

Business: Intermediate (Level 10-13)

Textbook: ビジネスのための日本語 初中級



Level 10 (6 lessons)

【Goal】

1. Introduce yourself in business situations
2. Create good relationships by greeting appropriately in various scenes

Lesson 1:

- Introduce yourself appropriately when you start working at a company
- Talk about yourself /your life before joining the company
- Explain your Japanese abilities

Lesson 2:

- Greet and introduce yourself to a visitor from other companies
- Introduce a different member of your company to people from other companies
- Tell the receptionist that you have an appointment

Lesson 3:

- Introduce yourself at your new job
- Ask for an appointment at the reception
- Start from small talk after exchanging name cards



Lesson 4:

- Use appropriate phrases when you come to and leave from work
- Greet someone who you haven't met after a long time
- Apologize to your boss and colleagues for your absence on the previous day

Lesson 5:

- Greet visitors from other companies
- Greet after a meeting at another company
- Serve a visitor

Lesson 6:

- Talk with colleagues by using simple phrases
- Greet a customer/visitor
- Have a small chat with customer/visitor after greeting

Level 11 (6 lessons)

【Goal】

1. Confirm the plans and feasibility of a project with colleagues, and ask for permission from your boss
2. Make detailed requests to specific people

Lesson 1:

- Ask a colleague for opinions and to receive approvals of a business plan
- Understand expressions for giving permissions and not giving permissions to colleagues
- Ask permissions for the feasibility of a business plan

Lesson 2:

- Ask people from other companies for opinions and to receive approvals of a business plan
- Understand expressions used for giving permissions and not giving permissions to colleagues
- Approve with conditions

Lesson 3:

- Ask permission for holiday or early leave
- Ask permission to borrow something
- Ask permission to make a visit



Lesson 4:

- Receive job requests within your company
- Decline a job request with an appropriate reason
- Ask your boss for help at work

Lesson 5:

- Receive job requests from other companies
- Politely decline job requests from other companies
- Politely give job requests to other companies

Lesson 6:

- Ask for due date extensions with reasons and required time durations
- Ask a colleague for helping out jobs
- Get to know how to make strong requests towards other companies

Level 12 (6 lessons)

【Goal】

1. Invite people to events, and approve or decline invitations from others
2. Understand the idea of "uchi (inside)" and "soto (outside)" your company, and use different expressions depending on the situation

Lesson 1:

- Invite a member of your company to go somewhere with you
- Receive invitation from a member of your company
- Decline invitation by explaining reason

Lesson 2:

- Invite a member of another company to go somewhere with you
- Receive an invitation from a member of another company
- Politely decline an invitation from a member of another company

Lesson 3:

- Invite your boss for lunch
- Invite your colleague for a drink
- Think of communications at work



Lesson 4:

- Get to know basic expressions used on the phone, for intra-corporate communications
- Ask to pass a message to a member of your company
- Tell a message from others to a member of your company

Lesson 5:

- Get to know basic expressions used on the phone, for inter-corporate communications
- Explain reasons for why a colleague cannot receive phone calls
- Ask the opponent if there's a message to leave

Lesson 6:

- Receive phone calls from other departments
- Receive phone calls from other companies
- Understand and use correct phrases for inter "uchi(=inter)"- and "soto(=intra)"-communication

Level 13 (6 lessons)

【Goal】

1. Set a date and time, confirm, and get an appointment
2. Make a proposal, considering the goals and the flow of a whole business plan

Lesson 1:

- Request appointments
- Set a date and time for an appointment
- Confirm date and time for an appointment

Lesson 2:

- Set a date, time and place and get an appointment
- Request a change in date for an appointment
- Request a change in time for an appointment

Lesson 3:

- Get an appointment
- Ask for a change in the appointment explaining reasons
- Get an appointment and make a change afterwards



Lesson 4:

- Ask a member of your company to help out in job
- Politely declining help from others within the company, by telling appreciation
- Make suggestions in an intra-corporate meeting

Lesson 5:

- Ask a member of another company to help out in job
- Receive a request of helping out a job from somebody from another company and politely decline
- Make suggestions at an inter-corporate meeting

Lesson 6:

- Ask your boss or colleague to help out in a job
- Make suggestions to another company by showing data for reasoning
- Get to know polite and humble expressions to get your suggestions approved

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