

Winning in China



Funded by the EU-China Managers Exchange and Training Programme
中国—欧盟经理人交流培训项目资助

— Business Chinese



在中国

基础篇3

Basic 3

——商务汉语系列教程

● 主编：季 瑾



北京语言大学出版社
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词类简称表

Abbreviations of parts of speech

缩写 Abbreviations	英文全称 Parts of speech in English	词类名称 Parts of speech in Chinese	拼音 Parts of speech in <i>pinyin</i>
Adj	Adjective	形容词	xíngróngcí
Adv	Adverb	副词	fùcí
AP	Aspect Particle	动态助词	dòngtài zhùcí
Conj	Conjunction	连词	liáncí
IE	Idiom Expression	习惯用语	xíguàn yòngyǔ
Int	Interjection	叹词	tàncí
LN	Locality Noun	方位词	fāngwèicí
M	Measure Word	量词	liàngcí
MdPt	Modal Particle	语气助词	yǔqì zhùcí
N	Noun	名词	míngcí
Nu	Numeral	数词	shùcí
Ono	Onomatopoeia	象声词	xiàngshēngcí
OpV	Optative Verb	能愿动词	néngyuàn dòngcí
PN	Proper Noun	专有名词	zhuānyǒu míngcí
Pr	Pronoun	代词	dàicí
Pref	Prefix	词头	cítóu
Prep	Preposition	介词	jiècí
Pt	Particle	助词	zhùcí
PW	Place Word	地点词	dìdiǎncí
Q	Quantifier	数量词	shùliàngcí
QPr	Question Pronoun	疑问代词	yíwèn dàicí
QPt	Question Particle	疑问助词	yíwèn zhùcí
StPt	Structural Particle	结构助词	jiégòu zhùcí
Suf	Suffix	词尾	cíwěi
TW	Time Word	时间词	shíjiāncí
V	Verb	动词	dòngcí
V//O	Verb-object Compound	离合词	líhécí

语法术语简称表

Abbreviations of grammatical terms

缩写 Abbreviations	英文全称 Grammatical terms in English	语法术语 Grammatical terms in Chinese	拼音 Grammatical terms in <i>pinyin</i>
S	Subject	主语	zhǔyǔ
P	Predicate	谓语	wèiyǔ
O	Object	宾语	bīnyǔ
Attr	Attribute	定语	dìngyǔ
A	Adverbial	状语	zhuàngyǔ
Comp	Complement	补语	bǔyǔ
NP	Noun Phrase	名词短语	míngcí duǎnyǔ
VP	Verbal Phrase	动词短语	dòngcí duǎnyǔ
PP	Prepositional Phrase	介词短语	jiècí duǎnyǔ
V O	Verb-object Phrase	动宾短语	dòng-bīn duǎnyǔ
	Declarative Sentence	陈述句	chénshùjù
	Interrogative Sentence	疑问句	yíwènjù
	Affirmative Sentence	肯定句	kěndìngjù
	Negative Sentence	否定句	fǒudìngjù
	General Interrogative Sentence	一般疑问句	yìbān yíwènjù
	Special Interrogative Sentence	特殊疑问句	tèshū yíwènjù
	Yes-or-no Question	是非疑问句	shìfēi yíwènjù
	Affirmative and Negative Question	正反疑问句	zhèngfǎn yíwènjù

主要人物介绍

Introduction of the main characters



Kǎ'ěr
卡尔
Karl Hofmann



Kāng Àilì
康爱丽
Alice Clement



Lǐ Míngmíng
李明明
Li Mingming



Zhāng Yuǎn
张远
Zhang Yuan

卡 尔——男，德国人，欧盟经理人；
康爱丽——女，法国人，欧盟经理人；
李明明——女，中国人，对外经济贸易大学国贸专业本科三年级学生；
张 远——男，中国人，对外经济贸易大学MBA二年级学生。

康爱丽、卡尔都是来北京接受汉语培训的欧盟经理人，李明明和张远是他们在对外经济贸易大学认识的朋友。

Ka'er—Karl Hofmann, male, a German manager from the European Union;

Kang Aili—Alice Clement, female, a French manager from the European Union;

Li Mingming—female, a Chinese junior majoring in International Trade at University of International Business and Economics;

Zhang Yuan—male, a Chinese MBA sophomore at University of International Business and Economics.

Both Kang Aili (Alice) and Ka'er (Karl) are managers from the European Union who came to Beijing for the training of Chinese language. Li Mingming and Zhang Yuan are their friends at University of International Business and Economics.

