

## CHINOIS DES AFFAIRES

### CHINOIS DES AFFAIRES:

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*Situational Conversations*

Dìng Jīpiào  
1. 订机票  
Booking Airplane Tickets

Nín hǎo Wǒ xiǎng dìng míngtiān qù Guǎngzhōu de jīpiào  
A: 您好! 我想订明天去广州的机票。  
Hello! I'd like to book tickets for tomorrow's flight to Guangzhou.

Míngtiān yǒu liǎng bān fēijī shàngwǔ shí diǎn hé xiàwǔ sān diǎn bàn de  
B: 明天有两班飞机, 上午10点和下午3点半的。  
There are two flights tomorrow, at 10:00 a.m. and at 3:30 p.m..

Wǒ yào liǎng zhāng xiàwǔ de  
A: 我要两张下午的。  
I want two tickets for the afternoon flight.



*Situational Conversations*

Qǐng bǎ zhèngjiàn hé qián gěi wǒ  
B: 请 把 证 件 和 钱 给 我。  
Your credentials and the money please.

Zhè shì wǒmen de hùzhào yǒu zhékòu ma  
A: 这 是 我 们 的 护 照, 有 折 扣 吗?  
This is our passports. Any discount?

Bā zhé gěi nǐ jīpiào  
B: 八 折, 给 你 机 票。  
20% discount. Here are the tickets.

Xièxie Cǒng zhèlǐ dào jīchǎng duōcháng shíjiān  
A: 谢 谢! 从 这 里 到 机 场 多 长 时 间?  
Thank you. How long does it take from here to the airport?

Sìshí fēnzhōng zuǒyòu Huānyíng zài lái!  
B: 四 十 分 钟 左 右。欢 迎 再 来!  
About 40 minutes. See you.



*Situational Conversations*

**Key Words**

Word	Pronunciation	Part of Speech	Acceptation
你	nǐ	pron.	you
我	wǒ	pron.	I, me
他	tā	pron.	he, him
她	tā	pron.	she, her
它	tā	pron.	it
你的	nǐde	pron.	your, yours
我的	wǒde	pron.	my, mine
他的	tāde	pron.	his
她的	tāde	pron.	her, hers
退票	tuìpiào	v.	return a ticket
儿童票	értóngpiào	n.	children's ticket
签票	qiānpào	v.	register a ticket
票价	piàojià	n.	ticket price
中国国际 航空公司	Zhōngguó Guójì Hángkōng Gōngsī	n.	China International Aviation Company

Navigation icons: Home, Search, Previous, 1/1, Next, Refresh, Print, Help, Close, Maximize, Minimize, Full Screen.

*Situational Conversations*



Zài Jīchǎng  
2. 在 机 场  
At the Airport

Xiānsheng qǐng chūshì nín de jīpiào hé zhèngjiàn  
A: 先 生, 请 出 示 您 的 机 票 和 证 件。  
Sir, show me your air ticket and credentials, please.

Hǎo de zhè shì hùzhào hé jīpiào  
B: 好 的, 这 是 护 照 和 机 票。  
OK. Here is my passport and air ticket.

Nǐ xī yān ma  
A: 你 吸 烟 吗?  
Do you smoke?

Bù xī yān wǒ xiǎng zuò qiánmiàn yídiǎnr  
B: 不 吸 烟, 我 想 坐 前 面 一 点 儿。  
No, I don't. I'd like to have a seat in the front.



*Situational Conversations*

Hǎo de nín yǒu xínglǐ tuōyùn ma  
A: 好的, 您有行李托运吗?  
OK. Do you have any luggage to check in?

Yǒu liǎng jiàn yí gè bāo yí gè xiāngzi  
B: 有两件: 一个包, 一个箱子。  
Yes. One bag and one case.

Zhè shì nín de dēngjīpái hé xínglǐpiào zhù nín lǚxíng yúkuài  
A: 这是您的登机牌和行李票, 祝您旅行愉快!  
This is your boarding card and luggage ticket. Have a nice flight.

Xièxie  
B: 谢谢!  
Thank you.



Navigation icons: back, forward, search, home, refresh, print, zoom in, zoom out, close.



*Situational Conversations*

**Key Words**

Word	Pronunciation	Part of Speech	Acceptation
签证	qiānzhèng	n.	visa
落地签	luòdìqiān	n.	landing visa
进站口	jìnzhàn kǒu	n.	entrance to platform
检票口	jiǎnpiào kǒu	n.	boarding gate
候机室	hòujīshì	n.	waiting room
安检	ānjiǎn	n.	safety inspection
违禁物品	wéijìn wùpǐn	n.	contraband goods
体检合格证明	tǐjiǎn hégé zhèngmíng	n.	Health Certificate
国际防疫注射证明	guójì fángyì zhùshè zhèngmíng	n.	International Vaccination Certificate



Navigation icons: book, magnifying glass, left arrow, 1/1, right arrow, speech bubble, printer, refresh, power, and a small bar chart.

*Situational Conversations*



Rùjìng  
3. 入境  
Entry

Xiǎojiě nín de rùjìng dēngjìkǎ ne  
A: 小姐, 您的入境登记卡呢?  
Miss, your entry card, please.

Duìbuqǐ wǒ wàngzài fēijī shàng le  
B: 对不起, 我忘在飞机上了。  
Sorry, I left it on the plane.

Qǐng nín zài tián yī zhāng ba  
A: 请您再填一张吧。  
Please fill another one.

Hǎo de wǒ de shǒubiǎo shèxiàngjī yào shēnbào ma  
B: 好的, 我的手表、摄像机要申报吗?  
OK. Do I have to declare my watch and video camera?




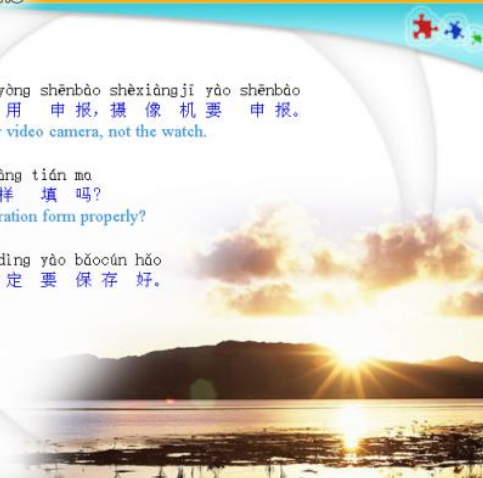
*Situational Conversations*

Nin de shǒubiǎo bú yòng shēnbào shèxiàngjī yào shēnbào  
A: 您的手表不用申报, 摄像机要申报。  
You have to declare your video camera, not the watch.

Shēnbàodān shì zhèyàng tián ma  
B: 申报单是这样填吗?  
Have I filled in the declaration form properly?

Shìde shēnbàodān yīdìng yào bǎocún hǎo  
A: 是的, 申报单一定要保存好。  
Yes. Please keep it safe.

Jìzhù le Zàijiàn  
B: 记住了, 再见!  
I will. Bye.



*Situational Conversations*

### Key Words

Word	Pronunciation	Part of Speech	Acceptation
海关	hǎiguān	n.	customs
关税	guānshuì	n.	customs taxes
入境手续	rùjìng shǒuxù	n.	entry procedure
出境手续	chūjìng shǒuxù	n.	departure procedure
海关申报单	hǎiguān shēnbàodān	n.	customs declaration form
海关检查	hǎiguān jiǎnchá	n.	customs inspection
国际机场	guójì jīchǎng	n.	International Airport
北京首都机场	Běijīng Shǒudū Jīchǎng	n.	Beijing Capital Airport



Navigation icons: book, laptop, left arrow, 1/1, right arrow, magnifying glass, headphones, printer, speech bubble, and a green bar chart icon.

*Situational Conversations*

4. Jiē rén  
接人  
Meeting Somebody

Nín hǎo Wǒ shì Mǎikè cóng Niūyuē lái.  
A: 您好!我是迈克,从纽约来。  
Hello. This is Mike from New York.

Huānyíng nǐ Wǒ xìng Sòng wǒ lái jiē nǐ.  
B: 欢迎你!我姓宋,我来接你。  
Welcome. My name is Song. I've come to meet you.

Xièxie nǐ jǔzhe wǒ de míngzì wǒ yíyǎn jiù kànjiàn le.  
A: 谢谢,你举着我的名字,我一眼就看见了。  
Thank you. I saw my name on the paper you are holding as soon as I came out.

