

## ASK Nihongo Bijinesu Bunsho Manyuaru

# Business Japanese Document Manual for Work: Nihongo Business Document Manual

Comprehensive Guide to Japanese Business Communication

## INTRODUCTION

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This manual is designed to guide users through the process of writing various types of business documents in Japanese. It categorizes documents into internal and external communications, providing clear examples and practical exercises to enhance writing proficiency.

Beyond general business document rules, this guide also covers essential topics such as effective email composition and the correct application of *keigo* (honorific language), which is crucial for professional Japanese communication. To support a diverse readership, the manual includes translations in English, Chinese, and Korean.

## KEY FEATURES AND CONTENT OVERVIEW

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**Image Description:** This image displays the front cover of the 'Business Japanese Document Manual for Work' book. The cover features a light blue background with a white rectangular area containing the title in Japanese: '日本語ビジネス文書マニュアル' (Nihongo Business Document Manual). A red circle with '仕事で使う!' (For Work!) is on the left. An orange arrow points to '外国人のための書き方講座' (Writing Course for Foreigners). Below the title, the authors '奥村 真希・安河内 貴子' (Okumura Maki, Yasukouchi Takako) are listed. A stylized laptop with a smiling face on its screen is depicted on the lower left. Text below the laptop reads '見てわかる! 自分でも書ける!' (See and Understand! You Can Write It Yourself!) and lists document types like '報告書 / りん議書 / 企画書 / あいさつ状 / 依頼状 / メール etc.' (Reports/Proposals/Plans/Greetings/Requests/Emails etc.). English, Chinese, and Korean phrases are also visible at the bottom, indicating multilingual support. The publisher's logo 'ASK' is in the bottom right corner.

## Document Types Covered:

- **Internal Documents:** Guidance on creating reports, proposals, and other internal communications.
- **External Documents:** Instructions for writing formal greetings, requests, and various external correspondence.
- **Email Etiquette:** Detailed advice on composing professional emails in a Japanese business context.

## Language and Accessibility:

The manual is primarily in Japanese but includes comprehensive translations in English, Chinese, and Korean to assist non-native speakers in understanding and applying the concepts effectively.

## SPECIFICATIONS

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## ADDITIONAL RESOURCES

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For further learning and practice, consider exploring additional resources on Japanese business etiquette and advanced communication techniques. Consistent practice is key to mastering business Japanese.

This manual serves as a foundational guide to help you develop essential skills for professional communication in Japanese.