

CHARACTERS



たかはし
TAKAHASHI



さとう
SATO



ぶちょう
BUCHO

クオン

CUONG

- 1 -

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もりあつし
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[Profile]

Dr. Mori taught Japanese language at Thailand's Chulalongkorn University in 2004. He served as a researcher at Jissen Women's Educational Institute in Japan, and also at National Institute for Japanese Language and Linguistics. In April, 2011, he joined the faculty at Tezukayama University, assuming the post of associate professor.

What inspired you to learn Japanese? Was it the Japanese video games, or animations (anime)...or traditional culture or business? Whatever the reason, I hope that your interest in Japan and its language can help enrich your life.

While I was teaching Japanese in Thailand, I realized how connected its language and culture were. The finding made me all the more fond of the country. For instance, the common greeting you'll hear in Thailand is "Did you have a meal?" The phrase is closely associated with a Thai custom of having meals many times a day. The phrase reflects one's consideration toward the other's livelihood and health.

Learning a country's language means knowing its culture. So, acquiring Japanese language skills would let you to know more about Japan. I hope you enjoy learning Japanese!

Presenter



Michelle Yamamoto

Jeff Otto

Hi, I am Michelle Yamamoto. I was born in California USA, and was raised in Japan, UK, France, and Germany. Currently I work as an English News Presenter for NHK Radio Japan and NHK WORLD TV. Starting something new is always very exciting! Starting a new language brings new possibilities! Through our Japanese lessons I hope that you can enjoy studying Japanese in a fun filled way!

Hi, my name is Jeff Otto. I am an American from the state of South Dakota. It is known for Mount Rushmore, an epic mountain carving featuring the faces of four exalted U.S. Presidents. I first came to Japan when I was 19 years old. Now I am a high school English teacher living in Kawagoe. I am looking forward to helping you learn Japanese to further advance your enjoyment and appreciation of this great culture.

Learn using both audio and text!

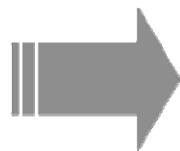
**You can download lesson audios
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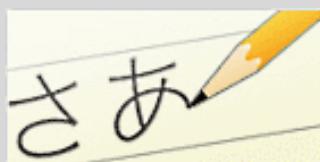
Website and lessons are provided in 17 languages.

Click here!!



The screenshot shows the NHK WORLD Japanese Lessons page. At the top, there's a navigation bar with links for Home, News, TV, Radio & Podcast, Japanese Lessons, and Select language. Below the navigation is a search bar and links for Corporate Info, Sitemap, Contact Us, and FAQ. The main content area has a green header "やさしい日本語". It features a section titled "NHK WORLD's radio broadcast of 50 Japanese Lessons" with a sub-section about "Japanese Lessons" in 17 languages. A large orange button says "FREE Download Lessons (Audio/Text)". To the right, there's a "Now broadcasting" section with a thumbnail of two people and a "View Lesson" button. Below it is an "Upcoming Lesson" section with another thumbnail and a "View Lesson" button. On the far right, there's a "Past Lessons" section with a link to "Download the past lessons". The left sidebar contains links for Japanese Lessons Home, What is "Japanese Lessons", Learn Japanese Online, The Japanese Syllabary, Tips for Living in Japan, Cuong's Vocabulary List, FAQ, and Benefits of learning at NHK WORLD.

Visit the website for more Japanese studying tools:



The Japanese Syllabary

For Japanese starters, let's begin by learning how to pronounce the basic characters.



Tips for Living in Japan

Read a short entry on Japanese culture, including language, customs and etiquettes. Maybe you would find out something that you were always curious of.



Cuong's Vocabulary List

You can review many important phrases that our main character has learned.



LESSON 1 はじめまして 私はクオンです

HAJIMEMASHITE WATASHI WA KUON DESU

クオン はじめまして。

CUONG HAJIMEMASHITE.

わたし 私はクオンです。

WATASHI WA KUON DESU.

ベトナムからきました。

BETONAMU KARA KIMASHITA.

よろしくお願ひします。

YOROSHIKU ONEGAI SHIMASU.

How do you do?

I'm Cuong.

I'm from Vietnam.

Nice to meet you.



GRAMMAR POINT

➤ When you introduce yourself, you say **Watashi wa ____ desu**. This means “I am ____.”

➤ To use the past tense, change **—masu** form of a verb to **—mashita**

Ex. **kimasu** (come) → **kimashita** (came), **ikimasu** (go) → **ikimashita** (went)



GREETINGS

こんにちは
KONNICHWA
Good afternoon.

おはようございます
OHAYÔ GOZAIMASU
Good morning.

こんばんは
KONBANWA
Good evening.

さようなら
SAYÔNARA
Good bye.

**LESSON 2****それは何ですか？****SORE WA NAN DESU KA?**やまだ
山田

YAMADA

クオンさん。

これがあなたの名刺です。

KUON-SAN,

KORE GA ANATA NO

MEISHI DESU.

クオン

ありがとうございます。

CUONG

それは何ですか？

ARIGATÔ GOZAIMASU.

SORE WA NAN DESU KA?

やまだ
山田

YAMADA

これは社員証です。

KORE WA SHAINSHÔ DESU.

Cuong...

These are your business cards.

Thank you very much.

What is that?

This is a staff identity card.

**GRAMMAR POINT**

- To say the name of something : **Kore wa ____ desu.** = “This is ____.”
- To ask the name of something : **____ wa nan desu ka?** = “What is ____?”

**Ko-so-a-do kotoba**

Ko-so-a-do kotoba consist of words with the initial letters of the demonstrative pronouns **kore**, **sore** and **are**, and the interrogative pronoun **dore**, which means “which.” **Kotoba** means “words.” The **ko-so-a-do kotoba** used to express location are **koko** meaning “here”, **soko** meaning “there”, **asoko** meaning “over there” and **doko** meaning “where?”

Ko-so-a-do kotoba are very useful because you can use them instead of saying concrete names. But of course, you have to be sure the person you are talking to knows what you are referring to! There are often misunderstandings between long-married couples. For example, the husband says “Bring me that!” to his wife, meaning his newspaper, but instead his wife hands him his glasses!

JÔTATSU NO KOTSU means

“a key to progress”.





LESSON 3 はい、わかりました HAI, WAKARIMASHITA

やまだ 山田	クオンさん、ちょっと…。	Cuong, do you have a moment?
YAMADA	KUON-SAN, CHOTTO…	
クオン	はい。	Yes.
CUONG	HAI.	
やまだ 山田	きょう 今日、これから会議があります。 で で から 会議 があります。	Today, there's a meeting, starting from now.
YAMADA	出て下さい。	Please attend it.
	KYÔ, KOREKARA KAIGI GA ARIMASU.	
	DETE KUDASAI.	
クオン	はい、わかりました。	Yes, I understand.
CUONG	ばしょ 場所はどこですか？	Where is it being held?
	HAI, WAKARIMASHITA.	
	BASHO WA DOKO DESU KA?	



GRAMMAR POINT

➤ The negative form of a verb is made by changing the **-masu** ending to **-masen**.

Ex. **kimasu** (come) → **kimasen** (not come)

➤ **___ wa doko desu ka?** = “Where is ___?”

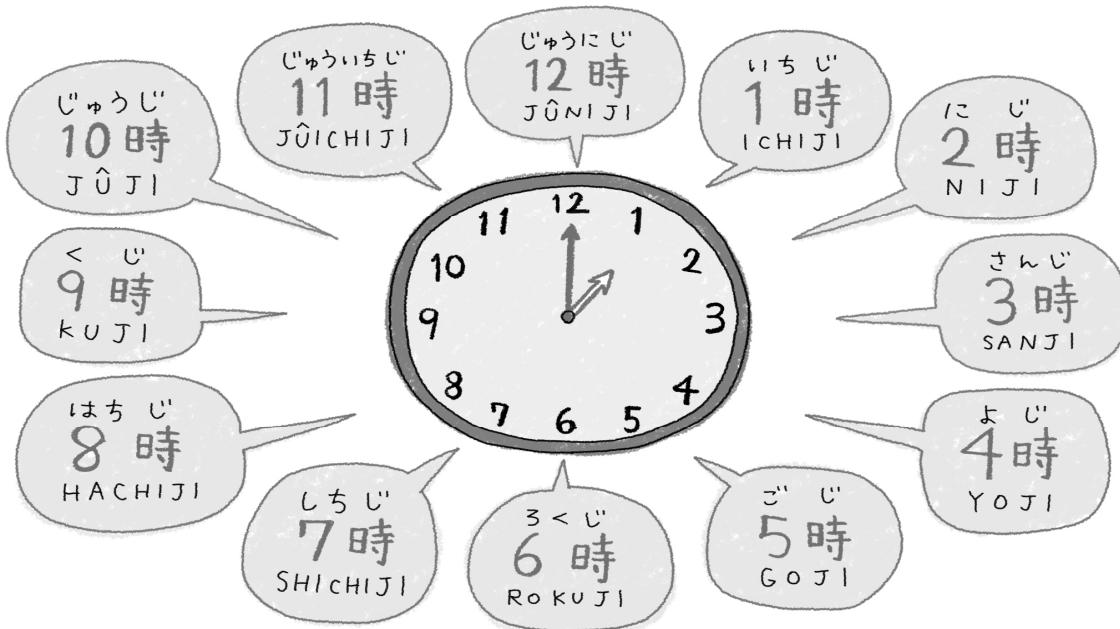
A speech bubble contains the Japanese phrase "はい、わかりました。 HAI, WAKARIMASHITA. Yes. I understand.".

**LESSON 4**なんじ
いま、何時ですか？**IMA, NANJI DESU KA?**

クオン	いまなんじですか？	What time is it now?
CUONG やまだ 山田	IMA, NANJI DESU KA? よじじゅうごぶん 4時15分です。	It's four fifteen.
YAMADA	YOJI-JŪGOFUN DESU.	
クオン	かいぎなんじお 会議は何時に終わりますか？	What time will the meeting finish?
CUONG やまだ 山田	KAIGI WA NANJI NI OWARIMASU KA? ごじ 5時ごろですよ。	Around five o'clock.
YAMADA	GOJI GORO DESU YO.	

**GRAMMAR POINT**

- To say the hour, you add **-ji** after the number.
To say the minutes, you add **-fun** or **-pun** after the number.
- **Nanji desu ka?** = "What time is it?"



1	2	3	4	5	6	7	8	9	10
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いち	に	さん	し/ よん	ご	ろく	しち/ なな	はち	きゅう/ く	じゅう
ICHI	NI	SAN	SHI/ YON	GO	ROKU	SHICHI/ NANA	HACHI	KYŪ/ KU	JŪ



LESSON 5

一緒に帰りませんか？

ISSHO NI KAERIMASEN KA?

クオン	やまだ いっしょ かえ 山田さん、一緒に帰りませんか？	Miss Yamada, shall we leave together?
CUONG	YAMADA-SAN, ISSHO NI KAERIMASEN KA?	
山田	やまだ ごめんなさい。 まだ仕事が終わりません。	Sorry, but my work hasn't finished yet.
YAMADA	クオンさんも手伝ってください。 GOMENNASAI. MADA SHIGOTO GA OWARIMASEN. KUON-SAN MO TETSUDATTE KUDASAI.	Cuong, could you help me?
クオン	えーと、今日は残業できません。	Er, I can't work overtime today.
CUONG	ETO, KYÔ WA ZANGYÔ DEKIMASEN.	
山田	えっ…。	Huh?
YAMADA	E'...?	