Tài hǎo le qǐng shāo děng yíxià chē mǎshàng jiù guò lái.  
B: 太好了,请稍等一下,车马上就过来。  
That's great. Please wait a moment. Our car will be here soon.



*Situational Conversations*

Xiànzài qù nǎlǐ  
A: 现在去哪里?  
Where are we going now?

Qù Cháng'ānjiē wǒmen zài Běijīng Fàndiàn gěi nǐ dìngle fángjiān  
B: 去长安街, 我们在北京饭店给你订了房间。  
To Chang'an Avenue. We've booked a room for you at Beijing Hotel.

Dào nǎlǐ xūyào duōcháng shíjiān  
A: 到那里需要多长时间?  
How long will it take to get there?

Bù dūchē de huà dàyuē sìshíwǔ fēnzhōng  
B: 不堵车的话, 大约 45 分钟。  
About 45 minutes, if the traffic is not heavy.



*Situational Conversations*

### Key Words

Word	Pronunciation	Part of Speech	Acceptation
我们	wǒmen	pron.	we, us
你们	nǐmen	pron.	you
他(她)们	tā(tā)men	pron.	they, them
我们的	wǒmen de	pron.	our, ours
你们的	nǐmen de	pron.	your, yours
他(她)们的	tā(tā)men de	pron.	their, theirs
入口	rùkǒu	n.	entrance
出口	chūkǒu	n.	exit
手推车	shǒutuīchē	n.	cart
停车场	tíngchēchǎng	n.	parking lot



Navigation icons: book, laptop, left arrow, 1/1, right arrow, printer, refresh, search, help, and a small map icon.

*Situational Conversations*

Zhù Bīnguǎn  
5. 住宾馆  
At the Hotel

Xiǎojiě wǒ yào yí gè fángjiān  
A: 小姐, 我要一个房间。  
Miss, I'd like to have a room.

Nǐ yùdìng le ma  
B: 你预订了吗?  
Have you booked it?

Wǒ jiào Mǎlì qiántiān dǎ diànhuà dìng de  
A: 我叫马利, 前天打电话订的。  
I called and made reservation the day before yesterday. My name is Mary.

Wǒ chádào le nǐ zhù duōcháng shíjiān  
B: 我查到了, 你住多长时间?  
Yes, here it is. How long will you stay?





*Situational Conversations*

Wǒ zhù sāntiān wǒ xiǎng zhù gāocéng de dānrénjiān  
A: 我住三天,我想住高层的单人房。  
I'll stay for three days. I'd like a single room on a higher floor.

Hǎo de nǐ de fángjiān hào shì èrwǔyāobā zhè shì yàoshi  
B: 好的,你的房间号是 2518,这是钥匙。  
OK. Your room number is 2518, and here is the key.

Xièxie wǒ zěnme shàngqù  
A: 谢谢!我怎么上去?  
Thank you. How do I go up?

Zuǒbian yǒu diàntī èrshiwǔ céng  
B: 左边有电梯,25层。  
The elevator is on the left. You are on the 25th floor.

*Situational Conversations*

**Key Words**

Word	Pronunciation	Part of Speech	Acceptation
昨天	zuótiān	n.	yesterday
今天	jīntiān	n.	today
后天	hòutiān	n.	the day after tomorrow
右边	yòubian	n.	right
标准间	biāozhǔnjiān	n.	standard room
服务生	fúwùshēng	n.	waiter
寄存	jìcún	v.	deposit
服务台	fúwùtái	n.	service table
订餐	dìngcān	v.	order a meal
北京饭店	Běijīng Fàndiàn	n.	Beijing Hotel
日坛宾馆	Rìtán Bīnguǎn	n.	Ritan Hotel

*Situational Conversations*

Zài Cāntīng  
6. 在 餐厅  
At the Restaurant

Zhèlǐ yǒu rén ma  
A: 这里有人吗?  
Is this seat occupied?

Méiyǒu qǐng zuò  
B: 没有, 请坐。  
No. Please sit down.

Xièxie qǐng xiān lái yì bēi chá  
A: 谢谢, 请先来一杯茶。  
Thank you. May I have a cup of tea first?

Hǎo de nín xiǎng chī diǎnr shénme zhè shì càidān  
B: 好的, 您想吃点儿什么? 这是菜单。  
Fine. What would you like to have? Here is the menu.





*Situational Conversations*

Yào yī tiáo qīngzhēng guīyú yīgè chǎojīdīng  
A: 要 一 条 清 蒸 桂 鱼, 一 个 炒 鸡 丁。  
A steamed salmon, a fried chicken cube.

Hái yào bié de ma  
B: 还 要 别 的 吗?  
Anything else?

Yī píng pījiǔ yī wǎn mǐfàn  
A: 一 瓶 啤 酒, 一 碗 米 饭。  
A bottle of beer, a bowl of rice.

Qǐng shāo děng  
B: 请 稍 等。  
Wait a moment, please.



*Situational Conversations*

**Key Words**

Word	Pronunciation	Part of Speech	Acceptation
结账	jiézhàng	v.	settle account
发票	fāpiào	n.	invoice
桌子	zhuōzi	n.	table
椅子	yǐzi	n.	chair
牙签	yáqiān	n.	toothpick
筷子	kuàizi	n.	chopstick
盘子	pánzi	n.	plate
餐馆	cānguǎn	n.	restaurant
酒吧	jiǔbā	n.	bar
餐巾纸	cānjīnzhǐ	n.	tissue paper
必胜客	Bìshèngkè	n.	Pizza Hut
麦当劳	Màidāngláo	n.	MacDonald's
肯德基	Kèndéjī	n.	Kentucky Fried Chicken(KFC)



Navigation icons: book, person, left arrow, 1/1, right arrow, speech bubble, headphones, envelope, calendar, bar chart.

*Situational Conversations*

Wèn Lù  
7. 问路  
Asking for Direction

A: Láojià qǐngwèn dào Guómào Dàshà zěnmē zǒu  
劳驾, 请问到国贸大厦怎么走?  
Excuse me, but how can I get to World Trade Mansions?

B: Yízhí zǒu dào qiánmian hónglǜdēng wǎng yòu guǎi  
一直走, 到前面红绿灯, 往右拐。  
Go straight ahead, turn right at the traffic lights.

A: Lí zhèr yuǎn ma  
离这儿远吗?  
Is it far from here?

B: Bú tài yuǎn dàyuē zǒu shí fēnzhōng  
不太远, 大约走10分钟。  
Not far. About ten minutes' walk.



*Situational Conversations*

Néng zuò chē qù ma  
A: 能 坐 车 去 吗?  
Can I take a bus?

Kěyǐ zuò rénli sànlúnchē wǔ yuán qián  
B: 可以坐人力三轮车, 5 元 钱。  
You could take a rickshaw, 5 yuan.

Wǒ hái shì zìjǐ zǒuzhe qù ba, xièxie nǐ  
A: 我还是自己走着去吧, 谢谢你。  
I'd rather walk. Thank you.

Bú kèqì  
B: 不 客 气。  
You are welcome.



*Situational Conversations*

**Key Words**

Word	Pronunciation	Part of Speech	Acceptation
那里	nàli	pron.	there
这里	zhèli	pron.	here
在那里	zài nàli		there
在这里	zài zhèli		here
市场	shìchǎng	n.	market
书店	shūdiàn	n.	bookstore
电影院	diànyǐngyuàn	n.	cinema
学校	xuéxiào	n.	school
房间	fángjiān	n.	room
城市	chéngshì	n.	city
农村	nóngcūn	n.	countryside



Navigation icons: book, search, back, forward, 1/1, refresh, home, help, exit.



*Situational Conversations*



Dǎ Chūzūchē  
④ 8. 打出租车  
Taking a Taxi

Chūzūchē  
④ A: 出租车!  
Taxi!

Xiānshēng qǐng shàngchē Qù nǎr  
④ B: 先生, 请上车! 去哪儿?  
Hello, sir. Where are you going?

Qù Cháng'ānjiē shí'èr hào  
④ A: 去长安街 12 号。  
12 Chang'an Avenue.

Qǐng jìhǎo ānquándài zǒula  
④ B: 请系好安全带, 走啦。  
Please fasten you seat belt. Here we go.



*Situational Conversations*

Zài qiánmian lùkǒu xiàchē  
A: 在前面路口下车。  
I'm getting off at the cross ahead.

Dàolā bāshí yuán Rénmínbì  
B: 到啦, 80 元人民币。  
Here we are. 80 yuan.

Gěi nǐ búyòng zhǎo le  
A: 给你, 不用找了。  
Here you are. Please keep the change.

