

Lesson 1 of the *Kana Version of Japanese for Busy People 1*.

To help you develop natural pronunciation, intonation, and accent, we suggest that you listen to the companion cassette tapes or compact discs for *Japanese for Busy People 1* and try to converse in Japanese with your Japanese friends. It also helps if you read out aloud from your textbook.

We suggest that you work through each lesson of *Japanese for Busy People 1* in the following manner:

- (1) Read through the main dialogue or reading passage at the beginning of each lesson. Listening to the recording of the main dialogue on the cassette tape or compact disc is also recommended.
- (2) Refer to the Notes, Vocabulary, and Grammar sections so that you fully understand the text.
- (3) Check your understanding of the dialogue or reading passage with the English translation.
- (4) The Practice section offers further example sentences of the patterns introduced in the main dialogue. Make new sentences based on the patterns, using words from the glossaries and appendices at the back of the book. Always try to read or speak aloud. Remember these patterns will only be useful when related to actual situations.
- (5) Try out the Quiz at the end of each lesson to check your understanding and monitor your progress. Answers can be found at the back of the book.

Some learners may find it useful to memorize the main dialogue and key sentences.

Using the *Kana Version of Japanese for Busy People 1* in the classroom

Educators are advised to consult the teacher's manuals for *Japanese for Busy People 1*, available in both English (from late 1996) and Japanese, for a more comprehensive and structured approach to basing a Japanese-as-a-second-language course on this textbook, as well as for more details about the underlying rationale and methodology adopted in this series.

Since romanized Japanese is not used anywhere in the *Kana Version*, we strongly recommend that students master *hiragana* before starting Lesson 1 or at the latest by the time they reach Lesson 10 of this textbook. From our own classroom experience, we have found that the use of a *kana* workbook, such as *Kana for Busy People*, is often the most effective way of learning Japanese script, particularly as this means that more class time can be devoted to using Japanese. In our classes, we concentrate primarily on reading and recognition of *kana*, and postpone teaching writing skills until students are familiar with the *kana* script.

Kana for Busy People is particularly recommended, as the accompanying cassette tape allows students to practice accurate pronunciation of syllables outside the classroom. Here are a few ideas on how *Kana for Busy People* can be used in combination with this textbook.

- Inform students of the benefits of learning *kana* from the very beginning. *Kana* will help pronunciation, promote a better understanding of verb conjugations, and enable students to make a smooth and uninterrupted transition to the study of *kanji*.
- Try and complete the Hiragana 1 section in *Kana for Busy People* as the students work through Lessons 1–5 of this textbook. (More details are given below.)
- Make sure that students have completed the Hiragana 2 section in *Kana for Busy People* by the time they have reached Lesson 10 of this textbook.
- *Katakana* should be introduced gradually. Show students how to write their family name, given name, and school or company name in *katakana*.
- As well as methodically teaching each of the forty-eight *katakana* characters individually, introduce *katakana* words found in *Japanese for Busy People 1*.
- Focus on reading and recognizing *katakana* before attempting to teach writing.

At AJALT we have found the following to be a successful way of using *Kana for Busy People* with this textbook.

- (1) Before tackling Lesson 1 of this textbook, focus class attention on pages 10–12 of *Kana for Busy People*. This covers the pronunciation of the basic syllables in Japanese. After reading the explanation, play the cassette tape and have students repeat as they look at the *kana*. Pages 13–16 of *Kana for Busy People* offers students an opportunity to familiarize themselves with the forms of *hiragana*.
- (2) As students progress through Lessons 1–5 of *Japanese for Busy People 1*, they should work through pages 23–33 of *Kana for Busy People*, using the cassette tape as indicated above. Have students who show difficulty in recognizing individual *hiragana*, repeat the process until they have mastered the *kana*.
- (3) For writing practice, students will find pages of 17–22 of *Kana for Busy People* helpful. Class time should focus on familiarizing students with the *kana* shapes. Actual writing practice is best done as a homework assignment.
- (4) After completing Lesson 5 of this textbook, have the class practice reading the full *hiragana* sentences found in Lesson 1–5 of the Hiragana 2 section of *Kana for Busy People*. Attention should be given to reading more difficult *kana*, such as the particles は and を.
- (5) At this stage, students may find it productive to review Lessons 1–5 of *Japanese for Busy People 1* by reading the dialogues and practice sentences without the assistance of teacher or cassette tape.
- (6) Students should work through Lessons 6–8 of the Hiragana 2 section of *Kana for Busy People* at the same pace as they work through Lessons 6–8 of this textbook.
- (7) Ideally, students should be able to read and understand the questions in the Quiz section by the time they reach Lesson 6 of *Japanese for Busy People 1*. All students should be able to this before tackling Lesson 10.

