

◆ MY CHINESE TUTOR

商务汉语速成 A SPEEDY COURSE OF BUSINESS CHINESE

李振刚 编著



CIPG 中国国际出版集团
China International Publishing Group

学语教学出版社
SINOLINGUA

SHĀNG WÙ HÀN Yǔ SÙ CHÉNG

商务汉语速成

A Speedy Course of Business Chinese

李振刚 编



学语教学出版社
SINOLINGUA

选题策划: 单 瑛
责任编辑: 贾寅准 韩 晖
翻 译: 韩 晖
封面设计: 罗 俊
印刷监制: 佟汉冬

图书在版编目 (CIP) 数据

商务汉语速成 / 李振刚编著. - 北京: 华语教学出版社, 2005.8
ISBN 7 - 80200 - 092 - 0

I. 商… II. 李… III. 汉语—对外汉语教学—教材 IV.H195.4

中国版本图书馆 CIP 数据核字(2005)第 054894 号

商务汉语速成

李振刚 编著

*

©华语教学出版社

华语教学出版社出版

(中国北京百万庄大街 24 号 邮政编码 100037)

电话: 010-68995871

传真: 010-68326333

网址: www.sinolingua.com.cn

电子信箱: hyjx@sinolingua.com.cn

北京市通州次渠印刷厂印刷

中国国际图书贸易总公司海外发行

(中国北京车公庄西路 35 号)

北京邮政信箱第 399 号 邮政编码 100044

新华书店国内发行

2005 年 (大 32 开) 第一版

2006 年第二版第一次印刷

(汉英)

ISBN 7 - 80200 - 092 - 0

9 - CE - 3668P

First Edition 2005

Second Edition 2006

ISBN 7—80200—092—0

Copyright 2005 by Sinolingua

Published by Sinolingua

24 Baiwanzhuang Road, Beijing 100037, China

Tel: (86) 10-68995871

Fax: (86) 10-68326333

Website : www.sinolingua.com.cn

E-mail: hyjx@sinolingua.com.cn

Printed by Beijing Tongzhou Ciqu Printing House

Distributed by China International

Book Trading Corporation

35 Chegongzhuang Xilu, P.O. Box 399

Beijing 100044, China

Printed in the People's Republic of China

Preface

With the development of Sino-foreign trade, language communication becomes more and more important. This multimedia software is intended for Chinese learners in English speaking countries.

This set of teaching material is compiled by Chinese teaching experts. Applying the most advanced technology, it combines together words, sounds, pictures, animations and music. Learners can study while seeing, listening, speaking and writing. It provides a comprehensive and pleasant studying environment.

Starting from phonetics, and progressing step by step, it fits beginners for self-study, especially for those engaged in business. It enables the learners to communicate in Chinese in a short period of time.

目 录

Contents

I. 汉语语音	Chinese Pronunciation	1
II. 日常用语	Everyday Phrases	9
III. 情景对话	Situational Conversations	22
1. 订机票	Booking Airplane Tickets	22
2. 在机场	At the Airport	25
3. 入境	Entry	28
4. 接人	Meeting Somebody	31
5. 住宾馆	At the Hotel	34
6. 在餐厅	At the Restaurant	37
7. 问路	Asking for Direction	40
8. 打出租车	Taking a Taxi	43
9. 坐公共汽车	Taking a Bus	46
10. 在邮局	At the Post Office	49
11. 介绍	Introduction	52
12. 在银行	At the Bank	54
13. 在商店	At the Shop	57

