

The Magic Triplet

Remember all verbs in these three common forms: (1) dictionary (plain nonpast) form; (2) -て (conjunctive) form; (3) -ない (negative plain past) form. For example, "go" is:

行く / 行って / 行かない

All other conjugations are built from one of these three.

Present

Plain	Polite	English
(dictionary form)	replace -[w]anai with -imasu , or -nai with -masu .	
行く	行かない <i>ikanai</i> → <i>ikimasu</i> 行きます	go
言う	言わない <i>iwantai</i> → <i>iimasu</i> 言います	say
見る	見ない <i>minai</i> → <i>mimasu</i> 見ます	see

Present Negative

Plain	Polite	English
(ない form)	replace -[w]anai with -imasen , or -nai with -masen .	
replace -[w]anai with -imasen , or -nai with -masen .	行かない <i>ikanai</i> → <i>ikimasen</i> 行きません	don't go
言わない	言わない <i>iwantai</i> → <i>iimasen</i> 言いません	don't say
見ない	見ない <i>minai</i> → <i>mimasen</i> 見ません	don't see

Volitional (Let's/Shall)

Plain	Polite	English
replace -[w]anai with -おう , or -nai with -よう	replace -[w]anai with -いましょう , or -nai with -ましょう	
行かない <i>ikanai</i> → <i>ikou</i> 行こう	行かない <i>ikanai</i> → <i>ikimashou</i> 行きましょう	went
言って → 言った	言わない <i>iwantai</i> → <i>imashita</i> 言いました	said
見て → 見た	見ない <i>minai</i> → <i>mimashita</i> 見ました	saw

Masu Stem (and its many uses)

Form the "masu stem" by simply removing **ます** from the polite nonpast form (or from the **ない** form, remove **nai** and change **-[w]a** to **i**). The result is called the masu stem (連用形 *renyousei*), and has many uses.

Stem... V-ます	Usage/Meaning	Example	English
+たい	want to ~	食べたい 行きたい	want to eat want to go
+はしない	no way I will ~	食べはしない 行きはしない	no way I'll eat no way I'll go
+やすい	easy to	分かりやすい	easy to understand



Masu Stem (and its many uses) (cont)

+にくい	hard to	分かりにくい	hard to understand
+すぎる	~ too much	食べすぎます	eat too much
		飲みすぎます	drink too much
+ながら	while ~	歩きながら	while walking
		仕事をしながら	while working
+に	in order to ~	食べるに	in order to eat
		見るに	in order to see
+【始める】 or 出します	to start doing something; Start to do ~	やり始める	to start doing something
		食べ出す	to start eating
+【続ける】 つづける	to continue/keep doing~	食べ続ける	to keep eating
		読み続ける	to keep reading
+【終わる】 おわる / 終わった	to finish/to end doing ~	話し終わる	to finish talking
		探し終わる	to finish looking (for something)
+【間違える】 まちがえる	to make a mistake (mis-verb; ex. mis-read)	見間違える	misread
		読み間違える	misapprehend
+【心地】 こちがいい	"It's comfortable..." -Comfortable or having a good feeling.	この家は居心地がいい。 It's comfortable staying in this house.	
		このベッドは寝心地がいい。 It's comfortable sleeping in this bed.	
+切る/切れる	to do something completely to the end	使い切る	to use completely
		使い切らなきゃ	have to use completely
		売り切れてしまいました	sold out
+切れない	being too many or too much to finish or complete	食べきれない	can't finish (to eat)
		読み切れない	can't finish (to read)

Potential (ability to do; can / can't do)

The potential "Can" form of a verb expresses the ability to do the action the verb describes. !□!□Note: Since the potential and passive forms of ichidan verbs both end in られる, it is becoming increasingly common to drop the ら in the potential form.



