

Talk **Chinese** Series

脱口说汉语

Office Talk

职场口语

By Li Shujuan



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主编：李淑娟

本册作者：杨利红

英文改稿：Jenny Yang

插图：宋琪

责任编辑：翟淑蓉

封面设计：古 手

插图：宋 琪

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主编 李淑娟

英文改稿 Jenny Yang

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（中国北京百万庄大街24号 邮政编码 100037）

电话：(86)10-68320585

传真：(86)10-68326333

网址：www.sinolingua.com.cn

电子信箱：hyjx@sinolingua.com.cn

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Tel: (86)10-68320585

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<http://www.sinolingua.com.cn>

E-mail: hyjx@sinolingua.com.cn

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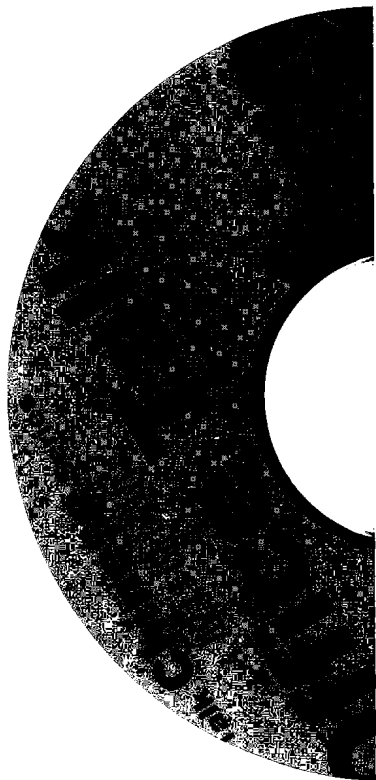
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当你在职场中工作时，你该怎么说？

How do you communicate
at work in China?

In this book, you will learn spoken office language for a wide-range of situations. It has 15 units which cover job interviews, first day at work, resignation, job transition, regular meeting, accomplishing tasks, brainstorming, calling to make an appointment, work lunch, mistakes at work, business trips, arranging a trip, reception, products exhibits, discussing corporate culture and so on. It will help you learn the best ways to deal with all these common situations when working in China.

在这本书中，你将学习在职场中遇到的各种场景下所使用的功能句的口语表达。全书共分15个单元，内容涉及求职面试、新员工、辞职、工作交接、例会、完成任务、开会、打电话约会、工作餐、工作失误、出差、行程安排、接待、产品展示会、谈论企业文化等，帮助学习者应对各种场合。



1、交际口语Communicative Talk

2、应急口语 Emergency Talk

3、IT口语 IT Talk

4、校园口语 Campus Talk

5、运动口语 Sports Talk

6、生活口语 Daily Life Talk

7、出行口语 Travel Talk

8、休闲口语 Leisure Talk

9、职场口语 Office Talk

Preface

After months of arduous writing, this spoken Chinese learning series *Talk Chinese*, a crystallization of many teachers' hard work, has finally hit the road. As Chinese keeps warming up in today's world, the publication of such a series will no doubt arouse another heat in learning Chinese. Along with the rapid development of the Chinese economy, more and more people have realized the importance and necessity of the Chinese language in communications between people, which not only reflect in economy and trade, but mainly in our daily lives, work and study. Today, China has caught the eyes of the world. The number of people who invest, work, travel and study in China is constantly increasing. Therefore, to learn Chinese, especially colloquial Chinese well, has naturally become an urgent need for these people. In view of no such complete series of teaching spoken Chinese in the market at present, and to meet the demands of the market in learning Chinese, especially spoken Chinese, we have spent a lot of energy on planning and compiling this series

to meet the needs of readers.

Talk Chinese is the first series on practical, colloquial Chinese. It covers ten themes on social communication, life, travel, sports, leisure, shopping, emergency, school, office, and IT and network. By imitating real life scenes of various situations, authentic, lively and practical oral expressions are revealed to allow learners to experience the charm of the Chinese language through lively, interesting and humorous situational conversations, and learn the most commonly used colloquial words, phrases, slang, customary usages, everyday expressions and sentences. In another word, this is a very useful and practical encyclopedia on speaking Chinese. As long as one masters the contents of this series, one can respond fluently with the knowledge and oral expressions learned in whatever situations.

The characteristic of this series lies in its authentic, practical language expression, stresses on colloquialism, liveliness, and modernization of language. It selects high frequency words and the most vivid and authentic oral expressions used in daily life, work and study. One of my American friends who can speak perfect Chinese said to me after reading this series, "Very good. I think some expressions in the books are really typical, which I can't learn from other places." This

shows that this series has made a breakthrough in Chinese learning materials, and achieved our original intention—that is to introduce the most typical, practical colloquial expressions to our friends who love Chinese, and allow them to use these expressions as soon as they learn them.