Xièxie zhè shì fāpiào zàijiàn  
B: 谢谢, 这是发票, 再见!  
Thank you. Here is the receipt. Bye!



*Situational Conversations*

**Key Words**

Word	Pronunciation	Part of Speech	Acceptation
出发	chūfā	v.	set out
开始	kāishǐ	v.	begin
拐弯	guǎiwān	v.	turn
往前走	wǎngqiánzǒu	v.	go straight
沿着	yánzhe	prep.	along
前面掉头	qiánmiàn diàotóu	v.	turn around ahead
在……后面	zài...hòumiàn	prep.	behind
在……旁边	zài...pángbiān	prep.	next to



Navigation icons: book, laptop, left arrow, 1/1, right arrow, printer, search, refresh, home, and a small map icon.

*Situational Conversations*

Zuò Gōnggòng Qìchē  
9. 坐公共汽车  
Taking a Bus

Qǐngwèn zhè liǎng chē qù Xīdān ma  
A: 请问, 这两辆车去西单吗?  
Excuse me, does this bus go to Xidan?

Bú qù nín yīng zuò sì lù chē  
B: 不去, 您应坐4路车。  
No. You should take No. 4 bus.

Chēzhàn zài nǎlǐ  
A: 车站在哪里?  
Where is the bus station?

Zài bǎihuò gōngsī qiánmian  
B: 在百货公司前面。  
In front of the department store.



*Situational Conversations*

◀ A: Tóngzhì mǎi yīzhāng piào.  
同志, 买一张票。  
Sir, a ticket, please.

◀ B: Nín zài nǎr xiàchē?  
您在哪儿下车?  
Where are you getting off?

◀ A: Xidān dào zhàn shí qǐng gào su wǒ yī shēng.  
西单, 到站时请告诉我一声。  
Xidan. Please let me know when I should get off.

◀ B: Hǎo de nǐ de piào.  
好的, 你的票。  
OK. Here is your ticket.



*Situational Conversations*

**Key Words**

Word	Pronunciation	Part of Speech	Acceptation
另外的	lingwàide	pron.	other
地铁	dìtiě	n.	subway
月票	yuèpiào	n.	monthly ticket
火车	huǒchē	n.	train
然后	ránhòu	conj.	and then
房屋	fángwū	n.	house
换车	huànchē	v.	change bus
有轨电车	yǒuguǐ diànchē	n.	trolley bus
无人售票车	wúrén shòupiào chē	n.	self-service bus



Navigation icons: book, magnifying glass, left arrow, 1/1, right arrow, speech bubble, speech bubble, speech bubble, speech bubble, speech bubble, speech bubble, speech bubble.

*Situational Conversations*

Zài Yóujú  
10. 在 邮 局  
At the Post Office

Xiǎojiě wǎng Lúndūn jì yī fēng xìn  
A: 小 姐, 往 伦 敦 寄 一 封 信。  
Miss, I'd like to send a letter to London.

Nǐ jì píngxìn hái shì guàhào xìn?  
B: 你 寄 平 信 还 是 挂 号 信?  
Do you want it ordinary or registered?

Wǒ jì guàhào xìn, xūyào duōshǎo qián de yóupiào  
A: 我 寄 挂 号 信, 需 要 多 少 钱 的 邮 票?  
Registered. How much does it cost?

Èrshíwǔ yuán Rénmínbì  
B: 25 元 人 民 币。  
25 yuan.





*Situational Conversations*

Chāozhòng ma  
A: 超 重 吗?  
Is it overweight?

Shì de yìgòng xūyào sìshí yuán Rénmínbì de yóupiào  
B: 是 的, 一 共 需 要 40 元 人 民 币 的 邮 票。  
Yes, it is. 40 yuan all together.

Jǐ tiān néng dào  
A: 几 天 能 到?  
How many days will it take to get to London?

Yí gè xīngqī zuǒyòu  
B: 一 个 星 期 左 右。  
About one week.






*Situational Conversations*

### Key Words

Word	Pronunciation	Part of Speech	Acceptation
快递	kuàidì	v.	express delivery
包裹	bāoguō	n.	parcel
邮编	yóubiān	n.	postal code
地址	dìzhǐ	n.	address
发信人	fāxìn rén	n.	sender
收信人	shōuxìn rén	n.	receiver
明信片	míngxìnpìàn	n.	postcard
收据	shōujù	n.	receipt
汇款	huìkuǎn	n.	remittance



Navigation icons: book, laptop, left arrow, 1/1, right arrow, speech bubble, globe, magnifying glass, envelope, E-mail, location pin.

*Situational Conversations*

11. Jièshào  
Introduction

Zhè wèi shì Wáng Gāng wǒmen gōngsī de jīnglǐ  
A: 这位是王刚, 我们公司的经理。  
This is Wang Gang, our manager.

Nǐ hǎo! Wǒ jiào Mǎlì hěn gāoxìng rènshi nǐ  
B: 你好! 我叫玛莉, 很高兴认识你。  
How are you! My name is Mary. Glad to meet you.

Huānyíng nǐ dào wǒmen gōngsī lái  
A: 欢迎你到我们公司来。  
Welcome to our company.

Xièxie gǎnxiè nimen de yāoqǐng  
B: 谢谢, 感谢你们的邀请!  
Thank you for your invitation.



*Situational Conversations*

Xīwàng néng hézuò chéngōng  
A: 希 望 能 合 作 成 功!  
Hope we have a successful cooperation.

Wǒ yě shì  
B: 我 也 是。  
Me, too.


Xīwàng nǐ zài Běijīng guò de yúkuài  
A: 希 望 你 在 北 京 过 得 愉 快!  
Enjoy your stay here in Beijing!



*Situational Conversations*

**Key Words**

Word	Pronunciation	Part of Speech	Acceptation
朋友	péngyou	n.	friend
老板	lǎobǎn	n.	boss
客户	kèhù	n.	client
大家	dàjiā	n.	everybody
祖国	zǔguó	n.	motherland



Navigation icons: book, search, left arrow, 1/1, right arrow, speech bubble, magnifying glass, refresh, print, and a red puzzle piece icon.

*Situational Conversations*



Zài Yínháng  
12. 在 银 行  
At the Bank

Wǒ xiǎng bǎ Měiyuán huànchéng Rénmínbì jīntiān de huìlǜ  
A: 我 想 把 美 元 换 成 人 民 币, 今 天 的 汇 率  
shì duōshǎo  
是 多 少?  
I want to change some US dollars to RMB. What's the exchange rate today?

Yì Měiyuán huàn bā yuán èr jiǎo qī fēn  
B: 1 美 元 换 8 元 2 角 7 分。  
One US dollar to 8.27 RMB.

Wǒ hái yǒu yìxiē Měiyuán huì dào Měiguó  
A: 我 还 有 一 些 美 元, 汇 到 美 国。  
I want to remit some US dollars to the USA.

Nǐ bǎ zhànghào gěi wǒ  
B: 你 把 账 号 给 我。  
Show me your account number.



*Situational Conversations*

Zhè jiù shì huìfèi duōshǎo  
A: 这就是, 汇费多少?  
Here it is. What's the fare for the remittance?

Mèi yīqiān Měiyuán huìfèi shì shíwǔ Měiyuán  
B: 每一千美元, 汇费是 15 美元。  
Fifteen dollars every ten thousand dollars.

Jǐtiān kěyǐ dào zhàng  
A: 几天可以到账?  
When will it be received?

Sān tiān jiù kěyǐ le  
B: 三天就可以了。  
In three days.



*Situational Conversations*

### Key Words

Word	Pronunciation	Part of Speech	Acceptation
换汇	huàn huì	v.	exchange currencies
存款	cún kuǎn	v.	deposit money
支票	zhī piào	n.	cheque
定期	dìng qī	n.	fixed
利率	lǐ lǜ	n.	interest rate
存折	cún zhé	n.	bank book
银行卡	yínháng kǎ	n.	bank card
结算	jiésuàn	v.	settle account
现金	xiànjīn	n.	cash
活期	huó qī	n.	current
换零钱	huàn líng qián	v.	change money into smaller bills
兑换单	duì huàn dān	n.	exchange form
取款	qǔ kuǎn	v.	draw money

*Situational Conversations*

Zài Shāngdiàn  
13. 在商店  
At the Shop

Ni hǎo xūyào wǒ bāngmáng ma  
A: 你好, 需要我帮忙吗?  
Hello. May I help you?

