BCT标准教程

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B C T STANDARD COURSE



图书在版编目(CIP)数据

BCT 标准教程. 第2册/张洁主编.—北京:人民教育出版社,2015.10

ISBN 978-7-107-24429-2

I. ① B··· Ⅱ. ①张 ··· Ⅲ. ①商务—汉语—对外汉语 教学—水平考试— 教材 Ⅳ. ①H195. 4

中国版本图书馆CIP数据核字(2015)第249304号

人人為身本版社出版发行

网址: http://www.pep.com.cn

北京盛通印刷股份有限公司印装 全国新华书店经销 2015年10月第1版 2017年1月第2次印刷 开本: 787毫米×1092毫米 1/16 印张:14 字数: 280千字 定价: 47.00元

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Printed in the People's Republic of China

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移动终端课程技术支持:北京汉通鼎盛科技有限公司

前言

商务汉语考试(BCT)重点考查汉语非第一语言考生在真实商务情境或一般工作情境中运用汉语进行交际的能力,并对其能够完成的语言任务进行评价。考试遵循"以用为本、听说导向、能力为重、定位职场"的原则,自2013年推出后,得到广大商务汉语教学者和学习者的关注与认可。为满足移动互联时代人们在"任何地方"于"任何时间"学习的需求,我们结合商务汉语学习者的学习特点和多年的商务汉语教学经验以及语言测试研究心得,以《商务汉语能力标准》为纲,研发了这套商务汉语系列教材——《BCT标准教程》,希望能在语言教学中真正实现"考教结合""以考促教""以考促学"。

一、编写理念

教程主要面向工作生活节奏快、完整时间少、零散时间多、难以进入正式课堂学习但有 强烈工作和职业需求的商务汉语学习者,以及所有希望学习汉语、了解中国的国际朋友。

1. 以学习者为中心,强调"听说领先,读写跟进"的理念。

教程的主要目的是提高学习者的商务汉语听说交际能力,并在提高听说交际能力的同时, 逐步提高读写能力。

2. 融入交际法、主题式教学法和任务型教学的核心理念。

在编写时,强调语言表达的得体性和语境的作用,强调语言的真实性及在任务完成的过程中学习语言,强调内容的丰富性和多样性,以促使学习者在不同情境下运用语言完成一系列任务,提高汉语交际能力。

3. 贯彻形成性评价与终结性评价相结合的理念。

本系列教程为学习者提供了贯穿始终的形成性评价,并在课程结束时提供了终结性评价, 更好地推动了"考教结合""以考促教""以考促学"。

二、教材特色

1. 以《商务汉语能力标准》为纲,循序渐进。

在遵循汉语国际教育理念的基础上,教程既考虑了课堂教学的需要,又符合学习者自 学的需求。海内外教学机构、学习者可以根据自身的实际情况以及学时来调整每册书完成的 时间。

《商务汉语能力标准》共分为五个等级。教程在充分解读标准的基础上,以《BCT (A)词汇表》和《BCT (B)词汇表》的词汇要求为前提,系统设计了各等级的范围。

| 教材分册 | 教学目标 | 词汇量(词) |
|------|------------|--------|
| 教程 1 | 商务汉语能力标准一级 | 200 |
| 教程 2 | 商务汉语能力标准二级 | 400 |
| 教程 3 | 商务汉语能力标准三级 | 600 |
| 教程 4 | 商务汉语能力标准四级 | 1500 |
| 教程 5 | 商务汉语能力标准五级 | 3000 |

2. 学习形式碎片化、内容系统化。

商务汉语的学习者更多地是在工作、生活的间隙完成学习的。在内容安排上,每一课中的每一模块内容的学习时间不超过5分钟,既保证了学习内容的碎片化,又保证了学习内容的系统化,还充分考虑了循序渐进的难度要求。

3. 配有相应的课程测试。

学习者可以参加相应的课程考试。完成课程学习并通过商务汉语课程考试者,可获得由国家汉办颁发的商务汉语课程学习证明。一般来说,按要求学完本教程第一、二、三级,可通过BCT(A)考试、学完本教程第四、五级、可通过BCT(B)考试。

4. 同步推出移动终端数字学习版本。

学习者可通过手机等移动终端自行下载,同步进行学习和评估,完成对学习的管理与跟踪。目前已实现智能语音打分和游戏化语言闯关等项功能。

最后,编写组特别感谢孔子学院总部/国家汉办、汉考国际(CTI)和人民教育出版社的大力支持与参与,感谢国家汉办考试处、汉考国际全体研发人员和人民教育出版社有关领导与编辑人员所付出的辛劳和智慧。欢迎使用本教程的师生及时反馈意见和建议,以便我们再版时进一步完善。让我们为研发真正有用好用的商务汉语学习资源而共同努力!

编写组 2015年1月

Preface

Business Chinese Test (BCT) is designed to assess the Chinese communication competence of non-native speakers in business situations and the language tasks they can accomplish doing business. BCT follows user-oriented, listening and speaking oriented, capability-oriented and occupation-oriented principles. Since BCT launched in 2013 it has obtained more and more attention and recognition from teachers and learners of business Chinese. In order to fulfill the learning needs in the mobile internet era when everyone can receive many different kinds of education anytime and anywhere, this series of business Chinese course books BCT standard Course has been developed. Based on Business Chinese Proficiency Standards, with rich teaching experience, full considerations of learners, and testing and teaching research experience, these books are expected to combine teaching and promote learning by different types testing.

I Concept of the compilation

The target readers of this series are learners who have a busy schedule may find it difficult to receive formal education in the classroom, but who still have strong learning needs for career development, and international friends who hope to learn Chinese and explore China.

1. Stressing a student-centered concept, and putting listening and speaking first, with reading and writing to follow.

This series of books are originally designed to improve the learner's business Chinese listening and speaking skills and at the same time gradually improve their reading and writing ability.

2. Integrating the essential ideas of a communicative approach, theme-based teaching and task-based language teaching.

The compilation stresses appropriateness and authenticity of the language, richness and diversity of the content, and emphasizes the functions of the

language context through tasks in order to simulate learners to use the language to accomplish the tasks and improve their communicative abilities.

3. Implementing the idea of combination of formative assessments and summative assessments.

This series of books provide formative assessment through the learning process and summative assessment at the end of each course which is aimed at promoting the combination of teaching and promote learning by testing.

II Features of this series

1. The books are based on *Business Chinese Competency Standards* and written for different levels.

Following the international Chinese education concept, this series of books are not only fit for teaching but also useful for self-learning. Teaching institutions at home and abroad as well as self-learners can adjust their learning time accordingly.

Business Chinese Competency Standards includes 5 levels. Based on BCT (A) Vocabulary Outline and BCT (B) Vocabulary Outline, the teaching objectives and vocabulary of this series of books are designed as follow:

| Textbook Volume | Teaching Objectives | Vocabulary |
|--------------------|---------------------------------------------------|------------|
| Book 1 | Business Chinese Proficiency Standards Level 1 | 200 |
| Book 2 | Business Chinese Proficiency Standards Level 2 | 400 |
| Book 3 | Business Chinese Proficiency Standards Level 3 | 600 |
| Book 4 | Business Chinese Proficiency Standards Level 4 | 1500 |
| Book 5 | Business Chinese Proficiency Standards Level 5 | 3000 |

2. The learning content is systematic and fragmented.

Learners of business Chinese usually study in a fragmented time. As to the content arrangement, learning time for every unit is less than 5 minutes, which guarantees fragmented and systematic learning to reach the requirement of gradual improvement.

3. Every volume is matched with a corresponding test.

Learners can take the course tests according to this series. The learners who finish the course and pass the tests can get a study certificate of Business Chinese Course awarded by Hanban. In general learners who study the book 1, 2 and 3 can pass BCT (A) and learners who study the book 4 and 5 can pass the new BCT (B).

4. The digital version of the textbooks is also offered.

Learners can download the App by mobile phone or other mobile device. It can be used as the tool for learning and assessment and it can also manage and track the learning process. At present, intelligent, real-time scoring algorithms and game-like challenges, intelligent voice assessing, and language games have been uploaded.

At the end of this preface, the editorial committee would like to acknowledge the Confucius Institute Headquarters (Hanban), the Chinese Test International (CTI) and the People's Education Press for their strong support. In the meantime, thanks to the hard work and wisdom of all the participants including the leaders, the editors, the developers of the Hanban, the CTI and the press. We are eager to receive feedback from teachers and learners, in order to further perfect and make this series of books a useful business Chinese learning resource.

本册说明

《BCT 标准教程》(第2册)适合已达到商务汉语能力标准一级或初级汉语水平的商务人士及汉语学习者学习使用。

本册教程的编写遵循《商务汉语能力标准》及《BCT(A)大纲》,从中选定20个商务交际活动主题及相关词汇作为教学目标。全书共20课。每课围绕一个商务交际活动主题设计,包括对话、短文、词语和练习四个部分。建议每课2~3个课时。

一、对话

每课在一个商务交际活动主题下,展开五个不同情境中的对话,每段对话控制在1~4个话轮。每段对话多设置2~4个生词,对话内容的编写力求贴近真实商务交际语境,反复操练重点句型和生词,且生词在不同情境下进行复现。这样,既能帮助学习者熟悉汉语在真实商务交际中的使用情况,又能引导学习者适应情境转换,培养汉语商务交际能力。

二、短文

每课在对话后设置了一篇小短文,短文以商务情景中的讲话为主,对本课重点句型和生词进行复现,有助于学习者把握本课教学目标和重点,进一步强调生词和语言点。

三、词语

每课选择了与本课的商务交际活动主题密切相关的重点词汇,紧扣主题创设词汇学习的情景,将词语应用于商务交际活动中的对话,从而把词语运用和商务口语交际结合在一起,以利于读者内化所学词语。同时,每课的词语以英文进行注释,简洁明了。

四、练习

教程弱化语法,学习者可以通过练习来加以掌握。练习的内容为本课新学的语言点和重

点词语及句型,目的是对本课所学内容及时强化。练习形式主要有替换练习、完成对话、完成语言交际任务、调查、谈论观点等,以口语练习为主,旨在鼓励学习者多说多练,将本课所学真正运用到商务活动交际中。

本册教程后附《BCT 标准教程》测试(二级)试卷及相应的听力材料和参考答案。

General Introduction

BCT Standard Course 2 is a set of teaching materials for business professionals who have attained Business Chinese Proficiency Standard Level I, or the Elementary Level of Chinese as a Foreign Language.

Based on *Business Chinese Proficiency Standards* and the BCT (A) Vocabulary Outline, twenty themes of business activities and related words are selected as the teaching goal. This book has twenty lessons and each lesson develops a business theme and includes dialogues (with new words), articles, vocabulary notes and exercises. It is recommended that each lesson be completed in two or three classes.

I Dialogues

Each lesson has five dialogues which are limited to 1~4 turn-talking with different and authentic business scenarios on a certain communication theme with 2~4 new words in each dialogue. The key sentences and words were repeated and the new words are displayed in different contexts over and over. In this way, not only does it help the learners be familiar with the way to use business Chinese, but also guide the learners to adapt to different situations and to improve the ability of their abilities.

II Passages

Each lesson has a passage about business speeches following five rounds of dialogues. The passages intensify the key sentence structures and words to help the learners master new words and language points.

III Words and phrases

Each lesson chooses the key words which are closely related to the

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商务汉语考试(Business Chinese Test, BCT)是一项国际汉语能力标准化考试,重点考查汉语非第一语言学习者在真实商务或一般工作情景中运用汉语进行交际的能力,并对其能够完成的语言任务进行评价。商务汉语考试由BCT(A)、BCT(B)和BCT口语组成。

Business Chinese Test (BCT) is an international standardized test to measure the ability of non-native Chinese speakers to use the Chinese language in the real business or common working environment, and evaluate the language tasks they are able to complete. BCT consists of BCT (A), BCT (B) and BCT Speaking Test.



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business communication activities themes, concentrating on the theme to create vocabulary learning scenario, applying the words used in dialogue of business communication activities, so that combine word application with business oral communication together, in order to facilitate the reader to internalize what they have learned. Meanwhile, each of the words is noted by English clearly and concisely. The new words and phrases are annotated with clear and concise English explanations.

IV Exercises

This book elaborates the grammar points and learners can master the grammar through the subsequent exercises. The exercises are placed after the notes of the text to strengthen new knowledge the contents of which are the language points and important words and sentence structures of each lesson. The exercises are placed after the notes in the text to strengthen understanding of language points, important vocabulary, and sentence structures. The exercise forms are primarily substitution drills, language communication tasks, investigation, and discussion. In order to encourage the learners to speak and practice more and apply what they have learned in real business communication, this book gives priority to spoken exercises. Teachers can employ the exercises flexibly and focus on oral communication exercises.

The course test paper is attached to this textbook.

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[How are you?]

Dialogues / 对话



Nǐ hào ma? 你 好 吗?

[How are you?]

- Wŏ hěn hǎo, nǐ ne? 我 很 好,你呢? [lam fine, and you?]
- Wǒ yĕ hěn hǎo. 我 也 很 好。 [I am fine, too.]
- Zăoshang hǎo, Qián xiānsheng. 早上 好 . 钱 Nĭ jīntiān guò de zěnmevàna? 你 今天 过 得 怎么样? [Good morning, Mr Qian. How are you today?]

Wǒ hěn hǎo, nǐ ne? 我 很好,你呢? [I'm fine, and you?]

Wŏ yŏudiănr lèi. 有点儿 累。 [I am a little tired.]

Zěnme le? 怎么 [How come?]

Göngzuò tài máng le. 工作 [I have been busy working.]

marker of complement

[adj.] tired; fatigued

[pron.]

way, and cause, etc.

Hăoiiŭ bú iiàn! 好久 不 见! [Long time no see.]

> Shì a, hǎojiǔ bú jiàn, nǐ zěnmeyàng? 是 啊, 好久 不 见, 你 怎么样? [Yeah, long time no see. How have you been?]

Wǒ hěn hǎo, nǐ ne? 很好,你呢? [I've been well, and you?]

Wŏ vě hěn hǎo! 我 也 很 好! [I've been well!]

Nǐ qù năr le? 你去哪儿了? [Where did you go recently?]

Wŏ qù Měiquó le. 我 去 美国 了。 [I went to America.]

Měiguó zěnmeyàng? 怎么样? [What did you think of the United States?]

Měiguó hěn rè. 美国 很热。 [The United States was really hot.]

Nǐ máng ma? 你 竹 吗? [Have you been busy recently?]

> Bú tài máng. Nǐ zěnmeyàng? 怎么样? 不太忙。 你 [Not too busy. How have you been recently?]

挺 | very; quite; pretty; rather

[adv.]

Wǒ tǐng máng de, wǒ zhǎole yí gè xīn gōngzuò. 忙 的, 我 找了 一个新 挺 工作。 [I have been quite busy. I got a new job.]

[mw.]

hotels or companies

[adj.]

Qù nă jiā gōngsī le? 去哪家公司了? [Where do you work?]



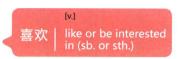
CTI Gōngsī. CTI 公司。 [At the CTI company.]



Nǐ xǐhuan zhège gōngzuò ma? 你喜欢 这个 工作 吗? [Do you like this job?]



Wǒ tǐng xǐhuan zhège gōngzuò de. 我 挺 喜欢 这个 工作 的。 [I really like this job.]



Passage / 短文

zhăole aōnazuò. gè xīn 找了 新 工作 Göngsī xiànzài wŏ zài CTI gōngzuò. 在 CTI 我 现 在 公司 工作 Suīrán gōngzuò yǒudiǎnr máng, wŏ vě 工作 有点儿 忙 我 yŏudiănr lèi. dànshì wǒ hěn xǐhuan zhège 有点儿 但是 我 很 gōngzuò. 工作。



I've got a new job. I work in CTI. Although work has been busy and I have been guite tired, I really like it.

Words and phrases / 词语 🗷



de

得 / [part.] marker of complement

累 / [adj.] tired; fatigued

zěnme

怎么 / [pron.] inquiring for property, condition, way, and cause, etc.

tĭng

挺 / [adv.] very; quite; pretty; rather

xīn

新 / [adj.] new

used for families. 家 / [mw.] restaurants, hotels or companies xĭhuan

like or be interested in 喜欢 / [v.] (sb. or sth.)

suīrán···

dànshì···

虽然

但是 ····· / [conj.] although; but; however

Exercises / 练习



1/ Substitution drills

Wǒ jīntiān guò de hěn hǎo.

a / (我) 今天 (过) 得 很 (好) 。

tā

Wáng xiānsheng 先生

> Lĭ xiăojiě 李 小姐

zŏu 走

> lái 来

xiūxi 休息 wăn 晚

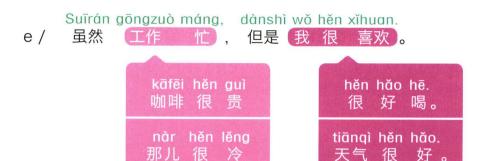
zăo

hǎo 好





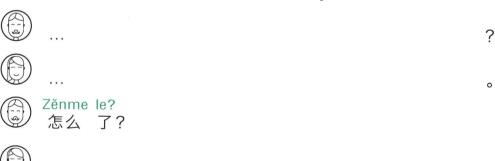




2/ Complete the following dialogues using the words and sentence patterns you have learned.



a / Manager Li and Miss Wang meet in the company. He asks her how she has been recently.



b / Manager Wang meets Secretary Li at the gate of the company. As they haven't met for a long time, Manager Li asks her how she has been recently.



3/ Where have you been recently? Try to use the words and sentence patterns you have learned.

4/ How have you been recently? Try to use the words and sentence patterns you have learned.

...



wŏ de tóngshì

我 的 同事

[My colleague]

Dialogues / 对话



Nà wèi nǚshì shì shéi? 那位女士是谁? [Who is that woman?]



Zhànzhe de nà wèi. 站着 的那位。 [The one standing over there.]

Nà wèi shì Lǐ xiǎojiě, wǒ de tóngshì. 那位是李小姐,我的同事。 [That is Miss Li, my colleague.]





> Zhànzhe de nà wèi. 站着 的那位。 [The one standing over there.]

Shì chuānzhe hēisè kùzi de nà wèi ma? 是 穿着 黑色 裤子 的 那 位 吗? [The one wearing black trousers?]



Wǒ zhīdào le. 我知道了。 [lsee.]





3

Lǐ Hǎo, gāngcái yǒu rén lái zhǎo nǐ. 李 好. 刚才 有 人 来 找 你。

[Li Hao, somebody was looking for you just now.]

[n.] 刚才 | a moment ago | just now



Shì nán de, háishi nǚ de? 是 男 的, 还是 女 的? [Was it a man, or a woman?]

[n.] [conj.] [n.] 男 | man; 还是 | or 女 | woman; male female



Shì gè nán de.

是个男的。

[A man.]



Dài yănjìng le ma?

戴 眼镜 了 吗?

[Was he wearing glasses?]





Méi dài yănjìng.

没 戴 眼镜。

[He was't wearing glasses.]

Kěnéng shì Wáng Tiān, wǒ gěi tā dǎ gè diànhuà. 可能 是 王 天,我给他打个 电话。 [It could be Wang Tian, I will call him.]

[aux.] 可能 | may; can

4

Wáng jīnglǐ zuò de shì jǐ diǎn de fēijī?

王 经理坐的是几点的飞机?

[What time was Manager Wang's flight?]

Sān diǎn de, yǐjīng dào le.

三 点 的, 已经 到 了。

[Three o'clock. It has already arrived.]

[adv.] 已经 | already; yet

Tā dài yǎnjìng ma?

他 戴 眼镜 吗?

[Does he wear glasses?]



Dài.

戴。

[Yes.]

Shì chuanzhe heisè xīzhuang de nà wèi ma?

是 穿着 黑色 西装 的那位吗?

[Is he the one wearing a black suit?]



Hěn kěnéng shì.

很 可能 是。

[It is probably.]



[adj.] 可能 | possible; probable; likely



- Shì ma, nán de háishi nǚ de? 是吗,男的还是女的? [Really? A man, or a woman?]
- Nử de, nǐ rènshi, zuótiān wǒmen yìqǐ hē kāfēi le. 女的,你认识,昨天 我们 一起喝咖啡了。 [A woman, you know her, we had coffee together yesterday.]
- Shì cháng tóufa de nà wèi 是 长 头发 的 那 位 háishi duǎn tóufa de nà wèi? 还是 短 头发 的 那 位? [Is her hair long or short?]



- Shì cháng tóufa de nà wèi xiǎojiě, tā jiào Zhāng Huān. 是 长 头发的那位 小姐,她叫 张 欢。 [The woman has long hair, and her name is Zhang Huan.]
- Wǒ zhīdào le. 我知道了。 [|see.]

Passage / 短文 500

Wǒ lái jièshào yíxià wǒ de yí wèi nán 介绍 一下 我 的 一 位 男 tā jiào Gāo Fēi. Tā de tóufa shì ,他叫高飞。他的头发是 hēisè de. duănduăn de. Tā dàizhe báisè 黑色 的, 短短 的。 他 戴着 de yăniìng. Tā xǐhuan chuān xīzhuāng, 眼镜 。他 喜欢 穿 西装 lĭnadài. Tā zuò zài wŏ de zuŏbian, wŏ hěn 领带 他坐在我的 左边 。我 xǐhuan hé tā yìqǐ hē píjiǔ. 和他一起喝啤酒。 喜欢





Let me introduce one of my male colleagues, Gao Fei. His hair is black and short. He wears white glasses. He likes wearing a suit and tie. He sits to my left. I like drinking beer with him.

Words and phrases / 词语 🥶

zhàn 站片 / [v.] stand zhe used after a verb, 着 / [part.] indicating that the action starts and continues

tóngshì 同事 / [n.] colleague hēisè 黑色 / [adj.] black; dark

kùzi 裤子 / [n.] trousers; pants hóngsè 红色 / [adj.] red

lǐngdài 领带 / [n.] tie gāngcái 図リオ / [n.] a moment ago; just now

<mark>nán</mark> 男 / [n.] man; male háishi 还是 / [conj.] or

女/ [n.] woman; female

dài 戴 / [v.] wear; put on

<mark>yǎnjìng</mark> 眼镜 / [n.] glasses; spectacles kěnéng 可能 / [aux.] may; can [adj.] possible; probable; likely

yǐjīng 已经 / [adv.] already; yet chuān 穿 / [v.] wear; put on

Exercises / 练习



1/ Substitution drills.

Tā zhànzhe. a/他站着。

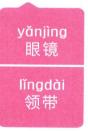


shuì 睡

Tā chuān zhe xīzhuāng. b/他穿着西装。







Tā de tóufa hēihēi de. c / 他的头发黑黑的。



Tā de tóufa shì hēisè de. d / 他的头发是黑色的。



Shì nán de háishi nǚ de? e / 是 男 的 还是 女 的?





2/ Complete the following dialogues using the words and sentence patterns you have learned.

shì ... háishi ... shì ... de zhe 是 ······ 的 着

a / Mr Li does not know Zhang Ying, so he asks Mr Wang who she is.



b/ A new colleague will join the company tomorrow. Wang Tian and Li Xiaoming both know this individual. Wang Tian makes Li Xiaoming guess who the person might be.

Míngtiān yǒu yí wèi xīn tóngshì lái shàngbān. 明天 有一位新同事来上班。

我 知道 了。

好

的,



016 / 017 **BCT** 标准教程 2 / 我的同事





?

Shì nǐ rènshi de. 是你认识的。



?

Tā de tóufa bù cháng bù duǎn. 她的头发不长不短。



...

?

Shì Lǐ Hǎo. 是李好。

in this picture. Try to use the words and sentence patterns you have learned.



•••

4/ Please introduce yourself. Try to use the words and sentence patterns you have learned.

5/ Please introduce one of your colleagues. Try to use the words and sentence patterns you have learned.

