

35 Office Terms With Sentence Examples

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| (USB) I have an USB, there is a lot data in it. | (yōupán / 优盘) (Wǒ yǒu yī gè yōupán , lǐmian cún le hěnduō zīliào.) 我有一个 优盘 ，里面存了很多资料。 |
| (cup) I have a cup and I am drinking coffee. | (bēizi / 杯子) (Wǒ yǒu yī gè bēizi , wǒ zài hē kāfēi.) 我有一个 杯子 ，我在喝咖啡。 |
| (mouse) I have a mouse and I am moving the mouse. | (shǔbiāo / 鼠标) (Wǒ yǒu yī gè shǔbiāo . Wǒ zài yídòng shǔbiāo.) 我有一个 鼠标 。我在移动鼠标。 |
| (external hard disk) I have an external hard disk, its storage is huge. | (yídòng yìngpán / 移动硬盘) (Wǒ yǒu yī gè yídòng yìngpán , tā de nèicún hěn dà.) 我有一个 移动硬盘 ，它的内存很大。 |
| (speaker) I have a speaker, it cost me a thousand Yuan. | (yīnxiǎng / 音响) (Wǒ yǒu yī gè yīnxiǎng , tā huā le wǒ yī qiān kuài qián.) 我有一个 音响 ，它花了我一千块钱。 |
| (microphone) I have a microphone, I often use it to record. | (huàtǒng / 话筒) (Wǒ yǒu yī gè huàtǒng , wǒ jīngcháng yòng tā lái lùyīn.) 我有一个 话筒 ，我经常用它来录音。 |
| (charger) I have a charger and I am charging my phone. | (chōngdiànqì / 充电器) (Wǒ yǒu yī gè chōngdiànqì , wǒ zài gěi wǒ de shǒujī chōngdiàn.) 我有一个 充电器 ，我在给我的手机充电。 |

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| <p>(pen container)</p> <p>I have a pen container and it holds a lot of pens.</p> | <p>(bǐtǒng / 笔筒)</p> <p>(Wǒ yǒu yī gè bǐtǒng, lǐmian zhuāng le hěnduō bǐ.)</p> <p>我有一个笔筒，里面装了很多笔。</p> |
| <p>(backpack)</p> <p>I have a backpack and I am putting stuff into the bag.</p> | <p>(bēibāo / 背包)</p> <p>(Wǒ yǒu yī gè bēibāo, wǒ zài wǎng bāo lǐ zhuāng dōngxi.)</p> <p>我有一个背包，我在往包里装东西。</p> |
| <p>(monitor)</p> <p>I have a monitor and I am editing videos.</p> | <p>(xiǎnshìqì / 显示器)</p> <p>(Wǒ yǒu yī tái xiǎnshìqì. Wǒ zài biānjí shìpín.)</p> <p>我有一台显示器。我在编辑视频。</p> |
| <p>(laptop)</p> <p>I have a laptop and I am surfing the internet.</p> | <p>(bǐjìběn diànnǎo / 笔记本电脑)</p> <p>(Wǒ yǒu yī tái bǐjìběn diànnǎo. Wǒ zài shàngwǎng.)</p> <p>我有一台笔记本电脑。我在上网。</p> |
| <p>(calculator)</p> <p>I have a calculator. I use a calculator everyday.</p> | <p>(jìsuànrì / 计算器)</p> <p>(Wǒ yǒu yī tái jìsuànrì. Wǒ měitiān dōu yòng jìsuànrì.)</p> <p>我有一台计算器。我每天都用计算器。</p> |
| <p>(stapler)</p> <p>I have a stapler, and I use it to staple paper together.</p> | <p>(dìngshūjī / 订书机)</p> <p>(Wǒ yǒu yī tái dìngshūjī, wǒ yòng tā bǎ wénjiàn dìng qǐlái.)</p> <p>我有一台订书机。我用它把文件订起来。</p> |
| <p>(electric fan)</p> <p>I have an electric fan. I am going to turn it on.</p> | <p>(diànfēngshàn / 电风扇)</p> <p>(Wǒ yǒu yī tái diànfēngshàn. Wǒ xiànzài qù bǎ diànfēngshàn dǎkāi.)</p> <p>我有一台电风扇。我现在去把电风扇打开。</p> |
| <p>(table)</p> <p>I have a table. I am wiping the table.</p> | <p>(zhuōzi / 桌子)</p> <p>(Wǒ yǒu yī zhāng zhuōzi. Wǒ zài cā zhuōzi.)</p> <p>我有一张桌子。我在擦桌子。</p> |

