

ビジネス日本語 Can-do Statements (英語版)

What can you do using Japanese? Circle the most appropriate answer from the following choices.

If you have not yet experienced the tasks described in the Can-do statements below, please evaluate how

1	2	3	4	5
I cannot do the	I am not sure that I	I think I can do the	I think I can do the	I can do the

聴 く Listening	
1	I can understand directions concerning my duties.
2	I can understand what kind of topic my colleagues are talking about when I am near them.
3	I can understand what the main point is while attending a meeting and listening to the reported information.
4	I can understand my boss' or senior colleagues' advice or comments on my duties and apply them to my work.
5	I can understand the arguments between pros and cons in a meeting.
6	I can understand the message contents (what the person would like to do, or what the person explains) left in the answering machine.
7	I can understand the claims and demands of people who are not of my own company.
聴きながら読む／読みながら聴く Listening while reading/ Reading while listening	
8	I can understand a presentation relating to my own field.
9	I can understand news reports concerning economics or business on TV.
10	I can understand the contents of training sessions or lectures concerning business.
読 む Reading	
11	I can find necessary information in advertisements on leaflets, or in catalogues.
12	I can search for necessary information for my duties on the Internet.
13	I can understand articles and news relating to my duties.
14	I can read and understand the notices on the boards, the circulars in my company ,or the notes with my boss' directions in 2-3 minutes
15	I can read the business documents which came from outside of my company in 2-3 minutes and then classify them according to their contents,.
16	I can read the circulars for new projects and understand the overview of their proposal and their reasoning .
17	I can read all the e-mails exchanged with people outside of my company and understand the renewal points and what was newly decided.
18	I can compare various business documents relating to my duties and prioritize the information.
19	I can understand the sender's intention whose business letter is written with euphemistic expressions to give polite impression.
20	I can understand in detail contracts written in technical terms.

話す Speaking

21		I can choose appropriate ways of speaking according to the situations considering the relationship with the hearer, and whether or not it is within the company or the outside of the company.
22		I can make requests to my boss or senior colleagues by paying attention to polite expressions (honorifics, keigo).
23	a	When talking to a coworker about a specialized, complicated subject, I can gather what work needs to be done and answer any questions he or she may have.
	b	When talking to my boss about a specialized, complicated subject, I can gather what work needs to be done and answer any questions he or she may have.
	c	When talking to a client, whom I already know, about a specialized, complicated subject, I can gather what work needs to be done and answer any questions he or she may have.
	d	When talking to a client, whom I am meeting for the first time, about a specialized, complicated subject, I can to gather what work needs to be done and answer any questions he or she may have.
24	a	I can look up sales points or characteristics about a certain product or design, and then make up a list, using it to give a presentation
	b	I can look up sales points or characteristics about a certain product or design, and then make up a list, using it to make slides and give a presentation

書く Writing

25		I can write an e-mail or memo quickly (without spending too much time) when I request or communicate business matters to my colleagues or boss.
26		I can write a report on my duties to my boss or senior colleagues using appropriate honorifics.
27	a	I can look up sales points or characteristics about a certain product or design, and then make up a list about them.
	b	I can look up sales points or characteristics about a certain product or design, and then make up a list and use it to write a document for advertising the product or design.
	c	I can write a document for advertising a certain product or design that is able to get the attention of another company or other clients.
28	a	As long as there are instructions about the main points, I can follow them and make the necessary documents for a presentation.
	b	I can gather up the main points on my own, making the necessary documents for a presentation.

聴いて話す Listening and speaking		
29	I can summarize and report the information to my colleagues which is obtained at an outside meeting or at the visitation of another company.	
30	I can understand the contents of a meeting or argument and express my opinion or point out questionable points.	
31	a	After listening to a coworker's story, I can convey any problems or criticisms I may have using keigo and express my opinion in an indirect way (without using too direct of expressions)
	b	After listening to a boss' story, I can convey any problems or criticisms I may have using keigo and express my opinion in an indirect way (without using too direct of expressions)
	c	After listening to a client's story, I can convey any problems or criticisms I may have using keigo and express my opinion in an indirect way (without using too direct of expressions)
32	I can summarize the contents of the telephone conversation and ask the hearer to make sure of them.	
33	a	When talking with a client, if there is something I couldn't understand, I can convey that I couldn't understand him or her.
	b	When talking with a client, if there is something I couldn't understand, I can convey the exact part that I couldn't understand.
	c	When talking with a client, if there is something I couldn't understand, I can respectively ask what he or she has said without causing him or her any discourtesy.
34	I can properly deal with the requests and claims from outside of the company by considering how they feel.	
聴いて書く Listening and writing		
35	I can make memos regarding important points while attending a meeting or listening to a presentation.	
36	I can write a formal report after I attend a meeting and record all the necessary points.	
読んで書く Reading and writing		
37	Taking their feelings into consideration, I can write polite replies to claims or information requests made against my company.	
38	I can write a summary report by collecting information from newspapers, the Internet, etc.	
39	I can write a report which compares and analyzes my company and the competing company's information.	
40	I can write a refusal mail politely, while taking the receiver's feelings into consideration when a request mail comes from outside of my company.	