

Mandarin Corner

MandarinCorner.org



Scan to Follow Us on Wechat

Survival Chinese - 100 Essential Business Words with Sentence Examples / Part 2 (51 to 100)

Introduction

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

大家好，欢迎来到Mandarin Corner, 我是Eileen。

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

jīntiān wǒmen lái jìxù xuéxí shāngwù hànyǔ cíhuì de dì'èr bùfēn,

今天我们来继续学习商务汉语词汇的第二部分，

Today we will continue to learn business words - part 2.

hái méiyǒu kàn dìyī bùfen de rén kěyǐ

还没有看第一部分的人可以

If you haven't watched the first part,

diǎnjī shìpín xiàfāng de liànjīe qián qù guānkàn.

点击视频下方的链接前去观看。

please click the link below and watch it.

nà wǒ zhīdào yǒuxiē rén kěnéng duì shāngwù hànǔ bùshì hěn gǎnxìngqù,

那我知道有些人可能对商务汉语不是很感兴趣,

I know that some of you might not be interested in business Chinese,

juéde gēn zìjǐ de shēnghuó wúguān,

觉得跟自己的生活无关,

and feel that it's not relevant to your life,

suǒyǐ méiyǒu bìyào qù xué.

所以没有必要去学。

so you think there is no need to learn it.

dàn rúguǒ nǐ xuéxí Hànyǔ de mùdì

但如果你学习汉语的目的地

However, if one of your purposes for studying Mandarin

shì nénggòu yòng Zhōngwén gēn nǐ de Zhōngguó péngyou jiāoliú,

是能够用中文跟你的中国朋友交流,

is being able to communicate with your Chinese friends

tǎolùn gèzhǒng huàtí,

讨论各种话题,

and talk about different topics,

nàme zhèxiē cíhuì jiù fēicháng zhòngyào le.

那么这些词汇就非常重要了。

these vocabulary words are very important,

yīnwèi nǎpà shì hěn píngcháng de duìhuà dōu yǒu kěnéng

因为哪怕是很平常的对话都有可能

because even basic conversations might

shèjí dào guānyú gōngzuò, màoùyì,

涉及到关于工作、贸易、

involve topics like jobs, trades,

shènzhì jīngjì fāngmiàn de huàtí.

甚至经济方面的话题。

and even talking about economy.

zhè shíhòu, nǐ jiù huì xūyào dào zhèxiē cíhuì

这时候，你就会需要到这些词汇

At that time, you will need this kind of words

lái bāngzhù nǐ gèng qīngxī, zhǔnquè de biǎodá nǐ de guāndiǎn le.

来帮助你更清晰、准确地表达你的观点了。

to help you express your opinions more clearly and accurately.

suǒyǐ, xiànzài wǒmen jiù kāishǐ ba!

所以，现在我们就开始吧！

So let's begin!

duì o! wǒ zěnmé néng bǎ zhège gěi wàng le ne?

对哦！我怎么能把这个给忘了呢？

Right! How can I forget?!

xiànzài, wǒmen wǎng zhàn mandarincorner.org shàng de

现在, 我们网站mandarincorner.org上的

On our website mandarincorner.org, the menu item "flashcards"

flashcard scàidān shàng xīnzēng le Survival Chinese xìliè de shǎnkǎ.

flashcards菜单上新增了Survival Chinese系列的闪卡。

now has flashcards for the Survival Chinese series.

nǐ zhǐyào diǎnjī tā,

你只要点击它,

When you click on the "flashcards" menu option,

jiù kěyǐ kàn dào suǒyǒu Survival Chinese de shǎnkǎ,

就可以看到所有Survival Chinese的闪卡,

you will see all our Survival Chinese flashcards,

bāokuò wǒmen jiēxiàláái yào xué de shāngwù Hànyǔ cíhuì de dì'èr bùfēn.

包括我们接下来要学的商务汉语词汇的第二部分。

including the video we're going to learn today - Business Words Part 2.

hǎo, xiànzài jiù ràng wǒmen kāishǐ jīntiān de xuéxí ba!

