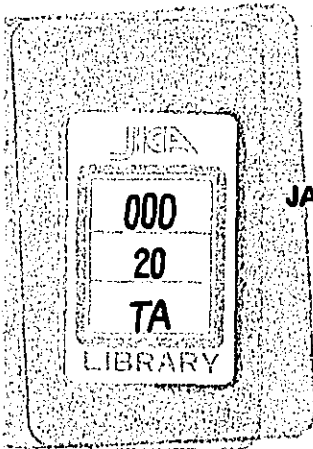


**GENERAL GUIDANCE TO YOUR LIFE  
IN JAPAN**



**JAPAN INTERNATIONAL COOPERATION AGENCY**



国際協力事業団	
受入 月日 '84. 5. 24	000
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1. Outline of Japan:

A. Situation:

JAPAN is located:

at the far north-western end of Pacific Ocean,  
along the north-eastern Pacific coast of the Asian continent,  
on the 'Circum-Pacific' volcanic zone.

B. Composition:

a. Four major islands:

Hokkaido

Honshū

Shikoku

Kyūshū

b. Thousands of small islands.

C. Topography:

A series of mountain systems with precipitation spines centrally laid from north to south divides the land area of the islands into two drainage segments; the Pacific Ocean and the Japan Sea sides.

The Archipelago of Japan is featured with volcanoes, outburst of hot-springs and earthquakes.

Total land area of Japan is not more than 377,000 km<sup>2</sup>.

Landform classification:

Mountains	61%
Hills and foothills	15%
Lowlands	11%
Lower plateaus	13%

D. Climate:

Mild and humid climate in general.

Influences of the Pacific Ocean and the Siberian Continent.

Four Seasons:

SPRING, SUMMER, AUTUMN and WINTER

Temperature and precipitation:  
(Average)

		Abashiri	Tokyo	Kagoshima
Winter	January	-6.6 (61)	4.1 (49)	6.4 (63)
	February	-7.1 (43)	4.8 (65)	7.4 (108)
Spring	March	-2.9 (56)	7.9 (98)	10.2 (147)
	April	3.9 (47)	13.5 (122)	15.0 (197)
	May	9.3 (66)	18.0 (145)	19.0 (216)
Summer	June	12.6 (77)	21.3 (192)	22.5 (392)
	July	17.2 (87)	25.2 (140)	26.7 (321)
	August	19.0 (101)	26.7 (153)	27.1 (224)
Autumn	September	15.7 (108)	23.0 (182)	24.2 (205)
	October	9.9 (83)	16.9 (103)	18.7 (120)
	November	3.0 (65)	11.7 (96)	13.6 (88)
Winter	December	-3.0 (53)	6.6 (58)	8.7 (87)

Temperature shown in degrees centigrade and precipitation shown in parenthesis in millimeters.

E. Population:

a. Total population (October 1975):

111,934,000

b. Density of population (October 1975):

300 per 1 km<sup>2</sup> – national average

c. Concentration of population in larger cities:

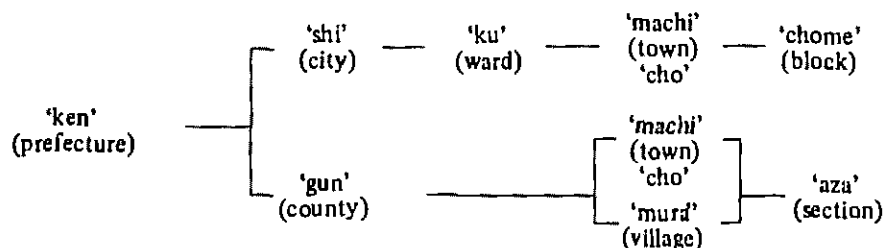
Surplus population in the urban area.

Extensive dispersion and decrease of population in the rural area.

F. Administrative Divisions:

a. Forty-seven (47) prefectures:

'to'	1	Tokyo
'do'	1	Hokkaido
'fu'	2	Osaka and Kyoto
'ken'	43	those beside the above.



