

日本語能力試験・日本留学試験
読解対策シリーズ

JLPT/EJU reading comprehension series

JLPT/EJU 阅读理解系列措施

Loạt sách ôn luyện đọc hiểu cho JLPT/EJU

英語・中国語・ベトナム語

対訳付き

日本語 N3

文法・読解

まるごとマスター

N3 Grammar and Reading Comprehension: A Complete Guide

日语 N3 语法・阅读理解的全面掌握

Nắm vững toàn bộ phần ngữ pháp-đọc hiểu tiếng Nhật trình độ N3

水谷信子 監修・著

黒岩しづ可・青木幸子・高橋尚子 共著

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in the context of public administration and government operations. The text highlights how detailed records can help identify inefficiencies, prevent fraud, and ensure that resources are used effectively.

2. The second part of the document focuses on the role of technology in modern record-keeping. It explores how digital systems and software solutions can streamline the process of data collection, storage, and retrieval. The text discusses the benefits of automation, such as reduced human error and faster access to information, while also addressing potential challenges like data security and system integration.

3. The third part of the document addresses the legal and regulatory requirements for record-keeping. It outlines the various laws and standards that govern the collection, retention, and disposal of records. The text provides guidance on how organizations can ensure compliance with these regulations, including the importance of regular audits and the implementation of robust data protection policies.

4. The fourth part of the document discusses the importance of training and education for staff involved in record-keeping. It emphasizes that well-trained personnel are crucial for maintaining high standards of accuracy and efficiency. The text suggests various training methods, such as workshops, seminars, and online courses, to help employees stay up-to-date with the latest practices and technologies.

5. The fifth part of the document concludes by summarizing the key points discussed throughout the document. It reiterates the importance of accurate record-keeping for transparency, efficiency, and legal compliance. The text encourages organizations to adopt a proactive approach to record management, ensuring that they are always prepared to meet the demands of a rapidly changing and increasingly regulated environment.

6. The final part of the document provides a list of references and resources for further reading. It includes links to relevant laws, regulations, and industry best practices, as well as contact information for experts in the field of record management. This section is designed to help readers delve deeper into the topics discussed and find the support they need to implement effective record-keeping strategies.

7. The document ends with a closing statement that expresses the hope that the information provided will be helpful and informative. It invites readers to share their own experiences and insights with the author, fostering a community of knowledge and best practices in the field of record management.

8. The document also includes a section on the importance of data security and privacy. It discusses the various risks associated with data breaches and the potential consequences for organizations and individuals. The text provides practical advice on how to protect sensitive information, such as using strong passwords, encrypting data, and implementing access controls.

9. Another section of the document focuses on the importance of regular backups and disaster recovery planning. It explains how these measures can help organizations recover from data loss and ensure business continuity. The text provides a step-by-step guide to creating a robust backup strategy and testing it regularly.

10. The document also touches on the importance of clear communication and collaboration between different departments and stakeholders. It emphasizes that effective record management is not just a technical task but a cross-functional effort that requires clear roles, responsibilities, and communication channels.

11. The text also discusses the importance of staying up-to-date with the latest trends and technologies in the field of record management. It suggests that organizations should regularly monitor industry news, attend conferences, and participate in professional development activities to stay ahead of the curve.

12. The document also includes a section on the importance of documentation and standardization. It explains how having clear, consistent procedures and standards can help reduce errors and improve the overall quality of record-keeping. The text provides examples of common documentation practices and encourages organizations to develop their own tailored standards.

13. The text also discusses the importance of regular reviews and audits of record-keeping processes. It explains how these activities can help identify areas for improvement and ensure that the organization is always in compliance with the latest regulations. The text provides a checklist of key areas to review and suggests how to conduct effective audits.

14. The document concludes with a final note on the importance of continuous improvement. It emphasizes that record management is an ongoing process that requires constant attention and refinement. The text encourages organizations to embrace a culture of learning and innovation, always looking for ways to optimize their record-keeping practices and stay at the forefront of the industry.