6/ Describe a person and let your partner guess who it is. Try to use the words and sentence patterns you have learned.



wǒ de àihào 我的爱好

[My hobbies]

Dialogues / 对话



1

Nǐ àihào shénme?

你 爱好 什么 ?

[What are your hobbies?]

Wǒ de àihào shì chànggē, nǐ ne? 我的爱好是唱歌,你呢? [One of my hobbies is singing, and how about you?]

Wŏ xĭhuan lüyóu.

我 喜欢 旅游。 [| like traveling.] 网 爱好 | be fond of or keen on; | have a taste for

[n] 爱好丨hobby; an interest



[M] 旅游丨travel

> Wǒ hěn xǐhuan lǚyóu. 我 很 喜欢 旅游。 [I like traveling very much.]

Nǐ qùguo nǎr? 你 去过 哪儿? [Where have you been?]

Wǒ qùguo Měiguó hé Rìběn. 我 去过 美国 和 日本。 [I have been to the United States and Japan.] [part.] 过 | used after a verb, referring to sth. that happened previously 3

Nǐ xǐhuan chànggē ma? 你喜欢唱歌吗? [Do you like singing?]

Wǒ bù xǐhuan chànggē. 我不喜欢唱歌。 [No,Idon't like singing.]

Nǐ xǐhuan zuò shénme? 你喜欢做什么? [What do you like doing?]

做 I do

Wǒ xǐhuan pǎobù. 我喜欢跑步。 [llike running.]

M 跑步 | run; jog

Wǒ yě hěn xǐhuan, wǒmen yìqǐ qù ba! 我 也 很 喜欢, 我们 一起 去 吧! [l also like it very much. Let's go together!]

Tài hǎo le! 太好了! [That's great!]

> Wǒ hěn xǐhuan pǎobù. 我很喜欢跑步。 [llike running very much.]

Nǐ měi tiān dōu qù pǎobù ma? 你每天都去跑步吗? [Do you run every day?]

[pron.] [adv.] 每 | every; each 都 | all

Měi tiāndōu qù. 每天都去。 [Yes,|go every day.]

Nǐ měi tiān shénme shíhou qù pǎobù? 你每天什么时候去跑步? [What time do you run every day?]

Wǒ měi tiān shàngbān qián hé xiàbān hòu dōu qù pǎobù. 我每天上班前和下班后都去跑步。 [I run before and after work every day.] 5 \(\text{Xiàbān hòu nǐ xǐhuan zuò shénme?} \) 下班 后你喜欢做什么?
[What do you like to do after work?]

- Wǒ xǐhuan hé péngyou yìqǐ chīfàn. 我喜欢和朋友一起吃饭。 [I like to have dinner with friends.]
- Nǐ xǐhuan chī shénme cài? 你喜欢吃什么菜? [What kinds of food do you like?]
- Wǒ shénme cài dōu xǐhuan. 我 什么 菜 都 喜欢。 [I like all kinds of food.]
- Jīntiān wŏmen yìqǐ qù chīfàn ba. 今天 我们 一起 去 吃饭 吧。 [Let's have dinner together today.]
- Hǎo de! 好的! [Great!]

Passage / 短文 500

Xiàbān hòu nǐmen xǐhuan zuò shénme? Lǐ jīnglǐ xǐhuan qù 你们 喜欢 做 什么 ? 李 经理 后 chànggē, Gāo xiānsheng xǐhuan wănshang qù pǎobù, Lǐ xiǎojiě 跑步, 李 小姐 晚上 去 先生 喜欢 高 xĭhuan hé péngyou yìqĭ qù lǚyóu. Xīngqīwǔ wănshang wŏmen 朋友 一起 去 旅游。 星期五 晚上 yìqi qù chànggē, xīngqīliù wŏmen yìqi qù pǎobù, xīngqītiān 唱歌 , 星期六 我们 一起 去 跑步 , 星期天 一起 去 wŏmen vìaĭ aù lǚyóu. 我们 一起去旅游。

What does everybody like to do outside work hours? Manager Li likes to sing at the KTV. Mr Gao likes running in the evening. Miss Li likes to go on trips with friends. We will go singing together on Friday night. On Saturday we will go running together, and we will go on a trip on Sunday.

Words and phrases / 词语 àihào chànggē <mark>àihào</mark> [n.] hobby; an interest 爱好 / [v.] be fond of or keen on; have a taste for 唱歌 / [v.] sing lůvóu used after a verb. guo 旅游 / [v.] travel 讨 / [part.] referring to sth. that happened previously păobù zuò 跑步 / [v.] run; jog 做 / [v.] do měi dōu 每 / [pron.] every; each 都 / [adv.] all

Exercises / 练习

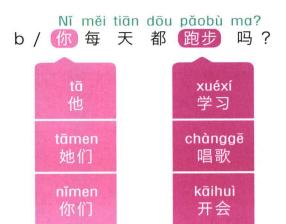


xīngqī

星期

1/ Substitution drills.





Wǒmen yìqǐ qù pǎobù ba! c / 我们 一起 去 跑步 吧! chànggē chīfàn lǚyóu 唱歌 吃饭 旅游

Wŏ qùguo Měiguó.

d / 我 会过 美国。



2/ Complete the following dialogues using the words you have learned.



a / Manager Wang and Miss Li sit and talk about their own hobbies.





Nǐ qùguo nǎr? 你 去过 哪儿?



Nǐ xuéguo Hànyǔ ma? 你 学过 汉语 吗?



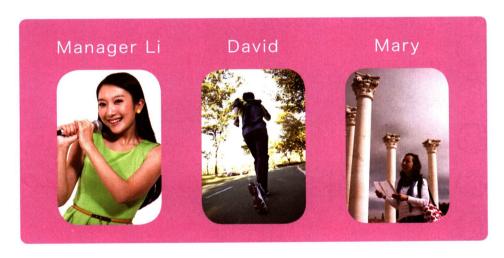
b / Secretary Li asks Secretary Gao about Manager Wang's hobbies.







3/ According to the information below, talk about these individuals' hobbies. Try to use the words and sentence patterns you have learned.



...

5/ Talk about your colleagues' hobbies. Try to use the words and sentence patterns you have learned.

6/ Talk about your hobbies. Try to use the words and sentence patterns you have learned.



wǒ zuò dìtiě lái shàngbān 我坐地铁来上班

[I go to work by subway]

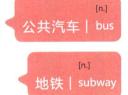
Dialogues / 对话



1 你每天怎么来上班 ?
[How do you get to work every day?]







> Wǒ de jiā lí gōngsī hěn jìn, 我的家离公司很近, wǒ měi tiān zǒulù shàngbān, nǐ ne? 我每天走路上班,你呢? [My home is quite close to the company, so I walk to work every day. What about you?]

Wǒ de jiā lí gōngsī hěn yuǎn, 我的家离公司很远, wǒ měi tiān kāichē shàngbān. 我每天开车上班。 [My home is quite far from the company, so l drive to work every day.]





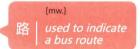


- Wǒ měi tiān zuò dìtiě lái shàngbān, nǐ ne? 我每天坐地铁来上班,你呢? [I take the subway every day, and you?]
- Dìtiě suīrán hěn kuài, dànshì rén tài duō le. 地铁 虽然 很 快, 但是 人 太 多 了。 [The subway is very fast, but there are too many people.] Wǒ kāichē lái shàngbān. 我 开车 来 上班

我 开车 来 上班 [I drive to work every day.]



- - Wǒ zuò 35 lù gōnggòng qìchē. 我坐35路公共汽车。 [I take the No. 35 bus.]
 - Zuò gōnggòng qìchē yào duō cháng shíjiān? 坐 公共 汽车 要 多 长 时间? [How long does it take by bus?]
 - Yí gè duō xiǎoshí. 一个多小时。 [Over an hour.]
- - Wǒ zuò dìtiě. 我 坐 地铁。 [I take the subway.]
 - Yào zuò duōshao zhàn? 要 坐 多少 站? [How many stations are there before you arrive?]
 - Wǔ zhàn. 五站。 [Five stations.]
 - Bú tài yuǎn. 不太远。 [Not too far.]













e [aux.] 要 | ought to; might; must; should

[nm.] 站 | distance between two bus stops

Passage / 短文 (5

Nimen měi tiān zěnme aù shànabān? 怎么 去 上班 你们 毎 天 Hặo de jiā lí gongsĩ hèn jìn. tā měi tiān zǒulù 的家离 近, 她 每 公司 很 vào zǒu shí fēnzhōna. Wŏ 我 上班 要 走 +分钟 aōngsī hěn vuăn, wǒ zuò dìtiě shàngbān, vào 我 坐 地铁 公司 沅 上班 Dìtiě suīrán hěn kuài. zuò shí zhàn. 地铁 虽然 很 站 rén tài duō le. Lǐ jīnglǐ de jiā yě hěn yuǎn, 李 经理 的 家 也 tā kāichē shànabān, vào kāi ví qè xiǎoshí. . 要 他 开车 上班 开 小时。 Zhāng Yíng de jiā bú tài yuǎn, tā měi tiān zuò 的家不太 妣 每 诇 沅 gōnggòng aichē shàngbān, yào zuò bàn gè 上班 半 汽车 쑤 公共 xiǎoshí 小时

How do you go to work every day? Li Hao's home is close to the company, so she walks to work every day. It takes her ten minutes. My home is far from the company, so I go to work by subway. There are ten stations before I arrive. The subway is fast, but there are too many people. Manager Li's home is also very far from the company, so he drives to work. It takes him an hour by car. Zhang Ying's home is not very far from the company, so she takes the bus, which takes half an hour.

[m] 分钟 | minute





gōnggòng qìchē

公共 汽车 / [n.] bus

地铁 / [n.] subway

家 / [n.] home; family; household

离 / [v.] be away from

沂 / [adj.] close; near

[n.] road [mw.] used to indicate a bus route

yuăn

沅 / [adj.] far; distant

开 / [v.] drive

kuài

快 / [adj.] fast

[adj.] a lot of duō

多 / [adv.] how [part.] more; over; odd

yào [v.] cost; take

要 / [aux.] ought to; might; must; should

shíiiān

时间 / [n.] time

xiăoshí

小时 / [n.] hour

zhàn 站

[nm.] distance between two bus stops

fēnzhōng

分钟 / [n.] minute

Exercises / 练习 (100)



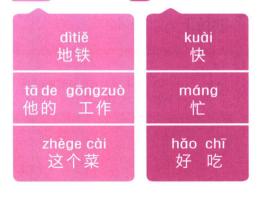
1/ Substitution drills.

Wǒ iīntiān shì zǒulù lái shànabān de.

a/ 我 今天 是 走路 来 上班



Nǐ jiā yǒu duō yuǎn? b / 你家有多远?



Chāoshì lí tā jiā hěn jìn. 超市 离他家很近。

c/

yīyuàn 医院 gōngsī hěn yuǎn 很 远 wǒ de bàngōngshì 我 的 办公室 zhèr 这儿 bù yuǎn 不 远

Zuò dìtiě yào zuò sān zhàn. d / 坐 地铁 要 坐 三 站。



Zǒulù yào shí duō fēnzhōng.

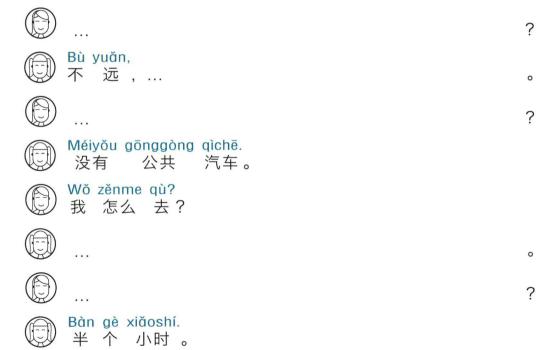
e/ 走路要十多分钟。

| zuò gōnggòng qìchē | yí gè | xiǎoshí |
|--------------------|-----------------|---------|
| 坐 公共 汽车 | — ↑ | 小时 |
| kāichē 开车 | sān tiān 三 天 | / |
| zuò dìtiě | liǎng gè | xiǎoshí |
| 坐 地铁 | 两 个 | 小时 |

2/ Complete the following dialogues using the words you have learned.



a / Miss Li wants to go to the supermarket, but she does not know where it is. Miss Wang advises her to go to the supermarket on foot.



b / Mr Zhang invites Mr Gao to his home, but Mr Gao does not know where it is. Mr Zhang tells him how to get there.

?







Wǒ zuò dìtiě qù ba, dìtiě hěn kuài. 我坐地铁去吧,地铁很快。 3/ According to the following pictures, talk about these individuals' modes of transport. Try to use the words and sentence patterns you have learned.



4/ Find out how your colleagues get to work every day. Try to use the words and sentence patterns you have learned.

5/ Talk about how you get to work every day. Try to use the words and sentence patterns you have learned.

...



wŏmen gōngsī zài CBD

我们公司在 CBD

[Our company is in the CBD]

Dialogues / 对话



1 Gingwèn,nimen xuéxiào zài năr? 请问,你们学校在哪儿?

Wǒmen xuéxiào zài CBD. 我们 学校 在 CBD. [Our school is in the CBD.]

Experience Service Bit Servic

Bù yuǎn, zǒulù yào shí fēnzhōng. 不远,走路要十分钟。 [Not far. It takes ten minutes on foot.]

2 Wáng jīnglǐ, nǐmen gōngsī zài nǎr? 王 经理, 你们 公司 在 哪儿? [Manager Wang, where is your company?]

Wǒmen gōngsī zài CBD de 我们 公司 在 CBD 的 Chángyuǎn Shāngwù Zhōngxīn 25 céng. 长远 商务 中心 25 层。 [Our company is on the 25th floor of the ChangYuan Business Center in the CBD.]

Shì zài dìtiĕzhàn de dōngbian ma? 是在地铁站的东边吗? [Is it to the east of the subway station?]







Hǎo de, wǒ zhīdào le. 好的,我知道了。 [All right, I've got it.]

> Wǒmen gōngsī zài Běijīnglù 15 hào de 我们 公司 在 北京路 15 号 的 Guìpéng Shāngwù Zhōngxīn. 贵朋 商务 中心 。 [Our company is in the Guipeng Business Center at 15 Beijing Road.]

Shì zài Běijīngzhàn de xībian ma? 是在北京站的西边吗? [Is it to the west of the Beijing Railway Station?] [n.] 西 | west

Shì de, shì zài Běijīngzhàn de xībian. 是的,是在北京站的西边。 [Yes, it is to the west of the Beijing Railway Station.]

Wǒ zhīdào le, xiàwǔ jiàn. 我知道了,下午见。 [l've got it. See you this afternoon.]

Xiàwǔ jiàn. 下午 见。 [See you this afternoon.]

Wǒmen zài Sānyǒu Shāngyè Zhōngxīn 16 céng. 我们 在 三友 商业 中心 16 层。 [Our company is on the 16th floor of the Sanyou Business Center in the CBD.]

[n.] business; 商业 | commerce

Shì zài CBD ma? 是在CBD吗? 5



[n.] 桥 | bridge [n.] 南 | south

Wǔlùqiáo nán, Sānyǒu Shāngyè Zhōngxīn, 五路桥 南, 三友 商业 中心 , xièxie, xiàwǔ jiàn. 谢谢 , 下午 见。 [South of Wulu Bridge, Sanyou Business Center, thank you. See you this afternoon.]

Hǎo de, xiàwǔ jiàn. 好的,下午见。 [Right, see you this afternoon.]

to the south of Wulu Bridge.]

5 《 Zhāng jīnglǐ, nǐmen gōngsī zài nǎr? 张 经理,你们 公司 在 哪儿? [Manager Zhang, where is your company?]

Wǒmen gōngsī zài CBD de 我们 公司 在 CBD 的 XīngGuì Shāngwù Zhōngxīn 28 céng. 兴贵 商务 中心 28 层 . [Our company is on the 28th floor of the Xinggui Business Center in the CBD.]

Shì zài CBD de běibian ma? 是在CBD的北边吗? [Is it to the north of the CBD?]

Bú shì, zài CBD de dōngbian. 不是,在CBD的 东边。 [No, it is to the east of the CBD.]

Hǎo de, wǒ zhīdào le, míngtiān jiàn. 好的,我知道了,明天见。 [Right, I've got it. See you tomorrow.]

Míngtiān jiàn. 明天 见。 [See you tomorrow.] [n.] 北 | north

Passage / 短文 509



Wŏmen aōnasī zài CBD de Gāovuăn 在 CBD 公司 的 Shāngwù Zhōngxīn. Lóu de dōngbian yŏu yí gè 中心。楼的 东边 商务 dìtiězhàn, xībian vǒu ví qè chāoshì. 地铁站 , 西边 有 一 个 超市 yǒu yí gè yīyuàn, běibian yǒu yí gè xuéxiào. 有 一 个 医院 . 北边 有一个 Wǒ měi tiān zuò dìtiě lái shànabān, xiàbān hòu 每 天 坐 地铁 来 上班 aù xuéxí Hànvů. 去 学习 汉语。

[n.] building

Our company is at the Gaoyuan Business Center in the CBD. There is a subway station to the east of the building, a supermarket to the west, a hospital to the south, and a school to the north. I go to work by subway every day and study Chinese after work.



nán aiáo 南 / [n.] south 桥 / [n.] bridge běi lóu 北 / [n.] north 楼 / [n.] building

Exercises / 练习 (1)



- 1/ Substitution drills
- Zài CBD de dōngbian. 在 CBD 的 原边 a /



Wŏmen gōngsī de dōngbian shì yí gè chāoshì. b / 我们 公司 的

东边 是一个 超市。 dìtiězhàn 地铁站 yínháng 银行 běi yīyuàn 医院





2/ Complete the following dialogues using the words and sentence patterns you have learned.

```
zài ... de dōngbian / nánbian / xībian / běibian
在……的 东边 / 南边 / 西边 / 北边
dōngbian / nánbian / xībian / běibian shì ... lù / hào
东边 / 南边 / 西边 / 北边 是…… 路/号
```

- a / Miss Li and Miss Gao decide to have dinner at Haoyou Restaurant. But Miss Li does not know where the restaurant is, so she asks Miss Gao.
- Wǒmen qù Hǎoyǒu Cāntīng chīfàn ba. 我们 去 好友 餐厅 吃饭 吧。



Běijīnglù zài năr?

北京路 在 哪儿?

(D) ... ,

Hǎo de, wǒ zhīdào le. 好的,我知道了。 b / Mr Li wants to study Chinese at a language school. He wants to know where it is, so he calls the school.





(<u>-</u>) ...

Shì zài Yīhào Chāoshì de běibian ma? 是在一号超市的北边吗?



Hǎo de, wǒ zhīdào le. 好的,我知道了。

3/ According to the following information, talk about the location. Try to use the words and sentence patterns you have learned.





4/ Where is your company? Try to use the words and sentence patterns you have learned.

...



míngtiān shì qíng tiān

明天是晴天

[Tomorrow will be sunny]

Dialogues / 对话



Míngtiān shì qíng tiān. 明天 是 晴 天。 [Tomorrow will be sunny.]

[adj.] 晴 | fine; clear



[I bring an umbrella with me.]

Wǒ méi dài sǎn. 我没带伞。 [I didn't bring an umbrella with me.]

Méiguānxi, nǐ kěyǐ yòng wǒ de. 没关系 ,你可以 用 我 的。 [That's fine, you can use mine.]

3 Jīntiān shì yīn tiān, yíhuìr huì xià yǔ ma? 今天 是 阴 天,一会儿 会 下 雨 吗? [Today is cloudy. Will it rain soon?]

Bàozhǐ shang shuō jīntiān huì xià yǔ. 报纸 上 说 今天 会 下 雨。 [The newspaper says it will rain today.]









Zuótiān xià yǔ le, jīntiān kěnéng bú huì xià yǔ ba. 昨天 下雨了,今天 可能 不会下雨吧。 [It rained yesterday. It probably will not rain today.]

[n.] 昨天 | yesterday



Xià yǔ yě méiguānxi, wǒ dài sǎn le. 下 雨 也 没关系 , 我 带 伞 了。

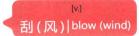
[It does not matter if it rains. I brought an umbrella with me.]

4

Bàozhǐ shang shuō jīntiān tiānqì zěnmeyàng? 报纸 上 说 今天 天气 怎么样 ? [What does the newspapers say about the weather today?]



Qíng tiān, dànshì huì guā fēng. 晴 天, 但是 会 刮 风。 [Sunny, but it will be windy.]



[adj.]

高 | high; tall

temperature

Jīntiān zhēn lěng,

今天 真 冷,

zuì gāo wēndù shì duōshao? 最高温度是多少?

[Today is so cold. What is the highest temperature today?]

Wǔ dù, zuì dī wēndù shì líng xià sān dù. 五度,最低温度是零下三度。 [Five degrees, the lowest is three below zero.]



Bǐ zuótiān lěng.

比昨天冷。

[It is colder than yesterday.]



Shì, zuìjìn tài lěng le. 是,最近太冷了。

[Yes, it has been so cold recently.]



[adv.]

最丨the most

Jīnglǐ, nǐ xià zhōu qù Běijīng chūchāi ma? 经理,你下周去北京出差吗? [Manager, will you be on business in Beijing next week?]











Passage / 短文 5

Jīntiān shàngwǔ shì yīn tiān, xiàwŭ 是 今天 上午 阴 天 下午 kěnéng huì xià yǔ. Bàozhí shana shuō. 报纸 雨。 míngtiān shì gíng tiān. huì auā fēng. 天, 明天 是 晴 刮 风 méiyŏu jīntiān gāo. Lĭ jīngli hěn 温度 今天 高。 李 没有 经理 xĭhuan Běijīng xià yǔ de tiāngì, wēndù 喜欢 北京 1 的 天气,温度 下 gāo, bǐ Hánguó lěng. Wǒ bù xǐhuan xià vǔ. 高 ,比 韩国 冷。我 不 喜欢 xià yǔ de tiāngì wēndù bĭ aína tian dī. 天气 温度 雨 的 比 晴 天 低. yŏudiănr lěna. 有点儿 冷。

Today is cloudy in the morning, and it may rain in the afternoon. The newspaper says that it will be sunny and windy tomorrow, and the temperature will not be higher than today. Mr Li likes rainy days in Beijing. The temperature is not very high, and colder than Korea. I don't like rainy days. The temperature is lower than on sunny days. It's a little bit cold.

^[v] 没有 | can't compare with others

Words and phrases / 词语 🗷



qíng ı [adj.] fine; clear xià yǔ 下雨/rain

ińh

带 / [v.] carry; take; bring; bear

săn ♪ / [n.] umbrella

阴 / [adj.] cloudy; overcast

yíhuìr 一会儿 / [num.] a moment

会 / [aux.] be sure to; be likely to

bàozhĭ 报纸 / [n.] newspaper

shuō

说 / [v.] speak; talk; say

zuótiān 昨天 / [n.] yesterday

guā fēng

刮 (风) / [v.] blow (wind)

zuì

最 / [adv.] the most

高 / [adj.] high; tall

wēndù

温度 / [n.] temperature

度 / [n.] degree

低/ [adj.] low; down

LY. / [prep.] used to make comparison

méivŏu

没有 / [v.] can' t compare with others



Exercises / 练习 (1)



1/ Substitution drills.





Zuótiān bǐ jīntiān rè. c/ 昨天 比 今天 热。

| jīntiān de wēndù | míngtiān | dī |
|------------------|----------|------|
| 今天 的 温度 | 明天 | 低 |
| dìtiě | kāichē | kuài |
| 地铁 | 开车 | 快 |
| tā | wŏ | gāo |
| 他 | 我 | 高 |



Wǒ dài sắn le e/ 我带伞了。



2/ Complete the following dialogues using the words and sentence patterns you have learned.

| bǐ | zuì | |
|-------------------|--------|--|
| 比 | 最 | |
| bàozhǐ shang shuō | méiyǒu | |
| 报 纸 上 说 | 没 有 | |

a / Miss Zhang is reading a newspaper and Miss Li wants to know what the weather is like tomorrow.