GRAMMAR POINT

- Invitational expression : **—masu** form of a verb → **—masen ka?**
Ex. **ikimasu** (go) → **ikimasenka?** (Shall we go?)
- **—te** form of a verb + **kudasai** = “please__”
Ex. **tetsudaimasu** (help) → **tetsudatte kudasai** (please help)



Company working hours

The working hours of many Japanese companies are from 9 a.m. to 5 p.m. Recently, however, the “flexible time” system has been spreading, in which workers have a certain degree of freedom to fix their working hours themselves. The “flex system” is popular because it means workers can avoid the worst of the commuting rush and work according to their life pattern.

On the other hand, it's also true that many people feel bad about leaving earlier than their colleagues or bosses, even if their workload for the day has been completed. That's why you shouldn't forget to show careful consideration to colleagues. If you do leave before them, it's a good idea to say **O-saki ni shitsurei shimasu** before you go. It means “I'm very sorry to leave before you!”



LESSON 6

銀行に行ってから、会社に来ます

GINKÔ NI ITTE KARA, KAISHA NI KIMASU

クオン

CUONG

部長

BUCHO

クオン

CUONG

あした あさ しやくしょ ぎんこう い
明日の朝、市役所と銀行に行ってから、
かいしゃ き
会社に来ます。

ASHITA NO ASA, SHIYAKUSHO TO
GINKÔ NI ITTE KARA,
KAISHA NI KIMASU.

そうですか。

ごぜんちゅう しやくしょ ぎんこう
午前中に市役所と銀行ですね。

SÔ DESU KA.

GOZENCHÙ NI SHIYAKUSHO TO
GINKÔ DESU NE.

はい。銀行で口座を開きます。

HAI. GINKÔ DE KÔZA O HIRAKIMASU.

Tomorrow morning, I'll come to
the office after going to the town
hall and the bank.

I see.

In the morning you're going to
the town hall and the bank,
right?

Yes, I will open an account at the
bank.



GRAMMAR POINT

➤ When describing actions in order, you change the **-masu** ending to **-te**.

Ex. **ikimasu** (go) → **itte**, **kimasu** (come) → **kite**, **tabemasu**(eat) → **tabete**



Services for foreigners

The number of foreigners living in Japan is increasing every year. Because of differences in culture and customs, the number of problems arising with the Japanese is also becoming noticeable. Local governments are making great efforts to deal with those problems.

Information in foreign languages is available at the service counters at local government offices and on their home pages. The main languages include English, Chinese, Korean, Portuguese and Tagalog.

Local government home pages provide information about public services and medical facilities that can handle different languages. They even explain about how to sort out different types of garbage, which varies from area to area, and the garbage collection schedule – such as newspapers on a certain day.

You can also find information about many local activities, including events and Japanese language lessons provided by volunteers.



LESSON 7

こうざ ひら
口座を開きたいんですが…

KÔZA O HIRAKITAI N DESU GA...

ぎんこういん
銀行員

きょう ようけん
今日はどのようなご用件ですか？

What can I do for you?

BANK

KYÔ WA DONO YÔ NA GO-YÔKEN

CLERK

DESU KA?

クオン

こうざ ひら
口座を開きたいんですが…。

I want to open an account...

CUONG

KÔZA O HIRAKITAI N DESU GA...

ぎんこういん
銀行員

こちらにお名前とご住所、

Please fill in your name, address
and telephone number here.

BANK

お電話番号を書いてください。

CLERK

KOCHIRA NI O-NAMAE TO GO-JUSHO,
O-DENWA BANGÔ O KAITE KUDASAI.



GRAMMAR POINT

➤ To say “want to do ____”, you replace the **—masu** ending to **—tai desu**.

Ex. **ikimasu** (go) → **ikitai desu** (want to go)





LESSON 8 どうしよう… DÔ SHIYÔ...

クオン CUONG	どうしよう…。 さいふを落としてしまいました。	What shall I do? I've lost my wallet.
山田 YAMADA	DÔ SHIYÔ... SAIFU O OTOSHITE SHIMAIMASHITA. 本当? いつ最後に使いましたか?	Really? When was the last time you used it?
山田 YAMADA	HONTÔ? ITSU SAIGO NI TSUKAIMASHITA KA?	
クオン CUONG	いつかな…。 ITSU KANA...	I wonder when...
山田 YAMADA	とにかく警察に届けましょう。 TONIKAKU KEISATSU NI TODOKEMASHÔ.	Anyway, let's report it to the police.



GRAMMAR POINT

➤ To talk about things in the past : —te form of a verb + **shimaimashita**

Ex. **otoshimasu** (lose), **otoshimashita** (lost), **otoshite shimaimashita** (have lost)



Kôban

Most Japanese people think it's their duty to report to the police immediately if they find someone's wallet or mobile phone. And people who have lost something immediately report to the police that they have lost and when they think they lost it. There is then a good chance of lost items being returned to their owner.

Japan has many small local police boxes called **kôban**. The **kôban** system was created more than 100 years ago in order to maintain safety on the streets of Tokyo, and it gradually spread throughout the country. The policemen who work at **kôban** are generally called **omawarisan**, which is a kind of affectionate term. Their main duties are to patrol the local area, but their work includes racing to the scene of an accident or a crime and helping lost children or drunks. And if ever you are lost, remember a **kôban** is also the most reliable place to ask for directions!



LESSON 9

やまだ
山田さんはいらっしゃいますか？

YAMADA-SAN WA IRASSHAIMASU KA?

クオン	はい。A B C電器です。	Hello, this is ABC Electric.
CUONG とりひきさき 取引先	HAI, EI-BÎ-SHÎ DENKI DESU. ジャパン会社の田中と申しますが、 やまだ 山田さんはいらっしゃいますか？	I'm Tanaka from Japan Gaisha. Is Miss Yamada there?
CLIENT	JAPAN GAISHA NO TANAKA TO MÔSHIMASU GA, YAMADA-SAN WA IRASSHAIMASU KA?	
クオン	やつ山田ですね。 しょうしよう 少々お待ちください。	Ya... Yamada, is it? Could you please wait for a moment?
CUONG	YA'...YAMADA DESU NE. SHÔSHÔ OMACHI KUDASAI.	



GRAMMAR POINT

When you are talking to someone outside your company, you use these phrases.

- (name) **to mōshimasu** = “I am (name)”
- (name) **wa irasshaimasu ka?** = “Is (name) there?”



Handling names on the phone

It's difficult to use the right honorific expressions on the phone. The point is to make the position clear between “you and the other end” or “inside and outside.” When you are talking about in-house people, you should use modest expressions just as you do when referring to yourself. For example, suppose there's a call for President Suzuki. Inside the company, you would usually call him **Suzuki shachô**, which means “President Suzuki” However, to outside people you drop any honorific title or official titles of people in your company. So in this case you would say, **Suzuki wa gaishutsu shite imasu** literally meaning “Suzuki is out at the moment.”

Incidentally, the most common surnames in Japan are **Sato**, **Suzuki** and **Takahashi**. But there are many other surnames and some sound very similar. If you cannot catch someone's surname the first time, it's best to ask them politely to repeat it without hesitation. In that case, you say **Mô ichido, o-namae o onegaishimasu**, meaning “Could I have your name again, please?”

**LESSON 10****いつもお世話になっております****ITSUMO O-SEWA NI NATTE ORIMASU**とりひきさき
取引先

いつもお世話になっております。

Thank you very much for your continued patronage.

CLIENT

ITSUMO O-SEWA NI NATTE ORIMASU.

クオン

こちらこそ、お世話になっております。

It's us who should thank you for the same.

CUONG

メールの件ですが、火曜日でよろしいで
しょうか？

As for the matter mentioned in my e-mail, is Tuesday convenient for you?

KOCHIRA KOSO O-SEWA NI NATTE
ORIMASU.MĒRU NO KEN DESU GA, KAYÔBI DE
YOROSHII DESHÔ KA?とりひきさき
取引先

はい。お待ちしております。

Yes. We'll be waiting for you.

CLIENT

HAI. O-MACHI SHITE ORIMASU.

クオン

では、火曜日にうかがいます。

In that case, I'll visit you on Tuesday.

CUONG

失礼します。

Good-bye.

DEWA, KAYÔBI NI UKAGAIMASU.

SHITSUREI SHIMASU.

**THE DAY****Getsuyôbi**

Monday

Kayôbi

Tuesday

Suiyôbi

Wednesday

Mokuyôbi

Thursday

Kinyôbi

Friday

Doyôbi

Saturday

Nichiyôbi

Sunday

THE MONTH**ICHI GATSU**

January

NI GATSU

February

SAN GATSU

March

SHI GATSU

April

GO GATSU

May

ROKU GATSU

June

SHICHI GATSU

July

HACHI GATSU

August

KU GATSU

September

JÛ GATSU

October

JÛICHI GATSU

November

JÛNI GATSU

December





LESSON 11

だれ 誰と行くんですか？

DARE TO IKU N DESU KA?

やまだ
山田めいし も
名刺は持ちましたか？

YAMADA

MEISHI WA MOCHIMASHITA KA?

クオン

はい。

CUONG

はじ えいぎょう い
初めて 営業に行くので緊張しています。

HAI. HAJIMETE EIGYÔ NI IKU NODE

KINCHÔ SHITE IMASU.

やまだ
山田だれ い
誰と行くんですか？

YAMADA

DARE TO IKU N DESU KA?

クオン

ぶちょう
部長とです。

CUONG

さんじ で
3時にここを出ます。

BUCHÔ TO DESU.

SANJI NI KOKO O DEMASU.

Do you have your business cards?

Yes.

I'm feeling nervous because I'm going for my first sales visit.

Who are you going with?

I'm going with Bucho, the head of the department.

We'll leave here at three o'clock.



GRAMMAR POINT

Inflected forms of a verb

meaning	—masu form	basic form	—te form
go	ikimasu	iku	itte
write	kakimasu	kaku	kaite
read	yomimasu	yomu	yonde
come	kimasu	kuru	kite
stand	tachimasu	tatsu	tatte





LESSON 12

へえ それは便利ですね

HÈ, SORE WA BENRI DESU NE

クオン
CUONG

こちらが新しい冷蔵庫のパンフレットです。

KOCHIRA GA ATARASHII REIZÔKO NO PANFURETTO DESU.

とりひきさき
取引先

CLIENT

どんな特長があるのですか？

DONNA TOKUCHÔ GA ARU NO DESU

KA?

クオン
CUONG

一番の特長は脱臭機能です。
においが気になりません。

ICHIBAN NO TOKUCHÔ WA DASSHÛ-KINÔ DESU.

NIOI GA KI NI NARIMASEN.

とりひきさき
取引先

CLIENT

へえ。それは便利ですね。

HÈ. SORE WA BENRI DESU NE.

This is the pamphlet about the new refrigerator.

What kind of special feature does it have?

The biggest special feature is the deodorizing function.
Odors won't bother you.

Hmm, that's convenient!



