

Mandarin Corner

MandarinCorner.org



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100 Essential Business Words With Sentence Examples - Part 1 (1 to 50)

Introduction

dàjiā hǎo! huānyíng láidào Mandarin Corner, wǒ shì Eileen.

大家好！欢迎来到Mandarin Corner, 我是Eileen。

Hello, everyone! Welcome to Mandarin Corner, I am Eileen.

zài wǒ kāishǐ jīntiān de shìpín zhīqián ne,

在我开始今天的视频之前呢，

Before I start the video,

wǒ xiǎng wèn dàjiā yī gè wèntí.

我想问大家一个问题。

I'd like to ask you a question.

nà jiùshì nǐmen wèishénme xiǎng xuéxí Zhōngwén ne?

那就是你们为什么想学习中文呢?

Why are you learning Chinese?

kěnéng yǒude rén huì shuō,

可能有的人会说,

Some of you might say,

wǒ xiǎng xuéxí Zhōngwén shì yīnwèi wǒ xiǎng qù Zhōngguó lǚyóu

我想学习中文是因为我想去中国旅游

I am learning Chinese, because I want to travel to China,

huò shì wǒ xiǎng hé Zhōngguó de péngyou men liáotiān.

或是我想和中国的朋友们聊天。

or I want to be able to talk to my Chinese friends using Mandarin.

dàn wǒ xiāngxìn yě yǒu yī dàbùfen rén

但我相信也有一大部分人

But I think that there is also a lot of people that are studying

Chinese

shì yīnwèi xiǎngyào hé Zhōngguó rén zuòshēngyì.

是因为想要和中国人做生意。

because they want to do business with China. (for example, import - export)

suǒyǐ zài zhège shìpín hé xià gè shìpín zhōng,

所以在这个视频和下一个视频中,

So, in this and in the following video,

wǒmen huì xiàng dàjiā jièshào yīxiē zài

我们会向大家介绍一些在

we will present basic business

shāngwù chǎnghé zhōng bìbèi de Hànyǔ cíhuì hé jùzi.

商务场合中必备的汉语词汇和句子。

Chinese vocabulary and sentences.

nàme yào xiǎng zhēnzhèng de zhǎngwù zhèxiē jùzi hé cíhuì,

那么要想真正地掌握这些句子和词汇,

In order to master these sentences and vocabulary,

jiù yīdìng yào duōduō de fùxí.

就一定要多多地复习。

constant review is needed.

suǒyǐ zài kàn wán zhège shìpín zhīhòu,

所以在看完这个视频之后，

So, after watching this video,

dàjiā yīdìng yào jìde qù wǒmen de wǎngzhàn
mandarincorner.org

大家一定要记得去我们的网站mandarincorner.org

please remember to go to our website, mandarincorner.org

xiàzǎi miǎnfèi de PDF hé yīnpín wénjiàn lái fùxí.

下载免费的PDF和音频文件来复习。

to download the video's free PDF and MP3 files so that you can
further review the content.

hǎo, nà xiànzài wǒmen jiù kāishǐ ba!

好，那现在我们就开始吧！

Alright, let's get started!

1.

gōngsī

公司

company

yóuyú jīngjì wēijī, zuìjìn hěn duō dà gōngsī dǎobì le.

由于经济危机，最近很多大公司倒闭了。

Recently, many big companies have gone bankrupt because of the economic crisis.

2.

yuángōng

员工

employee

nǐmen gōngsī yǒu duōshao yuángōng?

你们公司有多少员工？

How many employees does your company have?

3.

huìyì

会议

meeting

míngtiān de huìyì jiāng tuīchí dào xià zhōu jǔxíng.

明天的会议将推迟到下周举行。

Tomorrow's meeting will be postponed until next week.

4.

xiàngmù

项目

project

wǒ shì zhège xiàngmù de fùzérén.

我是这个项目的负责人。

I am in charge of this project.

5.

gōngzī

工资

salary

wǒmen gōngsī měi gè yuè shí hào fā gōngzī.

我们公司每个月十号发工资。

We get paid on the tenth of every month.

