



BUSINESS CHINESE

Business Conversation Cheat Sheet

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OFFICE

What is in your office?

Nǐ de bàngōngshì lǐ yǒu shénme?
你的办公室里有什么?

There is a ~
yǒu~.
有~。



1. refrigerator

bīngxiāng
冰箱

2. desk

bàngōng zhuō
办公桌

3. whiteboard

báibǎn
白板

4. chair

yǐzi
椅子

5. telephone

diànhuà
电话

6. stapler

zhuāngdìng jī
装订机

7. magazine

zázhì
杂志

8. sofa

shāfā
沙发

9. keyboard

jiànpán
键盘

10. monitor

xiǎnshì píng
显示屏

11. fax

chuánzhēn jī
传真机

12. copier

fùyìn jī
复印机

13. coffee

maker
kāfēi jī
咖啡机

14. microwave

wēibō lú
微波炉

Phrases for a Business Meeting

Good morning, everyone.

Gè wèi zǎoshang hǎo.
各位早上好。

We're here today to....

Jīntiān wǒmen huìyì de mùdì shì ~.
今天我们会议的目的是~。

I get your point.

Wǒ míngbái nǐ de yìsì.
我明白你的意思。

Let's begin, shall we?

Nà Wǒmen jiù kāishǐ ba.
那我们就开始吧。

What are your views on this?

Nǐ duìyú zhège yǒu shénme kànfǎ?
你对于这个有什么看法?

I don't really agree.

Wǒ bú tài tóngyì.
我不太同意。

Please allow me to introduce...

Qǐng yǔnxǔ Wǒ jièshào ~.
请允许我介绍~。

The way I see it...

Wǒ shì zhème kàn de ~.
我是这么看的~。

I didn't catch that.

Could you repeat that, please?

Wǒ gāngcái méiyǒu tīng dào. Néng zài shuō yí biàn ma?
我刚才没有听到。能再说一遍吗?

So, let's start with...

Nà Wǒmen jiù cóng ~ kāishǐ.
那我们就从~开始。

Exactly..

Zhèngshì rúcǐ.
正是如此。

Thank you all for coming.

Gǎnxiè dàjiā lái cānjiā jīntiān de huìyì.
感谢大家来参加今天的会议。

Job Titles

Introducing your boss to your client in Chinese:

This is [title name], Mr/s. [family name].

⊙ zhè shì wǒmen de [tóuxián], [xìng] xiānsheng/ nǚshì.
这是我们的【头衔】，【姓】先生/女士。

President

dǒngshìzhǎng
董事长

Executive managing director

zhíxíng zǒngjiān
执行总监

Managing director

zǒngjiān
总监

General manager

zǒng jīnglǐ
总经理

Assistant general manager

zǒng jīnglǐ zhùlǐ
总经理助理

Section manager

bùmén jīnglǐ
部门经理

Assistant manager

jīnglǐ zhùlǐ
经理助理

Project manager

xiàngmù jīnglǐ
项目经理

Motivational Quotes For Work



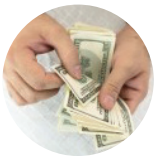
No pain, no gain.

Yī fēn gēngyún yī fēn shōuhuò.
一分耕耘一分收获。



Time and tide wait for no man.

Shíjiān bùděng rén.
时间不等人。



When there's a will, there's a way.

Yǒu zhì zhě, shì jìng chéng.
有志者，事竟成。



United, we can conquer anything.

Rénxīn qí, tàishān yí.
人心齐，泰山移。



Make hay while the sun shines.

Zhuājīn shíjī, chèn rè dǎ tiě.
抓紧时机，趁热打铁。



Study yourself and study your enemy, you will win every battle.

zhī jǐ zhī bǐ, bǎizhàn bù dài.
知己知彼，百战不殆。