

Beginning Japanese for Professionals: Book 1

Lesson 0

Author: Emiko Konomi, Portland State University



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Lesson 0

せんり みち いっぽ
千里の道も一歩から (*Senri no michi mo ippo kara*)

“A journey of a thousand miles begins with a single step.” Lao Tzu

Instructor's Directions ◡

The following sentences are for in-class use by the teacher to provide students with directions. Students do not need to be able to use these; just learn what action is expected. The goal is to avoid using English in the classroom from the very beginning of the course.

- | | | |
|--------------------------------------|----------------------|------------------------------|
| 1. <i>Kiite kudasai.</i> | き
聞いてください。 | 1. Please listen. |
| 2. <i>Itte kudasai.</i> | 言ってください。 | 2. Please say it. |
| 3. <i>Kotaete kudasai.</i> | こた
えてください。 | 3. Please answer. |
| 4. <i>Mou ichido onegai-shimasu.</i> | もういちどねが
いをお願いします。 | 4. One more time, please. |
| 5. <i>X-san ni itte kudasai.</i> | Xさんにい
ってください。 | 5. Please say it to Mr/s. X. |

Greetings and Ritual Expressions ◡

Common daily greetings and ritual expressions are introduced here. The dialogues below provide sample contexts. A vocabulary list follows each dialogue with some notes. Additional items are marked with +.

It is recommended that rather than memorizing words in isolation, you learn them through the dialogue along with appropriate body language.

First listen to the accompanying audio and practice each line aloud. Add on one line at a time. Stand up where appropriate. Practice alternatives for different contexts.

A. Greetings

A : *Ohayou.* おはよう。 Good morning.

B : *Ohayou gozaimasu.* おはようございます。 Good morning.

- | | | |
|----------------------------|-----------|-----------------------|
| 1. <i>Ohayou</i> | おはよう | Good morning |
| 2. <i>Ohayou gozaimasu</i> | おはようございます | Good morning (polite) |
| 3. + <i>Konnichiwa</i> | こんにちは | Hello |
| 4. + <i>Konbanwa</i> | こんばんは | Good evening |

Gozaimasu indicates politeness and formality. People who know each other well (family members, good friends) can use the short form. You should never use the short form with your superiors (teacher, boss, supervisor). *Konnichiwa* and *konbanwa* cover both formal and informal situations.

B. Offering and Accepting, Thanking

A: <i>Douzo</i>	どうぞ。	Go ahead. (Please take it)
B: <i>Aa, doumo.</i>	ああ、どうも。	Oh, thanks.
5. <i>douzo</i>	どうぞ	go ahead, by all means
6. <i>a(a)</i>	あ (あ)	oh, ah
7. <i>doumo</i>	どうも	thank you, I'm sorry
8. <i>+arigatou</i>	ありがとう	thank you
9. <i>+arigatou gozaimasu</i>	ありがとうございます	thank you (polite)
10. <i>+arigatou gozaimashita.</i>	ありがとうございました	thank you for what you've done

Douzo is used to offer things or invite people to go ahead.

Arigatou (gozaimasu) expresses thanks in general. You should never use the short form with your superiors (teacher, boss, supervisor). *Doumo* expresses gratitude or apology. It can also be combined with *arigatou gozaimasu* ('Thank you very much') or *sumimasen* ('I'm very sorry'). *Gozaimashita* indicates past and is used when the act is completed.

C. Addressing Someone

A : <i>Honda-san.</i>	^{ほんだ} 本田さん。	Mr/s. Honda.
B : <i>Hai.</i>	はい。	Yes.
11. <i>~san</i>	~さん	Mr/s. X
12. <i>hai</i>	はい	yes (that's right), here you go
13. <i>+~sensei</i>	^{せんせい} X先生	Prof./Dr. X

~san is a title that can be attached to a given name, a family name, and even some roles. Don't attach it to your own name or the names of people in your group when talking to outsiders.

~sensei is a title that can be attached to teachers, professors, doctors, etc.

You should not use *~san* to refer to your teacher.

Hai means 'that's right,' 'present' (in roll call), or 'here you are' (handing something over).