6.

bàojià

报价

quote / estimate

wǒ bǎ wǒ xūyào de chǎnpǐn guīgé yóujiàn fā gěi nǐ le, nǐ néng
gěi wǒ yī gè **bàojià** ma?

我把我需要的产品规格邮件发给你了，你能给我一个**报价**吗？

I sent you an email with the specs (specifications) of the
product I need. Can you send me a quote?

7.

jiǎngjīn

奖金

bonus

nǐ zhège yuè fā le duōshao **jiǎngjīn**?

你上个月发了多少**奖金**？

How big was your bonus this month?

8.

hángyè

行业

industry

lǚyóuyè shì zhège guójiā de zhǔyào **hángyè**.

旅游业是这个国家的主要**行业**。

Tourism is this country's main industry.

9.

yùsuàn

预算

budget

nǐ de bàojià chāochū le wǒmen de yùsuàn.

你的报价超出了我们的预算。

Your estimate is more than our budget.

10.

lìrùn

利润

profit

jīnnián zhè jiā gōngsī de lìrùn shàngzhǎng le bǎifēnzhī shí.

今年这家公司的利润上涨了百分之十。

The company's profit increased by 10% this year .

11.

wǎngzhǐ

网址

website address

nǐmen gōngsī de wǎngzhǐ shì shénme?

你们公司的网址是什么？

What is your company's website address?

12.

wǎngzhàn

网站

website

nǐmen gōngsī de suǒyǒu chǎnpǐn dōu zài zhège wǎngzhàn shàng ma?

你们公司的所有产品都在这个网站上吗？

Are all your company's products on this website?

13.

gōngzuò jīngyàn

工作经验

work (job) experience

nǐ yǒu zhè fāngmiàn de gōngzuò jīngyàn ma?

你有这方面的工作经验吗？

Do you have work experience in this area?

14.

gùkè

顾客

customer

tā shì gè hěn tiāoti de gùkè.

她是个很挑剔的顾客。

She is a very picky customer.

15.

yàngpǐn

样品

sample

wǒmen xūyào xiān kàn yàngpǐn, zài kǎolǜ xià dìngdān.

我们需要先看样品，再考虑下订单。

We need to first see your sample, then we will consider placing an order.

16.

zhìliàng

质量

quality

nǐ gěi wǒ jì de yàngpǐn zhìliàng bùshì hěn hǎo.

你给我寄的样品质量不是很好。

The sample you sent me does not have very high quality.

17.

shèbèi

设备

equipment

wǒmen gōngsī yǒu zhìzuò zhè kuǎn chǎnpǐn de zuìxīn shèbèi.

我们公司有制作这款产品的最新设备。

Our company has the latest equipment to manufacture this product.

18.

chǎnpǐn

产品

product

zhè shì wǒmen gōngsī mài de zuìhǎo de chǎnpǐn.

这是我们公司卖得最好的产品。

This is our company's best selling product.

19.

jìnkǒu

进口

import

Zhōngguó měinián cóng Éluósī jìnkǒu duōshao shíyóu?

中国每年从俄罗斯进口多少石油？

How much oil does China import from Russia every year?

20.

chūkǒu

出口

export

wǒmen de chǎnpǐn zhǔyào chūkǒu dào Ōuzhōu.

我们的产品主要出口到欧洲。

Our products mainly export to Europe.

21.

xiāofèizhě

消费者

consumer

zuòwéi xiāofèizhě, wǒmen yǒuquán duì bù hǎo de chǎnpǐn huò

fúwù tóusù.

作为消费者，我们有权对不好的产品或服务投诉。

As consumers, we have the right to complain about bad products or services.

22.

hétong

合同

contract

wǒmen shénme shíhou kěyǐ qiān hétong?

我们什么时候可以签合同？

When can we sign the contract?

23.

tóuzī

投资

to invest

tóuzī fángdìchǎn yǒu fēngxiǎn ma?

投资房地产有风险吗？

Is it risky to invest in real estate?

24.

zǒngjīnglǐ

总经理

general manager

tā zuìjìn bèi tíshēng wéi gōngsī de zǒngjīnglǐ.

他最近被提升为公司的总经理。

He recently was promoted as the company's general manager.

25.

gōngchéngshī

工程师

engineer

yǒu shénme jìshù shàng de wèntí kěyǐ wèn wǒmen de
gōngchéngshī.