Potential (ability to do; can / can't do) (cont)

Plain	Potential	Passive 【受身形】 うけみけい
(る) verbs, replace the る with られる. (same conjugation as passive)		
	たべる eat → たべ(ら)れる can eat	たべられる is eaten
(う) verbs, replace う to え, then add る.		
	読む → 読める can read	よまれる is read
	話す → 話せる can speak	はなされる is spoken
Irregular		
	する do → できる can do	される is done
	くる → こられる can come	こられる (indicates a higher degree of politeness)
	ある → ありえる can exist	あられる

Passive (Honorific)

The passive form is used to speak from the speaker's perspective / to keep the subject "I". (He told me → I was told by him). It is also used to express your feelings (like you are a victim) towards someone/else's action (upset, happy, embarrassed, etc.) or you're trying to think from the victim's POV. !□!□ Note: the passive form is often used to increase the level of politeness.

Plain	Polite	Passive 【受身形】 うけみけい
(う) verbs, replace the vowel in the last sound with the equivalent sound containing あ, then add れる.		
	読む read → 読みます	→ 読まれる is read
	話す speak → 話せます	はなす speak → 話される is spoken
(る) verbs, replace the る with られる.		
	食べる eat → 食べます	たべる eat → たべられる is eaten
	見る see → 見ます	みる see → 見られる is seen (passive), but みれる can see (potential)



Passive (Honorific) (cont)

Irregular

来る → 来ます	来る → 来られる (higher degree of politeness)
する → します	される politer than (ます form) → なさいます (honorific form, politer still).

Suffix forms

Noun +	Usage/Meaning	Example	English
+ 【無し】 なし	not exist; not present; without; missing~ (same as ない)	問題無し / 問題ない	No problem
なしで	"without something", where the particle で indicates the missing medium or thing	貴方なしで生きていけない。	

TADOUSHI 他動詞 vs JIDOUISHI 自動詞

Transitive Verb: tadōshi 他動詞

他 (other) + 動詞 (verb)

Noun を (Verb) = A verb done to other things.

There is an agent and you are doing something to it

を is used to indicate the direct object of a transitive verb.

-To check if the verb is transitive, ask the question "what?". If you get an answer, the verb is transitive. (ex. watch what? eat what?)

Intransitive Verb: jidōshi 自動詞

自 (oneself) + 動詞 (verb)

Noun が (Verb) = A verb done by itself.

The agent conducts itself. The direct object in the transitive becomes the subject in an intransitive sentence.

が is used as an intransitive verb. Note that it (normally) cannot take a direct object

-You get no sensible answer when you ask the question "what" because the verb can't take a direct object. (ex. laugh what?)

Transitive

する to do

Ex. 部屋を綺麗にしました。I cleaned the room.

(Lit. I did the room to be cleaned.)

Intransitive

→ なる to become

Ex. 部屋が綺麗になりました。The room became clean.

【育てる】そだてる to raise kids

→ 【育つ】そだつ to be raised (eg. raised in the Philippines)

始める to begin something

→ 始まる something begins



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TADOUSHI 他動詞 vs JIDOUSHI 自動詞 (cont)

【動かす】うごかす to move something	→	【動く】うごく something moves (eg. a cat)
【続ける】つづける to continue something	→	【続く】つづく something continues
【殺す】ころす to kill	→	【死ぬ】しぬ to die
【開ける】あける to open	→	【開く】あく opened
【集める】あつめる to gather	→	【集まる】あつまる gather
【入れる】いれる to insert; put in	→	【入る】はいる to enter
【起こす】おこす to wake someone up	→	【起きる】おきる to wake up (by yourself)
止める to stop something	→	止まる something stops
【消す】けす to erase	→	【消える】けえる to disappear
【落とす】おとす to drop something	→	【落ちる】おちる something drops
【生む】うむ to give birth	→	【生まれる】うまれる to be born
あげる to raise something	→	上がる something rises
下げる to lower something	→	下がる something lowers
付ける to turn on something	→	付く something turns on
閉める to close something	→	閉まる something closes
出す to take out something (eg. wallet)	→	出る to come out (eg. from machine)
【飛ばす】とばす to fly something (eg. an airplane)	→	【飛ぶ】とぶ to fly (eg. bird)
【壊す】こわす to destroy something	→	【壊れる】こわれる to be destroyed (out of order)
【直す】なおす to fix something	→	【直る】なおる to be fixed
変える to change (eg. my life)	→	変わる to change (eg. my eye color changes)
【建てる】たてる to build	→	【建つ】たつ to be built

□□□□Note: Verbs that are BOTH TRANSITIVE

決める to decide something

Active: I need to decide on the menu.