14. 打电话	Making Phone Calls	60
15. 看医生	Seeing a Doctor	63
16. 谈天气	Talking about Weather	66
17. 谈节日	Talking about Festivals	69
18. 约会	Making Appointment	72
19. 警察询问	Policeman's Enquiry	74
20. 邀请客户	Inviting Clients	77
21. 询价	Inquiry	79
22. 报价	Offer	81
23. 谈价钱	Talking about Price	84
24. 谈质量	Talking about Quality	87
25. 谈颜色	Talking about Color	89
26. 谈款式	Talking about Style	91
27. 谈尺码	Talking about Size	93
28. 看样品	Looking at Samples	95
29. 订货	Ordering	97
30. 谈包装	Talking about Packing	99
31. 谈交货	Delivery	102
32. 谈付款	Payment	104
33. 谈代理	Talking about Agency	106
34. 谈佣金	Talking about Commission	109
35. 谈保险	Talking about Insurance	111

36. 签合同	Signing the Contract	113
IV. 常用词汇	Commonly-used Vocabulary	115
1. 称谓	Appellation	115
2. 数字	Numerals	116
3. 时间	Time	122
4. 颜色	Color	125
5. 国家及货币	Country and Currency	126
6. 计量单位	Measure Unit	127
7. 性质及状态	Nature and State	129
8. 针纺织品服装类	Fabrics and Clothing	132
9. 鞋帽类	Shoes and Hats	135
10. 皮毛货类	Fur and Leather	136
11. 日用品类	Daily Necessity	137
12. 化妆品类	Cosmetics	139
13. 珠宝首饰类	Jewelry	140
14. 工艺美术品类	Arts and Crafts	141
15. 五金类	Domestic Hardware	141
16. 日用电器类	Daily Electric Appliances	142
17. 电子电器类	Electrical and Electronic Appliances	144
18. 器皿类	Household Utensils	145

19. 文化用品类	Stationery	145
20. 钟表眼镜类	Clocks, Watches and Glasses ...	147
21. 食品饮料类	Food and Beverages	148
22. 糖烟酒茶类	Candy, Cigarette, Wine and Tea	151
23. 药品类	Medicine	152
24. 店名	Stores and Shops	153



汉语语音

Chinese Pronunciation

The phonetic unit of Chinese pronunciation is the syllable, one syllable corresponds to one Chinese character. A Chinese phonetic syllable is consisted of three parts: initials, finals and tones. For example, mā, m is the initial, a is the final, -i is the tone. The corresponding character is 妈 (mother).

1. Alphabet

Aa	Bb	Cc	Dd	Ee	Ff	Gg	Hh	li	Jj	Kk	Ll	Mm
Nn	Oo	Pp	Qq	Rr	Ss	Tt	Uu	Vv	Ww	Xx	Yy	Zz

2. Initials

b	p	m	f	d	t	n
l	g	k	h	j	q	x
zh	ch	sh	r	z	c	s

3. Finals

There are 35 finals in Chinese language.

a	o	e	i	u	ü		
ai	ei	ao	ou				
iao	iu	uai	ui				
ia	ie	üe	ua	uo			
an	en	ian	in	uan	un	üan	ün
ang	eng	iang	ing	uang	ueng	ong	iong

4. Tones

In Chinese the variation of a syllable's pitch may distinguish the meaning, e.g. mǎi 买 (to buy) and mà 卖 (to sell). There are four tones in Chinese, and they are expressed respectively by - ˊ ˋ ˋˊ ˋˋ.

tone category	tone mark	characteristics of the tones	examples
high level	-	starting high and keeping level	zhōng 中 (middle)
rising	ˊ	rising from middle to high	huá 华 (splendid)
falling and rising	ˋˊ	falling first then rising	wēi 伟 (great)
falling	ˋˋ	starting high and falling abruptly	dà 大 (big, huge)

e.g.:

mā	má	mǎ	mà
妈	麻	马	骂
mother	hemp	horse	scold

5. Rules for Chinese Phonetics

- (1) The final *i* after *z*, *c*, *s* or *zh*, *ch*, *sh*, *r* is not pronounced as [i], instead, it should be pronounced as -i[ɿ] or -i[ʅ].

For example, sì 四, shì 是, rì 日. They sound like the prolonged friction of the initials, and the voiceless sounds become voiced sounds. Please pay attention to the pronunciation of *i* at these cases.

