Preface

shaping tomorrow with you

Information and communication technology（ICT）has given shape to the visions of many. The role of ICT in our society, businesses, and our personal lives continues to grow. At Fujitsu, we recognize that our role and responsibilities must also continue to grow as we strive to meet the expectations of our customers.

Guided by our corporate vision, the constant pursuit of innovation, we are working with customers to support their success and shape a prosperous tomorrow for society. This will be achieved through Fujitsu's development of technological innovation across the many different fields of ICT.

Our corporate values emphasize the importance of striving to be a valued and trusted partner to our customers. Based on those values, we approach business by thinking about our customers' customers. Therefore we continue to strengthen our global structure to ensure we can support our customers wherever they do business. Additionally, we see ICT as a powerful tool in reducing our customers' burden on the environment, and we will continue to create a prosperous society.

Fujitsu aims at continually improving ourselves to ensure we are a company that our customers, shareholders, business partners, and our employees take great pride in.

FUJITSU's Guide to Japanese　いろはに富士通

いろはに are the first 4 characters of ancient Japanese, similar to ABC in English. The first few characters often prove to be crucial in the progress of learners as it can sometimes determine their level of interest in the language. This generally depends on their ability to become familiar with it.

FUJITSU's Guide to Japanese is targeted at those looking to acquire beginner-level Japanese language skills. The guide offers a fun and interactive way to learn Japanese while at the same time developing a greater understanding of Fujitsu and our product portfolio.

Lead by marketing representative Kanako Sato, while investigating Fujitsu's comprehensive products, participants will learn 45 Japanese grammatical items over the course of 8 lessons.

For participants new to the Fujitsu brand, this is a great opportunity to become familiar with our products while learning a foreign language at the same time.

Explanatory Notes
—The Structure of This Book—

1. **Preparatory Study**
   Please read the following before starting to study with this book:
   ① Features of Japanese: Features of Japanese Grammar, Japanese Characters, Japanese Sounds and Writing System
   ② Japanese Gojuon
   ③ Greetings and Set Phrases
   ④ Main Characters

2. **Main Text**
   There are eight lessons in total, each of which is composed of the following:
   ① Dialogues: Shown in original Japanese (Chinese characters and kana characters) + Romanized letters + English translation.
   ② Grammar notes: When this book is finished, learners will have virtually mastered beginner-level Japanese grammar.
   ③ In Practice A, you will practice basic conversation patterns through substitution drills.
   In Practice B, referring to the example and/or illustration, you will put the conversations into practical use. Finally, you can use the conversation to talk about yourself.
   ④ Related words & expressions: Useful words and information in each lesson.
   ⑤ Column: Introduction to the Fujitsu Group.

3. **Appendices**
   These include eight items such as Numbers, Dates, Time, Interrogative words, Adjectives, Adverbs (degree and amount), Verb conjugation & usage of different forms and The Syllabus. These are useful both for self-study and reviewing.

4. **Index**
   All the words in this book are listed at the end of the volume. New words in each lesson are listed at the bottom of the page in which they appear.

＊ **Abbreviations**
   N   Noun
   A   i-adjective
   Na   na-adjective
   V   Verb

Features of Japanese

I. Features of Japanese Grammar

1. Parts of speech
The Japanese language is composed of nouns, adjectives, verbs, conjunctions, particles, etc.

2. Word order
In Japanese the predicate is always placed at the end of the sentence. Also, modifiers come before the word to be modified.

3. Predicate and conjugation
In Japanese, the predicate can be a noun, adjective or verb. You change the form of the predicate (conjugate it) to indicate tense and whether the sentence is affirmative or not. There are two types of adjectives in Japanese, i-adjectives and na-adjectives, and they conjugate differently.
In Japanese, words do not change to indicate person, gender or number.

4. Particles
Particles are attached to words and phrases. Within a sentence, particles are used to indicate the relationship between words, to add various meanings and to show the speaker's intention.

