

1. Prior to the start of the exam, the applicant must fill in the blank space below.

Examinee's number : _____

Name : _____

Examination hall : _____

Date of examination : _____ . _____ . 2018

(DD.MM.YY)

2. Do not open the next page until a start the exam is made.

3. Please refer to the example below for the write of answer.

[Example]

(1) Please choose the statement that is correct about Japanese . . .

<input type="checkbox"/>	①
<input checked="" type="checkbox"/>	②
<input type="checkbox"/>	③
<input checked="" type="checkbox"/>	④

(1) Please choose the statement that is considered a Japanese characteristic.

- ① Serious
- ② Strict with time
- ③ Likes conflict
- ④ Likes to keep everything tidy

(2) Please choose the statement that is considered a Japanese characteristic.

- ① Japanese take care not to be rude to people who are younger than themselves.
- ② You will not be entrusted with a big job if you cannot keep promises.
- ③ When going to meetings or visiting a client's company, Japanese make sure to arrive at the destination 5 minutes before the assigned time at the latest.
- ④ Japanese do not act well in a group.

(3) Among the following statements, please choose the one which Japanese people value.

- ① The word "MOTTAINAI" was born in Japan because of the country's few resources.
- ② The Japanese value a "hospitable heart" towards visitors.
- ③ Japanese value teamwork, and if there is someone who lags behind at work, everyone gives their assistance.
- ④ The mentality of not bringing trouble to the others can be seen in Japanese companies producing cheap goods.

(4) Please choose the statement that is incorrect about Japan's population.

- ① The most populous area following Tokyo is Osaka.
- ② Japan's population is around 127 million people (as of 2017), and around 10% of the total population (13 million people) reside in Tokyo.
- ③ Around 40% of the total population reside in the Kanto region, with Tokyo at its center.
- ④ The populous region next to Kanto is Kansai.

(5) Please choose the statement that is incorrect about Japanese society.

- ① In cities like Tokyo and Osaka, trains operate at 3 to 10 minutes intervals.
- ② Japan is a country with good public safety, however it is dangerous to walk alone at night.
- ③ Prices in Japan are higher compared to other Asian countries.
- ④ Japan is an aging society with fewer children, and every year the number of children between 0 to 14 years old is dropping.

(6) Please choose the statement that is correct about Japanese activities.

- ① "Seijin-shiki" is a day to celebrate people who have turned 18 years old and is held every year in January.
- ② "Hinamatsuri", families with daughters decorate their home with dolls.
- ③ "Kodomonohi" day changes depending on the year.
- ④ Christmas is a holiday.

(7) Please choose the statement that is correct about Japanese holidays.

- ① Japan has 12 holidays, and there is some kind of holiday every month.
- ② May 5 is "Kodomonohi".
- ③ In Japan, there is a holiday for remembering deceased people on April and September.
- ④ In Japan there is a holiday for giving thanks to working people.

(8) Please choose the correct option about Japanese residences.

- ① Half of the people living in large cities live in apartment houses.
- ② Most of the houses have baths.
- ③ Laundry items cannot be hung outside.
- ④ When you enter the room, take off your shoes.

(9) Please choose the incorrect option about Japanese residences.

- ① For the bath that many people use, you can bring a towel into the bathtub.
- ② When entering a bath, wash your body with the shower first before entering.
- ③ Do not flush the used toilet paper into the toilet bowl.
- ④ There is a tatami room in temples.

(10) Please choose the correct statement about lifestyle rules.

- ① Leftover meat and fish can be thrown away with plastic.
- ② The place to dispose garbage is decided by region, and you can dispose garbage anytime.
- ③ Washing laundry in the middle of the night may cause problems with neighbors.
- ④ It is better to eat foods with strong odors as soon as possible.

(11) Please choose the incorrect option about meals.

- ① Take the dishes served on the big dish to your dish with long chopsticks.
- ② For dishes served in a large dish, only take as much as you can eat.
- ③ When eating with customers, be careful of the seating order.
- ④ When the contents of the glass is low, it is better not to pour more alcohol.

(12) Please choose the incorrect statement about paying for meals.

- ① When you eat with customers, it is better to check whether you can charge the bill to the company or not.
- ② When you eat with your boss, you first need to say, "Gochisousama Deshita".
- ③ When you eat with friends, splitting the bill is common.
- ④ When eating with a subordinate, you should also pay for your subordinate.