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| <p>(sticky note)</p> <p>I have a sticky note and I am sticking it on the wall.</p> | <p>(biànlitiē / 便利贴)</p> <p>(Wǒ yǒu yī zhāng biànlitiē, wǒ bǎ tā tiē zài qiáng shàng.)</p> <p>我有一张便利贴，我把它贴在墙上。</p> |
| <p>(flashcard)</p> <p>I have a flashcard, and I use it to study Spanish.</p> | <p>(shǎnkǎ / 闪卡)</p> <p>(Wǒ yǒu yī zhāng shǎnkǎ, wǒ yòng tā xuéí xībānyá yǔ.)</p> <p>我有一张闪卡，我用它学习西班牙语。</p> |
| <p>(business card)</p> <p>I have a business card. Do you have a business card?</p> | <p>(míngpiàn / 名片)</p> <p>(Wǒ yǒu yī zhāng míngpiàn. Nǐ yǒu míngpiàn ma?)</p> <p>我有一张名片。你有名片吗？</p> |
| <p>(bookmark)</p> <p>I have a bookmark and I am placing it in the book.</p> | <p>(shūqiān / 书签)</p> <p>(Wǒ yǒu yī zhāng shūqiān, wǒ bǎ tā jiá zài shū lǐ.)</p> <p>我有一张书签，我把它夹在书里。</p> |
| <p>(mousepad)</p> <p>I have a mousepad and I put it on the table.</p> | <p>(shǔbiāodiàn / 鼠标垫)</p> <p>(Wǒ yǒu yī zhāng shǔbiāodiàn, wǒ bǎ tā diàn zài zhuōzi shàng.)</p> <p>我有一张鼠标垫，我把它垫在桌子上。</p> |
| <p>(keyboard)</p> <p>I have a keyboard and I am typing.</p> | <p>(jiànpán / 键盘)</p> <p>(Wǒ yǒu yī fù jiànpán, wǒ zài dǎzì.)</p> <p>我有一副键盘，我在打字。</p> |
| <p>(glasses)</p> <p>I have a pair of glasses. I am putting the glasses on.</p> | <p>(yǎnjìng / 眼镜)</p> <p>(Wǒ yǒu yī fù yǎnjìng. Wǒ zài dài yǎnjìng.)</p> <p>我有一副眼镜。我在戴眼镜。</p> |
| <p>(earphones)</p> <p>I have a pair of earphones and I am listening to music.</p> | <p>(ěrjī / 耳机)</p> <p>(Wǒ yǒu yī fù ěrjī, wǒ zài tīng gē.)</p> <p>我有一副耳机，我在听歌。</p> |

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| <p>(camera)</p> <p>I have a camera and I am taking photos.</p> | <p>(zhàoxiàngjī / 照相机)</p> <p>(Wǒ yǒu yī bù zhàoxiàngjī, wǒ zài pāizhào.)</p> <p>我有一部照相机,我在拍照。</p> |
| <p>(dictionary)</p> <p>I have a dictionary and I am looking up words.</p> | <p>(zìdiǎn / 字典)</p> <p>(Wǒ yǒu yī bù zìdiǎn, wǒ zài chá dāncí.)</p> <p>我有一部字典, 我在查单词。</p> |
| <p>(cell phone)</p> <p>I have a cell phone and I am calling.</p> | <p>(shǒujī / 手机)</p> <p>(Wǒ yǒu yī bù shǒujī, wǒ zài dǎ diànhuà.)</p> <p>我有一部手机, 我在打电话。</p> |
| <p>(book)</p> <p>I have a book. I am reading a book.</p> | <p>(shū / 书)</p> <p>(Wǒ yǒu yī běn shū. Wǒ zài kànshū.)</p> <p>我有一本书。我在看书。</p> |
| <p>(notebook)</p> <p>I have a notebook and I am taking notes.</p> | <p>(bǐjìběn / 笔记本)</p> <p>(Wǒ yǒu yī běn bǐjìběn, wǒ zài jì bǐjì.)</p> <p>我有一本笔记本, 我在记笔记。</p> |
| <p>(pen)</p> <p>I have a pen and I am writing a diary entry.</p> | <p>(bǐ / 笔)</p> <p>(Wǒ yǒu yī zhī bǐ, wǒ zài xiě rìjì.)</p> <p>我有一支笔, 我在写日记。</p> |
| <p>(water)</p> <p>I have a bottle of water. Can you help me open the bottle?</p> | <p>(shuǐ / 水)</p> <p>(Wǒ yǒu yī píng shuǐ. Nǐ néng bāng wǒ dǎkāi zhè píng shuǐ ma?)</p> <p>我有一瓶水。你能帮我打开这瓶水吗?</p> |
| <p>(vase)</p> <p>I have a vase and I am putting flowers into the vase.</p> | <p>(huāpíng / 花瓶)</p> <p>(Wǒ yǒu yī zhī huāpíng. Wǒ zài wǎng huāpíng lǐ chāhuā.)</p> <p>我有一只花瓶。我在往花瓶里插花。</p> |

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| <p>(scissors)</p> <p>I have a pair of scissors and I am cutting paper.</p> | <p>(jiǎndāo / 剪刀)</p> <p>(Wǒ yǒu yī bǎ jiǎndāo, wǒ zài jiǎnzhǐ.)</p> <p>我有一把剪刀，我在剪纸。</p> |
| <p>(chair)</p> <p>I have a chair. I am resting on the chair.</p> | <p>(yǐzi / 椅子)</p> <p>(Wǒ yǒu yī bǎ yǐzi. Wǒ zuò zài yǐzi shàng xiūxi.)</p> <p>我有一把椅子。我坐在椅子上休息。</p> |
| <p>(battery)</p> <p>I have a battery and I am putting it into the calculator.</p> | <p>(diànchí / 电池)</p> <p>(Wǒ yǒu yī jié diànchí, wǒ bǎ tā fàng jìn jìsuànrì lǐ.)</p> <p>我有一节电池，我把它放进计算器里。</p> |
| <p>(table lamp)</p> <p>I have a table lamp and I put it beside the computer.</p> | <p>(táidēng / 台灯)</p> <p>(Wǒ yǒu yī zhǎn táidēng, wǒ bǎ tā fàng zài diànnǎo pángbiān.)</p> <p>我有一盏台灯，我把它放在电脑旁边。</p> |