GRAMMAR POINT

➤ The negative form of adjectives : change the final **-i** to **-kunai**

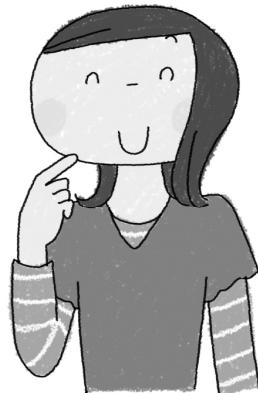
Ex. **atarashii** (new) → **atarashikunai** (not new)



GESTURES



COME HERE



I



NO



LESSON 13

しづ
静かにしてください

SHIZUKA NI SHITE KUDASAI

クオン

きょう きんちょう
今日は緊張しました。

I was nervous today.

CUONG

ぶちょう かいしゃ
部長、あの会社ですが…。

Bucho, as for that company...

ぶちょう
部長

KYÔ WA KINCHÔ SHIMASHITA.

BUCHO

BUCHÔ, ANO KAISHA DESU GA...

クオンさん、エレベーターの中では静かに
してください。

Cuong, please be quiet in the
elevator.

KUON-SAN, EREBÊTÂ NO NAKA DE
WA SHIZUKA NI SHITE KUDASAI.



GRAMMAR POINT

- The **ga** after **desu** is often used as a paradoxical conjunction. But it's also used to introduce or bring up a subject.



*** Refraining from talking in the elevator is considered as being polite in Japan.

**LESSON 14****ただいま戻りました****TADAIMA MODORIMASHITA**

クオン	ただいま戻りました。 もど	I've just come back.
CUONG やまだ 山田	TADAIMA MODORIMASHITA. おかえりなさい。	Welcome back.
YAMADA	どうでしたか？ O-KAERI NASAI.	How did it go?
	DÔ DESHITA KA?	
クオン	まあまあだと思います。 けいやく おも	I think it was so-so.
CUONG	契約まであと一歩です。 KEIYAKU MADE ATO IPPÔ DESU.	We're only one step away from the contract.
	MÂMÂ DA TO OMOIMASU.	

**GRAMMAR POINT**

- **To omoimasu** means “I think that ____”. It comes after the basic form of a verb.
- **Da to omoimasu** is used after nouns and adjectives.

**Greetings**

In Japan, there are various greetings to suit different situations. Here are some that are well worth remembering.

First, **Tadaima** (I'm home) and **O-kaeri nasai** (Welcome back).

As you are going out, you say **Itte kimasu**, which is equivalent to “Good bye.” The person who is seeing you off says **Itterasshai** which is equivalent to “See you later.”

Before you start eating a meal, you say **Itadakimasu**, meaning “I will eat.” When you finish eating, you say **Gochisô sama deshita**, which means “Thank you for the meal.” **Gochisô sama deshita** is also said to your host when you have been treated to a meal.

Finally, you say **O-yasumi nasai** before going to bed – “Good night.” The reply is the same: **O-yasumi nasai**.

If you can master all these common greetings, the distance between you and the Japanese will shrink considerably!



LESSON 15

どうしてこの会社を選んだんですか？
DÔSHITE KONO KAISHA O ERANDA N DESU KA?

やまだ YAMADA	しごと 仕事に慣れましたか？ SHIGOTO NI NAREMASHITA KA?	Have you gotten used to the work?
クオン CUONG	はい。おかげさまで。 HAI. OKAGESAMA DE.	Yes. Thanks to you.
佐藤 SATO	かいしゃ えら ところで、どうしてこの会社を選んだん ですか？ TOKORODE, DÔSHITE KONO KAISHA O ERANDA N DESU KA?	By the way, why did you choose this company?
クオン CUONG	ぎじゅつりょく きょうみ ここの技術力に興味があつたからです。 KOKO NO GIJUTSU-RYOKU NI KYÔMI GA ATTA KARA DESU.	Because I had an interest in this company's technology.



GRAMMAR POINT

- You use **dôshite** when asking the reason for something and you answer using **kara desu** meaning “because”.



Company parties

Japanese companies often hold parties among the members of staff. Typical ones include welcome parties for new employees, farewell parties on the occasion of personnel changes, and year-end parties to express thanks for all the work and support during the past year.

It's also common for colleagues to have dinner together while drinking alcohol or tea after work. If you cannot drink alcohol, there's no problem with refusing, but you're advised to use polite words. The ideal way of refusing is to include the reason and say **Sumimasen, o-sake wa nomenai n desu**, meaning “I'm sorry, but I can't drink alcohol.”

Parties are a good chance to get familiar with everyone and even discover unexpected sides of your colleagues, so please attend them if you are invited.



LESSON 16

ぼく りょうり じょうず ひと す
僕は料理の上手な人が好きです

BOKU WA RYŌRI NO JŌZU NA HITO GA SUKI DESU

たかはし
高橋

ひと
この人かっこいいでしょう？

Isn't this person cool?

TAKAHASHI

KONO HITO KAKKO II DESHÔ?

やまだ
山田

うん。いま、ドラマで
出でているよね。

Yes. He is appearing in a drama
now.

YAMADA

ところで、クオンさんはどんな女性が好
き？

By the way, what type of
woman do you like, Cuong?

UN. IMA, DORAMA NI DETE IRU YO
NE.

TOKORODE, KUON-SAN WA DONNA
JOSEI GA SUKI?

クオン

ぼく りょうり じょうず ひと す
僕は料理の上手な人が好きです。

I like a person who is good at
cooking.

CUONG

BOKU WA RYŌRI NO JŌZU NA HITO
GA SUKI DESU.



GRAMMAR POINT

➤ **_____ ga suki desu** = "I like _____."

Ex. **Ringo ga suki desu** = "I like apples."

➤ To make the progressive form : **—te** form of a verb + **imasu**

Ex. **tabemasu** (eat) → **tabete imasu** (eating)

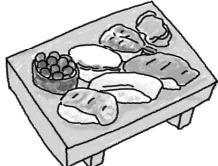


どんな食べ物が好きですか?
What kind of food do you
like?

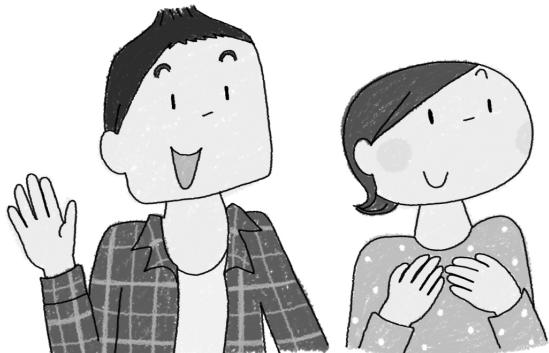
りんご
Apple



すし
Sushi



ラーメン
Ramen





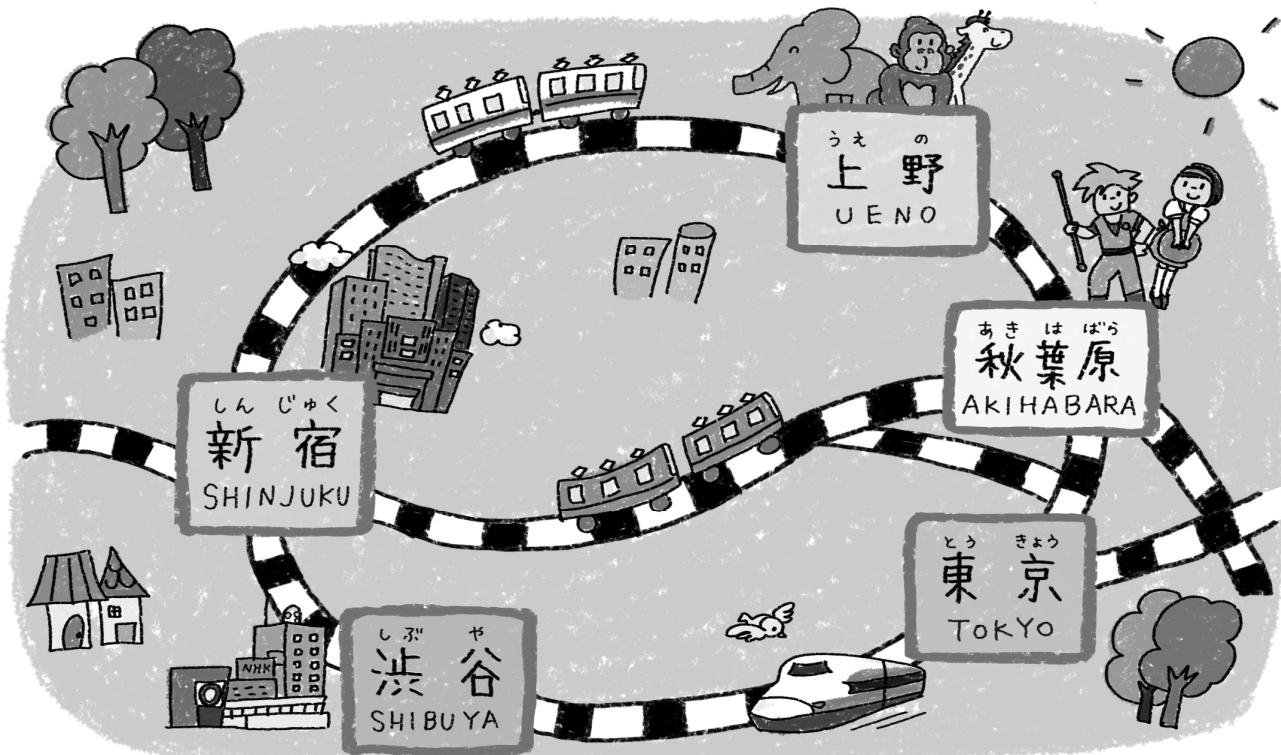
LESSON 17 パソコンが欲しいんです PASOKON GA HOSHII N DESU

さとう 佐藤	あした 明日、どこに行きませんか？	Shall we go somewhere tomorrow?
SATO	ASHITA, DOKO KA IKIMASEN KA?	
クオン CUONG	いいですね。 じつ 実は、僕、パソコンが欲しいんです。 II DESU NE.	Sounds good! In fact, I want a personal computer.
やまだ 山田	JITSUWA, BOKU, PASOKON GA HOSHII N DESU. あきはばら じゃあ、秋葉原に行きましょう。	
YAMADA	たくさんお店がありますよ。 JÂ, AKIHABARA NI IKIMASHÔ. TAKUSAN O-MISE GA ARIMASU YO.	Then, let's go to Akihabara. There are many stores.



GRAMMAR POINT

- ____ **ga hoshii n desu** = "I want ____"
- Invitational expressions:
 - ① Change the **-masu** ending of a verb to **mashō**
 - ② Change the **-masu** ending of a verb to **masen ka?**





LESSON 18

秋葉原には、どう行けばいいですか？

AKIHABARA NI WA, DÔ IKEBA II DESU KA?

クオン

あの…。

Excuse me...

CUONG

秋葉原には、どう行けばいいですか？

How can I go to Akihabara?

ANÔ...

AKIHABARA NI WA, DÔ IKEBA II DESU

KA?

駅員

いちばんせん でんしゃ の にじゅっぶん つ
1番線の電車に乗れば、20分で着きます

If you take a train from Platform 1, you'll arrive in 20 minutes.

