



实用汉语
口袋书

齐沪扬 总主编
干红梅 主 编

Business Chinese Vocabulary

商 务 汉 语
词 汇 手 册



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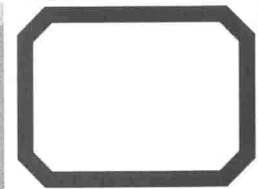
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写在前面

语言是工具，它必须为某一目标或某一行业服务才能体现出它的价值。根据对汉语学习者的调查，我们发现，大多数学习者在掌握了一定的汉语技能后，选择从事与商务、旅游等有关的工作。由此我们产生了编写“专项汉语丛书”的想法。《商务汉语词汇手册》就是这个项目的成果，也是商务印书馆“实用汉语口袋书”系列之一，可与《商务汉语800句》互为补充，让学习者轻松掌握从事商务或经贸有关的活动所必需的汉语词汇。

本书收录了40种商务汉语教材及现实商务活动中常用的商务汉语词条4287个，按使用频率和难度分为三个等级，标注拼音（分词连写）、词性及英文释义，每个等级下按拼音音序排列，书后附有所有条目的音序索引。

《商务汉语词汇手册》有三大特色：一是考学结合。收词以《商务汉语考试大纲》（BCT）为依据，参考HSK词汇大纲及剑桥商务英语（BEC）词语，方便学习者备战相关考试。二是简明实用。释义尽量采用英文词对译，熟悉商务活动的学习者可信手拈来，直接使用。三是双重检索。正文按

难度分级排列，为不同阶段的学习者提供选择；索引不分级别，音序排列，便于查询。

几点说明：一、词性标注依据《现代汉语词典》（第6版）。对于兼类的多义词，只标注其与商务领域相关的义项及词性。二、拼音标注及分写参考《现代汉语词典》（第6版）和《新华拼写词典》。三、英文释义尽量体现汉语词性，当汉语词标注为单一词性，而实际使用时有类似英语中其他词性的用法时，将另一词性的英语译词作为另一义项出现，用“；”隔开。

《商务汉语词汇手册》收词理据严谨，又基于实际商务活动需求，力求实现科学性与实用性的统一。既可以为商务汉语的教学、教材编写和考试提供词语方面的范围和依据，也可作为使用汉语从事商务或经贸活动的学习者查询和自学的工具书。

国内外的许多专家为本书的编写和翻译提供了宝贵意见，在此我们表示诚挚的谢意！

编者

2013年5月

Preface

Language is a tool—it must serve a purpose or fulfill a need in order to realize its true value. Looking at the results of a survey of learners of Chinese, we discovered that the vast majority of learners chose to go into business, tourism and other related industries after they acquired a certain level of proficiency with the Chinese language. It was because of this we formulated our plan for a series of “Chinese Books for Specific Purposes”. *Handbook of Business Chinese Vocabulary* is the fruit of this plan, and it is a constituent of the “Practical Chinese Pocket Books” series. It can serve as a supplement to *Business Chinese 800* and allow learners to easily acquire the vocabulary they need to participate in business or trade activities.

This book enlists 4,287 frequently-used business Chinese words and expressions from among 40 different business Chinese teaching materials, and places them into three categories sorted by difficulty and frequency of use. Pinyin transcriptions are included for each word, as well as part of speech and English translations,

with each level arranged by pinyin order, and an alphabetic index attached at the end of the book.

The *Handbook of Business Chinese Vocabulary* has three key features: First, it integrates considerations for both learning and testing. Using vocabulary from the BCT as the base and making references to both HSK and BEC guidelines, it serves well as a preparatory tool for all the related examinations. Second, it is clear and useful. We have striven to provide concise, clear translations of terms that will be easy for those familiar with the field to understand and use. Third, the book is double-indexed. The texts are arranged according to the degree of difficulty, intended for learners of different levels to choose from. The index, which is not graded, is arranged in alphabetic order, convenient for users to search.

An explanation of a few points: First, parts of speech are defined in accordance with the 6th edition of the *Xiandai Hanyu Cidian*. For words that can serve multiple parts of speech, only the business-related use is listed. Second, pinyin transcriptions are based on the 6th edition of the *Xiandai Hanyu Cidian* as well as the *Xinhua Pinxie Cidian*. Third, in terms of part of speech, the English translations match the Chinese words or items to the greatest extent. In cases where the Chinese word is marked with one single part of speech and yet in actual use there is another part of speech similar to that of English, then the English translation of the word with

another part of speech will be presented in another sense, separated by a semicolon.

The words enlisted in the *Handbook of Business Chinese Vocabulary* are selected with strict standards and based on actual needs of business activities, trying to make the handbook both scientific and practical. The handbook can serve as an excellent reference tool for those participating in the study of business Chinese, formulating teaching materials, or preparing for tests, and can also serve as a great reference and lookup tool for those involved in actual Chinese-language business and trade activities.

