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- Japanese conversation class

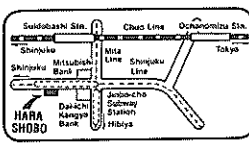


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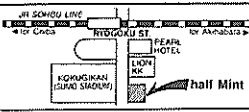


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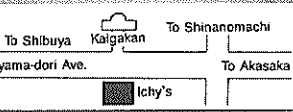
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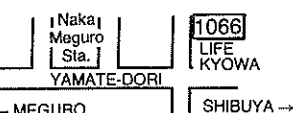
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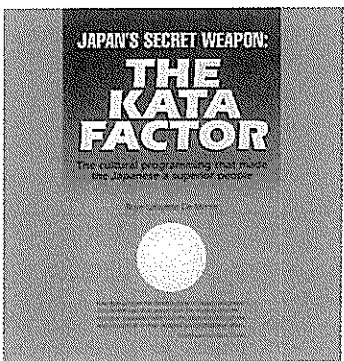
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# THE BOOKCASE

**JAPAN'S SECRET WEAPON: THE KATA FACTOR**  
The Cultural programming that Made the Japanese a Superior People  
By Boye Lafayette De Mente  
Phoenix Books

Drawing on more than 40 years of first-hand experience, Boye De Mente is one of a rare breed of Japanologists whose eminently readable works provide truly useful insights into Japan's society and business culture without digressing into platitudes or dangerous generalizations. De Mente's previous books "Japanese Etiquette and Ethics in Business" (1960) and "How to Do Business With the Japanese" (1962) are classics in the genre still unsurpassed by the recent flood of 'business in Japan' guidebooks. The author's latest contribution, "JAPAN'S SECRET WEAPON: THE KATA FACTOR", goes beyond the 'how' of dealing with the Japanese to a discussion of the 'why' of Japanese behavior. Describing 'kata' as "the cultural molds which have traditionally shaped and defined the attitude, behavior, and character of the Japanese", De Mente explains their most important forms, providing information fundamental to relations with the Japanese. Although the author cautions that foreigners will require years of experience to use the 'kata' effectively, careful study of THE KATA FACTOR is sure to improve the reader's understanding of Japanese behavior and to be a valuable reference in years to come.

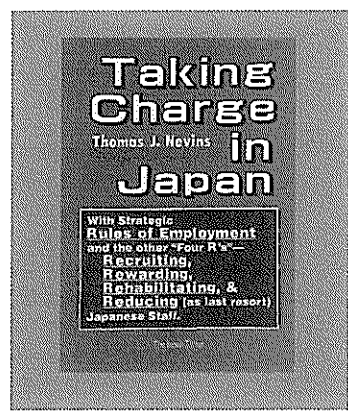


**SECRET TEACHINGS IN THE ART OF THE JAPANESE GARDENS**  
Design Principles Aesthetic Values  
By David A. Slawson  
Kodansha International Publications

This is a how-to book with a difference — the author succeeds in isolating the principles of a universal landscape aesthetic from the Japanese teachings; his self-appointed task is to help readers everywhere distill the essence of their natural environment and recreate it as a garden. The book also includes practical line drawings to illustrate spatial relationships

between the essential components of traditional Japanese gardens.

The author's formidable grasp of spoken and written Japanese, and his two years spent as an apprentice to a master gardener, enable him to explain and discuss the two esoteric and seminal 1,000-year old gardening texts Sakuteiki and Senzui Ni Yagyo No Zu. An invaluable book for the professional landscape designer, and a fascinating look at the Japanese aesthetics for the general reader.



**TAKING CHARGE IN JAPAN**  
By Thomas J. Nevins  
The Japan Times

One of the most difficult aspects of an expatriate manager's job in running a Japanese operation is the management of human resources. Simply superimposing policies from the home office over Japanese staff usually leads to constant headaches if not to outright disasters. Thomas J. Nevins, with nearly 20 years of experience in Japan, has been a leading consultant and commentator on foreign management of Japanese personnel and his latest book, TAKING CHARGE IN JAPAN, brings together many of his previously published articles in a single work. Nevins' book focuses mainly on recruiting and retaining management-level personnel and in this regard, provides useful advice for companies grappling with the increasingly severe problem of hiring key managers. TAKING CHARGE IN JAPAN covers the breadth of human resources management and in so doing, offers the reader a solid overview of Japan-oriented personnel strategies as well as a wide array of thought provoking ideas and advice.

**JAPANESE BUSINESS DICTIONARY**  
By Boye De Mente  
Yen Books Publications

This handy reference work contains the vocabulary essential for clear and productive discussions between Japanese and English-speaking businesspeople. Listed and defined are over 3,200 key terms for clarifying negotiating positions and for

settling contract terms and conditions. Example sentences demonstrate proper usage, while romanized Japanese and the author's unique phonetic system facilitate correct pronunciation, even for those with no prior knowledge of Japanese. If clear communication with your Japanese business partners is your goal, THE JAPANESE BUSINESS DICTIONARY will prove an invaluable aid.

**THE SQUARE PERSIMMON AND OTHER STORIES**  
By Takashi Atoda, translated by Millicent M. Horton.  
Charles TUTTLE Publications.

The Square Persimmon and Other Stories is an introduction to the work of Takashi Atoda, one of Japan's most popular and versatile writers of fiction. His time first love, lost love, change, fate are universal ones, but his characters and settings are Japanese. Much of his writing has a dreamlike quality that leaves the reader to make up his own mind about a story's conclusion. Many stories surprise the reader with bizarre endings.

The author of more than forty collections of short stories and the winner of the Naoki Prize, Atoda is well known in Japan. Until now he has been virtually unknown abroad, but this volume is certain to win him a new audience of Western readers.

**A HISTORY OF JAPANESE LITERATURE VOLS. I, II & III.**  
By Shuichi Kato, translated by Don Sanderson  
Kodansha International Publications

These three volumes, the last two now available in paperback for the first time, make up a comprehensive survey of Japanese literature from its origins to modern times. Throughout Professor Kato emphasizes the historical and social context of works discussed. The first volume traces the development of Japanese literature from the 7th to the mid-16th century, analyzing the relationship between Japanese works and western and Chinese literature. The second volume — The Years of Isolation — covers the 17th through mid-19th centuries, when the country was closed to the outside world. Haiku, Bunraku, Kabuki, the popular novel and Senryu were among the genres created during this time. Volume III — the Modern Years — covers the period from the Meiji Restoration in 1868 to the present, discussing over a century of literary history when change was influenced by "Westernization". An essential reference for any serious student.