Japanese for Busy People 1 was designed to be taught in about fifty hours of classroom instruction. (At AJALT *Japanese for Busy People 1* is taught over a four-week period of five daily 150-minute classes every week.) Students will need to set aside two to three hours every day for preparation and review. Below we have listed a number of tips that may help teachers to use *Japanese for Busy People* more effectively in their classroom.

- The importance of student preparation cannot be overestimated. Before class, students should listen to the main dialogue, recorded on the companion cassette tapes or compact discs, to get a feel for the flow of the conversation. Students should then listen to the vocabulary for each lesson and memorize the English equivalents. Encourage students to review lessons after class, with emphasis on the dialogues, summary sentences, and key sentences.
- Apart from the three reading review lessons, each lesson has Short Dialogues and Practice sections designed to reinforce new patterns. Exercises offer relatively few examples. The emphasis, of course, is not on the number of example phrases or sentences, but rather on the number of possible substitutions which may or may not be provided by the teacher. A selection of additional words that may interest the students can be found in the appendices and bilingual glossaries at the back of this book. Oral proficiency can be boosted by using these new words in pattern practice.
- Increase vocabulary and improve weak points gradually over several lessons. Be careful not to overwhelm students with an excess of new words in any individual lesson or strive for perfection.
- Remember that some lessons require more time than others. For example, Lessons 13 and 14, which deal with adjectives, are relatively time-consuming.
- Quiz sections can be done either in class or at home. Teachers should look through student answers to check understanding, monitor progress, and identify individual problems.

Other publications in the *Japanese for Busy People* series

Teachers and learners alike will find the following publications useful supplementary materials.

- The opening dialogues, reading reviews, key sentences, and short dialogues for all thirty lessons in *Japanese for Busy People 1* have been recorded in authentic, natural Japanese on three forty-minute audio cassette tapes and two sixty-minute compact discs.
- A 184-page workbook for *Japanese for Busy People 1* provides drills to improve oral fluency. Learners may also find the two fifty-minute audio cassette tapes of the workbook particularly helpful to self-study.
- As outlined above, *Kana for Busy People* is particularly recommended for learners who have yet to master the two *kana* syllabaries. *Kana for Busy People* is the only *kana* workbook with a companion cassette tape, making it ideal for self-study.
- *Kana Versions* of *Japanese for Busy People 2* and *3* are at present being prepared by an experienced group of instructors at AJALT. These titles will focus on the difficult transition to the study of *kanji*, seen by many non-native learners as being the major hurdle to mastering the Japanese language.

Table showing the structure of *Japanese for Busy People 1*

Grammatical structures	Situation(s)
Part 1 Nouns (noun 1) は (noun 2) です	Lesson 1 Introductions Lesson 2 Exchanging Business Cards Lesson 3 Dates and Times Lesson 4 Shopping 1 Lesson 5 Shopping 2
Part 2 Verbs 1 (direction) いきます・きます・かえます	Lesson 6 Movement of people and transport Lesson 7 Visiting 1—greeting a guest
Part 3 Verbs 2 (existence) あります・います	Lesson 8 Existence of people and things Lesson 9 Visiting a place
Part 4 Verbs 3 (activity) たべます・よみます, etc.	Lesson 10 Daily activities Lesson 11 Life in Tokyo (review) Lesson 12 Telephoning
Part 5 Adjectives -い and -な adjectives	Lesson 13 Visiting 2—offering refreshment Lesson 14 Giving one's opinion
Part 6 Verbs 4 (giving and receiving) あげます・もらいます	Lesson 15 Gifts
Part 7 Inviting and accepting -ましょう, -ませんか, -ませんか	Lesson 16 Invitation to go skiing Lesson 17 Inviting
Part 8 Ownership and events あります	Lesson 18 Invitation to the movies
Part 9 Inflection of verbs -て form -て -てください -てもいいです -ています -ない form -ない てください	Lesson 19 Talking about one's plans Lesson 20 Requests and orders Lesson 21 Using taxis and dry cleaning, services, making restaurant reservations Lesson 22 Using public transport Lesson 23 Asking permission Lesson 24 Refusing Lesson 25 Actions or events in progress Lesson 26 Part (review) Lesson 27 Talking about one's family
Part 10 (person) は (noun) が (adjectives) です -たい です	Lesson 28 Expressing preferences Lesson 29 Dining out Lesson 30 Letter (review)

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