有什么技术上的问题可以问我们的工程师。

If you have any technical questions, please ask our engineer.

26.

shōujù

收据

receipt

qǐng ná hǎo nín de shōujù.

请拿好您的收据。

Please keep your receipt!

27.

kèhù

客户

client

wǒ yuē le yī gè kèhù míngtiān jiànmiàn.

我约了一个客户明天见面。

I have an appointment with a client tomorrow.

28.

kuàijì

会计

accountant

tā dàxué bìyè hòu dào le yī jiā wàimào gōngsī dāng kuàijì.

她大学毕业后到了一家外贸公司当会计。

After graduating from university, she became an accountant in a foreign trade company.

29.

kuàidì

快递

express delivery (mail)

nǐ néng bǎ yàngpǐn **kuàidì** gěi wǒ ma?

你能把样品**快递**给我吗?

Can you send me the sample by express delivery?

30.

chǎnpǐn mùlù

产品目录

product catalog

máfan gěi wǒ fā yī fèn nín gōngsī de **chǎnpǐn mùlù**.

麻烦给我发一份您公司的**产品目录**。

Please send me your company's product catalog.

31.

xuānchuāncè

宣传册

brochure

guānyú zhège chǎnpǐn de suǒyǒu xìnxī dōu zài zhè běn **xuānchuāncè** shàng.

关于这个产品的所有信息都在这本**宣传册**上。

This brochure has all the information about this product.

32.

jiàgé

价格

price

nǐ gěi de **jiàgé** dàdà chāochū le wǒmen de yùsuàn.

你给的**价格**大大超出了我们的预算。

The price you gave me is way out of our budget.

33.

chéngběn

成本

cost

zhìzào zhè kuǎn chǎnpǐn de **chéngběn** tài gāo le.

制造这款产品的**成本**太高了。

The cost to manufacture this product is very expensive.

34.

jìnchūkǒu

进出口

import-export

zuìjìn yǒu hěnn duō jìnchūkǒu gōngsī dǎobì le.

最近有很多进出口公司倒闭了。

Lately, many import-export companies have gone out of business.

35.

gōngchǎng

工厂

factory

wǒmen gōngchǎng yǒu wǔ bǎi duō míng gōngrén.

我们工厂有五百多名工人。

Our factory has more than 500 employees.

36.

shōufèi

收费

to charge

wǒmen shì àn xiǎoshí shōufèi de.

我们是按小时收费的。

We charge on an hourly basis.

37.

fèiyong

费用

expenses

wǒmen gōngsī huì chéngdān suǒyǒu de yùnnshū fèiyong.

我们公司会承担所有的运输费用。

Our company will be responsible for all the delivery expenses.

38.

zhìzàoshāng

制造商

manufacturer

wǒmen zài nǎr kěyǐ zhǎodào zhèzhǒng jīqì de zhìzàoshāng?

我们在哪儿可以找到这种机器的制造商？

Where can we find a manufacturer for this type of machine?

39.

miànshì

面试

job interview

wǒ xiàwǔ yǒu gè miànshì.

我下午有个面试。

I have a job interview this afternoon.

40.

bàogào

报告

report

qǐng jiāng zhè fèn cáiwù bàogào fùyìn sān fèn gěi wǒ.

请将这份财务报告复印三份给我。

Please make three copies of this financial report for me.

41.

pǐnpái

品牌

brand

zhè shì yī gè zhīmíng de kōngtiáo pǐnpái.

这是一个知名的空调品牌。

This is a famous air-conditioner brand.

42.

shēngchǎn

生产

to produce

nǐmen gōngchǎng yī gè yuè néng shēngchǎn duōshao jiàn chǎnpǐn?

你们工厂一个月能生产多少件产品？

How many units of this product can your factory produce in a month?

43.

jiěgù

解雇

to fire (of employee)

zhè jiā gōngsī yīnwèi shēngyì bù hǎo jiěgù le yī bǎi gè yuángōng.

这家公司因为生意不好解雇了一百个员工。

This company fired a hundred employees because of poor business.

44.

cízhí

辞职

to resign

tā yǐjīng juéding yào cízhí le.