Míngtiān tiānqì zěnmeyàng? 明天 天气 怎么样 ?



. . . .





Bǐ jīntiān rè ma? 比 今天 热 吗?



b / Mr Li will be on business to Beijing next week. He asks Mr Wang what the weather will be like in Beijing next week.

0

?

0

0



(E) ...

Lěng ma? 冷吗?



Shì Běijīng lěng háishi wǒmen zhèr lěng? 是 北京 冷 还是 我们 这儿 冷?



3/ Here is the weather forecast for next week. Talk about the weather using the words and sentence patterns you have learned.

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|----------------|-----------|-----------|----------|-----------|-----------|----------------|
| ≟ ∴∴ | 0 | <u></u> | -ò́- | ٥ | | -; ċ ;- |
| 16°C /5°C | 15°C /3°C | 11°C /2°C | 15°C/1°C | 13°C /0°C | 9°C /-1°C | 10°C /-1°C |

zhōuyī
周一 ...
zhōu'èr
周二 ...
zhōusān
周三 ...
zhōusì
周四 ...
zhōuwǔ
周五 ...
zhōuwǔ
周五 ...
zhōuliù
周六 ...

Find out what kinds of weather your colleagues prefer. Try to use the words and sentence patterns you have learned.

Talk about what kind of weather you prefer. Try to use the words and sentence patterns you have learned.



Dialogues / 对话



Nĭ zěnme le? 你 怎么 了?

[Are you fine?]

Wŏ kěnéna gănmào le? 我 可能 感冒 了。 [I might have a cold.]

Nǐ tài lèi le. 你太累了。 感冒 | have a cold

[You are too tired.]

Zhāng jīnglǐ, nín hào, wò shì Lǐ Xiàomíng. 经理, 您 好, 我是李 [Manager Zhang, hi, I am Li Xiaoming.]

Nĭ hǎo. 你好。 [Hello.]

Zhāng jīnglǐ, wǒ de shēntǐ bù shūfu. 经理, 我的身体不舒服, xiăng xiān qù kàn yīshēng, 先去看 医生, ránhòu zài shàngbān. 然后 再 上班

[Manager Zhang, I am not feeling well. I'd like to go to the doctor then come back to work today.]

Hặo de nĩ xiān qù ba. 好 的, 你 先 去 吧。 [Yes, go ahead.]





Zàijiàn. 再见。 [See you.]

Mǐ hǎo. 你好。 [Hello.]

Wǒ jīntiān fāshāo le, xiǎng qù kàn yīshēng. 我 今天 发烧 了,想 去看 医生。 [Manager Zhang, I have a fever. I'd like to go to see a doctor today.]

[M] 发烧 | have a fever

H<mark>ǎo de, nǐ qù ba.</mark> 好的,你去吧。 [Yes,go ahead.]

Xièxie nín, zàijiàn. 谢谢 您, 再见。 [Thank you. Good bye.]

Zàijiàn. 再见。 [Good bye.]

4 ② Mín nǎr bù shūfu? 您哪儿不舒服? [What's troubling you?]

> Wǒ zhèr téng, zhèr yĕ bù shūfu. 我这儿疼,这儿也不舒服。 [It hurts here, and I don't feel very well.]

Wǒ kànkan ... Méiyǒu fāshāo, nǐ gǎnmào le.)我 看看 …… 没有 发烧 ,你 感冒 了。 Nǐ xiān chī diǎnr yào ba. 你 先 吃 点儿 药 吧。

[Let me see. You do not have a fever. You have a cold. Just take this medicine for now.]

[adj.] 疼 | ache; hurt

[n.] 药 | medicine



Hǎo de, xièxie nín. 好 的, 谢谢 您。 [Yes, thank you.]

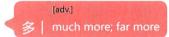


Yào duō xiūxi. 要 多 休息。

[Be sure to get more rest.]



Zhèxiē tiān tài máng le, méi shíjiān xiūxi. 这些 天太忙了,没时间休息。 [I am really too busy. There is no time for rest.]



[mw.] 些 | some; a little bit



Nín shēntǐ hào xiē le ma?

您 身体 好 些 了

[Are you feeling a little better now?]



Wŏ chīle diănr yào, kuài hǎo le. 我吃了点儿药,快好了。

[I took some medicine and will get better soon.]

Nín tài lèi le, vào duō xiūxi.

您 太 累 了, 要 多 休息。 [You must be guite tired, and you should get more rest.]

Wǒ tài mána le.

我 太 小上 [I have been so busy.]

Míngtiān shì xīngqīliù, nín kĕyĭ xiūxi yíxià. 是 星期六, 您 可以 休息 一下。

[Tomorrow is Saturday so you can have a good rest.]

Shì, wǒ yào hǎohǎo xiūxi yíxià.

是 . 我 要 好好 休息 一下。

[Yes, I will have a good rest.]

[adv.]

be going to; will; shall



Passage / 短文 50g

hặo. nín WŎ shì iīnali. 理 您 好. 是 我 Wŏ shēnabìna le. Wána Huān. iīntiān aù 我 欢。 牛病 kànle vīshēna. Yīshēna shuō wŏ ağnmào 说 我 医生 vǒudiặnr fāshāo, ràng wǒ duō xiūxi. 有点儿 发烧, 让 我 Wǒ xiǎng zàijiā xiūxi liǎng tiān, kěvǐ mg? 在家 休息 天,可以 两 XièXie nín 谢谢 您。

(v) 生病| fall sick; fall ill; get ill; be taken ill

> [v.] 让 | let; allow; make; ask

Hello Manager Li, I am Wang Huan. I am sick and I saw a doctor today. The doctor told me that I had a cold, a little fever, and that I have to rest for two days. Is that OK? Thank you.

Words and phrases / 词语 🤨

gănmào

感冒 / [v.] have a cold

shūfu

舒服 / [adj.] pleased; comfortable

xiān

先 / [adv.] first

shēntĭ

身体 / [n.] body

xiǎng

想 / [aux.] want to; be going to; would like to

yīshēng

医生 / [n.] doctor; surgeon

ránhòu fāshāo 然后 / [conj.] then; after that; afterwards 发烧 / [v.] have a fever téng vào 疼 / [adj.] ache; hurt 药 / [n.] medicine duō xiē 多 / [adv.] much more; far more 些 / [mw.] some; a little bit kuài / [v.] fall sick; fall ill; get ill; shēnabìna 快 / [adv.] be going to; will; shall 生病 be taken ill ràng 让 / [v.] let; allow; make; ask

Exercises / 练习 (100)



1/ Substitution drills.

Wǒ xiẳng xiūxi yíxià. a/ 我想休息一下。



Nǐ vào duō xiūxi. b / 你要多休息。

hē shuĭ

shuō Hànyǔ 汉语

chī shuĭguŏ 吃 水果

Yīshēng ràng wǒ duō xiūxi.

医生 让 我 多 休息。 c/

经理

先生

tā 他

Wáng xiānsheng 先生

> mìshū 秘书

aěi wŏ dă diànhuà 给我打 电话

qù tāmen gōngsī 去 他们

jiào yí liàng chūzūchē 叫 — 辆 出租车

Wǒ yào xiūxi sān tiān.

d/ 我要休息三天。

qù

păo 跑

xuéxí 学习

yí gè xīngqī 一 个 星期

Wǒ kuài hǎo le.

我 快 好 了。 e /

现在

dào gōngsī 到 公司 sān diǎn

点

xiàyǔ 下雨

Complete the following dialogues using the words and sentence patterns you have learned.

> xiăng / ràng / xiān ... ránhòu / duō / kuài ... 先 …… 然后

Miss Li asks Miss Gao why she didn't come to work yesterday.





Jīntiān zěnmeyàng le?









b / Mr Wang has been ill for several days. Mr Zhang asks about his physical condition.







Míngtiān shì xīngqīliù, nǐ kěyǐ xiūxi yíxià. 星期六 ,你 可以 休息 一下。 明天



出差 ? 你 直 忙



Here are a few messages from your colleagues. Try to express them in Chinse by using the words and sentence patterns you have learned.

a / I can not attend the meeting today because I have a fever. Please inform Manager Li and ask him if I can take three days leave. Thank you!

b / I want to see a doctor today because I have a cold. Please tell Manager Zhang and ask her if I may take a day's leave. Thank you!

4/ Call your manager to request a day off. Try to use the words and sentence patterns you have learned.

5/ Find out the methods your colleagues use to keep healthy. Discuss them and try to use the words and sentence patterns you have learned.

...



nín yào liúyán ma 您要留言吗

[Would you like to leave a message?]

Dialogues / 对话



1 Wáng mìshū, wǒ yǒu liúyán ma? 王 秘书,我有留言吗? [Secretary Wang, do I have any messages?]



Yǒu, zhè shì nín de liúyán. 有 , 这 是 您 的 留言 。 [Yes, here are your messages.]

Xièxie. 谢谢。 [Thanks.]

Tā zhèngzài kāihuì, 他正在开会, [He is attending a conference now. nín yào gěi tā liúyán ma? 您要给他留言吗?

Would you like to leave a message?]

[adv.] 正在 | in the process of

[V] 留言 | leave a message

Wǒ shì CTI Gōngsī de Wáng huān, qǐng gàosu tā, 我是CTI公司的王欢,请告诉他, [lam Wang Huan from the CTI company. Please tell him

wǒ míngtiān yào chūchāi, bù néng hé tā jiànmiàn le. 我明天要出差,不能和他见面了。 I will be on a business trip tomorrow and will not be able to meet with him.]

要|^[aux.] | be going to; | shall; will

告诉|tell

Hǎo de, wǒ huì gàosu tā de. 好的,我会告诉他的。 [Okay, I will tell him.]



Tā xiànzài bú zài. 她 现在 不 在。 [She is not in right now.]

Wǒ kěyǐ gěi tā liúyán ma? 我可以给她留言吗? [May | leave her a message?]

Kěyǐ, nín qǐng shuō. 可以,您 请 说 。 [Of course. Go ahead.]

Wǒ shì CTI Gōngsī de Gāo Xiǎomíng, 我是CTI公司的高小明, [lam Gao Xiaoming from the CTI company.

> qǐng tā gěi wǒ huí gè diànhuà, 请 她给我回个电话, Please ask her to call me back.

wǒ de diànhuà shì 010-59307634. 我的电话是010-59307634。 and my number is 010-59307634.]

Hǎo de, wǒ huì gàosu Lǐ jīnglǐ de. 好的,我会告诉李经理的。 [Okay,|willtellManagerLi.]

Shì de, nín shì Wáng jīnglǐ ba? 是的,您是王经理吧? [Yes, you must be Manager Wang.]

Shì de, gāngcái wǒ zài kāihuì, 是的, 刚才 我在 开会, [Yes, I was in a meeting just now,

> w<mark>omen mingtiān bù néng jiànmiàn le</mark>, shì ma? 我们 明天 不 能 见面 了,是 吗? so we won't be able to meet tomorrow, right?]

[adv.]

在 | in the process of doing sth

见



Shì de, wǒ xīngqīsì huí 是 的, 我 星期四 回,

[Yes, I will come back on Thursday.

wŏmen xīngqīwŭ jiànmiàn zěnmeyàng?

[Sure, then let's see each other on Friday.]

星期五 见面 怎么样 How about we meet on Friday?]

Kěyĭ, nà wŏmen xīngqīwǔ jiàn ba. 可以,那 我们 星期五

Hǎo de xīngqīwǔ jiàn. 好 的, 星期五 [Okay, see you on Friday.]

Nín hǎo, shì Gāo xiānsheng ma? 好.是 先生 您 高 吗? [Hello, is this Mr Gao?]

Shì de, nín shì Lǐ jīnglǐ ba? 是 的, 您 是 李 经理 吧? [Yes, I am. This must be Manager Li.]

Duì, zuótiān nín lái de shíhou wǒ bú zài. 对 , 昨天 您 来 的 时候 我 不 在 ,

[Yes, I was not in when you came to our company yesterday.

nín vǒu shénme shìqing ma? 您 有 什么 事情 What was it that you wanted to talk about?]

[n.] matter; business

Wǒ xiǎng hé nín jiàn gè miàn, míngtiān kěyǐ ma? 想 和您见个面, 明天 可以 吗? [I would like to meet with you. Would tomorrow be okay?]

Kěyĭ, nín lái wŏmen gōngsī ba. 可以,您来我们公司吧. [Sure, come to our company.]

Hǎo de, míngtiān jiàn. 好 的, 明天 [Sure, see you tomorrow.]

Passage / 短文 50%

Nín hǎo, Lǐ jīnglǐ. Wǒ shì CTI Gōngsī de Lǐ Hǎo. 好,李 经理。我 是 CTI 公司 的李好。 yào zàijiā xiūxi yíxià. Xià zhōuyī bù néng hé nín 要 在家 休息 一下。下 周一 不 Wǒ xīngqīwǔ shàngbān, wǒmen keyǐ xīngqīwǔ kāihuì kāihuì le. 可以 星期五 我 星期五 上班 我们 ma? Qǐng gĕi wŏ huí gè diànhuà, xièxie. 电话 , 谢谢。 请给我回个

Hello, Manager Li. I am Li Hao from the CTI company. I am sick and will rest at home for a few days. I can not have a meeting with you next Monday. I will go back to work on Friday. Can we have a meeting then? Please call me back. Thank you.

Words and phrases / 词语 🥑

liúyán

留言 / [n.] message [v.] leave a message

zhèngzài

正在 / [adv.] in the process of

gàosu

告诉 / [v.] tell

zài

在 / [adv.] in the process of doing sth

yào

[aux.] hope; want; wish [aux.] be going to; shall; will

néng

能 / [aux.] can; may

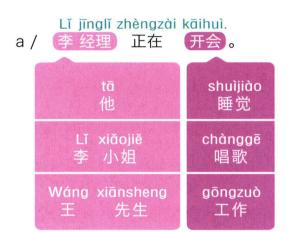
shìqing

事情 / [n.] matter; business

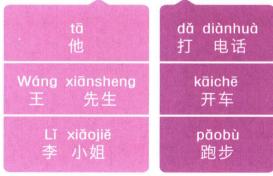
Exercises / 练习 💿



1/ Substitution drills



Gāngcái wŏ zài xiūxi. 刚才 我在休息。 b/





Complete the following dialogues using the words you have learned.

zhèngzài zài yào 正在 要 在

Miss Li calls Manager Wang to tell him that they can not meet on Friday because she will be on a business trip. But his secretary tells her that Manager Wang is not in and ill. Miss Li leaves a message for him.





Wǒ shì CTI Gōngsī de Lǐ Hǎo, 我 是 CTI 公司 的 李 好,...





Mr Zhang calls Mr Li to reschedule a meeting. Because b / Mr Li is on the phone. Mr Zhang leaves a message asking him to call back.





好的,我们下午三点见。

3/ Here is a message you have received. Please reply to the message using the words and sentence patterns you have learned.

| From: Zhang Ying | To: Mr Gao | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--|
| Date: 2014/11/25 | Time: 9:45 a.m. | |
| Message: Miss Zhang's flight will arrive in Beijing on November 27 th . She wants you to help her book a hotel. Give her a call this afternoon. Her phone number is 15810898152. | | |

| From: Li Xiaoming | To: Mr Gao |
|-------------------|------------------|
| Date: 2014/11/25 | Time: 10:45 a.m. |

Message

Mr Li wants to introduce Mr Smith to you. He wants to arrange a time with you. Give him a call as soon as possible. His phone number is 13011145945.

4/ Leave a message for your friends, using the words and sentence patterns you have learned.

9

zhēn bù hǎoyìsi

真 不 好意思

[I am sorry]

Dialogues / 对话



1

Láojià, qǐng ràng yíxià. 劳驾, 请 让 一下。 [Excuse me, please step aside.]



Bàogiàn.

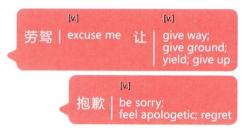
抱歉 [Sorry.]

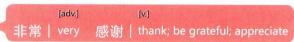


Fēicháng gănxiè!

非常 感谢!

[Thank you very much.]





- - Zhōusān? Jīntiān shì zhōusān. 周三 ? 今天 是 周三 。 [Wednesday? Today is Wednesday.]
 - Duìbuqǐ, wǒ shuō cuò le, wǒ de yìsi shì, 对不起 , 我 说 错 了, 我 的 意思 是 , wǒmen zhōusì jiàn, zěnmeyàng? 我们 周四 见 , 怎么样 ?

12 m sorry. I made a mistake.

I mean how about we meet on Thursday?]



Xíng.

行。 [Alright.] fadj.] 错 | wrong; incorrect [n.] 意思 | meaning; content; | indication; hint Xiānsheng, zhè shì nín de kāfēi. 先生 , 这 是 您 的 咖啡。 [Sir, here is your coffee.]

> Kāfēi? wǒ diǎn de shìchá. 咖啡? 我 点 的 是 茶。 [Coffee?lordered tea.]

Zhēn bù hǎoyìsi, wǒ xiěcuò le. 真 不好意思,我写错了。 [Sorry, I must have written it down wrong.] [v.] 写 | write

Méi guānxi. 没 关系。 [No problem.]

- - Shì de, nín shì Gāo xiānsheng ba? 是的,您是高先生吧? [Yes, you must be Mr Gao.]
 - Shìde, zhēn bàoqiàn, wǒ yào wǎn bàn gè xiǎoshí dào. 是的,真 抱歉 ,我 要 晚 半 个 小时 到。 [Yes, I am. I am really sorry but I will be half an hour late.]
 - Méi guānxi, wǒ děng nín. 没关系,我等您。 [No problem, I will wait for you.]



Hǎo de, xièxie nín. 好的,谢谢您。 [Alright, thank you.]

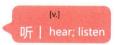
- 5 Wáng xiǎojiě, nín jīntiān zài gōngsī ma? 王 小姐,您今天在公司吗? [Miss Wang, are you in today?]
 - Bù hǎoyìsi, wǒ jīntiān xiūxi. 不好意思,我今天休息。 [Sorry, I'm off today.]





wǒ hé nín shuō de shì shí hào jiàn. 我 和 您 说 的是十号 [No, I told you we would meet on the 10th.]

Zhēn bàoqiàn, wǒ kěnéng tīng cuò le. 直 抱歉 我 可能 错了。 听 [I am sorry. I must have misheard you.]





Passage / 短文

Jīntiān wŏ zuòcuò le hěn duō shìging. Gão Fēi ràna wǒ 今天 做 错 了 很 事情。 多 高 ìŀ ĸ 我 măi kāfēi, wŏ măicuò le, măile chá. Lǐ Hảo ràng wò sān diặn 咖啡, 了, 我 买错 买了 茶。李好 让 我 kāihuì. wŏ tīngcuò le, liăng diăn qù de, děngle yí gè xiǎoshí. 听错了, 我 两 点 去的, 等了 一个 Wáng Huān ràng wŏ tā Wáng jīnglǐ de diànhuà, gàosu 王 欢 ìŀ 我 告诉 她 王 经理 的 电话 shuō cuò le. shuō de shì Lĭ iīnalĭ de diànhuà. Wŏ 说 说 的是 错 李 经理 电话 的 我 zěnme le?

怎么 了?

I made a lot of mistakes today. Gao Fei wanted me to buy him a coffee but I bought him a tea. Li Hao wanted me to have a meeting at three. I misheard and went to the meeting at two. I waited for an hour. Wang Huan wanted me to give her Manager Wang's phone number but I give her Manager Li's number by mistake. What is wrong with me?

Words and phrases / 词语 🗷



láoiià

劳驾 / [v.] excuse me

ràna

让 / [v.] give way; give ground; yield; give up

bàoaiàn

抱歉

/ [v.] be sorry; feel apologetic; regret

fēicháng

非常 / [adv.] very

aănxiè

感谢 / [v.] thank; be grateful; appreciate

CHÓ

错 / [adj.] wrong; incorrect

vìsi

意思 / [n.] meaning; content; indication: hint

写 / [v.] write

děng

等 / [v.] wait

听 / [v.] hear; listen

Exercises / 练习



1/ Substitution drills.

Wŏ dăcuò le.

a / **我 打** 错 了。

他

Lĭ xiǎojiě 李 小姐

Gāo xiānsheng 高 先生

tīng 听

shuō 说

xiě 写





Complete the following dialogue using the sentence patterns you have learned.

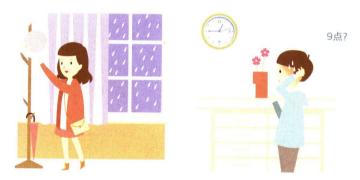
| wǒ de yìsi shì ··· | bù hǎoyìsi |
|--------------------|----------------|
| 我 的 意思 是····· | 不 好意思 |
| hěn bàoqiàn | bú shì ··· ma? |
| 很 抱歉 | 不 是····· 吗? |

Mr Li calls Mr Gao to ask whether he has mailed the files. a / Mr Gao checks the address with Mr Li and realizes that he wrote a wrong address. Shì Gāo xiānsheng ma? 先生 是 高 吗? Shì de, nín shì Lǐ xiānsheng? 是的. 您是李 先生 Shìde. ? 是的.... Wŏ yĭjīng jì 我 已经 寄([v.] post) 了, ... Bú shì. 不 是, ...

- Méi guānxi, qǐng zài gěi wǒ jì yíxià. 没 关系, 请 再 给 我 寄 一下。
- b / Miss Qian gives ¥100 to the taxi driver and will get ¥60 change, but the driver only gives her ¥40.
- Gěi nín yìbǎi yuán. 给您一百元。



Zài gěi nín èrshí yuán. 再给您二十元。 3/ Look at the given pictures below and discuss the mistakes they made. Try to use the words and sentence patterns you have learned.



4/ Please ask your colleagues about mistakes they have made in the past. Try to use the words and sentence patterns you have learned.

5/ Think and talk about a day when things may have gone wrong. Try to use the words and sentence patterns you have learned.



mín xūyào bāngzhù mo 您需要帮助吗

[Can I help you?]

Dialogues / 对话



1

Nín xūyào bāngzhù ma? 您 需要 帮助 吗?

[Can I help you?]

m要 need; claim; 帮助 help; assist; demand; aid; suppor want



Shì, fùjìn yǒu dìtiězhàn ma? 是,附近有地铁站吗?

[Yes, is there a subway station near here?]

Yǒu, nín wǎng dōng zǒu sānbǎi mǐ, jiù dào le. 有,您往东走三百米,就到了。 [Yes, walk three hundred meters eastward, and you will find it.]

米 | meter

[n.]

[nm.]

附近 | nearby;



Xièxie!

谢谢!

[Thanks.]

请问

就| immediately; right now; right away

2

Nín xūyào bāngzhù ma?

您 需要 帮助 吗?

[Can I help you?]

Qǐngwèn, fùjìn yǒu shāngdiàn ma?

,附近有 商店 吗?

[Excuse me, is there a store near here?]

Yǒu, wǎng xī zǒu liǎngbǎi mǐ xiàng zuǒ zhuǎn, 有 . 往 西 走 两百 米, 向 左 转 .

jiù dào le.

就到了。

[Yes, walk two hundred meters westward then turn left, and you will be there.]

[n.] 商店 | shop; store [prep.] 向 | to; towards





Xièxie! 谢谢!

[Thanks.]



Bié kèqi. 别 客气。

[Don't mention it.]



3

Nín xūyào bāngzhù ma?

您 需要 帮助 吗?

[Can I help you?]



Qǐngwèn, fùjìn yǒu yóujú ma? 请问 ,附近 有 邮局 吗?

[Excuse me, is there a post office near here?]