Wǒ xiǎng mǎi yí gè shǒujī  
B: 我想买一个手机。  
I want to buy a mobile phone.

Ni xūyào shénme pǐnpái de  
A: 你需要什么品牌的?  
What brand do you like?

Jiàgé piányi yídiǎnr wàixíng xiǎo yídiǎnr de  
B: 价格便宜一点儿, 外形小一点儿的。  
I'd like a cheaper and smaller one.





*Situational Conversations*

Zhège kěyǐ ma  
A: 这个可以吗?  
How about this?

Tíng piàoliang de zhèng shìhé wǒ duōshao qián  
B: 挺漂亮的, 正适合我, 多少钱?  
It's pretty. It suits me. How much is it?

Yìqiān' èrbǎi bāshí yuán Rénmínbì shì dǎ jiǔ zhé hòu de  
A: 1280 元人民币, 是打 9 折后的  
jiàgé.  
价格。  
1280 yuan, it is the price with 10% discount.

Xièxie wǒ jiù yào zhège ba  
B: 谢谢, 我就要这个吧。  
Thank you. I'll buy this.



*Situational Conversations*

### Key Words

Word	Pronunciation	Part of Speech	Acceptation
买	mǎi	v.	buy
卖	mài	v.	sell
这些	zhèxiē	pron.	these
那些	nàxiē	pron.	those
昂贵	ánguì	adj.	expensive
打折	dǎzhé	v.	discount
更换	gēnghuàn	v.	change
退货	tuíhuò	v.	return goods



Navigation icons: book, magnifying glass, left arrow, 1/1, right arrow, speech bubble, camera, refresh, envelope, En, bar chart.

*Situational Conversations*

Dǎ Diànhuà  
14. 打电话  
Making Phone Calls

Wei shì Rìtán Bīnguǎn ma  
A: 喂, 是日坛宾馆吗?  
Hello. Is this Ritan Hotel?

Shì de nín yào nǎlǐ  
B: 是的, 您要哪里?  
Yes. Who do you want?

Qǐng zhuǎn wúyāowǔ  
A: 请转515。  
Extension 515, please.

Wúyāowǔ fáng zhànxiàn qǐng děng yíxià  
B: 515房占线, 请等一下。  
It's busy now. Please wait a moment.



*Situational Conversations*

◀ A: Néng máfan nín zhuǎngào yíxià ràng tā huí diànhuàhǎoma  
能麻烦您转告一下，让他回电话好吗？  
Could you please tell him to call me back?

◀ B: Kěyǐ nǐ de diànhuà hàomǎ  
可以，你的电话号码？  
Yes. Your number please.

◀ A: Wǒ de diànhuà hàomǎ shì liùwǔyāowūliùqījiǔwǔ xièxiè nǐ  
我的电话号码是 65156795，谢谢你！  
My phone number is 65156795. Thank you.

◀ B: Méi guānxi zàijiàn  
没关系，再见。  
You're welcome. Bye.



*Situational Conversations*

**Key Words**

Word	Pronunciation	Part of Speech	Acceptation
办公室	bàngōngshì	n.	office
总机	zǒngjī	n.	telephone exchange
查号台	cháhàotái	n.	directory inquiries
内线	nèixiàn	n.	inside line
外线	wàixiàn	n.	outside line
国内	guónèi	adj.	national
国际	guójí	adj.	international
长途电话	chángtú diànhuà	n.	long-distance call



Navigation icons: book, magnifying glass, left arrow, 1/1, right arrow, speech bubble, headphones, refresh, printer, L10, bar chart.

*Situational Conversations*

Kàn Yīshēng  
15. 看 医 生  
Seeing a Doctor

Dàifu Wǒ tóutēng késou sāngzi téng  
A: 大夫, 我 头 疼、 咳嗽、 嗓子 疼。  
Doctor, I'm having a headache, sore throat and cough.

Nǐ xiān liáng yíxià tiēwēn ba, qǐng jiěkāi yīfu  
B: 你 先 量 一 下 体 温 吧, 请 解 开 衣 服。  
I'll take your temperature first. Please unbutton your coat.

Hǎo de, wǒ hǎoxiàng shì gǎnmào le  
A: 好 的, 我 好 像 是 感 冒 了。  
OK. It seems I'm having a cold.

Sānshíbā dù nǐ fāshāo le, wǒ gěi nǐ kāi diǎnr yào  
B: 38 度, 你 发 烧 了。 我 给 你 开 点 儿 药。  
38 degree, you're running a fever. Take some medicine.



*Situational Conversations*

Dǎzhēn shìbúshì kěyǐ hǎo de kuài yidiǎnr  
A: 打针是不是可以好得快一点儿?  
Is injection more effective?

Shìde nà jiù xiān dǎ yì zhēn ba yào měitiān chī sān cì  
B: 是的,那就先打一针吧。药每天吃三次,  
mèicì yípiàn  
每次一片。  
OK. Then have an injection first. Take this medicine three times a day,  
one tablet each time.

Ńg hái yào zhùyì diǎnr shénme ma  
A: 嗯,还 要 注 意 点 儿 什 么 吗?  
OK. Anything I should pay attention to?

Duō xiūxi duō hēshuǐ duō chī diǎnr shuǐguǒ  
B: 多 休 息, 多 喝 水, 多 吃 点 儿 水 果。  
Take good rest, have more water and fruits.



*Situational Conversations*

**Key Words**

Word	Pronunciation	Part of Speech	Acceptation
护士	hùshi	n.	nurse
挂号处	guàhào chù	n.	register office
交费处	jiāofèi chù	n.	window for payment
取药处	qǔyào chù	n.	window for collecting medicine
化验室	huàyàn shì	n.	lab
注射室	zhùshè shì	n.	injection room
内科	nèikē	n.	department of internal medicine
外科	wàikē	n.	surgical department
手术	shǒushù	v. ; n.	operation
恢复	huīfù	v.	recover

Navigation icons: book, search, back, 1/1, forward, refresh, home, help, close, zoom in, zoom out.




**Situational Conversations**

Tán Tiānqì  
16. 谈 天气  
Talking about Weather

Jìntiān de tiānqì bú cuò zhǐshì shāowēi yǒu diǎnr rè  
A: 今天的天气不错,只是稍微有点儿热。  
It's fine today, but a little hot.

Shì de tiānqì yùbào shuō míngtiān qíng zhuǎn yīn qìwēn huì xiàjiàng  
B: 是的,天气预报说明天晴转阴,气温会下降。  
Yes. The weather forecast says it will turn from sunny to cloudy tomorrow, and the temperature will drop.

Huì xiàyǔ ma wǒ hái xiǎng qù gōngyuán wánr ne  
A: 会下雨吗?我还想去公园玩儿呢。  
Will it rain? I'm thinking of going to park.




*Situational Conversations*

Yǒu kěnéng Shànghǎi de chūntiān jīngcháng xià yǔ, dàn qìwēn hái kěyǐ.  
有可能, 上海的春天经常下雨, 但气温还可以。  
Maybe. It often rains in spring in Shanghai, but the temperature is moderate.

Shànghǎi de dōngtiān huì xià xuě ma?  
上海的冬天会下雪吗?  
Will it snow in winter in Shanghai?

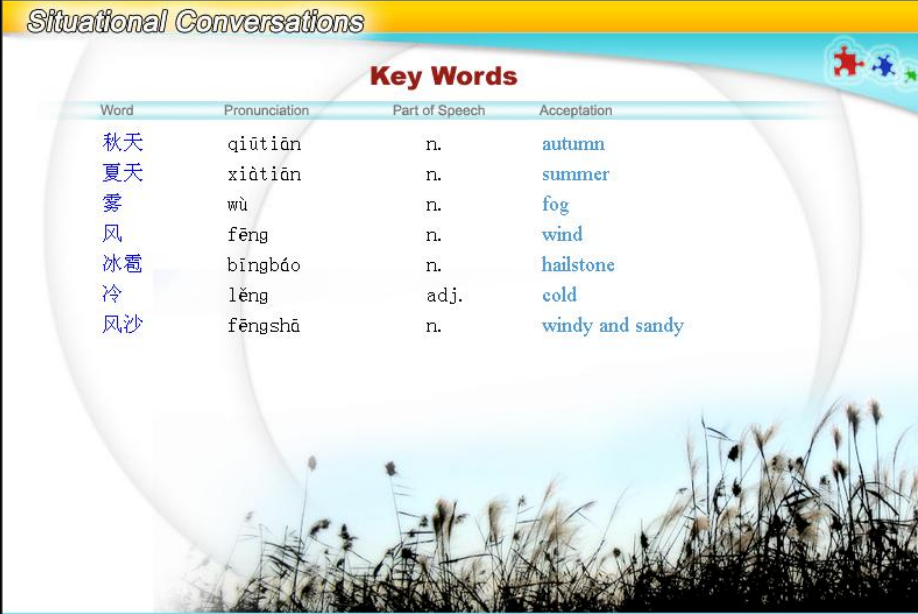
ǒu'ěr huì xià gèng duō de shíhòu bù xià。  
偶尔会下, 更多的时候不下。  
Occasionally, but not often.