15. The document also includes a section on the importance of data integrity and accuracy. It discusses the various factors that can lead to data corruption or loss and provides strategies to prevent these issues. The text emphasizes the need for regular data validation and the implementation of error-checking mechanisms.

16. Another section of the document focuses on the importance of data archiving and long-term storage. It explains how archiving can help organizations preserve their most valuable data for future reference and ensure that it remains accessible and secure over time. The text provides guidance on how to choose the right archiving solutions and manage the associated costs.

17. The text also discusses the importance of data retention and disposal policies. It explains how these policies can help organizations manage their data lifecycle effectively, ensuring that they only keep data for as long as it is needed and dispose of it securely when it is no longer required. The text provides a framework for developing and implementing these policies.

18. The document also includes a section on the importance of data governance and oversight. It explains how a clear governance structure can help organizations ensure that their data is managed in a responsible and ethical manner. The text provides a checklist of key governance principles and suggests how to establish an effective oversight mechanism.

19. The text also discusses the importance of data transparency and accountability. It explains how being open about data collection, processing, and sharing can help build trust with stakeholders and ensure that organizations are held accountable for their actions. The text provides guidance on how to communicate data-related information effectively.

20. The document concludes with a final note on the importance of data as a strategic asset. It emphasizes that data is not just a byproduct of business operations but a valuable resource that can drive innovation and growth. The text encourages organizations to invest in their data infrastructure and capabilities to maximize the value of their data.

21. The document also includes a section on the importance of data literacy and skills development. It explains how having a workforce that is skilled in data management and analysis is crucial for organizations to succeed in the digital age. The text provides suggestions for how to develop data literacy programs and ensure that employees have the skills they need to thrive.

22. The text also discusses the importance of data ethics and privacy. It explains how organizations should be transparent about their data practices and respect the privacy of individuals. The text provides a checklist of key ethical principles and suggests how to implement them in practice.

23. Another section of the document focuses on the importance of data security and risk management. It explains how organizations should identify and assess their data security risks and implement measures to mitigate them. The text provides a framework for developing a comprehensive data security strategy.

24. The text also discusses the importance of data backup and recovery. It explains how organizations should ensure that their data is backed up regularly and can be recovered in the event of a disaster. The text provides a checklist of key backup and recovery practices and suggests how to test them regularly.

25. The document also includes a section on the importance of data integration and interoperability. It explains how organizations should ensure that their data systems can work together seamlessly and share information effectively. The text provides guidance on how to choose the right integration solutions and manage the associated challenges.

26. The text also discusses the importance of data quality and accuracy. It explains how organizations should ensure that their data is clean, consistent, and accurate. The text provides a checklist of key data quality metrics and suggests how to implement data quality management practices.

27. The document concludes with a final note on the importance of data as a competitive advantage. It emphasizes that organizations that manage their data effectively can gain a significant edge over their competitors. The text encourages organizations to embrace a data-driven mindset and invest in their data capabilities to stay ahead of the competition.

28. The document also includes a section on the importance of data innovation and research. It explains how organizations should explore new ways to use their data and stay at the forefront of the industry. The text provides suggestions for how to foster a culture of innovation and support research and development activities.

29. The document ends with a final note on the importance of data as a foundation for success. It emphasizes that data is the backbone of modern business operations and that organizations that manage their data well are more likely to succeed. The text encourages organizations to embrace their data and use it to drive their success.

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黒岩しづ可・青木幸子・高橋尚子 共著

Jリサーチ出版

はじめに

Preface
前言
Lời tựa

『日本語 N4 文法・読解まるごとマスター』の続編として、『日本語 N3 文法・読解まるごとマスター』をお届けします。

日本語の教材のうち、読解の学習書は少ないのが現状です。これは、読解力の向上に必要な、あるいは有効な学習法があまり進まなかったからかもしれません。読解力をつけるための学習法を開発して、意欲的な学習者の皆さんの役に立ちたいという願いから、今回、「N4」に続いて「N3」をまとめることができ、長年、日本語教材の開発に従事してきた者として、本当にうれしく思っています。