D. Apologizing

A : <i>A, sumimasen.</i>	あ、すみません！	Oh, sorry!
B : <i>Ie, ie.</i>	いえ、いえ。	No, no.
14. <i>sumimasen</i>	すみません	thank you, I'm sorry
15. <i>ie, iie (formal), iya (casual)</i>	いいえ／いえ／いや	no, that's wrong

- | | | | |
|-----|----------------------------|----------|--------------------------------------|
| 16. | + <i>sumimasen deshita</i> | すみませんでした | thank you, I'm sorry for what's done |
| 17. | + <i>gomen</i> | ごめん | sorry, excuse me (casual) |
| 18. | + <i>gomen nasai</i> | ごめんなさい | sorry, excuse me (casual, gentle) |
| 19. | + <i>dou itashimashite</i> | どういたしまして | you're welcome, not at all |

Sumimasen expresses apology or gratitude when you are about to trouble or have troubled someone. *Sumimasen deshita* expresses apology or gratitude when you have troubled someone.

E. Starting and Ending Eating/Drinking

- | | | | |
|-----|--------------------------|-------------|----------------------------|
| A : | <i>Douzo.</i> | どうぞ。 | Please (have some.) |
| B : | <i>Jaa, itadakimasu.</i> | じゃあ、いただきます。 | Well, then I'll have some. |

...

Gochisou sama deshita. ごちそうさまでした。 Thank you (That was delicious).

- | | | | |
|-----|------------------------------|-----------|--|
| 20. | <i>jaa, ja</i> | じゃあ/じゃ | well then, if so |
| 21. | <i>itadakimasu</i> | いただきます | ritual expression before eating |
| 22. | <i>gochisou-sama</i> | ごちそうさま | ritual expression after eating |
| 23. | <i>gochisou-sama deshita</i> | ごちそうさまでした | formal version of <i>gochisou-sama</i> |

Ja is used to follow up on what has been said, to switch topic, etc.
Itadakimasu literally means 'I'll humbly accept it' and is used before eating or receiving a gift. *Gochisousama (deshita)* shows gratitude for the food or drink one has been offered. Even when alone Japanese people tend to whisper *itadakimasu* and *gochisousama* to start and end eating.

F. Requesting

- | | | | |
|-----|-----------------------|-----------------------|-------------------------------|
| A : | <i>Sumimasen.</i> | すみません。 | Excuse me. |
| | <i>Onegaishimasu.</i> | ^{ねが} お願いします。 | Can you give that to me. |
| B : | <i>Hai, douzo.</i> | はい、どうぞ。 | Sure, here you go. |
| 24. | <i>Onegai-shimasu</i> | ^{ねが} お願いします | please help me, do me a favor |

G. Entering a Room (Knock on the door TWICE)

- | | | | |
|-----|-------------------------------|------------------------|------------------------------|
| A : | <i>Shitsurei-shimasu.</i> | 失礼します。 | Excuse me. |
| B : | <i>Hai, douzo.</i> | はい、どうぞ。 | Yes, come in. |
| 25. | <i>shitsurei-shimasu</i> | ^{しつれい} 失礼します | excuse me |
| 26. | + <i>shitsurei-shimashita</i> | ^{しつれい} 失礼しました | excuse me for what I've done |

Shitsurei-shimasu literally means ‘I’m going to do something rude’ and is used when entering a room, interrupting, or leaving. *Shitsurei-shimashita* is used for what you’ve done.

H. Leaving and Coming Back to Home /Office

A : <i>Itte kimasu.</i>	いってきます。	See you later.
B : <i>Itte rasshai.</i>	いってらっしゃい。	See you later.
.....		
A : <i>Tadaima.</i>	ただいま。	I’m home.
B : <i>Okaerinasai.</i>	おかえりなさい。	Welcome back.
27. <i>itte kimasu</i>	いってきます	ritual expression when leaving home
28. <i>itte rasshai</i>	いってらっしゃい	ritual response to <i>Itte kimasu</i>
29. <i>tadaima</i>	ただいま	ritual expression upon coming home
30. <i>okaerinasai</i>	お帰 <small>かえ</small> りなさい	ritual response to <i>Tadaima</i>

Itte kimasu is used when leaving home or stepping out the office for an errand. It implies that you are coming back.