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I hope he will get well soon

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2. “被”字句 The “被” sentence
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5. 动词“祝” The verb “祝”

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你打算租什么样的房子

What kind of apartment do
you want to rent

租房

Renting an apartment

课文一 Text 1: 你打算租什么样的房子

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What kind of apartment do you want to rent

注释 Notes:

1. 叹词“嘿” The interjection “嘿”
2. 副词“一直” The adverb “一直”
3. 副词“最好” The adverb “最好”
4. 表示假设关系的复句：“如果……，就……”(复习)
The compound sentence denoting a suppositional relation: “如果……，就……”(Review)
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6. 单音节形容词的重叠 The reduplicate form of a monosyllabic adjective
7. 兼语句 The pivotal sentence
8. 表示让步关系的复句：“A 倒是 A，可是 B”
The compound sentence denoting concession: “A倒是A，可是B”
9. “想起来了”
10. 动词“拜托” The verb “拜托”

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注释 Notes:

1. “我想问一下”
2. “多 + 长 / 大 / 重 / 高”
3. 主谓谓语句 (复习) The subject-predicate predicate sentence (Review)
4. 用 “有没有” 的正反疑问句
The affirmative-negative question with “有没有”
5. 动词 “过来” (复习) The verb “过来” (Review)

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注释 Notes:

1. 转折复句: “虽然……, 但是……”
The transitional compound sentence “虽然……, 但是……”
2. 动态助词 “着” 及存在句
The aspect particle “着” and the existential sentence

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第十三单元
Unit 13

我要开一个储蓄账户
I want to open a savings
account

在银行
At the bank

课文一 Text 1: 您要办什么业务 Can I help you

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注释 Notes:

1. “(是)……, 还是……”
2. “比” 字句 (复习) The “比” sentence (Review)
3. 无主语兼语句 The pivotal sentence without a subject
4. 副词 “经常” The adverb “经常”
5. 多项状语的顺序 The sequence of multiple adverbial modifiers
6. 副词 “顺便” The adverb “顺便”

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I come to the bank to withdraw some money

注释 Notes:

1. “没想到”
2. 形容词“巧” The adjective “巧”
3. “不 A 也不 B”
4. 动词“爆” The verb “爆”
5. 叹词“哦” The interjection “哦”
6. 副词“原来” The adverb “原来”
7. “原来是这样”
8. 指示代词“这么” The demonstrative pronoun “这么”
9. 副词“好像” The adverb “好像”

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注释 Notes:

1. “很” + “有” / 表示心理感知的动词
“很” + “有” / The verb denoting mental perception
2. 程度副词“比较” The degree adverb “比较”

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第十四单元 Unit 14

你可以网上购物 You can shop online

网上购物 Shopping online

课文一 Text 1: 你可以网上购物 You can shop online

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注释 Notes:

1. 表示假设关系的复句: “要是……, 就……”
The compound sentence with “要是……, 就……” denoting a suppositional relation
2. 动词 + “着”(+ “也”) + 形容词 The structure “V + 着(+ 也) + Adj”
3. 语气助词“呀” The modal particle “呀”
4. 副词“几乎” The adverb “几乎”
5. 副词“才” The adverb “才”

6. 用“是不是”的正反疑问句

The affirmative-negative question with “是不是”

7. 语气助词“啊” The modal particle “啊”

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Is it the online trading platform for B2B
electronic commerce**注释 Notes:**

1. B2B (Business to Business)
2. 指示代词“这样” The demonstrative pronoun “这样”

课文三 Text 3: 电子商务又省时又省力

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Electronic business saves a lot of time and
energy**注释 Notes:**

1. “从……来看”
2. 习惯用语“可不是” The idiom “可不是”
3. 叹词“嗨” The interjection “嗨”
4. 介词“连” The preposition “连”
5. 语气助词“嘛”(复习) The modal particle “嘛”(Review)

练习 Exercises

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第十五单元**Unit 15****希望您在这儿过得愉快****Wish you a good time here****在宾馆****At the hotel****课文一 Text 1: 我想预订房间**

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I'll like to reserve a room

注释 Notes:

1. 征询语及礼貌用语 The inquiring expressions and polite expressions
2. 动词“需要” The verb “需要”
3. 动词“帮助” The verb “帮助”
4. 副词“大约” The adverb “大约”



5. 动词“差” The verb “差”
6. 敬辞“贵” The term of respect “贵”
7. 介词“按” The preposition “按”
8. 形容词“紧张” The adjective “紧张”

课文二 Text 2: 你打算怎么安排

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What arrangement will you make for him

注释 Notes:

1. 副词“将” The adverb “将”
2. 动词“希望” The verb “希望”
3. 连词“此外” The conjunction “此外”
4. 副词“极” The adverb “极”
5. 介词“为” The preposition “为”
6. 介词“由” The preposition “由”

课文三 Text 3: 您有什么需要尽管说

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Please don't hesitate to tell me whenever
you need help

注释 Notes:

1. 副词“尽管” The adverb “尽管”
2. “有朋自远方来，不亦乐乎！”
3. 结构助词“地” The structural particle “地”

