

## Lesson 6 In the Office

### New words 1:

帮	bāng	help
拿	ná	take
份	fèn	portion; share
文件	wénjiàn	file
办公桌	bàngōngzhuō	desk
抽屉	chōutì	drawer

### Dialogue 1:

Andy: Zhāngmíng, nǐ néng bāng wǒ ná yí fèn wénjiàn lái ma?

Andy: 张明，你能帮<sup>①</sup>我拿一份文件来吗？

Zhāngmíng: Méiwèntí. Zài nǎlǐ?

张明：没问题<sup>②</sup>。在哪里？

Andy: Zài wǒ bàngōngzhuō de dìèrgè chōutì lǐ.

Andy: 在我办公桌的第二个抽屉里。

Zhāngmíng: Hǎode! Qǐng nín shāoděng.

张明：好的！请您稍等。

*Andy: Zhangming, could you fetch a file for me ?*

Zhangming : No problem. Where is it?

Andy: In the second drawer of my desk.

Zhangming : Ok. Please wait a second.

### New words 2:

东西	dōngxi	thing
齐	qí	all
电脑	diànnǎo	computer
笔记本电脑	bǐjìběndiànnǎo	laptop
复印机	fùyìnjī	copier
打印机	dǎyìnjī	printer
扫描仪	sǎomiáoyí	scanner
传真机	chuánzhēnjī	electrograph
文件柜	wénjiànguì	file box
保险柜	bǎoxiǎnguì	safety box
忘	wàng	forget
提醒	tíxǐng	remind

### Dialogue 2:

A : Bànòngshì lǐde dōngxi dōu mǎi qí le ma?

A : 办公室里的东西都买齐<sup>③</sup>了吗?

B : Wǒ mǎile diànnǎo, bǐjìběn, fùyìnjī, dǎyìnjī, wénjiànguì, bǎoxiǎnguì, chuánzhēnjī.



B: 我买了电脑、笔记本、复印机、打印机、文件柜、保险柜、传真机。

A: Nǐ wàngle mǎi sǎomiáoyí le.

A: 你忘了<sup>④</sup>买扫描仪了!

B: O! Xièxie nǐ de tíxǐng!

B: 哦! 谢谢你的提醒!

*A: Have you bought all the things that we need for the office?*

*B: I bought a computer, a laptop, a printer, a file box, a safe and an electrograph.*

*A: You forgot to buy a scanner.*

*B: Oh. Thanks for reminding me!*

### Notes:

#### ① 帮

someone+帮 (*bāng*) +someone+do sth means  
“someone help someone to do sth” .

e.g.

Nǐ bāng wǒ mǎi yītái diànnǎo hǎoma?

你帮我买一台电脑好吗?

*Can you help me to buy a computer?*

## ② 没问题

“没问题” (*méiwèntí*) means “no problem”. 经常用于回答请求，表示肯定。It is often used as an affirmative answer to a request.

## ③ 齐

“齐” (*qí*) means “all” .

V.+齐 (*qí*)

e.g.

Rén dào qí le ma?

人到齐了吗?

*Is anybody here?*

## ④ 忘了

“忘了” (*wàngle*) +do sth means “forgot…….”

e.g.

Wǒ wàngle guānmén le!

我忘了关门了!

*I forgot to close the door.*

**Key sentences**

Nǐ néng bāng wǒ ná yí fèn wén jiàn lái ma?

1) 你能帮我拿一份文件来吗?

Zài wǒ bàn gōng zhuō de dì èr gè chōu tì lǐ.



- 2) 在我办公桌的第二个抽屉里。  
Bàngōngshì lǐde dōngxi dōu mǎi qí le ma?
- 3) 办公室里的东西都买齐了吗?  
Nǐ wàngle mǎi sǎomiáoyí le.
- 4) 你忘了买扫描仪了!  
Xièxie nǐ de tíxǐng!
- 5) 谢谢你的提醒!

**Exercise:**

1、替换 (*Substitution*)

- 1) 请你帮我

买本书好吗?  
把这个东西给 Andy。  
关上门。  
点一份饭。

Qǐng nǐ bāng wǒ

mǎi běn shū hǎoma?  
bǎ zhègè dōngxi gěi Andy.  
guānshàngmén.  
diǎn yí fèn fàn.



2) 我忘了

看文件了!  
关门了。  
关电脑了。  
给 Thomas 发传真了!

Wǒ wàngle

kàn wénjiàn le!  
guānmén le.  
guān diànnǎo le.  
gěi Thomas fā chuánzhēn le!

## 2、说汉语 (*speak Chinese*)

Introduce the work  
related articles in  
the picture.