この教材の特色は、読解力を高めるため、文法項目を整理しながら実際の文例に即した学習ができるように工夫したことです。また、文を構成する各要素の関係を図解によって理解できるようにしました。文の成り立ちをよく理解し、重要な文法項目をひとつずつ着実に身につけて、次第に文の長さや文法項目の複雑さを克服していくよう工夫しました。この点は「N4」と共通していますが、今回の「N3」では、文章をより長く、構成をより複雑にしつつ、皆さんの読解力がさらにレベルアップするよう努めました。皆さんが活用して下さることを心から願っています。

水谷信子
みすたにのぶこ

This is N3 Grammar and Reading Comprehension: Everything You Need to Know, the follow-up to N4 version.

While there are many Japanese-language instructional materials that focus on conversational relationships, there are still few study books about reading comprehension. This could be because the development of study methods needed to improve one's reading ability, or to do so in an effective way, had not been particularly advanced. We have worked together with various publishers in order to fulfill our wish to be of use to ambitious and motivated students of Japanese by developing study materials that can improve reading ability, and after creating a book for the N4 level, we have been able to consolidate our results here for the N3 level at last. As someone who is engaged in the development of Japanese-language teaching materials, it makes me truly happy to be able to present all of you with this reading comprehension series.

What sets these materials apart is the way they have been designed, organizing grammar items together while being based on real sample sentences in order to improve your reading comprehension ability. We have also provided diagrams to allow you to understand the relationship between the various elements used to construct sentences. We have worked to enable you to thoroughly understand the organization of sentences as well as their important grammatical items one at a time, putting this book together in a way that will allow you to overcome long sentences and complex grammar. While this point is also true for N4, with N3, we have worked to make the passages even longer and their structure even more complex while striving to further increase your reading abilities. We truly hope that you will make use of this text.

水谷信子

作为『日语 N4 语法·读解彻底掌握』的续篇,这次为大家献上『日语 N3 语法·读解彻底掌握』。

当前,在日语教材中,有关读解方面的教材不多。这也许是因为提高阅读理解能力所需要的或者说其有效的学习方法还没有得到开发。从开发提高阅读能力的学习方法,来帮助有学习欲望的人们这个愿望出发,这次又推出了继「N4」之后的「N3」系列。作为长年从事日语教材开发的工作者,感到由衷的喜悦。

本教材的特色是为了提高阅读理解能力,在归纳语法项目的同时,针对实际的例句立刻进行练习上下了很大的功夫。并且将构成句子的各种因素通过图解进行理解。在认真理解句子构成,将重要的语法项目逐一展开,并着实加以理解,逐渐地克服长句子及复杂的语法项目上也下了很大的功夫。这一点与「N4」相同。可是,这次的「N3」中,文章比较长,其构句比较复杂,以致致力于更一步的提高大家的阅读理解能力。衷心希望大家广泛利用。

水谷信子

Xin trân trọng giới thiệu đến các bạn quyển “Năm vững toàn bộ phần ngữ pháp-đọc hiểu tiếng Nhật trình độ N3” là bản tiếp theo của “Năm vững toàn bộ phần ngữ pháp-đọc hiểu tiếng Nhật trình độ N4”.

Trong những sách học tiếng Nhật thì số sách học về đọc hiểu vẫn rất ít. Đó có thể là do việc nghiên cứu phương pháp học tập để nâng cao khả năng đọc hiểu chưa được phát triển mấy. Vì vậy tôi nghiên cứu phát triển phương pháp học tập để giúp đỡ các bạn học tiếng Nhật nâng cao khả năng đọc hiểu. Tiếp theo trình độ N4, tôi đã hoàn thành bản về trình độ N3. Là một người nghiên cứu về giáo trình tiếng Nhật, tôi rất vinh dự khi được đưa quyển sách này đến các bạn.