決まる something is decided

Passive: The menu was to be decided by me.

IS TRANSITIVE AND INTRANSITIVE THE SAME AS ACTIVE AND PASSIVE VOICE?

No.

Transitive Verb

-A verb that takes a direct object

Intransitive Verb

-A verb that does not take a direct object

Active Voice

Passive Voice



* (cont)

The subject does the action of the verb

The subject is acted upon by the verb

コウイチさんはドアを開けました。

Koichi opened the door.

Explanation:

-The verb is transitive because it's doing its action to the direct object. This sentence is also in the active voice because the subject (Koichi) is doing the action of the verb (opened).

-コウイチさんは and ドアが are both the topic and subject of these sentences. They're both performing their verbs. They are both in the active voice.

ドアは、コウイチさんに開けられました。

The door was opened by Koichi.

Explanation:

-The verb is transitive because it's doing its action to the direct object. But the sentence is in the passive voice because of the special verb ender られました.

Causative form -させる

"I made someone do something; I forced someone to do something; Let somebody do something"

All about the speaker's having a control over. In contrary, in causative form, what comes after the に particle is the person who was forced to do the action.

-に (particle indicates who did the action)

Formation: (Coercer-Gasugo) は (Doer-Victim) に (Causative Verb)

Plain	Causative
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(う) verbs, change to: **あせる**

買う → 買わせる make someone buy

話す → 話させる make someone talk

待つ → 待たせる make someone wait

行く → 行かせる make someone go

(る) verbs, change to: **させる**

見る → 見させる make someone look

食べる → 食べさせる make someone eat

Irregular

する → させる make someone go

くる → こさせられる make someone come



Causative form -させる (cont)

2 TYPES OF CAUSATIVE:

Action teller は/が Doer を/に (Intransitive-Causative V)	Action teller は/が Doer に (Place/Object) を (Intransitive-Causative V)	Action teller は/が Doer を/に Direct Object を (Transitive-Causative V)
"Make/let someone do it"	-Marking the place of where the action happens with を particle.	"To make/let someone do something"
Intransitive-Causative: Does not take a direct object		Intransitive-Causative: Verb takes a direct object
に = Teller is letting the doer do it (willingly)	に = Doer	
を = Teller is make the doer to do it (not willingly)	を = Place / Object	
(を Particle: Unwilling)	(私は)子供に道の右側を歩かせる。	
【部長】ぶちょうを【大阪】おおさかへ- 【出張】しゅつちょうさせます。	I make my child walk on the right side of the road.	朝は忙しいですから、【娘】むすめに朝ごはんの【準備】じゅんびをテスだわせる。
The department manager makes Ms Lo go to Osaka on business trips.	【部長】ぶちょうを【部下】ぶかを休ませました。	I am busy in the morning so I make my daughter help prepare breakfast.
私は【運転手】うんてんしゅを2時間待たせた。	The manager made/let his staff rest.	毎日子供たちに野菜を食べさせています。
I made the driver wait for 2 hours.	【部長】ぶちょうを【部下】ぶかに仕事を休ませました。	I make my kids eat veggies everyday.
僕は【妹】いもうとを泣かせた。	The manager made/let his staff take time off from work.	先生は【生徒】せいとにい雄に【意見】いけんを言わせました。
I made my younger sister cry.		The teacher let the students freely say their opinion.
		父は兄にやりたいことをやらせます。
(に Particle: Willing)		Dad lets my brother do what he wants to do.
【店長】てんちょうハミに休ませた。		



Causative form -させる (cont)

The store manager let Miku rest.

先生は子供達に【自由】じゆうに遊ばせた。

The teacher let the children play freely.

V-てあげる "I let somebody do something"

(somebody) に V causative + てあげる

-てあげる is added when the speaker is doing something nice for somebody

-If てあげる is not added in the sentence, the nuance is you are forcing somebody to do something

V-てくれる "(Somebody) let me do something (and I appreciate that)"

(somebody) が V causative + てくれた

-Somebody did something for me

-When you want to say somebody did something for ME, てくれる is used (appreciation form). が particle is used to emphasize who did the nice thing for ME.

