



TARGET DIALOGUE

TRACK  
84

Mr. Smith is looking for Ms. Chan. He enters the sales department office and asks Mr. Suzuki where she is.

スミス：すみません。チャンさんは いますか。

すずき：いいえ。いま 3がいの かいぎしつに います。

スミス：そうですか。

すずき：いま、のぞみデパートの たかはしさんに あたらしい  
しょうひんの せつめいを しています。

スミス：そうですか。わかりました。どうも。

■ スミスさんは えいぎょうぶに いきましたが、チャンさんは  
いませんでした。

Sumisu: Sumimasen. Chan-san wa imasu ka.

Suzuki: Iie. Ima 3-gai no kaigishitsu ni imasu.

Sumisu: Sō desu ka.

Suzuki: Ima, Nozomi Depāto no Takahashi-san ni atarashii shōhin no setsumei o shite imasu.

Sumisu: Sō desu ka. Wakarimashita. Dōmo.

■ Sumisu-san wa eigyō-bu ni ikimashita ga, Chan-san wa imasendeshita.

Smith: Excuse me. Is Ms. Chan here?

Suzuki: No, she's in the conference room on the third floor.

Smith: Is that so?

Suzuki: Yes, she's explaining new products to Mr. Takahashi of Nozomi Department Store.

Smith: Is that so? I see. Thanks.

■ Mr. Smith went to the sales department office (to look for Ms. Chan), but Ms. Chan was not there.

VOCABULARY

せつめいを しています  
せつめいを します  
えいぎょうぶ  
が

setsumei o shite imasu

setsumei o shimasu

eigyō-bu

ga

is/are explaining

explain

sales department (office)

but (see Note 1 below)

NOTES

1. Sumisu-san wa eigyō-bu ni ikimashita ga, Chan-san wa imasendeshita.

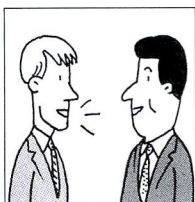
This **ga** is a conjunction that joins two clauses. It can be translated as "but."

# PRACTICE

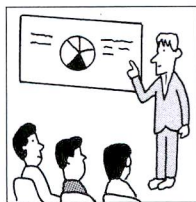
## WORD POWER



I. Verbs:



1. hanashi o shimasu



2. setsumei o shimasu



3. sōji o shimasu



4. tsukurimasu

II. Parts of a building:



1. robī

2. erebētā

3. esukarētā

4. kaidan

VOCABULARY

hanashi o shimasu  
setsumei o shimasu  
sōji o shimasu  
tsukurimasu

talk  
explain  
clean  
make

robī  
erebētā  
esukarētā  
kaidan

lobby  
elevator  
escalator  
stairs

## KEY SENTENCES

1. Sumisu-san wa ima shimbun o yonde imasu.
2. Mō kaigi no repōto o kakimashita ka.
3. Sumisu-san wa Takahashi-san no uchi ni ikimashita ga, Takahashi-san wa uchi ni imasendeshita.

1. Mr. Smith is reading a newspaper now.
2. Have you already written the report about the meeting?
3. Mr. Smith went to Mr. Takahashi's house, but Mr. Takahashi was not at home.

## EXERCISES



- I. *Practice conjugating verbs.* Repeat the verbs below and memorize their **-te imasu** forms, affirmative and negative.

|         | -MASU FORM         | -TE IMASU FORM         |                         |
|---------|--------------------|------------------------|-------------------------|
|         |                    | <i>aff.</i>            | <i>neg.</i>             |
| talk    | hanashi o shimasu  | hanashi o shite imasu  | hanashi o shite imasen  |
| explain | setsumei o shimasu | setsumei o shite imasu | setsumei o shite imasen |
| clean   | sōji o shimasu     | sōji o shite imasu     | sōji o shite imasen     |
| make    | tsukurimasu        | tsukutte imasu         | tsukutte imasen         |



- II. *State what someone is doing now.* Change the following sentences as in the example.

ex. Sumisu-san wa shimbun o yomimasu.  
→ Sumisu-san wa shimbun o yonde imasu.

1. Sumisu-san wa sōji o shimasu. → .....
2. Sumisu-san wa tegami o kakimasu. → .....
3. Sumisu-san wa kopī o shimasu. → .....
4. Sumisu-san wa Takahashi-san to hanashi o shimasu. → .....
5. Sumisu-san wa ryōri o tsukurimasu. → .....

III. Make up dialogues following the patterns of the examples and based on the situations depicted in the illustrations.



A. Ask and answer what one is doing now.

ex. 1. A: Gurin-san wa ima nani o shite imasu ka.  
 B: Denwa o shite imasu.

- 1. A: .....
- B: .....
- 2. A: .....
- B: .....
- 3. A: .....
- B: .....
- 4. A: .....
- B: .....
- 5. A: .....
- B: .....
- 6. A: .....
- B: .....

B. *Answer what one is doing now in response to a question.*

ex. 2. **A: Katō-san wa ima repōto o kaite imasu ka.**  
**B: Iie, kaigishitsu de setsumei o shite imasu.**

7. A: Sasaki-san wa ima kaigi o shite imasu ka.

B: .....

