

Japanese

にほんご

日本語

Prepared by: Lesley Belcham & Dawn Lehman

School Japanese

Being confronted with a whole new language is daunting enough. However, being confronted with a whole host of specialized vocabulary can be truly intimidating. This booklet is designed to provide an overview of workplace vocabulary and expressions, which will help to make your school life run smoothly.

Writing Systems

There are three different scripts used in Japanese: kanji, hiragana and katakana.

KANJI (漢字) Kanji came from China. They are ideograms that represent ideas rather than sounds. Most kanji have at least 2 readings – “*on-yomi*” and “*kun-yomi*”. The “*on-yomi*” is the reading that comes from the original Chinese character. The “*kun-yomi*” is the subsequent Japanese reading.

HIRAGANA (ひらがな) Is a phonetic script which is used in conjunction with kanji for grammatical functions. It fills in the rest of the necessary information- prepositions, particles, and inflectional endings to verbs and adjectives within the language.

KATAKANA (カタカナ) Is a phonetic script that is used to write foreign loan words, “non-Japanese stuff” (i.e. ALT names) and also used as italics. It is also used to transcribe many onomatopoeia words that are used in Japanese.

FURIGANA (漢字^{かんじ}) Is the name given to the small hiragana characters above, below or to the side of kanji, which convey the phonetic value of that particular reading of the kanji. It is very useful but unfortunately not that common!

ROMAJI (ROMAJI) Japanese written using the English alphabet.

Useful Kanji

Kanji	Kanji Reading	Romaji	Meaning	Usage
日	On にち・じつ	Nichi / jitsu	Day	Sunday
	Kun ひ・か	Hi / ka	Sun	日曜日 Nichiyobi
月	On げつ・がつ	Getsu / gatsu	Month	Monday
	Kun つき	Tsuki	Moon	月曜日 Getsuyobi
火	On か	Ka	Fire	Tuesday
	Kun ひ・ほ	Hi / bo		火曜日 Kayobi
水	On すい	Sui	Water	Wednesday
	Kun みず	Mizu		水曜日 Suiyobi
木	On もく・ぼく	Moku / boku	Wood	Thursday
	Kun き	Ki	Tree	木曜日 Mokuyobi
金	On きん・こん	Kin / kon	Gold	Friday
	Kun かね	Kane	Money	金曜日 Kinyobi
土	On ど	Do	Soil	Saturday
	Kun つち	Tsuchi		土曜日 Doyobi

Self Introduction (じこしょうかい 自己紹介)

はじめまして, __ (name) __ (ともうします/です) 。どうぞよろしく。 わたし 私は
 __ (country) __ の __ (state, city) __ (から き 来ました/の しゅっしん 出身です) 。お世話 せわ になり
 ます。よろしくおねがいします。

- Hajimemashite,. _____ (to moshimasu/desu). Dozo yoroshiku.
 Watashi wa _____ no _____ (kara kimashita/no shusshin desu).
 Osewa ni narimasu. Yoroshiku onegaishimasu.
- I am pleased to make your acquaintance. My name is_____.
- I'm from_____.I humbly ask that you take good care of me.

*** *to moshimasu* is more polite than *desu*

*** *kara kimashita* is “I came from” & *shusshin* is “place where I was born”lit.

Helpful Phrases

Perhaps the following expressions are some of the most commonly spoken in the Japanese language.

すみません	Sumimasen	Excuse me, I'm sorry
失礼します	Shitsurei shimasu	Excuse me, I'm sorry
ごめんなさい	Gomen nasai	I apologise
(どうも) ありがとうご ざいます	(Domo) Arigato gozaimasu	Thank you (very much)
頑張ってください	Ganbatte kudasai	Do your best! Try your hardest!

Useful grammar

これは____です。	Kore wa ____ desu.	This is a ____.
____が好きです。	____ ga suki desu.	I like ____.
____があり ます。	____ ga arimasu.	There is ____.
____ お願いします。	____ onegaishimasu.	____ please. Use for any item, polite
____ ください。	____ kudasai.	____ please. Use te-form of the verb or any item
行ってもいいです	Itte mo ii desu.	It is OK to go. Use <i>te</i> -form of the verb
銀行にいきたいです。	Ginko ni ikitai desu.	I want to go to the bank. Use <i>masu</i> -form (minus the <i>masu</i> eg. <i>Iki-masu</i>)

***if you add か (*ka*) to the end of a sentence it becomes a question!

Polite Japanese for your colleagues

Showing respect to your superiors is quite important in Japan. The following phrases will help you get by in the teacher's room!

