

MANDARIN CHINESE for **LESSON** BUSINESS

Finding Partners for Cooperation



Vocabulary

Chinese	Pinyin	Part of Speech	English
寻找	xúnzhǎo	V	to search/look for
合作	hézuò	V/N	to cooperate, to collaborate
伙伴	huǒbàn	N	partner, companion, associate
贸易	màoyì	N	trade
公司	gōngsī	N	company, firm, corporation
经理	jīnglǐ	N	manager, director
负责	fùzé	V	to take charge of
平板电脑	píngbǎn diànnǎo	N	tablet computer
业务	yèwù	N	business, service, professional work
网站	wǎngzhàn	N	website
生产	shēngchǎn	V	to produce, to manufacture
加工	jiāgōng	V	to process
种	zhǒng	M	type , kind
配件	pèijiàn	N	parts, accessories
提供	tígōng	V	to offer, supply, provide
样品	yàngpǐn	N	a sample, a specimen
地址	dìzhǐ	N	an address
电子邮箱	diànzǐ yóuxiāng	N	electronic mailbox, e-mail
名称	míngchēng	N	Name of a thing or an organization
费	fèi	N	expense, fee
美元	Měiyuán	N	the US dollar
收到	shōudào	V	to receive
信息	xìnxī	N	information, message
发	fā	V	to send out, to deliver
服务	fúwù	V	to serve affairs, to serve business

Supplementary Vocabulary

▶ 名字 Names

Chinese	Pinyin	English
中兴公司	Zhōngxīng gōngsī	Zhongxing Company
阿里巴巴	Ālǐbābā	Alibaba
约翰先生	Yuēhàn xiānsheng	Mr. John

▶ 重点词汇搭配 Collocation

Chinese	Pinyin	English
负责 + 业务	fùzé+yèwù	to take charge of + business/service/professional work
生产 + 配件	shēngchǎn+pèijiàn	to produce/manufacture + parts, accessories
提供 + 样品	tígōng +yàngpǐn	to provide + a sample/a specimen

Grammar 1

来自 + place

come from + place

Here 「来自」 means “come from”. If for example, you were an American citizen, most commonly you’d tell people where you’re from by saying; 「我来自美国。」 “I’m from America.”

我的老板来自英国南部。

Wǒ de lǎobǎn láizì Yīngguó nánbù.

My boss is from southern England.

那家公司的员工来自五个国家。

Nà jiā gōngsī de yuángōng láizì wǔ ge guójiā.

That company’s workers are from 5 countries.

这个平板电脑来自中国吗？

Zhè ge píngbǎndiànnǎo láizì Zhōngguó ma?

Is this tablet computer from China?

Grammar 2

在 + place + do something

in/at + place + do something

The word order is the opposite construction to English; where *place* is not the first, but rather the final piece of information.

陈先生在那家贸易公司工作。

Chén xiānsheng zài nà jiā mào yì gōng sī gōng zuò.

Mr. Chen works at that trade company.

王经理在网上找产品信息。

Wáng jīnglǐ zài wǎngshàng zhǎo chǎnpǐn xìn xī.

Manager Wang is looking for product information on the internet.

我在中兴银行换美元。

Wǒ zài Zhōngxīng Yínháng huàn Měiyuán.

I exchanged my American dollars at Zhongxing Bank.

Grammar 3

time-when/time/event + 以后

after + time-when/time-duration/event

「以后...」 “afterwards...”, where the “afterwards” occurs only once the *time* or *event* has first been mentioned.

晚上十点以后，王经理不接电话，是吧？

Wǎnshàng shídiǎn yǐhòu , Wáng jīnglǐ bù jiē diànhuà , shì ba?

After 10 o'clock pm, manager Wang does not receive phone calls, correct?

半年以后，我们打算在中国开分公司。

Bànnián yǐhòu , wǒmen dǎsuàn zài Zhōngguó kāi fēngōngsī.

After half a year, we plan to start a company in China

收到样品费以后，我马上把样品寄给您。

Shōudào yàngpǐnfèi yǐhòu , wǒ mǎshàng bǎ yàngpǐn jìgěi nín.

After I receive the sample product fee, I will immediately send you the sample product.

Grammar 4

如果 + condition/consequence

if + condition/consequence

「如果」 means “if”, in this *if* + *clause* construction.

如果我是你，我不会跟这家公司合作。

Rúguǒ wǒ shì nǐ , wǒ bú huì gēn zhè jiā gōngsī hézuò.

If I were you, I would not collaborate with this company.