**ADMINISTRATIVE DIVISION OF JAPAN**  
(47 prefectures)

- |               |               |               |
|---------------|---------------|---------------|
| 1. Hokkaido   | 25. Shiga     | 41. Saga      |
| 2. Aomori     | 26. Kyoto     | 42. Nagasaki  |
| 3. Iwate      | 27. Osaka     | 43. Kumamoto  |
| 4. Miyagi     | 28. Hyōgo     | 44. Ōita      |
| 5. Akita      | 29. Nara      | 45. Miyazaki  |
| 6. Yamagata   | 30. Wakayama  | 46. Kagoshima |
| 7. Fukushima  | 31. Tottori   | 47. Okinawa   |
| 8. Niigata    | 32. Shimane   |               |
| 9. Toyama     | 33. Okayama   |               |
| 10. Ishikawa  | 34. Hiroshima |               |
| 11. Nagano    | 35. Yamaguchi |               |
| 12. Ibaragi   | 36. Tokushima |               |
| 13. Tochigi   | 37. Kagawa    |               |
| 14. Gunma     | 38. Ehime     |               |
| 15. Saitama   | 39. Kōchi     |               |
| 16. Chiba     | 40. Fukuoka   |               |
| 17. Tokyo     |               |               |
| 18. Kanagawa  |               |               |
| 19. Yamanashi |               |               |
| 20. Shizuoka  |               |               |
| 21. Gifu      |               |               |
| 22. Aichi     |               |               |
| 23. Mie       |               |               |
| 24. Fukui     |               |               |



2. Transportations/Communications:

A. Means of transport:

a. Domestic air services:

Well organized net work with frequent services.

Japan Air Lines

All Nippon Airways

Toa Domestic Airways

b. Japanese National Railways (J.N.R.):

Total extension ..... approx. 21,444 km

Major trunk lines ..... approx. 12,444 km

○ New Tokaido Lines:

'Hikari' & 'Kodama'

Tokyo – Hakata (1176.5 kilometers)

○ Other trunk lines:

Short, medium and long distance trains.

Various schedules.

Various types.

○ Urban and suburban lines in the metropolis:

– Tokyo Vicinity –

Lines.	Color of train	From/to
Yamanote	green	loop
Chuō	orange	Tokyo–Takao
Sōbu	yellow	Mitaka–Chiba via Tokyo
Keihin-Tōhoku	blue	Ōmiya–Ōfuno via Tokyo
Yokosuka	cream/blue combination	Tokyo–Kurihama
Shōnan	orange/green combination	Tokyo–Hamamatsu

c. Private Railways:

- Linked with the trunk lines of J.N.R., private railway lines are well developed throughout the country and provide convenient services in the metropolitan areas such as Tokyo and Osaka.

– Tokyo Vicinity –

Lines	Terminals	Total length
* Tokyu	Shibuya etc.	86.6 km
Odakyu	Shinjuku	111.3 km
Keio	Shinjuku & Shibuya	66.2 km
Seibu	Shinjuku	178.8 km
* Keihin	Shinagawa	81.6 km
Keisei	Ueno	82.4 km
Tobu	Asakusa	83.4 km

\* Inter-combined with the subway systems.

d. Subways:

- Most convenient and economic means of transportation in the metropolitan areas, particularly advantageous in the central part of metropolis due to well developed network system of lines. Note that the change of lines is of complexity.

i. – Subway Lines of 'Eidan' –

Lines	From/to	Total length
Ginza	Shibuya – Asakusa	14.3 km
Marunouchi	Ogikubo – Ikebukuro	25.0 km
Hibiya	Nakameguro – Kitasenju	20.3 km
Tozai	Nakano – Nishifunabashi	30.8 km
Chiyoda	Yoyogikoen – Ayase	20.9 km
Yurakucho	Ginza-1-chome – Ikebukuro	10.2 km

ii. – Subway Lines of 'Toei' –

Lines	From/to	Total length
Line No. 1	Nishimagome – Oshiage	18.3 km
Line No.6	Mita – Takashimadaira	21.0 km

Note: The operation of J.N.R., private and subway lines starts with 05:00 ±30 minutes and ends with 24:00 ±30 minutes in general.

How to procure the tickets:

- For your purchasing tickets, vending machines are provided with at the stations of J.N.R., private and subway lines.