STAFF

よ。

ICHIBAN-SEN NO DENSHA NI
NOREBA, NIJYUPPUN DE TSUKIMASU
YO.

クオン

いくらですか？

How much is it?

CUONG

IKURA DESU KA?

駅員

ひゃくきゅうじゅうえん
190円です。

It's a hundred and ninety yen.

STAFF

HYAKU-KYÛJÛ EN DESU.



GRAMMAR POINT

- To ask for advice, you remove the **-masu** ending of a verb, change the syllable before **masu** to the **e-dan** and add **ba ii desu ka?**.

Ex. **ikimasu** (go) → **ikeba ii desu ka?** (should I go?)

..*.*+o.,.°..* *+o.,.°..* *+o.,.°..* *+o.,.°..* *+o.,.°..* *+o.,.°..* *+o.,.°..* *+o.,.°..* *+o.,.°..*

あ	お	か	か	さ	さ	
い	i	き	ki	し	shi	
う	u	く	ku	す	su	
え	e	け	ke	せ	se	て…
お	o	こ	ko	そ	so	



E-dan





LESSON 19 いまたところ IMA KITA TOKORO

クオン CUONG	こんにちは。 早いですね！ KONNichiwa. HAYAI DESU NE!	Good afternoon. You're early!
やまだ YAMADA	ううん。私たちもいま来たところ。 UUN. WATASHITACHI MO IMA KITA TOKORO.	No, we've just arrived, too.
クオン CUONG	うわあ…すごい。 コスプレしている人がたくさんいる。 UWÄ...SUGOI! KOSUPURE SHITE IRU HITO GA TAKUSAN IRU.	Oh...Amazing! There are many people doing cosplay!
さとう SATO	面白いだろ？ さあ、行こう。 OMOSHIROI DARO? SÂ, IKÔ.	It's interesting, isn't it? Right, let's go!



GRAMMAR POINT

- The past tense of the basic form of a verb + **tokoro desu** = “have just ____”
- The basic form of a verb + **tokoro desu** = “(be) about to ____”

..*.*..*..*..*..*..*..*..*..*..*..*..*..*..*..*..*..*..*..*..*..*..*..*..*..*..*..*..*..*..*..*..*..*





LESSON 20 いらっしやいませ IRASSHAIMASE

店員	いらっしゃいませ。	Welcome!
SHOP	ただいまセール中です！	A sale is in progress right now!
ASSISTANT	IRASSHAIMASE!	
山田	TADAIMA SĒRU-CHŪ DESU! きょうか 今日買うのはパソコンだけ？	
YAMADA	KYŌ KAU NO WA PASOKON DAKE?	Is a personal computer the only thing you're buying today?
クオン	いや、テレビとか電子レンジとか色々買おうと思っています。	No, I'm thinking of buying various things, such as a television and a microwave oven.
CUONG	IYA, TEREBI TOKA DENSHI RENJI TOKA IROIRO KAŌ TO OMOTTE IMASU.	
佐藤	おっ、安い！このテレビ。	Oh, cheap...this television!
SATO	O', YASUI! KONO TEREBI.	



GRAMMAR POINT

- To express intention : **—masu** form of a verb → **—yō**
Ex. **mimasu** (see) → **miyō** (will see)
- **___ yō to omoimasu** = “thinking of doing ___”
Ex. **tabemasu** (eat) → **tabeyō to omoimasu** (thinking of eating)



Three Sacred Treasures

Since ancient times in Japan, the Imperial Regalia of the Imperial Family have been the sword, the mirror and the jewel. They are also known as the Three Sacred Treasures.

In the 1950s, when electrical products were still rather scarce, a black-and-white television set, a refrigerator, and a washing machine were known as the “three sacred treasures” that everyone longed for. Those electrical appliances were later widely diffused and greatly changed the Japanese lifestyle.

So what are the three sacred treasures these days, now that our lives are filled with electrical products? Some people say flat televisions and digital cameras, but there are many new candidates appearing one after other.

What would you choose as the “three sacred treasures” of the 21st century?



LESSON 21 どちらがおすすめですか？ DOCHIRA GA O-SUSUME DESU KA?

クオン	すみません。	Excuse me. Which would you
CUONG	どちらがおすすめですか？	recommend?
	SUMIMASEN.	
店員	DOCHIRA GA O-SUSUME DESU KA? どのようにお使いですか？	
SHOP	DONO YÔ NI O-TSUKAI DESU KA?	How will you be using it?
ASSISTANT		
クオン	インターネットやメールです。	For the Internet and e-mails.
CUONG	INTÂNETTO YA MÊRU DESU.	
店員	こちらの方があちらよりメモリーの容量 が大きいです。	This one has a bigger memory than that one.
SHOP	作業効率がアップしますよ。	That will boost your work efficiency.
ASSISTANT	KOCHIRANA HÔ GA ACHIRANA YORI MEMORI NO YÔRYÔ GA ÔKII DESU. SAGYÔ KÔRITSU GA APPU SHIMASU YO.	



GRAMMAR POINT

- When you want to ask “how”, you use the interrogative **dono yô ni**.
- When you want to compare two things, you say **A no hô ga B yori** ____ meaning “A is ____ than B.”





LESSON 22 お持ち帰りになりますか？ O-MOCHIKAERI NI NARIMASU KA?

店員 SHOP	お買い上げありがとうございます。 はいそう さいたん もくようび	Thank you very much for your purchase.
ASSISTANT	O-KAIAGE ARIGATÔ GOZAIMASU. HAISÔ WA SAITAN DE MOKUYÔBI DESU.	The earliest time for delivery is Thursday.
クオン CUONG	もう少し早くお願ひしたいんですが…。 MÔ SUKOSHI HAYAKU O-NEGAI SHITAI N DESU GA...	If possible, I'd like you to deliver it a little earlier...
店員 SHOP	申し訳ありません。 もしお急ぎなら、お持ち帰りになります	I'm very sorry. If you're in a hurry, do you want to take it home with you?
ASSISTANT	か？ MÔSHIWAKE ARIMASEN. MOSHI O-ISOGI NARA, O-MOCHIKAERI NI NARIMASU KA?	



GRAMMAR POINT

- The expression of desire : replace **—masu** form of a verb to **tai**
- A noun, an adjective or the basic form of a verb + **nara** = “If _____”



Home-delivery services

In the big cities like Tokyo, many people go shopping by train or bus, so if they buy big or heavy items, it's difficult to carry them home. For that reason, many electrical appliance stores and department stores offer a home delivery service. It's very convenient because you can specify the date and time period for the delivery.

When the delivery arrives, you simply have to sign the delivery form before you receive the item. So, when the delivery person says “**Sumimasen. Koko ni sain o onegai shimasu**” meaning “I'm sorry to bother you, but could you please sign here?” to you, please write your signature on the paper.



LESSON 23 ランチにはコーヒーか紅茶がつきます

RANCHI NI WA KÔHÎ KA KÔCHA GA TSUKIMASU

店員 てんいん	ご注文はお決まりですか？ ちゅうもん き	Can I take your order?
SERVER	GO-CHÛMON WA O-KIMARI DESU KA?	
佐藤 さとう	はい。天ぷらうどんを1つと ハンバーグランチを2つお願ひします。 HAI. TENPURA UDON O HITOTSU TO HANBÂGU RANCHI O FUTATSU O-NEGAI SHIMASU.	Yes. We'd like one bowl of udon noodles with tempura and two Hamburger steak set lunches.
店員 てんいん	ランチにはコーヒーか紅茶がつきます。 RANCHI NI WA KÔHÎ KA KÔCHA GA TSUKIMASU.	Coffee or tea is served with lunch.
SERVER	TSUKIMASU.	
クオン SHOKUGO NI KÔHÎ O O-NEGAI SHIMASU.	食後にコーヒーをお願いします。 shokugo ni kôhi o negai	We'd like our coffee after the meal, please.
CUONG SERVER	かしこまりました。 KASHIKOMARIMASHITA.	Certainly.



GRAMMAR POINT

➤ Ways to count things

	ichi-dai		ichi-mai		hitotsu
	ni-dai		ni-mai		futatsu
	san-dai		san-mai		mittsu



Most popular dishes in Japan

The dish that the Japanese like best is, without doubt, sushi. In a survey carried out by NHK in 2007, 73% of the people asked replied "I like sushi" and it stood clearly at the top of the list. In second position was "sashimi" and "grilled fish" came in fifth position. This demonstrates how much the Japanese love fish.

The top 10 includes two dishes that are actually foreign dishes that have been arranged to suit the Japanese palate: ramen and curry. Ramen is Chinese noodles in soup.

About 5 billion servings of instant noodles are eaten every year around the world.

**LESSON 24**

アツアツでおいしかったね ATSUATSU DE OISHIKATTA NE

佐藤 SATO やまだ	ごちそうさま。 GOCHISÔ-SAMA.	Thank you for the meal.
山田 YAMADA	ハンバーグはアツアツでおいしかったね。 HANBÂGU WA ATSUATSU DE OISHIKATTA NE.	The Hamburger steak was sizzling and delicious, wasn't it?
クオン CUONG	うどんも麺がモチモチでした。 UDON MO MEN GA MOCHIMOCHI DESHITA.	The udon noodles had a soft and springy texture.
店員 RESTAURANT STAFF 佐藤 SATO	お会計はご一緒でよろしいですか？ O-KAIKEI WA GO-ISSHO DE YOROSHII DESU KA? 別々でお願いします。 BETSUBETSU DE O-NEGAI SHIMASU.	Would you like to pay the bill together? Could we pay separately, please.

**GRAMMAR POINT**

- Onomatopoeic expressions : **atsuatsu** (sizzling)
mochimochi (soft and springy)



Tempura udon noodles



Hamburger steak lunch set





LESSON 25

えきまえ
駅前でもらったの

EKIMAE DE MORATTA NO

やまだ 山田	かぜ 風邪? ティッシュあげる。	A cold? I'll give you a tissue.
YAMADA	KAZE? TISSHU AGERU.	
クオン	ありがとうございます。	Thank you very much.
CUONG	ARIGATÔ GOZAIMASU.	
やまだ 山田	はい。これ、駅前でもらったの。 えきまえ	Here you are. I got this in front of the station.
YAMADA	HAI. KORE, EKIMAE DE MORATTA NO.	
クオン	ただでティッシュをくれるんですか?	They give you free tissues?
CUONG	TADA DE TISSHU O KURERU N DESU KA?	
やまだ 山田	そうなの。	Yes, that's right.
YAMADA	SÔ NA NO.	



GRAMMAR POINT

- Expressions used when exchanging things

moraimasu = “get”

agemasu = “give” (when the speaker gives something to someone)

kuremasu = “give” (when someone gives something to the speaker)



Essential items for keeping you neat and tidy

What are essential items that people in your country use to keep themselves neat and tidy?

In Japan, one essential item is a handkerchief.

An electric company conducted a survey about handkerchiefs in 2010. To the question “Do you normally carry a handkerchief or hand towel with you?”, 70% of people answered “Yes, I always carry one.” If we add another answer – “Not always, but often” – then in fact around 85% of people usually carry one.

Handkerchiefs made from a wide variety of materials and in many colors are on display at department stores and large clothing stores. Why don't you drop by the handkerchief section and take a look when you visit Japan?