V-もらう "(Somebody) let me do something (because I asked them)"

(somebody) に V causative + てもらった

-“Someone did me a favor and I’m grateful”

お父さんがゲームをつづけさせてくれた。 My dad let me continue the game.

お母さんがケーキを食べさせてくれた。 Mom let me eat the cake.

【両親】りょうしんに一人で日本に行かせてもらった。 My parents let me go to Japan on my own.

【娘】むすめにジュースを飲ませてあげた。 I let my daughter drink juice.

VS

友達のうちに止まらせてもらった。 My friend let me stay at her house (because I asked her).

お母さんがケーキを食べてくれた。 Mom ate the cake for me. (If you are not going to conjugate the verb into a causative form, it will change the meaning to "My mom ate the cake, not me. But I still felt grateful.)

(You don't really add 友達に at the first part bc it's too much)

V causative + てくれなかった: "COULD YOU LET ME DO SOMETHING?"

(somebody) が (V causative) + V-てもらってもいい

!□!□Note: You can use V-て form + もらってもいい when asking permission to shorten it



Causative form -させる (cont)

(Object) を + V-Causative てもらってもいい (Set phrase)

使わせてもらいませんか。 / 使わせてもらってもいいですか。

Could you let me use it?

Causative-Passive -させる + られる

"Forced to do something; made to do something; somebody made me do something"

Formation: Causative-Passive させられた

-One is forced to do something and the speaker is the victim

✖✖DONTs: Cannot omit particle に

!□!□Note: If somebody is letting you do something, you can't use passive-causative form. You have to use the causative form instead.

Nuance: If you're only the speaker saying on behalf of the victim, you are taking on the subject/victim's side or talking from his/her perspective. You are kind of upset that she was forced to do something by someone.

Plain

Causative-Passive

(う) verbs, change to: **あせられる / あされる (casual)**

(The shorter version is not used with G2 verbs / す ending V)

行く → 行かせられる forced someone to go

→ 行かされる (casual)

買う → 買わせられる forced someone to buy

→ 買わされる (casual)

話す → 話させられる forced someone to talk

(る) verbs, change to: **させらせる**

見る → させられる force someone to look

Irregular

する → させられる force someone to do

くる → こさせる force someone to come

(Coercer) は (Doer) に +(Causative-Passive Verb) "Force someone to do something"

妹は母に魚を食べさせられました。

My sister was made to eat fish by my mom.

みさはみんなにピカチュウの写真を見された。

Misa made everyone look at the photo of Pikachu.

みさが歌うのを聞かされた。 / みさが歌うのを聞かせられた。

I was made to listen to Misa singing.



Causative-Passive -させる + られる (cont)

子供に【宿題】しゅくだいをつづけさせられた。

I made my child continue to do his homework.

漢字を覚えるまでその漢字を書かせられました。 / 漢字を書かされました。

I was made to write Kanji until I memorised it.

あやしえールスマンに【壺】つぼを買わせられた。 / 買わされた。

Suspicious salesman made me buy a vase.

である vs ている vs ておく

<Intransitive> + ている "V-ing"

Indicates continuing action or state

-Focuses on the action and the result; not the person who did the action.

-Focuses on the person's ACTION and the result; not the person who did the action.

-を particle is used but can be replaced with は if you wish to highlight the topic

パソコンが【壊れる】こわれている。 My computer is broken.

VS.

パソコンが【壊れる】こわしてある。 It has been broken (sounds like someone broke it on purpose and now it's broken)

<Transitive> + V-である "It has been..."

-Indicates continuing state of completeness (for a purpose)

-We don't have to specify who did the action, the important thing is the result; what remains after the action.

-Focuses on SOMEBODY who did the action and left it that way. Current state. Sounds like somebody is INVOLVED in completing the action and focuses on the current state.

-が particle is used

【締める】しめてある。 It has been closed. (Someone left it closed)

電気が【消す】けしてある。 I turned off the lights (and it's staying that way.)

もう払ってある。 It's already been paid for.