*Situational Conversations*

**Key Words**

Word	Pronunciation	Part of Speech	Acceptation
秋天	qiūtiān	n.	autumn
夏天	xiàtiān	n.	summer
雾	wù	n.	fog
风	fēng	n.	wind
冰雹	bīngbáo	n.	hailstone
冷	lěng	adj.	cold
风沙	fēngshā	n.	windy and sandy



Navigation icons: book, magnifying glass, left arrow, 1/1, right arrow, pencil, speech bubble, headphones, envelope, EN, bar chart.



*Situational Conversations*

Tán Jié rì  
17. 谈节日  
Talking about Festivals

Jīnnián nǐ huì guó guò Chūnjié ma  
A: 今年你回国过春节吗?  
Are you going back home for the Spring Festival?

Shì de Chūnjié shì Zhōngguó rén zuì zhòngyào de chuántǒng jié rì.  
B: 是的,春节是中国人最重要的传统节日。  
Yes, I am. Spring Festival is the most important traditional festival in China.

Èr wǒmen zuì zhòngyào de jié rì shì Shèngdànjié kě yǐ shōu dào hěnduō lǐ wù.  
A: 而我们最重要的节日是圣诞节,可以收到很多礼物。  
For us, Christmas is the most important holiday. We can receive a lot of gifts.



*Situational Conversations*

Zhōngguó de Chūnjié shíjiān bǐjiào cháng dàjiā tàncān  
B: 中国的春节时间比较长, 大家探亲、  
fāngyǒu xiūxi hé lǚyóu  
访友、休息和旅游。  
In China, we will have a very long holiday for the Spring Festival.  
We can visit relatives and friends, travel or rest.

Zhōngguó de Chūnjié tài hǎo le  
A: 中国的春节太好了。  
China's Spring Festival is so wonderful.

Huānyíng nǐ qù  
B: 欢迎你去。  
Hope you can go and enjoy it some day.



*Situational Conversations*

**Key Words**

Word	Pronunciation	Part of Speech	Acceptation
元旦	Yuándàn	n.	New Year's Day
生日	shēngrì	n.	birthday
情人节	Qíng rén jié	n.	Valentine's Day
劳动节	Láodòng jié	n.	Labor Day
国庆节	Guóqìng jié	n.	National Day
新年快乐!	Xīnnián kuàilè	phr.	Happy New Year!
生日快乐!	Shēngrì kuàilè	phr.	Happy birthday!
圣诞节快乐!	Shèngdàn jié kuàilè	phr.	Merry Christmas!
恭喜发财!	Gōngxǐ fācái	phr.	May you make a fortune!



Navigation icons: book, laptop, left arrow, 1/1, right arrow, printer, search, refresh, home, and a green square.

*Situational Conversations*

Yuēhuì  
18. 约会  
Making Appointment

Ni shéme shíhou yǒu kòng wǒmen tán tán hǎo ma  
A: 你什么时候有空,我们谈谈好吗?  
I'd like to talk to you when you are free.

Tánxiē shéme shìqing ne  
B: 谈些什么事情呢?  
Talking about what?

Guānyú hézuò de yīxiē wèntí  
A: 关于合作的一些问题。  
About our cooperation.

Hǎode míngtiān wǎnshàng wǒ yǒu shíjiān  
B: 好的,明天晚上我有时间。  
OK, I'll be free tomorrow evening.



*Situational Conversations*

Nàme míngtiān wǎnshàng bā diǎn zài míngxiāng cháguǎn jiàn  
A: 那么明天晚上八点,在茗香茶馆见。  
Then eight o'clock tomorrow evening, at Mingxiang Teahouse.

Wǒ huì zhǔnshí qù  
B: 我会准时去。  
I'll be there on time.

Yīyánwéidìng  
A: 一言为定。  
That's settled.

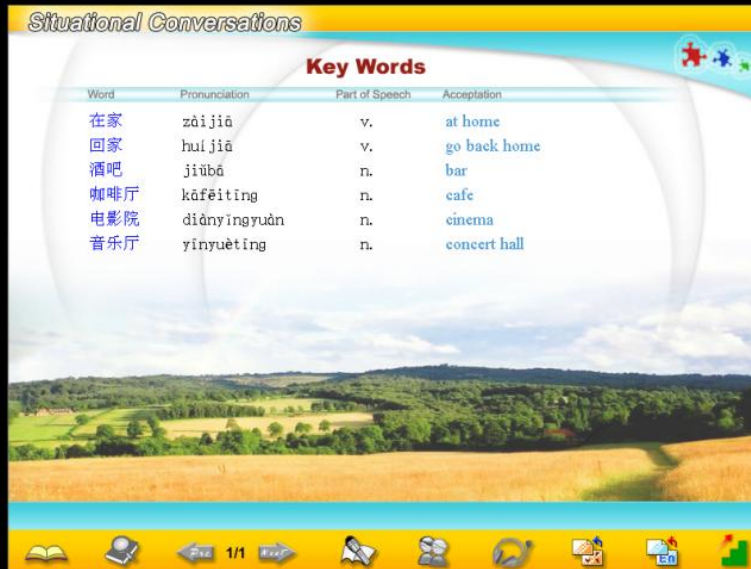




*Situational Conversations*

**Key Words**

Word	Pronunciation	Part of Speech	Acceptation
在家	zàijiā	v.	at home
回家	huíjiā	v.	go back home
酒吧	jiǔbā	n.	bar
咖啡厅	kāfēitīng	n.	cafe
电影院	diànyǐngyuàn	n.	cinema
音乐厅	yīnyuètīng	n.	concert hall



Navigation icons: book, globe, left arrow, 1/1, right arrow, magnifying glass, speech bubble, calendar, and puzzle pieces.

*Situational Conversations*

Jingchá Xúnwèn  
19. 警察询问  
Policeman's Enquiry

Xiānshēng nín cóng nǎlǐ lái qǐng chūshì nín de hùzhào  
A: 先生, 您从哪里来? 请出示您的护照。  
Sir, where are you from? Show me your passport, please.

Wǒ cóng Měiguó lái  
B: 我从美国来。  
I'm from the USA.

Nín yǒu jūzhù qiǎnzhèng ma  
A: 您有居住签证吗?  
Have you got the residence visa?

Yǒu yīniánqī de dào míngnián de sānyuèfèn  
B: 有, 一年期的, 到明年的三月份。  
Yes, I have one for a period of one year. It's valid until next March.



*Situational Conversations*

Nín zài nǎlǐ gōngzuò  
A: 您 在 哪 里 工 作?  
Where do you work?

Wǒ zài Měiguó Hǎisī Gōngsī Zhōngguó Dàibiǎochù gōngzuò  
B: 我 在 美 国 海 斯 公 司 中 国 代 表 处 工 作。  
I work for American Hyse Company in the Chinese branch office.

Dulbuqǐ dǎ jiǎole nǐ kěyǐ zǒu le  
A: 对 不 起, 打 搅 了, 你 可 以 走 了。  
Sorry for disturbing. You may go now.

Méi guānxi zàijiàn  
B: 没 关 系, 再 见。  
It's all right. Bye.



*Situational Conversations*

**Key Words**

Word	Pronunciation	Part of Speech	Acceptation
签证过期	qiānzhèng guòqī	n.	expired visa
罚款	fákǔǎn	v.	fine
警察局	jǐngchájú	n.	police station
办理	bànlǐ	v.	handle
延期申请	yánqī shēnqǐng	n.	application for extension of visa



Navigation icons: book, laptop, left arrow, 1/1, right arrow, speech bubble, globe, magnifying glass, envelope, calendar, and a red arrow pointing up.