We've included “Relevant Expressions” by listing more expressions and words related to the themes in order to make it convenient for learners to expand their language competency and enlarge their vocabularies.

In addition, to better help learners know Chinese and the Chinese culture, we've also set up a column of “Language Tips” with the intention to introduce some common usage and grammatical knowledge, common mistakes and point out words and expressions that are easily confused, as well as tips on cultural background of the language. Our goal is to help learners not only learn Chinese expressions, but also get to know cultural connotations and language knowledge.

We know that learning and practicing are closely linked, one can't reach the goal of learning without practicing. At the back of each unit we've put together some exercises, emphasizing on listening and speaking to assist learners in mastering what they have learned through practice.



I think everyone has his/her own ways of learning. As the saying goes, "Every road leads to Rome." We believe that as long as one tries hard, one can learn Chinese well no matter which ways and methods one adopts. We sincerely hope this series will be of some help in improving your real ability of speaking Chinese.

We often say "Reading enriches the mind" to encourage people to read widely. Today, we use this expression to invite you to this series, where you will discover so many interesting words and sentences you have yet to learn. What are you waiting for? Come on, let's get started!

Chief compiler : Li Shujuan

前 言

在经过了数月艰苦的笔耕之后，这套凝聚着众多老师心血的“脱口说汉语”大型汉语口语系列图书终于与大家见面了。在汉语不断升温的今天，这套系列图书的出版无疑将引起汉语学习的又一个热潮。随着中国经济的迅猛发展，越来越多的人意识到汉语在人与人之间的交流与沟通上的重要性和必要性，这不仅仅体现在经贸方面，更主要的是体现在每日生活、工作和学习上。今天的中国已经成为世人瞩目的焦点，来华投资、工作、旅游、学习的人在不断扩大，学好汉语，特别是口语，自然成为这个群体的迫切要求。鉴于目前市场上尚无如此全面的学习汉语口语的系列图书，为了满足人们学习汉语，特别是汉语口语的需求，我们精心策划并编写了这套系列图书，以飨读者。

“脱口说汉语”是国内第一套实用汉语口语系列，内容涵盖交际、生活、出行、运动、休闲、购物、应急、校园、职场、IT网络十大主题。通过模拟发生在真实生活中各种各样的场景，再现地道、鲜活、实用的口语表达形式，让学习者从一个个生动、有趣、幽默的情景对话中体味汉语的魅力，学习掌握最常见、最口语化的词汇、短语、俚语、惯用语、常用语和常用句。可以说，这是一套实用性极强的口语小百科。只要掌握了这套系列的内容，无论面对什么场合，都能运用所学的知识 and 口语对答如流。

vj

这套系列图书的特点在于语言表达地道、实用，突出语言的口语化、生活化和时代化。书中所收录的都是生活、工作和学习中所使用的高频词和最生动、活泼、地道的口语。我的一个中文讲得非常好的美国朋友在看过这套系列图书之后说：“很好，我觉得里面的一些说法特别地道，在别的地方学不到。”这表明该套系列图书在汉语学习教材的编写上还是具有一定突破性的，也达到了我们编写的初衷，那就是要将汉语最精彩、实用的口语介绍给热爱汉语的朋友，让他们学了就能用，而且是活学活用。

我们设有一个“相关用语”栏目，把更多与主题相关的词句列出，目的是方便学习者拓展语言能力，扩大词汇量。

另外，为了更好地帮助学习者了解汉语和中国文化，我们还特别开辟了一个“语言文化小贴士”栏目，向学习者介绍一些语言的使用和文法知识、词语在使用中常见的错误和易混的地方、以及语言的文化背景小提示，让学习者不仅学会汉语的表达，也了解其背后的文化内涵和语言知识。

我们知道，学与练是密不可分的。学而不练则达不到学的目的，所以在每个单元之后都有几个小练习，重点放在听说上，让学习者通过练习掌握所学知识。

我想每个人都有各自的学习方法，俗话说，“条条大路通罗马。”我们相信，只要努力，无论采取什么形式，都能学好汉语。我们衷心地希望这套系列图书能对学习者提高汉语口语的实际表达能力有所裨益。

我们常用“开卷有益”来鼓励人们去博览群书。今天我们用“开卷有益”邀你走进这套系列图书中，你会发现，这里有太多有趣的词语和句子是你从没有学到过的。还等什么？赶快行动吧！

主编：李淑娟

Introduction

Part 1 Learn *Pinyin* My Way

Chinese *pinyin* is not difficult to learn. It mainly includes three parts: initials, vowels and tones. In this chapter you'll be introduced to some basic knowledge of *pinyin*, pronunciations, differences between *pinyin* and English phonetics, and ways to remember them, so that you can read and pronounce *pinyin* easily. This will help you to study Chinese by yourself along with the audios.