Source : Tokyo Electric Power Company



LESSON 26

おかげさまで OKAGE-SAMA DE

クオン

やまだ
山田さんへ

CUONG

YAMADA-SAN E

今日は秋葉原を案内してくれて、ありがとうございました。

KYÔ WA AKIHABARA O ANNAI SHITE

KURETE, ARIGATÔ GOZAIMASHITA.

おかげさまで、良いパソコンを買うことができました。

OKAGE-SAMA DE, YOI PASOKON O KAU

KOTO GA DEKIMASHITA.

これからも、よろしくお願ひします。

KORE KARA MO, YOROSHIKU O-NEGAI

SHIMASU.

クオンより

KUON YORI

Dear Miss Yamada

Thank you very much for kindly showing me around Akihabara today.

Thanks to you, I could buy a good personal computer.

I will appreciate your continued help in the future as well.

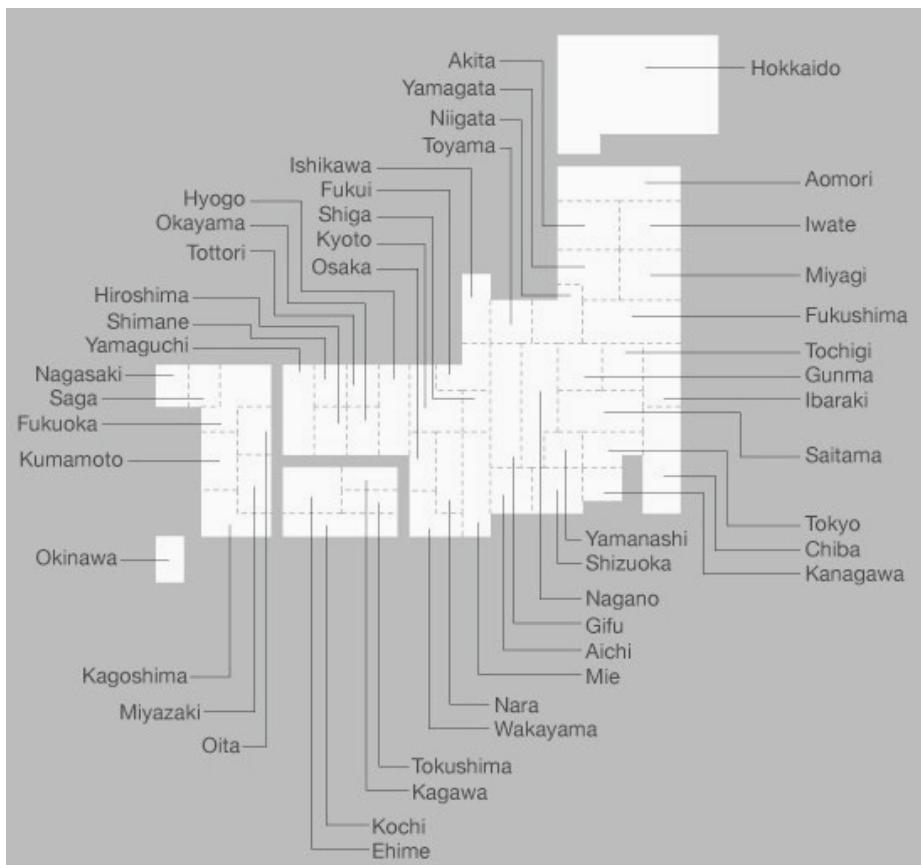
From Cuong



GRAMMAR POINT

- When you change the **-masu** ending to **-te** and add **kuremasu**, it means “do me/us the favor of ____”
- If **koto ga dekimasu** follows the basic form of a verb, it becomes an expression of possibility.

MAP OF JAPAN





LESSON 27

かぜひ
風邪を引いたみたいです

KAZE O HIITA MITAI DESU

クオン	ぶちょう 部長。かぜひ 風邪を引いたみたいです。	Bucho, it seems that I've caught a cold.
CUONG	きょう やす 今日は休みます。	I'll take the day off today.
	BUCHÔ. KAZE O HIITA MITAI DESU.	
	KYÔ WA YASUMIMASU.	
部長	つかで 疲れが出たのかもしれないね。	Maybe you've been overcome with fatigue.
BUCHO	はや びょういん い 早く病院に行きなさい。	You should go to hospital quickly.
	TSUKARE GA DETA NO KAMO	
	SHIRENAI NE.	
	HAYAKU BYÔIN NI IKINASAI.	
クオン	はい。わかりました。	Yes. Alright.
CUONG	HAI. WAKARIMASHITA.	
部長	では、お大事に。	Well, please take care of yourself.
BUCHO	DEWA, O-DAIJI NI.	



GRAMMAR POINT

- The basic form of a verb + **mitai desu** = “It seems ____”
 - To make imperative form : remove **-masu** ending of a verb and add **-nasai**
- Ex. **ikimasu** (go) → **ikinasai** (should go)



Hôrenso

The basic elements of communication in a company are known as “**hôrensô**”. The term **hôrensô** is made up from the first syllables of three words: **hôkoku**, meaning “report”; **renraku**, meaning “contact”; and **sôdan**, meaning “consult”. Actually, the term **hôrensô** is a pun, because it sounds the same as **hôrensô** meaning “spinach,” the vegetable!

If you get lazy regarding the business meaning of **hôrensô**, you may end up making mistakes of judgment or having business problems, so please make sure to keep to it.

Hôkoku – “report” – means to constantly report how your work is progressing so that your bosses and colleagues can immediately respond if some problem comes up.

Renraku – “contact” – means to inform your bosses and colleagues of work plans and schedules. And you should always tell them if you’re going straight home after some outside appointment or when you wish to take a day off.

Sôdan – “consult” – means to ask for appropriate instructions and advice. If you are still inexperienced (like Cuong), it’s not at all embarrassing to ask anything. An old proverb says: “To ask a question is a temporary embarrassment, but not to ask is a lasting embarrassment.” So never hesitate to ask!



LESSON 28 どうしましたか？ DÔ SHIMASHITA KA?

医師	どうしましたか？	What seems to be the trouble?
DOCTOR	DÔ SHIMASHITA KA?	
クオン	けさからおなかが痛いです。	I've had a stomach-ache since this morning.
CUONG	KESA KARA ONAKA GA ITAI DESU.	
医師	ストレスによる胃炎かもしれません。	It may be gastritis caused by stress.
DOCTOR	しばらく様子を見ましょう。 SUTORESU NI YORU IEN KAMO SHIREMASEN. SHIBARAKU YÔSU O MIMASHÔ.	Let's monitor your condition for a while.
クオン	わかりました。	I understand.
CUONG	せんせい はんた 先生、ご飯は食べてもいいですか？ WAKARIMASHITA. SENSEI, GOHAN WA TABETE MO II DESU KA?	Doctor, is it alright to eat some food?



GRAMMAR POINT

- **Kamo shiremasen** means “maybe ____” and it’s used when there is a certain possibility. The verb before **kamo shiremasen** has to be in the basic form.
- To ask for permission : —**te** form of a verb + **mo ii desu ka?**



おなかが痛いです。
ONAKA GA ITAI DESU

あたまが痛いです。
ATAMA GA ITAI DESU

ねつがあります。
NETSU GA ARI MASU





LESSON 29

いちにち さんかいの
1日に3回飲んでください

ICHINICHI NI SANKAI NONDE KUDASAI

やっきょく
薬局

PHARMACIST

いさん おさ くすり だ
胃酸を抑える薬を出します。いちにち さんかいの
1日に3回飲んでください。

ISAN O OSAERU KUSURI O

DASHIMASU.

ICHINICHI NI SANKAI NONDE

KUDASAI.

クオン

いつ飲めばいいですか？

CUONG

ITSU NOMEBA II DESU KA?

やっきょく
薬局しょくご の
食後に飲んでください。

PHARMACIST

みっかぶん
3日分あります。

SHOKUGO NI NONDE KUDASAI.

MIKKABUN ARIMASU.

We are giving you some
medicine to reduce stomach
acid.

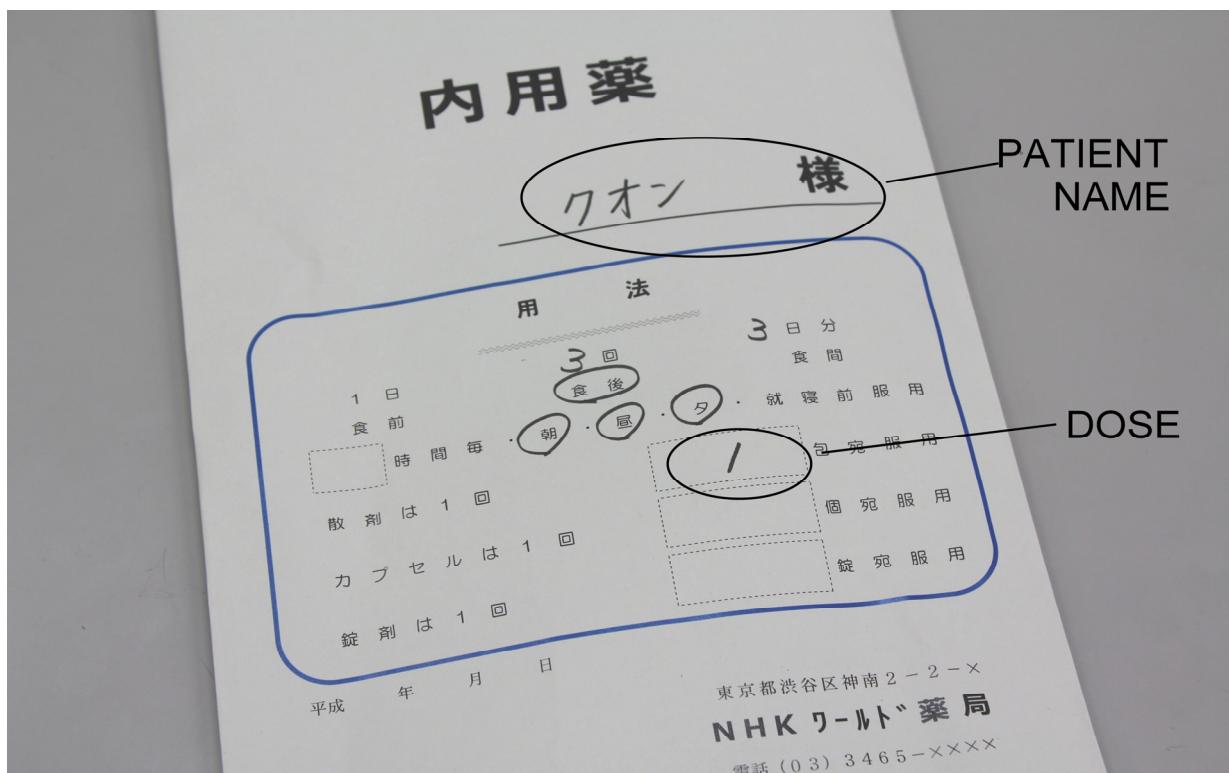
Take it three times a day.

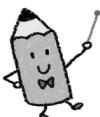
When should I take it?

Please take it after meals.

There is medicine for three
days.