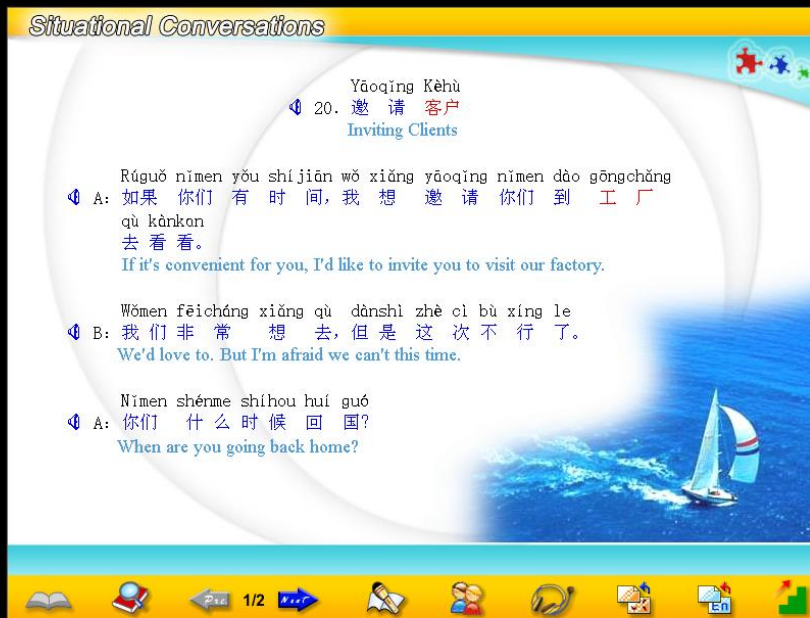
*Situational Conversations*

Yāoqǐng Kèhù  
20. 邀请客户  
Inviting Clients

Rúguǒ nǐmen yǒu shíjiān wǒ xiǎng yāoqǐng nǐmen dào gōngchǎng  
qù kànkan  
去看看。  
If it's convenient for you, I'd like to invite you to visit our factory.

Wǒmen fēicháng xiǎng qù dànshì zhè cì bù xíng le  
我们去非常想去,但是这次不行了。  
We'd love to. But I'm afraid we can't this time.

Nǐmen shénme shíhòu huí guó?  
你们什么时候回国?  
When are you going back home?

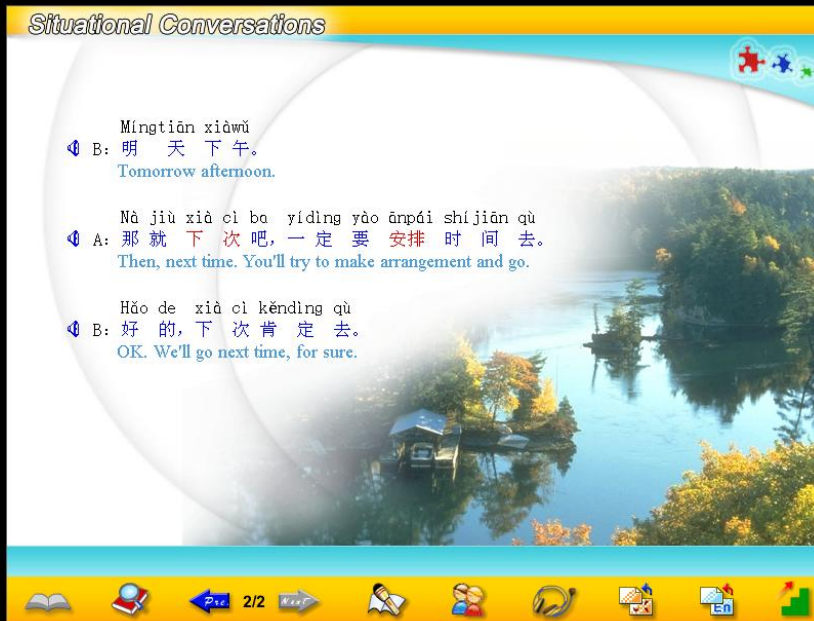


*Situational Conversations*

Míngtiān xiàwǔ  
B: 明天下午。  
Tomorrow afternoon.

Nà jiù xià cì ba yíqǐng yào ānpái shíjiān qù  
A: 那就下次吧, 一定要安排时间去。  
Then, next time. You'll try to make arrangement and go.

Hǎo de xià cì kěndìng qù  
B: 好的, 下次肯定去。  
OK. We'll go next time, for sure.



Navigation icons: book, globe, back, 2/2, forward, speech bubble, headphones, calendar, mail, and a green square.

*Situational Conversations*

**Key Words**

Word	Pronunciation	Part of Speech	Acceptation
参观	cānguān	v.	visit
了解	liǎojiě	v.	know



Navigation icons: book, search, back, forward, 1/1, refresh, undo, redo, print, zoom, and a green bar.

*Situational Conversations*

Xúnjià  
21. 询价  
Inquiry

Lǐ xiānsheng zhè shì xúnjiàdān  
A: 李先生, 这是询价单。  
Mr. Li, here is the Inquiry.

Xièxie wǒ jiāng jǐnkuài gěi nǐ dáfù  
B: 谢谢, 我将尽快给你答复。  
Thanks. I will give you the reply as soon as possible.

Xīwàng nǐmen bào Niūyuē jià  
A: 希望你们报 CIF 纽约价。  
We hope you can offer CIF New York price.





Situational Conversations

Qǐng nín zhùyì cǎigòu de shùliàng hé jiāohuòqī yìbiàn  
B: 请您注明采购的数量和交货期,以便  
wǒmen bàojià  
我们报价。  
Would you please specify the quantity and the delivery time?

Kěyǐ qǐng bàojià xiángxì zhǔnquè xiē  
A: 可以,请报价详细准确些。  
OK, please provide us with accurate and detailed price.

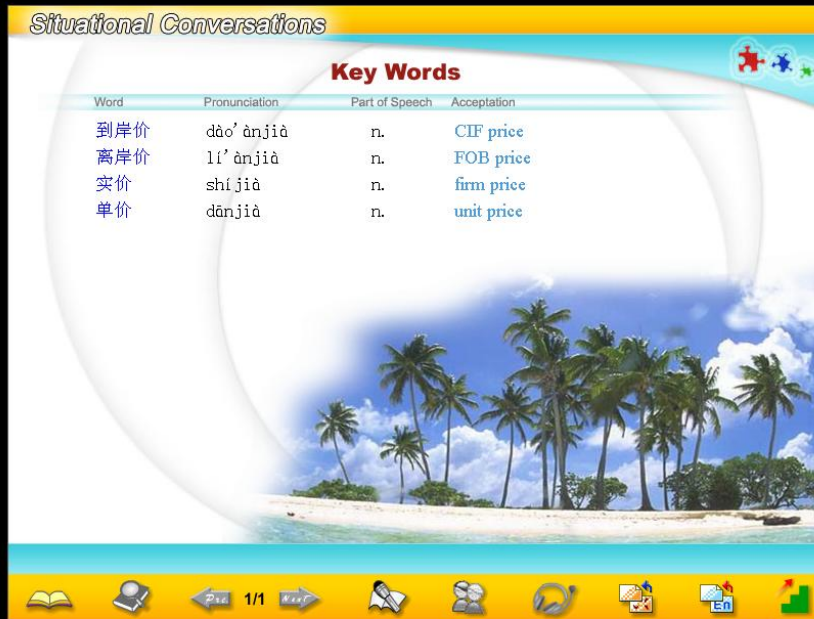
Méi wèntí, míngtiān shàngwǔ wǒ jiù bǎ bàojiàdānchuándào nǐ  
B: 没问题,明天上午我就把报价单传到你  
de bàngōngshì  
的办公室。  
No problem, I am going to fax the Offer to your office tomorrow morning.



*Situational Conversations*

**Key Words**

Word	Pronunciation	Part of Speech	Acceptation
到岸价	dào' ànjià	n.	CIF price
离岸价	lí' ànjià	n.	FOB price
实价	shíjià	n.	firm price
单价	dānjià	n.	unit price



Navigation icons: book, magnifying glass, left arrow, 1/1, right arrow, printer, refresh, search, help, and a green square.

*Situational Conversations*



Bàojià  
22. 报价  
Offer

Nín hǎo zhè shì guānyú píxié de bàojiàdān  
A: 您好, 这是关于皮鞋的报价单。  
Hello, this is the Offer for leather shoes.

Xièxie nimen zhēn kuài shì jià ma  
B: 谢谢, 你们真快! 是FOB价吗?  
Thank you for your quick response! Is it FOB price?

Shì jià wǒmen hé huòyùn gōngsī yǒu hěn hǎo de hézuò guānxi  
A: 是CIF价。我们和货运公司有很好的合作关系。  
It's CIF. We enjoy good relationship with shipping company.