5. Omission
If the subject or object of the sentence is understood from the context, it is frequently omitted.

II. Japanese Characters

There are three types of characters in Japanese: hiragana, katakana and kanji. Kanji and hiragana are used to write Japanese. Katakana is used to write foreign place names, foreign names, foreign cultural expressions, and foreign loan words used in Japanese.
Other than these three types of characters, Romanized letters are also used. These are used to depict Japanese sounds in an easily understood alphabetical form for foreigners, so while they are often used on such things as station signs, etc., they are not found in ordinary usage.
The core Japanese alphabet consists of 50 key hiragana and katakana characters. In Japanese these are referred to as "Gojuon."

Example:

1）にほんご　　　hiragana　　　（hiragana）　　　　　　　○
　　ニホンゴ　　　katakana　　　（katakana）　　　　　　　△
　　日本語　　　　kanji　　　　　（Chinese characters/kanji）　□
　　Nihongo　　　Romaji　　　　（Romanized letters）　　　☆

2）<u>キム・ミヨン</u>　<u>さんは</u>　<u>タクシー</u>　<u>で</u>　<u>品川駅</u>　<u>まで</u>　<u>行</u>　<u>きました。</u>
　　　　△　　　　　○　　　　△　　　○　　□　　　○　　□　　　○
　　<u>Kim Miyoung-san wa takushii de Shinagawa-eki made ikimashita.</u>
　　　　　　　　　　　　　　　　　　☆
　　Ms. Kim Miyoung went to Shinagawa Station by taxi.

III. Japanese Sounds and Writing System

Japanese characters can be found on page 10. The Japanese language is made up of single vowels or a consonant plus a vowel. All sounds basically have the same length （the length of one handclap） when spoken. This unit of sound is called a 'mora.'

1. Vowels

1）Short vowels
　　あ a　　　い i　　　う u　　　え e　　　お o

　　Example：　<u>あ</u>い <u>a</u>i　love　　<u>い</u>ぬ <u>i</u>nu　dog　　<u>う</u>ま <u>u</u>ma　horse
　　　　　　　　<u>え</u>き <u>e</u>ki　station　　<u>お</u>と <u>o</u>to　sound

　　　How to write kana（1）
　　Kana is used to denote Japanese sounds.

2）Long vowels
　　If the pronunciation of a vowel in Japanese is lengthened it becomes a long vowel. As the length of the vowel may change the meaning of the word, attention needs to be paid to this when listening to people speak and pronouncing words.

　　Example：　おばさん obasan　aunt　　おば<u>あ</u>さん oba<u>a</u>san　grandmother
　　　　　　　　おじさん ojisan　uncle　　おじ<u>い</u>さん oji<u>i</u>san　grandfather
　　　　　　　　ゆき yuki　snow　　　　　ゆ<u>う</u>き yu<u>u</u>ki　courage
　　　　　　　　へや heya　room　　　　　へ<u>い</u>や he<u>e</u>ya　plain
　　　　　　　　ここ koko　here　　　　　こ<u>う</u>こ<u>う</u> ko<u>o</u>ko<u>o</u>　high school

How to write kana（2）

（In this textbook Romanized letters are written as shown on the previous page.）

■ How to write long vowels in hiragana
To denote a long vowel ending with an 'a,' 'i' or 'u,' an extra 'a（あ）,' 'i（い）' or 'u（う）' is added.

Example： おか<u>あ</u>さん oka<u>a</u>san　mother　　おに<u>い</u>さん oni<u>i</u>san　older brother
　　　　　 ゆ<u>う</u>べ yu<u>u</u>be　last night

To denote a long vowel ending with an 'e,' an 'e（い）' is added.*

Example： とけ<u>い</u> toke<u>e</u>　watch, clock　　せんせ<u>い</u> sense<u>e</u>　teacher
Exceptions：おね<u>え</u>さん one<u>e</u>san　older sister　　え<u>え</u> e<u>e</u>　yes

To denote a long vowel ending with an 'o,' an 'o（う）' is added.*

Example： いも<u>う</u>と imo<u>o</u>to　younger sister　　こ<u>う</u>えん ko<u>o</u>en　park
Exception： お<u>お</u>きい o<u>o</u>kii　big　　お<u>お</u>い o<u>o</u>i　many　　こ<u>お</u>り ko<u>o</u>ri　ice

▶ The written forms of the names of a person, place, company, etc., use English.

