Workplace basics: greetings, safety and reporting

Name: _____ Date: _____

1. New kanji

Readings: on'yomi in katakana / kun'yomi in hiragana. The number is the stroke count.

午 **noon**
ゴ
4 strokes

出 **to go out; to take out**
シュツ / で(る)・だ(す)
5 strokes

入 **to enter; to put in**
ニュウ / はい(る)・い(れる)
2 strokes

間 **interval; between**
カン・ケン / あいだ・ま
12 strokes

2. Trace and write

Look at the model, trace the grey kanji, then write it on your own in the empty boxes. Follow the stroke order: top to bottom, left to right.

noon	午	午	午	午				
to go out	出	出	出	出				
to enter	入	入	入	入				
interval	間	間	間	間				

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3. Matching

Write the letter of the correct meaning next to each word.

1.	危(あぶ)ない	___	A. Stop!
2.	気をつけて	___	B. I've finished.
3.	止(と)まって	___	C. Be careful.
4.	終(お)わりました	___	D. I don't understand.
5.	分かりません	___	E. break time
6.	報告(ほうこく)	___	F. Watch out! / dangerous
7.	相談(そうだん)	___	G. report
8.	休み時間	___	H. asking for advice

4. What do you say?

Write what you say in Japanese in each situation.

1. You arrive at work in the morning. _____
2. You go home before your colleagues. _____
3. A colleague is about to touch a hot machine. _____
4. You have finished the job your supervisor gave you. _____
5. You didn't understand the instruction. _____
6. You want someone to show you how to use a tool. _____
7. A colleague says おつかれさまでした as you leave. You answer: _____

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Answer key

3. Matching

- 1 → F (Watch out! / dangerous)
- 2 → C (Be careful.)
- 3 → A (Stop!)
- 4 → B (I've finished.)
- 5 → D (I don't understand.)
- 6 → G (report)
- 7 → H (asking for advice)
- 8 → E (break time)

4. What do you say?

- 1. おはようございます。
- 2. お先に失礼(しつれい)します。
- 3. あぶない！ / 気をつけて!
- 4. 終(お)わりました。
- 5. すみません、分かりません。もう一度(いちど)言ってください。
- 6. すみません、使い方(つかかた)を教(おし)えてください。
- 7. おつかれさまでした。

Sections 1 and 2 have no fixed answers: compare your writing with the model and the stroke-order tips in the lesson.