place over there<br>(polite equivalent of あそこ) |
| どちら               |      | which way, where (polite equivalent of どこ)                    |
| きょうしつ             | 教室   | classroom                                                     |
| しょくどう             | 食堂   | dining hall, canteen                                          |
| じむしょ              | 事務所  | office                                                        |
| かいぎしつ             | 会議室  | conference room, assembly room                                |
| うけつけ              | 受付   | reception desk                                                |
| ロビー               |      | lobby                                                         |
| へや                | 部屋   | room                                                          |
| トイレ(おてあらい) (お手洗い) |      | toilet, rest room                                             |
| かいだん              | 階段   | staircase                                                     |
| エレベーター            |      | elevator, lift                                                |
| エスカレーター           |      | escalator                                                     |
| [お]くに             | [お]国 | country                                                       |
| かいしゃ              | 会社   | company                                                       |
| うち                |      | house, home                                                   |
| でんわ               | 電話   | telephone, telephone call                                     |
| くつ                | 靴    | shoes                                                         |
| ネクタイ              |      | necktie                                                       |
| ワイン               |      | wine                                                          |
| たばこ               |      | tobacco, cigarette                                            |
| うりば               | 売り場  | department, counter (in a department store)                   |

|          |    |              |
|----------|----|--------------|
| ちか       | 地下 | basement     |
| －かい（－がい） | －階 | -th floor    |
| なんがい     | 何階 | what floor   |
| －えん      | －円 | － yen        |
| いくら      |    | how much     |
| ひゃく      | 百  | hundred      |
| せん       | 千  | thousand     |
| まん       | 万  | ten thousand |

# ◀会話▶

|                |                           |
|----------------|---------------------------|
| すみません。         | Excuse me.                |
| ～で ございます。      | (polite equivalent of です) |
| [～を] 見せて ください。 | Please show me [～].       |
| じゃ             | well, then, in that case  |
| [～を] ください。     | Give me [～], please.      |



|                              |                            |
|------------------------------|----------------------------|
| <small>しんおおさか</small><br>新大阪 | name of a station in Osaka |
| イタリア                         | Italy                      |
| スイス                          | Switzerland                |
| MT／ヨーネン／アキックス                | fictitious companies       |

## II. Translation

### Sentence Patterns

1. This is a dining hall.
2. The telephone is over there.

### Example Sentences

1. Is this Shin-Osaka?  
...Yes, it is.
2. Where is the rest room?  
...It is over there.
3. Where is Mr. Yamada?  
...He is in the office.
4. Where is the elevator?  
...It is there.
5. Which country are you from?  
...America.
6. Where are those shoes from?  
...They're Italian shoes.
7. How much is this watch?  
...It's 18,600 yen.

### Conversation

#### I'll take it

|                |                                          |
|----------------|------------------------------------------|
| Maria:         | Excuse me. Where is the wine department? |
| Sales clerk A: | It is in the first basement.             |
| Maria:         | Thanks.                                  |
| -----          |                                          |
| Maria:         | Excuse me. Could you show me that wine?  |
| Sales clerk B: | Certainly. Here you are.                 |
| Maria:         | Is this French wine?                     |
| Sales clerk B: | No, it's Italian.                        |
| Maria:         | How much is it?                          |
| Sales clerk B: | 2,500 yen.                               |
| Maria:         | Well, I'll take it.                      |