Yǒu, wằng nán zǒu sānbǎi mǐ,

有 , 往 南 走 三百 米

ránhòu yòu zhuǎn, jiù dào le. 然后 右 转 , 就 到 了。

[Yes, walk three hundred meters southward then turn right, and you will be there.]



Fēicháng gănxiè!

非常 感谢!

[Thanks a lot!]



Bié kèqi. 别 客气。

[Don't mention it.]

4

Nín xūyào bāngzhù ma?

您 需要 帮助 吗?

[Can I help you?]



Láojià, qù Běijīngzhàn zěnme zǒu?

劳驾 , 去 北京站 怎么 走 ?

Wǒ yào qù zuò huǒchē.

我 要 去 坐 火车。

(n.) 火车丨train

[Excuse me, how do I get to the Beijing Railway Station? I need to take the train.]



Xiàng běi zǒu, ránhòu zuǒ zhuǎn, jiù dào le.

向 北走, 然后左转,就到了。

[Walk northward and then turn left and you will be there.]



Lí zhèr yǒu duō yuǎn?

离这儿有多远?

[How far is it from here?]



Zŏu shí fēnzhōng jiù dào le.

走 十 分钟 就 到 了。 [Walk ten minutes and you will be there.]

Xièxie!

谢谢! [Thanks.]

Bié kègi.

别客气。

[Don't mention it.]



Nín xūyào bāngzhù ma?

您 需要 帮助 吗?

[Can I help you?]



Láojià, fùjìn yǒu xǐshǒujiān ma?

劳驾 , 附近 有 洗手间 吗?

[Excuse me, is there a restroom near here?]



Dìtiězhàn li yǒu, nǐ yìzhí zǒu jiù dào le.

[n.]

[adj.]

地铁站 里 有,你一直 走 就 到 了

[There is one in the subway station.

Walk straight ahead and you will be there.]



Lí zhèr yǒu duō yuǎn?

离 这儿 有 多 远 ?

[How far is it from here?]



Yìbăi duō mǐ.

一百 多 米。

[Just over a hundred meters.]



Xièxie!

谢谢!

[Thanks!]



Bié kègi.

别客气。

[Don't mention it.]

Passage / 短文

Zěnme aù Běiiīna Yīvuàn? Kěvĭ zuò 5 lù gōnagòna 怎么 夫 北京 医院? 可以 路 坐 5 aìchē. zài Běiiīna Yīvuàn Zhàn xià chē jiù xíng le, vào zuò ví aè 汽车 . 在 北京 医院 站 下车就行了. 要 坐一个 duō xiǎoshí. Gönggòng qìchēzhàn hěn jìn, wăng dong zǒu vìbăi 小时。 汽车站 多 公共 很 近. 往 东 走 一百 zuŏ zhuăn iiù dào le. duō mĭ. Nǐ vě kěyǐ zuò dìtiě. zuò dìtiě 转 就 到 了。你也可以坐地铁, 左 bĭ zuò gōnggòng qìchē kuài, zài Běijīngzhàn xià chē, bàn gè 公共 汽车 比 快 . 在 北京站 车. duō xiǎoshí jiù dào le. Dìtiězhàn yào yìzhí wăng xī zǒu, 就到 小时 了。 地铁站 要 一直 往 西 走, duō fēnzhōna jiù dào le. 多 分钟 就到了。

How to get to the Beijing Hospital? You can take the No. 5 bus and get off at the Beijing Hospital Stop. It will take about an hour to get there. The bus stop is near so just walk one hundred meters eastward then turn left and you will be there. You could also get there by subway. Taking the subway is quicker than taking the bus because you get off at the Beijing Station. It will take about half an hour. Walking westward straight about ten minutes you will find the subway station.

Words and phrases / 词语 😈



xūyào 需要 / [v.] need; claim; demand; want bāngzhù 帮助 / [v.] help; assist; aid; support

fùjìn

附沂 / [n.] nearly;neighbor

米/ [mw.] meter

就 / [adv.] immediately; right now; right away

shāngdiàn 商店 / [n.] shop; store

xiàng

向 / [prep.] to; towards

zhuăn 转 / [v.] turn

别 / [adv.] don't

yóujú

邮局 / [n.] post office

huŏchē

火车 / [n.] train

里 / [n.] interior; inside

yìzhí

一直 / [adj.] straight; straight forward



Exercises / 练习



1/ Substitution drills.

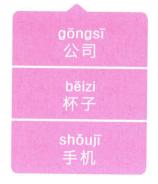
Xiàng dōng zǒu. a/ 向 东 走。



yòu 右

Zǒu yìbǎi mǐ jiù dào le. c/ 走 米 就 到 了。 liǎngbǎi sānbǎi 两百 三百

Dìtiězhàn li yǒu xǐshǒujiān. d / 地铁站 里 有 洗手间

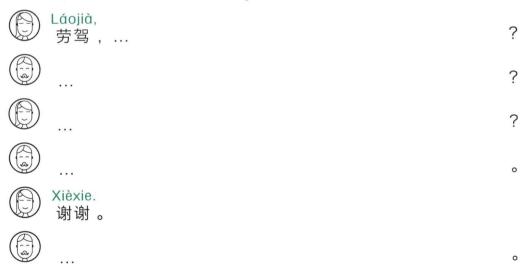




2/ Complete the following dialogue using the words you have learned.



a / Miss Li wants to know where the Shuxing Hotel(舒兴宾馆) is, so she asks somebody for directions.



b / Mr Gao can not find the Changyuan Business Center (长 远商务中心), so he asks somebody for directions.



3/ Here is a map. Try to help them find their destinations by using the words and sentence patterns you have learned.





Qǐngwèn, fùjìn yǒu yīyuàn ma? 请问,附近有医院吗?

Qǐngwèn, fùjìn yǒu bīnguǎn ma? 请问,附近有宾馆吗?

. . .

4/ Please investigate what places are nearby using the words and sentence patterns you have learned.

5/ Talk about the places around your home using the words and sentence patterns you have learned.

...



zhè shì nín de rìchéng 这是您的日程

[Here is your schedule]

Dialogues / 对话



1 您 好,您是钱 先生 吗?
[Hello, are you Mr Qian?]

Shì de, nín shì… 是的,您是…… [Yes,lam,and you are...]

Wǒ shì CTI Gōngsī de Zhāng Huān, Lǐ jīnglǐ 我 是 CTI 公司 的 张 欢,李 经理ràng wǒ lái jiē nín.

让 我来接您。

[I am Zhang Huan from the CTI company. Manager Li has asked me to come and meet you.] $\,$

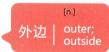
Zhēnshi tài gănxiè le.

真是 太 感谢 了。 [I really appreciate it.]

Nín bié kèqi. 您别客气。 [You're welcome.]

[Shall we go? I've got a car waiting outside to take us to your hotel.]

Hǎode, xièxie. 好的 , 谢谢。 [Sure, thanks.] 接 | meet; welcome; pick up



Wŏmen xiān qù bīnguăn. wŏ zài chē shàna 宾馆 。我 在 车 先去 我们 aàosu nín iīntiān de rìchéna. 您 今天 的 日程 。

[We will go to the hotel first and I will tell you your schedule for today in the car.]



[n.] schedule

Hǎo de. 好的。

[Great.].

Qĭng shàng chē.

 \vdash 车。

[Let's get in the car.]

Hặo, wǒ iīntiān de rìchéng shì...

好 , 我 今天 的 日程 是……

[Yes, what is my schedule today?]

Zhōngwǔ, Lǐ jīnglǐ qǐng nín chīfàn, xiàwǔ zài ,李 经理 请 您 吃饭 ,下午 在 women gongsī hé Li jīngli kāihuì.

公司 和 李 经理 开会。

[Mr Li would like to invite you to lunch at noon and then we will have a meeting with him at our company in the afternoon.

Fēichána hǎo, xièxie nín.

好, 谢谢 您。 非常

[That's wonderful. Thank you.]

Bié kèqi, rúguð nín yðu shénme xūyào qǐng 别 客气, 如果 您 有 请 什么 需要 gàosu wŏ.

告诉 我。

[You're welcome. If there is anything you need, please let me know.]

ging xià chē. Qián xiānsheng, bīnguǎn dào le, 下

钱 先生 宾馆 到 了. 请 [Mr Qian, we have arrived at the hotel. Let's get out the car.]

Hặo de.

好 的。

[Yes.]





Wǒ gěi nín dìngle yí gè shāngwùjiān, kěvǐ ma? 我 给 您 订了 一个 商务间 . 可以 吗?

[I booked a business room for you. Is that okay?]

wǒ xiān aù bàn shǒuxù. 可以,我先去办

[Yes, I will go ahead with the formalities.]

[n.] procedures; formalities: routine; process

Hǎo de, nín xiān xiūxi víxià. 的, 您 先 休息 一下.

wŏmen zhōngwǔ shí'èr diǎn lái jiē nín.

十二点来接您。 中午

[Okay, rest for now and we will collect you at twelve o'clock.]

Hăo. yíhuìr jiàn. . 一会儿 见。

[Great, see you then.]

Qián xiānsheng, gǐng shàngchē.

钱 ,请 先生 上车

[Mr Qian, let's get in the car .]

Hăode, Zhāng xiǎojiě. 好的 张 小姐.

aingwèn wǒ míngtiān de rìchéng shì shénme?

请问 我 明天 的 日程 是 什么 [Alright. Miss Zhang, could you tell me my schedule for tomorrow?]

[n.]

beautiful

[adj.]

漂亮

Xiànzài shì xiàtiān, Běijīng hěn piàoliang,

是夏天, 北京 很 漂亮

nín xiăng qù zŏuzou ma? 您 想

去 走走 吗?

[It's summer now and Beijing is very beautiful. Would you like to go for a walk?]

Búyòng le. xièxie.

了、谢谢。

Wǒ xiảng qù jiàn yí gè péngyou. 我 去见一个

[No, thank you, I would like to meet a friend.]

Nín xūyào yòng chē mg?

您 需要 用 车 吗?

[Do you need a car?]

Búyòng, xièxie. 不用

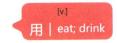
谢谢。 [No, thanks.]



good-looking;



6 Qián xiānsheng, qǐng yòng chá. 钱 先生 , 请 用 茶。
[Mr Qian, please have some tea.]



- Xièxie nín, Lǐ jīnglǐ. 谢谢 您,李 经理。 [Thank you, Manager Li.]
- Nín míngtiān de rìchéng shì shénme? 您明天的日程是什么? [What is your schedule for tomorrow?]
- Wǒ xiǎng qù jiàn yí gè péngyou. 我想去见一个朋友。
- Yǒu shénme xūyào qǐng gàosu Zhāng mìshū. 有 什么 需要 请 告诉 张 秘书。 [Please let Secretary Zhang know if there is anything you need.]
- Hǎo de, xièxie. 好的,谢谢。 [Alright, thank you.]
- Nín bié kèqi. 您别客气。 [You're welcome.]

Passage / 短文 50°)

wŏ lái jièshào yíxià nín zài Zhōngguó de Lĭ xiānshena. , 我 来 介绍 一下 您 在 中国 的 rìchéng. Nín de fēijī shì 11 yuè 15 hào shí diǎn dào, wǒ huì qù 。您的飞机是11月15号十点到,我会去 iīchăng jiē nín. Wŏ gĕi nín dìngle fángjiān, wŏ xiān sòng nín qù 房间,我先 送 接您。我给您订了 Zhongwů Qián jīnglǐ qǐng nín chīfàn, xiàwů zài wòmen bīnguăn. 钱 经理 请 您 吃饭, 下午 在 中午 定馆 gōngsī kāihuì. 11 yuè 16 hào nín kěyǐ xiūxi yíxià, rúguŏ nín 公司 开会。11月16号 您 可以 休息 一下, 如果 xiăng qù zŏuzou, wŏ kĕyĭ sòng nín qù. Nín de fēijī shì 11 yuè 去 走走, 我可以 送 您 去。您 的飞机是 11月 想

17 hào zǎoshang shívī diǎn de, wǒ zǎoshang bā diǎn gù jiē nín. 17 号 早上 十一 点 的, 我 早上 八点去接您. sòng nín qù jīchẳng. Nín kàn zhèyàng de rìchéng kěyǐ ma? 夫 机场。您 看 这样 的 日程 可以 Rúauŏ nín vŏu shénme xūyào, ging gàosu wŏ. bié kèai. 您 有 需要, 请告诉我,别客气。 什么

Mr Li, let me tell you about your schedule in China: Your flight arrives in Beijing on November 15th at ten and I will go to the airport to pick you up. I have booked a room for you and I will take you to the hotel first. Manager Qian will take you for lunch and in the afternoon we will have a meeting at our company. On November 16th, you can rest and if you want to look around the city, I can drive you there. Your flight leaves at eleven o'clock on November 17th, I will fetch you at eight and take you to the airport. What do you think of this schedule? If there is anything you need, please let me know.

Words and phrases / 词语



接 / [v.] meet; welcome; pick up

wàibian

外边 / [n.] outer; outside

rìchéng

日程 / [n.] schedule

ging

请 / [v.] entertain; treat

rúguŏ

in case: 如果 / [conj.] in the event of; supposing that shŏuxù

/ [n.] procedures; formalities; routine; process

xiàtiān

夏天 / [n.] summer

piàoliana

/ [adj.] good-looking; 漂亮 pretty; beautiful

yòng 用

[v.] need

/ [v.] use

[v.] eat; drink

Exercises / 练习 [109]

1/ Substitution drills.

Wǒ qù jiē nín. a/ 我去接您。



Běijīng hěn piàoliang. b/北京 很 漂亮。

Wáng xiǎojiě 王 小姐

zhège bàngōngshì 这个 办公室

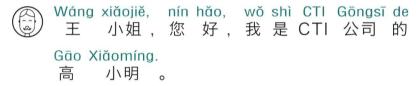
Rúguǒ nín yǒu shénme xūyào, qǐng gàosu wǒ. c/ 如果 您 有 什么 需要, 请 告诉 我。



2/ Complete the following dialogues, using the word you have learned.

rúguǒ 如果

a / Mr Gao will visit Miss Wang's company. He wants to know his schedule, so he calls Miss Wang.



Nín hǎo, Gāo xiānsheng. 您好,高先生。

?

Qǐngwèn nín shénme shíhou dào? 请问 您 什么 时候 到 ?

?

kěyǐ ma? ,可以吗?

可以。 Gāo xiānsheng, 高 先生

Kěví.

Dì-sān tiān de shàngwǔ wǒ de rìchéng shì shénme? 第三 天 的 上午 我 的 日程 是 什么 ?

Nín xiǎng qù zǒuzou ma? 您想去走走吗?



Bié kèqi. 别客气。

b / Mr Li treats Mr Zhang to dinner, they are talking about tomorrow's schedule.



Qĭng yòng chá.

请用茶。



Xièxie,

谢谢,...

?

0



nín kàn xíng ma? , 您 看 行 吗?







Xíng, 行,...

?



Bié kèqi. 别 客气。 3/ The following guests will visit your company. What is the best way to arrange their schedule? Try to use the words and sentence patterns you have learned.

Mr Li, male, 45 years old. He likes KTV and Chinese food. He will stay here for three days, but he will only spend one day meeting with our company. He will arrive at March 15th and leave at March 19th. Mrs Zhang, female, 36 years old. She likes traveling and Japanese food. She will stay here for five days, but she will only spend one day meeting with our company. She will arrive at September 15th and leave at September 21th.

- 4/ If a friend is coming to visit you, how would you arrange their schedule? Try to use the words and sentence patterns you have learned.
- 5/ If the most important client is visiting your company, how would you arrange his/her schedule? Try to use the words and sentence patterns you have learned.

...

jīntiān yŏu shénme ānpái 今天 有 什么 安排

[Do you have any plans for today?]

Dialogues / 对话



Nǐ jīntiān yǒu shénme ānpái?

你 今天 有 什么

[What are your plans for today?]

Wǒ dăsuàn hé péngyou yìqǐ qù chànggē, 朋友 一起 去 打算 和 唱歌 你 呢?

[I am going to sing with my friends. How about you?]

Wǒ dăsuàn qù pǎobù. 我

打算 去 跑步。 [lam going to go running.]

安排丨 plan to do sth.

[v.] be going to do sth;

Nǐ jīntiān yǒu shénme dăsuàn ma? 你 今天 有 什么 打算 吗?

[What are your plans for today?]

Méiyŏu. 没有

[I don't have any.]

nǐ yuànyì gēn wŏmen yìqǐ qù Chūntiān lái le. 来 了. 你 愿意 跟 春天 我们 一起去

zŏuzou ma?

走走 吗?

[Spring is here. Would you like to go with us for a walk?]



Wǒ yuànyì, shénme shíhou qù? 愿意 , 什么 时候 去?

[I'd like to. When?]



Wǒ jiǔ diǎn qù nǐ jiā jiē nǐ. 我九点去你家接你。

[I will come to your home at 7 o'clock to pick you up.]

[n.]



[v.]

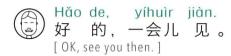
call on:

send an invitation

[adv.]

、还是| had better

邀请



3 您 Nǐn míngtiān wǎnshang yǒu shénme ānpái ma? 您 明天 晚上 有 什么 安排 吗?
[What are your plans for tomorrow night?]

Méiyǒu. 没有。 [I don't have any.]

Wǒ xi<mark>ǎng qǐng nín chīfàn.</mark> 我想请您吃饭。 [I would like to invite you to dinner.]

Nà tài hǎo le, xièxie nín de yāoqǐng. 那太好了,谢谢您的邀请。 [That would be very nice. Thank you for your invitation.]

Wǒ wǎnshang 7 diǎn qù bīnguǎn jiē nín. 我晚上 7 点去宾馆接您。 [I will go to your hotel at seven o'clock to pick you up.]

Hǎo de, míngtiān jiàn. 好的,明天见。 [OK. See you then.]

4 您 明天 晚上 有 什么 安排 吗? [What are your plans for tomorrow night?]

Méiyǒu. 没有 。 [I don't have any.]

Wǒ xi<mark>ǎng qǐng nín chīfàn.</mark> 我想请您吃饭。 [I would like to invite you to dinner.]

Xièxie nín de yāoqǐng, 谢谢 您 的 邀请 ,

> dànshì wǒ yǒu diǎnr bù shūfu háishi bú qù le. 但是 我有点儿不舒服,还是不去了。

[Thank you for your invitation, but I am not feeling well, and would rather not go.]



医牛 吗?

[Do you need to see a doctor?]

Bú yòng, xièxie.

不用.谢谢。

[No, that won't be necessary. Thanks.]

Nà nín zài bīnguăn xiūxi ba, 那您在 宾馆 休息 吧,

rúguǒ xūyào gù yīyuàn, gǐng gěi wǒ dǎ diànhuà. 需要 去 医院 ,请 给 我 打

[Have a good rest in the hotel. If you need to go to the hospital please give me a call.]

Hăode, xièxie! 好的 , 谢谢! [Sure, thanks!]

Wáng xiǎojiě, gǐng yòng chá.

小姐,请用

[Miss Wang, please have some tea.]

xièxie!

谢谢!

[Thanks!]



Jīntiān de ānpái mănyì ma? 的 安排 满意 吗?

[Were you satisfied with today's arrangements?]



Fēicháng mănyì, xièxie nín de ānpái. 满意, 谢谢 您 的安排。 非常

[Very satisfied, thanks you for arranging them.]



Nín shì wŏmen zuì zhòngyào de kèhù, 重要的客户, 是 我们 最

wŏmen vídìna vào ānpái hǎo.

要 安排 好。 我们 一定

[You are our most important client so we wants to arrange things well.]



Nín ānpái de hěn hǎo, xièxie nín! 您 安排 得 很 好 , 谢谢 您!

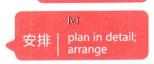
[You arranged everything very well. Thank you!]

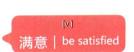


Nín bié kègi. 您 别 客气。

[You're welcome.]









客户|client

Passage / 短文 599

qǐng kànkan wǒ de rìchéng, gěi wǒ ānpái yíxià Wána mìshū 秘书, 我的 日程 给 我 安排 一下 请 看看 zhèxiē shìqing. Dì-vī. Qián jīnglǐ yāoqǐng wǒ qù tāmen gōngsī 事情。第一, 钱 经理 邀请 我去 他们 qǐng kànkan nă tiān wǒ yǒu shíjiān. Dì-èr. kāihuì. CTI 哪 天 我 有 时间。 第二, 看看 请 CTI shì wŏmen zuì zhòngyào de kèhù, wǒ vào hé tāmen de Lǐ jīnglǐ 重要 的客户. 我 要和 我们 最 他们 的 李 经理 gǐng gěi wǒ ānpái víxià. Dì-sān. iiànmiàn. Zhāna iīnali wèn wŏ 请 给 我 安排 一下。 第三 张 经理 xià zhōu yuànyì bú yuànyì gēn tā yìgǐ chūchāi. wŏ xiặng gù. xià 愿意 不 愿意 跟 他 一起 出差 我 想 zhōu wǒ bú zài, wǒ xià zhōu de rìchéng shì shénme? Rúguŏ vŏu 我不在. 我 日程 是 唐 下 的 什么 ?如果 zhòngyào de shìging. gǐng ānpái dào xià xià zhōu. 事情, 请安排到下下 車要 的

Miss Wang, please check my schedule and arrange these things for me. Firstly, Mr Qian invite me to their company to have a meeting, please find out which day I am free. Secondly, the CTI company is our most important client, so I need to meet with Manager Li. Please arrange this for me. Thirdly, Mr Zhang asked me to go on a business trip with him and I will go. So next week I am not in, what is my schedule for then? If there are important matters, please arrange them the week after next.

Words and phrases / 词语 📀



ānpái 安排/

[n.] plan to do sth.

[v.] plan in detail; arrange

[v.] be going to do sth.; dăsuàn 打算 / plan to

chūntiān

春天 / [n.] spring

vuànyì

愿意 / [aux.] be willing; wish; like; want

[n.] plan

跟 / [prep.] with

yāoqĭng

邀请 / [v.] invite; call on; send an invitation

háishi

还是 / [adv.] had better

mănyì

满意 / [v.] be satisfied

zhòngyào

重要 / [adj.] important kèhù

客户 / [n.] client

yídìng

一定 / [adv.] surely; certainly; necessarily



Exercises / 练习 (100)



1/ Substitution drills

Wǒ dǎsuàn xiàbān hòu qù chànggē.

a / 打算 下班 后 去 唱歌。 我



Nǐ gēn wŏmen yìqǐ zŏuzou ba! b / 你跟 我们 一起 建建 吧!

lűyóu 唱歌 吃饭 旅游

Nín shì wŏmen zuì zhòngyào de kèhù.



2/ Complete the following dialogue using the words you have learned.

| | dǎsuàn 打算 | yuànyì 愿意 | | | háishi 还是 | | |
|-----|-----------------------------------|-------------------------|------|--------|--------------|----------------|---|
| | | | | | | | |
| a / | Miss Zhang need | s to buy a co | mput | er for | the c | ompany | |
| | and she wants Mr | Li to go with h | ier. | | | | |
| | Nǐ jīntiān yǒu shénr 你 今天 有 什么 | | | | | | |
| | Zěnme le? 怎么 了? | | | | | | |
| | | | | | yìqǐ 一起 | qù ma? 去 吗? | |
| | Hǎo de, 好的, | | | | | ? | > |
| | Wŏmen qù Bĕijīng S 我们 去 北京 | Shāngchǎng ba. 商场 吧。 |) | | | | |
| | | | | | | ? | > |
| | Sān diǎn ba. 三 点 吧。 | | | | | | |
| | | | | | | c |) |

liăng diăn jiàn!

两

点

见!

好的,

?

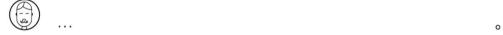
Mr Wang wants to schedule a time and place for a meeting with Mr Gao.