V-ておく / とく "in advance"

-To do something in advance; to avoid regret in the future or in preparation of something

-To do an action and leave it as it is

-To do an action and leave it as it is or to maintain a certain situation as it is

-Focuses on the future (in advance)

旅行前に、きっぷを買っておきました。 Before traveling, I buy the ticket in advance.

試験の前に勉強をしておきました。 Before the exam, I studied in advance.



である vs ている vs ておく (cont)

!□!□Note: V-である is usually used with the verb 【置く】 おく (to put into place)

Request (て form): V-て おいて / 置いて
"Do this (in advance)"

【席】 せきがある。ああ、かばんが【置く】おいてある。 There's a seat. Oh, somebody has put their bag there. (Bag has been placed)

ほうっといて！ / ほうておいてよ！ Leave me alone!

かばんが【置く】おいてあるから、誰かが座るよ。 The bag has been placed, so someone will sit here.

タオルが【置く】おいてある。タオル【置く】おいてくれたの？ They put towels here. (Towels have been placed).

VOCABS:

【放る】 ほうる : to neglect; to abandon; to leave alone;
to give up on; to leave undone; to leave unfinished

【放って】 ほうって + おく = to leave alone; to leave as is;
to ignore; to neglect

(が) Intransitive + いる vs ある

(を) Transitive + いる

(が) Intransitive + いる

(が) Transitive + である

-I currently am doing something to the object.

-Indicates the continuing action or state

--Someone or yourself has done something or was involved in completing the action and the result or state remains. Focuses on SOMEBODY who did the action and left it that way (intentionally or with a purpose). Current state. (Eg. When you do not know who open the door, you use transitive sentence)

-Present Progressive. Focuses on the person's ACTIONS

-The object is the subject. Thus the use of が particle.

-For present progressive tense, you always use the transitive verb

-For intransitive verb, you always use ている



(が) Intransitive + いる vs ある (cont)

transitive: 開ける

ドアを開けている。I'm opening the door (right now).

intransitive: 開く

ドアが開いている。The door is open.

Nuance: This doesn't focus on anyone. You are just stating that the door is open. You don't know who opened it and it doesn't matter in this situation.

transitive: 開ける

ドアが開けてある。It has been opened. (Someone opened it and it's staying open)

Nuance: If you want to make it sound like SOMEBODY left it open and you want to imply that it was done intentionally.

暑いから【窓】まどを開けた。Because it's hot, I opened the window.

Nuance: It still makes sense but it focuses in the past, not the current state of the window being opened (it could be that the window is now closed).

暑いから【窓】が開けてある。Because it's hot, I left the window open. / Because it's hot, the window is open (intentionally).

Nuance: It describe the action of me opening it but also the result of it staying that way because I chose to.

transitive: 閉める

閉めている。I'm closing it (right now). (Present Progressive)

intransitive: 閉まる

閉まっている。It's closed. (Focuses on the THING itself rather than who closed it)

閉まって！ Please close! (It sounds like you are talking to the door. You sound like you are not asking somebody to close it but you are asking the DOOR itself because this grammar form focuses on the THING)

お店が閉まっている。It's closed. (Focuses on the THING itself rather than who closed it)

transitive: 閉める

閉めてある。It has been closed (Someone left it closed and it's staying that way)

transitive: 付ける

電気をつける。I turn on the light.

intransitive: 付く

電気がつく。The lights turned on.

transitive: 付ける

電気がつけてあります。The light is turned on. (Somebody turned it on and it's still on)



(が) Intransitive + いる vs ある (cont)

電気をつけた。I turned on the light.

電気がついている。The light is on.

transitive: 【消す】 けす

intransitive: 【消える】 きえる

transitive: 【消す】 けす

電気を消す。I turn off the light.

電気が消える。The light turns off.

電気が消えている。The light is off.

(If you want to say that the light is off without implying that somebody turned it off and left it that way. You just want to state the fact that it is off.)

電気が消した。I turned off the light. (It could even mean that I turned off the lights but now it's back on)

電気が消したのに、また付いてる。Even though I turned off the light, it's on again.

電気が消してある。The light is turned off (and it's still is)

Nuance: It does not really show the current state.