8. A: Nakamura-san wa ima denwa o shite imasu ka.

B: .....

9. A: Chan-san wa ima Sasaki-san to hanashi o shite imasu ka.

B: .....



IV. *Ask and answer whether one has completed an action.* Make up dialogues following the pattern of the example. Substitute the underlined words with the alternatives given. Be sure to use the same grammatical form as in the example.

ex. **A: Mō hiru-gohan o tabemashita ka.**  
**B: Hai, tabemashita.**

1. A: ..... (ryokō no shashin, mimasu)

B: ..... (mimasu)

2. A: ..... (kaigi no repōto, kakimasu)

B: ..... (kakimasu)



V. *Connect two clauses.* Link each pair of sentences as in the example.

ex. **Watashi wa Takahashi-san no uchi ni ikimashita. Takahashi-san wa uchi ni imasendeshita.**

→ **Watashi wa Takahashi-san no uchi ni ikimashita ga, Takahashi-san wa uchi ni imasendeshita.**

1. Watashi wa eigyō-bu no Chan-san ni denwa o shimashita. Chan-san wa imasendeshita.

→ .....

2. Watashi wa kinō depāto ni ikimashita. Depāto wa yasumi deshita.

→ .....



VI. Make up dialogues following the patterns of the examples. Substitute the underlined parts with the alternatives given. Be sure to use the same grammatical forms as in the examples.

A. Explain that one is in the midst of something.

ex. **Katō:** Mō kopī o shimashita ka.  
**Suzuki:** Sumimasen, ima shite imasu kara, chotto matte kudasai.  
**Katō:** Hai.

- 1. Katō: ..... (mēru, yomimasu)  
Suzuki: ..... (yomimasu)  
Katō: .....
- 2. Katō: ..... (kaigi no shiryō, tsukurimasu)  
Suzuki: ..... (tsukurimasu)  
Katō: .....

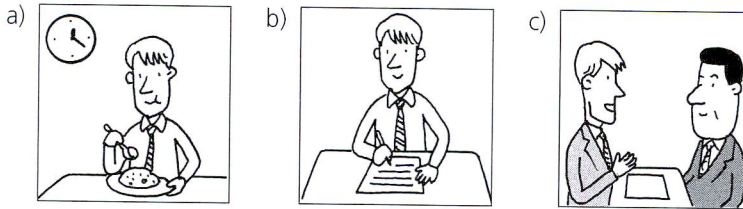
B. Respond to a cell phone call by suggesting it is inconvenient or inappropriate to talk at the moment.

ex. Mr. Smith gets a call on his cell phone from his friend Mr. Yamada. Since he is in a meeting, he answers quietly.  
**Yamada:** Moshimoshi, Sumisu-san desu ka.  
**Sumisu:** Hai.  
**Yamada:** Yamada desu.  
**Sumisu:** Yamada-san, sumimasen ga, ima kaigi o shite imasu.  
**Yamada:** Ja, mata ato de denwa o shimasu.  
**Sumisu:** Onegaishimasu.

- 1. Yamada: .  
Sumisu: .....  
Yamada: .  
Sumisu: ..... (o-kyaku-san to hanashi o shimasu)  
Yamada: .  
Sumisu: .....
- 2. Yamada: .  
Sumisu: .....  
Yamada: .  
Sumisu: ..... (Nihon-go no gakkō de benkyō o shimasu)  
Yamada: .  
Sumisu: .....



VII. Listen to the CD and choose the correct answer to the question asked.



## SHORT DIALOGUES



I. Ms. Sasaki is waiting for Ms. Chan's report on her business trip to Hokkaido.

**Sasaki:** Chan-san, repōto wa mō kakimashita ka.

**Chan:** Sumimasen, mada desu. Mō sukoshi matte kudasai.

Sasaki: Ms. Chan, have you already written the report?

Chan: I'm sorry. Not yet. Please wait a bit more.

### VOCABULARY

**mada** not yet

**mō sukoshi** a little more

II. Mr. Suzuki is looking for an empty room.

**Suzuki:** Sumimasen. 3-gai no kaigishitsu o tsukatte mo ii desu ka.

**Nakamura:** Ee. Ima dare mo tsukatte imasen kara, dōzo.

Suzuki: Excuse me. Is it all right to use the conference room on the third floor?

Nakamura: Yes, since no one is using it now. Go right ahead.

### NOTES

#### 1. Repōto wa . . .

Although **repōto** ("report") is the object, Ms. Sasaki is singling it out as a topic for discussion, so **wa** replaces the object marker **o**.

#### 2. Repōto wa mō kakimashita ka.

It should be noted that the verb ending **-mashita**, when used with **mō** ("already"), expresses completion in addition to indicating the past tense.

### Active Communication

Imagine that you are in a meeting or involved in some activity that you can't break away from, and a call comes in on your cell phone. Explain in Japanese to the person on the other end of the line why it is inconvenient for you to talk at the moment.