好, 现在就让我们开始今天的学习吧!

Alright, now let's get started!

Lesson

51.

dǎzhé

打折

discount (as used in retail)

Chūnjié qījiān, shāngchǎng lǐ suǒyǒu de diànrì dōu zài dǎzhé.

春节期间, 商场里所有的电器都在打折。

During Spring Festival, all the appliances in the shopping center are on sale.

52.

jiǎngjià

讲价

to bargain

bùhǎoyìsi, wǒmen diàn bù jiǎngjià.

不好意思，我们店不**讲价**。

Sorry, there is no bargaining allowed in our store.

53.

huòwù

货物

cargo / goods

zhè pī huòwù bìxū xiǎoxīn chǔlǐ.

这批**货物**必须小心处理。

This cargo must be handled with care.

54.

fāpiào

发票

invoice

qǐngwèn fāpiào shénme shíhou kěyǐ jì gěi wǒ?

请问**发票**什么时候可以寄给我？

When can you mail me the invoice?

55.

yùfùkuǎn

预付款

advanced payment

wǒ xūyào xiān jiāo yùfùkuǎn ma?

我需要先交预付款吗？

Do I need to pay in advance?

56.

huìlǜ

汇率

exchange rate

rénmínbì de huìlǜ yòu zhǎng le.

人民币的汇率又涨了。

The RMB exchange rate is up again.

57.

xiāoshòu'é

销售额

sales (volume)

gōngsī qùnián de xiāoshòu'è zēngzhǎng le bǎifēnzhī shí.

公司去年的销售额增长了百分之十。

The company's sales grew 10% last year.

58.

tuīguǎng

推广

to promote (sales related)

tā zhème zuò shì wèile tuīguǎng tā gōngsī de xīn chǎnpǐn.

他这么做是为了推广他公司的新产品。

He did it that way in order to promote his company's new product.

59.

míngpiàn

名片

business card

bù hǎoyìsi, wǒ wàng dài míngpiàn le.

不好意思，我忘带名片了。

Sorry, I forgot my business card.

60.

quánzhí

全职

full-time (job)

tā xiǎng zhǎo yī fèn quánzhí gōngzuò.

她想找一份全职工作。

She wants to find a full-time job.

61.

jiǎnzhí

兼职

part-time (job)

tā zhǎo dào le yī fèn fúwùyuán de jiǎnzhí gōngzuò.

他找到了一份服务员的兼职工作。

He found a part-time job as a waiter.

62.

tíchéng

提成

commission

Note: It is used in the context of employees (sales people) and employers.

tā de xīnshuǐ bāokuò jīběn gōngzī hé tíchéng.

他的薪水包括基本工资和提成。

His salary is based on commission and a basic salary.

63.

yòngjīn

佣金

commission

Note: This word is used in many different contexts except to describe an employer-employee relationship.

tā cóng měi bǐ jiāoyì zhōng zhuànqǔ bǎifēnzhī shíwǔ de yòngjīn.

他从每笔交易中赚取百分之十五的佣金。

He gets 15% commission from each deal.

64.

jiǎnlì

简历

resume

qǐng gěi wǒ fā yī fèn nǐ de jiǎnlì.

请给我发一份你的简历。

Please send me your resume.

65.

shēngzhí

升职

promotion (job related)

wǒ shēngzhí le! jīnwǎn wǒ qǐng dàjiā chīfàn.

我升职了！今晚我请大家吃饭。

I got promoted! Tonight I will treat you all to dinner.

66.

cāngkù

仓库

warehouse

tāmen yǒu yī qiān tái diànnǎo cúnfàng zài cāngkù lǐ.

他们有一千台电脑存放在仓库里。

They have 1000 computers stored in their warehouse.

67.

jízhuāngxiāng

集装箱

container (for cargo shipping)

zhège jízhuāngxiāng de róngliàng shì yī qiān lìfāngmǐ.

这个集装箱的容量是一千立方米。

The volume of this container is 1000 cubic meters.

68.

dìngdān

订单

(purchase) order

nǐ shénme shíhou néng quèdìng dìngdān?

