

Lesson 1 Occupation

New words 1 :

您	nín	you
请问	qǐngwèn	excuse me
贵	guì	expensive; honorable
姓	xìng	surname
贸易	màoyì	trade
公司	gōngsī	Company
经理	jīnglǐ	manager
秘书	mìshu	secretary
幸会	xìnghuì	I' m glad to meet you.

Dialogue 1 :

Wánglán: Nín shì Green xiānsheng ma?

王兰: 您^①是Green先生吗?

Jim: Duì. Wǒ shì JimGreen. Qǐngwèn nín guì xìng?

Jim: 对。我是Jim Green。请问^②您贵姓^③?

Wánglán: Wǒ xìng Wáng, jiào Wánglán.

Wǒ shì Sītèmàoyìgōngsī de jīnglǐ mìshū !

王兰: 我姓王，叫王兰。我是斯特贸易公司的经理秘书!

Jim: Xìnghuì, xìnghuì!

Jim: 幸会，幸会^④!

Wanglan: Are you Mr. Green?

Jim: Yes. I am Jim Green. May I have your name please?

Wanglan: My surname is Wang, I am Wanglan. I'm the manager's secretary of Forest company.

Jim: I am so glad to meet you.

New words 2:

以前	yǐqián	before
工作	gōngzuò	work/job
职员	zhíyuán	clerk
上班	shàngbān	go to work
现在	xiànzài	now
家	jiā	a measure word
企业	qǐyè	enterprise
著名	zhùmíng	famous
会计	kuàiji	accountant
合作	hézuò	to cooperate; to work together



Dialogue 2:

Jim: Wánglán, yǐqián nǐ zài nǎlǐ gōngzuò?

Jim: 王兰，以前^⑤你在哪里工作？

Wánglán: Yǐqián wǒ zài Huìpǔgōngsī shàngbān, shì gōngsī zhíyuán. Nǐ ne?

王兰：以前我在惠普公司上班，是公司职员。你呢？

Jim: Yǐqián wǒ zài yìjiā zhùmíng de qǐyè zuò kuàiji, mìshu, xiànzài zài AA gōngsī zuò zhùlǐ.

Jim: 以前我在一家著名的企业做会计、秘书，现在在AA公司做助理^⑥。

Wánglán: Qǐng nǐ duōduō zhǐjiào!

王兰：请你多多指教^⑦！

Jim: Bùgǎndāng.

Jim: 不敢当^⑧。

Jim: Wanglan, where did you work before?

Wanglan: I worked for the HP company, as a clerk. And you?

Jim: I worked for a famous enterprise, and my work was secretarial and accounting. Now I work in the AA company as an assistant.

Wanglan: Please give me as much advice as possible.

Jim: You are flattering me!

Notes:

① 您

您 (*nín*) is the polite equivalent of 你 (*nǐ*) .

② 请问

“请问” (*qǐngwèn*) means “Excuse me, may I ask……” .When we ask a stranger about something, we usually begin with this word.

③ 幸会

“幸会” (*xìnghuì*) means “It is a pleasure to meet you.” . When you meet a stranger first time, you might say it.

④ 以前你在哪里工作

“以前” (*yǐqián*) means “before” .It refers to a time earlier than the present time or a specific moment.

e.g.

Yǐqián wǒ zài AA gōngsī gōngzuò.

以前我在 AA 公司工作。

I worked in the AA company.

Wǒ yǐqián zài AA gōngsī gōngzuò.

我以前在 AA 公司工作。

I worked in the AA company.



⑤ 助理

“助理” (*zhùlǐ*) means “assistant” .

⑥ 多多指教

“多多指教” (*duōduō zhǐjiào*) means “please give me advice” .Most of the time we don’ t need advice from a stranger, but we still say it like this because it’ s polite.

⑦ 不敢当

“不敢当” (*bùgǎndāng*) is often used to answer this kind of sentence “多多指教” (*duōduō zhǐjiào*) .It means “I don’ t deserve your compliment” , or “you flatter me”

Key sentences

Qǐngwèn nín guìxìng?

1) 请问您贵姓?

Wǒ xìngwáng, jiào Wánglán.

2) 我姓王，叫王兰。

Yǐqián wǒ zài Huìpǔgōngsī shàngbān, shì gōngsī zhí yuán.

3) 以前我在惠普公司上班，是公司职员。

Qǐng nǐ duōduō zhǐjiào!

4) 请你多多指教!

Exercise:

1、替换 (*Substitution*)

1) 我姓

王
张
李
刘

 叫

王兰。
张丹。
李宁。
刘慧兰。

Wǒ xìng

Wáng
Zhāng
Lǐ
Liú

 jiào

Wánglán.
Zhāngdān.
Lǐníng.
Liúhuìlán.

2) 我在

微软公司
雅虎公司
福特公司
大众公司

 上班, 我是

秘书。
经理。
会计。
职员。

Wǒ zài

Wēiruǎngōngsī
Yǎhǔgōngsī
Fútègōngsī
Dà zhòng gōngsī

shàngbān,

wǒshì

mìshu.
jīnglǐ.
kuàiji.
zhí yuán.

2、说汉语 (*Speak Chinese*)

If you go to China for business, you might meet the clerk of the Chinese company you are going to see. How would you introduce yourself? Make up a dialogue using the content of this lesson.

Proper Nouns

• 张丹	Zhāngdān	a name
• 李宁	Lǐníng	a name
• 刘慧兰	Liúhuìlán	a name
• 微软公司	Wēiruǎngōngsī	Microsoft company



• 雅虎公司	Yǎhǔgōngsī	yahoo company
• 福特公司	Fútègōngsī	Ford company
• 大众公司	Dàzhònggōngsī	Volkswagen
• 斯特贸易公司	Sītèmàoyìgōngsī	Forest company