- xīngqīsì zài wŏmen gōngsī kāihuì. Xíng, 行 , 星期四 在 我们 公司开会。
- What is the best way to arrange your manager's schedule of this week? Try to use the words and sentence patterns you have learned.

| Time | Place | |
|----------------------|---------|---------|
| Monday 9:00-10:30 | company | meeting |
| Tuesday 14:00 | company | meeting |

New appointments:

- (1) Business trip: will come back next Monday
- (2) Visiting the CTI company
- (3) Treating Mr Gao to dinner
- 4/ Find out who your most important client is. Discuss why using the words and sentence patterns you have learned.
- 5/ How do you deal with your most important client? Talk about your experience using the words and sentence patterns you have learned.
- 6/ Introduce a recent plan or schedule using the words and sentence patterns you have learned.



wǒ de jìhuà 我的计划

[My plan]

Dialogues / 对话



1 Jīnglǐ, zhè shì wǒ míngnián de gōngzuò jìhuà. 经理 ,这 是 我 明年 的 工作 计划。

> Qǐng nín kàn yíxià. 请 您看一下。

[Manager, here is my work plan for the next year. Please take a look.]

Hǎo de, wǒ yíhuìr kàn. 好的,我一会儿看。 [Okay, I will read it later.]

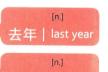
Xièxie nín. 谢谢 您。 [Thank you.]

Jīnglǐ, yǒu shénme wèntí ma? 经理,有 什么 问题 吗? [Manager, do you have any questions?]

Wǒmen gōngsī qùnián yǒu shí gè xīn chǎnpǐn, 我们 公司 去年 有十个新 产品, jīnnián yǒu shíwǔ gè, míngnián zhǐ yǒu bā gè? 今年 有十五个, 明年 只有八个? [Our company had ten new products last year, fifteen products this year, but will only have eight products next year?]

Duì, jīnglǐ, jīnnián zuò de tài duō le. 对,经理,今年 做 得 太 多 了。 [Yes, manager, we have made too many this year.]







Wǒ juéde tài shǎo, míngnián kěyǐ zuò shí gè 可以 做 十 个 觉得太少. 明年 xīn chặnpin ma?

新 产品 吗?

[I think there are too few. Can we make ten products next year?]



Qina ràna wò xiǎnaxiana.

请 ìŀ 我 [Let me give it some thought.] 觉得 feel; think [adi.] not many

[v.]

think; think about; think of: think over

Jīnnián hái yŏu jìhuà qù lǚyóu ma? 还 有 计划 去 旅游 吗? 今年

[Do you still have plans to travel this year?]

Yǒu, gùnián giūtiān gùle Hánguó, . 去年 秋天 去了 韩国 iīnnián jìhuà qù Rìběn.

今年 计划去 日本。

[Yes, I do. I went to Korea in the autumn of last year and I plan to go to Japan this year.]



Shénme shíhou qù?

什么 时候 去?

[When will you go?]



Wǒ dăsuàn dōngtiān qù.

打算 冬天 我

[I am planning to go in the winter.]

[n.]

[v.] 计划 | plan to do sth

Zhè shì wŏ de jìhuà, nǐ juéde zěnmeyàng? 是 我 的 计划, 你 觉得 怎么样 ? 汶 [This is my plan. What do you think?]

Nǐ xiān qù Rìběn, ránhòu qù Hánguó? 你 先 去 日本, 然后 去 韩国 [You're going to Japan first, and then to Korea?]

Duì, zhèyàng fēijīpiào zuì piányi. 这样 飞机票 最 便宜。 对 .

[Yes, that is the cheapest way.]

Rúguŏ xiān qù Hánguó, yào yíwàn sānqiān kuài, 先 去 韩国 ,要 一万 三千 块 . [If I go to Korea first it will cost ¥13,000,

[num.] ten thousand [num.] thousand

dànshì rúguờ xiān qù Rìběn, zhǐ yào bāgiān kuài. 如果 先 去 日本,只要 八千块。 but if I go to Japan first it will cost only \(\frac{4}{8}\),000. \(\frac{1}{6}\)

Zhēn piánvi! 直 便宜! [That is really cheap!]

Xiǎo Gāo, wŏmen míngnián zuò shí gè xīn chǎnpǐn, 高,我们 明年 做十个新产品 $/|\chi|$ zěnmevàna? 怎么样

[Xiao Gao, how about we make ten new products next year?]

- Shí gè tài duō le, wŏmen de jìhuà li bú shì bā gè ma? 十 个 太 多 了, 我们 的 计划 里 不 是 八 个 吗? [Ten is too much. Wasn't our plan to have eight products?]
- Jīnglǐ juéde shǎo le. 经理 觉得 少 了。 [The manager thinks it is too few.]
- Dànshì rúguǒ zuò shí gè. 但是 如果做十个. wŏmen jiù tài máng le. 就太 竹 了。 [But if we make ten products, we will be very busy.]
- Wŏ zài hé jīnglǐ shuōshuo ba. 我 再 和 经理 说说 [I will talk with the manager again.]

Passage / 短文 50%

Wǒ míngnián de jìhuà shì: yīyuè dào qīyuè qù Zhōngguó 的 计划 是:一月 到 七月 去 明年 xuéxí Hànyǔ, xuéxí de shíhou měi tiān pǎobù. Ránhòu wǒ yào 学习 汉语,学习的 时候 每 天 跑步。 然后 我 huí gōngsī gōngzuò. Shí'èr yuè li méi shénme shìqing, 回 公司 工作 。十二 月 里 没 什么

máng, kěyǐ xiūxi yíxià. Qùnián wǒ qùle Hánguó, jīnnián qùle 忙 ,可以休息一下。去年 我 去了 韩国 , 今年 去了 Rìběn, míngnián wǒ jìhuà qù Měiguó lǚyóu. Nǐ juéde zěnmeyàng? 日本 , 明年 我 计划 去 美国 旅游。你 觉得 怎么样 ?

This is my plan for next year: I am going to go to China to study Chinese from January to July. During this period, I will run every day. After this I will return to my work at the company. In December, I won't have anything to do and I am not so busy so I will rest. I went to Korea last year and went to Japan this year. I am planing to travel to the United States next year. What do you think?

Words and phrases / 词语

75%

jìhuà 计划 / [n.] plan [v.] plan to do sth. qùnián 去年 / [n.] last year

chǎnpǐn 产品 / [n.] product 只 / [adv.] only; merely; just

j<mark>uéde</mark> 觉得 / [v.] feel; think shǎo
// / [adj.] not much; not many

xiǎng 想 / [v.] think; think about; think of; think over

qi<mark>ūtiān</mark> 秋天 / [n.] autumn

dōngtiān 冬天 / [n.] winter wàn 万 / [num.] ten thousand

qiān 干 / [num.] thousand





1/ Substitution drills

Wŏ iuéde hěn lèi.

我觉得很累。







2/ Complete the following dialogues using the words and sentence patterns you have learned.



0

a / Xiao Wang and Xiao Gao are discussing their holiday plans.



Duōshao qián? 多少 钱?



Nǐ zuò shénme ne? 你 做 呢? 什么



Zàijiā, pǎobù, chànggē. 在家, 跑步, 唱歌



Mr Gao and Mr Li are talking about their work plans for next month.



Jīnnián yǒu jǐ gè xīn chẳnpǐn? 今年 有 几 个 新





Xià gè yuè zuò dì-jǐ gè? 下 个 月 做 第几 个?





Huì bu huì tài máng le? 会不会太忙





Ràng wǒ hǎohǎo xiǎngxiang. 好好 让 我 想想

- Make a plan for Miss Wang and Mr Smith using the words and sentence patterns you have learned.
 - (1) Miss Wang wants to lose some weight.

- (2)Mr Smith, who is American, wants to travel in China.
- 4/ Find out what plans your colleagues have and choose your favorite. Talk about it using the words and sentence patterns you have learned.

5/ Introduce your plans for next year. Try to use the words and sentence patterns you have learned.

6/ Which season do you like best? Talk about why using the words and sentence patterns you have learned.



Dialogues / 对话



Wáng mìshū, qǐng tōngzhī yíxià Zhāng Yíng, 秘书, 请 通知 一下 张 迎

[Secretary Wang, please notify Zhang Ying that

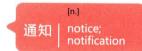
[v.] inform; notify; give notice

jīntiān xiàwŭ liăng diăn zài 320 kāihuì. 今天 下午 两 点 在 320 开会。 a meeting will be held at two o'clock this afternoon in Room 320.]

Hăo de, Li iīnali. 好 的, 李 经理。

[Yes, Manager Li.]

Xiǎo Zhāng, kàndào tōngzhī le ma? ,看到 小 张 通知 7 吗? [Xiao Zhang, have you seen the notice?]



Shénme tōngzhī? 什么 通知 ? [What notice?]

Lǐ Běi xià gè yuè jiù shì women bùmén de 李 北 下 个 月 就 是 我们 xīn jīngli le. 新经理了。



[Li Bei will be the new manager of our department next month.]

Zhēn de ma? Wŏ qù kànkan. 吗?我去 的 看看。 [Really? I will go to take a look.]

Shì de, nín shì nǎ wèi? 是的,您是哪位? [Yes, who is calling please?]

Wǒ shì CTI Gōngsī de Wáng Yíng, tōngzhī nín yíxià, 我是 CTI 公司的王迎,通知您一下, qǐng xià zhōuyī dào wǒmen gōngsī lái shàngbān.请下周一到我们公司来上班。
[Iam Wang Ying from the CTI company. I'd like to ask you to come to our company to work next Monday.]

Tài hǎo le, xièxie nín. 太好了,谢谢您。 [That's great. Thank you.]

Zhōuyī jiàn. 周一 见。 [See you on Monday.]

Zàijiàn. 再见。 [Goodbye.]

4 ② Nín hǎo, qǐngwèn shì Wáng Huān xiǎojiě ma? 您好,请问是王欢小姐吗?

Shì de, nín shì nă wèi? 是的,您是哪位? [Yes, who is calling please?]

Zhèlǐ shì jīchǎng, tōngzhī nín yíxià,这里是 机场,通知 您一下,[This is the airport. We want to inform you that nín de xínglixiāng yǐjīng zhǎodào le. 您的 行李箱 已经 找到 了。we have found your suitcase.]

Zhēn de ma? Tài hǎo le, wǒ xiànzài kěyǐ qù qǔ ma? 真 的吗?太好了,我现在可以去取吗?

[Really? That's great. Can I come to get it right now?]

[n.] 行李箱 | trunk; baggage





Kěyǐ, wǒmen de bàngōngshì zài 2 hào lóu 1103. 可以,我们的办公室在2号楼1103。 [Yes you can. Our office is in Room 1103 in Building 2.]



Hǎo de, xièxie. 好的,谢谢。 [Great.Thanks.]

5 Wáng mìshū, nín hǎo, 王 秘书,您好, wǒmen shì sān diǎn kāihuì ma? 我们是三点开会吗?
[Secretary Wang, hello, are we having a meeting at three?]



- Tōngzhī? shénme tōngzhī? 通知 ? 什么 通知 ? [Notice? What notice?]
- Huìyì ānpái dào míngtiān shàngwǔ le. 会议安排到明天上午了。 [The meeting has been rescheduled for tomorrow morning.]
- Zhēn bàoqiàn, wǒ wàngjì le, 真 抱歉,我忘记了, míngtiān jiàn. 明天 见。

[I am really sorry that I forgot. See you tomorrow.]

Míngtiān jiàn. 明天 见。 [See you tomorrow.] M 忘记 | forget; | go out of one's mind

Passage / 短文



nĭ xiĕ mìshū. aĭna Zhāna 秘书. 写 请 你 张 Dì-vī gè tōngzhī shì fàngjià aè tōnazhī. 通知 。第一个 是 通知 10 yuè 1 hào dào tōngzhī. 我们 10月1号 tōngzhī yíxià. vuè 7 hào fànaiià. 묵 通知 放假. aè tōnazhī shì guānyú yuángōng dàhuì 涌知 关于 员工 měi wèi yuángōng dōu yào cānjiā. 都 位 员工 Huìvì ānpái zài xià zhōuwǔ, vuè 周五 会议 安排 在 **** huìvìshì. zài liù céng de hào. 的 会议室, 在六 层 yào tōngzhī dào měi wèi yuángōng. 员工 通知 到 每 슋

Secretary Zhang, please write two notices. The first one is the holiday notice, our company on vacation from October 1st to October 7th. Please notify everybody. The second is in regards to the staff meeting. Every staff member has to attend it. The meeting is scheduled for next Friday, September 15th in the meeting room on the 6th floor. Please be sure to notify every staff member.

放假 | have a holiday or vacation; have a day off



Words and phrases / 词语 📀

tōngzhī 通知 / [v.] inform; notify; give notice

[n.] notice; notification

bùmén 部门 / [n.] department; branch; class; section

xínglixiāng

行李箱 / [n.] trunk; baggage

qŭ 取 / [v.] take; get

wàngjì

忘记 / [v.] forget; go out of one's mind

fàngjià

放假 / [v.] have a holiday or vacation; have a day off

guānyú

关于 / [prep.] with regard to

yuángōng

员工 / [n.] staff; personnel

cānjiā

参加 / [v.] join; take part in; attend

Exercises / 练习 1009



1/ Substitution drills.





- 2/ Complete the following dialogues using the words and sentence patterns you have learned.
- a / Mr Gao tells his secretary, Miss Li, that he can not attend the meeting on Wednesday afternoon.



Nín shuō de shì xīngaīsān xiàwŭ de huìvì ma? 您 说 的 是 星期三 的 下 午 会议 吗?



?

0

Kěyǐ, xīngqīsì shàngwǔ jiǔ diǎn ma? 可以,星期四 上午 九 点 吗?



Hặo de. WŎ tōnazhī CTI Göngsī de Zhāng iīnalĭ. 好 的. 我 通知 CTI 的 公司 张 经理。

- b / Miss Li lost her passport last week. Today she receives a phone call from the police.
- Nín hǎo, qǐngwèn nín shì Lǐ Dōng xiǎojiě ma? 您好, 请问 您是李东 小姐 吗?
- Shì de, 是的,…

?

Wǒ shì Sānyuánqiáo Pàichūsuǒ de mínjǐng, 我是三元桥派出所的民警, wǒ jiào Wáng Xīng. 我叫王兴。...

?

| | Shìde. 是的。 | | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|
| | Nín shì shénme shíhou diū de? 您是什么时候丢的? | | | | | | |
| | | | | | | | |
| | Nín zuò chūzūchē de shíhou wàng zài chūzūchē shang le. 您 坐 出租车 的 时候 忘 在 出租车 上 了。 | | | | | | |
| | | | | | | | |
| | Kěyǐ, 可以, | | | | | | |
| | Tài gǎnxiè le. 太 感谢 了。 | | | | | | |
| 3/ | Here is a notice. Please write it in Chinese. Talk about it using the words and sentence patterns you have learned. | | | | | | |
| | NOTIFICATION | | | | | | |
| This is to notify you that an employee meeting of the whole company will be held in Meeting Room 1134 on April 15 th . | | | | | | | |
| | 通知 | | | | | | |
| | March 20, 2015 | | | | | | |

_____召开。

特此通知。

办公室 ____年___月___日 4/ What kinds of notification do your colleagues receive at work? Select an example and discuss using the words and sentence patterns you have learned.

...

5/ What kind of notifications do you most want at work? Talk about this using the words and sentence patterns you have learned.

...



[Welcome]

Dialogues / 对话



1 🔘

Huānyíng guānglín!

欢迎 光临

[Welcome!]

Xiānsheng, nín jǐ wèi? 先生 , 您 几 位? [Table for how many people, sir?]

Liǎng wèi. 两 位。

[Two.]

Qǐng gēn wǒ lái. 请 跟我来。 [v.] 跟 | follow

Huānyíng guānglín!

欢迎 光临

[Welcome!]

Nǐ hǎo! zhèlǐ kě yǐ fù yìn wénjiàn ma? 你好!这里可以复印文件吗?

[Hello, do you copy documents here?]

Kěyǐ, xiānsheng, nín yào fùyìn shénme? 可以, 先生 ,您 要 复印 什么 ? [Of course, sir. What would you like to copy?]

Zhèxiē wénjiàn, měi zhāng fùyìn 10 fèn. 这些 文件,每 张 复印 10 份。

[Please make 10 copies of each of these documents.]

[k] 复印 | copy; reproduce on a copying machine

> [mw.] 份 | a copy of; part; portion

2







Hǎo, nín yào děng 15 fēnzhōng. 好 您 要 等 15 分钟 [I understand. They will be ready in 15 minutes.]

Hặo de. 好

[Okay.]

的。



Huanying guanglin! 欢迎 光临

[Welcome!]

[mw.] 件 | used for clothes and things

Nín hào, wò yào mài yí jiàn báisè de chènshān. 好. 我要

买 一 件 白色 的 衬衫 [Hello, I would like to buy a white shirt.]

[n.]

[v.]

付款丨pay

Zhè jiàn zěnmevàna?

件 汶 怎么样

[How about this one?]

Wǒ xiẳng shì yi shì. 试一试。 我 想

[I would like to try it on.]

Bú dà bù xiǎo. hěn héshì. 不大不小,很合适。

[It is just the right size and suits you very well.]

Zhè jiàn chènshān xiànzài dă wǔ zhé, 件 现在 打 五 折, 衬衫 zhĭyào yìbăi kuài. 一百块。 只要

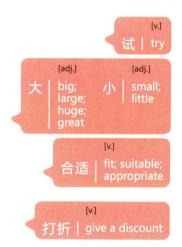
[This shirt is on sale. It is only ¥100.]

Tíng piányi de, zài năr fùkuăn? 挺 便宜 的,在哪儿 付款?

[It is really cheap. Where shall I pay for it?]

Zhèbian gĭna. 这边

[This way please.]



Huānying guānglin! 欢迎 光临 [Welcome!]

> Xièxie. 谢谢。 [Thanks.]

Zhè bian shì diànshì, zhàoxiàngjī zài nà bian. 边 是 电视 . 照相机 在 那 边。 这 [The TVs are over here, the cameras are over there.]

Nimen zhèr vǒu kěvi zhíjiē dǎvìn zhàopiàn de 你们 这儿 有 可以 直接 打印 照片 的 zhàoxiànaiī ma? 吗? 照相机, [Do you have the camera that can print pictures directly?]

Hěn bàogiàn, méiyŏu. 抱歉 没有。 很

[Sorry, we don't.]

Nà wǒ zài kànkan ba. 那我再 看看 吧。 [Then I think I might just keep on looking.]

Huanying guanglin! 欢迎 光临 I [Welcome!]

> Wǒ xiẳng qù Hánguó wánr, xiànzài qù héshì ma? 玩儿, 现在 去 合适 吗? 我 去 韩国 想 [I want to take a trip to Korea. Is this a good time now?]

Héshì, xiànzài Hánguó shì qiūtiān, fēicháng piàoliang. 秋天, 合适 , 现在 韩国 是 非常

[Sure it is. It is autumn in Korea. It is very beautiful.]

Nǐmen xiànzài yǒu shénme yōuhuì ma? 你们 现在 有 什么 优惠 吗? [Do you have any deals right now?]

nín kànkan zhège, xiànzài dă liù zhé, Yŏu. 看看 这个, 现在 打 六 折, 您

[n.] 电视丨TV [n.] 照相机 | camera [adj.] direct: 直接 [n.] 照片丨



zhĭvào bāqiān vuán.

只要 八千 元。

[Yes, have a look at this. It has a discount of 40%. It is only ¥8,000.]

Tǐng hǎo de, zài năr fùkuǎn? 挺好的,在哪儿付款? [Good, where shall I pay for it?]

Zhè bian gǐng.

这边请。 [This way please.]

Passage / 短文



Huānying guānglín běn diàn, běn 光临 欢迎 本 店 本 zhōu yōuhuì duōduō. Xīnaaīvī shuĭauŏ 多多 。星期一 周 优惠 水果 zhé. xīngaī'èr diànshì liù zhé. xīnaaīsān 星期二 六 折, 电视 xīngqīsì zhàoxiànaiī zhé. kōngtiáo bā qī 折, 星期四 照相机 空 调 zhé. xīnggīwǔ chá jiǔ zhé. xīnaaīliù 星期五 茶 九 折, 星期六 咖啡 Xǐhuan nín lái. măi vī sòna vī. huānvina 喜欢 您 来. 送 nín lái. 您来。

Welcome to our store. We have a lot of deals this week. On Monday fruit is 50% off. On Tuesday TVs are 40% off. On Wednesday cameras are 30% off. On Thursday air-conditioners are 20% off. On Friday tea is 10% off and on Saturday we have a coffee buy one get one free deal. We welcome you to come and see us.

[pron.] 本 | one's own; native; this



Words and phrases / 词语 ②



guānglín

光临 / [v.] welcome 跟 / [v.] follow

fùvìn copy;

复印 / [n.] reproduce on a copying machine

fèn

份 / [mw.] a copy of; part; portion

iiàn

件 / [mw.] used for clothes and things

chènshān

衬衫 / [n.] shirt

试. / [v.] try

大 / [adj.] big; large; huge; great

xiǎo

/\\ / [adj.] small; little

héshì

合适 / [adj.] fit; suitable; appropriate

dăzhé

打折 / [v.] give a discount

fùkuăn

付款 / [v.] pay

diànshì

电视 / [n.] TV

zhàoxiàngjī

照相机 / [n.] camera

zhíiiē

直接 / [adj.] direct; immediate

zhàopiàn

照片 / [n.] photo

võuhuì

优惠 / [adj.] preferential; favorable

[pron.] one's own; native; this [pron.] present; current



Exercises / 练习



1/ Substitution drills.

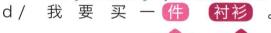




Qǐng dǎyìn zhè fèn wénjiàn. 打印 这 份 文件。 c/



Wǒ yào mǎi yí jiàn chènshān.

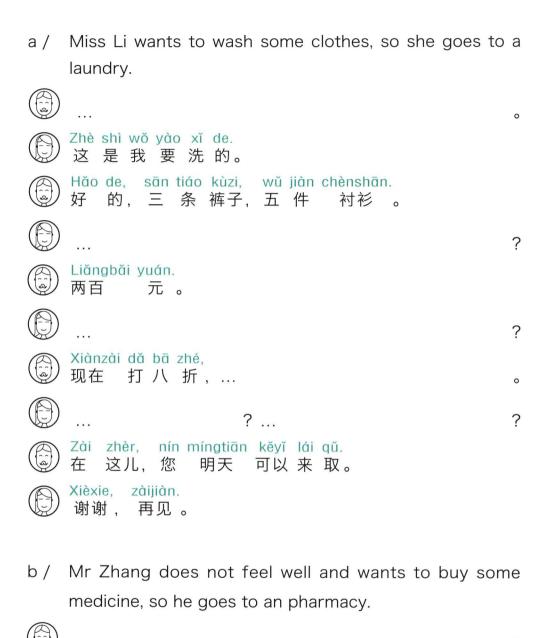






2/ Complete the following dialogues using the sentence patterns you have learned.

huānyíng guānglín. 欢迎 光临。 Zài năr fùkuǎn? 在哪儿 付款 ?









Qǐng gēn wǒ lái, rúguǒ chīle yào háishi 请 跟我来,如果吃了药还是 méiyǒu hǎo, qǐng nín qù yīyuàn. 没有 好,请您去医院。

3/ Make broadcasts for your store using the words and sentence patterns you have learned.

?



01010







西装6折 衬衣3折 领带8折

4/ Find out which stores your colleagues like and choose a favorite one. Talk about it using the words and sentence patterns you have learned.

5/ How would you welcome guests to your company? Discuss using words and sentence patterns you have learned.

6/ Do you prefer to buy things in a store or online? Talk about your preference using the words and sentence patterns you have learned.

