Business Email Etiquette

Japanese · intermediate · email · adult · 6 min

Lyricate
LEARN IT IN MUSIC

01 VOCABULARY

Intermediate Japanese learning song about email. The voice drills each chunk with its meaning so the words attach to the sound - listen, then answer in the gaps.

	CHUNK	MEANING	IN CONTEXT
1	**会議の確認のためご連絡いたします。** Kaigi no kakunin no tame gorenraku itashimasu.	I am contacting you to confirm the meeting.	stating the purpose of a formal email
2	**添付ファイルをご確認ください。** Tenpu fairu o gokakunin kudasai.	Please check the attached file.	asking recipient to view an email attachment
3	**敬具、田中太郎。** Keigu, Tanaka Tarou.	Sincerely, Tanaka Tarou.	formal sign-off and signature
4	**拝啓、お元気ですか。** Haikei, ogenki desu ka?	Dear Sir, how are you?	formal opening salutation in a letter or email
5	**確認のためご連絡いたします。** Kakunin no tame gorenraku itashimasu.	I contact you for confirmation.	explaining your reason for writing
6	**添付ファイルがあります。** Tenpu fairu ga arimasu.	There is an attached file.	pointing out an email attachment
7	**ご確認をお願いします。** Gokakunin o onegaishimasu.	Please check it.	polite request for review
8	**敬具。** Keigu.	Sincerely.	formal closing word

NEW WORDS (7)

haikei 拝啓
Dear Sir

keigu 敬具
Sincerely

tenpu fairu 添付ファイル
attached file

kakunin 確認
confirmation

tame ため
purpose

gorenraku itashimasu ご連絡いたします
I contact you

gokakunin ご確認
please check

Practice tip · First listen without reading and just tap the pulse; on the second pass, say each chunk out loud in the pause after the echo.

[SOUND DRILL]

ha

i

ke

i

gu

u

[REVIEW]

Moshimoshi, Yamada-san wa irasshaimasu ka?

Hello, is Mr. Yamada there?

Sono mama omachi kudasai, otsunagi shimasu.

Please hold the line, I will connect you.

Ichijikan go ni orikaeshi denwa shite itadakemasu ka?

Could you please call back in one hour?

Dengon o nokosu.

I will leave a message.

[CHORUS]

Kaigi no kakunin no tame gorenraku itashimasu.

Kaigi no kakunin no tame gorenraku itashimasu.

I am contacting you to confirm the meeting.

Kaigi no kakunin no tame gorenraku itashimasu.

Tenpu fairu o gokakunin kudasai.

Tenpu fairu o gokakunin kudasai.

Please check the attached file.

Tenpu fairu o gokakunin kudasai.

[VERSE 1]

Kaigi no kakunin no tame gorenraku itashimasu.

I am contacting you to confirm the meeting.

kakunin

confirmation

tame

purpose

gorenraku itashimasu

I contact you

Tenpu fairu o gokakunin kudasai.

Please check the attached file.

tenpu fairu

attached file

gokakunin

please check

Tenpu fairu o gokakunin kudasai.

Please check the attached file.

[CHORUS]

Kaigi no kakunin no tame gorenraku itashimasu.

Kaigi no kakunin no tame gorenraku itashimasu.

I am contacting you to confirm the meeting.

Kaigi no kakunin no tame gorenraku itashimasu.

Tenpu fairu o gokakunin kudasai.

Tenpu fairu o gokakunin kudasai.

Please check the attached file.

Tenpu fairu o gokakunin kudasai.

[VERSE 2]

Haikei, ogenki desu ka?

Dear Sir, how are you?

haikei

Dear Sir

Keigu, Tanaka Tarou.

Sincerely, Tanaka Tarou.

keigu

Sincerely

Keigu, Tanaka Tarou.

Sincerely, Tanaka Tarou.

[CHORUS]

Kaigi no kakunin no tame gorenraku itashimasu.

Kaigi no kakunin no tame gorenraku itashimasu.

I am contacting you to confirm the meeting.
Kaigi no kakunin no tame gorenraku itashimasu.
Tenpu fairu o gokakunin kudasai.
Tenpu fairu o gokakunin kudasai.
Please check the attached file.
Tenpu fairu o gokakunin kudasai.

[VERSE 3]

Kakunin no tame gorenraku itashimasu.
I contact you for confirmation.
Tenpu fairu ga arimasu.
There is an attached file.
Gokakunin o onegaishimasu.
Please check it.
Keigu.
Sincerely.
Hai, arigatou gozaimasu.
Yes, thank you very much.

[CHORUS]

Kaigi no kakunin no tame gorenraku itashimasu.
Kaigi no kakunin no tame gorenraku itashimasu.
I am contacting you to confirm the meeting.
Kaigi no kakunin no tame gorenraku itashimasu.
Tenpu fairu o gokakunin kudasai.
Tenpu fairu o gokakunin kudasai.
Please check the attached file.
Tenpu fairu o gokakunin kudasai.

[VERSE 4]

Haikei, ogenki desu ka?
Dear Sir, how are you?
Kaigi no kakunin no tame gorenraku itashimasu.
I am contacting you to confirm the meeting.
Tenpu fairu o gokakunin kudasai.
Please check the attached file.

Gokakunin o onegaishimasu.

Please check it.

Keigu, Tanaka Tarou.

Sincerely, Tanaka Tarou.

Hai, arigatou gozaimasu.

Yes, thank you very much.

[CHORUS]

Kaigi no kakunin no tame gorenraku itashimasu.

Kaigi no kakunin no tame gorenraku itashimasu.

I am contacting you to confirm the meeting.

Kaigi no kakunin no tame gorenraku itashimasu.

Tenpu fairu o gokakunin kudasai.

Tenpu fairu o gokakunin kudasai.

Please check the attached file.

Tenpu fairu o gokakunin kudasai.

[RECAP]

Kaigi no kakunin no tame gorenraku itashimasu.

Tenpu fairu o gokakunin kudasai.

Keigu, Tanaka Tarou.

Haikei, ogenki desu ka?

Grey lines are a reading aid for the script; the singer performs the language itself.

HOW TO USE THIS SONG

1. Listen to the whole song once without reading — just follow the pulse.
2. Listen again while reading the lyrics; let the echo lines carry the meaning.
3. On the third pass, say each chunk out loud in the pause after it is sung.
4. Use one phrase from this sheet today, in a real conversation or out loud.

DRILL MAP

SAY THIS	IT MEANS	WHEN / HOOK
会議の確認のためご連絡いたします。 Kaigi no kakunin no tame gorenraku itashimasu.	I am contacting you to confirm the meeting.	stating the purpose of a formal email
添付ファイルをご確認ください。 Tenpu fairu o gokakunin kudasai.	Please check the attached file.	asking recipient to view an email attachment
敬具、田中太郎。 Keigu, Tanaka Tarou.	Sincerely, Tanaka Tarou.	formal sign-off and signature
拝啓、お元気ですか。 Haikei, ogenki desu ka?	Dear Sir, how are you?	formal opening salutation in a letter or email
確認のためご連絡いたします。 Kakunin no tame gorenraku itashimasu.	I contact you for confirmation.	explaining your reason for writing
添付ファイルがあります。 Tenpu fairu ga arimasu.	There is an attached file.	pointing out an email attachment
ご確認をお願いします。 Gokakunin o onegaishimasu.	Please check it.	polite request for review
敬具。 Keigu.	Sincerely.	formal closing word