

しごととの 日本語

FOR BEGINNERS

清ルミ

会話編

**JAPANESE
FOR BUSINESS**
CONVERSATION FOR BEGINNERS

初級商务日语 会话篇

しごとの 日本語

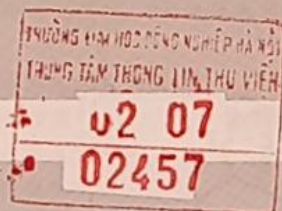
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まえがき

「しごとの日本語 FOR BEGINNERS 会話編」は、最低限の時間で最大限の効果的学習をしたいという多忙なビジネスパーソンのためにつくられた本です。実用的で、適切なシチュエーションを提示し、ビジネスの上でよりよい人間関係を築くことができるような表現のみを厳選しました。本書は1990年に「CRASH COURSE JAPANESE FOR BUSINESS(ビジネス日本語速習コース)」として、東京で働く外国人ビジネスパーソンに対して行ったニーズ調査をもとに書いたものですが、2007年の改訂にあたり、追跡インタビュー調査を実施し、その結果を参考に、さらに使いやすく、より効率よく、をモットーに工夫を加えました。さらに今回の改訂では、時代の変遷に合わせ、加筆修正を行いました。「しごとの日本語 FOR BEGINNERS 会話編」の特長は以下のとおりです。

- 文法説明は最小限にとどめて、コミュニケーションスキルが身につくことを最優先した。
- 視覚的效果に重点をおいた。イラストを記憶にとどめることによって、文型を思い出すことができるようにした。
- 日本の文化的背景が理解できるよう配慮した。
- 覚えやすいように、重要文型はユニット化した。
- 語いは切り離せるチャートにおさめ、持ち歩けるようにした。
- リスニング練習には、よく耳にするアナウンスなどを盛り込み、耳が慣れるようにした。

この本が日本語と日本文化を知るためのきっかけとなれば幸いです。

清ルミ



Preface

Japanese For Business: Conversation for Beginners has been written to meet the needs of busy businesspeople who wish to study Japanese effectively, as quickly as possible.

Situations covered are well-suited for practicality in business, and only the most effective phrases have been chosen, to ensure the establishment of successful relationships.

This text started out as Crash Course Japanese for Business, which was written in 1990 on the basis of a survey conducted on the needs of foreign businesspeople working in Tokyo. For the revised edition published in 2007, we conducted a follow-up survey interview, and tweaked the content to make the text even more effective and easy to use. And now for this new, revised edition, we've edited some things to adapt to the flow of the times. The characteristics for *Japanese for Business: Conversation for Beginners* is as follows:

- The author's top priority was on ensuring that the learner acquires communication skills, and that the grammar is explained as concisely as possible.
- Emphasis has been placed on visual learning. Made it easier to remember the sentences by committing the illustrations to memory.
- Care has been taken to include Japanese cultural background in the subject matter.
- Important sentence forms have been separated into units, for easy memorization.
- Useful vocabulary is included in a separate chart that can be used as a handy reference guide, to be referred to at any time, anywhere.
- Common announcements often heard in Japan have been included in the listening lessons, so that the learner can listen to these and grow accustomed to them.

It is my hope that this book will open the door to Japanese language and culture for many foreign businesspeople.

Rumi Sei

前言

《初级商务日语会话篇》的宗旨是让繁忙的商务人士也能在最短的时间内取得最佳的学习效果。本教材提供了实用、恰当的场景，精选出能够在商务场合改善人际沟通的日语。本教材在1990年以《CRASH COURSE JAPANESE FOR BUSINESS (商务日语速成教材)》的形式问世，编写过程中参考了对在东京工作的外籍商务人士的需求所进行的调查。2007年改版之际进行了追踪调查，并根据调查结果，以“更好用、更有效”为宗旨对本书加以改编。此外，改版教材还为迎合时代变化而进行了相应的删改与修订。《初级商务日语会话篇》具有以下特点：

- 语法说明尽量精简，而将重点放在培养沟通能力上。
- 将重点放在视觉信息上。通过插图可加深记忆，学生能更容易地记住句型。
- 特别考虑到帮助学生理解日本的文化背景。
- 为方便学生记忆，将重要句型整理成了单元。
- 提供与教材独立的单词卡，可随身携带。
- 听力练习中包括了在日本经常听到的广播，帮助学生习惯日语语音。

衷心希望这本教材能够成为各位进一步了解日语与日本文化的契机。

清RUMI

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Q.1 Who is this book for?

A.1 This book is for beginners who are eager to learn Japanese effectively but don't have enough time. It is designed for use both in the classroom and for self-study. You will learn the right expressions to be used at the right times for business situations.

Q.2 What makes this book stand out from others?