16

qǐng pài rén lái xiūlǐ yíxià 请派人来修理一下

[Please send someone to fix it]

Dialogues / 对话



1 您好,是小王吗? [Hello, is this Xiao Wang?]



Shì, wǒ de diànnǎo huài le, 是,我的电脑坏了。 qǐng pài rén lái xiūlǐ yíxià. 请派人来修理一下。 [Yes. My computer is broken.

Can you send someone to repair it.]

Hǎo de, wǒ mǎshàng lái. 好的,我马上来。 [Okay, I will be there right away.] [adj.] 坏 | bad [v.] 派 | send 修理 | fix; mend; repair [adv.] 马上 | immediately; at once

2 您的电脑怎么了? [What's wrong with your computer?]

Bù néng dǎyìn le. 不能打印了。 [It doesn't work.]

Wǒ lái jiǎnchá yíxià. 我来检查一下。 [Let me take a look at it.]

Máfan nǐ le. 麻烦 你了。 [Thanks for your troubles.] [v.] 检查 | check; inspect; take a look

> [v] 麻烦 | bother

(shí fēnzhōng hòu...) (十 分钟 后 ·····) (After ten minutes...)

Xiūhǎo le, nín shì yíxià. 修好 了,您试一下。 [It is fixed. Give it a try.]

Tài hǎo le, xièxie nǐ. 太好了,谢谢你。 [That's great.Thank you.]

Rúguǒ yǒu wèntí, zài gěi wǒ dǎ diànhuà. 如果 有 问题,再 给 我 打 电话 。 [If there is any more trouble, give me a call.]

Nín hǎo, shì Lǐ xiānsheng ma? 您好,是李先生吗? [Hello, is that Mr Li?]

Shì de, nín shì... 是的,您是…… [Yes, it is. Who is it?]

Wǒ shì CTI Gōngsī de Wang Huan.
我是CTI公司的王欢。
Wǒmen gōngsī de kōngtiáo huài le,
我们公司的空调坏了,
qǐng pài rén lái xiūlǐ yíxià.
请派人来修理一下。
[It is Wang Huan from the CTI company.
Our company's air-conditioner is broken.
Please send someone to fix it.]

Hǎo de, wǒ mǎshàng pài rén qù. 好的,我马上派人去。 [Alright, we'll send someone over right now.] [n.] 空调 | air-conditioner Nín hẳo, nín zhèr de kōngtiáo huàile ma? 好,您这儿的空调 您 坏了 吗? [Hello, is your air-conditioner broken?]

Shì de. 是的。 [Yes, it is.]

Wŏ lái jiǎnchá yíxià. 我 来 检查 一下。 [Let me take a look at it.]

Hăo de. aĭna iìn. 好的,请进。 [Okay, come in please.]

Nín hào, yǐjīng xiū lǐ hào le. Qǐng nín jiànchá yíxià. 您 好、已经 修理 好 了。请 您 检查 [Hello, it has already been fixed. Please check it.]

Hăode, méiwentí le, xiexie. 好的, 没问题了, 谢谢。 [Yes, there are no problems now. Thanks.]

Qǐng nín zài zhèr giān yíxià nín de míngzi. 您 在 这儿 签 一下 您 的 名字。 请 [Please sign your name here.]

Hảo de, gĕi nín.

好 的,给您。 [Here you go.]

Rúguŏ zài yŏu wèntí, qǐng gĕi wŏmen dă diànhuà. 如果 再 有 问题, 请 给 我们 打 电话。 [If there is any more trouble, please call us.]

(one's own name)

name; title

Xièxie, zàijiàn, 谢谢,再见。 [Thank you. Goodbye.]

Passage / 短文 50%

Wáng mìshū, wǒ míngtiān qù chūchāi, wénjiàn zài zhuōzi 出差 文件 秘书. 我 明天 去 wŏ yĭjīng qiān le. Wŏ bàngōngshì de kōngtiáo huài le. 了。我 的 空调 办公室 已经 答 我 bàngōngshì li hĕn rè, qǐng pài rén lái xiūlǐ yíxià. Wŏ de diànnǎo 热. 请 派 人 来 修理 一下。我 的 里 很 yě yǒu wèntí, bù néng dǎyìn, yě qǐng pài rén lái xiūlǐ yíxià. 打印, 也请派人来修理一下。 也有问题,不能

Secretary Wang, I am going on a business trip tomorrow. So I have already signed the documents on the table. The air-conditioner in my office is broken and it is hot in the office. Please send someone to fix it. My computer also has some problems. It can not print. Please send someone to repair it as well.

Words and phrases / 词语

huài 坏 / [adj.] bad 派 / [v.] send

xiūlĭ

修理 / [v.] fix; mend; repair

măshàng

/ [adv.] immediately; at once 马上

iiănchá

/ [v.] check; inspect; take a look

máfan

麻烦 / [v.] bother

kōngtiáo

空调 / [n.] air-conditioner qian

签 / [v.] sign (one's own name)

mínazi

名字 / [n.] name; title

Exercises / 练习 (100)



1/ Substitution drills.

Kōngtiáo huài le. 空调坏了。 a /

电视

dăyìniī 打印机

电脑

Kōngtiáo xiūhǎo le. 空调 修好了。 b /

照相机

yănjìng 眼镜

电梯

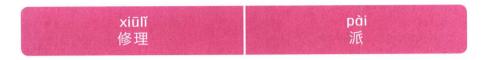


Qĭng pài rén lái xiūlĭ yíxià. 派人来修理一下。

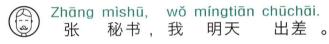
d/

| Wáng jīnglǐ | Wáng huān | qù jīchǎng | jiē Lǐ jīnglǐ | | |
|--------------|------------|------------------|---------------|--|--|
| 王 经理 | 王 欢 | 去 机场 | 接 李 经理 | | |
| Zhāng jīnglǐ | tā | lái wŏmen gōngsī | sòng wénjiàn | | |
| 张 经理 | 他 | 来 我们 公司 | 送 文件 | | |
| Lǐ jīnglǐ | Zhāng Yíng | qù Hánguó | chūchāi | | |
| 李 经理 | 张 迎 | 去 韩国 | 出差 | | |

2/ Complete the following dialogues using the words and sentence patterns you have learned.



a / Mr Gao will go on a business trip tomorrow, so he has asked his secretary, Miss Zhang, to have his airconditioner and his computer repaired.



Hǎo de, jīnglǐ. 好的,经理。



bù néng dǎyìn wénjiàn. 不能打印文件。

...

Xièxie, máfan nǐ le. 谢谢, 麻烦 你了。



b / The elevator has been broken for over a day, and the repairman has not arrived. Miss Li calls the elevator company and Mr Wang answers the phone.

Nínhǎo, Běijīng Meǐgāo Diàntī Gōngsī. 您好, 北京 美高 电梯 公司。

Nín hǎo, 您好,...

Nín shì Lǐ xiǎojiě ma? 您是李小姐吗?

Shì de. 是的。

Hěn bàoqiàn, Lǐ xiǎojiě, 很抱歉,李小姐,...

Phảo de, 好的,…

3/ Your friends have several things broken. Advise them on how they can have them repaired. Try to use the words and sentence patterns you have learned.







4/ Have your colleagues ever had something repaired? Listen to their story and select your favorite one. Talk about your choice and try to use the words and sentence patterns you have learned.

5/ Have you ever had something repaired? Tell your repairing story using the words and sentence patterns you have learned.

...



我的工作

[My job]

Dialogues / 对话



Nín shì zuò shénme gōngzuò de? 您是做 什么 工作 [What is your job?]

[v.]

[adj.]

主要 | major; main

Wǒ zài yīyuàn gōngzuò, shì yí gè yīshēng. Nín ne? 我 在 医院 工作 , 是 一 个 医生 。 您 呢? [I work in a hospital, and I am a doctor. What about you?]

Wǒ shì yí gè chūzūchē sījī 我 是 一 个 出租车 司机。 [lam a taxi driver.]

Wáng mìshū, wǒ lái gēn nǐ shuōshuo nǐ de gōngzuò. 秘书, 我来跟你说说 你的 [Secretary Wang, I need to talk to you about a job you need to do.]

Hǎo de, wǒ yào zuò xiē shénme? 好 的, 我要做些 [Yes, what should I do?]

Nǐ de gōngzuò zhǔyào shì ānpái Lǐ jīnglǐ de rìchéng. 工作 主要 是 安排 李 经理 的 [Your job is mainly to arrange Manager Li's agenda.]

Hǎo de, wǒ zhīdào le. 好的,我知道了。

[Alright, I understand.]

Yǒu wèntí ma? 有 问题 吗? [Do you have any questions?]

Méi wèntí. 没 问题。 [No, I don't.]

3

Gāo xiǎojiě, jīntiān shì nǐ dì—yī tiān shàngbān, 高 小姐, 今天 是你第一天 上班 , [Miss Gao, today is your first day,

wǒ lái gēn nǐ shuōshuo nǐ de gōngzuò. 我来跟你说说你的工作。 and I need to talk to you about a job you need to do.]

Hǎo de, wǒ yào zuò xiē shénme? 好的,我要做些什么?

你的工作 主要是接电话
[Your job is mainly to answer the phone,
rúguǒ yào zhǎo de rén búzài,
如果要找的人不在,
nǐ yào jìlù liúyán.
你要记录留言。

Nǐ de aōnazuò zhǔyào shì jiē diànhuà,

if the people they are looking for are not in, you need to take down their messages.]

Hǎo de, wǒ zhīdào le. 好的,我知道了。 [Alright, Lunderstand.]

Yǒu wèntí mɑ? 有 问题 吗? [Do you have any questions?]

Méi wèntí, wǒ xiān shìshi. 没问题,我先试试。 [No,I will give it a go.] [M] 记录 | write down; take notes; keep the minutes, record



Qián xiānsheng, wǒ lái gēn nǐ shuōshuo nǐ de gōngzuò. 钱 先生 ,我 来 跟 你 说说 你 的 工作 。 [Mr Qian, I need to talk to you about your job.]

Hǎo de, wǒ yào zuò xiē shénme? 好的,我要做些什么? [Yes, what should I do?]

Nǐ de gōngzuò zhǔyào shì jiàn kèhù, xiàng tāmen jièshào 你 的 工作 主要 是 见 客户, 向 他们 介绍

[n.]

建议

opinion; idea

[n.]

意见

women de chanpin.

产品。 我们 的

[Your job is mainly to meet clients, and to introduce our products to them.]

Hặo de, wò zhīdào le. 的,我知道了。 好

[Alright, I understand.]

Rúguŏ yŏu wèntí. gěi wǒ dǎ diànhuà. 有问题,给我打 [If you have any questions, give me a call.]

Hăo de, xièxie. 好 的. 谢谢。 [Alright, thank you.]

Wáng xiānsheng, wǒ lái gēn nǐ shuōshuo nǐ de gōngzuò. Ŧ , 我来跟你 先生 说说 你的 工作。 [Mr Wang, I need to talk to you about a job you need to do.]

Hảo de, wǒ yào zuò xiē shénme? 好的,我要 做些 什么 [Yes, what should I do?]

Nǐ de gōngzuò zhǔyào shì jiē diànhuà. 你的 工作 主要 是接 电话 [Your job is mainly to answer the phone, tīngting kèhù de yìjiàn hé jiànyì. 客户的意见和建议。

and listen to clients' comments and suggestions.]

Hǎo de, wǒ zhīdào le. 的,我知道 好 [Alright, I understand.]

Yǒu wèntí ma? 有 问题 吗? [Do you have any questions?]

Xiànzài méi wèntí, rúguŏ yŏu wèntí, wŏ zài wèn nín. 现在 问题, 如果 有 问题, 我 再 没 [I don't have any questions right now. If I have some, I will ask you.]

Passage / 短文 500

Wǒ zài CTI Göngsī gōnazuò. 在 CTI 公司 工作 shì yí qè mìshū. Wŏ de aōnazuò zhŭvào 秘书。 我 的 工作 iīnglǐ de rìchéng. shì ānpái WŎ 日程 我 也 的 经理 iiē diànhuà hé dă diànhuà. iìlù liúván. 记录 电话 和打 接 Wèishénme wénjiàn. dăvìn hé fùvìn 文件。 为什么 复印 Yīnwèi wŏmen huì kāishǐ xuéxí Hànvǔ ne? 汉语 呢? yŏu hĕn duō Zhōngguó aōnasī 有 很 多 中国 suŏyĭ péngyoumen jiànyì wŏ xuéxí kèhù. 建议 我 学习 朋友们 Yīnwèi wŏ Hànyŭ. huì 汉语 因为 我 汉语 suŏvĭ míngnián wŏ huì qù vidiánr Yīngyŭ, 英语, 所以 明年 Zhōngguó gōngzuò, wǒ juéde zhè shì 我 觉得 中国 工作 gè xīn de kāishǐ. 个新的开始。

I work in the CTI company, and I am a secretary. My job is mainly to arrange the manager's schedule. I also answer the phone and make calls, take down messages, and print and copy the files. Why did I start to learn Chinese? Because our company has many Chinese clients and my friends advised me to study it. Because I am good at Chinese and can speak a little English, I will work in China next year and I think this is a new beginning for me.





Words and phrases / 词语 📧



zuò

做 / [v.] be; become; to do

chūzūchē

出和车 / [n.] taxi

司机,/ [n.] driver

zhŭvào

主要 / [adj.] major; main

jìlù

记录 / [v.] write down; take notes; keep the minutes; record yìjiàn

意见 / [n.] view; suggestion; opinion; idea

jiànyì

[n.] suggestion; advice 建议/ [v.] suggest; advise

wèi shénme

为 什么 / why

kāishĭ

[v.] start; begin 开始 / [n.] begining

yīnwèi...

suŏyĭ...

因为 ······ 所以 ······ / [conj.] on account of; because of

yìzhí

一首 / [adv.] always; continuously

会 / [v.] be good at; be skillful in [aux .] can; be capable of

Exercises / 练习 ⑩

1/ Substitution drills.

Wǒ de gōngzuò zhǔyào shì jiàn kèhù.

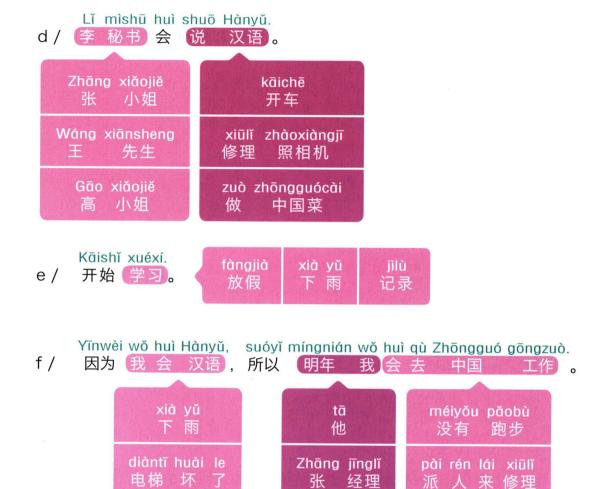
a/ 我的工作主要是见客户。











2/ Complete the following dialogues using the words and sentence patterns you have learned.

shëngbing le

生病

| zhǔyào | huì | yīnwèi suǒyǐ | wèishénme |
|--------|-----|---------------------|-----------|
| 主要 | 会 | 因为 ······ 所以 ······ | 为什么 |

Xiǎo Lǐ

李

下班

a / Miss Li works in a shopping mall. Manager Zhou tells her what her new job entails.

0

吗?

?

0

yǒu wèntí ma? 有 问题



. . . Hăo de nín gǐng shuō.

好的, 您 请 说。

Méiyŏu wèntí. 问题。 没有

我会。

Wŏ huì.

. . .

Qǐng nǐ měi tiān pāi xiē zhàopiàn. 你每天拍些 请 照片

Mr Gao works in a supermarket. Manager Li explains to him what his job entails.

iīntiān dì-yī tiān shàngbān, xiānshena. shì nĭ Gāo 是 你 第一 先生, 今 天 天 上 班 高

nín gĭng shuō. Hặo de. 好 的,您 请 说。

vǒu wèntí ma? 有 问题 吗?







?



3/ Introduce their work using the words and sentence patterns you have learned.







4/ Find out what kinds of work your colleagues do and choose the most interesting one. Talk about why you think it is interesting using the words and sentence patterns you have learned.

...

5/ Introduce your job using the words and sentence patterns you have learned.

•••

6/ What are the basic skills a man must have? Talk about your opinion using the words and sentence patterns you have learned.

...

zhè shì wŏmen de xīn chănpĭn 这是我们的新产品

[This is our new product]

Dialogues / 对话 250



Nín hảo, zhè shì nǐmen de xīn chẳnpǐn ma? 好, 这是你们的新 [Hello, are these your new products?]

Shì de, wǒ lái gĕi nín jièshào yíxià ba. 是 的, 我来给您介绍一下吧。 [Yes they are. Let me introduce them to you.]

Hặo de. nimen de xīn chănpin you shénme tèdian? 的, 你们的新产品有什么 好 [Okay, what are the features of your new products?]

Wŏmen de chănpĭn zhìliàng hǎo, jiàgé yĕ piányi. 的 产品 质量 好,价格也便宜。 我们 Our products are superior in quality and moderate in price.

[n.] [n.] price

Zhè shì chặnpĩn jièshào. 是 产品 这 Here's a product introduction.]

Nínhão, wǒ shì CTI Gōngsī de Zhāng Jīng. 我 是 CTI 公司 您好 的 张 [Hello, I am Zhang Jing from the CTI company.]

Wáng xiānsheng zài ma? 先生 在 [May I speak to Mr Wang please?]

Wáng xiānsheng bú zài, qǐngwèn nín yǒu shénme shì? 王 不 在, 请问 先生 您 有 事? 什么 [Mr Wang is not in. May I ask you what it is about?]

Wǒ xiảng xiàng wáng xiānsheng jièshào yíxià 我 想 向 \pm 先生 介绍 一下

wŏmen gōngsī de xīn chănpǐn.

我们 公司 的 新 产品。

I would like to introduce our company's new product.

Tā shénme shíhou zài? Wǒ xiǎng zhíjiē hé tā tán yi tán. 他 什么 时候 在? 我 想 直接和他谈一谈。 When will he be available? I would like to speak to him directly.]

Nín kěyǐ jīntiān xiàwǔ shìzhe dǎ yíxià. 您 可以 今天 下午 试着 打 一下。 [You could try ringing this afternoon.]

溪 | talk; speak; chat; discuss



Xièxie. Zàijiàn! 谢谢。再见! [Thank you. Goodbye!]



Xīn chǎnpǐn jìnxíng de zěnmeyàng le? 新产品 进行 得 怎么样 了? [How's the new product project going?]



Wǒmen zhèngzài ànzhào jìhuà jìnxíng. 我们 正在 按照 计划 进行。 [We're right on target.]





Wánchéng duōshao le? 完成 多少 了?

[How much of the project has been completed?]



Wǒmen yǐjīng wánchéng yíbàn le. 我们 已经 完成 一半 了。

[We're halfway there.]





Fēicháng hǎo! Kěyǐ tíqián wánchéng ma? 非常 好!可以<mark>提前</mark> 完成 吗?

[Great! Can we finish the project ahead of schedule?]



Wǒ juéde bú huì tíqián, wǒmen huì àn jìhuà 我 觉得 不 会 提前, 我们 会 按 计划

wánchéng.

完成。

[I don't think it will be completed ahead of time. We will finish it on schedule.]



Lǐ mìshū, wǒ dǎsuàn xīngqīsì xiàwǔ kāi gè huì, 李 秘书, 我 打算 星期四 下午 开 个 会, [Secretary Li, I am going to have a meeting in Thursday afternoon. gĭng nǐ ānpái víxià. 请 你安排一下。 Would you arrange it please?]

- Zhège huì yì shì quanyú shénme de? 这个 会议 是 关于 什么 [Can you tell me what this meeting is about?]
- Zhège huìvì shì quanvú xīn chănpĭn de, feicháng zhòngvào. 这个 会议 是 关于 新 产品 的, 非常 車要 [It's a very important meeting about the promotion of our new product.]
- Nín xiăng yāoging shéi cānjiā? 想 激请 谁 [Who would you like me to invite?]
- Chănpin jīngli, háiyǒu CTI Gōngsī de Zhōu xiānsheng, 经理, 还有 CTI 公司 的 先生 唐 wǒ xiảng tīngting tā de vijiàn hé jiànyì. 听听 他的意见和建议。 想 我 [The product manager and Mr Zhou from the CTI company. I would love to hear his comments and suggestions.]
- Hái yǒu bié de shì ma? 还 有 别 的 事 吗? [Anything else?]
- Méiyŏu le, jiù zhèxiē. 没有 了,就这些。 [No. That's all.]
- Wǒ mǎshàng qù ānpái. 马上 去安排。 [I'll arrange the meeting immediately.]
- Zhōu xiānsheng, zhè shì běn gōngsī de xīn chănpǐn. 唐 先生 ,这是本公司的新产品 nín juéde zěnmeyàng? 觉得 怎么样 [Mr Zhou, these are our new products. What do you think?]
 - Wǒ kànle chẳnpǐn jièshào, zhèxiē chẳnpǐn zhìliàng hǎo. 看了 产品 我 介绍, 这些 产品 质量

jiàgé piányi.

价格 便宜。

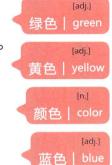
[I read the brochure and they are superior in quality and moderate in price.]

Nín yǒu shénme yìjiàn hé jiànyì ma? 您有什么意见和建议吗? [What are your comments and suggestions?]

Zhǐyǒu lǜsè de hé huángsè de, yánsè yǒudiǎnr shǎo. 只有 绿色的和 黄色 的,颜色 有点儿 少。 [There are only green ones and blue ones. There are too few colors.]

Nín juéde hái xūyào shénme yánsè? 您 觉得 还 需要 什么 颜色? [What other colors would you prefer to?]

Wǒ juéde hóngsè de hé lánsè de yě hěn piàoliang. 我 觉得 红色 的 和 蓝色 的 也 很 漂亮 。 [I think the red ones and blue ones are also very beautiful.]



Passage / 短文

Wáng xiānsheng, hěn gāoxìng néng xiàng nín jièshào wŏmen 高兴 能 先生 您 介绍 很 gōngsī de xīn chănpin. Zhè shì wŏmen de chănpĭn jièshào, 产品 。这 是 我们 的 产品 的新 介绍 . Women gongsi de xin chanpin zhiliang hao, nín kàn yi kàn. 的新 看。 我们 公司 jiàgé piányi. Wǒ juéde nín yídìng huì xǐhuan zhèxiē xīn chănpǐn. 价格 便宜。我 觉得您 一定会 喜欢 这些 新

Mr Wang, I am very happy to introduce our company's new products to you. Here is the brochure, and please take a look. Our products are superior in quality and moderate in price. I think you will definitely like these new products.





Words and phrases / 词语 🜝

tèdiǎn characteristic; 特点 / [n.] distinguishing feature

zhìliàna

质量 / [n.] quality

jiàgé

价格 / [n.] price

tán

谈 / [v.] talk; speak; chat; discuss

jìnxíng

讲行 / [v.] execute; carry out

ànzhào

按照 / [prep.] according to

wánchéna

完成 / [v.] accomplish; complete; finish; achieve; fulfill

tígián

提前 / [v.] in advance; beforehand

lûsè

绿色 / [adj.] green

huángsè

黄色 / [adj.] yellow

yánsè

颜色 / [n.] color

lánsè

蓝色 / [adj.] blue

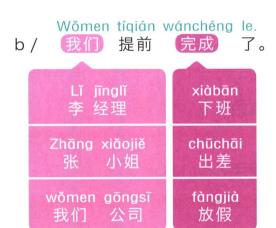
Exercises / 练习 ⑩

1/ Substitution drills.