### III. Reference Words & Information

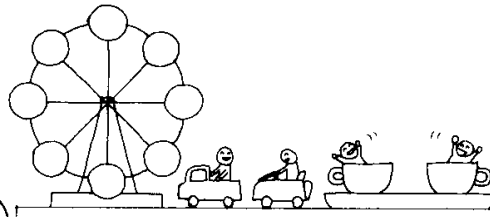
デパート

DEPARTMENT STORE

屋上

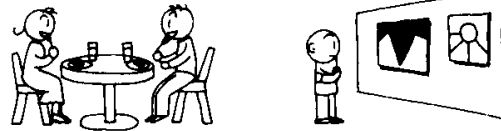
遊園地

amusement area



8階

食堂・催し物会場  
restaurants・event hall



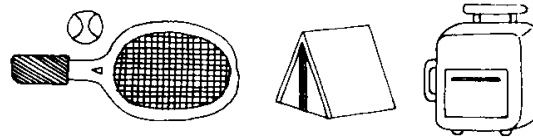
7階

時計・眼鏡・カメラ  
watches・glasses・cameras



6階

スポーツ用品・旅行用品  
sporting goods・leisure goods



5階

子ども服・おもちゃ・本・文房具  
children's clothes・toys・books・stationery



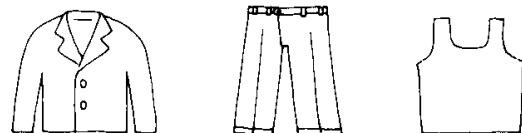
4階

家具・食器・電気製品  
furniture・kitchenware・electrical appliances



3階

紳士服  
men's wear



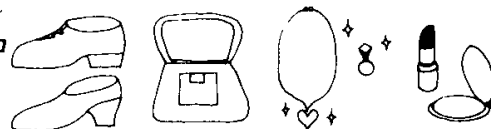
2階

婦人服  
ladies' wear



1階

靴・かばん・アクセサリー・化粧品  
shoes・bags・accessories・cosmetics



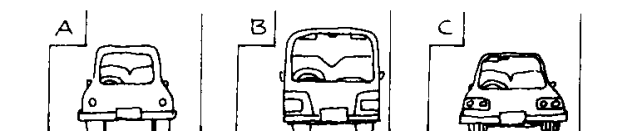
B 1階

食料品  
food



B 2階

駐車場  
parking lot



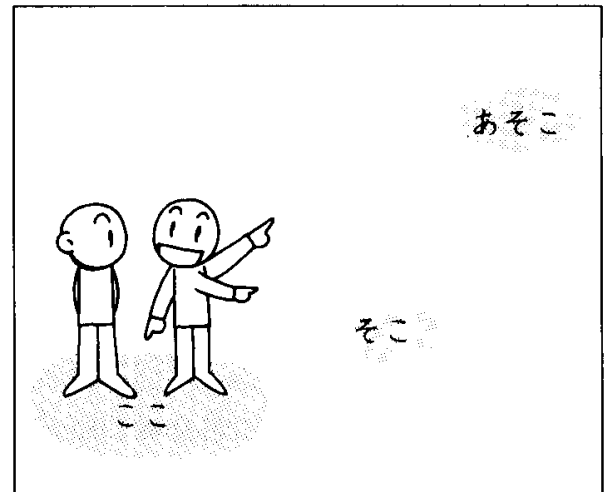
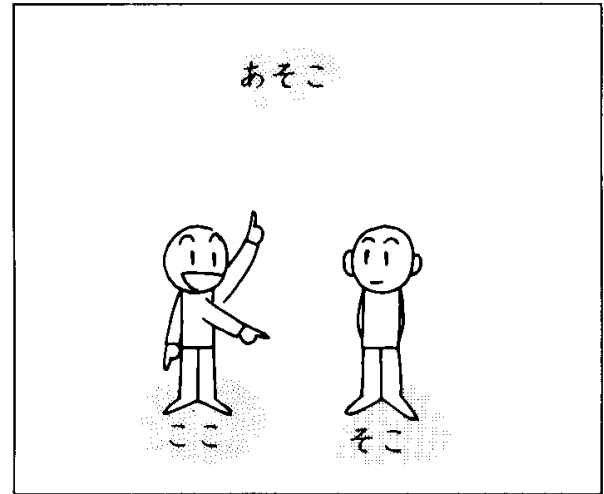
## IV. Grammar Explanation

### 1. ここ／そこ／あそこ／こちら／そちら／あちら

The demonstratives これ, それ and あれ that are discussed in Lesson 2 refer to a thing, while ここ, そこ and あそこ refer to a place. ここ is the place where the speaker is, そこ is the place where the listener is, and あそこ is the place far from both the speaker and the listener.

こちら, そちら and あちら are demonstrative words referring to direction. こちら, そちら and あちら are also used to refer to location, in which case, they are politer than ここ, そこ and あそこ.

[Note] When the speaker regards the listener as sharing his/her territory, the place where they both are is designated by the word ここ. Under this situation, そこ designates the place a little distant from the speaker and listener, and あそこ designates an even more distant location.



### 2. N<sub>1</sub>は N<sub>2</sub>(place)です

Using this sentence pattern, you can explain where a place, a thing or a person is.

- ① お手洗<sup>てあら</sup>いは あそこ<sup>あそこ</sup>です。
- ② 電話<sup>でんわ</sup>は 2階<sup>かい</sup>です。
- ③ 山田<sup>やまだ</sup>さんは 事務所<sup>じむしょ</sup>です。

The rest room is there.

The telephone is on the second floor.

Mr. Yamada is in the office.

### 3. どこ／どちら

どこ means “where,” and どちら means “which direction.” どちら can also mean “where,” in which case it’s politer than どこ.

- ④ お手洗<sup>てあら</sup>いは どこ<sup>どこ</sup>ですか。  
…あそこ<sup>あそこ</sup>です。
- ⑤ エレベーター<sup>エレベーター</sup>は どちら<sup>どちら</sup>ですか。  
…あちら<sup>あちら</sup>です。

Where’s the rest room?

…It’s there.

Where’s the elevator?

…It’s in that direction. (It’s there.)



どこ or どちら is also used to ask the name of a country, company, school or any place or organization a person belongs to. You cannot use なん(what).  
 どちら is politer than どこ.

⑥ <sup>がっこう</sup>学校は どこですか。

What's the name of your school?

⑦ <sup>かいしゃ</sup>会社は どちらですか。

What company do you work for?

#### 4. N<sub>1</sub> の N<sub>2</sub>

When N<sub>1</sub> is the name of a country and N<sub>2</sub> is a product, it means that N<sub>2</sub> is made in that country. When N<sub>1</sub> is the name of a company and N<sub>2</sub> is a product, it means that N<sub>2</sub> is made by that company. In this structure, どこ is used to ask where or by whom N<sub>2</sub> is made.

⑧ これは <sup>にほん</sup>どこの コンピューターですか。

…<sup>にほん</sup>日本の コンピューターです。

…IMCの コンピューターです。

Where is this computer made?/ Who is the maker of this computer?

…It's made in Japan.

…IMC is.

#### 5. The こ／そ／あ／ど system of demonstrative words

|                             | こ series | そ series | あ series | ど series        |
|-----------------------------|----------|----------|----------|-----------------|
| thing                       | これ       | それ       | あれ       | どれ (L. 8)       |
| thing<br>person             | この N     | その N     | あの N     | どの N<br>(L. 16) |
| place                       | ここ       | そこ       | あそこ      | どこ              |
| direction<br>place (polite) | こちら      | そちら      | あちら      | どちら             |

29

#### 6. お<sup>くに</sup>国

The prefix お is added to a word concerning the listener or a third person in order to express the speaker's respect to the person.

⑨ [お]<sup>くに</sup>国は どちらですか。

Where are you from?