

实用汉语
口袋书

齐沪扬 总主编
刘慧清 主编

Business Chinese 800

商务汉语

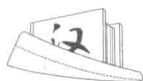
800句

汉英对照



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前 言

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。

2007年，我们编写了与“旅游汉语”相关的《中国旅游会话》（汉英对照本、汉日对照本、汉韩对照本）、《旅游汉语功能大纲》和《旅游汉语常用词汇》，2008年由世界图书出版公司出版。

2008年，我们又开始编写与“商务汉语”相关的《商务汉语800句》和《商务汉语词汇手册》。我们还计划编写“运动汉语”、“健康汉语”、“网络汉语”和“中医汉语”等专项汉语书籍。

《商务汉语800句》包括18个主题，每个主题下面包括2到5个不等的次主题。每个次主题包括10个基本句与两组对话。每一组对话根据对话上句的内容给出了两种不同的对话下句，帮助使用者了解，对同一个问题，可以根据

情况作出两种不同的应答。

《商务汉语800句》根据商务工作的主要内容设计主题和次主题。主题的排列我们尽量按照商务工作的流程进行，比如主题一是“投资”，主题二是“管理”，主题三是“人力资源”，主题四是“生产”，主题五是“广告”，等等。但也有一些主题，贯穿在整个商务活动的过程中，比如“财务”、“交流”、“应酬”等，我们也尽量把它们放在一个比较合适的位置。还有一些不宜编入商务工作流程的主题，统一放在后面，比如“礼仪”和“企业文化”。18个主题之间互有关联，又各自独立，比如“营销”、“谈判”、“专利”、“纠纷”等，对于从事商务流程中某一项工作的学习者和欲了解整个商务工作内容的学习者都会有所帮助。

《商务汉语800句》共列出1211条词语，平均每个次主题25条左右，按照在正文中出现的先后顺序排序。主题十四“纠纷”下面“赔偿”次主题中的词语比较少，因为有些与主题十二“保险”下面“索赔和理赔”次主题中的词语重复。词语表的设置，使这本书使用起来更加方便。

这本书既可以作为会话指导手册使用，也可以作为专项汉语教材使用。

上海师范大学对外汉语学院曾经完成过HSK（旅游）的研发工作，培养和锻炼了一支年富力强、积极肯干的研

究队伍，在专项汉语的研发方面积累了一些经验。我们
希望在此基础上，在专项汉语的教学和研究方面做更多
的工作。

编者

2011.12

Preface

Language is a tool, whose value can only be reflected in its service for a specific purpose or profession. A survey conducted on the Chinese learners shows that most of the learners, after mastering some Chinese language skills, choose to engage in the work related to business and tourism. Accordingly, we come up with the idea of compiling a series of books specializing in “Chinese for Specific Purposes” .

In 2007, we compiled a set of three books concerning “Tourism Chinese”, viz. *Chinese Conversation for Traveling in China* (in Chinese-English, Chinese-Japanese and Chinese-Korean versions), *Functional Syllabus of Tourism Chinese* and *Everyday Chinese Vocabulary for Tourism*. They were published by World Books Publishing Company in 2008.

In 2008, we continued to compile books concerning “Business Chinese”, namely *Business Chinese 800* and *A Treasure of Word Power for Business Chinese*. By now, the compilation of books like “Business Chinese Conversation” and “Handbook for Vocabulary” is about

to complete. We are planning to complement the collection by compiling books for specific purposes, such as “Sports Chinese”, “Health Chinese”, “Internet Chinese”, “TCM (Traditional Chinese Medicine) Chinese”, etc.

Business Chinese 800 consists of 18 topics, each followed by two to five sub-topics. Each sub-topic comprises 10 sentence patterns and two groups of conversations. Two contextualized responses to the foregoing sentence are given in each conversation, aiming to offer the learners different responses to the same question in different contexts.

The selection and the arrangement of the topics and sub-topics in *Business Chinese 800* are made on the basis of business practice and business procedures. For example, the first topic “Investment” is followed by the second topic “Management”; “Management” then followed by the third “Human Resources” and accordingly, the fourth “Production” and the fifth “Advertisement” and so on. We have also made an effort to incorporate such topics as “Finance”, “Communication” and “Public Relations”, which run through the whole process of business practice, into relatively appropriate contexts. For those incompatible to the flow of business practice, such as “Manners” and “Corporate Culture” in Topic 17 and 18 respectively, we put them at the last chapters of the book. The 18 topics in the book are independent of each other in one sense and correlated to each other in another, as exemplified in

the topics like “Marketing”, “Negotiation”, “Patenting” and “Disputes”. It is hoped that the consideration would be of help to the learners who are engaged in a particular process of business practice and also to those who intend to understand the entire flow of business operation.