- The coins of following denominations are to be prepared with for buying tickets from the vending machines. ¥100.- ¥50.- ¥10.-
  - The route map and tariff are mostly manifested in Japanese.
  - A sixty yen ticket will cover three to four subway stations.
  - Fare adjustment can be done at the destination.
- e. Major Bus Systems in Tokyo:
- Route bus systems are complicated and hard to be utilized by a stranger.
  - Route Bus Systems e.g. –

Managed by	Colors on the body
Tokyū Bus	Silver with red belt
Toci Bus	Milky-white with blue belt

f. Taxis:

- In Tokyo, over 36,000 taxi-cabs drift around for passengers and can be either stopped by the wave of your hands at any convenient place or taken at a taxi pool of stations etc.
- No tipping is required.
- Fare is to be paid by the meter indication in the following schedule.

Minimum fare for initial 2 km	¥280.-
Fare increment for additional every 410 meters or 2.0 minutes	¥ 50.-

- Midnight/early morning (23:00 thru 05:00) fare is to be indicated by the meter with 20 per cent more than the above schedule.
- Tolls for highways and freeways are to be paid besides of the meter indication.
- Not advantageous to take them on heavier traffic.
- The door of taxi cabs is either automatic or manually remote-operated by the chauffeur.

B. Communications:

a. Telephones:

- o Local calls and long distance calls:

– Telephone Numbers for example –

Area	Telephone numbers
Tokyo	03 – 580 – 1621
Osaka	06 – 000 – 0000
Yokohama	045 – 000 – 0000
Sapporo	011 – 00 – 0000
Hiroshima	0822 – 00 – 0000
Okinawa	0988 – 00 – 0000

- o Types of telephone:

public telephones { blue telephones  
red telephones  
yellow telephones

private telephones (black)

b. Mails:

- o It is convenient for your mailing letters and parcels to utilize the service of mail desk of the hotel. No tipping is required.

– Postage Schedule – (Domestic)

Post Card	¥ 20.-
Letter	¥ 50.-
Mini-letter	¥ 50.-

\* ¥150.- to be added to the above for special delivery.

- Postage Schedule - (for overseas)

Letters and Postcards			
Area	Letter		Postcard
	Up to 10 gr. minimum	For each additional 10 gr.	
Asia Australia New Zealand Midway	¥100.-	¥60.-	¥70.-
Canada U.S.A. Hawaii Central America	¥120.-	¥80.-	¥80.-
Europe Africa South America Near & Middle East	¥140.-	¥100.-	¥90.-

Packages:

Area	By ship		By air	
	Up to 1 kg.	For each additional 1 kg.	Up to 1 kg.	For each additional 1 kg.
Far East Asia (Korea, Hongkong, Formosa etc.)	¥1,350.-	¥150.-	¥1,500.-	¥250.-
South East Asia (Thailand, Malaysia, Philippines etc.)	¥1,350.-	¥200.-	¥1,750.-	¥450.-
South West Asia (India, Pakistan, Afghanistan etc.)	¥1,450.-	¥250.-	¥2,000.-	¥600.-
Australia New Zealand	¥1,600.-	¥250.-	¥2,100.-	¥700.-
Middle East (Iran, Lebanon etc.)	¥1,450.-	¥250.-	¥2,000.-	¥700.-
Central and South America (Mexico, Brazil etc.)	¥1,750.-	¥250.-	¥2,600.-	¥1,200.-

(The above rates are valid as of Jan. 25, 1976)

### 3. A LITTLE ABOUT TOKYO:

#### A. History in Brief:

##### a. Transition of Tokyo:

- The Castle of the Edo's
- The Edo Castle of Ota-Dokan 1457
- The Castle Town of Ieyasu 1590
- Edo renamed as Tokyo 1868
- The Capital transferred from Kyoto to Tokyo 1869

##### b. Some places of interest in the vicinity of T.I.C:

- |            |                |             |             |
|------------|----------------|-------------|-------------|
| ○ Akasaka  | ○ Akihabara    | ○ Aoyama    | ○ Asakusa   |
| ○ Kanda    | ○ Kasumigaseki | ○ Shibuya   | ○ Shimbashi |
| ○ Shinjuku | ○ Yoyogi       | ○ Yurakucho |             |

