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Japanese for Professionals

By AJALT

Kodansha USA. Paperback. Book Condition: New. Paperback. 256 pages. Dimensions: 10.0in. x 2.8in. x 0.6in. A new course in business Japanese from the authors of the bestselling Japanese for Busy People series. The Association for Japanese-Language Teaching (AJALT), renowned for its Japanese for Busy People series, has developed a comprehensive course for students who need to use Japanese in a business environment. Japanese for Professionals is a serious and detailed manual of the language of trade, commerce, and government, aimed at intermediate students who work with Japanese on a daily basis. Thirteen lessons introduce common business situations—first-time meetings, directing subordinates, client negotiations with key sentences, and a dialogue to illustrate how Japanese is used in a business context. Precise definitions for all new vocabulary and lucid explanations of grammar, idioms, and cultural differences provide the reader with powerful communication tools for the office. Exercises and quizzes have been included to help students check their progress, and four lessons have been set aside for review. Busy professionals will find the bilingual glossaries a useful reference even after completing all the lessons in this clear and extremely helpful textbook. FEATURES: o Emphasis on how to communicate with Japanese colleagues and clients o All...



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