1. Initials

There are 23 initials in Chinese *pinyin*. Many of them have similar sounds to the English consonants. Please look at Table 1 and compare them with the English version.

Table 1 Chinese Initials

Chinese letter	Sound	English word
b	p	as “b” in “book”
p	p‘	as “p” in “poor”
m	m	as “m” in “more”
f	f	as “f” in “four”
d	t	as “d” in “dog”
t	t‘	as “t” in “text”

n	n	as “n” in “net”
l	l	as “l” in “learn”
g	k	as “g” in “green”
k	k‘	as “k” in “kit”
h	x	as “h” in “her”
j	tɕ	as “j” in “jeep”
q	tɕ‘	as “ch” in “cheese”
x	ɕ	as “sh” in “shit”
z	ts	as “ds” in “sounds”
c	ts‘	as “ts” in “lots”
s	s	as “s” in “sum”
zh	tʂ	as “j” in “journey”
ch	tʂ‘	as “ch” in “church”
sh	ʂ	as “sh” in “shirt”
r	ʐ	as “r” in “red”
w	w	as “w” in “woman”
y	j	as “y” in “you”

2. Finals

There are 35 vowels in Chinese *pinyin*. To be more specific, there are six vowels and 29 compound vowels. The six vowels are: a , o , e , i , u , and ü . Under each vowel there are several compound vowels. The key to remember them, is to remember the six vowels first, then remember the compound vowels of each vowel as a group. There is a rule in doing it. Look at Table 2 and compare them with the English version.

Table 2 Chinese Finals

Chinese letter	Sound	English word
a	A	as “ar” in “car”
ai	ai	I
an	an	as “an” in “ant”
ang	anŋ	as “ong” in “long”
ao	au	as “ou” in “out”
o	o	as “a” in “water”
ou	ou	oh
ong	uŋ	as “ong” in “gone”
e	ɤ	as “ir” in “bird”
ei	ei	as “ay” in “may”
en	ən	as “en” in “end”
eng	ənŋ	as “eng” in “beng”
er	ər	as “er” in “traveler”
i	i	as “ea” in “tea”
ia	iA	yah
iao	iau	as “yo” in “yoga”
ie	ie	as “ye” in “yes”
in	in	as “in” in “inside”
iu	iou	you
ian	iən	Ian
iang	ianŋ	young
ing	iənŋ	as “ing” in “going”

iong	yun	as “one” in “alone”
u	u	woo
uɑ	uA	as “wa” in “watt”
ui	uei	as “wee” in “sweet”
un	uən	won
uo	uo	as “wha” in “what”
uai	uai	why
uan	uan	when
uɑŋ	uaŋ	as “wan” in “want”
ü	y	
üe	ye	
ün	jn	
üɑn	yən	

3. Tones

The Chinese Mandarin has four tones – the first tone “ ˉ ”, the second tone “ ˊ ”, the third tone “ ˋ ”, and the fourth tone “ ˋ ”. Different tones express different meanings. It is important to master all four tones in order not to mislead others when you’re speaking.

How does one practice the four tones is a common question. Here is one way to do it: Do you know how to sing songs? Yes, use that to help you. For example: ā , á , ǎ , à , the first tone “ ā ” is a high tone, so you should sing it high pitched as if you’re saying the word “Hi”; the second tone goes from low to high as if you’re saying the word “What?”; the third tone is like a valley, you can sing it as if saying the

word “whoa”; and the fourth tone goes from high to low as if you’re saying the word “go”. Isn’t it easy? Now let’s practice the four tones.

ā	á	ǎ	à
ō	ó	ǒ	ò
ē	é	ě	è
ī	í	ǐ	ì
ū	ú	ǔ	ù
ǖ	ǘ	ǚ	ǜ
mā	má	mǎ	mà
妈	麻	马	骂
mother	hemp	horse	curse
wō		wǒ	wò
窝		我	卧
nest		I	lie
gē	gé	gě	gè
哥	革	舸	个
brother	leather	barge	one unit of something (a measure word)
xī	xí	xǐ	xì
西	习	洗	细
west	study	wash	thin
hū	hú	hǔ	hù
呼	壶	虎	户
call	pot	tiger	household