

Index

• A •

- accidents, reporting to police, 184–186
- accommodations. *See also* travel
 - check in, 177–178
 - check out, 179–180
 - cost comparisons, 175
 - length of stay, 173
 - number of guests, 172
 - overview, 169
 - reservations, overview, 171
 - room size, 171–172
 - types of, 170–171
- acknowledgments, 69
- activities, verbs for expressing, 78–79
- address (greetings)
 - forms of, 65–68
 - workplace and, 134
- adjectives
 - conjugation, 35–37
 - overview, 34
 - preferences, expressing, 94–95
 - to want, 138
- adverbs, superlative, 149
- airport
 - boarding, 143–145
 - customs and immigration, 146–147
 - overview, 143
 - personnel, 145
- alcoholic beverages, 118
- apologies, expressing, 71
- art galleries, 115–116
- artistic activities, 123–124
- assistance. *See* help

• B •

- bank accounts, 60–61
- bargaining (shopping), 109–110
- bars and clubs, 117–118
- basic phrases, 13–14
- body part names, 191–192
- bowing, 64
- breakfast, terminology, 83–84
- business clients, calling, 139
- businesses, calling, 136–139

- buses (transportation), 149–150
- butchers (grocery shopping), 111

• C •

- calling (telephones)
 - business clients, 139
 - businesses, 136–137
 - friends, 135–136
 - messages, leaving, 140–142
 - overview, 134–135
 - police number, 184
 - reason for, expressing, 137–138
 - waiting (holding), 137
- car rental, 153. *See also* driving
- cardinal numbers, overview, 39–43
- cardinal points (compass), 160
- cars, descriptive vocabulary, 155
- clients (business), calling, 139
- clothing (shopping for), 104–108
- comparisons
 - accommodation costs, 175
 - people, 149
 - shopping related, 98–101
 - shopping related, three or more items, 102–103
- compass, cardinal points, 160
- complaints, making, 106
- compliments, responses to, 70–71
- conjugation (adjectives), overview, 35–37
- conjugation (verbs)
 - accident reporting and, 185–186
 - arrival (hotels), 177
 - arrival (trains), 150–151
 - car-rental related, 155–156
 - contents of (to be in), 187
 - driving, 154
 - ending syllable, importance of, 29
 - help, calling for, 182
 - irregular verbs, 28
 - leisure activities and, 113–114
 - length of stay (hotels), 173
 - looking for, 132
 - lost and found related, 188

conjugation (*continued*)
open and closing, 116
opening, 147
overview, 26
regular verbs, 26–28
sleep, 178
telephone calls, 135
telephone messages
(leaving), 140
transportation (get on/in), 144
walking, 164
working (employment), 133

consonants
consonant-vowel
combinations, 8
sounds of, 8–10

contact information,
terminology, 79–80

conversation
family, talking about, 74–76
favorite expressions, 195–196
initiating, 71
insiders and outsiders, 174
museums and art galleries,
115–116
questions, asking, 71–72
questions, asking where
someone's from, 73–74
questions, asking where
someone's going, 74
restaurants, 88–89
restaurants, wait staff, 92–93
weather, 72–73

cost, accommodations, 175

counters (numbers)
months, 45–48
overview, 44–45
time, telling time, 55–57

counting numbers, overview,
39–43

cultural centers, artistic
activities, 123

currency
bank accounts, deposits and
withdrawals, 61
bank accounts, opening, 60–61
exchanging money, 58–60

customs, questions asked,
146–147

• D •

dates
days, numbering of, 48–50
format of, 51–53
years, numbering of, 50–51

days
greetings, time of day
related, 68
numbering, 48–50
weekdays, 54–55

demonstrative pronouns,
overview, 22–23

department stores, shopping
terms, 108–109

deposits (bank accounts), 61

diagnosis (medical), 193–194

dictionary form (verbs),
defined, 25–26

directions (travel)
asking for, 156–157, 163–164
cardinal points (compass), 160
distance, 162–163
landmark references, 164–165
location words, 158–160
ordinal numbers and, 160–162
verbs for expressing, 165–167

distances, expressing, 162–163

doctors. *See also* medical
assistance
locating, 190

double consonant sounds, 10

drinking
alcoholic beverages, 118
verbs, 82

driving (cars), 154–156

• E •

eating
overview, 81
table manners, 95–96

employment
benefits package topics, 132
forms of address in, 134
searching for, 132–133
terminology, 129–130