你什么时候能确定**订单**?

When can you confirm the (purchase) order?

69.

fùkuǎn

付款

to pay a sum of money

shōudào fāpiào hòu, wǒmen huì zài sānshí tiān nèi **fùkuǎn**.

收到发票后，我们会在三十天内**付款**。

After receiving the invoice, we will pay within 30 days.

70.

cáiliào

材料

material

zhèzhǒng chǎnpǐn shì yòng shénme **cáiliào** zuò de?

这种产品是用什么**材料**做的?

What material is this product made of?

71.

jiāohuò

交货

delivery

nǐmen néng bǎozhèng ànshí jiāohuò ma?

你们能保证按时交货吗?

Can you guarantee on-time delivery?

72.

dìng huò

订货

to place an order for goods

rúguǒ wǒmen jīntiān dìng huò, nǐmen shénme shíhou kěyǐ jiāohuò?

如果我们今天订货，你们什么时候可以交货?

If we place an order today, when can you deliver the products?

73.

dānjià

单价

unit price

rúguǒ dà pīliàng de dìnghuò, zhè kuǎn chǎnpǐn de dānjià hái néng shǎo ma?

如果大批量地订货，这款产品的单价还能少吗？

If we order in large quantities, can you lower the price a little bit more on this product?

74.

lí'àn jiàgé

离岸价格

FOB

bàojiàdān shàng de jiàgé shì lí'àn jiàgé ma?

报价单上的价格是离岸价格吗？

Is the price on the quote FOB?

75.

xìnyòngzhèng

信用证

letter of credit

jiāohuò qián sānshí tiān, wǒmen bìxū yào shōudào nǐmen de xìnyòngzhèng.

交货前三十天，我们必须收到你们的信用证。

Your letter of credit must reach us 30 days before delivery.

76.

jiāoyì

交易

business deal

tā gǎozá le zhè bǐ jiāoyì.

他搞砸了这笔交易。

He ruined this deal.

77.

cǎigòu

采购

to make a purchase

wǒmen xūyào cǎigòu dàliàng de qìchē pèijiàn, qǐng chǎngjiā yǔ wǒmen liánxì.

我们需要采购大量的汽车配件，请厂家与我们联系。

We need to purchase a large number of auto parts, please contact us!

78.

fāhuò

发货

to send out goods

wǒmen míngtiān yīzǎo fāhuò.

我们明天一早发货。

We will send out the products early tomorrow morning.

79.

pīfā

批发

wholesale

zhè jiā diàn zhǐ zuò pīfā shēngyì.

这家店只做批发生意。

This store only does wholesale business.

80.

língshòudiàn

零售店

retail store

wǒmen de língshòudiàn gāngāng kāiyè le.

我们的零售店刚刚开业了。

Our retail store has just opened.

81.

gōngyìngshāng

供应商

supplier

wǒmen zhèngzài xúnzhǎo xīn de Zhōngguó gōngyìngshāng.

我们正在寻找新的中国供应商。

We are looking for a new supplier in China.

82.

zǒngbù

总部

headquarter

wǒmen gōngsī de zǒngbù shèzài Měiguó.

我们公司的总部设在美国。

Our headquarter is located in United States.

83.

fēngōngsī

分公司

branch office

wǒmen zài quánguó gèdì dōu yǒu fēngōngsī.

我们在全国各地都有分公司。

We have branches all over the country.

84.

dàoqī

到期

to become due

wǒ de hùzhào zài guò yī gè yuè jiù dàoqī le.

我的护照再过一个月就到期了。

My passport expires in a month.

85.

guòqī

过期

to be overdue

wǒ de gōngzuò qiānzhèng mǎshàng jiù yào guòqī le, qǐng wèn zài nǎlǐ kě yǐ xùqiān?

我的工作签证马上就要过期了，请问在哪里可以续签？

My working visa is going to expired. Where can I renew it?

86.

yāoqiú

要求

requirement

wǒmen tíchū de yāoqiú nǐmen gōngsī dōu néng mǎnzú ma?

我们提出的要求你们公司都能满足吗？

Can your company meet all our requirements?