Example： さと<u>う</u> Sato　　とうきょ<u>う</u> Tokyo　　きょ<u>う</u>と Kyoto
　　　　　 こ<u>う</u>べ Kobe　　ふじつ<u>う</u> Fujitsu

*　In hiragana, to denote a long vowel ending with an「い」or「う」, an「い」or「う」is added, but as these are pronounced as 'e' and 'o' respectively, in Romanized letters they are written as 'e' and 'o.'

■ How to write long vowels in katakana
To denote a long vowel in katakana, ' ー ' is used.

Example： チーム chiimu　team　　コーヒー koohii　coffee

2. Consonants
1）Voiceless, voiced and 'pa' sounds
In Japanese, words can be pronounced with a voiceless sound（the 'ka,' 'sa,' 'ta' and 'ha' rows）, a voiced sound（the 'ga,' 'za,' 'da' and 'ba' rows）or a 'pa' sound（the 'pa' row）. Note that whichever one of these is used will alter the meaning of the word.

Example： ま<u>た</u> ma<u>t</u>a　again　　　　　　：　ま<u>だ</u> ma<u>d</u>a　（not）yet
　　　　　 だれ<u>か</u> dare <u>k</u>a　someone　　：　だれ<u>が</u> dare <u>g</u>a　who
　　　　　 <u>ぼ</u>ろ<u>ぼ</u>ろ <u>b</u>oro<u>b</u>oro　tattered　：　<u>ぽ</u>ろ<u>ぽ</u>ろ <u>p</u>oro<u>p</u>oro　in large drops

2）Pronunciation of 'n'
'n' is a consonant, but pronounced the length of one mora. How it is pronounced depends on the sound coming after it. Though the pronunciation differs, it is always written as 'n' in Romanized letters.

■ When it comes before an 'n,' 'd' or 't,' it is pronounced 'n.'

Example： おんな onna　woman　　うんどう undoo　exercise
　　　　　あんてい antei　stability

■ When it comes before a 'p,' 'b' or 'm,' it is pronounced 'm.'

Example： さんぽ sanpo　walk　　しんぶん shinbun　newspaper
　　　　　ぶんめい bunmei　civilization

■ When it comes before a 'k' or 'g,' it is pronounced as a nasal 'ŋ.'

Example： てんき tenki　weather　　せんげつ sengetsu　last month

3）Pronunciation of 'ga'
When the consonant 'ga' comes at the beginning of a word, it is pronounced 'g,' but in the middle of the word it is pronounced as a nasal 'ŋ.'

Example： がっこう gakkoo　school　　おんがく ongaku　music

However, in recent years, many people use 'g' even when it is in the middle of a word.

4）Diphthongs（consonant + 'ya,' 'yu,' 'yo'）
Diphthongs（ きゃ kya, きゅ kyu, きょ kyo, ぎゃ gya, ぎゅ gyu, ぎょ gyo, etc.）are pronounced the length of one mora.

Example： じゆう jiyuu　liberty　　（じ　ゆ　う：3 moras）
　　　　　じゅう juu　gun　　（じゅ　う：2 moras）

　How to write kana（3）
To denote a diphthong, a small kana ' ーゃ -ya,' ' ーゅ -yu' or ' ーょ -yo' is used.

5）Double consonants
Some consonants have a 'k,' 't,' 's' or 'p' placed in front of them, making them double consonants. Double consonant '-kk,' '-tt,' '-ss,' and '-pp' are plosives, with the speaker pausing after pronouncing the consonant. The length of the pause is one mora.

Example： もと moto　former（2 moras）　　もっと motto　more（3 moras）
　　　　　いか ika　squid（2 moras）　　いっか ikka　whole family（3 moras）

Note that when a consonant is doubled, the meaning of the word changes.

Example： して（います）shite（imasu）　doing　　して shite（2 moras）
　　　　　しって（います）shitte（imasu）　know　　しって shitte（3 moras）

How to write kana（4）

A small ' ー っ ' is used in front of the ' か ka,' ' さ sa,' ' た ta' and ' は ha' rows to denote a double consonant.

6）Devoicing of vowels

The vowels 'i' and 'u' are whispered when they come between such consonants as 'k,' 's,' 't,' 'p' and 'h.'