Nuance: Shows the current state.

transitive: 【壊す】 こわす

intransitive: 【壊れる】 こわれる

壊れている。It's broken.

壊してある。It has been broken. (Somebody broke it on purpose and now it's broken.)

Types of Keigo

(Respectful / Honorific Expressions)

【尊敬語】 そんけいご : Honorific

【謙讓語】 けんじょうご : Humble

【丁寧語】 ていねいご : Polite

【尊敬語】 そんけいご : Honorific

Used when we are talking to or referring to someone who is superior to us. Ex. Boss, elders, clients, teachers, customers. Can be heard in business or formal situations.

First Level : Using Passive Form V-ますになります

-More respectful pattern than the passive form

✖✖DONTs: Cannot be used with 1 mora-verb and Group 3 verbs. Instead, we use special verbs.



【尊敬語】 そんけいご : Honorific (cont)

社長はもう帰られました。 The president already went home.

新しいiPadをお買いになりますか。 Will you be buying the new iPad?

お酒をやめられたんですか？ Have you given up drinking?

パソコンを使いになりますか。 Will you be using the computer?

中村さんは7時に来られます。 Mr. Nakamura is coming at seven.

さといさんがスケジュールをおつかりになりますか。 Did Ms. Satoi make the schedule?

部長は来週シンガポールへ【出張】しゅっちょうされました。 The department head will go on a business trip to Singapore next week.

会議の予定はいつも部長がお決めになります。 The plan for the meeting is always decided by the department head.

Special Respectful Verbs

(Subject) は (Special Respectful Verb)

	Plain	【尊敬語】 そんけいご	【謙讓語】 けんじょうご	Negative
Come, go	行きます、来ます	→いらっしゃる	→いらっしゃいます	→いらっしゃらない
Be	います	→いらっしゃる	→いらっしゃいます	→いらっしゃらない
Eat, drink	食べます、飲みます	→【召し上がる】めしあがる	→【召し上がります】めしあがります	→【召し上がらない】めしあがらない
Sleep	寝ます	→お休みになる	→お休みになります	→お休みにならない
Say	言ます	→【仰る】おっしゃる	→【仰います】おっしゃいます	→【仰らない】おっしゃらない
Watch	見ます	→【ご覧になる】ごらんになる	→【ご覧になります】ごらんになります	→【ご覧にならない】ごらんにならない
Wear	着ます	→【お召しになる】おめしになる	→【お召しになります】おめしになります	→【お召しにならない】おめしにならない
Do	します	→なさる	→なさいます	→なさらない
Know	知っています	→【ご存知だ】ごぞんじだ	→【ご存知です】ごぞんじです	→【ご存知だ】ごぞんじだ
To receive	くれます	くださる	くださいます	
Affirmative		Negative		



Special Respectful Verbs (cont)

どちらへ旅行にいらしゃいますか。

A. 田中さんは【忘年会】ぼうねんかいにいらっしゃいますか。

Where are you going for your trip?

Will Ms Tanaka be coming to the year end party?

お子供がいらしゃいますか。

B. いいえ、いらっしゃらないと思います。

Do you have any children?

No, I don't think he will come.

【店内】てんないで召し上がりますか。

Will you be eating here?

ご【主人】しゅじんお名前はなんとおっしゃいますか。 .

What is your husband's name?

社長は忘年会【忘年会】ぼうねんかいが来週になった事を【故存】ごぞんじですか。

Does the president know the year-end party was moved next week?

どのぐらい日本語を勉強なさいますか。

How long did you study Japanese?

お/ご + Noun, Adj, Adv (Respectful form)

お = attached to Japanese origin

ご = attached to Chinese origin



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お/ご + Noun, Adj, Adv (Respectful form) (cont)

Nouns: お国、名前、お仕事、お水、お茶、お金、お酒

Nouns: ご家族、ご【意見】いけん (opinion)、ご旅行、ご注文、ご【注意】ちゅうい (caution)、ご【案内】あんあい (guide)、ご両親

Adj: お元気、お上手、お【暇】ひま、お忙しい、お【若い】わかい

Adj: ご【熱心】ねっしん (earnest)、ご【新設】しんせつ

Adv: ご自由に、ごゆっくり

C

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