

# Business: Upper Intermediate (Level 14-17)

Textbook: 商談の日本語 中級



## Level 14 (8 lessons)

### 【Goal】

1. Focus on key points, summarize in order to explain the whole picture of an idea
2. State positive and negative opinions depending on the situation

### Lesson 1:

- Ask the opponent for a more specific explanation
- Clearly explain the cause, reason and purpose etc.
- Explain by comparing/contrasting

### Lesson 2:

- Explain multiple things in order
- Ask for clarification by politely asking back
- Emphasize key points

### Lesson 3:

- Use particular expressions to get to the point of the meeting
- Ask for a more specific and understandable explanation
- Explain similarities and differences



Lesson 4:

- Explain points by using graphs and references
- Explain by comparing and contrasting
- Explain the sales trends and changes

Lesson 5:

- Express positive opinions in a direct manner
- Express a negative opinion
- Get to know the expressions that can be used in internal meetings

Lesson 6:

- Strongly express your own opinion
- Express your opinion moderately
- Euphemistically express negative opinions

Lesson 7:

- Discuss details of a content
- Ask for time to consider and politely request business
- Giving a quick answer to the opponent's requests

Lesson 8:

- Provide specific conditions and ask for opinions
- Give reasons to why you avoided an immediate response
- Express opinions by choosing appropriate sentence closings

**Level 15 (8 lessons)**

**【Goal】**

1. Use appropriate expressions in meetings and discussions to carry on a conversation
2. Euphemistically disagree with opinions of others and give reasons or alternative suggestions

Lesson 1:

- Strongly agree with the opinions of others
- Conditionally agree with opinions of others
- Agree with someone when there is no other choice



Lesson 2:

- Point out problems in opinions of others
- When agreeing, state your opinion with a subject
- State the opinion on behalf of your company

Lesson 3:

- Discuss how to proceed with the work in a meeting
- Show appreciation to others and agree to their opinions
- Tell that you cannot handle the situation at the moment

Lesson 4:

- Agree with others' suggestions
- Point out problems in others' explanations
- Learn Japanese business etiquettes

Lesson 5:

- Disagree and explain your opinions
- Disagree with the opponent's opinions after acknowledging it
- Disagree with others' opinions in the meeting

Lesson 6:

- Express your own opinions in meetings
- Get to know how to soften negative opinions
- Expressing opinions without hurting others' feelings

Lesson 7:

- Express negative opinions
- Express a partially negative opinion
- Not show agreement towards the opinions of others

Lesson 8:

- Express opposing opinions with reasons and alternatives
- Disagree with the opinions of others without making people feel uncomfortable
- Get to know phrases that indirectly express disagreement



## Level 16 (8 lessons)

### 【Goal】

1. Use appropriate conjunctions and allow a conversation to proceed step by step to reach a conclusion
2. Explain your opinion to others and persuade them

#### Lesson 1:

- Restate and summarize what has been said so far
- Proceed conversation logically and summarize conclusion
- Report summarized conclusions

#### Lesson 2:

- Request a report for a case
- Make a report on a case
- State a conclusion of your decision in a meeting

#### Lesson 3:

- Encourage others to pay attention to distributed materials
- Confirm the conclusions made by others
- After discussions, lead the meeting to the conclusions you made

#### Lesson 4:

- Present the points you want to convey from the material
- Explain ideas while showing materials, and state conclusions
- Allow others to understand the evidence of your opinion

#### Lesson 5:

- Ask others for agreement to your opinion
- Express your own idea after accepting others' ideas
- Include complimentary expressions when persuading others

#### Lesson 6:

- Strongly express doubts to others
- Accepting others' opinions
- Leave decisions to others



Lesson 7:

- Show high evaluation to others
- Demonstrate confidence in a case you're in charge of
- Indirectly show disagreement with others' opinions

Lesson 8:

- Acknowledge others' opinions before refuting it
- Persuade others, seeking for their agreement
- Express gratitude for previous transactions

**Level 17 (8 lessons)**

**【Goal】**

1. Ask about the current situation and make requests in response to your complaints
2. Understand basic contents, speaking styles and procedure for presentations

Lesson 1:

- Explaining situation and condition when you make a complaint
- Confirm the issue you're complaining
- Ask how and why the issue occurred

Lesson 2:

- Make a request to change a situation
- Express willingness to respond to the opponent's requests
- Remind people to avoid certain problems in the future

Lesson 3:

- Explain the details of the complaints you're making
- Explain the problem areas of a condition
- Respect the opponent's intentions and make requests

Lesson 4:

- Depending on the content of the complaints, change expressions accordingly to strong or weak
- Think of what to do when you receive a complaint



Lesson 5:

- Start with an introduction in a presentation
- Move on to the main content of the presentation
- Presentation Closing Expressions

Lesson 6:

- Do a simple presentation
- Use the idea of “whole → segments” and present
- Use the idea of “conclusion → reason” and present

Lesson 7:

- Can do a simple presentation
- Understand the good points of your presentation
- Think of further improvements in your presentation

Lesson 8:

- Know and proceed with the actions you should take in various business scenes
- Have business conversations that matches specific situations
- Pay attention to words/phrases used in intra and inter-corporate scenes

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