#### B. Hints for your stay:

- a. In general, no tipping is required in Japan at such places as hotels, restaurants, taxicabs etc.
- b. At hotels and restaurants, over ten per cent service charge will be automatically added to the bill. Besides that, over ten per cent tax on the expenditure at such places stated above shall be imposed and collected when you have a bill over ¥1,700.- at a time per person.
- c. The indications of names of towns, blocks and even of streets and avenues are seldom found in the downtown and you will find hard to get around.
- d. It is advisable to take a map and exact address of the intended destination as well as a hotel calling card for the return trip before you leave. 'Romaji' will be comprehended by an average Japanese.
- e. If you lose your way or you find hard to identify a place, a policeman can be of best help for you.
- f. The office hours in general are from 09:00 through 17:00 on weekdays and 09:00 through 12:00 on Saturdays. Banks open from 09:00 through 15:00 also on weekdays.
- g. The rush hours are ordinarily from 07:30 through 09:00 in the morning and from 17:30 through 19:30 in the afternoon.
- h. A closing time of stores varies from store to store but in general falls in between 18:00 and 20:00.

- i. Traffic signals and zone divisions are strictly observed whenever you drive or walk in the street.
- j. Keep-left for the drivers and keep-right for the pedestrians.

C. Downtowns:

Towns/Areas	How to go	Remarks
Ginza	<ul style="list-style-type: none"> <li>· Ginza Station on Subway (Ginza Line, Marunouchi-Line or Hibiya Line)</li> <li>· Yurakucho Station on JNR (Yamanote/Keihin Lines)</li> </ul>	Shopping Amusement Restaurants Clubs
		Sony, Seiko & Mikimoto, Yurakucho.
Shinjuku  Odakyu Line Keio Line Originate Here	<ul style="list-style-type: none"> <li>· Shinjuku Station on subway (Marunouchi Line) or JNR (Chuo/Sobu/Yamanote Line)</li> </ul>	Shopping Amusement Restaurants Clubs
		Shinjuku Garden, Kabuki-cho
Shibuya  Toyoko Line Keio-Inogashira Line. Originate Here	Shibuya Station on subway (Ginza Line-Teriminal) or JNR (Yamanote Line).	Shopping Amusement Restaurants Clubs
		Get off Yamanote Line at Harajuku, for Meiji Shrine, Meiji Garden & Olympic Stadium
Ueno  Keisei Line Originate Here	Ueno Station on Subway (Ginza Line or Hibiya Line) or JNR (Yamanote or Keihin Lines)	Ueno Park; Toshogu Shrine, National Museums, Science Museums, Art Galleries & Zoological Garden, Ameya-Yokocho (a shopping alley)
Akihabara	On JNR (Yamanote/Sobu/Keihin Lines) and on subway (Hibiya Line)	Electric Apparatus at very low prices.
Roppongi	On subway (Hibiya Line)	Refined Amusement zone with good taverns and small clubs. Town for young people.

**D. Department Stores and Shopping:**

a. *Department stores are something like a library for your shopping plan, and open from 10:00 (10:30) through 18:30 (18:00). Most of them are easy to access having a subway station opened to their basements. First and second basements of the department stores accommodate without fail a food and groceries corner. The top floor usually has restaurants.*

b. **Department Stores in the Downtown:**

Area	Stores	Not open on	Remarks
Ginza	Mitsukoshi	Monday	} Popular among ladies
	Matsuya	Thursday	
	Matsuzakaya	Wednesday	
	Komatsu Store		
Nihonbashi	Hankyū	Thursday	} Comparatively new
	Tokyū	Thursday	
	Takashimaya	Wednesday	
Shinjuku	Mitsukoshi	Monday	
	Isetan	Wednesday	
	Odakyū	Thursday	
	Keio	Thursday	
Shibuya	Tokyū	Thursday	
	Seibu	Wednesday	
Ueno	Matsuzakaya	Wednesday	
	Keisei	Thursday	

Note: Some department stores such as two stated below sell lower priced goods.  
 Akihabara Department Store (Akihabara)  
 Keihin Department Store (Shinagawa)

c. **Tax exemption:**

On the purchase of taxable articles, tax may be exempted by showing your passport and you may buy these items 10 to 15% lower than the prices.

d. **Bargain shopping:**

You may find bargains in some of the retail stores in such shopping centers as Shinjuku and Shibuya as well as in the bargain counters of department stores.