よろしくお願ひします	Yoroshiku onegai shimasu	"Please take care of (a favor for) me " lit.
ごくろさまでした	Go kuro sama deshita	"You took great pains" lit. Usually from a senior to a junior or social equal.
お疲れさまでした	O tsukare sama deshita	"You are the tired one" lit. Usually from junior to senior
お先に失礼します	O saki ni shitsurei shimasu	Forgive me for leaving (work) first
お世話になります	O sewa ni narimasu	You will be looking after me.
申し訳ございませんが	Moshi wake gozai masen ga	I have no excuse but....
休ませていただきたいと思ひますが。。	Yasumasete itadakitai to omoimasu ga	I'd like to take some time off if I may...

Student Japanese*****

Japanese has many different levels and like most other languages around the world, young people use a lot of slang and impolite phrases! It's like a totally different language! Understand these but, BE CAREFUL - don't use them with your teachers!!*****

かっこういい	Kakkoi	Cool, good looking (to describe boys)
かわいい	Kawaii	Cute, pretty (to describe girls)
ひどい	Hidoi	Unfair, mean
うそ	Uso	No way! You're lying!
やばい・やべえ	Yabai /yabe	Bad, horrible dangerous (girls/boys)
まじ(で?!)	Maji (de?!)	No way! Seriously?!
さいやく	Saiyaku	Disastrous, awful
やだ	Yada	Yuck, undesirable
むかつく	Mukatsuku	Pissed off, annoyed
さいこう	Saiko	The best, no.1
すごい	Sugoi	Great, cool
ちょう(かわいい)	Cho(kawaii)	Very (cute)
さあ	Sa	Like, you know (an interjection 'ano sa')
めんどくさい	Mendokusai	Annoying, troublesome

Enkai - drinking party

It is a party that usually lasts for 2 hours. You normally receive a set meal and all you can drink. Prices generally range between ¥5 000 and ¥10 000 depending on the occasion. The most popular is the *Bonenkai* held at the end of the year. You will most likely have a welcoming *enkai* soon.

日本語	Romaji	English
始めの挨拶	Hajime no aisatsu	Greeting at the beginning of a party
乾杯 かんぱい	Kanpai!	Cheers!
いただきます	Itadakimasu	Said before eating. "I humbly receive (this meal)" lit.
これは何ですか。	Kore wa nan desu ka?	What is this?
これはおいしいです。	Kore wa oishii desu.	This is delicious.
けっこうです	Kekko desu.	I have had enough, thank you.
私はベジタリアン(菜食主義者)です。	Watashi wa bejitarian (saishokushugisha) desu.	I am a vegetarian.
酒はあまり好きではありません	Sake wa amari suki de wa arimasen.	I don't like alcohol very much.
イキイキ	Iki iki	Chug !
残酒無きように(してください)	Zanshu nakiyo ni shite kudasai	Please drink the rest of your drink.
閉めの挨拶	Shime no aisatsu	Greeting at the end of the party (usually a clap)
一本閉め	Ipponjime	1 clap
三本閉め	Sanbonjime	3 claps
万歳三唱で閉める	Banzai sanshode shimeru	3 " banzai " - throw your hands in the air 3 times
ごちそうさまでした	Gochiso sama deshita	After you finished eating. "It was a feast" lit.
二次会 に行きましょう。	Nijikai ni ikimasho!	Let's go to a 2 nd party!
三次会	Sanjikai	3 rd party
すみません, 帰ります	Sumimasen, kaerimasu.	I'm sorry, I'm going home.
お気を付けてお帰りに下さい。	O ki o tsukete okaeri ni kudasai.	Please take care on your way home. Polite expression

Who's who at school?

At school people are often called by their title , especially the Principal and Vice Principal. This is done as a way to show respect.

校長 こうちょう	Kocho	Principal
教頭 きょうとう	Kyoto	Vice Principal
事務長 じむちょう	Jimucho	Business Manager
教務主任 きょうむしゅにん	Kyomu shunin	Head of the Teachers
学年主任 がくねんしゅにん	Gakunen shunin	Head of the Grade
英語科主任 えいごかしゅにん	Eigoka shunin	Head of the English Dept. (SHS)
進路指導部長 しんろしどうぶちょう	Shinroshido bucho	Head of the Careers and Counseling Dept. (SHS)
生活指導部長 せいかつしどうぶちょう	Seikatsu shido bucho	Head of Student Discipline (SHS)
養護教諭 ようごきょうゆ 看護婦 かんごふ	Yogokyoyu Kangofu	School nurse Nurse
先生 せんせい	Sensei	Teacher
担任 たんにん	Tannin	Homeroom teacher
生徒 せいと	Seito	Student
学級委員長 がっきゅうい んちょう	Gakku iincho	Head of the class
生徒会部長 せいとかい ぶちょう	Seitokai bucho	Head of the Student Council

Usage Examples

1. 校長先生の名前は何か。

Kocho sensei no namae wa nan desu ka?