(13) Please choose the correct statement for the transfer action by train or bus.

- ① Wait in line.
- ② People who alight have priority over people who are going to ride.
- ③ Stop and stand near the door so that you can get off early.
- ④ Talk on your mobile phone on the bus.

(14) Please choose the correct statement about public manners.

- ① Do not smoke in public facilities such as schools and hospitals.
- ② You can smoke while walking, as long as there are no people.
- ③ It is very dangerous to operate mobile phones while walking, so please don't do it.
- ④ Most Japanese hold onto the handrail and stand still while riding the escalator.

(15) Please choose which among the following is a violation of manners.

- ① Throwing away garbage on the sidewalk.
- ② Speaking in a small voice.
- ③ Sitting in front of a convenience store.
- ④ Walking fast.

(16) Please choose which of the among following causes an accident.

- ① Ignoring traffic signals.
- ② Walking while operating a mobile phone.
- ③ Walking on a pedestrian crossing.
- ④ Crossing the road.

(17) Please choose the incorrect option about vehicles.

- ① Japanese cars have handles on the left side.
- ② Cars are driven on the left side of the street.
- ③ For pedestrian crossings, cars have the priority.
- ④ Drink driving is a crime.

(18) Please choose the incorrect statement about trouble and crimes.

- ① At night in the downtown area, trouble between foreigners, and between foreigners and Japanese are increasing.
- ② If you e-mail or phone someone a number of times a day, you may be thought of as a stalker.
- ③ No one sells narcotics or illegal drugs in Japan.
- ④ “Bottakuri” is a place where you can eat with cheaper price than the amount you first heard.

(19) Please choose the statement that is incorrect about Japanese sensibilities.

- ① In Japanese companies, if you are late for even 1 minute, it is considered as violation.
- ② “Being punctual” and “Keeping promises” are important things when working in Japan.
- ③ If you think you cannot keep a promise, you can say it is because you got sick.
- ④ When you enter a company, you will follow employee regulations.

(20) Please choose the statement that is incorrect about greetings.

- ① When you see a client in the morning, you greet the person “Ohayougozaimasu.”
- ② When you meet a client in daytime, you greet the person “Konchiwa.”
- ③ When you encounter someone you have met a couple of times, you do not need to greet that person.
- ④ When you see your coworker at night, you greet the person “Osakini-shitureishimasu.”

(21) Please choose the statement that is incorrect about reporting, contacting and consulting.

- ① Contacting means informing colleagues about work information.
- ② Consulting means informing superiors and senior employees about work progress.
- ③ Reporting, Contacting, and Consulting are called “So-Ren-Hou”. (Three of them together)
- ④ Reporting means consulting superiors and senior employees about work.

(22) Choose which of among the following is confusing private affairs with official business.

- ① Bringing the company cell phone home and using it.
- ② Bringing a pen home from the company and using it.
- ③ Meeting with a friend during lunch break.
- ④ Sending an email to a friend by using the company computer.

(23) Choose which of the following is considered inappropriate as a working person.

- ① You dirtied the common space but left it, because there is a special worker.
- ② Bringing toilet paper home.
- ③ You met an unknown person in your company, then bowed your head without saying anything.
- ④ You arrive at the destination 20 minutes before the promised time.

(24) Please choose the statement that is correct about appearance.

- ① Japan has 4 seasons, so there are necessary clothes depending on each season.
- ② When meeting with a client, men need to wear a tie even in summer.
- ③ There are many men who wear accessories to their company.
- ④ When going to work in a suit, leather shoes are suitable with them.

(25) Please choose the option that is incorrect about clothing.

- ① It is not good to bend over your back when sitting on a chair.
- ② It is better not to cross one’s legs when sitting on a chair with the client.
- ③ It is acceptable to cross one’s arms when waiting for the client while standing.
- ④ It is better not to place elbows on the table when eating.

(26) Please choose the statement that is correct about Japan's business matters.

- ① When entering a reception room with a closed door, knock on the door twice.
- ② When exiting from a reception room, say "Shitsureishimasue" and bow to the person inside.
- ③ When you are given a business card, say "Arigtougozaimasu."
- ④ You need to keep a business card at somewhere inside immediately after you received.

(27) Please choose the statement that is correct about introductions.

