

# CONVERSATIONAL CHINESE FOR BUSINESS

by Guo Li

汉英对照

## 商用汉语会话

郭 力 编著

北京大学出版社  
Peking University Press

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## 说 明

《商用汉语会话》是为来华经商的外国人编写的汉语教材,可供具有初级汉语水平的人使用。

本书共二十课,每课由会话和学写汉字两部分组成。会话均有汉语拼音和英语翻译。考虑到外国人来华经商时各方面交际和外贸业务的需要,前十二课会话内容是生活交际方面的,后八课是外贸业务方面的。每课的学写汉字均列出六个本课出现的汉字(均为商业应用文中的常用字),依笔顺写出字形,以帮助外国人熟悉常用汉字的写法,并学会写这些汉字。

每课会话中的划线部分表示可用后面括号里的替换词语或句子替换。如一段话中有两处可替换部分,第一处加\_\_\_\_表示,第二处加\_\_\_\_\_表示;括号内的两处替换词语用//隔开,//前为第一处的,//后为第二处的。汉语的替换词语有些在英语中不一定反映,有些也不一定与英语一一对应。

本书由迪巴莉·达诺塔小姐担任英文翻译,慕心怡女士担任英文审订,在此对她们的大力协助表示感谢。

编著者

1993. 6

## PREFACE

*Conversational Chinese for Business* is a Chinese language textbook written to assist people from other countries who are doing business in China. The text is designed for those who are at a beginning level of Chinese.

The text has twenty chapters, each divided into two sections; conversation practice, and character writing. Each conversation section includes Chinese pinyin, and an English translation. Taking into consideration the language needs of foreigners doing business in China, the first twelve chapters focus on the basic communication skills needed for ordinary life situations; and the last eight chapters focus on business terminology and conversation. In the character writing portion of each chapter, six of the most important characters from the current chapter are selected for study. All these characters are common in applied business language. The stroke order for each character is shown. This will help students become familiar with methods of writing common Chinese characters, and will help students master these six characters.

In the conversation practice section of each chapter, the underlined portion of the sentence can be replaced by the word or phrase in parentheses. If in one dialog there are two phrases that can be replaced, then the first phrase is underlined once, and the second phrase is underlined twice. Within the parentheses, the two replacement phrases are separated by a double slash " // ", with the phrase before the double slash replacing

the single underline portion of the text, and the phrase after the double slash replacing the double underline portion of the text. Some of the alternatives in Chinese need not be expressed in English, and some of them are not appropriate to be correspondent one by one either.

We would like to thank the following people for their generous assistance with this book: Deepali Dhanota, English translation; and Joyce Clemenger, English proofreading.

The Editors

June 1993

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# 第一课 在机场

Dì yī kè Zài Jī chǎng

## Chapter One At the Airport

A [中方公司职员]:您好! 您是—— (怎么称呼您? /您贵姓?)

[Zhōngfāng gōngsī zhíyuán]: Nín hǎo! Nín shì— (Zěnmē chēnghu nín? /Nín guì xìng?)

[Chinese company employee]: Hello! You are... (May I ask your name?)

B [外商]: 我是加拿大皮埃尔公司的乔治·史密斯。您贵姓? (我是英国 BBC 公司的亚瑟·汤姆逊, 您是——)

[wàishāng]: Wǒ shì Jiānádà Pí'ǎi'ěr Gōngsī de Qiáozhì · Shǐmìsī. Nín guì xìng? (Wǒ shì Yīngguó BBC Gōngsī de Yàsè Tāngmǔxùn, Nín shì—)

[foreign businessman]: I am George Smith from Canada's Pierre Company. May I ask your name? (I am Arthur Thompson from England's BBC Company, May I ask your name?)

A: 我姓李, 叫李国庆, 是中国五金矿产进出口公司的。  
我是特意来接您的。 (我是北京第一机床厂的杨华, 厂里派我来接您。)

Wǒ xìng Lǐ, jiào Lǐ Guóqìng, shì Zhōngguó Wǔjīn

Kuàngchǎn Jìnchūkǒu Gōngsī de. Wǒ Shì tàiyì lái jiē nín de. (Wǒ shì Běijīng Dìyī Jīchúángchǎng de Yáng Huá, chǎngli pài wǒ lái jiē nín.)