A.2 It will enable you to learn:

1. Japanese in 40 hours.
2. grammar through clear and concise explanations.
3. natural and polite phrases for business people.
4. a minimum of phrases for maximum usage.
5. through the image method to stimulate your imagination.

Q.3 What is the format of the book and how is it used?

A.3 ◆ **Introduction:**
Explains how to make the best use of the book.

◆ **Summary of fundamental Japanese grammar characteristics:**
Explains how easy to learn Japanese.

◆ **Japanese writing system & How to pronounce:**
Mainly explains Japanese pronunciation with examples. Oral pronunciation examples are contained on the downloaded audio file.

◆ **What is this?:**
Allows you to enjoy guessing what Japanese signs mean.

◆ **Symbols & Special expressions:**
Shows you the symbols and expressions used in this book.

◆ **Dialogue:**
Shows you how to use functional expressions for certain situations.

◆ **Grammar Notes:**
Explains new rules for the grammar introduced in each lesson.

◆ **Expression Notes:**
Introduces phrases and their usage.

◆ **Units:**
Presents basic, useful sentence patterns and the situations for which they are used.

◆ **Review:**
Allows you to create conversations from the pictures.

◆ **Listening Review:**
Develops your listening skills by completing the work sheets while listening to the downloaded audio file.

◆ **Japan, Japan:**
Introduces interesting points about Japan and the language.

◆ **Total Review:**
Allows you to create conversations from the pictures shown.

◆ **Review Model Conversations:**
Shows typical conversations which might be used in the corresponding review sections in each chapter.

◆ **Answers - listening Review**

◆ **Scripts of listening Review**

◆ **Charts:**
Offers you a vocabulary list for your convenience which can be separated from the book and used for reference.

问1 本教材适合谁使用?

答1 本教材适合想有效学习日语却没有足够时间的初学者, 可供课堂或自学使用。您将学到如何在不同商务场合下使用正确的日语。

问2 本教材相比其他教材有什么特点?

答2 本教材具有以下特点:

1. 40小时短期课程
2. 简洁易懂的语法解释
3. 自然礼貌的商务日语
4. 用途广泛的实用短语
5. 通过插图激活想象力

问3 本教材的构成是什么? 如何使用?

答3 ◆ **序言:**
如何有效使用本教材。

◆ **日语语法基本特征总结:**
为什么学习日语其实很简单?

◆ **日文字与发音:**
通过范例讲解日语发音。音频含范例录音。

◆ **猜猜看?**
猜猜看日文字的含义。

◆ **符号:**
本教材中使用的符号与术语。

◆ **Dialogue (对话):**
学习特定场合下的实用功能性短语。

◆ **Grammar Notes (语法解释):**
对每一课出现的新语法规则进行解释。

◆ **Expression Notes (短语解释):**
介绍短语及其用法。

◆ **Units (单元):**
介绍实用的基本句式及在何种场合下使用。

◆ **Review (复习):**
根据插图编写对话。

◆ **Listening Review (听力复习):**
听附带音频上的录音并完成习题, 练习听力。

◆ **Japan, Japan (日本, 日本):**
关于日本与日语的有趣知识点。

◆ **总复习:**
根据插图编写对话。

◆ **对话范例复习:**
可用于每章节相应复习环节的典型对话范例。

◆ **听力复习原文**

◆ **听力复习答案**

◆ **Charts (附刊):**
单独编写的词汇表, 便于携带参考。

Q.4 What if I don't feel comfortable with the explanations of Japanese pronunciation given?

A.4 Don't worry too much about it. Just listen to the downloaded audio file and try to imitate the sounds. We do hope that you will at least learn the fundamentals of accurate pronunciations.

Q.5 Why are the Grammar Notes so brief?

A.5 Since the aim of this book is to help you master Japanese quickly; simple, clear and concise explanations are sufficient.

Q.6 What is the exact difference between the Grammar Notes and the Expression Notes?

A.6 In the Grammar Notes, we hope that you will learn the essence of Japanese grammar in order to understand sentence structures. In the Expression Notes, on the other hand, attention to sentence structure is not necessary. Simply memorize the expressions as a set phrase.

Q.7 What is the purpose of 'Escape'?

A.7 For a beginner learners of Japanese, some strategies are needed to help them make a smooth conversation or to help them say what they really want to say.

Q.8 Do I have to follow the lessons in sequence?

A.8 No. L.19, especially, can either be studied first or at the time it is needed. The other lessons are constructed following a logical grammatical sequence, however, if you are not so concerned about the grammatical sequence, the lessons can be studied in any order.

Q.9 How can I get the most out of the 'Review' section?

A.9 First of all, look at the pictures presented, and consider the situation. When does it take place? Who are the people shown? What are they doing? Then, from each picture, try to imagine what took place before and after. Let's take the Review on the left page in Chapter 2 as an example. In this picture, a man is

问4 如果我不能完全理解日语发音的解释, 该怎么办?