GRAMMAR POINT

➤ To count the number of times : the number + **kai**Ex. **ikkai** (once), **nikai** (twice), **sankai** (three times)



LESSON 30

おもしろ
面白いアイデアだと思いますよ

OMOSHIROI AIDEA DA TO OMOIMASU YO

クオン	ぶちょう いま じかん 部長。今、お時間よろしいですか？	Bucho, can you spare a minute?
CUONG	BUCHÔ. IMA, O-JIKAN YOROSHII DESU KA?	
部長	はい。	Yes.
BUCHO	HAI.	
クオン	マーケティングの企画書を書きました。 よ	I wrote a marketing proposal.
CUONG	読んでいただけますか？ MÂKETINGU NO KIKAKUSHO O KAKIMASHITA. YONDE ITADAKEMASU KA?	Could you please read it?
部長	なかなか面白いアイデアだと思いますよ。 おも かっそく、会議でみんなの意見を聞きましょ う。 NAKANAKA OMOSHIROI AIDEA DA TO OMOIMASU YO.	I think it's quite an interesting idea.
BUCHO	SASSOKU, KAIGI DE MINNA NO IKEN O KIKIMASHÔ.	Let's hear everyone's opinion at a meeting right away.



GRAMMAR POINT

➤ **—te** form of a verb + **itadakemasu ka?** = “Could you please ____?”

➤ Suggestive form : remove **—masu** ending to **—mashô**

Ex. **kikimasu** (hear) → **kikimashô** (let's hear)

**How to praise someone at the workplace**

People increase their enthusiasm for work even more when they are praised. There are various expressions to praise someone.

For example, **sasuga** means “Just as I expected!”, **ii desu ne** means “That’s very good,” **subarashii** means “Great!” and **o-migoto** means “Excellent!”

But you should be careful because compliments like these may not only have a positive effect: they can sometimes lead to a deterioration in human relationships. If you repeat expressions of praise thoughtlessly, it may sound like sarcasm rather than praise, or suggest that you are blaming or despising the other person.

Also, please remember two basic rules: when you praise someone, do it in front of others; and when you tell someone off, do it when nobody else is around.



LESSON 31 もう一度やってみます

MÔ ICHIDO YATTE MIMASU

部長 さっきの資料、グラフをつけたらどうか
BUCHO な?
そうすれば、見やすくなると思いますよ。
SAKKI NO SHIRYÔ, GURAFU O
TSUKETARA DÔ KA NA?
SÔ SUREBA, MIYASUKU NARU TO
OMOIMASU YO.

クオン わかりました。
CUONG もう一度やってみます。
WAKARIMASHITA. MÔ ICHIDO YATTE
MIMASU.

Why don't you try attaching a graph to the materials I saw earlier?

If you do that, I think it will be easier to look at.

Alright.

I'll try doing it again.



GRAMMAR POINT

- **—te** form of a verb + **mimasu** = “try to ____”
- Remove the **—masu** ending of a verb + **yasuku narimasu** = “becomes easier to ____”



**LESSON 32****モニター調査をしてはいかがでしょうか？****MONITÂ CHÔSA O SHITE WA IKAGA DESHÔ KA?**

クオン

商品の魅力を知つてもらう必要がありま

There's a need for us to inform consumers about the attractive features of the product.

CUONG

す。

外国人を対象にモニター調査をしては

いかがでしょうか？

SHÔHIN NO MIRYOKU O SHITTE

MORAU HITSUYÔ GA ARIMASU.

GAIKOKUJIN O TAISHÔ NI MONITÂ

CHÔSA O SHITE WA IKAGA DESHÔ

KA?

How about conducting a monitor survey targeted at foreigners?

佐藤

コストがかかりすぎます。

It will cost too much.

SATO

KOSUTO GA KAKARISUGIMASU.

部長

でも、彼らの好みを知るチャンスですよ。

However, it's a chance to know

BUCHO

DEMO, KARERA NO KONOMI O SHIRU

their taste.

CHANSU DESU YO.

**GRAMMAR POINT**

- **—te** form of a verb + **wa ikaga deshô ka?** = “How about ____”
- Remove the **—masu** ending of a verb + **sugimasu** = “too much”

**How about tidying up?**

Companies that employ foreigners have educational programs to teach them typical Japanese business-related manners and use of language. Even so, the “ambiguity” that is a characteristic of the Japanese language can cause unexpected troubles.

For example, one day a boss said, “**Kirei ni shitara?**” to a foreign subordinate whose desk was messy. The following day, however, the desk was still untidy. The boss meant that the subordinate should clear up his desk immediately so that it would look tidy when customers visited the office, but his real intention didn't get through at all. **Kirei ni shitara?** Literally means “I think it would be good if you tidied up your desk.” However, the subordinate simply took his words as advice and did nothing. The boss should have made him clear his desk by saying clearly, “Don't keep anything on your desk apart from your computer!”

One secret of working in Japan is to be able to understand the real meaning of vague instructions!



LESSON 33

やまだ み
山田さんに見てもらってください

YAMADA-SAN NI MITE MORATTE KUDASAI

ぶちょう 部長 BUCHO	さつきの企画書、経理部の高橋さんに送つ てくれる? SAKKI NO KIKAKUSHO, KEIRI-BU NO TAKAHASHI-SAN NI OKUTTE KURERU?	Could you do me the favour of sending the proposal we talked about earlier to Miss Takahashi in the accounting department?
クオン CUONG	その前に、もう一度目を通してほしいん ですが…。 SONO MAE NI, MÔ ICHIDO ME O TÔSHITE HOSHII N DESU GA...	I want you to look over it once again before that...
ぶちょう 部長 BUCHO	ごめん。今から出かけるので、山田さんに見 てもらってください。 GOMEN. IMA KARA DEKAKERU NODE, YAMADA-SAN NI MITE MORATTE KUDASAI.	I'm sorry. Because I have to go out now, please have Miss Yamada look over it.



GRAMMAR POINT

- As for expressions used to indicate some benefit, you change the **-masu** ending of a verb to **-te** and add **moraimasu** or **kuremasu**. If the receiver of the benefit is the subject, **moraimasu** is used, and if the giver is the subject, **kuremasu** is used.



Expressions for smooth communication

In Japan, the idea that “Harmony is the greatest of virtues” is still very much alive in the business world. A typical expression related to that spirit is **o-kage sama de**, which means “thanks to ~.” It’s used in examples like “Thanks to you, we could get the contract.” Even though you may actually have done most of the work, by using the expression **o-kage sama de** to express your appreciation of everyone’s guidance and support, you can show that you value their cooperation highly.

On the other hand, if you start off by saying **Zannen nagara...** meaning “Unluckily...” or “Unfortunately...,” it indicates you’re about to report some bad news.

Ossharu tōri desu ga... means “It’s just as you say, but...” It’s used when you present a counter-opinion, implying the nuance of “I fully understand what you want to say, but...”

When you can freely use these expressions, you can be considered as a fully-fledged worker in Japan!



LESSON 34

きょう も
今日は燃えるごみの日ですよ

KYÔ WA MOERU GOMI NO HI DESU YO

おおや
大家

LANDLADY

きょう も
クオンさん、今日は燃えるごみの日です

よ！

KUON SAN, KYÔ WA MOERU GOMI NO
HI DESU YO!

クオン

ち 燃えるごみの日？

CUONG
おおや
大家

MOERU GOMI NO HI?

ごみは分別して出します。

LANDLADY

まちが だ あつ
間違って出すと、集めてくれません。

GOMI WA BUNBETSU SHITE
DASHIMASU. MACHIGATTE DASU TO,
ATSUMETE KUREMASEN.

クオン

はい。きをつけます。

CUONG

HAI. KI O TSUKEMASU.

Cuong, today's the day for
combustible waste!

The day for combustible waste?

Garbage has to be sorted into
types before you put it out.

If you put out the wrong type by
mistake, it won't be collected.

All right. I'll be careful.



GRAMMAR POINT

- **moeru gomi** “combustible garbage”, **moenai gomi** “non-combustible garbage”
- The basic form of a verb + **to** = “if ____”





LESSON 35

しょうがっこう しゅうごう
小学校に集合です

SHÔGAKKÔ NI SHÛGÔ DESU

大家 おおや にちようび ちょうないかい そうじ 日曜日に町内会で掃除をするんだけど、来
LANDLADY ない？
NICHYÔBI NI CHÔNAI-KAI DE SÔJI O SURU N DAKEDO, KONAI?

クオン そうじ どこの掃除ですか？

CUONG おおや みちばた ひろ ちようない いつしゅう DOKO NO SÔJI DESU KA?
大家 道端のごみを拾いながら、町内を1周す
LANDLADY るの。
あさくじ しおうがっこう しゅうごう 朝9時、小学校に集合です。
MICHIBATA NO GOMI O HIROINAGARA, CHÔNAI O ISSHÛ SURU NO.
ASA KUJI, SHÔGAKKÔ NI SHÛGÔ DESU.

クオン おくわ わあ。遅れないように早起きします。

CUONG WÂ! OKURENAI YÔ NI HAYAOKI SHIMASU.

On Sunday, the neighborhood association is going to do some cleaning. Do you want to join us?

Where are you going to clean?

We'll walk around the neighborhood picking up roadside litter.

We're assembling at the elementary school at 9 a.m.

Oh! I'll get up early so that I won't be late.



GRAMMAR POINT

➤ The negative basic form of a verb + **yô ni** = "in order not to ____"

Ex. **wasuremasu** (forget) → **wasurenai yô ni** = (in order not to forget)



Neighborhood associations

A neighborhood association is an organization for the residents living in the same area to carry out activities aimed at creating a better community to live in. It is called **chônai-kai** or **jichi-kai**.

One of the main activities is keeping the neighborhood clean, as mentioned in the skit. Other activities might include planning and organizing the local summer festival or fireworks event so that the local residents can have a feeling of unity.

A **chônai-kai** may also organize disaster drills in preparation for a major earthquake and operate patrols to help prevent crimes.



LESSON 36 カットですね KATTO DESU NE

びようし 美容師	今日はどうしますか？	How would you like your hair done today?
HAIRDRESSER	KYÔ WA DÔ SHIMASU KA?	
クオン	みじか 短くしてほしいんですけど…。	I'd like my hair cut short...
CUONG	MIJIKAKU SHITE HOSHII N DESU KEDO…	
びようし 美容師	カットですね。	A haircut, right?
HAIRDRESSER	長さはどうしますか？ まえがみ まゆ ていど 前髪は眉にかかる程度ですか？	How would you like the length? Would you like the fringe long enough to cover your eyebrows?
	KATTO DESU NE.	
	NAGASA WA DÔ SHIMASU KA?	
	MAEGAMI WA MAYU NI KAKARU	
	TEIDO DESU KA?	
クオン	みじか もっと短くしてください。	Please make it shorter.
CUONG	MOTTO MIJIKAKU SHITE KUDASAI.	