- ① When introducing superior company officers, Yamada-bucho and Sato-kacho, to the president Suzuki, you would say "Yamada-bucho to Sato-kacho desu."
- ② When introducing superior company officers, Yamada-bucho and Sato-kacho, to the president Suzuki, you would say "Buchou no Yamada to Kacho no Sato desu."
- ③ When introducing the president Suzuki to superior company officers, you say "Suzuki-san desu." (This is Mr. Suzuki)
- ④ When introducing the president Suzuki to superior company officers, you say "Suzuki-shachou desu." (This is President Suzuki.)

(28) Please choose the correct statement about using "Sonkeigo" .

- ① Kitekudasai → Oidekudasai
- ② Mitekudasai → Omisekudasai
- ③ Tabetekudasai → Otabekudasai
- ④ Kiitekudasai → Okikikudasai

(29) Please choose the statement that is incorrect about using kenjougo.

- ① Ikimasu → Mairimasu
- ② Mimasu → Haikenshimasu
- ③ Tabemasu → Meshiagarimasu
- ④ Kikimasu → Haichoushimasu

(30) Please choose the correct statement about communication with people from the company.

- ① When your work is falling behind, you should report it to your boss as soon as possible.
- ② It is acceptable to ask people who have a lower position than you to help you with your work.
- ③ What is important in communication with a superior is reporting and contacting.
- ④ When a problem occurs, you should not think of it by yourself and consult with a superior.

(31) Please choose the correct statement about communication over the phone.

- ① When there is a phone call, you pick it up after waiting for more than 3 seconds.
- ② When taking a call, say the name of your company, your department name, and your name.
- ③ When the person in charge is out when you make a call to the client, make a request by saying "Please tell him/her to call back when came back."
- ④ When cutting a call, say "Osakini shitsureishimasu" .

(32) Please choose the statement that is correct about sending e-mails.

- ① Making a mistake about the recipient's contact detail could let people unrelated to the work find out about confidential information.
- ② For urgent matters, you need to make a call, not sending an e-mail.
- ③ When sending an e-mail and a file together, lock the file with a password.
- ④ Do not open files that come from people you do not know.

(33) Please choose the statement that is correct about transportation such as train or bus.

- ① Trains are operated on schedule but the fare is expensive.
- ② Buses are operated on schedule, the fare is reasonable, and arrive at the destinations on time.
- ③ A taxi fare is expensive.
- ④ There are companies that do not allow transportation by motorbike and bicycle.

(34) Answer what is considered as rude inside a train.

- ① Eat a sandwich.
- ② Use a portable audio player to listen music.
- ③ Take a picture by using a mobile phone.
- ④ Play games on a mobile phone.

(35) Please choose the statement with a possibility to leak personal and confidential information to third parties.

- ① A mobile phone is infected with a computer virus.
- ② Lose a USB memory.
- ③ Get company's personal computer stolen.
- ④ Make a mistake about the recipient contact details.

(36) Choose the correct statement suitable for avoiding computer virus infections.

- ① Do not access the websites that are not related to work.
- ② When sending an e-mail, you will check whether the recipient is correct or not.
- ③ Do not open e-mails from unknown people.
- ④ Lock Personal computers and mobile phones with a password.

(37) Please choose the statement which can be considered as harassment.

- ① A man talking to a woman by looking at her eyes.
- ② A man asking a woman "Are you dating someone?"
- ③ Making someone drink alcohol even if that person cannot drink it.
- ④ Scold a subordinate with a loud voice.

(38) Choose the correct answer which describes the thing(s) to be aware of, in order to avoid causing harassment.

- ① Brush your teeth after eating.
- ② Do not use perfume with strong odors.
- ③ Talk with a loud voice.
- ④ Take a bath everyday.

(39) Please choose the statement that is incorrect about Japanese common sense.

- ① Do not litter on the streets or pavements.
- ② Do not throw cigarette ends on the streets or pavements.
- ③ You can talk on your phone (smartphone) such as on a train or bus.
- ④ Do not speak loudly where many people are around such as on a train.

(40) Please choose the statement that is correct about Japanese life information.

- ① There is Man-only passenger car for trains.
- ② There are priority seats on the train.
- ③ it is absolutely safe to drink tap water.
- ④ It will be more convenient to use credit card if you take the train often.