如果你们明天还没收到样品，请马上告诉我们。

Rúguǒ nǐmen míngtiān méi shōudào yàngpǐn , qǐng mǎshàng gàosù wǒmen.

If tomorrow you have still not received the sample product, please let us know immediately.

如果一次买一百台电脑，价格是不是可以低一点？

Rúguǒ yí cì mǎi yìbǎi tái diànnǎo , jiàgé shì bú shì kěyǐ dī yìdiǎn?

If I buy 100 hundred computer at once, can't the price be a bit lower?

Grammar 5

为 + someone + do something

do something + **for** + someone

Ms. Wang tells John 「很高兴为您服务」, “I’m very happy to be of service”, where 「为您」 means “for you” or “to you”.

我很高兴**为**你们服务。

Wǒ hěn gāoxìng **wèi** nǐmen fúwù.

I'm very happy to be of service **to** you all.

我的工作就是**为**客人提供产品信息。

Wǒ de gōngzuò jiù shì **wèi** kèrén tígōng chǎnpǐn xìnxi.

My job is to provide product information **for** clients.

王经理**为**这家公司做了一个很好的网站。

Wáng jīnglǐ **wèi** zhè jiā gōngsī zuòle yí ge hěn hǎo de wǎngzhàn.

Manager Wang made a very good website **for** this company.

Dialogue



John is researching a partner company, discussing cooperation possibilities in a one-on-one video call with the company's Manager, Ms. Wang.

约翰：喂，您好，我叫约翰，来自美国的一家贸易公司。

王经理：您好，约翰先生，我是中兴公司的经理，我姓王，负责平板电脑业务。

约翰：王经理您好。我在阿里巴巴网站上看到你们卖平板电脑。

王经理：是的，我们公司生产加工几种平板电脑和配件。

约翰：请问你们可以提供样品吗？

王经理：没问题，请给我您的地址、电话、电子邮箱和公司名称，还有样品费50美元。

约翰：好的，我现在就发。

王经理：收到您的信息和样品费以后，我们就发样品过去。

约翰：好的，谢谢您。

王经理：很高兴为您服务，如果有什么问题，欢迎跟我说。

John: Wéi, nín hǎo , wǒ jiào Yuēhàn , láizì Měiguó de yì jiā màoyì gōngsī.

Wáng jīnglǐ: Nín hǎo, Yuēhàn xiānsheng, wǒ shì Zhōngxīng gōngsī de jīnglǐ, wǒ xìng Wáng, fùzé píngbǎn diànnǎo yèwù.

John: Wáng jīnglǐ nín hǎo. Wǒ zài Ālǐbābā wǎngzhàn shàng kàndào nǐmen mài píngbǎn diànnǎo.

Wáng jīnglǐ: Shìde, wǒmen gōngsī shēngchǎn jiāgōng jǐ zhǒng píngbǎn diànnǎo hé pèijiàn.

John: Qǐngwèn nǐmen kěyǐ tígōng yàngpǐn ma?

Wáng jīnglǐ: Méi wèntí, qǐng gěi wǒ nín de dìzhǐ 、 diànhuà 、 diànzǐ yóuxiāng hé gōngsī míngchēng, háiyǒu yàngpǐnfèi 50 Měiyuán.

John: Hǎode, wǒ xiànzài jiù fā.

Wáng jīnglǐ: Shōudào nín de xìnxi hé yàngpǐnfèi yǐhòu, wǒmen jiù fā yàngpǐn guòqù.

John: Hǎode, xièxiè nǐn.

Wáng jīnglǐ: Hěn gāoxìng wèi nín fúwù, rúguǒ yǒu shénme wèntí, huānyíng gēn wǒ shuō.

John: Hello, I'm John, calling from an American trading company.

Manager Wang: Hello John, I'm Ms. Wang, the manager from Zhongxing company. I'm in charge of our tablet computer division.

John: Nice to meet you, Ms.Wang. I saw on the website Alibaba, that your company sells tablet computers.

Manager Wang: Yes, that's correct. Our company manufactures many different types of tablet computers, as well as tablet parts.

John: I wondering if it wouldn't be too much trouble, could you send us some product samples?

Manager Wang: No problem! Please give me your address, phone number, e-mail, and the name of your company. Please also include the sample fee of \$50 US dollars.

John: Got it. I'm sending to you right now.

Manager Wang: After we get your information and sample fee, we'll send the sample right away.

John: Sounds good. Thank you!

Manager Wang: I'm happy to help! If you have any further questions, please feel free to contact me!