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生词总表 Vocabulary

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课文 Text	题目 Title	注释 Notes
一	挂号费多少钱 How much is the registration fee	1. “大夫” 2. 结构助词“得”及程度补语 The structural particle “得” and the complement of degree
二	先给你开点儿药吧 I'll prescribe some medicine for you	1. 动词“算” The verb “算” 2. “把”字句 The “把” sentence 3. 名词“刚才” The noun “刚才” 辨析：“刚才”、“刚” Discrimination: “刚才” and “刚” 4. 副词“差不多”(复习) The adverb “差不多”(Review)
三	你哪儿不舒服 What's wrong with you	1. 不带“得”的程度补语 The complement of degree without “得” 2. 由数量短语构成的名词谓语句 A noun-predicate sentence composed of numeral-classifier compounds 3. 动词“注意” The verb “注意”
四	祝他早日康复 I hope he will get well soon	1. 疑问代词“怎么样” The interrogative pronoun “怎么样” 辨析：“怎么样”、“怎么” Discrimination: “怎么样” and “怎么” 2. “被”字句 The “被” sentence 3. 副词“只是” The adverb “只是” 4. 连动句 The serial-verb sentence 5. 动词“祝” The verb “祝”

Guàhàofèi Duōshao Qián

挂号费多少钱

How much is the registration fee



Kāng Àilǐ bìng le, tā lái dào yīyuàn.

康爱丽病了，她来到医院。

Alice is sick and she is now at the information desk of the out-patient department of the hospital.

Kāng Àilǐ: Dàifu, wǒ tóu téng, guà shénme kē?

● 康爱丽: 大夫，我头疼，挂什么科？

Alice: Doctor, I have a headache. Which department should I register for?

Hùshi: Nǐ kěyǐ zài ménzhěnbù guà nèikē. Yǒu bìnglǐběn ma?

○ 护士: 你可以在门诊部挂内科。有病历本吗？

Nurse: You can register for the Internal Medicine Department at out-patient department. Do you have the case history book?

Kāng Àilǐ: Méiyǒu. Guàhàofèi duōshao qián?

● 康爱丽: 没有。挂号费多少钱？

Alice: No. How much is the registration fee?

- Hùshi: Zhuānjiāhào shísì, pǔtōnghào wǔ kuài. Guàhào de shíhou yào mǎi ge
 ○ 护士: 专家号 14, 普通号 5 块。挂号的时候要买个
 bìnglǐběn.
 病历本。
- Nurse: 14 *kuai* for registration for a specialist and 5 *kuai* for a common registration.
 And you need to buy a case history book when you register.
- Kāng Àilì: Wǒ téng de lìhai, néng mǎshàng kàn ma?
 ● 康爱丽: 我疼得厉害, 能马上看吗?
- Alice: My head is aching terribly. Can I see the doctor right away?
- Hùshi: Nà nǐ qù kàn jízhěn ba.
 ○ 护士: 那你去看急诊吧。
- Nurse: Then please go to the Emergency Department.
- Kāng Àilì: Zěnmē zǒu?
 ● 康爱丽: 怎么走?
- Alice: How can I get there?
- Hùshi: Zhí zǒu, yòu zhuǎn jiù dào le.
 ○ 护士: 直走, 右转就到了。
- Nurse: Go straight and turn right, and then you will find it.

生词

Shēngcí

New Words



1. 挂号	guà hào	V//O	to register (at a hospital, etc.)
2. 费	fèi	N	expense, fee
3. 大夫	dàifu	N	doctor
4. 头	tóu	N	head
5. 疼	téng	Adj	ache
6. 挂	guà	V	to register
7. 科	kē	N	department
8. 护士	hùshi	N	nurse
9. 门诊部	ménzhěnbù	N	out-patient department

10. 内科	nèikē	N	internal medicine
11. 病历	bìnglì	N	medical record, case history
12. 本	běn	N	notebook
13. 专家	zhuānjiā	N	expert, specialist
14. 号	hào	N	registration
15. 普通	pǔtōng	Adj	common
16. 厉害	lìhai	Adj	terrible
17. 马上	mǎshàng	Adv	at once, soon
18. 看	kàn	V	to see (a doctor)
19. 急诊	jízhěn	N	emergency treatment
20. 直	zhí	Adv	directly, straight
21. 转	zhuǎn	V	to turn, to shift, to change

注释

Zhùshì

Notes

1 大夫，我头疼。Doctor, I have a headache.

“大夫”，这里是康爱丽对护士的称呼，是客气的说法。中国人在医院时往往把医生、护士等工作人员都统称为“大夫”。

Alice addresses the nurse as “大夫” in a polite way. Chinese people usually address doctors, nurses and other staff in the hospital as “大夫”.

2 我疼得厉害。My head is aching terribly.

“得(de)”，结构助词，用在形容词或表示感觉、感情、心理活动的动词后面，连接表示程度的补语。基本结构：主语 + 形容词 / 动词 + “得” + 程度补语。能作程度补语的词语有：

“很、多、要死(yàosǐ, extremely, awfully, terribly)、要命(yào mìng, extremely, terribly)、不得了(bù déliǎo, extremely, exceedingly)、不行、厉害”等，一般都表示程度高。例如：

“得”，a structural particle, is put after the adjective or the verb which denotes mental perception to connect with the complement of degree. The basic structure is “subject + adjective / verb + 得 +

complement of degree”. The following words can serve as the complement of degree: “很”, “多”, “要死”, “要命”, “不得了”, “不行”, and “厉害”, etc. They usually indicate a high degree. For example,

S	Adj / V	StPt (得)	Degree Comp
我的书	多	得	很。
他	忙		要死。
我们	累		不行。