


Chinese Treasury Series

汉语宝葫芦系列 

Easy Business Chinese

商务汉语 随学随用

李俊桃 编


Chinese



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Preface

Chinese Treasury Series is a series of Chinese learning materials designed for foreign exchange students or overseas Chinese learners at primary and intermediate level. The whole series is composed of five books: **Easy Daily Chinese**, **Easy Travel Chinese**, **Easy Business Chinese**, **Easy Romantic Chinese** and **604 Chinese Characters**. This series attaches great importance to the practical, communicative and interesting use of the Chinese language. The companion MP3 discs give actual pronunciation of Mandarin Chinese.

Easy Business Chinese focuses on commercial activities, and includes 4 modules: basic communication, dealing with office work, making and answering telephone calls and chairing meetings. It provides a comprehensive introduction to practical Chinese sentence patterns and expressions frequently used on business occasions, and is believed to be helpful for readers to improve their language proficiency. Although it tries to cover every aspect of business activities, some important language points will be inevitably ignored. Advice is appreciated for further revision.

During the writing of this book, I was offered great help from Wang Xuesong from College of Chinese Language and Culture at Beijing Normal University, and Wei Xinhong from School of Chinese Language at Beijing Language and Culture University. I am extremely grateful for that.

Li Juntao
Apr., 2010

前 言

“汉语宝葫芦系列”是一套针对初、中级汉语水平的来华留学生或在海外学习汉语的读者编写的语言学习读物。整个系列包括《生活汉语随学随用》、《旅游汉语随学随用》、《商务汉语随学随用》、《恋爱汉语随学随用》和《604个汉字》共5册书。整个系列特别注重语言的实用性、交际性和趣味性,并且按普通话实际发音配有MP3光盘。

《商务汉语随学随用》以商务活动为主题,内容包括基本交流、处理办公事务、接打电话、主持会议4个基本板块,全面介绍了商务活动中实用性较强的汉语句型和词语,相信对读者提高商务汉语水平会有一些的帮助。本书虽然尽力涵盖商务活动各个方面,但一些重要的语言点难免仍然被忽略了,欢迎各位读者提出宝贵的意见,以便我们今后修改。

本书编写中,曾得到北京师范大学汉语文化学院的王学松老师和北京语言大学汉语学院的魏新红老师等的帮助,特此鸣谢!

李俊桃

2010年4月

目录

CONTENTS

Jīběn Jiāoliú	
一、基本交流 Basic Communication	1
wèn hòu	
1. 问候 Greeting	3
zì wǒ jiè shào	
2. 自我介绍 Self-introduction	4
jiè shào xīn tóng shì	
3. 介绍 新 同事	
Introducing new colleagues	6
yuán gōng péi xùn	
4. 员工 培训 Training for staff	21
xún qiú bāng zhù yǔ tí gòng zhǐ dǎo	
5. 寻求 帮助 与 提供 指导	
Asking for help and offering	
instructions	24
xián tán	
6. 闲谈 Chat	26
jié shù tán huà	
7. 结束 谈话 Ending a dialogue	33
Chǔ lǐ Bàn gōng Shì wù	
二、处理办公 事务	
Dealing with Office Business	37
chǔ lǐ wén jiàn	
1. 处理文件 Dealing with paper work	39
bù zhì gōng zuò	
2. 布置 工作 Arranging work	43

