



SINOLINGUA

# 商业汉语

## Business Chinese



华语教学出版社

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## Business Chinese

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## CHARACTERS IN BUSINESS CHINESE

### Australian Trade Delegation

Myer (Màiyò)	Leader of the Australian Trade Delegation, a representative of the steel industry in Australia
Hawk (Huòkè)	Deputy leader of the Delegation, an importer of Chinese arts and crafts products
Neil (Ní'ěr)	Member of the delegation
Mary Brown (Mǎlì Bùlǎng)	Representative from a medical equipment company
Albert Lane (Àbótè Láiēn)	From an electronics company
William Smith (Wēilián Shímisi)	Colleague of Hawk, from the Textiles Dept. of his company

### Main Characters on Chinese Side:

Liu Li (Liú Lì)	Interpreter
Ding (Dīng júzhǒng)	Director of the Bureau, Chinese Ministry of Foreign Trade
Li (Lǐ chǒngzhǒng)	Head of the Arts and Crafts Factory
Wang Fang (Wáng Fāng)	Friend of Ms Brown, teacher in the English Dept. of a college
Doctor (Dàifu)	
Head of Hospital (Yuànzǒng)	
Ma (Mǎ chǒngzhǒng)	Head of Shanghai Medical Instruments Factory
Wang (Wáng chǒngzhǒng)	Head of a steel plant
Sales Assistant (Shòuhuòyuán)	
Receptionist (Fúwùtái)	
Telephone Operators (Diànhuòyuán)	
Custom's Officer (Hǎiguān rényuán)	

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# LESSON 1

## Dǎ Zhāohu Greetings

### I PATTERN SENTENCES

Wǒ shì shāngrén.	I am a businessman.
Nà bú shì shū.	That's not a book.
Tā shì Zhōngguó rén.	He's Chinese.
Nǐ shì Àodàlìyà rén ma?	Are you an Australian?

### II PRACTISE WITH THE SENTENCE PATTERNS

- |       |          |            |
|-------|----------|------------|
| Wǒ    |          | shāngrén   |
| Nǐ    |          | fānyì      |
| Tā    |          | yínhángjiǎ |
| Wǒmen | (bú) shì | lǎoshī     |
| Nǐmen |          | dàifu      |
| Tāmen |          | gōngrén    |
- |     |          |             |
|-----|----------|-------------|
|     |          | shū         |
|     |          | bào         |
|     |          | zázhì       |
| Zhè |          | bǐ          |
|     | (bú) shì | zhàoxiàngjī |
| Nà  |          | shǒutǐbào   |
|     |          | xiāngzi     |
|     |          | qìchē       |
|     |          | shǒubiǎo    |
- |       |          |              |
|-------|----------|--------------|
| Wǒ    |          | Àodàlìyà rén |
| Nǐ    |          | Zhōngguó rén |
| Tā    |          | Rìběn rén    |
| Wǒmen | (bú) shì | Yīngguó rén  |
| Nǐmen |          | Měiguó rén   |
| Tāmen |          | Fǎguó rén    |

4.

Zhè  
Nà

(bú) shì

Aodàliyà  
Měiguó  
Riběn  
Zhōngguó

qìchē  
shǒubiǎo  
zhàoxiàngjī

5.

Nǐ

shì

Tā

Aodàliyà rén  
Zhōngguó rén  
fānyì  
tuánzhǎng

ma?

### III DIALOGUE

1. A: Zhè shì shū ma?

A: Is this a book?

B: Zhè shì shū.

B: This is a book.

A: Zhè shì zázhì ma?

A: Is this a magazine?

B: Zhè bú shì zázhì.

B: This is not a magazine.

A: Nà shì shǒutíbāo ma?

A: Is that a briefcase?

B: Nà bú shì shǒutíbāo, nà shì  
xiāngzi.

B: That's not a briefcase.

It's a suitcase.

2. A: Nǐ shì Aodàliyà rén ma?

A: Are you an Australian?

B: Dui. Wǒ shì Aodàliyà rén.

B: Yes. I'm an Australian.

A: Tāmen yě shì Aodàliyà rén ma?

A: Are they Australians too?

B: Tāmen bú shì Aodàliyà rén.

Tāmen shì Yīngguó rén.

B: They're not Australians.

They're English.