Wŏmen zhèngzài ànzhào jìhuà jìnxíng.

a / 我们 正在 按照 计划 进行。









| a / | Mr Zhang | calls | Mr | Wang | to | introduce | the | new | products |
|-----|----------|-------|----|------|----|-----------|-----|-----|----------|
| | to him. | | | | | | | | |















The product Manager, Mr Li, is reporting the product's progress to Mrs Zhou.



Wánchéngle 70%.

完成了 70%。



0



Bù xíng, dì 15 zhōu yídìng yào wánchéng. 不 行,第 15 周 一定 要 完成

3/ Introduce these new products using the words and sentence patterns you have learned.







Please investigate what products your colleagues manufacture. Choose the most interesting one in your opinion and talk it using the words and sentence patterns you have learned.

Introduce one of your company's new products and try to use the words and sentence patterns you have learned

When you buy something, do you prefer high quality or low price? Talk about your preference using the words and sentence patterns you have learned

19

néng bāng wǒ yíxià ma

能帮我一下吗

[Could you do me a favor?]

Dialogues / 对话



1 Niǎo Lǐ, néng bāng wǒmen zhào zhāng xiàng ma? 小李,能帮我们照张相吗?
[Xiao Li, could you take a picture for us?]

Xíng, gěi wǒ zhàoxiàngjī. 行 , 给 我 照相机 。 [Sure, give me your camera.]

Wièxie. 谢谢。 [Thank you.]

Bié kèqi. 别 客气。 [No problem.]

2 Pang gè máng, hắo ma? 帮 个 忙 , 好 吗? [Could you do me a favor?]

Xíng, wǒ néng bāng nǐ zuò shénme? 行,我能帮你做什么? [Sure, what can I do for you?]

Wǒ yào qù yóujú, dànshì dōngxi hěn duō, 我要去邮局,但是东西很多,

[I need to go to the post office but there are quite a few things to post.

[n.]

object

东西

nǐ néng hé wǒ yìqǐ qù ma? 你 能 和 我 一起 去 吗? Could you qo with me?]



Kěví, wǒ bāng nǐ. 可以, 我 帮 [Yes, I will help you.]

Xièxie. 谢谢。 [Thanks.]

Wáng Huān, néng bāng wǒ víxià ma? 欢,能 帮 我 一下 \pm [Wang Huan, could you help me?]

> Wǒ jiāole gè Zhōngguó péngyou, tā qǐng wǒ qù tā jiā, 朋友,他请我去他家, 我 交了 个 中国

[I have a Chinese friend and he has invited me to his house.

nǐ juéde wǒ dài shénme lǐwù héshì? 你 觉得 我 带 什么 礼物 合适?

What present would be appropriate?]

交 | make (friends) [n.] aift

[v.]

Zhōngguórén xǐhuan dài diănr chá, shuǐguŏ 喜欢 带 点儿 茶 、 水果 中国人 shénme de.

什么 的。

[Chinese people like to bring tea or fruits and so on.]

Píjiŭ xíng ma? 啤酒 行 吗? [Would beer be OK?]

Wŏ juéde vě kěví. 我 觉得 也 可以。 [I think that would be fine.]

Gāo xiānsheng, néng bāng wǒ yíxià ma? 高 先生 能 帮 我一下吗?

[Mr Gao, could you help me?

Zhège biǎogé zěnme tián? 这个 表格 怎么 埴? How do I fill out this form? 1

[n.] [v.] 埴| fill in the blanks 表格

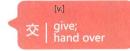
Wǒ lái kàn yíxià, nǐ zài zhèlǐ xiě yào mǎi de dōngxi, 我来看一下,你在这里写要 买 的

zhèlǐ xiě mǎi duōshao, zhèlǐ qiān shang míngzi jiù kěyǐ le. 这里写买多少,这里签上名字就可以了。

[Let me see, just write the items you want to buy over here.

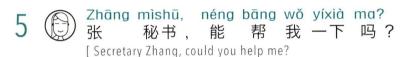
Write how many you want to buy over here and then sign your name here.]







Jiāo gěi Zhāng mìshū jiù kěyǐ le. 交给张秘书就可以了。 [Give this form to Secretary Zhang.]



Lǐ jīnglǐ ràng wǒ ānpái yí gè huìyì, wǒ yào zěnme zuò? 李 经理 让 我 安排 一 个 会议, 我 要 怎么 做? Manager Li wants me to arrange a meeting, and what should I do?]

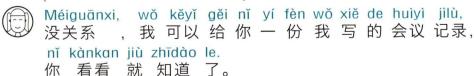


Nǐ yào zuò hǎo huìyì rìchéng, tōngzhī yào cānjiā de rén. 你要做好会议日程,通知要参加的人。[The agenda should be prepared before the meeting, and notify those who will be attending.

Zài kāihuì qián, xūyào de wénjiàn dōu yào dǎyìn hé fùyìn hǎo. 在 开会 前 ,需要 的 文件 都 要 打印 和 复印 好 。 Before the meeting the relevant documents should be printed and copied.

Zài kāihuì de shíhou nǐ yào zuò huìyì jìlù. 在 开会 的 时候 你 要 做 会议 记录。 You should take the minutes during the meeting.]

Dànshì wǒ méi xiěguo huìyì jìlù. 但是 我没写过会议记录。 [But | haven't taken minutes before.]



[That's fine. I can give you some minutes I wrote before.

You will understand when you see it.]

Passage / 短文

shì Kuàichē Chūzūchē Gōngsī ma? Wŏ zǎoshana Nín hặo. 您 好.是 快车 出和车 公司 吗?我 jiàole yí liàng nǐmen gōngsī de chūzūchē qù jīchǎng jiē wŏ. 你们 公司 的 出租车 去 机场 接 我。我的 辆 xínglixiāng wàng zài chūzūchē shang le, lǐmiàn yǒu hěn zhòngyào 出租车 上 忘 在 了, 里面 有 de dōnaxi. Néng qǐng nǐmen gĕi wŏ sòngdào bīnguǎn ma? 能 你们 给 我 东西。 送到 请 宾馆 吗? zhù zài Chūntiān Bīnguǎn 1218 fángjiān. jiào Zhōu Jīng, wŏ de 周 京, 住 在 春天 1218 宾馆 房间 shǒuiī shì 18515055950. 手机 是 18515055950。

Hello, is this Kuaiche Taxi company? I called for a taxi from your company to pick me up at the airport. I forgot my suitcase in the taxi and there are some important things in it. Could I please ask that you send my suitcase to my hotel? My name is Zhou Jing, and I am staying in Room 1218 at the Chuntian Hotel. My phone number is 18515055950.

Words and phrases / 词语 🥶

dōnaxi

东西 / [n.] thing; object

[v.] make (friends)[v.] give; hand over

lĭwù

礼物 / [n.] present; gift

biăoaé

表格 / [n.] form; table; list

东西

出租车

tián

埴 / [v.] fill in the blanks

Exercises / 练习 (100)



1/ Substitution drills

Wǒ bāng nǐ qǔ xínglixiāng.

我 帮 你 取 行李箱

nữ péngyou măi dōngxi 女 朋友 Xiǎo Zhāng wŏ iiào chūzūchē 我 dăyìn wénjiàn Lĭ jīnglĭ Zhōu mìshū 秘书 李 经理 打印 文件





Wǒ hēle kāfēi, píjiǔ shénme de. 我喝了咖啡、啤酒 c/ 什么



- Complete the following dialogues using the words and sentence patterns you have learned.
- Mr Li's computer is broken so he asks Miss Zhou if he can use her computer to print an important file.



?

Kěyĭ a, shénme shì? 可以 啊. 什么



?

Xíng, děng yíxià, wǒ dǎyìn wán zhè fèn wénjiàn. 等 一下, 我 打印 完 这 份 文件。







b / Secretary Li does not know how to write a notice, so she asks Secretary Zhang for help.



Zhāng mìshū, 张 秘书,...



Kěyǐ, shénme shì? 可以. 什么 事?



?





Xièxie, wǒ kàn yíxià. 谢谢,我看一下。

3/ If you were in the situations below, how would you ask for help? Talk about it using the words and sentence patterns you have learned.



...



...

4/ Find out what kinds of gifts your colleagues take with them when they visit friends, and choose the best one. Talk about it using the words and sentence patterns you have learned.

What presents would you like to take with when you visit friends? Talk and try to use the words and sentence patterns you have learned.



zài Zhōngguó chūchāi

在中国出差

[Go to China on business]

Dialogues / 对话



Shì de. 是的。 [Yes.]

Qǐng gěi wǒ kàn yíxià nín de dēngjīpái. 请 给我看一下您的登机牌。 [Would you please show me your boarding pass?]

[n.] 登机牌 | boarding pass

Hǎo de, gěi nín. 好的,给您。 [Sure, here you are.]

Xièxie, méi wèntí le, zàijiàn. 谢谢 , 没 问题 了, 再见 。 [Thank you. That is fine. Goodbye.]

2 您好,请问什么时候开始登机?
[Hello, may Lask when the flight will begin boarding?]

Hěn bàoqiàn, hángbān wǎndiǎn le. 很抱歉, 航班 晚点 了。 [lam sorry that the plane is late.]

航班 | flight; scheduled flight

Huì wǎn duō jiǔ? 会晚多久? [How late will it be?]

Yí gè xiǎoshí. 一个 小时。 [One hour.] 3

Xiānsheng, néng qǐng nín bāng gè máng ma? 先生 , 能 请 您 帮 个 忙 吗?

[Sir, could you do me a favor?

Wǒ de nán péngyou zuò zài 33A 我的男朋友坐在33A, kǒ yǐ hố pín buồn yí yià maga.

kěyǐ hé nín huàn yíxià ma? 可以和您换一下吗?

My boyfriend's seat is 33A, can I switch my seat with you?]

[M] 换丨change

[v.]

take off;

launch

Kěyĭ, méi wèntí.

可以,没问题。

[Sure, no problem.]

Xièxie nín.

谢谢您。

[Thank you.]

Bié kèqi.

别 客气。

[Don't mention it.]

4

Xiānsheng, wŏmen de fēijī jiù yào qǐfēi le, 先生 , 我们 的 飞机 就 要 起飞 了.

[Sir, our plane is about to take off.

gĭng nín zuò hặo.

请您坐好。

Please be seated.]

Hěn bàoqiàn, qǐngwèn shénme shíhou dào Běijīng? 很 抱歉 , 请问 什么 时候 到 北京 ?

[Excuse me, when do we arrive in Beijing?]

Xiàwŭ sān diăn dàodá Běijīng.

下午 三 点 到达 北京。

[v] <u>到达</u>| arrive; get to; reach

起飞

[We will arrive in Beijing at three o'clock in the afternoon.]

Xièxie, qǐngwèn jīchǎng li kěyǐ huàn rénmínbì ma? 谢谢, 请问 机场 里可以 换 人民币 吗?

[Thanks. Could I exchange money at the airport?]

Kěyĭ.

可以。

[Yes.]

[v] 换 | exchange money

> [n.] 人民币 | RMB

Jiǔ diǎn líng wǔ fēn. 九 点 零 五 分。 [Five minutes past nine.]

Jǐ diǎn dào? 几点到? [When does it get there?]

Xiàwǔ liǎng diǎn. 下午 两 点。 [Two o'clock in the afternoon.]

Xièxie! 谢谢! [Thanks!]

Passage / 短文 50%

wŏ shì Lǐ Dōna. Yīnwèi wǒ zuò de hángbān Qián mìshū. 因为 我 坐 的 秘书, 我是李 冬。 wăndiăn, bù zhīdào shénme shíhou qǐfēi. suŏyĭ wŏ huànle yí 时候 起飞, 所以 我 换了 什么 晚点 不 知道 ránhòu huàn huŏchē. Wŏ huì zài Xiān zuò fēijī, aè hánabān. 火车。我 会 在 坐 飞机, 然后 换 先 Qǐng nín dào yī yuè shí'èr hào wănshang jiǔ diǎn dàodá Běijīng. 北京。 九点到达 一 月 十二 号 晚上 Běijīng Huŏchēzhàn lái iiē wŏ. xièxie. 来接我,谢谢。 火车站 北京

Mr Qian, I am Li Dong. Because my flight is late, I do not know when it will depart. I have changed it. I will first take a plane then a train, and arrive in Beijing on January 12th, please pick me up at the Beijing Railway Station. Thank you.

Words and phrases / 词语



dēngjīpái

登机牌 / [n.] boarding pass

hángbān

航班 / [n.] flight; scheduled flight

huàn

/ [v.] change / [v.] exchange money

qĭfēi

起飞 / [v.] take off; lift off; launch

dàodá

到达 / [v.] arrive; get to; reach

rénmínbì

人民币 / [n.] RMB

Exercises / 练习



1/ Substitution drills.

Huànle yí gè hángbān.

a/ 换了 一个 航班

rénmínbì 人民币

chènshān 衬衫

lĭwù 礼物

Fēijī jiù yào qǐfēi le. 飞机 就 要 起飞了。

| chūntiān | huǒchē | wŏmen gōngsī |
|----------|--------|--------------|
| 春天 | 火车 | 我们 公司 |
| lái | kāi | fàngjià |
| 来 | 开 | 放假 |

| 2/ | Complete the following dialogues using the word and sentence patterns you have learned. | ds |
|-----|-----------------------------------------------------------------------------------------|----|
| a / | A girl sits in Mr Gao's seat. | |
| | Bù hǎoyìsi, 不 好意思, | ? |
| | | 0 |
| | Duì, nín kàn, 对,您看,… | 0 |
| | bù hǎoyìsi, kěyǐ qǐng nín bāng gè máng ma? 不好意思,可以 请 您 帮 个 忙 吗? | |
| | méi wèntí, wǒ bāng nín. 没问题,我帮您。 | o |
| b/ | Mr Gao exchanges money at the airport. | |
| | Nín hǎo, 您 好, | ? |
| | Kěyǐ de, 可以 的, | ? |
| | Yìqiān měiyuán. 一千 美元 。 | |
| | | c |
| | Xíng, gěi nín qián. 行,给您钱。 | |





Xièxie, zàijiàn.

谢谢, 再见。

According to the information below, complete the "Announcement at the Airport Board" . Try to use the words and sentence patterns you have learned.

| 计划离港 | 航班号 | 航空公司 | 候机楼 | 目的地 | 值机柜台 | 登机口 | 状态 |
|-------|--------|---------|-----|-----|---------|-----|----|
| 12:00 | JL5674 | 日本航空 公司 | T2 | 北京 | J25-J35 | 11 | |

| Qiánwăng 前往 _ | | | | | qǐng 请 | | | | |
|------------------|------|------|-----|-----|-----------|-----|--------|--------|-------|
| nín | chén | gzuò | de |) | Cì | | ×i | ànzài | bànlĭ |
| 您 | 乘 | 坐 | 的 | | 次 | | 顼 |] 在 | 办 理 |
| chéngjī | | qĭng | nín | dào | | hào | guìtái | bànlĭ. | |
| 乘机 | | 请 | 您 | 到_ | | 号 | 柜台 | 办理。 | ļ. |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

Ladies and gentlemen, may I have your attention please:

We are now ready for check in for flight _____ to _____ at counter No. _____.

Thank you.

| 计划离港 | 航班号 | 航空公司 | 候机楼 | 目的地 | 值机柜台 | 登机口 | 状态 |
|---------|--------|-----------|-----|-----|--------|-----|------|
| 09 : 15 | CA9251 | 中国国际 航空公司 | Т3 | 北京 | F01-06 | C58 | 立即登机 |

| YouShanghai qianwang de luke qing zhuyi: 由 上海前往 的旅客请注意: |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| nín chéngzuò de cì xiànzài kāishǐ qǐng 您 乘坐 的 次 现在 开始。请dàihǎo nín de suíshēn wùpǐn,chūshì ,yóu hào带好 您的随身物品,出示,由号dēng jī kǒushàng .zhùnín lǚtú yúkuài. !登机口上。祝您旅途愉快。! |
| Ladies and gentlemen, may I have your attention please: |
| Flight is now boarding. Would you please have your |
| belongings and boarding passes ready and board the |
| aircraft through gate No We wish you a pleasant |
| journey. |
| Thank you. |

| 计划离港 | 航班号 | 航空公司 | 候机楼 | 出发地 | 到达出口 | 行李口 | 状态 |
|---------|--------|------------|-----|-----|------|-----|-------------|
| 09 : 15 | AC9387 | 美国航空 公司 | Т3 | 北京 | 国内 | 46 | 已于 08:57 |

| Yíngjiē lǚkè de gèwèi qǐng zhùyì: 迎接 旅客的各位请注意: yóu fēi lái běn zhàn de cì | |
|---------------------------------------------------------------------------------|-------|
| you fēi lái běn zhàn de cì 由 飞来本站的次 | |
| hángbān jiāng yú diǎn fēn . | |
| 航班 将 于 点 分。 | |
| ! | |
| ! | |
| | |
| Ladies and gentlemen, may I have your attention ple | ase: |
| | |
| Flight from will arrive here at : | |
| | |
| Thank you. | |
| | |
| | |
| běn jià yùdìng zài hòu . | |
| bén jià yùdìng zài hòu . 本架 预定在 后。 | |
| dì miàn shì I | |
| 地 面 是 , ! | |
| , | |
| Ladies and gentlemen, | |
| NA/ | |
| We will be landing at airport in about min | utes. |
| The ground temperature is degrees Celsius. | |
| degrees conside. | |
| Thank you. | |

4/ Which flight is the cheapest to Beijing? Discuss your answer using the words and sentence patterns you have learned.

5/ Introduce a business trip using the words and sentence patterns you have learned.

...



附录 Appendices

《BCT标准教程》 **测试** (二级)

注意 /

一 / 《BCT标准教程》测试(二级)分两部分:

① 1. 听力(25 题,约25 分钟)

② 2. 阅读(25 题, 30 分钟)

二 / 全部考试约55分钟。



听 力

| ⑤ 第一部分 | 分 (第1-5题) | (1) 4. 66 196 |
|--------|-----------|---------------|
| 例如: | | ~ |
| Dayer. | | × |
| 1/ | | |
| 2/ | | |
| 3/ | | |
| 4/ | | |
| 5/ | | |

第二部分 (第6-10题) 例如: 6/ 7/ 8/ В 9/ A 10/ A B

| 第三部分 (第11-15题) | |
|------------------------------------------|-----------------------------|
| A / | B / |
| c/ | D/ |
| E/ | F/ |
| Nínhǎo, qǐngwèn shì 例如 / 女: 您好 , 请问 是 | CTI gōngsī ma? CTI 公司 吗? |
| Bù hǎoyìsi, nín dǎ ci 男:不好意思,您打句 | uò le. 昔 了。 |
| 11/ | |
| 12/ | |
| 13/ | |
| 14/ | |
| 15/ | |



第四部分 (第16-25题)

Míngtiān xiàwǔ wǒmen yìqǐ zuò dìtiě qù jīchǎng,hǎoma? 例如 / 女: 明天 下午 我们 一起 坐 地铁 去 机场 , 好吗 ? Hǎo de,liǎng diǎn zài gōngsī lóuxià de dìtiězhàn jiànmiàn. 男: 好 的,两 点 在 公司 楼下 的 地铁站 见面 。

Tāmen zài nǎr jiànmiàn? 问 / 他们 在哪儿 见面 ?

| jīchăng | gōngsī | dìtiězhàn | |
|---------|--------|-----------|---|
| A 机场 | B 公司 | C 地铁站 、 | / |

| 16/ | dōng | nán | xī |
|-----|--------------|-------------|--------------|
| | A 东 | B 南 | C 西 |
| 17/ | yǒu shíjiān | wánchéng le | kāishǐ le |
| | A 有 时间 | B 完成 了 | C 开始 了 |
| 18/ | àihào | lǚyóu | tiānqì |
| | A 爱好 | B 旅游 | C 天气 |
| 19/ | shēngbìng le | chūchāi le | qù yīyuàn le |
| | A 生病 了 | B 出差 了 | C去医院了 |
| 20/ | jiàgé | zhìliàng | yánsè |
| | A 价格 | B 质量 | C 颜色 |

| 21/ | fù qián | tián biǎo | shuā xìnyòngkǎ |
|-----|------------|------------|----------------|
| | A 付 钱 | B 填 表 | C 刷 信用卡 |
| 22/ | tán yìjiàn | kàn bàozhǐ | qiān míngzi |
| | A 谈 意见 | B 看 报纸 | C 签 名字 |
| 23/ | kāihuì | liúyán | dǎ diànhuà |
| | A 开会 | B 留言 | C 打 电话 |
| 24/ | sān zhé | sì zhé | wǔ zhé |
| | A 三 折 | B四折 | C 五 折 |
| 25/ | diànnǎo | kōngtiáo | diànshì |
| | A 电脑 | B 空调 | C 电视 |



阅读

| 第 | 等一部分 (第26-5 | 30题) | |
|----------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------|-------------------|
| fùyì A / 复印 | | láojià B/劳驾 | bĕn C/本 |
| bān D/帮 | | suīrán E / 虽然 | măshàng F/ 马上 |
| 例如 / | Xièxie nín de 男: 谢谢 您 的 Bié kèqi. 女: 别 客气。 | D。 | |
| 26/ | 男:,哪儿 | ín shàng lóu zuŏ zhuð | |
| 27/ | 男: 您 好,我 Nín hǎo, hu | <mark>Ď shì Zhōu Xiǎomíng.</mark> 注是周小明。 I <mark>ānyíng nín guānglín</mark> 欢迎您光临 | zhōngxīn. 中心 。 |
| 28/ | 男: 告诉 高 Wŏ | jīnglǐ le ma? 经理 了 吗? gàosu tā. 告诉 他。 | |
| 29/ | Jīnglǐ, zhè fi 女: 经理, 这 fi 10 fèn ba. 男: 10 份 吧。 | <mark>èn wénjiàn xūyào</mark> 份 文件 需要 | jǐ fèn? 几份? |
| 30/ | 同事们 wǒ háishi juéde b | n shuō méi guānxi, 说 没 关系 , pù hǎoyìsi! 下 好意思! | |

| 一 第一部分 (第31-35题) | | | | | | |
|-------------------------|-------------------|-----|----------------------------|--|--|--|
| chǎnpǐn A / 产品 | rìchéng B / 日程 | | kèhù C / 客户 | | | |
| yuángōng D / 员工 | bùmén E / 部门 | | shíjiān F/时间 | | | |
| 例如: F | huìyì 会议 | 31. | | | | |
| 9:00-9:30 | huānyíng 欢迎 | 32. | | | | |
| 9:40-12:00 | xīn 新 | 33. | <mark>jièshào</mark> 介绍 | | | |
| 14:00-15:30 | | 34. | dàhuì 大会 | | | |
| 15:40-17:00 | gè 各 | 35. | huìyì 会议 | | | |



第二部分 (第36-50题)

例如 /



Zhèlĭ kĕyĭ: 这里 可以:

fù kuān huàn gián děng chē A付款 B换钱√ C等车

***** 36/

照相机

手机

空调

电视

Wăng zuŏ zŏu kĕyĭ măi:

往 左 走 可以 买:

kōngtiáo diànshì zhàoxiàngjī A 空调 B 电视 C 照相机

***** 37/

一件7折

两件5折

Măi liăng jiàn, kĕyĭ yōuhuì:

买 两 件 ,可以 优惠:

A 30% B 50% C 70%

38-39/

本周计划

10月1日-10月3日: 放假

10月4日: 上午去医院, 下午开会

10月6日: 下班后取西装

10月7日: 下班后和李明一起买领带

Nă tian bú yòng shàngban?

★ 38 哪 天 不 用 上班 ?