目录

CONTENTS

zhāopìn yǔ Yīngpìn

3. 招聘 与 应聘

Recruitment and applying for jobs 46

cízhí

4. 辞职 Resignation 53

jiāo jiē bān

5. 交接班 Shift turnover 58

Jiēdǎ Diànhuà

三、接打电话 Using the Telephone 61

dǎ diànhuà

1. 打电话 Making phone calls 63

jiē diànhuà

2. 接电话 Answering the phone 67

shǒujī yèwù

3. 手机业务 Mobile service 72

yuēhuì

4. 约会 Appointment 78

tóusù yǔ dàoqiàn

5. 投诉与道歉 Complaint and apology ... 87

tōngzhī huìyì

6. 通知会议 Informing of conferences ... 96

Zhǔchí Huìyì

四、主持会议 Conducting a Meeting 97

yìbān huìyì

(一) 一般会议 A general meeting 99

huìyì kāishǐ	
1. 会议开始 Beginning a meeting	99
tǎolùn wèntí	
2. 讨论问题 Discussing problems	101
biǎodá jiànjiě	
3. 表达见解 Expressing views	102
zhuǎnyí huàtí	
4. 转移话题 Changing topics	103
tíchū yíwèn	
5. 提出疑问 Raising a query	104
tíchū jiànyì	
6. 提出建议 Making suggestions	105
jǐyǔ fǎnkui jiéshù huìyì	
7. 给予反馈、结束会议	
Giving feedback, ending a meeting	107
bùmén huìbàohuì	
(二) 部门汇报会	
Department report meeting	116
huìbào jiéguǒ	
1. 汇报结果 Reporting the result	116
guānzhù wèntí	
2. 关注问题 Attention on problems	120
shāngyè qiàntánhuì	
(三) 商业洽谈会	
Business negotiation conference	125
jiāohuàn míngpiàn	
1. 交换名片	
Business card exchange	125

目录

CONTENTS

- xúnwèn jièshào gōngsī
2. 询问、介绍 公司
Inquiring an introducing companies ... 129
- cānguān gōngsī
3. 参观 公司 Visiting a company 136
- jièshào chǎnpǐn
4. 介绍 产品 Introducing products 138
- dìnghuò
5. 订货 Ordering goods 141
- shāngwù jiǔhuì
(四) 商务 酒会
Business cocktail party 150

Jīběn Jiāoliú

一、基本交流

Basic Communication



1

wèn hòu

问候 GREETINGS

Nǐ hǎo!

你好! How do you do!

Nín hǎo!

您好! How do you do!

Nǐ zǎo!

你早! Good morning!

Nín zǎo!

您早! Good morning!

Zǎo!

早! Morning!

Zǎoshang hǎo!

早上好! Good morning!

Xiàwǔ hǎo!

下午好! Good afternoon!

Wǎnshang hǎo!

晚上好! Good evening!

2

zìwǒ jièshào

自我介绍 SELF INTRODUCTION

Qǐng yǔnxǔ wǒ zìwǒ jièshào yíxià.

请 允许我自我介绍一下。

Please allow me to make a brief self-introduction.

Xiān zìwǒ jièshào yíxià.

先自我介绍一下。

First, I'd like to introduce myself.

Wǒ jiào

我叫……My name is...

Wǒ shì xīn lái de

我是新来的……I am new.

Wǒ lái zì

我来自……I am from...

Yǐhòu qǐng duō guānzhào.

以后请多关照。

I think I may need your help later.

duìhuà

对话 Dialogue

Nǐ hǎo! Shì xīn lái de tóngshì ba? Nǐ jiào shénme

A: 你好! 是新来的同事吧? 你叫什么名字?

How do you do! Are you a newcomer? What is your name, please?

Nǐ hǎo! Zìwǒ jièshào yíxià, wǒ jiào Zhāng Míng,

B: 你好! 自我介绍一下, 我叫张明, 是新来的经理助理。请问您是……

How do you do! Let me introduce myself. My name is Zhang Ming, and I'm a new manager assistant. May I have your name, please?

Wǒ shì bàngōngshì zhǔrèn Wáng Lìlì.

A: 我是办公室主任 王丽丽。

I am Wang Lili, the office director.

Wáng zhǔrèn, Nín hǎo!

B: 王主任, 您好!

Nice to meet you, Director Wang!

3

jièshào xīn tóngshi
介绍新同事 INTRODUCING NEW COLLEAGUES

Ràng wǒ lái jièshào yíxià.

让我介绍一下。 Let me introduce for you.

Zhè wèi shì ……

这位是…… This is…

Nǐmen yǐqián rènshi …… ma?

你们以前认识……吗? Have you met before?

Nǐ jiànguò …… ma?

你见过……吗? Have you met...before?