GRAMMAR POINT

➤ **—te form of a verb + hoshii n desu** = “would like ____ to ____”

Ex. **issho ni itte hoshii n desu** (I would like you to go with me)





LESSON 37 いい天気になりましたね

II TENKI NI NARIMASHITA NE

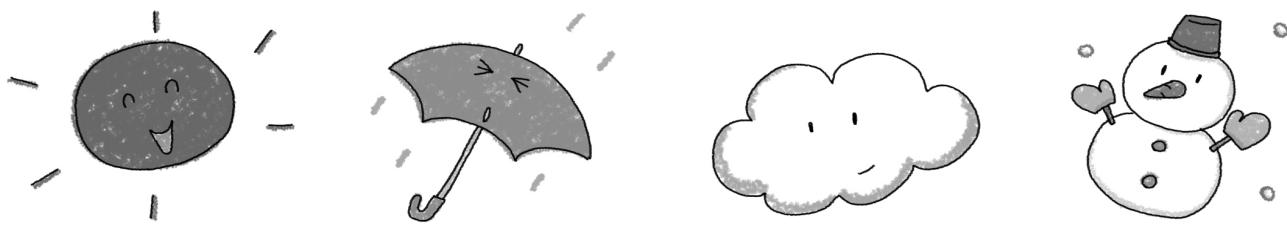
クオン	いい天気になりましたね。
CUONG	II TENKI NI NARIMASHITA NE.
近所の人	本当。
NEIGHBOR	雨が続いたから、久しぶりに気持ちいいわ。 HONTÔ. AME GA TSUZUITA KARA, HISASHIBURI NI KIMOCHI II WA.
クオン	暖かくなったので、掃除するのも気持ち いいです。
CUONG	ATATAKAKU NATTA NODE, SÔJI SURU NO MO KIMOCHI II DESU.

The weather's turned fine,
hasn't it?
Yes, indeed!
Because it's been raining so
much, I feel comfortable for the
first time in a long time.
Because it's become warm, I feel
comfortable doing the cleaning
as well.



GRAMMAR POINT

- When **narimasu** follows a noun, the particle **ni** comes before **narimasu**.
- When adjectives are followed by **narimasu**, the final **-i** changes to **ku**.
Ex. **atatakai** (warm) → **atatakaku narimasu** (becomes warm)



The weather

Thanks to Japan's four distinct seasons, the Japanese are very sensitive to the changing seasons.

When you write a formal letter, it's good manners to begin with some seasonal greeting. And you should seize any opportunity for conversation by starting with the topic of the weather. When you start talking to someone you've just met for the first time, talking about politics does not create a comfortable atmosphere. It's also better to avoid starting off with some personal matters, because the Japanese consider keeping some distance from other people as being very important.

Here are two expressions that show how closely the Japanese associate with the weather. Have you ever heard of a **hare-onna**, which means "a fine-weather woman" or an **ame-otoko**, "a rain man"? For some reason, a **hare-onna** always seems to take fine weather with her when traveling or going out, whereas an **ame-otoko** always seems to produce rain when it's least wanted! In fact, the Japanese qualify themselves as a **hare** or an **ame**! Which type are you?



LESSON 38

じしん　お
地震が起きたら、どうしたらいいですか？

JISHIN GA OKITARA, DÔ SHITARA II DESU KA?

クオン

CUONG

大家

LANDLADY

近所の人

NEIGHBOR

大家

LANDLADY

いえ　とき　じしん　お
家にいる時、地震が起きたら、どうしたら
いいですか？

IE NI IRU TOKI, JISHIN GA OKITARA,
DÔ SHITARA II DESU KA?

まずテーブルの下に入ってね。

MAZU TÊBURU NO SHITA NI HAITTE

NE.

たお　か　く　ちゅう　い
倒れてくる家具に注意しなくちゃ。

TAORETE KURU KAGU NI CHŪI
SHINAKUCHA.

コンロの火を消すのも忘れないで。

KONRO NO HI O KESU NO MO
WASURENAI DE.

What should I do if an
earthquake occurs when I'm at
home?

First, you should go under a
table.

You must pay attention to falling
furniture.

You must also not forget to turn
off the gas.



GRAMMAR POINT

- Remove the **—masu** ending of a verb + **tara, dô shitara ii desu ka?** = “What should I do, if ___?”





LESSON 39 おじやまします O-JAMA SHIMASU

クオン	おじやまします。	May I come in?
CUONG おおや 大家	O-JAMA SHIMASU. どうぞ。	Please come in.
LANDLADY	夫もクオンさんと話すのを楽しみにして いるの。 DÔZO. OTTO MO KUON-SAN TO HANASU NO O TANOSHIMI NI SHITE IRU NO.	My husband is also looking forward to talking to you.
クオン	そんなことを言われると、緊張します。	Hearing that makes me feel
CUONG	SONNA KOTO O IWARERU TO, KINCHÔ SHIMASU.	nervous.
クオン	あっ、畳がありますね。	Oh, there are tatami mats!
CUONG	A', TATAMI GA ARIMASU NE.	



GRAMMAR POINT

Passive form of a verb

meaning	Basic form	Passive form	—masu form	Passive —masu form
say	iu	iwareru	iimasu	iwaremasu
write	kaku	kakareru	kakimasu	kakaremasu
throw	nageru	nagerareru	nagemasu	nageraremasu





LESSON 40

やす ひ なに
休みの日は何をしているんですか？

YASUMI NO HI WA NANI O SHITEIRU N DESU KA?

大家の夫

LANDLORD

クオン

CUONG

大家

LANDLADY

クオン

CUONG

やす ひ なに
休みの日は何をしているんですか？YASUMI NO HI WA NANI O SHITEIRU N
DESU KA?えい が み ほん よ
映画を見たり、本を読んだりしています。
ふたりEIGA O MITARI, HON O YONDARI
SHITEIMASU.

O-FUTARI WA?

ハイキングが好きで、月に1度は山に行く
の。

HAIKINGU GA SUKI DE, TSUKI NI

ICHIDO WA YAMA NI IKU NO.

やま い くらき
山に行くと、空気がおいしいでしょうね。YAMA NI IKU TO, KŪKI GA OISHII
DESHÔ NE.

What do you do on holidays?

I go to see a movie or read a
book.

How about you two?

Since we like hiking, we go to the
mountains at least once a
month.If you go to the mountains, I'm
sure the air is good.

GRAMMAR POINT

➤ **—tari** is used to describe several actions, hinting that there are others as well. **—tari** follows a verb without **—masu**.

Ex. **mitari, yondari shimasu** “see or read”



An energetic life after retirement

Japan is increasingly becoming an aging society. According to a survey carried out by an affiliate of a life insurance company, the hobbies people most want to enjoy after their retirement include travel, sports (exercise), enjoying gourmet cuisine, and reading books.

The reasons for having hobbies vary, including “keeping the brain active” and “a fulfilling retirement life”. All of them seem to play a role in maintaining a healthy mind and body.

Source : Japan Institute of Life Insurance





LESSON 41 そろそろ SOROSORO

クオン	すみません、僕、そろそろ…。	Excuse me, but I must be going soon...
CUONG おおや 大家	SUMIMASEN, BOKU, SOROSORO... あつ、もうこんな時間。	Oh, it's that time already!
LANDLADY	A', MÔ KONNA JIKAN.	
クオン	今日はありがとうございました。	Thank you very much for today.
CUONG	たの 楽しかったです。	I had a good time.
	KYÔ WA ARIGATÔ GOZAIMASHITA.	
おおや 大家の夫	TANOSHIKATTAA DESU. こちらこそ、来ててくれてありがとうございます。	It was our pleasure.
LANDLORD	KOCHIRAKOSO, KITE KURETE ARIGATÔ.	Thank you for coming.
おおや 大家	お仕事がんばってね。	Good luck for your job!
LANDLADY	O-SHIGOTO GANBATTE NE.	



GRAMMAR POINT

➤ The past tense of an adjective → change **-i** to **-katta**.

Ex. **tanoshii desu** (have a good time) → **tanoshikatta desu** (had a good time)

..* *+*..,*..*+*..,*..*+*..,*..*+*..,*..*+*..,*..*+*..,*..*+*..,*..*+*..,*..*+*..,*..*





LESSON 42

もう わけ
申し訳ございません

MÔSHIWAKE GOZAIMASEN

クオン CUONG	もう商品はお手元に届きましたか？ MÔ SHÔHIN WA O-TEMOTO NI TODOKIMASHITA KA?	Has the product arrived at your company yet?
取引先 CLIENT	それが、届いていません。 どうなっているんですか？ SORE GA, TODOITE IMASEN. DÔ NATTE IRU N DESU KA?	No, it hasn't arrived yet. What's going on?
クオン CUONG	申し訳ございません。 すぐに調べて、折り返しご連絡をさしあげます。 MÔSHIWAKE GOZAIMASEN. SUGU NI SHIRABETE, ORIKAESHI GO-RENRAKU O SASHIAGEMASU.	I'm very sorry. I'll check it right away and call you back.



GRAMMAR POINT

- **-te** form of a verb + **imasen** = “have/has not ___ yet”
- Expression for apology : **gomennasai** < **môshiwake arimases** < **môshiwake gozaimasen**
(the politest expression)

**How to make an apology to change a failure into a plus factor**

Anyone can make a mistake. However, if you keep making excuses or apologies in a rough manner, you may give a bad impression to others. You should boost your popularity by making smart apologies.

Expressions of apology used in business are **Sumimasen**, **Môshiwake gozaimasen** and **Shitsurei itashimashita**.

When the person you are apologizing to is actually in front of you, you should bow as you express your words of apology.

When you are late for an appointment, because, for example, the trains were delayed by an accident, the first thing you must do is apologize, even though you are not to blame for being late. Whatever the reason is, it's best to apologize, because you have caused the other person trouble by being unable to keep your promise. Once you have sincerely expressed your apology, all you can do is make an effort to retrieve trust through your subsequent work.



LESSON 43

き ひ し
気を引き締めるように

KI O HIKISHIMERU YÔ NI

部長	はつちゅう 発注ミスがあったそうだね。	I hear there was a mistake with an order.
BUCHO	HATCHŪ MISU GA ATTA SÔ DA NE.	
クオン	もう わけ 申し訳ございません。	I am very sorry.
CUONG やまだ 山田	MÔSHIWAKE GOZAIMASEN. わたくし いちど かくにん 私がもう一度、確認するべきでした。	
YAMADA	WATASHI GA MÔ ICHIDO, KAKUNIN SURUBEKI DESHITA.	I should have checked it one more time.
部長	き ひ し 気を引き締めるように。	Pull yourself together.
BUCHO	まか しごと たの 任された仕事は、しっかり頼みますよ。 KI O HIKISHIMERU YÔ NI. MAKASARETA SHIGOTO WA, SHIKKARI TANOMIMASU YO.	I'm counting on you to deal properly with the work entrusted to you.



GRAMMAR POINT

- To tell someone to do something, you add **yô ni** to the basic form of a verb.
- **—beki desu** means “should”.



Human resources development

Japanese companies attach great importance to human resources development, based on the idea that “a company is a citizen.” Seniors teach juniors how to deal with daily work procedures and a wide variety of training programs are provided.

During the training for newcomers, in particular, besides practical training some companies provide mental training, such as long-distance walking and doing Zazen meditation. Some local government offices have all the new employees experience garbage collection during their training program so that they will learn the spirit of service as a public servant. The purpose is to implant and develop a sense of what it means to be a local civil servant.



LESSON 44

せいしんせいい
誠心誠意

SEISHIN-SEII

ぶちょう
部長

BUCHO

クオン

CUONG

ぶちょう
部長

BUCHO

おそ
遅くまでやっているね。

OSOKU MADE YATTE IRU NE.