3. Liú: Nín hǎo!  
Liu: How do you do!  
Mài: Nín hǎo!  
Myer: How do you do!  
Liú: Nín shì Mài yà xiānsheng ma?  
Liu: Are you Mr Myer?  
Mài: Shì. Wǒ shì Mài yà, Bì dé Mài yà. Nín shì...  
Myer: Yes. I'm Myer, Peter Myer. And you are...?  
Liú: Wǒ shì fānyì.  
Liu: I'm the interpreter.  
Mài: Nín guì xìng?  
Myer: And what is your name?  
Liú: Wǒ xìng Liú, jiào Liú Lì.  
Liu: My name is Liu. Liu Li.

#### IV PROSE PASSAGE

1. Wǒmen shì Àodàlìyà rén. Wǒmen shì shāng rén. Wáng xiānsheng shì Zhōngguó rén. Tā yě shì shāng rén. Liú tóngzhì yě shì Zhōngguó rén. Tā jiào Liú Lì. Tā bú shì shāng rén. Tā shì fānyì.

We're Australians. We're business people. Mr Wang is Chinese. He's a businessman too. Ms Liu is also Chinese. Her name is Liu Li. She's not a businesswoman. She's the interpreter.

2. Wǒmen shì Àodàlìyà Mǎoyì Dàibìǎotuán. Zhè wèi shì Mài yà xiānsheng. Tā shì Dàibìǎotuán tuánzhǎng. Nà wèi shì Huòkè xiānsheng. Tā shì Dàibìǎotuán fùtuánzhǎng. Wǒ jiào Níěr, shì Dàibìǎotuán tuányuán.

We are the Australian Trade Delegation. This is Mr Myer. He's the head of the delegation. That is Mr Hawk. He is the deputy head of the delegation. I'm Neil, I'm a member of the delegation.

#### V NEW WORDS

1. wǒ	(p)	I
2. shì	(v)	am, is, are, was, will be, (to) be, etc.
3. shāngrén	(n)	businessman
4. nà	(p)	that
5. bù	(adv)	not, no (negates verb)
6. shū	(n)	book
7. tā	(p)	he, she, it
8. rén	(n)	person, man, woman
9. nǐ	(p)	you
10. ma	(part)	modal particle
11. men	(suff)	plural suffix
12. fānyì	(n / v)	interpreter, translator; (to) interpret, translate
13. yínhángjiǎ	(n)	banker
14. lǎoshī	(n)	teacher
15. dàifu	(n)	doctor
16. gōngrén	(n)	worker
17. zhè	(p)	this
18. bào	(n)	newspaper
19. zázhì	(n)	magazine
20. bǐ	(n)	pen, writing brush
21. běnzi	(n)	notebook
22. zhàoxiàngjī	(n)	camera
23. shǒutíbāo	(n)	briefcase
24. xiāngzi	(n)	suitcase
25. qìchē	(n)	car
26. shǒubiǎo	(n)	watch
27. tuánzhǎng	(n)	leader of the delegation, group leader
28. duì	(adj)	correct, that's right
29. yě	(adv)	too, also
30. nín	(p)	you (polite form)
31. hǎo	(adj)	well, good
32. xiānshēng	(n)	Mr (but also used occasionally for professional women)
33. guì xìng	(exp)	please tell me your name? (surname)
34. xìng	(n / v)	surname, surname is ..., have the surname
35. jiào	(v)	(am) called, name is ..., call 's.b.'
36. tóngzhì	(n)	comrade
37. mǎoyì	(n)	trade, commerce
38. dàibīǎotuán	(n)	delegation, group
39. wèi	(meas)	measure for people (polite)
40. fù	(adj)	vice, assistant, deputy
41. tuányuán	(n)	member of delegation or group

### *Proper Names*

1. Zhōngguó	China
2. Aodàliyà	Australia
3. Riběn	Japan
4. Yīngguó	England
5. Měiguó	America
6. Fǎguó	France
7. Màiyà	Myer
8. Liú Lì	Liu Li
9. Wáng	Wang
10. Huòkè	Hawk
11. Ní'ěr	Neil

### *Supplementary New words*

1. dàshìguǎn	(n)	embassy
2. túshūguǎn	(n)	library
3. fànguǎnr	(n)	restaurant
4. lǚguǎn	(n)	hotel
5. yínháng	(n)	bank
6. yóujú	(n)	post office
7. cèsuǒ	(n)	toilet
8. shūdiàn	(n)	bookshop
9. Běijīng Fàndiàn	(PN)	Beijing Hotel
10. Tián	(PN)	a surname
11. zhèngfǔ	(n)	government
12. guānyuán	(n)	official
13. shūzhuō	(n)	desk
14. míngzi	(n)	name, given name
15. Yuēhàn	(PN)	John
16. Mǎlì	(PN)	Mary

## **VI GRAMMAR**

### **1. Sentences with the copula shì**

The affirmative (declarative) sentence pattern with **shì**, is "A shì B" (A is B). The verb **shì** is known as a copula (or in some grammars, "equational verb"). It identifies the subject of the sentence with its complement B or means that A is a member of a larger

class B, consisting of similar people or things. For example:

- 1) Tā shì Zhōngguó rén.

