

**David McLauren, Ph.D.**  
Diversity Specialist  
[www.davidmclauren.com](http://www.davidmclauren.com)

Japanese Business Phrases

**English**

**Japanese**

Good Morning

Ohayo (gozaimasu)

My name is John

Watashi no namae wa John desu

What is your name?

Anata no namae wa nandesuka?

How are you?

Genki desuka?

I am fine

Genki desu

Glad to meet you

Aete ureshii desu

What did you say?

Ima nante iimashitaka?

OK OK

Wakarimashita

How can I help you?

Nanika okomari desuka? (On the street)  
Goyōken wo dōzo (On the phone)  
Irasshai mase (At a store)

Thank you

Arigato (gozaimasu)

Thank you very much

Dōmo Arigato (gozaimasu)

Yes

Hai

No

Iie

You're welcome

Dōitashimashite

Welcome (to my home)

Irasshai

Excuse me

Sumimasen

I am sorry

Gomennasai

See you later

Matane

Sure

Yorokonde

Be quiet

Shizukani shite kudasai

Please

Onegai shimasu

Maybe	Tabun
Sit down	Suwatte kudasai
Stand up	Tatte kudasai
Come inside	Haitte kudasai
Get out	Dete kudasai
Speak slowly	Yukkuri hanashite kudasai
Speak louder	Ookina koe de hanashite kudasai
Leave it	Sawaranai de kudasai
Who are you?	Anata wa dare desuka?
Here is my card	Watashi no meishi desu
How is work?	Shigoto wa dōdesuka?
Very good.	Totemo ii desu

### **SENTENCES FOR DAILY USE**

What happened?	Douka shimashita ka?
Congratulations!	Omedeto (gozaimasu)
Happy birthday!	Otanjyobi omedeto (gozaimasu)
Congratulations On your wedding	Kekkon omedeto (gozaimasu)
Listen to me	Kiite kudasai
Hurry up	Isoide kudasai
Where do you come from?	Dokokara kimashita ka?
I am from Vancouver	Watashi wa bankūbā kara kimashita
Where do you live?	Dokoni sunde masuka?
What is your Phone number?	Denwa bango wa?

Come to my office	Ofisu ni kite kudasai
Wait outside	Sotode mattete kudasai
I know	Shittemasu
I don't know	Shirimasen
What do you want?	Naniga hoshii desuka?
Be careful	Kiwotsukete
Get ready	Jyunbi shite kudasai
Let's go to the store	Omise ni ikimasho
We will go tomorrow	Ashita ikimasu
What time is it?	Ima nanji desuka?
It is one o'clock	Ichiji desu
You look beautiful (handsome)	Kirei desune Kakkoi desune
I like your outfit	Sono fuku suki desu
Let me think	Chotto matte

**For more information, please contact**

Dr. David McLauren, Ph.D.  
Diversity Specialist

888.897.4224 (toll free)

604.897.4224 (voice)

[david@davidmclauren.com](mailto:david@davidmclauren.com)

[www.davidmclauren.com](http://www.davidmclauren.com)

