

汉英对照

商用汉语会话

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说 明

《商用汉语会话》是为来华经商的外国人编写的汉语教材,可供具有初级汉语水平的人使用。

本书共二十课,每课由会话和学写汉字两部分组成。会话均有汉语拼音和英语翻译。考虑到外国人来华经商时各方面交际和外贸业务的需要,前十二课会话内容是生活交际方面的,后八课是外贸业务方面的。每课的学写汉字均列出六个本课出现的汉字(均为商业应用文中的常用字),依笔顺写出字形,以帮助外国人熟悉常用汉字的写法,并学会写这些汉字。

每课会话中的划线部分表示可用后面括号里的替换词语或句子替换。如一段话中有两处可替换部分,第一处加____表示,第二处加____表示;括号内的两处替换词语用 隔开, 前为第一处的, 后为第二处的。汉语的替换词语有些在英语中不一定反映,有些也不一定与英语一一对应。

本书由迪巴莉·达诺塔小姐担任英文翻译,慕心怡女士担任英文审订,在此对她们的大力协助表示感谢。

编著者

1993.6

PREFACE

Conversational Chinese for Business is a Chinese language textbook written to assist people from other countries who are doing business in China . The text is designed for those who are at a beginning level of Chinese .

The text has twenty chapters, each divided into two sections: conversation practice, and character writing . Each conversation section includes Chinese pinyin, and an English translation Taking into consideration the language needs of foreigners doing business in China, the first twelve chapters focus on the basic communication skills needed for ordinary life situations; and the last eight chapters focus on business terminology and conversation . In the character writing portion of each chapter, six of the most important characters from the current chapter are selected for study . All these characters are common in applied business language . The stroke order for each character is shown . This will help students become familiar with methods of writing common Chinese characters, and will help students master these six characters .

In the conversation practice section of each chapter, the underlined portion of the sentence can be replaced by the word or phrase in parentheses . If in one dialog there are two phrases that can be replaced, then the first phrase is underlined once, and the second phrase is underlined twice . Within the parentheses, the two replacement phrases are separated by a double slash " / ", with the phrase before the double slash replacing

the single underline portion of the text, and the phrase after the double slash replacing the double underline portion of the text . Some of the alternatives in Chinese need not be expressed in English, and some of them are not appropriate to be correspondent one by one either .

We would like to thank the following people for their generous assistance with this book: Deepali Dhanota, English translation; and Joyce Clemenger, English proofreading .

The Editors
June 1993

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第一课 在机场

Dì yī kè Zài Jī chǎng

Chapter One At the Airport

A [中方公司职员]: 您好! 您是—— 怎么称呼您? / 您贵姓?

[Zhōngfāng gōngsī zhíyuán]: Nín hǎo! ín shì—— Zěnme chēnghu nín? / Nín guì xìng?

[Chinese company employee]: Hello! ou are May I ask your name?

B [外商]: 我是加拿大皮埃尔公司的乔治·史密斯。您姓? (我是英国 BBC 公司的亚瑟·汤姆逊, 您是——)

[wàishāng]: shì Jiánádà Pí'ěr Gōngsī de Qiáozhì· Shmìsī. Nín guì xìng? Wǒ shì Yīngguó BBC Gōngsī de Yàsè Tǎngmùxùn, Nín shì——)

[foreign businessman]: am George Smith from Canada's Pierre Company. May I ask your name? I am Arthur Thompson from England's BBC Company, May I ask your name?

A: 我姓李, 叫李国庆, 是中国五金矿产进出口公司的。我是特意来接您的。我是北京第一机床厂的杨华, 厂里派我来接您。

Wǒ xìng Lǐ, jiào Lǐ Guóqìng, shì Zhōngguó Wujīn

Wǎngchūn Jìnchéng kǔ Gōngsī de . Wǒ Shì tèyì lái jiàn nín
de . Wǒ shì Běijīng Dìyì Jīchǎngchéng de Yáng Huá ,
chūngli pàiwǎng lái jiàn nín .)

I am Li Guoqing from China's Metals & Minerals Import
and Export Company . I came especially to meet you . I'm
Mr . Yanghua from Beijing No .1 Machine Plant . My com-
pany asked me to come and greet you .)

B: 谢谢您特意来接我。能认识您,我很荣幸。(您特意
来接,真不敢当。)

Xièxiè nín tèyì lái jiàn wǒ . Néng rènshi nín, wǒ hěn
róngxìng . (Nín tèyì lái jiàn , zhēn bù gǎn dāng .)