I am Li Guoqing from China's Metals & Minerals Import and Export Company. I came especially to meet you. (I'm Mr. Yanghua from Beijing No. 1 Machine Plant. My company asked me to come and greet you.)

B: 谢谢您特意来接我。能认识您，我很荣幸。 (您特意来接，真不敢当。)

Xièxie nín tàiyì lái jiē wǒ. Néng rènshi nín, wǒ hěn róngxìng. (Nín tàiyì lái jiē, zhēn bù gǎn dāng.)

Thank you for coming to meet me. I am very honoured to know you. (I'm sorry I'm taking so much of your time.)

A: 您一路上好吗？ (顺利)

Nín yílùshang hǎo ma? (shùnlì)

Did you have a smooth journey?

B: 我一路上很好。 (非常顺利)

Wǒ yílùshang hěn hǎo. (fēicháng shùnlì)

I had a very smooth journey.

A: 您是第一次来中国吗？

Nín shì dìyīcì lái Zhōngguó ma?

Is this the first time you've come to China?

B: 是第一次。到中国来是我多年的愿望，这次能来，我非常高兴。 (在中国期间，请你们多多关照。不是第一次。我已经来过两次，都是来旅游的。能再次来中国，真是

太好了。)

Shì dìyīcì. Dào Zhōngguó lái shì wǒ duōnián de yuànwàng, zhèicì néng lái, wǒ fēicháng gāoxìng. Zài Zhōngguó qījiān, qǐng nǐmen duōduō guānzhào. (Bú shì dì-yīcì. Wǒ yǐjīng láiguò liǎngcì, dōu shì lái lǚyóu de. Néng zàicì lái Zhōngguó, zhēn shì tài hǎo le.)

Yes, it is the first time. I've wanted to come to China for many years. I am very pleased to come this time. During my stay in China please assist me in any way you can. (This is not my first time here. I've been here twice before traveling each time. I'm so happy I was able to come to China again.)

A: 不用客气, 我们非常欢迎您。愿我们合作愉快! 您的行李都到齐了吗?

Bú yòng kèqì, wǒmen fēicháng huānyíng nín. Yuàn wǒmen hézuò yúkuài! Nín de xíngli dōu dào qí le ma?

Please don't be so polite. I hope our co-operation is a success! Has all your luggage arrived?

B: 我的行李都到齐了。(还没找到)

Wǒde xíngli dōu dào qí le. (hái méi zhǎodào)

My luggage is all here. (I haven't found my luggage as yet)

A: 请把行李单给我, 我去替您取出来。(帮您找一找)

Qǐng bǎ xínglǐdān gěi wǒ, wǒ qù tì nín qǔ chūlái. (bāng nín zhǎo yì zhǎo)

Please give me your luggage claim slip, and I'll get it for you. (I'll help you find it.)

B: 那就劳驾了。这是我的行李单。(那太谢谢了。)

Nà jiù láojià le. Zhè shì wǒ de xínglǐdān. (Nà tài xièxie le)

I am sorry to trouble you. Here is my luggage claim slip.  
(Thank you very much)

### 学写汉字 Xué xiě hànzi

#### Characters Writing

您 丿 ㄣ ㄣ ㄣ 竹 你 你 你 您 您 您

好 乚 ㄣ ㄣ 如 好 好

我 ㄣ ㄣ 手 手 我 我 我

是 丨 口 口 日 旦 早 早 是 是

北 丨 丨 丨 北 北

京 丶 宀 宀 宀 宀 京 京 京

## 第二课 在海关

Dìèrkè Zài Hǎiguān

### Chapter Two At Customs

A [海关官员]: 您好! 欢迎您到中国来。

[hǎiguān guānyuán]: Nín hǎo! Huānyíng nín dào Zhōngguó lái.