English words in Japanese, 12–13

evening, telling time, 55

evening (p.m.), telling time, 57

exchanging money, 58–60

existence, verbs of, 76–78

expressions
favorite, 195–196
idiomatic expressions, 197–198

• F •

family, terms relating to, 74–76

fast food, terminology, 85–86

favorite expressions, 195–196

favors, asking for, 105

first-person pronouns, 23–24
 fluency, techniques, 10–11
 food

- breakfast, 83–84
- fast food, 85–86
- lunch, 84
- menu items, 90–91
- overview, 81
- reservations, 86–88
- verbs, 82

formal speech, overview, 15–16
 fresh fish (grocery shopping), 112

furnishing, office, 130–131

• G •

graphic arts, 123
 gratitude, expressions of, 70
 greetings
 acknowledgment, 69
 bowing, 64
 forms of address, 65–68
 goodbye, 69–70
 health and welfare, 69
 introductions, 63–64
 names, telling and asking for, 64–65
 time of day related, 68
 grocery shopping, 111–112

• H •

help
 legal, obtaining, 189
 medical, obtaining, 190–194
 obtaining, 181–183
 offering, 183
 police, calling, 184
 police, reporting accidents, 184–186

hobbies, 119

hotels

- check-in, 177–178
- check-out, 179–180
- length of stay, 173
- number of guests, 172
- room sizes, 171–172
- telephoning, 136–139

• I •

idiomatic expressions, 197–198
 immigration, questions asked, 146–147

informal/plain speech
 family and, 75–76
 overview, 16

insiders (social group), 174
 introductions (greetings), 63–64
 invitations, extending, 125–127
 i-type adjectives, overview, 35–36

• J •

Japanese words in English, 12
 jobs (employment)
 benefits package topics, 132
 forms of address in, 134
 searching for, 132–133
 terminology, 129–130

• K •

karaoke bars, 119

• L •

legal assistance, obtaining, 189
 leisure activities
 artistic activities, 123–124
 bars and clubs, 117–118
 hobbies, 119
 invitations, 125–127
 karaoke bars, 119
 museums and art galleries, 115–116
 outdoor activities, 119–120
 resources for locating, 115
 sports, 121
 theaters, 116–117
 verbs and, 113–114
 long vowels, sound of, 6
 lost and found, overview, 187–188
 lucky numbers, defined, 40
 lunch, terminology, 84

• M •

meals
 breakfast, 83–84
 fast food, 85–86
 lunch, 84
 menu items, 90–91
 overview, 81
 payment, 93–94
 reservations, 86–88
 table manners, 95–96

medical assistance
body part names, 191–192
diagnosis, 193–194
doctors, locating, 190
overview, 190
symptoms, describing, 192–193
treatment, 194

menus, ordering food, 90–91

messages (telephone), leaving, 140–142

money
bank accounts, deposits and withdrawals, 61
bank accounts, opening, 60–61
exchanging, 58–60
restaurants, 93–94
shopping and, 110–111

months, counters and, 45–48

morning, telling time, 55

morning (a.m.), telling time, 57

museums, 115–116

musical instruments, 123–124

• N •

names, telling and asking for, 64–65

na-type adjectives, overview, 35–36

negative form (verbs), defined, 26

neutral/polite speech
family and, 74–76
overview, 16
telephone messages, 141–142
verbs, 30–31
verbs of possession, 77

nouns, possessive pronouns, 175–176

numbers
cardinal, 39–43
counters, months, 45–48
counters, overview, 44–45
days, 48–50
train platforms, 153
years, 50–51

• O •

objections, making, 106

occupational titles
company officers, 134
greetings and, 65–66

occupations, 129–130

office furnishings, 130–131

outdoor activities, 119–120

outsiders (social group), 174

• P •

particles
overview, 17
table of functions, 18–19
transportation and, 144–145

past tense (verbs), overview, 29–30

payment
restaurants, 93–94
shopping, 110–111

permission, asking for, 105

personal pronouns, overview, 23–24

personal titles, greetings and, 65–66

phones. *See* telephones

phrases, basic, 13–14

plain/informal speech
family and, 75–76
overview, 16

police
reporting accidents, 184–186
telephoning, 184

polite/neutral speech. *See* neutral/polite speech

possession, verbs of, 76–78

possessive pronouns, 175–176

preferences (likes and dislikes), expressing, 94–95

present tense (verbs), overview, 29

produce (grocery shopping), 111–112

pronouns
demonstrative, 22–23
overview, 22
personal, 23–24
possessive, 175–176

• Q •

questions
asking, 71–72
asking where someone's from, 73–74
asking where someone's going, 74
customs and immigration, 146–147
job hunting and, 132–133
museum and art gallery, 115–116
ordering fast food, 86
shopping, comparing items, 102–103
tickets (theater), purchasing, 116–117

• R •

- reservations
 - hotels, 139
 - overview, 171
 - restaurants, 86–88
 - room size, 171–172
- restaurants
 - conversation, 88–89
 - conversation, wait staff, 92–93
 - fast food, 85–86
 - menu items, 90–91
 - ordering, 89–90
 - payment, 93–94
 - reservations, 86–88
 - table settings, 91–92
- ru-verbs, conjugation, 26–27

