

つながる  よこはま



March, 2022



# にほんごコミュニケーション

Yokohama NIHONGO Support Center

## TOPIC

A website where you can learn useful Japanese for work.

### しごとのにほんご Easy Japanese for Work


#### ● Studying Japanese... “Where?” “How?”

You can learn Japanese for various daily situations.

Watashi wo Tsutaeru Nihongo(わたしをつたえるにほんご)



Yokohama NIHONGO Support Center

(  Yokohama Association for International Communications and Exchanges (YOKE))

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Let's use it!

A website where you can learn useful Japanese for work.

しごとのにほんご

# Easy Japanese for Work

しごとで役立つ日本語を学ぼう

On this website, you can study Japanese to help you communicate at work.



## What kind of website?

You can study the Japanese used in your work. You can also learn useful expressions that are often used, and honorific expressions.



## How do you study?

You will study by watching videos of various scenes. Check the sentences that appear in the videos, and try the quiz at the end.

### 1. Choose your favorite scene.

You can see various scenes from the work of foreign people who are already working in Japan. Let's learn Japanese together with them.

Usefull Business Japanese

#48 Business Japanese Review Special: Part 2

- 今日明日中には、何らかの答えをお伝えいたします。
- スケジュールが調整できないか、すぐに確認して折り返しご連絡いたします。

1. I'll get some kind of a response to you by today or tomorrow.  
2. If you can adjust my schedule, I'll call you back soon.

From: Nepal in Japan: 8 years  
Work at: Car repair shop  
Profession: Mechanic

#47 Business Japanese Review Special: Part 1

- では、手短かに申し上げます。
- もう一度きちんと確認しましょうか。

大事な話を聞くときは、メモを取るといいですよ。

1. OK, I'll be brief.  
2. Let's check again. It's a good idea to take notes at times like this.

From: Myanmar in Japan: 3 years  
Work at: Florist  
Profession: Flower decorator

### 2. Watch the video

It will help you understand what kind of Japanese to use depending on the situation.

### 3. Look at the conversation and sentence descriptions.

Take a look at the description of the conversation. You can read them in kanji / hiragana / English. In addition, there are conversation hints and quizzes.

There is also a section called "Keego Doojoo" where you can mainly learn "Keigo". Watch the videos and learn from the detailed explanations of conversations.

Keego-Doojoo

Keego: language that conveys respect. Let's train together!

#42 急のため、もう一度お名前をお伺いできますか。

#41 いつごろお戻りになりますか。

#40 敬語遣いの金子と申し、よろしければ、私にご用件を承ります。

#39 よろしければ、私にご用件を承ります。

#38 ただいま所を外してお、金子は、ただいま打ち合わせ中でございます。

#37 金子は、ただいま打ち合わせ中でございます。

Script & Explanation

1. Contextual Clue

たなかさん、せいしきなおへんじは、せんしゅうちゅうにいただけるおやくそくでしたよね。

1. Keigo (敬語) is a response that is official and finalized without client can also be referred to as (丁寧語).  
Example: 「お世話になっております。誠にありがとうございます。」  
You can refer to an unofficial, provisional response with 「まだいってません(確認中)」 is a polite form of 「まだ」.

2. Keigo (敬語) is a response that is official and finalized without client can also be referred to as (丁寧語).  
Example: 「お世話になっております。誠にありがとうございます。」  
You can refer to an unofficial, provisional response with 「まだいってません(確認中)」 is a polite form of 「まだ」.

You will be able to learn more about the expressions that come up in conversation.

Here is Easy Japanese for Work website

Recommendation

やさしい日本語 Easy Japanese

There is also a website where you can learn Japanese for daily life.

Source: NHK World Japan

## 生活お役立ちコラム

A column useful to your daily life.

## Useful to know. Business Etiquette in the Workplace

I started working in Japan. I'm getting used to my job. However, there are times when I have trouble because of the differences in business manners and culture.



### What should I do in this situation? ~ Let's think about it together.

#### Q1: You are getting on an elevator with a customer. Who gets on first?



You get on first. When you get on, say, "Suture Shimasu (Excuse me)". Press the "open" button while waiting for the customer to board. Then press the destination button.

#### Q2: The company starts at 9:00. What time do you go in?



Most people go to the office at least 10 minutes before (08:50). This is so that they can start their work at the time they are supposed to. If you are going to be late, call the office and let them know.

#### Q3: My boss has invited me to a drinking party! But I don't want to go... how do I say no?



① I'm sorry, but I have plans. In Japan, it is not common to say No as clearly as in ②. In order not to make the other person feel uncomfortable, we use "cushion words" like in ①.