答4 不必担心, 您可以边听音频录音边试着模仿。希望您至少能掌握基本的标准发音。

问5 语法解释为什么这么短?

答5 本教材的目的是让您尽快掌握日语, 因此语法解释采用了简洁明了的形式。

问6 语法解释与短语解释的区别是什么?

答6 语法解释提供了理解句式所需的语法基础。短语解释不需要对句式的理解, 仅需熟记即可。

问7 "Escape!" 环节的目的是什么?

答7 本环节针对日语初学者, 提供了一些不知所措时能让对话更顺畅、表达确切想法的策略。

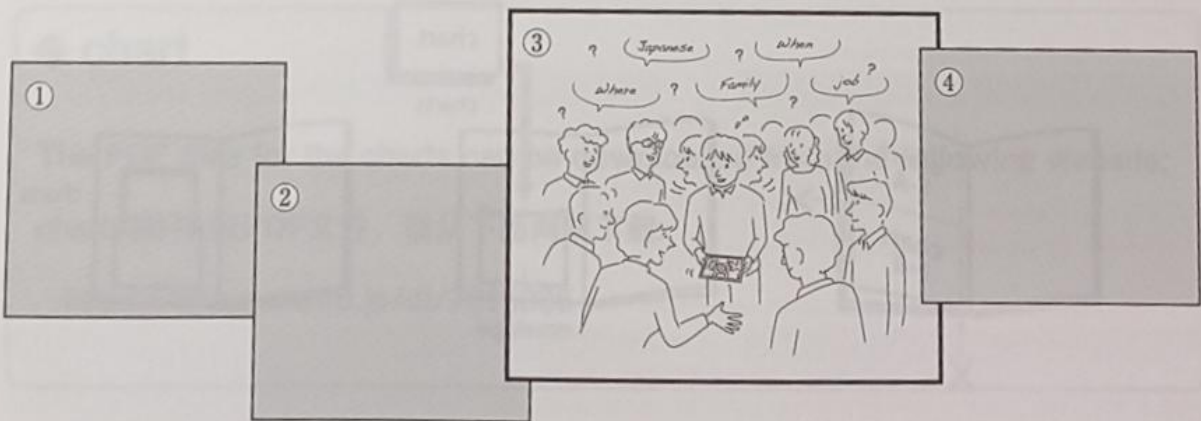
问8 我是否应该按顺序学习本教材?

答8 不。尤其是L.19, 您可以最先或根据需要学习。其他章节按照语法点的逻辑顺序编写, 但如您并不在意语法点的顺序, 可以按任何顺序学习。

问9 如何有效利用复习环节。

答9 首先浏览所有插图, 思考该场景发生在何时? 有哪些人物? 他们在做什么? 随后针对每张插图, 思考其前后发生了什么。比如第二章复习环节中的左侧插图。周围人不停地对男人发问。您需用日语表

[Q.9/问9]



being bombarded with questions. Your task is to express the questions and answers in Japanese.

Look at the third picture on the previous page and imagine what took place in pictures ①, ②, and ④. In picture ①, you may imagine that the man knocked at the door to enter a room and in picture ②, he was served a cup of tea. What do you suppose might happen in picture ④? Use your imagination as much as possible, and express your story in Japanese. If you are in a classroom situation, you can create a drama, sharing the roles of your story with your classmates.

Q.10 What should I do when I need additional vocabulary to complete the review section?

A.10 Depend on the charts. If you have an instructor, you can get additional vocabulary from him or her.

Q.11 There are so many words on the charts. Should I memorize all of them?

A.11 No, no! The important thing for you is to remember sentence patterns first. The charts are to help express yourself with the words you need.

Q.12 I need further explanation about the charts.

A.12 I see,

1. Look at the drawing below. Cut all of the charts out of the book, attach an envelope on the back cover and put the charts in the envelope. You can depend on them whenever you study. After finishing the book, you can then carry them with you wherever you go in Japan.
2. Look at chart 6 & 7. Notice that there is no explanation about how to conjugate verbs. That is because verb conjugation is a little bit complicated for beginners. The parentheses [()] found around selected **te** form verbs indicate that, although the **te** form exists, it sounds unnatural when used with **kudasai**. You may find that several of the verbs translated in the text have additional meanings depending on the context in which they are used. To avoid confusion, translations given in the charts relate only to the meanings used in the text.

达出该场景下的问题与回答。

现在看一看上一页的第3张插图,并思考插图①、②、④中分别发生了什么。比如插图①中,您可以想象男人敲门后走进房间。插图②中,别人帮他沏了一杯茶。那么插图④中会发生什么?尽量开动想象力,并用日语来讲述故事。如果在课堂学习,您可以编写剧本,并与同学进行表演。

问10 完成复习环节时需要额外词汇该怎么办?