Practice the following pronunciation:

bī	pī	mī	dī	tī	nī
lī	jī	qī	xī	zhī	chī
shī	rī	zī	cī	sī	

- (2) ① When a final started with *ü* is preceded by *j*, *q*, *x*, the two dots above are dropped. That is the *u* after *j*, *q*, *x* should not be pronounced as *u* but *ü* instead.

jù	qǔ	xū
句	曲	须
sentence	tune	must

- ② The two dots above ü should be kept if it follows η and l .

nǚ	lǚ
女	吕
female	a surname

- ③ When there is no initial before the final ü, we add the quasi-initial y before and meanwhile remove the dots.

üan →	yuān	yuán	yuǎn	yuàn
	渊	园	远	愿
	deep	garden	far	wish

ü →	yū	yú	yǔ	yù
	淤	鱼	雨	遇
	stasis	fish	rain	meet

- (3) The finals in the form of iu , ui and un are actually iou , uei , uen . Please pay attention to their pronunciations.

niú	shuǐ	hūn
牛	水	昏
cow	water	faint

- (4) When tone mark needs to be added above *i*, the dot above should be removed.

píqì	dǐxì	bǐlì	sīlì
脾气	底细	比例	私立
temper	ins and outs	proportion	private-run

- (5) When a syllable beginning with *a*, *o*, *e* follows another syllable, the dividing mark (') should be used.

Xī'ān
西安

Xi'an City



- (6) When there is no initial before a compound final started with *i* in a syllable, we change *i* into the quasi-initial *y*.

iao→	yāo	yáo	yǎo	yào
	腰	摇	咬	要
	waist	shake	bite	want

If there is no other finals, we need to add y before i.

i→	yī	yí	yǐ	yì
	一	疑	以	易
	one	doubt	with	easy

(7) When there is no initial before a final started with u, and there is other final behind, u needs to be changed into w.

uan→	wān	wán	wǎn	wàn
	弯	完	晚	万
	bend	finish	late	ten thousand

And if there is no other final behind, w should be added before u.

u→	wū	wú	wǔ	wù
	屋	无	五	物
	house	without	five	object

(8) The syllables standing for one phrase should be grouped together in spelling.

shìjiè	dìtú
世界	地图
world	map

A space is needed between two words.

xǐ yīfu	kàn diànshì
洗衣服	看电视
wash clothes	watch TV

Capitalize the initial letter of a proper noun. If the proper noun is made up of several words, all the initial letters of these words should be capitalized.

Zhōngguó	Hànyǔ	Fǎlánkèfú
中国	汉语	法兰克福
China	Chinese	Frankfurt

In spelling people's names, there should be a space between the first name and the surname. Capitalize the initial letters of both parts. No dividing mark is required between the first name and the surname of a foreigner's name.

Dèng Xiǎopíng	Fùlánkèlín Luósīfú
邓小平	富兰克林·罗斯福
Deng Xiaoping	Franklin Roosevelt

6. Exercises on Phonetics

bàba	měimǎn	fāngfǎ	piānpáng
爸爸	美满	方法	偏旁
daddy	satisfactory	method	radical

dàodé

道德

moral

tuántǐ

团体

group

niú'nǎi

牛奶

milk

liúli

流利

fluent

gǎigé

改革

reform

kāngkǎi

慷慨

generous

jiějué

解决

solve

qiàqiǎo

恰巧

accidentally

xíngxiàng

形象

image

zhēnzhèng

真正

true

zuìzé

罪责

crime

huánghūn

黄昏

dusk

róngrěn

容忍

tolerant

cāngcù

仓促

haste

hǎi'ōu

海鸥

sea-gull

chuōchuān

戳穿

expose

sōusuǒ

搜索

search

ānwěn

安稳

stable

fáng'ài

妨碍

hinder

ángyáng

昂扬

high spirited

shānshuǐ

山水

mountain and water