他已经决定要辞职了。

He already decided to resign.

45.

guǎnggào

广告

advertisement

zhè jiā gōngsī de guǎnggào měicì dōu hěn yǒu chuàngyì.

这家公司的广告每次都很有创意。

The advertisements of this company are always very creative.

46.

chuánzhēn

传真

fax

nǐ néng bǎ hé tong chuánzhēn gěi wǒ ma?

你能把合同传真给我吗?

Can you fax me the contract?

47.

dìngjīn

定金

deposit

shōudào **dìngjīn** hòu, wǒmen cái huì kāishǐ shēngchǎn.

收到**定金**后，我们才会开始生产。

We will only start producing the product after we receive your deposit.

48.

hézuò huǒbàn

合作伙伴

business (cooperative) partner

xīwàng wǒmen néng chéngwéi chángqī de **hézuò huǒbàn**.

希望我们能成为长期的**合作伙伴**。

I hope we can become long-term business partners.

49.

zuìhòu qīxiàn

最后期限

deadline

wǒmen bìxū gǎn zài zuìhòu qīxiàn qián wángōng.

我们必须赶在**最后期限**前完工。

We much try to finish producing the product before the deadline.

50.

biāoqiān

标签

label

nǐmen gōngchǎng xūyào zài chǎnpǐn shàng tiē shàng biāoqiān.

你们工厂需要在产品上贴上**标签**。

Your factory needs to put on the labels.

Conclusion

hǎo, jīntiān de shìpín jiù dào zhèlǐ.

好,今天的视频就到这里。

Okay, that's it for today.

xià gè shìpín wǒmen huì jìxù xiàng dàjiā

下个视频我们会继续向大家

In the next video, we will continue presenting

zhǎnshì shāngwù Hànyǔ cíhuì hé jùzi.

展示商务汉语词汇和句子。

these basic business Chinese vocabulary and sentences.

zài shìpín de kāitóu,

在视频的开头，

At the begining of this video,

wǒ yǐjīng shuō guò wǒmen de wǎngzhàn tígōng

我已经说过我们的网站提供

I mentioned that our website provides

miǎnfèi de PDF hé yīnpín wénjiàn gōng dàjiā fùxí,

免费的PDF和音频文件供大家复习，

free PDF and MP3 files to help you drill our videos' content.

suǒyǐ kàn wán shìpín zhīhòu yīdìng yào jìde qù xiàzǎi o.

所以看完视频之后一定要记得去下载哦。

So, once you finish the video, be sure to go and download these resources!

rúguǒ nǐ xǐhuan zhège shìpín ne,

如果你喜欢这个视频呢，

If you like this video,

nà jiù qǐng gěi tā diǎn gè zàn!

那就请给它点个赞!

please give it a 'like',

bìng hé nǐ de hǎoyǒu men fēnxiǎng!

并和你的好友们分享!

and share it with your friends!

yě qǐng dàjiā liúyán gàosu wǒmen nǐ duì zhège shìpín de kànfǎ.

也请大家留言告诉我们你对这个视频的看法。

Also, leave us a comment regarding your thoughts about the video.

rúguǒ nǐ xǐhuan wǒmen píndào hé wǎngzhàn shàng de nèiróng,

如果你喜欢我们频道和网站上的内容,

If you like the content on our channel and our website,

bìng xiǎng bāngzhù wǒmen jìxù tígōng zhè lèi nèiróng,

并想帮助我们继续提供这类内容,

and you want to help us continue providing this type of content,

nàme qǐng kǎolǜ zài Patreon shàng zhīchí wǒmen,

那么请考虑在Patreon上支持我们,

please consider supporting us on Patreon,

huò shǐyòng Paypal jìnxíng yīcìxìng juānzèng.

或使用paypal进行一次捐赠。

or making a one-time donation through PayPal.

(Links for Patreon and PayPal are on our website.)

zuihòu,qǐng hái méiyǒu dìngyuè de rén dìngyuè wǒmen de píndào

最后，请还没有订阅的人订阅我们的频道

Finally, if you haven't subscribed to our channel, please subscribe!

wǒmen xiàcì jiàn!

我们下次见!

See you next time!