We would like to express our thanks here to the numerous experts both in China and abroad, who have provided valuable assistance in editing, translation, and feedback.

Editor

May 2013

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一级词 (1367条)

Level 1 Words

● A

AA制	AA zhì	名	going Dutch; Dutch treat
安排	ānpái	动	to arrange; to plan in detail
安全	ānquán	形	safe; secure
安装	ānzhuāng	动	to install; to fix
按照	ànzhào	介	according to; in accordance with

● B

罢工	bàigōng	动	to go or be on strike
白领	báilǐng	名	white-collar
百分比	bǎifēnbǐ	名	percentage
百货	bǎihuò	名	general merchandise; mixed goods; a department store
拜访	bàifǎng	动	to pay a visit; to call on
拜托	bàituō	动	to request sb to do sth; to entrust sth to sb
班机	bānjī	名	airliner; regular air service
办公	bàngōng	动	to handle official business; to attend to one's routine duties

办公楼	bàngōnglóu	名	office building; office block
办公设备	bàngōng shèbèi		office equipment
办公室	bàngōngshì	名	office; administrative department of a unit
办公用品	bàngōng yòngpǐn		office appliance; stationery and office supplies
办理	bànlǐ	动	to handle; to deal with
办事	bànshì	动	to handle affairs
办事处	bànshìchù	名	agency; office
半成品	bànchéngpǐn	名	semi-finished article or product
包产	bāochǎn	动	to make a production contract; to take full responsibility for output quotas
包含	bāohán	动	to contain
包间	bāojiān	名	booth; private room in a restaurant
包括	bāokuò	动	to include
包赔	bāopéi	动	to guarantee to compensate
包修包退 包换(三包)	bāoxiū bāotui bāohuàn (sān bāo)		to guarantee to repair, return and exchange
包装	bāozhuāng	动/名	v. to pack; to wrap n. wrapping; packaging
宝贵	bǎoguì	形/动	adj. valuable; precious v. to treasure; to value
保本	bǎoběn	动	to ensure the return of cost
保持	bǎochí	动	to keep; to maintain
保存	bǎocún	动	to preserve; to conserve
保单	bǎodān	名	guarantee slip; insurance policy

保管	bǎoguǎn	动	to take care of
保护	bǎohù	动	to protect
保留	bǎoliú	动	to retain
保密	bǎomì	动	to keep secret
保险	bǎoxiǎn	名/形/ 动	n. insurance adj. reliable v. to assure
保险单	bǎoxiǎndān	名	insurance policy
保险费 (保费)	bǎoxiǎnfèi (bǎofèi)	名	insurance premium
保险公司	bǎoxiǎn gōngsī	名	insurance company
保险柜	bǎoxiǎnguì	名	safe; strongbox
保险金	bǎoxiǎnjīn	名	insurance money
保险箱	bǎoxiǎnxiāng	名	safe; strongbox
保修	bǎoxiū	动	to guarantee to keep sth in good repair
保修期	bǎoxiūqī	名	period of guaranteed service
保养	bǎoyǎng	动	to keep in good repair
保证	bǎozhèng	动/名	v. to assure; to guarantee n. assurance
保证书	bǎozhèngshū	名	guarantee; written pledge
保质期	bǎozhìqī	名	shelf life; best-before date
报酬	bàochoú	名	reward
报到	bàodào	动	to register; to report for duty
报告	bàogào	动/名	v. to report; to make known n. report
报关	bàoguān	动	to declare at customs

报关单	bàoguāndān	名	customs declaration form
报关员	bàoguānyuán	名	customs agent; declarant
报价	bàoqià	动/名	v. to make an offer n. bid; quoted price
报价单	bàoqiàdān	名	price quotation; quotation sheet
报名	bàomíng	动	to sign up; to enter one's name
报社	bàoshè	名	newspaper office
报税	bàoshuì	动	to file a tax return
报销	bàoxiāo	动	to reimburse
报账	bào zhàng	动	to render an account
备份	bèifèn	动/名	v. to copy; to duplicate n. backup
备忘录	bèiwànglù	名	memorandum
备用	bèiyòng	动	to reserve; to save for future use
背景	bèijǐng	名	background
被告	bèigào	名	defendant
本利	běnlì	名	principal and interest
本钱	běnqián	名	capital
本土	běntǔ	名	local
比较	bǐjiào	动/副/介	v. to compare; to contrast adv. comparatively; fairly; rather; relatively prep. in contrast to
比例	bǐlì	名	proportion; ratio
比率	bǐlǜ	名	ratio; rate
笔记本电脑	bǐjìběn diànnǎo	名	laptop computer; notebook computer