② I will not go. \*Examples of cushion words: "Sekkakudesuga" (I would like to but), "Moshiwakenaidesuga" (I'm sorry)", "Zannenndesuga" (I'm sorry, but...)



If you need any help

YOKOHAMA Foreign Residents Information Center



045-222-1209



t-info@yoke.or.jp



#### Weekdays

10:00 am – 5:00 pm  
(registration is until 4:30 pm)

#### 2nd and 4th Saturdays of the Month

10:00 am – 1:00 pm  
(registration is until 12:30 pm)

You can have a consultation from foreigners living in Yokohama in 11 languages. The consultation fee is free of charge. You may have a telephone consultation through ward offices.

# Studying Japanese... "Where?" "How?"

Studying Japanese and Useful Information Vol.8



## Internet learning resources where you can study Japanese.

You can study Japanese at home if you have access to the internet. Here are the websites that offer Japanese learning contents for free.

### Watashi wo Tsutaeru Nihongo (わたしを)

Along with YouTube videos that follow the content of the text, you can learn Japanese that can be used in a variety of everyday situations.

It's perfect for those who have just started studying Japanese! Japanese words that can be used immediately in everyday life are organized by theme. After learning from the text and videos, you can try making sentences based on the theme and reading them out loud. If you have someone to communicate with, you can have more fun studying.



To download the text, click here! English, Chinese, and Vietnamese are available.

Here is the YouTube channel!



出典 公益財団法人 千葉市国際交流協会  
Source: Chiba City International Association



## Japanese classes in Yokohama

There are many Japanese language classes in Yokohama. We introduce two of them as below.



<http://www.yokeweb.jp>



From here you can find the nearest Japanese class.

### Asahi Ward

旭・日本語ボランティア  
ASAHI NIHONGO VOLUNTEER



We help foreign residents to learn Japanese. Please feel free to join us.



**Location:** There are three locations.  
**Minakuru:** Days of the week are negotiable 13:00-16:00  
2-min. walk from Tsurugamine station  
**Pareto:** Wednesday 13:00-16:00  
8-min. walk from Tsurugamine station  
**Hikarigaoka:** Sunday 13:00-15:00  
Hikarigaoka elementary school

#### How to apply:

TEL: 090-1217-9611(Saeki)  
MAIL: asahi.nihongo2@gmail.com

Everyone from beginner to intermediate level Japanese is welcome to join. 1 to 3 students in a small class. Class days and times are decided in consultation with volunteer staffs. We are also looking for Japanese language volunteer staff.

### Izumi Ward

にほんご日本語ボランティアわをん  
Japanese volunteer Class WAON



Why don't you learn the basics of speaking, reading, listening, and writing?

\*Saturday:14:00-16:00

#### How to apply:

Please contact us by phone or email.  
TEL 046-267-7531(Shibata)  
MAIL gontyan2008@tenor.ocn.ne.jp

#### Location:

Ichō Community House/  
15-min. walk from  
Koza-shibuya Station

We are divided into three groups to study. Right now, we have about 10 people coming from Yokohama, Yamato, Fujisawa and other cities. In addition to studying, we also have fun events such as hiking and social gatherings.

## INTRODUCING INTERNATIONAL LOUNGES WITHIN YOKOHAMA

こくさいこうりゅう  
なか国際交流ラウンジ  
Naka International Lounge

### What is Naka-ku like?

This is where the history of the port of Yokohama began. It has long been a place that has welcomed people and cultures from many different countries. There are many tourist attractions such as Minatomirai, Chinatown, and Yamashita Park.

### Notification from lounge.

There are people from various countries and regions living in Naka-ku. There is also "Rainbow Space", a place for young people with connections to foreign countries. At the Japanese language classes, where you can learn from scratch, you can also participate in community activities with the staff.



\*Languages: English・Chinese  
You can consult with them when the lounge is open.



Here is Naka Ward Multicultural Coexistence Promotion Action Plan ↓ ↓

We aim to create a town where everyone can live with peace of mind.



### Access

3-min. walk from Minatomirai Line Nihon-odori Station, 7-min. walk from JR / Subway Kannai Station

### Address

1st FL. of Naka Ward Office Annex, 35 Nihon-odori, Naka-ku

### Open

Mon, Wed-Fri & Sun : 10:00-17:00  
Tue & Sat : 10:00-20:00  
\*Holidays until 17:00

### Closed

every 3rd Sunday, year-end & New Year's holidays

TEL: 045-210-0667  
or use the "Inquiry" link on the homepage.