I. Meeting People for the First Time

A : <i>Hajimemashite.</i>	はじめまして。	How do you do.
<i>Honda desu.</i>	<small>ほんだ</small> 本田です。	I’m Honda.
B : <i>Honda-san desu ka.</i>	<small>ほんだ</small> 本田さんですか。	You’re Mr. Honda?
<i>Sumisu desu.</i>	スミスです。	I’m Smith.
<i>Douzo yoroshiku.</i>	どうぞよろしく。	Nice to meet you.
31. <i>Hajimemashite</i>	はじめまして	How do you do?
32. <i>~desu</i>	Xです	it is/I’m/you’re/they are X, etc.
33. <i>~desu ka</i>	Xですか	is it/am I/are you/are they X? etc.
34. <i>yoroshiku</i>	よろしく	ritual expression when meeting someone, when needing a favor
35. <i>yoroshiku onegai-shimasu</i>	よろしくお願 <small>ねが</small> いします	please treat me favorably, Thank you in advance

Hajimemashite literally means ‘for the first time.’ It is a ritual expression used in first meeting people. You can respond with your own *hajimemashite* or *douzo yoroshiku onegai-shimasu*. **Make sure you bow.**

After a person tells you his/her name, confirm it by asking *X-san desu ka*. Repetition may seem unnecessary, but it’s customary to do so during introductions.

J. Taking Leave

A : *Ja, shitsurei-shimasu.* じゃ、失礼^{しつれい}します。 Well then, I'll go (excuse me).

B : *Aa, otsukare-sama deshita.* ああ、お疲れ^{つか}さまでした。 Ah, thanks for the good work.

36. *otuskare(-sama)* おつかれ (さま) thanks for your work, you must be tired

37. *otsukare-sama desu* おつかれさまです (formal) (on going)

38. *otuskare-sama deshita* おつかれさまでした (the work is over)

The above are common greetings between co-workers. They are also used to thank service personnel or acknowledge anyone's hard work.

K. Parting

A : *Ja, mata.* じゃ、また。 Well, see you.

B : *Sayonara.* さよなら。 Good-by.

39. *ja, mata* じゃ、また see you later (informal)

40. *sayonara/sayounara* さよなら/さようなら good-by

L. Retiring at Night

A : *Ja, oyasumi.* じゃ、おやすみ。 Well, then good night.

B : *Aa, oyasuminasai.* ああ、おやすみなさい。 Oh, good night.

41. *oyasumi* おやすみ good night (casual)

42. *oyasumi nasai* おやすみなさい good night (formal)

Notes on Pronunciation

Syllables

Japanese syllables are constructed in the following four ways.

1. a vowel (*a, i, u, e, o*)
2. a consonant + a vowel (62 combinations)
3. a consonant alone (*n, t, s, k, p*)
4. a consonant + *y* + a vowel (33 combinations)

The chart below shows all the syllables in Japanese.

	<i>k</i>		<i>s</i>		<i>t</i>		<i>n</i>		<i>p</i>					
<i>a</i>	<i>ka</i>	<i>ga</i>	<i>sa</i>	<i>za</i>	<i>ta</i>	<i>da</i>	<i>na</i>	<i>ha</i>	<i>pa</i>	<i>ba</i>	<i>ma</i>	<i>ya</i>	<i>ra</i>	<i>wa</i>
<i>i</i>	<i>ki</i>	<i>gi</i>	<i>shi</i>	<i>ji</i>	<i>chi</i>	<i>ji</i>	<i>ni</i>	<i>hi</i>	<i>pi</i>	<i>bi</i>	<i>mi</i>		<i>ri</i>	
<i>u</i>	<i>ku</i>	<i>gu</i>	<i>su</i>	<i>zu</i>	<i>tsu</i>	<i>zu</i>	<i>nu</i>	<i>fu</i>	<i>pu</i>	<i>bu</i>	<i>mu</i>	<i>yu</i>	<i>ru</i>	
<i>e</i>	<i>ke</i>	<i>ge</i>	<i>se</i>	<i>ze</i>	<i>te</i>	<i>de</i>	<i>ne</i>	<i>he</i>	<i>pe</i>	<i>be</i>	<i>me</i>		<i>re</i>	
<i>o</i>	<i>ko</i>	<i>go</i>	<i>so</i>	<i>zo</i>	<i>to</i>	<i>do</i>	<i>no</i>	<i>ho</i>	<i>po</i>	<i>bo</i>	<i>mo</i>	<i>yo</i>	<i>ro</i>	
	<i>kya</i>	<i>gya</i>	<i>sha</i>	<i>ja</i>	<i>cha</i>		<i>nya</i>	<i>hya</i>	<i>pya</i>	<i>bya</i>	<i>mya</i>		<i>rya</i>	
	<i>kyu</i>	<i>gyu</i>	<i>shu</i>	<i>ju</i>	<i>chu</i>		<i>nyu</i>	<i>hyu</i>	<i>pyu</i>	<i>byu</i>	<i>myu</i>		<i>ryu</i>	
	<i>kyo</i>	<i>gyo</i>	<i>sho</i>	<i>jo</i>	<i>cho</i>		<i>nyo</i>	<i>hyo</i>	<i>pyo</i>	<i>byo</i>	<i>myo</i>		<i>ryo</i>	