Zhège jiàgé bǐ qùnián gāo le bǎifēnzhī èrshí ma  
B: 这个价格比去年高了20%吗?  
This price is 20% higher than last year's!





*Situational Conversations*

Shì de yóuyú yuáncáiliào jiàgé shàngzhǎng de hěn duō  
A: 是的, 由于原材料价格上涨得很多,  
chéngběn shàngshēng  
成本上升。  
Yes, because the price for raw material has increased tremendously  
and the cost has increased.

Zhège jiàgé shì zuìzhōng jiàgé ma  
B: 这个价格是最 终 价格 吗?  
Is this the final price?

Shì de rúguǒ nimen de cǎigòu shùliàng zēngjiā yībèi  
A: 是的, 如果 你们 的 采购 数量 增加 一倍,  
jiàgé kě jiàng bǎifēnzhī sān  
价格 可 降 3%。  
Yes. But if you double the quantity, the price can be reduced by 3%.


Nà wǒmen kǎolǜ yíxià  
B: 那 我们 考 虑 一 下。  
We will think it over.



*Situational Conversations*

**Key Words**

Word	Pronunciation	Part of Speech	Acceptation
淡季	dàn jì	n.	off season
旺季	wàng jì	n.	busy season
利润	lì rùn	n.	profit
现货	xiàn huò	n.	spots
处理品	chǔ lǐ pǐn	n.	goods sold at reduced prices



Navigation icons: book, person, left arrow, 1/1, right arrow, speech bubble, camera, globe, calendar, list, puzzle pieces.



*Situational Conversations*

Tán Jiàqián  
23. 谈 价 钱  
Talking about Price

Nǐ hái néng jiàng yídiǎnr jiàqián ma  
A: 你 还 能 降 一 点 儿 价 钱 吗?  
Could you lower the price a little?

Zhège jiàgé yǐjīng hěn dī le, shì chǎngjiā zhíxiāo jià.  
B: 这 个 价 格 已 经 很 低 了, 是 厂 家 直 销 价。  
It's already pretty low. This is the producer's price.

Dàn bié de rén bǐ nǐ bàojià hái dī.  
A: 但 别 的 人 比 你 报 价 还 低。  
But we have offers lower than yours.



Situational Conversations

Bú huì de chūfēi zhìliàng bù yíyàng wǒmen de chǎnpǐn jiàgé  
⦿ B: 不会的, 除非 质量 不一样。我们 的 产品 价格  
zài zhèlǐ zuì dī  
在 这里 最 低。  
That's impossible, unless with different quality. The price of our  
goods is the lowest around here.

Rúguǒ àn zhège jiàgé gòumǎi wǒmen huíqu hěnnán xiāoshòu  
⦿ A: 如果 按 这个 价格 购买, 我们 回去 很 难 销 售。  
If we buy at this price, it will be hard for us to sell.


Bú huì de yīnwéi dàjiā dōu yíyàng  
⦿ B: 不会的, 因为 大家 都 一样。  
It can't be. Because conditions are the same for all.

Shāowēi piányi yídiǎnr ba  
⦿ A: 稍 微 便 宜 一 点 儿 吧。  
A little bit cheaper, please.



*Situational Conversations*

Hǎo ba zài gěi nǐ jiàng bǎifēnzhī èr zhè kěshì  
B: 好吧,再给你降 2%, 这可是  
zuìzhōng jià le  
最终价了。  
OK. 2% discount. This is the final offer.



Navigation icons: back, forward, search, home, refresh, print, zoom, and a green bar chart icon.



*Situational Conversations*

**Key Words**

Word	Pronunciation	Part of Speech	Acceptation
批发价	pīfājià	n.	wholesale price
零售价	língshòujià	n.	retail price
出厂价	chūchǎngjià	n.	producer's price
留成	liúchéng	v.	retain a portion
赚钱	zhuànqián	v.	make a profit
赔钱	péiqián	v.	loss money in a business



Navigation icons: book, magnifying glass, left arrow, 1/1, right arrow, speech bubble, two people, circular arrow, calendar, document, and puzzle pieces.

*Situational Conversations*

Tán Zhìliàng  
谈质量  
Talking about Quality

24. 谈质量  
Talking about Quality

Zhè zhǒng fēngyī bùliào hán yǒu bǎifēnzhīqīshí de mián hé  
A: 这种风衣布料含有 70% 的棉和  
bǎifēnzhīsānshí de dì  
30% 的涤纶。  
This material of wind-jacket contains 70% cotton and 30% polyester.

Kěyǐ shuǐxǐ ma  
B: 可以水洗吗?  
Is it water washable?

Kěyǐ èrqiè bù suōshuǐ  
A: 可以, 而且不缩水。  
Yes, and it doesn't shrink.




*Situational Conversations*

Hui qǐzhě ma  
B: 会起褶吗?  
Does it wrinkle?

Bú huì de zhìliàng hěn hǎo wǒ kěyǐ bǎozhèng  
A: 不会的, 质量很好, 我可以保证。  
No, this is of top quality, I guarantee.

Hǎo de wǒ mǎi yībǎi jiàn  
B: 好的, 我买 100 件。  
OK, I'll buy 100 pieces.




Navigation icons: book, magnifying glass, left arrow, 2/2, right arrow, speech bubble, people, refresh, envelope, calendar, puzzle pieces.

*Situational Conversations*

**Key Words**

Word	Pronunciation	Part of Speech	Acceptation
涤纶	dǐlún	n.	polyester
纯毛	chúnmáo	n.	pure wool
纯棉	chúncóu	n.	pure cotton
干洗	gānxǐ	v.	dry wash
免熨	miǎnyùn	adj.	iron free



Navigation icons: book, laptop, left arrow, 1/1, right arrow, speech bubble, magnifying glass, refresh, printer, envelope, and bar chart.

*Situational Conversations*

Tán Yánsè  
25. 谈颜色  
Talking about Color

Zhè zhǒng kuǎnshì de yǔróngfú yǒu jǐ zhǒng yánsè  
A: 这种款式的羽绒服有几种颜色?  
How many colors is this down jacket in?

Yǒu wǔ zhǒng yánsè hóngsè báisè lán sè kāfēisè  
hé jǔhuángsè.  
B: 有五种颜色: 红色、白色、蓝色、咖啡色  
和橘黄色。  
Five. Red, white, blue, brown and orange.

Yǒu mǐhuángsè de ma  
A: 有米黄色的吗?  
Is there any in cream color?



Navigation icons: book, red book, left arrow, 1/2, right arrow, speech bubble, two people, circular arrow, envelope, E-mail, green bar chart.

*Situational Conversations*

Méiyǒu rúguǒ liàngdà de huà kěyǐ dìng zuò  
⦿ B: 没有, 如果量大的话, 可以定做。  
No. But if the order is big enough, we could make to order.

Zhège hóngsè shāowēi shēnle yidiǎnr kěyǐ tiào yíxià ma  
⦿ A: 这个红色稍微深了一点儿, 可以挑一下吗?  
This red is too dark. Can we change?

Yě kěyǐ qíshí zhè ge yánsè tǐng xiānyàn de  
⦿ B: 也可以, 其实这个颜色挺鲜艳的。  
Sure. Actually this is quite bright.



*Situational Conversations*

**Key Words**

Word	Pronunciation	Part of Speech	Acceptation
黑色	hēisè	n.	black
黄色	huángsè	n.	yellow
绿色	lǜsè	n.	green
紫色	zǐsè	n.	purple



Navigation icons: book, search, left arrow, 1/1, right arrow, list, refresh, print, help, and a small puzzle icon.

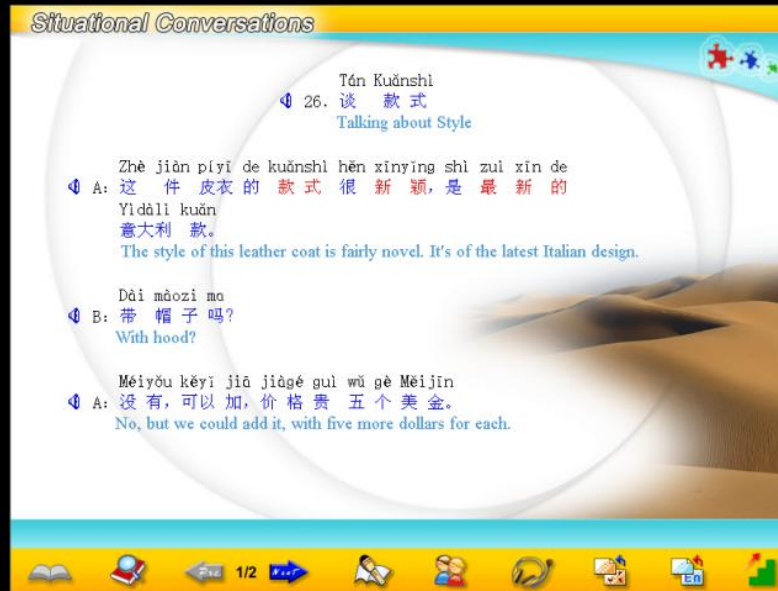
*Situational Conversations*

Tán Kuǎnshì  
26. 谈款式  
Talking about Style

Zhè jiàn piyī de kuǎnshì hěn xīnyǐng shì zuì xīn de  
A: 这件皮衣的款式很新颖, 是最新的  
Yìdàlì kuǎn  
意大利款。  
The style of this leather coat is fairly novel. It's of the latest Italian design.