[customs official]: Hello! Welcome to China.

B [外商]: 谢谢! 这是我的护照。

[wàishāng]: Xièxie! Zhè shì wǒ de hùzhào.

[foreign businessman]: Thank you! Here is my passport.

A: 您有几件行李?

Nín yǒu jǐjiàn xíngli?

How much luggage do you have?

B: 三件。这个箱子, 还有那两个旅行包。(两件。都在这里。)

Sān jiàn. Zhège xiāngzi, hái yǒu nà liǎngge lǚxíngbāo.

(Liǎngjiàn. Dōu zài zhèr.)

Three pieces. This suitcase and those two travel bags.

(Twopieces, they're all here.)

A: 请把这个箱子打开。

Qǐng bǎ zhège xiāngzi dǎkāi.

Could you please open this suitcase.

B: 好吧。

Hǎo ba.

Sure.

A: 旅行包里是什么东西?

Lǚxíngbāo lǐ shì shénme dōngxi?

What do the travel bags contain?

B: 是一些衣服和自用物品。

Shì yìxiē yīfu hé zìyòng wùpǐn.

Some clothes and personal belongings.

A: 有什么需要申报的吗?

Yǒu shénme xūyào shēnbào de ma?

Is there anything to be declared?

B: 请告诉我哪些东西需要申报?

Qǐng gàosu wǒ nǎxiē dōngxi xūyào shēnbào?

Please tell me which things need to be declared?

A: 行李申报单背面有必须向海关申报的物品名称表,  
请看一下。

Xíngli shēnbàodān bèimiàn yǒu bìxū xiàng hǎiguān  
shēnbào de wùpǐn míngchēng biǎo, qǐng kàn yíxià.

The back of the luggage declaration form has a list of items  
that must be declared. Please take a look at it.

B: 我有几样东西要申报。(我没有要申报的东西。)

Wǒ yǒu jǐyàng dōngxi yào shēnbào. (Wǒ méiyǒu yào  
shēnbào de dōngxi.)

I have a few articles to be declared. (I do not have any arti-

cles to be declared. )

这些东西需要上税吗? (这个摄像机要不要上税?/这  
几样东西可以免税吗?)

Zhèxiē dōngxi xūyào shàng shuì ma? (Zhège shèxiàngjī  
yào bú yào shàng shuì?/Zhèi jǐyàng dōngxi kěyǐ miǎn shuì  
ma?)

Do I need to pay duty for these articles? (Do I need to pay  
duty for this camera?/Can these few items pass as duty-free  
items?)

A: 要上税。 (可以免税。)

Yào shàng shuì. (Kěyǐ miǎn shuì.)

You need to pay duty. (You don't have to pay duty.)

您带的什么外币?

Nín dài de shénme wàibì?

What foreign currency do you have?

B: 美元。有信用卡,也有现金。

Měiyuán. Yǒu xìnyòngkǎ, yě yǒu xiànjīn.

U. S. Dollars. I have credit card and also cash.

A: 请您把所带的外币名称、现金数目填写清楚。

Qǐng nín bǎ suǒ dài de wàibì míngchēng, xiànjīn shù mù  
tiánxiě qīngchū.

Please fill in clearly the type and amount of cash foreign  
currency you are carrying.

B: 好。

Hǎo.



Fine.

A: 请您把这份行李申报单保存好,出境时还要用。

Qǐng nín bǎ zhèfèn xínglǐ shēnbàodān bǎocún hǎo, chū  
jìng shí hái yào yòng.

Please keep this luggage declaration form in a safe place.

You will need it when you leave the country.

B: 谢谢。

Xièxiè.

Thank you.

### 学写汉字 Xué xiě hàn zì

#### Characters Writing

欢	フ	又	又	欢	欢	欢	
迎	、	、	白	巾	巾	巾	迎
到	一	工	云	至	至	至	到
中	、	口	口	中			
国	丨	冂	冂	冂	冂	国	国
来	一	、	口	五	卒	来	来