Note the following special cases marked in yellow in the chart:

/s+i/ is pronounced /shi/

/z+i/ is pronounced /ji/

/t+i/ is pronounced /chi/

/t+u/ is pronounced /tsu/

/d+i/ is pronounced /ji/

/d+u/ is pronounced /zu/

Long Vowels

There are five long vowels in Japanese: /aa/, /ii/, /uu/, /ee/, and /oo/. They are “long” in terms of spoken duration. In the writing system, the long versions of /a/, /i/, and /u/ are recognized as the same sound: /aa/, /ii/, /uu/. But the long version of /o/ (with certain exceptions) is represented by /ou/ and the long version of /e/ (with certain exceptions) is written as /ei/.

Long Consonants

The consonants /t/, /s/, /k/, and /p/ can be long. When these consonants constitute an entire syllable without a vowel, they are not pronounced but take a full syllable length.

6 syllables: *i-t-te ki-ma-su* ‘I’m leaving.’

3 syllables: *I-p-pon* ‘one long thing’

3 syllables: *I-k-ko* ‘one round thing’

3 syllables: *i-s-sho* ‘together’

The consonant /n/ can take up an entire syllable by itself, as in *konnichiwa* ‘hello’ (5 syllables: *ko-n-ni-chi-wa*).

Pitch Accent

As you listen to Japanese, you will notice rises and falls in pitch. Pitch can change from syllable to syllable in order to distinguish meaning. For example, there is a fall in pitch in *hai* 'yes', while there is a rise in *hai* 'ash'. The difference in pitch pattern distinguishes these two words. This is called pitch accent.

HAi 'yes'
hai 'ash' (The high pitch is indicated by the capital.)

On the other hand, in English a difference in loudness serves this function. This is called stress accent. Compare the following.

INsult (noun)
 inSULT (verb) (The loud syllable is indicated by the capital.)

All Japanese words have one of the following pitch patterns:

Fall:	<i>JAa</i>	'well then'
	<i>DOumo</i>	'thanks'
	<i>DOuzo</i>	'go ahead'
Rise:	<i>iIE</i>	'no'
	<i>saYONARA</i>	'good bye'
	<i>taDAIMA</i>	'I'm home'
	<i>oHAYOU</i>	'good morning'
	<i>yoROSHIKU</i>	'Nice to meet you'
Rise and Fall:		
	<i>aRIgatou</i>	'thanks'
	<i>shiTSUrei-shimasu</i>	'Excuse me'
	<i>suMIMASEn</i>	'Sorry'

If a word has only one syllable, a fall or a rise occurs with the following word.

HA desu. 'It's a tooth.'
ha DESu. 'It's a leaf.'

A note on the cultural significance of pitch is in order. As you learn Japanese, pay attention to pitch at the sentence level as well as the word level. A slight change in pitch may indicate a subtle but significant change in meaning or mood. It is observed in many, if not all, languages that speakers tend to raise their pitch when talking to babies or when trying to sound gentle. Japanese is no exception in this regard. Talking in a high pitch is generally associated with politeness in Japanese. Women tend to talk in a higher pitch, but regardless of the gender, sales and customer service personnel, receptionists, waiters, etc. speak in overall higher pitch. Remember that when something is the norm and

expected in a culture and you don't follow it, you may be sending a certain message inadvertently. Just to be safe, bow, smile, and talk gently.