Thank you for coming to meet me . I'm very honoured to
know you . (I'm sorry I'm taking so much of your time .)

A: 您一路上__ ? (顺利)

Nín yí lù shàng __ o a ? (shùnlì)

Did you have a smooth journey ?

B: 我一路上__好。(非常顺利)

Wǒ yí lù shàng __ n h o (fēi cháng shùnlì)

I had a very smooth journey .

A: 您是第一次来中国吗 ?

Nín shì dìyì cì lái Zhōngguó ma ?

Is this the first time you've come to China ?

B: 是第一次。到中国来是我多年的愿望,这次能来,我
常高兴。在中国期间,请你们多多关照。(不是第
一次。我已经来过两次,都是来旅游的。能再次来中

国,真是太好了。)

Shì dìyì cì . Dào Zhōngguó lái shì wǒ duō nián de yuànwàng , zhècì néng lái , wǒ fēi cháng gāoxìng . Zài Zhōngguó qǐ jīn , qǐng nǐ mēn duō duō gùnzào . (Bú shì dì-yì cì . Wǒ yǐ jīng lái guò liǎng cì , dōu shì lái lǐ yóu de . Néng zài cì lái Zhōngguó , zhēn shì tài hǎo le .)

Yes, it is the first time . I've wanted to come to China for many years . I am very pleased to come this time . During my stay in China please assist me in any way you can . (This is not my first time here . I've been here twice before traveling each time . I'm so happy I was able to come to China again .)

A: 不用客气,我们非常欢迎您。愿我们合作愉快!您的行李都到齐了吗?

Bú yòng kèqì , wǒ men fēi cháng huānyíng nǐn . Yuàn wǒ men hézuò yúkuài ! Nǐn de xínglǐ dōu dào qí le ma ?

Please don't be so polite . I hope our co-operation is a success ! Has all your luggage arrived ?

B: 我的行李到齐了。还没找到)

Wǒ de xínglǐ dōu dào qí le (hái méi zhǎo dào)

My luggage is all here . I haven't found my luggage as yet)

A: 请把行李单给我,我去您取出来。帮您找一找)

Qǐng bǎ xínglǐ dān gěi wǒ , wǒ qù ì nín qǔ chū lái (bāng nǐn zhǎo yì zhǎo)

Please give me your luggage claim slip, and ll get it for you . I'll help you find it .)

B: 那就劳驾了。这是我的行李单。 (那太谢谢了。)

Nà jiù láojià le Zhè shì wǒ de xínglǐ dān . (Nà tài xièxiè le)

I am sorry to trouble you. Here is my luggage claim slip .
(Thank you very much)

学写汉字 Xué xi hàn zì

Characters Writing

第二课 在海关

Dìèrkè Zài Hǎiguān

Chapter Two At Customs

A [海关官员]: 您好! 欢迎您到中国来。

[hǎiguān guānyuán]: Nín hǎo! Huānyíng nǐn dào Zhōngguó lái.

[customs official]: Hello! Welcome to China.

B [外商]: 谢谢! 这是我的护照。

[wàishāng]: Xièxiè! Zhè shì wǒ de hùzhào.

[foreign businessman]: Thank you! Here is my passport.

A: 您有几件行李?

Nǐn yǒu jǐ jiàn xínglǐ?

How much luggage do you have?

B: 三件。这个箱子, 还有那两个旅行包。 两件。都在这里。

Sān jiàn. Zhège xiāngzi, hái yǒu nà liǎngge lǚxíngbāo.

(Liǎng jiàn. Dōu zài zhèr.)

Three pieces. This suitcase and those two travel bags.

(Two pieces, they're all here.)

A: 请把这个箱子打开。

Qǐng bǎ zhège xiāngzi dǎ kāi.

Could you please open this suitcase.

B: 好吧。

H o ba .

Sure .

A: 旅行包里是什么东西？

L xíngb o l shì shénme d ngxi ?

What do the travel bags contain ?

B: 是一些衣服和自用物品。

Shì yìxi y fu hé zìyòng wùpn .

Some clothes and personal belongings .

A: 有什么需要申报的吗？

Y u shénme x yào sh nbào de ma ?

Is there anything to be declared ?

B: 请告诉我哪些东西需要申报？

Q ng gàosu w n xi d ngxi x yào sh nbào ?

Please tell me which things need to be declared ?

A: 行李申报单背面有必须向海关申报的物品名称表，
请看一下。

Xíngli sh nbàod n bèimiàn y u bìx xiàng h igu n
sh nbào de wùpn míngch ng bì o , q ng kàn yíxià .