What is the Principals' name?

2. 1-8 の担任は誰ですか。

Ichi no hachi no tannin wa dare desu ka?

Who is 1-8's homeroom teacher?

3. 教頭先生の机はどちらですか。

Kyoto sensei no tsukue wa dochira desu ka?

Which desk is the Vice-Principals'?

School rooms

教務室	きょうむしつ	Kyomu shitsu	Teacher's room
校長室	こうちょうしつ	Kocho shitsu	Principal's room
資料室	しりょうしつ	Shiryō shitsu	Supply room
放送室	ほうそうしつ	Hoso shitsu	Announcement room
更衣室	こういしつ	Koi shitsu	Changing room
相談室	そうだんしつ	Sodan shitsu	Discussion room
用務員室	ようむいんしつ	Yomuin shitsu	Maintenance room
保健室	ほけんしつ	Hoken shitsu	Sick/ Health room
会議室	かいぎしつ	Kaigi shitsu	Meeting room
女子・男子 便所	じょし・だんし べんじょう	Joshi/ danshi benjo	Female/ male toilet
印刷室	いんさつしつ	Insatsu shitsu	Printing room
体育館	たいいくかん	Taiiku kan	Gym
家庭科室	かていかしつ	Kateika shitsu	Home economics room

***_(room)_ は どこですか。 __ (room) _*wa doko desu ka?*Where is the__?

School Schedules

Being able to read the school schedule will make your life a whole heap easier as it will allow you to plan your time more efficiently and you can find out where everyone is without having to ask an English teacher every time. Schedules can be yearly, monthly or even bimonthly. Here is a list of the more frequent kanji and 2 examples.

General

年間行事予定	ねんかんぎょう じよてい	Nenkan gyoji yotei	Yearly plan
職員会議	しょくいんかい ぎ	Shokuin kaigi	Faculty meeting
学年会	がくねんかい	Gakunen kai	Year level meeting
開業式	しぎょうしき	Shigyo shiki	Opening Ceremony
終業式	しゅうぎょうし き	Shugyo shiki	Closing Ceremony
大掃除 清掃	おおそうじ せいそう	Osoji Seiso	Cleaning
新入式	しんにゅうしき	Shinnyu shiki	Commencement Ceremony
部活動	ぶかつどう	Bukatsudo	Club activities
期末考査 テスト	きまつこうさ	Kimatsu kosa Tesuto	Final exam
中間考査	ちゅうかんこう さ	Chukan kosa	Mid-semester test
運動会 体育会	うんどうかい たいいくかい	Undo kai Taiiku kai	Sports Day
文化祭	ぶんかさい	Bunkasai	Cultural Festival
卒業式	そつぎょうしき	Sotsugyo shiki	Graduation Ceremony

Senior High School

全校集会	ぜんこうしゅう かい	Zenkoshukai	School assembly
運営部会	うんえいぶかい	Uneibukai	Administration meeting
センター試験	せんたーしけん	Senta shiken	University entrance test
教科部会	きょうかぶかい	Kyokabukai	Dept. Meetings
P T A 委員会	いいんかい	PTA iinkai	PTA meeting
一斉考査	いっせいこうさ	Issei kosa	Test (like a quarterly test)
球技大会	きゅうぎたいか い	Kyugi taikai	Ball Sports Day

Junior High School

生徒朝会	せいとちょうかい	Seito chokai	Students' morning meeting
全校朝会	けんこうちょうかい	Zenko chokai	All-school morning meeting
学年朝会	がくねんちょうかい	Gakunen chokai	Assembly by grade
市大会	したいかい	Shi taikai	City Sports Competition
大宴会	おおえんかい	Oenkai	Cheering practice meeting

Daily Schedule

校時表	こうじひょう	Kojihyo	School time schedule
45 / 50分 授業	よんじゅうごふん じゅぎょう	Yonjugo fun / gojufun jugyo	45/50 minute lessons
1限	1げん	Ichigen	1 st period
朝食	ちゅうしょく	Chushoku	Lunch meal
休憩	きゅうけい	Kyukei	Break
昼休み	ひるやすみ	Hiru yasumi	Lunch time
予鈴	よれい	Yorei	Warning bell (5 min. Before class starts)
下校	げっこう	Gekko	Go home

On The Telephone

Different schools and Boards of Education have different ways of doing things and different rules. Please check with them about using the telephone or fax. To make an external call you may need to dial "0" to get an outside line or request the office staff to put you through (usually not in JHS).