Business Chinese 800 covers 1,211 idiomatic expressions, with an average of 25 in each sub-topic, which are arranged in the order of their appearances in the text. There are fewer expressions listed in the sub-topic “Compensation” attached to Topic 14 “Disputes” because they overlap the expressions discussed in the sub-topic “Claims and Compensation” attached to Topic 12 “Insurance”, both focusing on claims against the insurance company and the cooperation partner. This book, with its user-friendly setting, can serve as a practical guide for conversations and a textbook for teaching business Chinese as well.

International College of Chinese Studies (ICCS) of Shanghai Normal University has undertaken several HSK (Tourism) research programs and has now grown up into a strong team of dynamism, sophistication and commitment. With the accumulation of experience and expertise, we would endeavor to make more contribution to the practice and research for the development of teaching Chinese for specific purposes in the future.

Mù Lù
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一、投资

UNIT 1 INVESTMENT



Dì-yī Kè Kǎochá

第一课 考察

Lesson 1 Investigation

1. Wǒmen jìhuà zài 2015nián bǎ wǒmen de chéngshì jiànshè
我们计划在2015年把我们的城市建设
chéng yī gè jīnróng zhōngxīn, huānyíng dàjiā lái kǎochá,
成一个金融中心，欢迎大家来考察，
tóuzī
投资。

We plan to make our city into a financial center by the year 2010. You're welcome to come check out the city and invest here.

2. Chéngshì zhóubiān de jiāotōng yùnshū tiáojiàn zěnmeyàng?
城市周边的交通运输条件怎么样？

What is the state of transportation and shipping in the areas surrounding the city?

3. Guòqù jǐnián zhōng zhèngfǔ tóuzīle jǐshí yì yuán jiànshè
过去几年中政府投资了几十亿元建设
jīchǔ shèshī, xiànzài Xīnqū yǐjīng chū jù guīmó le.
基础设施，现在新区已经初具规模了。

In the past few years, the government has invested several billion yuan in the infrastructure. Now, the New Area has begun to take shape.

- Rúguǒ yào bàn lǐ diànshì huìyì, kěshì diànhuà dēng yèwù,
4. 如果要办理电视会议、可视电话等业务,
kěyǐ qù Shì Yóudiànjú.
可以去市邮电局。

The Municipal Post Office offers such services as video conferencing and visual telephoning.

- Wǒmen kāifāqū dìlǐ wèizhì yōuyuè, kējì zīyuán xióng hòu,
5. 我们开发区地理位置优越, 科技资源雄厚,
jīchǔ shèshī yě hěn wánshàn, shì lǐxiǎng de tóuzī huánjīng.
基础设施也很完善, 是理想的投资环境。

With an excellent location, abundant scientific and technological resources, and solid infrastructure, our Development Zone is ideal for investment.

- Zhè gè kāifāqū de zōng guīhuà miànjī shì duōshǎo?
6. 这个开发区的总规划面积是多少?

How large is the planned area of the Development Zone?

- Zhěngè kāifāqū huàfēn chéng sān dàkuài, zhōngjiān shì
7. 整个开发区划分成三大块, 中间是
gōngyèqū, dōngbian shì shēnghuóqū, xībian shì shāngyèqū.
工业区, 东边是生活区, 西边是商业区。

The Development Zone has been divided into 3 blocks: in the middle is the industrial block, on the east is the residential block, and on the west is the commercial block.

- Zhè cì kǎochá zhī xíng wǒmen shōuhuò hěn dà, wǒmen yǔ
8. 这次考察之行我们收获很大, 我们与
Dǒngshìjú shāngliang hòu huì zài hé nín liánxì, xīnkǔ le!
董事局商量后会再和您联系, 辛苦了!

This is a most rewarding tour of investigation. We will contact you after we consult with the Board of Directors. Thank you for your hard work.

Wǒmen yǐjīng kǎochá le jǐ gè bàngōnglóu, dàn dōu bù

9. 我们 已经 考察了几个 办公楼，但都不
mǎnyì, jīntiān qù Xīnqū kànkan ba.
满意，今天 去 新区 看看吧。

We have checked out several office buildings. However, they're not quite satisfactory. Let's go and take a look at the New Area.

Zhèlǐ shì xīnxīng de shāngwù zhōngxīn, zhōubiān huánjīng hěn

10. 这里是新兴的 商务中心，周边 环境 很
hǎo, jùshì zūjīn yǒudiǎnr guì.
好，就是 租金 有点儿 贵。

This is a newly-built business center in a comfortable and convenient area, but the rent is a little bit high.

Xīnqū de néngyuán gōngyīng zěnmeyàng?

11. A: 新区的 能源 供应 怎么样?

What do you think of the energy supply situation in the New Area?

Zhèlǐ de néngyuán shèshī pèitào wánbèi, néng bǎozhàng

- B1: 这里的 能源 设施 配套 完备，能 保障
gōngyīng.
供应。

There are complete energy facilities here to ensure the energy supply.

Wǒmen yǐjīng jiànchéng yī zuò fādiànchǎng, lìngwài,

- B2: 我们 已经 建成 一座 发电厂，另外，