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# Beginner lessons for Business Japanese

Master the Basics of Business Japanese for Effective Communication

## DEFINITION

> Business Japanese focuses on language and etiquette used in professional settings. It helps learners communicate effectively in Japanese workplaces.

## KEY CONCEPTS

### Keigo (Honorific Language)

Keigo is a polite form of Japanese used to show respect in business conversations.

### Business Vocabulary

Specific terms and phrases related to business, such as 'meeting' ( □□ ) and 'contract' (□□ ).

### Email Etiquette

Understanding the structure and polite expressions used in formal business emails.

### Introductions

Proper ways to introduce oneself and others in a business context, including bowing.

### Meeting Language

Common phrases and expressions used during business meetings to facilitate discussion.

## EXAMPLES

→ □□□□□□□□□□ (Osewa ni natte orimasu) - Thank you for your support.

→ □□□□□□□□ (Kaigi wa nanji desu ka?) - What time is the meeting?

→ □□□□□□□□□□□ (Keiyakusho o kakunin shite kudasai) - Please check the contract.

## MEMORY TIPS

★ Associate 'Keigo' with 'key' to remember its importance in polite communication.

★ Visualize a formal meeting to recall specific vocabulary related to business settings.

★ Practice introducing yourself in Japanese while bowing to reinforce proper etiquette.

## COMMON MISTAKES

✗ Using casual language in formal settings.

✗ Forgetting to use honorifics when addressing superiors.

✗ Neglecting the proper structure in business emails.

## QUICK RECAP

Business Japanese emphasizes polite communication and specific vocabulary for professional interactions. Focus on mastering keigo, email etiquette, and meeting language to succeed in a Japanese business environment.