Example： すき s<u>u</u>ki　like　　くすり k<u>u</u>suri　medicine

Also, in a standard accent the 'u' in「 で す desu」and「 ま す masu」at the end of a sentence is also whispered.

Example： 9 じです ku-ji des<u>u</u>　It's 9 o'clock.
　　　　　ききます kikimas<u>u</u>　　listen

3. Accent

Unlike English, which has stress accent, Japanese has pitch accent（high/low）.
In a standard accent, the pitch between the first and second moras must be different.

Example： でんわ　denwa　telephone　【 ＿┌─ 】
　　　　　ふじつう Fujitsu　Fujitsu　　【 ＿┌┐＿ 】
　　　　　しんぽ　shinpo　progress　　【 ┌┐＿ 】

Note that if the pitch is changed, the word changes meaning.

Example： はし hashi　bridge　　　：はし hashi　chopsticks
　　　　　あめ ame　candy/sweet　：あめ ame　　rain

4. Intonation

Basically, the end of a declarative sentence has a flat（ ⟶ ）or falling（ ↘ ）
intonation, while the end of an interrogative sentence has a rising（ ↗ ）intonation.

Example： ライアン ：富士通 TCS には　サーバや　ストレージが　あります。[⟶ flat]
　　　　　　　　　　　Fujitsu TCS ni wa saaba ya sutoreeji ga arimasu.
　　　　　　　　　　　いっしょに　行きませんか。[↗ rising]
　　　　　　　　　　　Issho ni ikimasen ka.
　　　　　キム　　 ：ええ、ぜひ。[↘ falling]
　　　　　　　　　　　Ee, zehi.

　　　　　Mr. Ryan：There are servers and storage systems at Fujitsu TCS.
　　　　　　　　　　　Shall we go together?
　　　　　Ms. Kim ：Yes, definitely.

Japanese Gojuon

	a	あ	ア	i	い	イ	u	う	ウ	e	え	エ	o	お	オ
k	ka	か	カ	ki	き	キ	ku	く	ク	ke	け	ケ	ko	こ	コ
s	sa	さ	サ	shi	し	シ	su	す	ス	se	せ	セ	so	そ	ソ
t	ta	た	タ	chi	ち	チ	tsu	つ	ツ	te	て	テ	to	と	ト
n	na	な	ナ	ni	に	ニ	nu	ぬ	ヌ	ne	ね	ネ	no	の	ノ
h	ha	は	ハ	hi	ひ	ヒ	fu	ふ	フ	he	へ	ヘ	ho	ほ	ホ
m	ma	ま	マ	mi	み	ミ	mu	む	ム	me	め	メ	mo	も	モ
y	ya	や	ヤ	(i)	(い)	(イ)	yu	ゆ	ユ	(e)	(え)	(エ)	yo	よ	ヨ
r	ra	ら	ラ	ri	り	リ	ru	る	ル	re	れ	レ	ro	ろ	ロ
w	wa	わ	ワ	(i)	(い)	(イ)	(u)	(う)	(ウ)	(e)	(え)	(エ)	o	を	ヲ
	n	ん	ン												

g	ga	が	ガ	gi	ぎ	ギ	gu	ぐ	グ	ge	げ	ゲ	go	ご	ゴ
z	za	ざ	ザ	ji	じ	ジ	zu	ず	ズ	ze	ぜ	ゼ	zo	ぞ	ゾ
d	da	だ	ダ	ji	ぢ	ヂ	zu	づ	ヅ	de	で	デ	do	ど	ド
b	ba	ば	バ	bi	び	ビ	bu	ぶ	ブ	be	べ	ベ	bo	ぼ	ボ
p	pa	ぱ	パ	pi	ぴ	ピ	pu	ぷ	プ	pe	ぺ	ペ	po	ぽ	ポ

kya	きゃ	キャ	kyu	きゅ	キュ	kyo	きょ	キョ
sha	しゃ	シャ	shu	しゅ	シュ	sho	しょ	ショ
cha	ちゃ	チャ	chu	ちゅ	チュ	cho	ちょ	チョ
nya	にゃ	ニャ	nyu	にゅ	ニュ	nyo	にょ	ニョ
hya	ひゃ	ヒャ	hyu	ひゅ	ヒュ	hyo	ひょ	ヒョ
mya	みゃ	ミャ	myu	みゅ	ミュ	myo	みょ	ミョ