He is Chinese.

- 2) Tā shì dàifū.

She is a doctor.

The grammatical order of this sentence is: Subject Copula Complement. To form the negative the adverb **bù** is used before **shì** — A **bú shì** B (A is not B). Example:

- 3) Wáng xiānsheng **bú shì** fǎnyì.

Mr Wang is not the interpreter.

## 2. Questions of type (1)

Questions of type (1) are formed by simply adding the interrogative particle (question particle) **ma** at the end of a declarative sentence (statement). Examples:

- 4) Zhè shì shǒutǐbāo **ma**?

Is this a briefcase?

- 5) Tāmen shì Àodàlìyà rén **ma**?

Are they Australians?

### Notes:

1. Chinese verbs are not declined or inflected to show tense or person. Thus **shì** in different contexts will be translated as "am, are, was, were, will be, was to have been," and so on.

## 2. Definiteness in nouns

There is no equivalent of the English indefinite and definite article "a" and "the" in Chinese.

Thus **shāng rén** is either "a businessman" or "the businessman" depending on whether we are referring to any businessman or the particular businessman.

## 3. No distinction for singular or plural in nouns

Nouns in Chinese are not marked for singular or plural. Hence **bào** will be translated as "newspaper" or "newspapers" depending on what fits the context that it occurs in, or whether it is "a newspaper" or "newspapers" that are being spoken about.

## 4. Noun suffixes

- 1) **-rén, -jiā**. **Rén** (man) and **jiā** (family) are words in their own right, but may also be used as suffixes attached to nouns that describe a trade, profession or speciality. The new word formed from the combination of noun and suffix, means the person who engages in the trade or profession, or the specialist. They are thus like the English suffixes, "man, -er, -ist". Examples:

**Shāng rén** (businessman), **gōng rén** (worker), **zhuān jiā** (specialist)

- 2) **-men**. Unlike **rén** and **jiā**, the pluralizing suffix **-men** has no independent



meaning. It is what is called a bound form (BF) since it must occur attached to some other word. It is also toneless. **-men** is suffixed to the personal pronouns **wǒ**, **nǐ**, **tā**, (I, you, he) to make the plural **wǒmen**, **nimen**, **tāmen** (we, you, they). It also occurs after certain "people nouns" to indicate the general group of them. Examples:

rénmen (the people, we people), zhuānjiāmen (the experts), gōngrénmen (the workers).

- 3) **-zi** like **-men** is a noun suffix. **-zi** is bound and toneless. Examples:

xiāngzi (suitcase), běnzi (notebook), zhuōzi (table).

- 4) **-r** is used in the Beijing dialect much the way **-zi** is elsewhere, but also has particular uses. Example:

shūzhuōr (desk)

It is used more widely by Beijing speakers than other speakers of Mandarin. Only a restricted number of words with the **-r** suffix are considered to be part of standard Mandarin.

## 5. Proper names

In people's names, the surname is always first and the "given" (first or "Christian") name last. The surname is usually one syllable (one character) but there are a few two-character, or "double", surnames, e.g. **Ouyáng**, **Sīmǎ**. The given name is one or two syllables (characters) in length.

## 6. Transliteration of non-Chinese names

Non-Chinese names are translated by sound, i.e. transliterated, into Chinese. Characters that are similar in sound are chosen for each syllable of the foreign name.

Example: Yuēhàn (John, Johann), Mǎlì (Mary)

The characters used in transliteration of names are chosen carefully, so that they have a pleasant or neutral meaning. (Some foreign words are also brought into Chinese in this way, but the preferred way of translating foreign concepts is to translate the meaning rather than to transliterate.)

# VII PRACTICE IN LISTENING AND SPEAKING

## 1.7.1. Transformation Drill

Change the statements into questions:

Model: Wǒ shì Aodàliyàrén.

Nǐ shì Aodàliyàrén ma?

Nà shì shū.

Nà shì shū ma?