せんぱう
はい。先方におわびの手紙を書いています。

HAI. SENPÔ NI O-WABI NO TEGAMI O

KAITE IMASU.

わが社のモットーは誠心誠意。

しつせい
失敗しても、その心がけが大切です。

WAGASHA NO MOTTÔ WA

SEISHIN-SEII.

SHIPPÄI SHITE MO, SONO

KOKOROGAKE GA TAISETSU DESU.

You're working late, aren't you?

Yes, sir. I'm writing an apology letter to the client.

Our company motto is "in all sincerity".

Even if you make a mistake, that sort of mental attitude is important.



GRAMMAR POINT

➤ **—te** form of a verb + **mo** = "even if ____"

Ex. **okurete mo daijōbu desu** (even if you are late, it'll be OK)

..*.*+*.,.0..* *+*.,.0..* *+*.,.0..* *+*.,.0..* *+*.,.0..* *+*.,.0..* *+*.,.0..* *+*.,.0..*





LESSON 45

げんき
元気ないね

GENKI NAI NE

やまだ 山田	ねえ、元気ないね。どうしたの？	Hey, you look depressed. What's wrong?
YAMADA	NÈ, GENKI NAI NE. DÔ SHITA NO?	I've had a slightly unpleasant experience...
さとう 佐藤	ちょっと嫌なことがあってね。	Shall we go for something to eat to have a change of air?
SATO	CHOTTO IYA NA KOTO GA ATTE NE.	Let's invite Miss Takahashi, too.
やまだ 山田	きぶんてんかん なに た い 気分転換に何か食べに行かない？	I'm sure she is still working.
YAMADA	高橋さんも誘おうよ。	
	たかはし さとう まだ仕事しているはずよ。	
	KIBUN TENKAN NI NANI KA TABE NI IKANAI?	
	TAKAHASHI-SAN MO SASOÔ YO.	
	MADA SHIGOTO SHITE IRU HAZU YO.	
クオン	ぼく い 僕も行きます！	I'll join you!!
CUONG	BOKU MO IKIMASU!	



GRAMMAR POINT

- Basic form of a verb + **hazu desu** = “sure that ____”



Salaried workers' spending money

Who holds the household purse strings at your home? At about 70% of Japanese families, wives control the management of family finances. This means that husbands only have a limited amount of money to use freely.

According to the result of the “Salaried Workers’ Spending Money” survey which has been carried out every year by a bank for more than 30 years, the average amount of spending money in 2010 was 40,600 yen per month. More than half of the respondents said they use that money for “lunch” and “expenses for hobbies.”

You need to good at making ends meet to squeeze out enough money from a limited amount of spending money not only for lunch but also for the cost of food and drinks to deepen your friendship with colleagues and for your hobbies. To the question “What do you save money on most?” in the questionnaire, most men answered “lunch expenses.” It seems they take a lunch box to work or choose a cheap restaurant as often as possible.

Source : Shinsei Bank



LESSON 46

のぼ
登つたことがある

NOBOTTA KOTO GA ARU

クオン

うわあ。あれが富士山ですか。

CUONG

きれいですね。

やまだ
山田

KIREI DESU NE.
学生の時に登つたことがあるんだけど、
頂上からの眺めはもっとすごいのよ。

YAMADA

GAKUSEI NO TOKI NI NOBOTTA KOTO
GA ARU N DA KEDO, CHÔJÔ KARA NO
NAGAME WA MOTTO SUGOI NO YO.

クオン

いつか僕も登りたいなあ。

CUONG

ITSUKA BOKU MO NOBORITAI NÂ.

Wow! That's Mt. Fuji!

It's beautiful, isn't it?

I climbed it when I was a student
and the view from the summit is
more impressive.

I want to climb it some day, too!



GRAMMAR POINT

- Past tense of the basic form of a verb + **koto ga arimasu** = “have done ___” or “have had the experience of doing ___”

Ex. **Kare ni atta koto ga arimasu** (I have met him.)

..* *+*..,*..*+*..,*..*+*..,*..*+*..,*..*+*..,*..*+*..,*..*+*..,*..*+*..,*..*+*..,*..*





LESSON 47

お茶はよく飲まれています

O-CHA WA YOKU NOMARETE IMASU

クオン	あれは何ですか？	What is that?
CUONG やまだ 山田	ARE WA NAN DESU KA? ちゃばたけ 茶畠よ。	It's a tea plantation!
YAMADA	しづおか 静岡はお茶が有名なの。 CHABATAKE YO.	Shizuoka is famous for its tea.
	SHIZUOKA WA O-CHA GA YÙMEI NA NO.	
クオン	ベトナムでも、お茶はよく飲まれています。	Tea is drunk a lot in Vietnam,
CUONG	なつ 懐かしいなあ。	too.
	BETONAMU DE MO, O-CHA WA YOKU NOMARETE IMASU.	I feel nostalgic.
高橋	NATSUKASHII NÂ.	
TAKAHASHI	ホームシックでしょう？	I guess you're feeling homesick?
クオン	HÔMUSHIKKU DESHÔ?	
CUONG	ちが 違います！	No, I don't!
	CHIGAIMASU!	



GRAMMAR POINT

➤ ____ ga yûmei = “famous for ____”



Specialties

The Japanese archipelago stretches a long way from north to south, so regional climates vary greatly and the country enjoys four distinctive seasons with abundant natural bounties. Each region has its own agricultural products and specialties.

Tea is the specialty of Shizuoka Prefecture, located at the foot of Mt. Fuji. It boasts the largest tea production in Japan. Shizuoka has a coastline and so it's also blessed with abundant fresh marine produce, such as young sardines and spotted sakura shrimps.

Of course, Tokyo has its specialties as well. The nori laver used when making sushi is one of them. The nori harvested in Tokyo Bay is popular because it is rather sweet and has a strong aroma.

These days, by using an Internet mail order service, you can order specialties from all over the country and enjoy them at home. However, the ultimate luxury is to actually visit the local area and taste them when they're in season.



LESSON 48

うみ み 海が見えます

UMI GA MIEMASU

クオン

あっ、海が見えます。

Ah, you can see the sea!

CUONG

A', UMI GA MIEMASU.

たかはし
高橋

ここは、景色だけではなく料理も有名なん

I hear this inn is famous not only for its views, but also for its cuisine.

TAKAHASHI

だって。

KOKO WA, KESHIKI DAKE DE WA

やまだ
山田

NAKU RYŌRI MO YŪMEI NA N DATTE.

YAMADA

ところでクオンさん、お刺身は食べられ

クオン

る？
TOKORODE KUON-SAN, O-SASHIMI
WA TABERARERU?

Maybe...

CUONG

TABUN...



GRAMMAR POINT

- | | | | | |
|------------------|------------|---|-----------------|-------------|
| ➤ miemasu | (can see) | ↔ | mimasu | (look at) |
| kikoemasu | (can hear) | ↔ | kikimasu | (listen to) |

➤ To say someone can do something, change the **-masu** ending of a verb to **-raremasu**.

Ex. **tabemasu** (eat) → **taberaremasu** (can eat)





LESSON 49

裸の付き合い HADAKA NO TSUKIAI

さとう 佐藤 SATO	さて、ひと風呂浴びてくるかな。 SATE, HITO-FURO ABITE KURU KA NA.	Well, maybe I think I'll go and take a bath.
やまだ 山田 YAMADA	クオンさんも一緒に入つておいでよ。 KUON-SAN MO ISSHO NI HAITTE OIDE YO.	You too, Cuong. Why don't you go and take a bath together?
クオン CUONG	え…。	Er...
たかはし 高橋 TAKAHASHI	何事も挑戦よ。 “裸の付き合い”っていうでしょ? NANIGOTO MO CHÔSEN YO. “HADAKA NO TSUKIAI” TTE IU DESHÔ?	Everything is a challenge! You say “a relationship with nothing to hide”, don't you?
クオン CUONG	でも…。 やっぱり無理です。 DEMO... YAPPARI MURI DESU.	But... No, after all, I can't do it!



GRAMMAR POINT

➤ **—te form of a verb + kimasu** = “come back after ____.”

Ex. **katte kimasu** (come back after buying)

＊＊＊＊＊...＊＊＊＊＊...＊＊＊＊＊...＊＊＊＊＊...＊＊＊＊＊...＊＊＊＊＊...＊＊＊＊＊...＊＊＊＊＊...＊＊＊＊＊...





The Japanese Syllabary (hiragana)

To check the right pronunciation, visit our website at NHK WORLD

www.nhk.or.jp/lesson/english/

 あ a	あ あ あ	 い i	い い	 う u	う う	 え e	え え	 お o	お お お
 か ka	か か か	 き ki	き き き き	 く ku	く	 け ke	け け け	 こ ko	こ こ
 さ sa	さ さ さ	 し shi	し	 す su	す す	 せ se	せ せ せ	 そ so	そ
 た ta	た た た た	 ち chi	ち ち	 つ tsu	つ	 て te	て	 と to	と と
 な na	な な な な	 に ni	に に に	 ぬ nu	ぬ ぬ	 ね ne	ね ね	 の no	の
 は ha	は は は	 ひ hi	ひ	 ふ fu	ふ ふ ふ ふ	 へ he	へ	 ほ ho	ほ ほ ほ ほ
 ま ma	ま ま ま	 み mi	み み	 む mu	む む む	 め me	め	 も mo	も も も
 や ya	や や や			 ゆ yu	ゆ ゆ			 よ yo	よ よ
 ら ra	ら ら	 り ri	り り	 る ru	る	 れ re	れ れ	 ろ ro	ろ
 わ wa	わ わ							 ん n	ん

The Japanese Syllabary (katakana)

To check the right pronunciation, visit our website at NHK WORLD

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ア a	イ i	ウ u	エ e	オ o
カ ka	キ ki	ク ku	ケ ke	コ ko
サ sa	シ shi	ス su	セ se	ソ so
タ ta	チ chi	ツ tsu	テ te	ト to
ナ na	ニ ni	ヌ nu	ネ ne	ノ no
ハ ha	ヒ hi	フ fu	ヘ he	ホ ho
マ ma	ミ mi	ム mu	メ me	モ mo
ヤ ya		ユ yu		ヨ yo
ラ ra	リ ri	ル ru	レ re	ロ ro
ワ wa				ヲ o
				ン n

Verb conjugation

	—masu form	—masen form (negative)	Basic form	—te form	—ta form (past tense)
go	い 行きます ikimasu	い 行きません ikimasen	い 行く iku	い 行って itte	い 行った itta
eat	た 食べます tabemasu	た 食べません tabemisen	た 食べる taberu	た 食べて tabete	た 食べた tabeta
read	よ 読みます yomimasu	よ 読みません yomimesen	よ 読む yomu	よ 読んで yonde	よ 読んだ yonda
buy	か 買います kaimasu	か 買いません kaimisen	か 買う kau	か 買って katte	か 買った katta
talk	はな 話します hanashimasu	はな 話しません hanashimesen	はな 話す hanasu	はな 話して hanashite	はな 話した hanashita
do	し ます shimasu	し ません shimesen	す る suru	し て shite	し た shita
come	き 来ます kimasu	き 来ません kimisen	く 来る kuru	き 来て kite	き 来た kita
sleep	ね 寝ます nemasu	ね 寝ません nemisen	ね 寝る neru	ね 寝て nete	ね 寝た neta