rya	りゃ	リャ	ryu	りゅ	リュ	ryo	りょ	リョ

gya	ぎゃ	ギャ	gyu	ぎゅ	ギュ	gyo	ぎょ	ギョ
ja	じゃ	ジャ	ju	じゅ	ジュ	jo	じょ	ジョ

bya	びゃ	ビャ	byu	びゅ	ビュ	byo	びょ	ビョ
pya	ぴゃ	ピャ	pyu	ぴゅ	ピュ	pyo	ぴょ	ピョ

Greetings and Set Phrases

おはようございます。
Ohayoo gozaimasu.
Good morning.
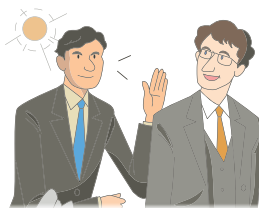
こんにちは。
Konnichiwa.
Hello.

こんばんは。
Konbanwa.
Good evening.

お元気ですか。 Ogenki desu ka.
Are you well?
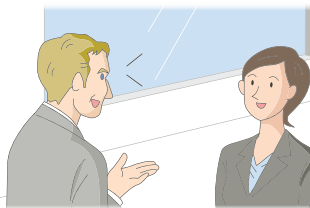
はい、おかげさまで。 Hai, okage-sama de.
Yes, thank you.
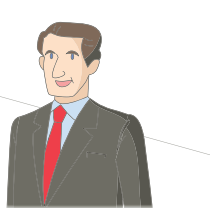
お疲れさまでした。
Otsukare-sama deshita.
You have worked hard.
（Set phrase when finishing work）
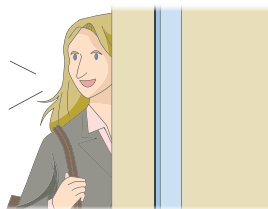
お先に失礼します。
Osaki ni shitsuree-shimasu.
Excuse me for leaving first.
（Set phrase when leaving work）

ありがとう［ございます］。
Arigatoo [gozaimasu].
Thank you very much.

どういたしまして。
Doo itashimashite.
You're welcome.
いいえ。
Iie.
Not at all.

［どうも］すみません。
[Doomo] sumimasen.
Excuse me.
ごめんなさい。
Gomennasai.
I'm sorry.

いいえ。 Iie.
Not at all.

乾杯！
Kanpai!
Cheers!

いただきます。Itadakimasu.
I shall start/eat.
（Set phrase before eating）

ごちそうさま［でした］。
Gochisoo-sama［deshita］.
Thank you for the food.
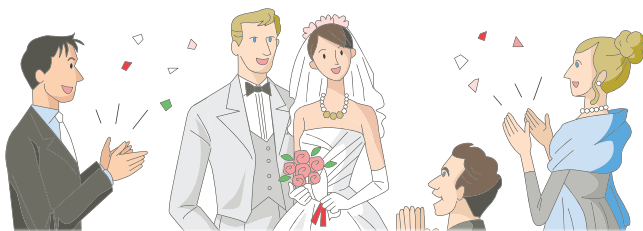
おめでとう［ございます］。Omedetoo［gozaimasu］.
Congratulations.

ありがとう［ございます］。Arigatoo［gozaimasu］.
Thank you（very much）.

失礼します。Shitsuree-shimasu.
Excuse me.