The back of the luggage declaration form has a list of items
that must be declared . Please take a look at it .

B: 我有几样东西要申报。 我没有要申报的东西。)

W y u j yàng d ngxi yào sh nbào . W méiy u yào
sh nbào de d ngxi .)

I have a few articles to be declared . I do not have any arti-

cles to be declared .)

这些东西需要上税吗？ 这个摄像机要不要上税？/ 这几样东西可以免税吗？

Zhèxi d ngxi x yào shàng shuì ma? Zhège shèxiàngj yào bú yào shàng shuì?/ Zhèi j yàng d ngxi k y mi n shuì ma ?

Do I need to pay duty for these articles? Do I need to pay duty for this camera ?/ Can these few items pass as duty-free items ?

A: 要上税。 可以免税。)

Yào shàng shuì (K y mi n shuì .)

You need to pay duty . You don t have to pay duty .)

您带的什么外币？

Nín dài de shénme wàibì ?

What foreign currency do you have ?

B: 美元。有信用卡,也有现金。

M iyuan .Y u xìnyòngk , y y u xiànj n .

U S Dollars .I have credit card and also cash .

A: 请您把所带的外币名称、现金数目填写清楚。

Q ng nín b su dài de wàibì míngch ng, xiànj n shù mù tiánxi q ngchu .

Please fill in clearly the type and amount of cash foreign currency you are carrying .

B: 好。

H o .

Fine .

A: 请您把这份行李申报单保存好,出境时还要用。

Qǐng nín bǎ zhèfèn xínglǐ shēnbào dān bǎocún hǎo, chūjìng shí hái yào yòng .

Please keep this luggage declaration form in a safe place .

You will need it when you leave the country .

B: 谢谢。

Xièxiè .

Thank you .

学写汉字 Xué xi hànzi

Characters Writing

第三课 在宾馆

Dì sān kè Zài Bīnguǎn

Chapter Three At the Hotel

A [中方公司职员]: 小姐, 这位是史密斯先生。他预订522房间。(316/ 808/ 1419)

[Zhōngfāng ngōngsī zhíyuan]: Xiǎojiě , zhèwèi shì Shímìsī xiānsheng . Tā yùdìng 522 fángjiān . (sān-yī-yī-ō-lǐù-bā -líng-bā / yī-ō-sì-yī-ō-jiě)

[Chinese company employee]: Miss, this is Mr. Smith. He has booked room number 522 (316/ 808/ 1419)

B [饭店服务员]: 欢迎光临。请跟我来。

[fàndiàn fúwùyuán]: Huānyíng guānglín . Qǐng gēn wǒ lái .

[hotel attendant]: Welcome to our hotel. Please come with me.

这就是您的房间。您觉得怎么样?

Zhè jiù shì nín de fángjiān . Nín juéde zěnme yàng ?

This is your room. What do you think of it?

C [外商]: 这个房间很好。这个房间太小, 能换个大一些的吗? / 这个房间没有阳台, 我想要一个有阳台的房间。)

[wàishāng]: zhègè fángjiān hěn hǎo (Zhègè fángjiān tài xiǎo , néng huàn gè dà yīxiē de ma ? / zhègè fángjiān méiyǒu yángtái , wǒ xiǎng yào yīgè yǒu yángtái de fángjiān .)

xì o, néng huàn gè dà yìxi de ma? / Zhègè fángji n méiy u yángtái, w xi ng yào yígè y u yángtái de fángji n.)

[foreign businessman]: his room is fine. This room is too small, could I change to a bigger one? / This room does not have a balcony; I would like a room with a balcony.)

B: 给您房间的钥匙。 我们可以给您换一个大房间。 / 对不起,有阳台的房间已经没有了。)

G i nín fángji n de yàoshi (W men k y g i nín huàn yí gè dà fángji n / Duìbùq , y u yángtái de fángji n y jing méiy u le.)

Here are the room keys. We can switch you to a bigger room / I m sorry, the rooms with balconies are all booked.)

C: 这个房间多少钱一天?

Zhègè fángji n du sh o qián yìti n?

What is the rent per day for this room?

B: 一百 元。(一百二十/ 六十)

Yìb i iyuán (yìb i èrshí liùshí)

U S . \$ 100 . (U S . \$ 120/ U . S . \$ 60)

您打算住天? (多长时间)

Nín d suàn zhù j ti n (du cháng shíji n)

How many days do you plan to stay? How long?)

C: 三天。大概一个星期。 / 最多十天。)

S nti n (Dàgài yígè x ngq / Zuìdu shíti n.)

Three days. About a week / At most? 10 days.)