答10 可以参考图表。如果有教师,可以向教师询问所需的额外词汇。

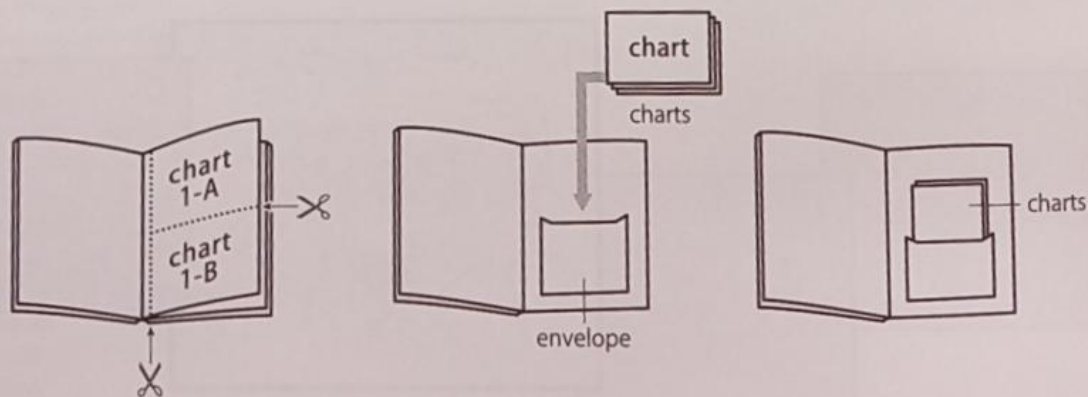
问11 图表中有大量词汇。我是否需要记住所有词汇?

答11 不需要。重要的是先记住句式,然后通过图表,用您所需的词汇表达自己。

问12 我需要关于图表的更详尽解释。

答12 好的。

1. 请看下面的插图。把所有的卡片从教材上剪下来,在教材背后贴上信封,并把卡片放入信封内,以供学习时随时参考。完成教材后,您也可以带上这些卡片,在日本出行时参考。
2. 请看chart 6与7。图表内并没有关于动词变位的解释,这是因为动词变位对初学者而言较为困难。位于括号[()]内的**te**型理论上存在,但是与**kudasai**连用时会不自然。原文中的部分动词除了给出的翻译,根据所在语境还会有额外的意思。为避免误会,图表中仅提供该动词在原文中的含义。



Q13 I find many pictures in the Total Review. How can I benefit the most from them?

A13 Well, as I explained earlier about how to use the Review section and create your own story from the pictures given, remember that there is more than one way to tell the story in each scene. You can even expand the conversation in each individual scene.

Q14 It is too boring to follow the order of pictures in the Total Review...

A14 Great! You might be an imaginative person. Just look at the first and last pictures, and make up your own story in between. When you have classmates, you can create a drama from your scenario.

Q15 I understand your ideas. Do you think the review pictures can be used more than once?

A15 Definitely! As you expand your vocabulary and knowledge of phrases and sentence structure, the pictures can be used again and again to create new conversations each time.

Q16 This is my last question. Could you please tell me exactly what is on the downloaded audio file?

A16 O.K., the contents are as follows;

1. pronunciation of **a, i, u, e, o**...and examples.
2. dialogues (after certain lessons, you will get a listening review.)
When doing the listening exercises, it is not necessary to understand all of the words. What is important is that you can grasp the main point.
3. reading of the vocabulary listed on the charts. Listen to the downloaded audio file without looking at the textbook, and practice training your ears for better aural comprehension.

问13 总复习中有许多插图，我应该怎样有效使用它们？

答13 请参考之前关于如何使用复习环节、根据插图编写故事的内容。请记住，每个场景可以有不同的讲述方式。您还可以扩展每个场景的对话内容。

问14 总复习中的插图顺序很乏味。

答14 好消息！您或许充满着想象力。看看第一张与最后一张插图，然后自己编出两者之间的故事。如果在课堂学习，可以根据设想的场景编写对话剧本。

问15 我是否可以多次使用总复习中的某张插图？

答15 当然。随着您不断积累词汇、短语及句式，每次练习时可以根据同一张插图编写新的对话。

问16 最后一个问题。音频上有哪些内容？

答16 音频的内容如下：

1. **a, i, u, e, o**等的发音与范例。
2. 对话(章节后会有听力复习的录音)
做听力练习时，并不需要听懂所有的词汇，关键是能够抓住要点。
3. 图表词汇的朗读。听音频时试着不看原文，以训练并提高您的听力。

◆ chart

The PDF files for the charts can be downloaded from the following website;
charts(附刊)的PDF文件，请从下面网站下载：

<https://www.alc.co.jp/dl/7018086>