— for example —

CANON FT-b CAMERA (F-1.2)	Price in Yen:
<input type="checkbox"/> Catalogue price	98,500.-
<input type="checkbox"/> No tax price at a department store	90,300.-
<input type="checkbox"/> International Arcade	89,490.-
<input type="checkbox"/> A certain retail store in Ginza	83,000.-

e. A list of certain items/services:

	Price in Yen:
Cigarette (one package)	70 ~ 300
Newspaper (English)	90
Haircut (for men)	1,500 ~ 2,000
Shampoo (for ladies)	1,000 ~ 2,000
Hairset (for ladies)	1,500 — up.
Haircut (for ladies)	2,500 — up.
Haircurl (for ladies)	3,300 — up.
Films	
Fuji/Sakura Color Print 36 EXP.	770
Kodak Color Print 36 EXP.	775
Developing (color)	350 ~ 700
Printing/per piece	60 ~ 80
Men's underwares	
brief	800 ~ 1,400
under-trouser	3,000 ~ 4,000
undershirt	800 ~ 3,500
Men's shoes — ready-made	6,500 ~ 20,000
Ladies' Shoes — ready-made	4,000 ~ 38,000
Writing pads/note books	100 ~ 400
Business lunch	500 ~ 800
A cup of coffee at a tea room or a coffee shop	250 ~ 500
Admission for movie	1,000 ~ 2,500

E. Suggested Places for Visit on Your Leisure Time (In Tokyo)

Place	Name of place	Access stn: Open	Telephone
Library	Diet Library	Kokkaigijidomae 09:30 (Sub. Maru. L.) -17:00 ( Chiyoda L.)	581-1161
	Tokyo Metropolitan Central Library	Hiroo 09:30 (Sub. Hibiya L.) -20:00	442-8451
Bookstore	Maruzen	Nihonbashi 10:00 (Sub. Ginza L.) -17:30 (Tozai L.)	272-7211
	Kinokuniya	Hibiya 10:00 (Sub. Maru. L.) -19:00 (Hibiya - L.)	504-0821
	Kanda Bookstore Avenue	Ochanomizu 09:00 (Chuo L.) -17:30	
Theater	National Theater	Nagata-cho 13:00 *b (Sub. Yuraku. L.) -20:00	265-7411
	Kabuki Theater	Higashi Ginza 11:30 (Sub. Hibiya L.) -	541-3131
	Nichigeki Theater	Yurakucho 10:30 (Yamanote L.)	281-2111
	Kokusai Theater	Tawaramachi 11:30 (Sub. Ginza L.) -	843-5931
Shrine	Meiji Shrine	Harajuku (JNR Yamanote L.)	379-5511
Temple	Sensoji Temple	Asakusa (Sub. Ginza L.) 06:00 -17:00	842-0181
Garden	Inner Garden of Meiji Shrine	Harajuku (JNR Yamanote L.) 09:00 -16:30	379-5511
	Koishikawa Botanical Garden	Suidobashi 09:00 (JNR Chuo L.) -16:30	814-0138
	Koishikawa Korakuen Garden	Iidabashi 09:00 (Chuo L.) -16:30	811-3015
	Rikugien Garden	Komagome (JNR Yamanote L.) 09:00 -16:00	941-2222
	Shinjuku Gyoen	Shinjuku (JNR Yamanote L.) 09:00 -16:00 Gyoenmae (Sub. Marunouchi L.)	356-0151
	Natural Education Park	Meguro (JNR Yamanote L.) 09:00	441-7176
	Hama Detached Palace Garden	Shimbashi (JNR Yamanote L.) 09:00 -16:00	541-0264

\*a: Sat. up to 17:00 hrs.

\* b: Sat. from 11:30

The above time schedule may change according to seasons.



F. National Holidays:

January 1	New Year's Day
January 15	Coming-of-age Day
February 11	National Foundation Day
March 20	Spring Equinox Day
April 29	Emperor's Birthday
May 3	Constitution Day
May 5	Children's Day
September 15	Respect-for the aged Day
September 23	Autumn Equinox Day
October 10	Sports Day
November 3	Culture Day
November 23	Thanksgiving Day

#### **Brief Introduction of the Instructor**

**Mr. Sozo Yokoyama is managing director of International Hospitality and Conference Service Association. He was born in 1928 and graduated from Waseda University. He majored in politics and economics. He has long been associated with travel business.**