はい、どうぞ。Hai, doozo.
Yes, come in.
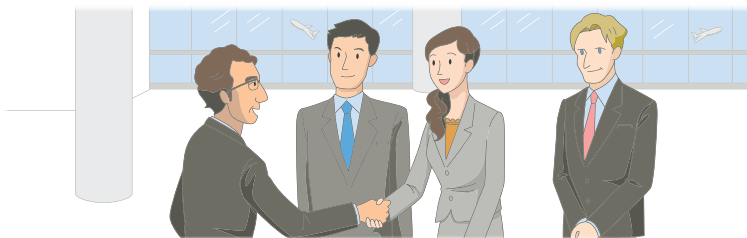
また、会いましょう。お元気で。
Mata, aimashoo. Ogenki de.
Let's meet again. Look after yourself.
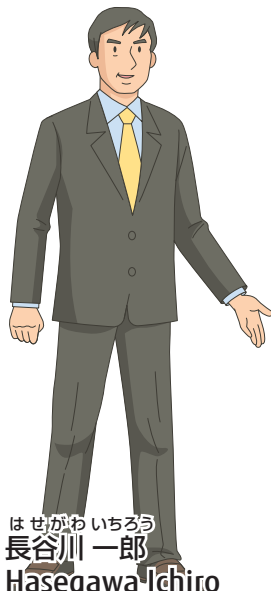
さようなら。
Sayoonara.
Goodbye.

Main Characters
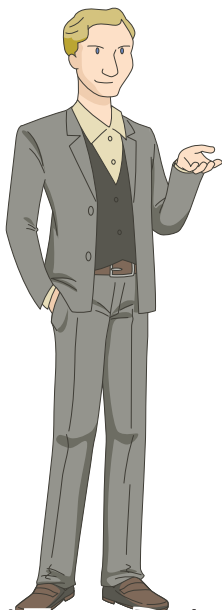
ロルフ・シュミット
Rolf Schmidt

Fujitsu Technology Solutions
Male, German

キム・ミヨン
Kim Miyoung

Fujitsu Korea Limited
Female, Korean

は せ がわ いちろう
長谷川 一郎
Hasegawa Ichiro

General Manager
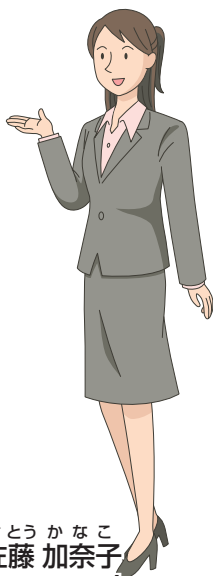Fujitsu Head Office
Global Marketing Division
Male, Japanese

Practice
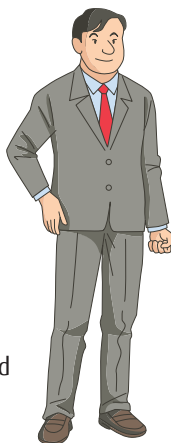
マイケル・チン
Michael Chin

Fujitsu Hong Kong Limited
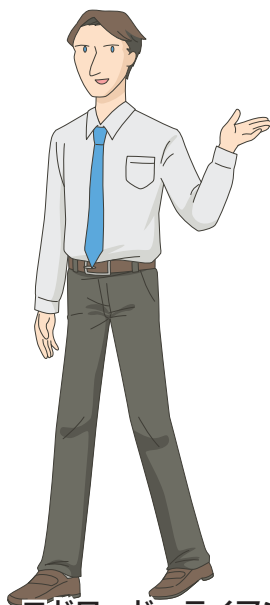Male, Chinese

キャシー・チェン
Kathy Chen

Lawyer
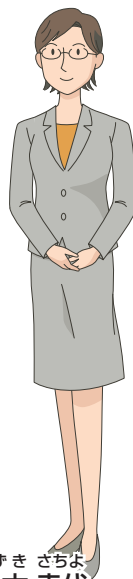Female, Singaporean

佐藤 加奈子
Sato Kanako

Fujitsu Head Office
Global Marketing Division
Female, Japanese

エドワード・ライアン
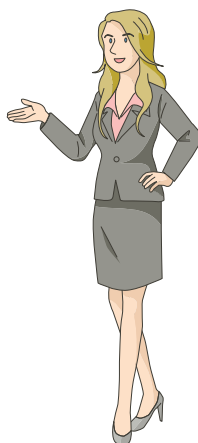**Edward Ryan**

Fujitsu Head Office
Male, British

鈴木 幸代
Suzuki Sachiyo

Fujitsu Head Office
Female, Japanese

マリア・ルーベンソン
Maria Rubenson

Researcher
Female, Swedish

ジェニファー・キング
Jennifer King

Intern
（at a Japanese company）
Female, Australian