币种	bìzhǒng	名	currency category
必需品	bìxūpǐn	名	essentials; necessities
必要	bìyào	形	necessary; essential; indispensable
闭幕	bìmù	动	to close (an event or a market)
避免	bìmiǎn	动	to avoid
边境	biānjìng	名	border
贬值	biǎnzhí	动	to devalue
变动	biàndòng	动	to alter; to change
变更	biàngēng	动	to change; to alter
变价	biànjià	动	to appraise at the current rate
便利	biànlì	形/动	convenient
便利店	biànlìdiàn	名	convenience store
标记	biāoji	名	mark; sign
标价	biāojià	名/动	n. sticker price v. to mark a price
标牌	biāopái	名	label; sign; plaque
标签	biāoqiān	名	label; tag
标志/标识	biāozhì/biāozhì	名/动	n. mark; identifier v. to mark; to indentify
标准	biāozhǔn	名/形	n. standard; criterion adj. standard; model
标准间	biāozhǔnjiān	名	standard room (in a hotel)
表格	biǎogé	名	form; table
表明	biǎomíng	动	to indicate; to manifest
表示	biǎoshì	动	to express; to show
表现	biǎoxiàn	动	to display; to demonstrate
宾馆	bīnguǎn	名	hotel

病假	bìngjià	名	sick leave
拨打	bōdǎ	动	to dial
拨款	bōkuǎn	动	to allocate funds
波动	bōdòng	动	to fluctuate
播出	bōchū	动	to broadcast
播放	bōfàng	动	to broadcast
补偿	bǔcháng	动	to compensate
补充	bǔchōng	动	to replenish; to supplement
补发	bǔfā	动	to supply; to reissue
补贴	bǔtiē	名/动	n. subsidy v. to subsidize
补助	bǔzhù	名/动	n. allowance; subsidy v. to assist
不动产税	bùdòngchǎnshuì		real estate tax
不发达国家	bùfādá guójiā		undeveloped country
不足	bùzú	形	insufficient; inadequate
布置	bùzhì	动	to fix up; to arrange; to decorate
部门	bùmén	名	department

● C

材料	cáiliào	名	material
财产	cáichǎn	名	property; belongings; possessions
财产保险 (财产险)	cáichǎn bǎoxiǎn (cáichǎnxiǎn)		property insurance
财富	cáifù	名	wealth; fortune

财会	cáikuài	名	finance and accounting
财力	cáilì	名	financial power
财贸	cáimào	名	finance and trade
财团	cáituán	名	financial group
财务	cáiwù	名	finance; financial affairs; (colloquial) accounting department
裁员	cáiyuán	动	to cut staff; to lay off employees
采访	cǎifǎng	动	to interview
采购	cǎigòu	动	to purchase
采取	cǎiqǔ	动	to resort to; to use; to adopt
采用	cǎiyòng	动	to put to use; to adopt
参观	cānguān	动	to visit; to look around
参加	cānjiā	动	to join
参建	cānjiàn	动	to join the construction
参考	cānkǎo	动	to consult; to refer to
参考价格	cānkǎo jiàgé		reference price
参与	cānyù	动	to participate; to take part in
仓库	cāngkù	名	storehouse; warehouse; depository
仓位	cāngwèi	名	storehouse
操作	cāozuò	动	to operate
测量	cèliáng	动	to make/do/take measurements; to measure
差价	chājià	名	price differential
差距	chājù	名	gap; disparity
差异	chāyì	名	difference; discrepancy; diversity
查对	chádùi	动	to check; to verify

查看	chákàn	动	to inspect; to examine
查明	chámíng	动	to prove through investigation
查收	cháshōu	动	to check and accept
查询	cháxún	动	to enquire about; to look up
查账	cházàng	动	to audit; to check accounts
查找	cházhǎo	动	to seek; to look for
差旅费	chāilǚfèi	名	travelling expenses; cost for travel
产出	chǎnchū	动/名	v. to produce n. output
产地	chǎndì	名	manufacturing source; place of origin
产量	chǎnliàng	名	output; yield; production
产品	chǎnpǐn	名	product
产区	chǎnqū	名	place of production; manufacturing location
产业	chǎnyè	名	industry
长期	chángqī	名	long-term
长远	chángyuǎn	形	long-term
尝试	chángshì	动	to try
偿还	chánghuán	动	to pay back
厂房	chǎngfáng	名	factory/plant building
厂家	chǎngjiā	名	manufacturer
厂价	chǎngjià	名	factory price; mill price
厂商	chǎngshāng	名	factory owner
厂长	chǎngzhǎng	名	factory manager
畅销	chàngxiāo	动	to sell well; to sell like hot cakes
畅销货	chàngxiāohuò	名	best-selling goods