87.

shūmiàn

书面

written

qǐng jiāng zuìzhōng bàojià yǐ shūmiàn xíngshì fā gěi wǒ.

请将最终报价以书面形式发给我。

Please send me your final quote in writing.

88.

tóusù

投诉

(of a customer, tourist, etc.) to complain

rúguǒ nǐmen bù mǎshàng chǔlǐ zhège wèntí, wǒ jiù xiàng nǐmen jīnglǐ tóusù.

如果你们不马上处理这个问题，我就向你们经理投诉。

If you don't deal with this problem soon, I will complain to your manager.

89.

jīngxiāoshāng

经销商

distributor

nǐmen gōngsī zài wǒmen guójiā yǒu jīngxiāoshāng ma?

你们公司在我们国家有经销商吗？

Does your company have a distributor in my country?

90.

bāozhuāng

包装

packaging

zhège jiàgé bāokuò bāozhuāng ma?

这个价格包括包装吗？

Does this price include packaging?

91.

bàngōngshì

办公室

office

qǐngwèn nǐmen jīnglǐ de bàngōngshì zài nǎr?

请问你们经理的办公室在哪儿？

Excuse me, where is your manager's office?

92.

hǎiguān

海关

customs

zhè pī huò bèi hǎiguān kòuliú le.

这批货被海关扣留了。

The shipment was stopped by customs.

93.

kùcún

库存

stock

wǒmen de kùcún kuài méiyǒu le.

我们的库存快没有了。

Our stock is running out.

94.

guānshuì

关税

tariff

Měiguó zǒngtǒng xuānbù le duì jìnkǒu gāngcái hé lǚ cái zhēngshōu **guānshuì**.

美国总统宣布了对进口钢材和铝材征收**关税**。

The President of the United States announced tariffs on imports of steel and aluminium.

95.

shìchǎng

市场

market

zhè jiā gōngsī zhèngzài shìtú lǒngduàn **shìchǎng**.

这家公司正在试图垄断**市场**。

This company is trying to monopolize the market.

96.

xíngào

型号

model number

nǐ de diànnǎo shì shénme xíng hào de?

你的电脑是什么型号的?

What is the model number of your computer?

97.

liúshuǐxiàn

流水线

assembly line

wǒ yǐqián zài gōngchǎng de liúshuǐxiàn shàng gōngzuò guò.

我以前在工厂的流水线上工作过。

I used to work in a factory assembly line.

98.

dàilǐshāng

代理商

an agent that represents a firm in doing business

wǒmen shì zhège pǐnpái de dújiā dàiilǐshāng.

我们是这个品牌的独家代理商。

We are the sole agent for this brand.

99.

péixùn

培训

training

suǒyǒu de yuángōng dōu yào cānjiā jīntiān de péixùn.

所有的员工都要参加今天的培训。

All the employees need to attend today's training.

100.

zhànghù

账户

account

wǒ yǐjīng bǎ qián dǎ dào nǐ de zhànghù le.

我已经把钱打到你的账户了。

I have already transferred money into your (bank) account.

Conclusion

hǎo, jīntiān de shìpín jiù dào zhèlǐ.

好，今天的视频就到这里。

Alright! That's it for today.

rúguǒ nǐ xǐhuan zhège shìpín dehuà,

如果你喜欢这个视频的话，

If 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 yǔ nǐ de hǎoyǒu men fēnxiǎng.

并与你的好友们分享。

and share it with your friends.

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

也请留言告诉我们你对这个视频的看法。

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

zhège shìpín de PDF hé yīnpín wénjiàn kě zài

这个视频的PDF和音频文件可在

This video's PDF and audio files can be downloaded

mandarincorner.org miǎnfèi xiàzǎi.

mandarincorner.org免费下载。

at mandarincorner.org.

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 website,

bìng xiǎng bāngzhù wǒmen jìxù tígōng zhèlèi nèiróng,

并想帮助我们继续提供这类内容，

and you'd like 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.

liànjīe zài shìpín de xiàfāng!

链接在视频的下方!

Links are below!

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!