Drills & Exercises

A. Listen to the audio. Following the first two model exchanges, respond to each cue. 🎧

Cue: *Guree desu.*

グレーです。

I'm Grey.

Response: *Guree-san desu ka. Hajimemashite.*

グレーさんですか。はじめまして。

Ms. Grey? How do you do?

Cue: *Honda desu.*

本田ほんだです。

I'm Honda.

Response: *Honda-san desu ka. Hajimemashite.*

本田ほんださんですか。はじめまして。

Ms. Honda? How do you do?

B. Say it in Japanese. 🎧

Say it in Japanese yourself first, listen to the audio for the model answer, and then repeat the model. Practice building up and expanding sentences.

1. Good evening.
2. Good morning. (to a friend)
3. Good morning. (to a teacher)
4. Ms. Honda, good morning.
5. Thanks. (to a friend)
6. Thank you. (to a teacher)
7. You are welcome!
8. Thank you very much. (for what you do or are about to do)
9. Thank you very much. (for what you did)
10. I'll start eating.
11. Well then, I'll start eating.
12. Thank you for the delicious treat. (to a family member, concluding eating)
13. Thank you for the delicious treat. (politely)
14. Thank you very much for the delicious treat.
15. I'm sorry.
16. I'm very sorry.
17. I'm very sorry. (for what happened)
18. Please [help me]. (Thank you in advance.)
19. Professor, excuse me.
20. Good-by.
21. Well, Professor, excuse me. Good-by.
22. Good Night! (to a friend)
23. Good night. (politely)
24. Good work! (Thank you for the hard work)

25. Good work. Good night.
26. Thank you. I'll have some...It was delicious.
27. Thank you very much. I'll have some.
28. Excuse me. (for what I am about to do)
29. Excuse me. (for what I did)
30. How do you do?
31. My name is Johnson. How do you do?
32. My name is Johnson. How do you do? Very glad to meet you.
33. Good morning. See you later. (heading out)
34. See you later. (Responding to 32)
35. I'm back.
36. Welcome back.

C. Act in Japanese

Imagine the situation and role-play with a partner in Japanese. Use appropriate gestures and facial expressions.

1. Greet your coworkers in the morning.
2. Leave the office to go to a meeting outside.
3. You are meeting Ms. Honda, a business associate, for the first time. Introduce yourself.
4. Offer a seat to a client.
5. Accept a gift from a visitor.
6. Start eating lunch.
7. Thank a supervisor for treating you at a restaurant.
8. Hand a report to the assistant to make copies.
9. Thank a coworker for making copies for you.
10. Visit the office of a supervisor.
11. Leave the office of a supervisor.
12. Ask a coworker to pass a document to you.
13. Say good-by to a coworker who is about to go home.
14. Say good-by to coworkers as you leave the office to go home.
15. Say good night to friends as you part after a night out
16. Say good-by to coworkers as you leave the office party

Review Questions

1. What is the difference between *ohayou* and *ohayou gozaimasu*?
2. What is the difference between *arigatou gozaimasu* and *arigatou gozaimasita*?
3. What is the difference between *sayonara* and *itte kimasu*?
4. Which is more polite, *arigatou* or *dou mo*?
5. Why can't you attach *-san* or *-sensei* to your own name?
6. What is the difference between *gomen* and *gomen nasai*? Who typically uses the latter?

7. What are three ways to use *hai*?
8. When do you use *aa*? How about *jaa*?
9. What is the Japanese equivalent for “thank you in advance” for the job you’ve just requested?
10. Many Japanese equivalents for “thank you” have been introduced so far. How many can you list? Can you describe a typical situation where each can be used?
11. What is pitch accent?
12. What are the five vowels in Japanese? The long vowels in Japanese? The long consonants?

Drill Tape Script

Cue: グレーです。

Response: グレーさんですか。はじめまして。

Cue: 本田です。

Response: 本田さんですか。はじめまして。

1. ジョンソンです。
2. 山本です。
3. スミスです。
4. 山田です。
5. 木村です。
6. ヒルです。
7. 鈴木です。
8. 田中です。