1. Requesting to use the phone

(_____ に) 電話したいのですが、どうすればいいですか。

(_____ ni) denwa shitai n desu kedo, do sureba ii desu ka?

I want to make a phone call (to _____) what should I do?

2. Making an internal call (SHS)

Is informal

もし もし、_(your name)_です。_(other person)_をお願いします。

Moshi Moshi, _____ desu. _____ onegai shimasu.

Hello, this is _____. Could I speak to _____, please?

3. Making an external call

Is more formal

A) 新潟南高等学校 の ベルチャム ともうします。

B) 英語科 の 市川さまに (内線 3885) お願い いたします。

C) _____さん いらっしゃいますか。

A) *Niigata Minami Koto Gakko no Beruchamu to moshimasu.*

B) *Eigoka no Ichikawa sama ni (naisen 3885) onegai itashimasu.*

C) *_____san irasshaimasu ka?*

A) This is Ms Belcham from Niigata Minami High School.

B) I'd like to speak to Mr Ichikawa on extension number 3885.

C) Is Mr./Mrs _____ there? (use instead of B)

4. Leaving a message

戻って来たら、電話するように言って下さい。電話番号は_____。

Modette kitara, denwa suru yoni itte kudasai. Denwa bango wa _____.

When he returns, please ask him to call me. My number is_____.

分かりました。後で、また電話します。

Wakarimashita. Ato de, mata denwa shimasu.

I understand. I will call again later.

5. Answering an internal call (SHS)

- varies a lot, but is usually very short

英語科です。_____です。(誰に話したい?)

Eigoka desu. _____desu. (Dare ni hanashitai?)

English Dept. (Your name) speaking. (Whom do you want to speak to?)

(This is really flexible; some teachers just say their name!)

6. Answering an external call

- This can be difficult as it could be a parent

新潟南高等学校です。ちょっと待って下さい。

_____desu. *Chotto matte kudasai.*

This is (your school name). Please wait a minute.

7. Ending a call

- It is bad manners not to thank the person that you spoke to before hanging up. You should also thank the person who transferred the call.

ありがとうございました

Arigato gozaimashita

Thank you.

失礼しました

Shitsurei shimashita

Sorry to have bothered you.

Everyday Vocabulary

____会議中	__かいぎちゅう	____kaigi chu	Meeting in progress
年休	ねんきゅう	Nenkyu	Holiday leave
代休	だいきゅう	Daikyu	Leave in lieu
病休	びょうきゅう	Byokyu	Sick leave
旅行命令簿	りょこうめいれい いぼ	Ryoko meirei bo	Travel form
給料(日)	きゅうりょう (び)	Kyuryo (bi)	Salary (pay day)
出席簿	しゅっせきぼ	Shusseki (bo)	Attendance book
日直	にっちよく	Nicchoku	Day duty (student)

Resources & References

□ Courses

CLAIR Correspondence Course Niigata Friendship Centre
Niigata International Association Joetsu International
Network Summer courses

□ Proficiency Test

Held once a year in December, the closest place to take the test to Niigata is Tokyo. Buy your application form from Kinokuniya soon. There are books at Kinokuniya to help you study for the test. There are four levels, four being for beginners and one being for people with a native proficiency level.

□ Textbooks

Japanese for Busy people “Power Japanese” Series
Japanese for Everyone (about ¥3000) Japanese for JETs

□ Dictionaries

You will probably want to buy both a Japanese-English and an English - Japanese dictionary. Dictionaries vary a lot take a good look at them before making a decision.

□ Kodansha’s furigana dictionaries are good for beginners.(about ¥4000)

□ If you are looking for more depth, try Taishukan’s Genius or Kenkyusha’s Lighthouse.

□ Kanji Dictionaries

Check the index; how easy is it to find a character? Kanji can be assorted by the number of strokes, the radical, or listed alphabetically- which are offered?

□ Hadamitzky & Spahn “Kanji & Kana”

□ P.G.O’Neill “Essential Kanji”

□ Nelson series

□ Electronic Dictionaries

If you are really serious about studying Japanese or just an “electric gizmo type” you might want to consider getting an electronic dictionary. They usually include both Japanese – English, English – Japanese and a Kanji dictionary. Note though these are usually designed for Japanese students and the kanji dictionary will not translate directly to English. A decent electronic dictionary costs about ¥20 000.