• S •

- seasons, overview, 53
- sentences
 - particles, 17–20
 - topic phrases, 20
 - understood words,
 - dropping, 21
 - word order, 16
- shopping
 - bargaining, 109–110
 - best/most, 101
 - butcher shop, 111
 - clothing, 104–108
 - department stores, 108–109
 - fresh fish, 112
 - groceries, overview, 111
 - items, asking for specific, 97–98
 - items, comparing, 98–99
 - items, comparing expense
 - of, 99
 - items, comparing quality or
 - evaluating, 100–101
 - items, comparing three or
 - more, 102–103
 - payment, 110–111
 - produce, 111–112
 - questions, comparing items,
 - 102–103
- short vowels, sound of, 6
- small talk, 71–73
- sounds
 - consonants, 8–10
 - vowel sounds, 6–8
- sports, 121
- stem form (verbs), defined, 26
- strangers, forms of address, 67
- suffixes, verbs, 31–32

- superlative (best/most),
 - 101, 148–149
- supplies, office, 130–131
- syllables. *See also* consonants;
 - vowels
 - ending, verb conjugation
 - and, 29
 - rhythm and pitch, 10–11
 - symptoms (medical),
 - describing, 192–193

• T •

- table manners, 95–96
- table settings, restaurants, 91–92
- taxis, 153
- te-form (verbs), defined, 26
- telephones
 - businesses, calling, 136–137
 - clients, calling, 139
 - friends, calling, 135–136
 - messages, leaving, 140–142
 - overview, 134–135
 - police, calling, 184
 - reason for calling, expressing,
 - 137–138
 - waiting (holding), 137
- tense (verbs), overview, 29
- theaters, 116–117
- tickets, purchasing, 116–117
- time
 - days of the week, 54–55
 - expressing, format of, 51–53
 - greetings, time of day
 - related, 68
 - overview, 55–57
 - relative expressions of, 58
 - seasons, 53
- titles, greetings and, 65–66
- to be (verb), use of, 33–34
- topic phrases, overview, 20–21
- trains
 - arrival, 150
 - destination, 150
 - platform, expressing
 - number, 153
 - terminology, 151
 - ticket related vocabulary, 152
 - types of, 150
- transportation
 - airports, 143–145
 - airports, customs and
 - immigration, 146–147
 - buses, 149–150
 - car rental, 153
 - city, overview, 147–148

transportation (*continued*)

- directions, asking for, 156–157, 163–164
 - directions, cardinal points (compass), 160
 - directions, distances, 162–163
 - directions, landmark references, 164–165
 - directions, location words, 158–160
 - directions, ordinal numbers, 160–162
 - directions, verbs for expressing, 165–167
 - overview, 144
 - taxis, 153
 - trains, 150–153
- travel. *See also* accommodations
- airports, 143–145
 - buses, 149–150
 - car rental, 153
 - customs and immigration, 146–147
 - directions, asking for, 156–157, 163–164
 - directions, cardinal points (compass), 160
 - directions, distances, 162–163
 - directions, landmark references, 164–165
 - directions, location words, 158–160
 - directions, ordinal numbers, 160–162
 - directions, verbs for expressing, 165–167
 - taxis, 153
 - in town, overview, 147–148
 - trains, 150–153
- treatment (medical), 194

• U •

- unlucky numbers, defined, 40
- u-verbs, conjugation, 27–28

• V •

verbs

- accident reporting and, 185–186
- arrival (hotels), 177
- arrival (trains), 150–151
- basic forms, 25–26

- to be, 33–34
 - “can” form, 121–123
 - car-rental related, 155–156
 - conjugation, 26–29
 - contents of (to be in), 187
 - directions, expressing action, 165–167
 - driving, 154
 - food related, 82
 - help, calling for, 182
 - job hunting and, 132
 - leisure activities, 113–114
 - length of stay (hotels), 173
 - lost and found related, 188
 - to open, 147
 - opening and closing, 116
 - ordering food, 85
 - overview, 25
 - permission, asking for, 105
 - polite/neutral, 30–31
 - possession, 76–78
 - regular activities and, 78–79
 - shopping related, 97
 - shopping related, bargaining, 109–110
 - sleep, 178
 - suffixes, 31–32
 - telephone calls, 135
 - telephone messages (leaving), 140
 - tense, overview, 29
 - transportation (get off), 145
 - transportation (get on/in), 144
 - walking, 164
 - working (employment), 133
- vowels
- consonant-vowel combinations, 8
 - vowel combination sounds, 7–8
 - vowel sounds, 6–7

• W •

- weather, small talk, 72–73
- weekdays, overview, 54–55
- withdrawals (bank accounts), 61
- word order (sentences), overview, 16
- working. *See* jobs (employment)

• Y •

- years, numbering, 50–51