Đặc trưng của bộ sách này là bạn có thể vừa sắp xếp lại được các đề mục ngữ pháp vừa học dựa vào những câu ví dụ trên thực tế. Hơn nữa, cũng có thể hiểu được về mối quan hệ giữa các yếu tố trong cấu trúc câu thông qua các hình vẽ minh họa. Với quyển sách này bạn sẽ có thể dần dần vượt qua được độ dài của đoạn văn hay sự phức tạp của các đề mục ngữ pháp bằng cách hiểu rõ cấu trúc câu và hiểu rõ các đề mục ngữ pháp trong câu từng phần một. Đây tuy là điểm chung với sách N4, nhưng với sách N3 lần này, sẽ có những bài văn dài hơn và có cấu trúc phức tạp hơn để giúp các bạn có thể nâng cao khả năng đọc hiểu hơn nữa. Mong các bạn sử dụng sách này một cách hiệu quả nhất.

水谷信子

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実践！読解訓練 情報篇
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この本の使い方

ほん つか かた

How to Use This Book
 本书指南
 Hướng dẫn sử dụng sách

この課のタイトル / Title of This Lesson

／本課的标题 / Tên bài

「Grammar Target」から主なものを一つ取り上げ示しています。

Points out and indicates one major element from 「Grammar Target」.

表示从「Grammar Target」的主要内容中抽出其中的一个。

Nêu ra một câu chính trong phần「Grammar Target」.

Grammar Target

この課で取り上げた N3 レベルの文法項目です。

N3 level grammar items discussed in this lesson.

是指本课所提示的 N3 水平的语法项目

Là những đề mục ngữ pháp trình độ N3 có trong mỗi bài.

モデル文章 / Model sentences

Model sentences /

模式文章 / Đoạn văn mẫu

「Grammar Target」を含む文章の例です。

Example sentences including 「Grammar Target」.

包含「Grammar Target」内容在內的文章的例子。

Là đoạn văn mẫu bao gồm các đề mục ngữ pháp có trong 「Grammar Target」.

PART 1

実践！読解トレーニング
 文章編

S 1

(11-10)

Lesson

7 日々の生活から②～予約

Daily Living ②: Reservations

／日常生活②～予約 / XTừ cuộc sống hàng ngày ②～ Đặt hẹn

Grammar Target

- ◆～ようになる
- ◆～まで

何事についても、予約が必要な時代になった。乗り物や旅館などに予約が必要なことは当然だし、コンサートやスポーツの試合なども、予約がなかったら、混乱が起こるだろう。また、みんな忙しくなって、昔のように「近くに寄ったから」と、突然に人を訪問するのは、迷惑に思われるようになった。●確かに、将来のことを予約しておくほうが無駄がなく、合理的である。最近では、生きている間に葬式を予約するケースもあるそうだ。どんな式にするか、誰に案内を送るか、決めておくという。●早めに予約すると料金が割引になる「早割」のサービスまであるそうだ。

Vocabulary

- 混乱(する) : (to) get confusing / 混乱 / nhàn lộn
- 将来 : future / 将来 / tương lai
- 無駄 : futility / 浪费、无意义 / lãng phí
- 合理的(な) : logical / 合理的 / Hợp lý

- 葬式 : funeral / 葬礼 / đám tang
- ケース : case / 場合 / trường hợp
- 式 : form / 式 / lá-
- 割引 : discount / 减价 / giảm giá

⑥ ～ようになる Become so that ~ / 成为~ / trở nên -

- ⑥ Expresses that circumstances have changed, creating a new condition.
- ⑥ 表示事情变成新的状态。
- ⑥ Thể hiện ý nghĩa tình hình thay đổi, sinh ra tình trạng mới.

EX1 よくその店に行くので、顔を覚えられたようになった。

(I often go to that store, so they began to remember my face. / 因为经常去那家店，店里的人都认识我了。 / Vì tôi hay đi nhà hàng đó nên đã (trở nên) được nhớ mặt.)

EX2 この商品は、名前を変えたら、売れるようになった。

(This product began to sell well once its name changed. / 这个商品换了个名字就卖出去了。 / Sản phẩm này thì trở nên bán chạy sau khi đổi tên.)