10 yuè 1 rì 10 yuè 6 rì 10 yuè 7 rì A10月1日 B10月6日 C10月7日

Zhège xīngqī yào qù:

★ 39 这个 星期 要 去:

kànbìng mắi xīzhuāng qǔ xínglixiāng

A 看病 B 买 西装 C 取 行李箱

40-41/

请要参加旅游的司机在下周三 (8月9日) 前交五张照片到办公室。

办公室

二零一四年八月一日

Zhèshì ví gè:

这是 一个: * 40

jiànyì tōngzhī jilù A建议 B通知 C记录

Xūvào jiāo jǐ zhāng zhàopiàn?

需要 交 几 张 照片 ? ***** 41

> 3zhāng 5zhāng 9zhāng A 3 张 B 5张 C 9张

42-44/

| | 天气 | 气温 |
|----|------|-----------|
| 3号 | 大雨 | 5°C /10°C |
| 4号 | 阴转小雨 | 6°C /10°C |
| 5号 | 阴转晴 | 8°C /12°C |
| 6号 | 大风 | 7°C /10°C |

Nă tian xūyào dài săn?

★ 42 哪 天 需要 带 伞 ?

 4hào
 5hào
 6hào

 A 4 号
 B 5 号
 C 6 号

Nă tian de qiwen zui gao?

★ 43 哪 天 的 气温 最 高 ?

 3hào
 4hào
 5hào

 A 3 号
 B 4 号
 C 5 号

Zài Běijīng zuì kěnéng shì:

★ 44 在 北京 最 可能 是:

xiàtiānqiūtiāndōngtiānA 夏天B 秋天C 冬天

45-47/

周明 2015-2-15 8:00

李欢, 你发烧了, 下午去医院看医生吧, 我和王迎去参加三点的会议, 你多休息。

谢谢您,周经理,我下午去 医院。

Shéi yào qù yīyuàn?

★ 45 谁 要 去 医院 ?

Lǐ HuānWáng YíngZhōu jīnglǐA 李 欢B 王 迎C 周 经理

Huìyì shénme shíhou kāishǐ?

★ 46 会议 什么 时候 开始 ?

zǎoshang 8diǎn shàngwǔ 9diǎn xiàwǔ 3diǎn A 早上 8点 B 上午 9点 C 下午 3点

Lĭ Huān de yìsi shì:

★ 47 李 欢 的 意思 是:

tǐng lèi dehěn máfanfēicháng gǎnxièA 挺 累 的B 很 麻烦C 非常感谢

48-50/

| G201 | ‰ 北京南 | 17:55 | 04:25 |
|------|-------|---------|---------|
| GZUT | 缪 南京南 | 22:20 | 当日达到 |
| G203 | 🥝 北京南 | 19:00 | 04 : 15 |
| G203 | 终 南京南 | 23:15 | 当日达到 |
| T109 | 얦 北京 | 19:33 | 11 : 10 |
| 1109 | 団 南京 | 06:43 | 次日到达 |
| 0005 | 🥝 北京南 | 20:00 | 03 : 53 |
| G205 | 🙆 南京南 | 23:53 | 当日达到 |
| D321 | 🚱 北京南 | 21 : 23 | 09 : 10 |
| D321 | 1 南京 | 06 : 33 | 次日到达 |
| TEE | 💯 北京 | 21 : 35 | 10:39 |
| T65 | 缪 南京 | 08:14 | 次日到达 |
| K101 | 0 北京 | 23 : 20 | 14 : 27 |
| KIUI | 団 南京 | 13:47 | 次日到达 |

Dào Nánjīng yòng shí zuì duăn de shì:

★ 48 到 南京 用 时 最 短 的 是:

A G201 B G203 C G205

Rúguǒ wǎnshang jiǔ diǎn néng dào Běijīngnánzhàn, ★ 49 如果 晚上 九点能 到 北京南站 ,

zuìhăo măi:

最好 买 :

A T65 B T109 C D321

Dàodá Nánjīngzhàn de huŏchē yŏu jǐ gè?

★50 到达 南京站 的 火车 有 几 个?

A 2 B 3 C 4

《BCT标准教程》测试(二级) 听力材料

(音乐, 30 秒, 渐弱) 大家好!欢迎参加《BCT标准教程》测试(二级)。 大家好!欢迎参加《BCT标准教程》测试(二级)。 大家好!欢迎参加《BCT标准教程》测试(二级)。 《BCT标准教程》测试(二级)听力考试分四部分,共25题。

请大家注意, 听力考试现在开始。

第一部分

[一共5个题, 每题听两次。]

例如 / 领带

地铁

现在开始第1题/

1. 1/7

2. 啃

3. 公共汽车

4. 礼物

5. 唱歌

第二部分

[一共5个题, 每题听两次。]

例如 / 这件衬衫太长了。

现在开始第6题 /

6. 真冷呀,来杯热咖啡吧。

你生病了,要好好休息。

3. 周小姐每天早上都去跑步

我马上上火车、明天见!

10. 你发烧了,这些药都要吃完。

第三部分

[一共5个题, 每题听两次。]

例如 /

男: 您好. 请问是CTI公司吗?

女:不好意思,您打错了。

现在开始第11题/

11. 男:您的车怎么了。

女:不能开了,请帮我检查一下!

2 男: 那位长头发、戴眼镜的女士是谁?

女、她姓王,是我的新同事。

13、男:你哪儿不舒服?

女: 我头疼, 这儿也不舒服。

4 女・清岡 附近有地铁站吗?

男:有,您往东走三百米,然后 往左转,就到了。

15. 女: 哪件漂亮?

男: 你去试试吧。

第四部分

[一共10个题, 每题听两次。]

例如 /

女: 明天下午我们一起坐地铁去机

场, 好吗?

男:好的,两点在公司楼下的地铁

站见面。

问:他们在哪儿见面?

现在开始第16题/

16. 男:请问,附近有邮局吗?

女:有,您往东走,走五分钟就到了。

问: 男的要往哪边走?

17. 女: 什么时候开始登机? 我想去洗

于间。

男: 现在八点半, 还有半个小时。

问: 男的是什么意思?

18. 男: 十一我们去南京玩儿怎么样?

女:我去过了,这次我想走远一点 儿,去日本东京吧。

问:他们在谈什么?

19. 女:上个星期没看见你,出差了?

男: 不是, 我感冒了, 不太舒服,

在家休息了两天。

问: 男的上周为什么没来上班?

20. 男: 这件衣服的质量挺不错的, 买吗?

女:不好看,我想要红色的。

问: 女的对什么不满意?

21. 女:我想办一张你们银行的信用卡。

男:您需要填张表,请跟我来。

问: 女的需要做什么?

22. 男: 今天的报纸好看吗?

女: 我刚开始看, 你看吗?

问: 女的在做什么?

23 女: 我开会的时候, 有没有人找我?

男:有一位姓张的客户打过电话

请您给他回个电话。

问: 女的最可能要做什么?

24. 男: 您好. 今天有什么优惠吗?

女: 先生您好, 我们今天的优惠是

咖啡半价。

问: 今天咖啡打几折?

25. 女: 您好, 我们是CTI公司, 办公室的空调坏了, 请派人来修理一下。

男:好的,我们下午派人过去。

问: 什么坏了?

听力考试现在结束。

《BCT标准教程》测 试(二级)

参考答案

一/ 听力

第一部分

| 1. 🗸 | | 3, × | 4. 🗸 | 5. ✓ |
|-------|-------|-------|-------|-------|
| 第二部分 | | | | |
| 6. A | 7. C | 8. B | 9. C | 10. A |
| 第三部分 | | | | |
| 11. F | | 13. B | 14. A | 15. E |
| 第四部分 | | | | |
| 16. A | 17. A | 18. B | 19. A | 20. C |
| 21. B | 22, B | 23. C | 24. C | 25. B |

二/ 阅读

第一部分

| 26. B | 27. C | 28. F | 29. A | 30. E |
|-------|-------|-------|-------|-------|
| 31. F | 32, C | 33. A | 34. D | 35. E |
| 第二部分 | | | | |
| 36. C | 37. B | 38. A | 39. A | 40. B |
| 41. B | 42, A | 43. C | 44. B | 45. A |
| 46. C | 47, C | 48. C | 49. C | 50. C |

词语表 / Vocabulary

| 词 | 拼音 | 词性 | 英文 | 课数 |
|-----------|---------|-------|--------------------------------------------|----|
| #47 | | | hobby; an interest | 3 |
| 爱好 | àihào | ٧. | be fond of or keen on; have a taste for | 3 |
| 安排 | ānpái | V. | plan in detail; arrange | 12 |
| 女排 | an par | n. | plan to do sth | 12 |
| 按照 | ànzhào | prep. | according to | 18 |
| 白色 | báisè | adj. | white | 2 |
| 帮助 | bāngzhù | V. | help; assist; aid; support | 10 |
| 报纸 | bàozhĭ | n. | newspaper | 6 |
| 抱歉 | bàoqiàn | V. | be sorry; feel apologetic; regret | 9 |
| غاد ا | | n. | north | 5 |
| | L X | pron. | one's own; native; this | |
| | | pron. | present; current | 10 |
| 比 | | prep. | used to make comparison | 6 |
| 表格 | biăogé | | form; table; list | 19 |
| 别 | | adv. | don' t | 10 |
| 部门 | bùmén | n. | department, branch, class; section | 14 |

| 词 | 拼音 | 词性 | 英文 | 课数 |
|-----|----------|------|-----------------------------|----|
| 参加 | cānjiā | | join; take part in; attend | 14 |
| 产品 | chănpĭn | n. | product | 13 |
| 长 | cháng | adj. | long | 2 |
| 唱歌 | chànggē | | sing | 3 |
| 衬衫 | chènshān | | shirt | 15 |
| 出租车 | chūzūchē | n. | taxi | 17 |
| 穿 | chuān | | wear; put on | 2 |
| 春天 | chūntiān | | spring | 12 |
| | cuò | adj. | wrong; incorrect | 9 |
| | | | be going to do sth; plan to | 12 |
| | | | plan | |
| | | | | 15 |
| | | | | |
| 带 | | | | |
| 戴 | | | | 2 |
| | | ٧. | arrive; get to; reach | 20 |

196 / 197 вст 标准教程 2 / 词语表

| 词 | 拼音 | 词性 | 英文 | 课数 |
|-----|-----------|-------|----------------------|----|
| 得 | de | part. | marker of complement | 1 |
| 登机牌 | dēngjīpái | n. | boarding pass | 20 |
| 等 | dĕng | V. | wait | 9 |
| 低 | dī | adj. | low; down | 6 |
| 地铁 | dìtiĕ | n. | subway | 4 |
| 电视 | diànshì | n. | TV | 15 |
| 东 | dōng | n. | east | 5 |
| 东西 | dōngxi | n. | thing; object | 19 |
| 冬天 | dōngtiān | n. | winter | 13 |
| 都 | dōu | adv. | all | 3 |
| 度 | dù | n. | degree | 6 |
| 短 | duăn | adj. | short | 2 |
| | | adj. | a lot of | |
| 多 | duō | adv. | how | |
| | | part. | more; over; odd | |
| 多 | duō | adv. | much more; far more | 7 |

| 词 | 拼音 | 词性 | 英文 | 课数 |
|------|----------------|-------|-----------------------------------------------|----|
| 发烧 | fāshāo | | have a fever | |
| 放假 | fàngjià | ٧. | have a holiday or vacation; have a day off | 14 |
| 非常 | fēicháng | adv. | | 9 |
| 分钟 | fēnzhōng | n. | minute | 4 |
| 份 | fèn | mw. | a copy of; part; portion | 15 |
| 付款 | fùkuăn | v. | pay | 15 |
| 附近 | fùjin | n. | nearby; neighbor | 10 |
| 复印 | fùyìn | V. | copy; reproduce on a copying machine | 15 |
| 感冒 | gănmào | ٧. | have a cold | 7 |
| 感谢 | gănxiè | | thank; be grateful; appreciate | 9 |
| 刚才 | gāngcái | n. | a moment ago; just now | 2 |
| 高 | gão | adj. | high; tall | 6 |
| 告诉 | gàosu | | tell | 8 |
| 跟 | gēn | prep. | with | 12 |
| 跟 | gēn | V. | follow | |
| 公共汽车 | gönggòng qìché | n. | bus | 4 |

198 / 199 вст 标准教程 2 / 词语表

| 词 | 拼音 | 词性 | 英文 | 课数 |
|------|----------|-------|------------------------------------------------------------------|----|
| 刮(风) | guã fēng | | blow (wind) | 6 |
| 关于 | guānyú | prep. | with regard to | 14 |
| 光临 | guānglín | _ v. | welcome | 15 |
| 过 | guò | part. | used after a verb, referring to sth. that happened previously | 3 |
| 还是 | háishi | adv. | or | 2 |
| 还是 | háishi | adv. | had better | 12 |
| 航班 | hángbān | n. | flight; scheduled flight | 20 |
| 合适 | héshì | adj. | fit; suitable; appropriate | 15 |
| 黑色 | hēisè | adj. | black; dark | 2 |
| 红色 | hóngsè | adj. | red | 2 |
| 坏 | huài | adj. | bad | 16 |
| La. | | V. | change | 20 |
| | huàn | V. | exchange money | |
| 黄色 | huángsè | adj. | yellow | 18 |
| 会 | huì | aux. | be sure to; be likely to | |
| 会 | | V. | be good at; be skillful in | |

| 词 | 拼音 | 词性 | 英文 | 课数 |
|----|-------|----|--------------------------------------------------------|----|
| | | | can; be capable of | |
| 火车 | | | train | 10 |
| | | | plan | 13 |
| | | | plan to do sth. | |
| | | | write down; take notes; keep the minutes; record | |
| | | | used for families, restaurants, hotels or companies | |
| | | | home; family; household | |
| | jiàgé | | price | |
| | | | | |
| | | | | |
| | | n. | suggestion; advice | |
| | | | | |
| | | | | |
| | | | | |
| | | | | 13 |
| | | | meet; welcome; pick up | 11 |

200 / 201 **BCT**标准教程 2 / 词语表

| 词 | 拼音 | 词性 | 英文 | 课数 | |
|-----------|-----------|------|------------------------------------|----------|---|
| 进行 | jìnxíng | V. | execute; carry out | 18 | |
| 近 | jìn | adj. | close; near | 4 | |
| 就 | jiù | adv. | immediately; right now; right away | 10 | |
| 开 | kāi | V. | drive | 4 | |
| | | V. | start; begin | 17 | |
| 开始 | kāishĭ | n. | begining | 17 | |
| | 可能 kěnéng | | aux. | may; can | 2 |
| 可能 | | adj. | possible; probable; likely | 2 | |
| 客户 | kèhù | n. | client | 12 | |
| 空调 | kōngtiáo | n. | air-conditioner | 16 | |
| 裤子 | kùzi | n. | trousers; pants | 2 | |
| | | adj. | fast | 4 | |
| 快 kuài | kuài | adv. | be going to; will; shall | 7 | |
| 蓝色 | lánsè | adj. | blue | 18 | |
| 劳驾 | láojià | V. | excuse me | 9 | |
| 累 | lèi | adj. | tired; fatigued | 1 | |

| 词 | 拼音 | 词性 | 英文 | 课数 |
|-----|---------|-------|------------------------------|----|
| 离 | IÍ. | V. | be away from | |
| 礼物 | lĭwù | | present; gift | 19 |
| 里 | i li | n. | interior; inside | 10 |
| 领带 | lĭngdài | n. | tie | 2 |
| 留言 | 155.74 | n. | message | |
| 田古 | liúyán | V. | leave a message | |
| 楼 | lóu | n. | building | 5 |
| O-7 | | n. | road | |
| 路 | lù | mw. | used to indicate a bus route | |
| 旅游 | lǚyóu | ٧. | travel | 3 |
| 绿色 | lůsè | adj. | green | 18 |
| 麻烦 | máfan | V. | bother | 16 |
| 马上 | măshàng | adv. | immediately; at once | 16 |
| 满意 | mănyì | V. | be satisfied | 12 |
| 没有 | | | can't compare with others | 6 |
| 每 | | pron. | every; each | 3 |

202 / 203 **BCT**标准教程 2 / 词语表

| 词 | 拼音 | 词性 | 英文 | 课数 |
|----|-----------|------|---------------------------------|----|
| | mĭ | mw. | meter | 10 |
| 名字 | míngzi | n. | name; title | 16 |
| 男 | nán | n. | man; male | 2 |
| 南 | nán | n. | south | 5 |
| 能 | néng | aux. | can; may | 8 |
| 女 | nű | n. | woman; female | 2 |
| 派 | pài | V. | send | 16 |
| 跑步 | păobù | V. | run; jog | 3 |
| 漂亮 | piàoliang | adj. | good-looking; pretty; beautiful | 11 |
| | qĭfēi | V. | take off; lift off; launch | 20 |
| 手 | qiān | num. | thousand | 13 |
| 签 | qiān | V. | sign (one's own name) | 16 |
| 桥 | qiáo | | bridge | |
| 晴 | qíng | adj. | | 6 |
| 请 | qĭng | | entertain; treat | 11 |
| 秋天 | qiūtiān | | autumn | 13 |

| 词 | 拼音 | 词性 | 英文 | 课数 |
|-----|-----------|-------|---------------------------------------------|----|
| 取 | qŭ | V. | take; get | 14 |
| 去年 | qùnián | n. | last year | 13 |
| 然后 | ránhòu | conj. | then; after that; afterwards | 7 |
| 让 | ràng | V. | let; allow; make; ask | 7 |
| 让 | ràng | V. | give way; give ground; yield; give up | 9 |
| 人民币 | rénmínbì | n. | RMB | 20 |
| 日程 | rìchéng | n. | schedule | 11 |
| 如果 | rúguŏ | conj. | in case; in the event of; supposing that | 11 |
| 伞 | săn | n. | umbrella | 6 |
| 商店 | shāngdiàn | n. | shop; store | 10 |
| 商务 | shāngwù | n. | commercial affairs; business affairs | 5 |
| 商业 | shāngyè | n. | business; commerce | 5 |
| 少 | shăo | adj. | not much; not many | 13 |
| 身体 | shēntĭ | n. | body | 7 |
| 生病 | shēngbìng | ٧. | fall sick; fall ill; get ill; be taken ill | 7 |
| 时间 | shíjiān | n. | time | 4 |

204 / 205 вст 标准教程 2 / 词语表

| 词 | 拼音 | 词性 | 英文 | 课数 |
|------------|--------------------|-------|----------------------------------------------|----|
| 事情 | shìqing | n. | matter; business | 8 |
| 试 | shì | | try | 15 |
| 手续 | shŏuxù | n. | procedures; formalities; routine; process | 11 |
| 舒服 | shūfu | adj. | pleased; comfortable | 7 |
| 说 | shuō | V. | speak; talk; say | 6 |
| 司机 | sījī | n. | driver | 17 |
| 虽然 但是 | suīrán… dànshì… | conj. | although; but; however | 1 |
| 谈 | tán | V. | talk; speak; chat; discuss | 18 |
| 特点 | tèdiăn | n. | characteristic; distinguishing feature | 18 |
| 疼 | téng | adj. | ache; hurt | 7 |
| 提前 | tíqián | v. | in advance; beforehand | 18 |
| 填 | tián | V. | fill in the blanks | 19 |
| 听 | tīng | V. | hear; listen | 9 |
| 挺 | tĭng | adv. | very; quite; pretty; rather | 1 |
| | | V. | inform; notify; give notice | |
| 进 知 | 通知 tōngzhī | n. | notice; notification | 14 |

| 词 | 拼音 | 词性 | 英文 | 课数 |
|-----|------------|------|---------------------------------------------------|----|
| 同事 | tóngshì | n. | colleague | 2 |
| 头发 | tóufa | n. | hair | 2 |
| 外边 | wàibian | n. | outer; outside | 11 |
| 完成 | wánchéng | ٧. | accomplish; complete; finish; achieve; fulfill | 18 |
| 万 | wàn | num. | ten thousand | 13 |
| 忘记 | wàngjì | ٧. | forget; go out of one's mind | 14 |
| 为什么 | wèi shénme | | why | 17 |
| 温度 | wēndù | n. | temperature | 6 |
| 西 | ΧĪ | n. | west | 5 |
| 西装 | xīzhuāng | n. | suit | 2 |
| 喜欢 | xĭhuan | V. | like or be interested in (sb. or sth.) | 1 |
| 下雨 | xià yǔ | | rain | 6 |
| 夏天 | xiàtiān | n. | summer | 11 |
| 先 | xiān | adv. | first | 7 |
| 想 | xiăng | aux. | want to; be going to; would like to | 7 |
| 想 | xiăng | V. | think; think about; think of; think over | 13 |

206 / 207 вст 标准教程 2 / 词语表

| 词 | 拼音 | 词性 | 英文 | 课数 |
|-----|-------------|-------|-------------------------------|----|
| 向 | xiàng | prep. | to; towards | 10 |
| 小 | xiăo | adj. | small; little | 15 |
| 小时 | xiǎoshí | n. | hour. | 4 |
| 些 | xiē | mw. | some; a little bit | 7 |
| 写 | xiē | V. | write | 9 |
| 新 | xīn | adj. | new | 1 |
| 行李箱 | xínglixiāng | n, | trunk; baggage | 14 |
| 修理 | xiūlī | V. | fix; mend; repair | 16 |
| 需要 | xūyào | V. | need; claim; demand; want | |
| 学校 | xuéxiào | n. | school | 5 |
| 颜色 | yánsè | n. | color | 18 |
| 眼镜 | yănjing | n. | glasses; spectacles | 2 |
| 邀请 | yāoqĭng | | | 12 |
| 药 | | | medicine | 7 |
| | | | | |
| | yào | | ought to; might; must; should | |

| 词 | 拼音 | 词性 | 英文 | 课数 |
|-----|-----|------|----------------------------|----|
| 要 | yào | | hope; want; wish | 8 |
| × | | | be going to; shall; will | |
| 一定 | | adv. | | 12 |
| 一会儿 | | num. | a moment | |
| | | | together | 2 |
| 一直 | | adj. | straight; straight forward | 10 |
| 一直 | | adv. | always; continuously | |
| | | n. | | |
| | | | | |
| | | | | |
| | | | | |
| | | | on account of; because of | 17 |
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208 / 209 вст 标准教程 2 / 词语表

| 词 | 拼音 | 词性 | 英文 | 课数 |
|-----|-------------|-------|--------------------------------------------------------------------|----|
| 优惠 | yōuhuì | adj. | preferential; favorable | 15 |
| 邮局 | yóujú | n. | post office | 10 |
| 员工 | yuángōng | n. | staff; personnel | 14 |
| 远 | yuăn | adj. | far; distant | 4 |
| 愿意 | yuànyì | aux. | be willing; wish; like; want | 12 |
| 在 | zài | adv. | in the process of doing sth | 8 |
| 怎么 | zĕnme | pron. | inquiring for property, condition, way, and cause, etc. | 1 |
| 站 | zhàn | V. | stand | 2 |
| 站 | zhàn | mw. | distance between two bus stops | 4 |
| 照片 | zhàopiàn | n. | photo | 15 |
| 照相机 | zhàoxiàngjī | n. | camera | 15 |
| 着 | zhe | part. | used after a verb, indicating that the action starts and continues | 2 |
| 正在 | zhèngzài | adv. | in the process of | 8 |
| 只 | zhĭ | adv. | only; merely; just | 13 |
| 直接 | zhíjiē | adj. | direct; immediate | 15 |
| 质量 | zhìliàng | n. | quality | 18 |

| 词 | 拼音 | 词性 | 英文 | 课数 |
|----|----------|--------------|-------------------|----|
| 中心 | zhōngxīn | n. | centre | 5 |
| 重要 | zhòngyào | adj. | important | 12 |
| 主要 | zhŭyào | adj. | major; main | 17 |
| 转 | zhuăn | V. | turn | 10 |
| 最 | zuì | adv. | the most | 6 |
| 昨天 | zuótiān | n. | yesterday | 6 |
| 做 | zuò | V. | do | 3 |
| 做 | zuò | | be; become; to do | 17 |