Jiàndào nín hěn róngxìng!

见到您很荣幸! I'm pleased to meet you!

Hěn gāoxìng rènshi nǐ!

很高兴认识你! Nice to meet you!

Zǎo jiù xiǎng rènshi nǐ, kěxī yízhí méiyǒu

早就想认识你,可惜一直没有

jīhuì, jīntiān zǒngsuàn jiàndào le.

机会,今天总算见到了。

I have been dreaming of meeting you. Unfortunately, I didn't have a chance. Today comes at long last.

Huānyíng lái wǒmen gōngsī.

欢迎 来我们公司。 Welcome to our company.

Huānyíng huānyíng!

欢迎 欢迎! Welcome!

Huānyíng jiārù wǒmen.

欢迎 加入我们。 Welcome to join us.

Wǒ dài nǐ dào gè ge bàngōngshì zǒuzou, shúxī
我带你到各个办公室走走,熟悉
shúxī zhōuwéi huánjìng.

熟悉周围 环境。

I will show you around to the offices and help you to orient yourself.

Wǒ lái gàosu nǐ zhèlǐ de bàngōng zhìdù ba!

我来告诉你这里的办公制度吧!

Let me tell you the regulations in the office!

Shàngxiàbān yíding yào jìzhù dǎkǎ。

上下班 一定要记住打卡。

Remember to punch the clock before on and off duty.

Nǐ bìxū shúxī wǒmen de pínggū zhìdù。

你必须熟悉我们的评估制度。

You need to be familiar with our assessment system.

duìhuà yī

对话 1 Dialogue 1

Lǐ Lín, xiàng nǐ jièshào yí wèi xīn tóngshì. Zhè wèi shì
A: 李琳, 向你介绍一位新同事。这位是
 Zhāng Míng, shì xīn lái de。Zhāng Míng, zhè shì Lǐ Lín。
张明, 是新来的。张明, 这是李琳。
 Li Lin, let me introduce a new colleague to you. This is
 Zhang Ming, and he is a newcomer. Zhang Ming, this is
 Li Lin.

Nǐ hǎo, Zhāng Míng, hěn gāoxìng rènshi nǐ!
B: 你好, 张明, 很高兴认识你!
 How do you do, Zhang Ming. Glad to meet you!

Nín hǎo, wǒ yě hěn gāoxìng rènshi nín!
C: 您好, 我也很高兴认识您!
 How do you do. I am glad to meet you, too!

Lǐ Lín, wǒ xiǎng ràng nǐ dài Zhāng Míng dào gègè
A: 李琳, 我想让你带张明到各个
 bàngōngshì zǒuzou, shúxī shúxī zhōuwéi huánjìng,
办公室走走, 熟悉熟悉周围环境,
 kěyǐ ma?
可以吗?

Li Lin, I would like you to show him around and help him
 orient himself. Is that OK?

Dāngrán kěyǐ, nà wǒ dài tā sìchù zhuàn yi zhuàn,
B: 当然可以, 那我带他四处转一转,

bāngzhù tā shúxī yíxià huánjìng.

帮助 他熟悉 一下 环境。

Sure. I will show him around and help him orient.

liándòng jù: zhǔyǔ

连动句: 主语 + V1 + V2 ·····

Sentence with two or more verbs used together:

Subject + V1 + V2 ...

Wǒ xiǎng ràng nǐ dài ZhāngMíng dào gè gè bàn-

我想 让你带 张明 到各个办

gōngshì zhuàn yí zhuàn/ Nà wǒ dài tā sìchù

公室 转 一转 / 那我带他四处

zhuàn yí zhuàn.

转 一转。

I would like you to show Zhang Ming around./I will show him around.

Tā chīwán fàn sǎnbù qù le.

1. 他吃完饭散步去了。

He went out for a walk after he had had supper.

Wǒ qù túshūguǎn kànshū.

2. 我去图书馆看书。

I go to the library to read books.

Tā měitiān zuò gōnggòng qìchē shàngbān.

3. 他每天坐 公共汽车上班。

He goes to work by bus every day.