Dài màozi ma  
B: 带帽子吗?  
With hood?

Méiyǒu kěyǐ jiā jiàgé guì wǔ gè Měijīn  
A: 没有, 可以加, 价格贵五个美金。  
No, but we could add it, with five more dollars for each.





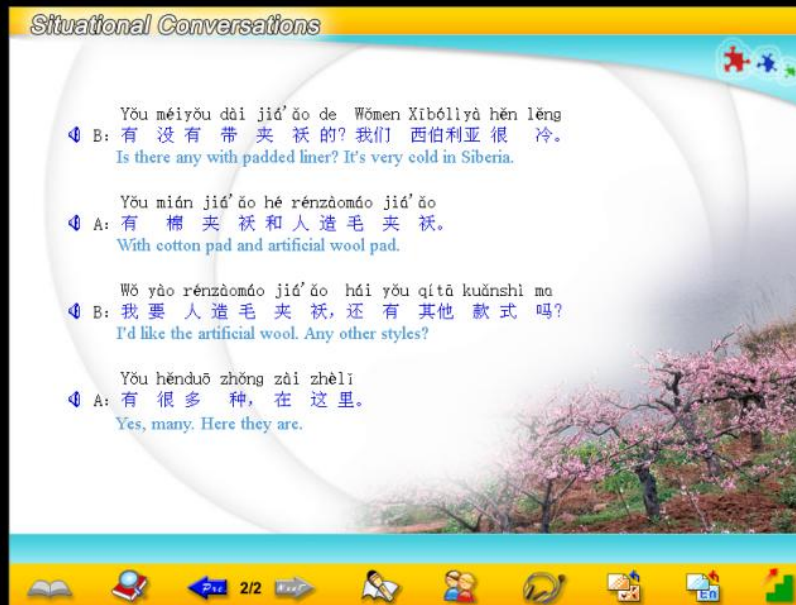
*Situational Conversations*

Yǒu méiyǒu dài jiá'ǎo de Wǒmen Xībóliǎ yǎ hěn lěng  
B: 有没有带夹袄的? 我们西伯利亚很冷。  
Is there any with padded liner? It's very cold in Siberia.

Yǒu mián jiá'ǎo hé rénzàomáo jiá'ǎo  
A: 有棉夹袄和人造毛夹袄。  
With cotton pad and artificial wool pad.

Wǒ yào rénzàomáo jiá'ǎo hái yǒu qítā kuǎnshì ma  
B: 我要人造毛夹袄, 还有其他款式吗?  
I'd like the artificial wool. Any other styles?

Yǒu hěnduō zhǒng zài zhèlǐ  
A: 有很多种, 在这里。  
Yes, many. Here they are.



Navigation icons: book, globe, back, 2/2, forward, speech bubble, people, headphones, envelope, E-mail, and a green bar icon.

*Situational Conversations*

**Key Words**

Word	Pronunciation	Part of Speech	Acceptation
流行	liúxíng	v. ; adj.	fashionable
老款	lǎokuǎn	n.	old style
时尚	shíshàng	n.	in vogue
新款	xīnkuǎn	n.	new style



Navigation icons: book, magnifying glass, left arrow, 1/1, right arrow, list, speech bubble, refresh, print, calendar, and a green bar chart icon.

**Situational Conversations**

Tán Chǐmǎ  
谈尺码  
Talking about Size

27. 谈尺码  
Talking about Size

Zhè zhǒng píxié yǒu jǐ gè mǎ  
A: 这种皮鞋有几个码?  
How many sizes are there for these leather shoes?

Yǒu liù gè chǐmǎ shì àn Ōumǎ biāozhǔn shēngchǎn de  
B: 有六个尺码,是按欧码标准生产的。  
Six. They are made in accordance with the European standard.

Wǒ chuān yī shuāng sìshí'èr hào de shìshì dàxiǎo  
A: 我穿一双42号的,试试大小。  
I'll try on a pair of size 42 to know the standard.

Kěyǐ zuì xiǎo de shì sìshíyī hào zuì dà de shì sìshíliù hào  
B: 可以,最小的是41号,最大的是46号。  
OK. The smallest is 41, the biggest is 46.



*Situational Conversations*

**Key Words**

Word	Pronunciation	Part of Speech	Acceptation
身高	shēngāo	n.	height
肩宽	jiānkuān	n.	shoulder width
胸围	xiōngwéi	n.	chest measurement
腰围	yāowéi	n.	waistline
裤长	kùcháng	n.	trousers length



Navigation icons: book, laptop, left arrow, 1/1, right arrow, printer, refresh, search, speech bubble, and a green bar chart.

*Situational Conversations*

Kàn Yàngpǐn  
28. 看 样 品  
Looking at Samples

Chúle zhèxiē pínzhǒng yìwài hái yǒu biéde ma  
A: 除了这些品种以外, 还有别的吗?  
Do you have anything else apart from these?

Yǒu yǒu jǐgè xīn pínzhǒng dōu màiwán le lián yàngpǐn  
yě méi le.  
B: 有, 有几个新品种都卖完了, 连样品也没了。  
Yes, we have some new products, but even the samples are sold out.

Nà wǒ zěnméi cái néng kàndào nà jǐgè xīn pínzhǒng?  
A: 那我怎么才能看到那几个新品种?  
Then how can I see those new products?



**Situational Conversations**

Nǐ kěyǐ guò jǐtiān lái kàn, yě kěyǐ zài wǒmen de wǎngzhàn shàng kàndào.  
④ B: 你 可 以 过 几 天 来 看, 也 可 以 在 我 们 的 网 站 上 看 到。  
You could come again in a few days. Or you can visit our website.

Nimen de wǎngzhǐ shì shénme?  
④ A: 你 们 的 网 址 是 什 么?  
What's your website?

Shì.  
④ B: 是 www.abcd.com.  
It's www.abcd.com.

Wǒ kěyǐ zài wǎng shàng dìnghuò ma?  
④ A: 我 可 以 在 网 上 订 货 吗?  
Can I order online?

Kěyǐ, hěn fāngbiàn.  
④ B: 可 以, 很 方 便。  
Yes, it's easy.



Navigation icons: book, pencil, left arrow, 2/2, right arrow, speech bubble, people, circular arrow, calendar, document with checkmark, and a green staircase icon.

*Situational Conversations*

**Key Words**

Word	Pronunciation	Part of Speech	Acception
销售点	xiāoshòudiǎn	n.	sales place
库房	kùfáng	n.	warehouse
电子邮件	diànzǐyóujiàn	n.	email



Navigation icons: book, laptop, left arrow, 1/1, right arrow, speech bubble, person, refresh, document, speech bubble, person, up arrow.

*Situational Conversations*

Dinghuò  
29. 订货  
Ordering

Zhè lǚyóuxié nǐmen xiǎng dìng duōshǎo  
A: 这 旅游鞋 你们 想 订 多少?  
How many pairs of such sports shoes would you order?

Wǒmen xiǎng dìng wǔbǎi xiāng  
B: 我们 想 订 500 箱。  
We'd like to order 500 packages.

Duibuqǐ zhè cì zhǐnéng gōngyīng sānbǎi xiāng  
A: 对不起, 这次 只能 供应 300 箱。  
Sorry, only 300 packages are available this time.




*Situational Conversations*

Zhè tài shǎo le gēnjù qùnián de xiāoshòu qíngkuàng gūjì  
B: 这太少了, 根据去年的销售情况, 估计  
jīnnián zuì shǎo néng xiāo wǔbǎi xiāng  
今年最少能销 500 箱。  
That's far from enough. According to the sales volume of last year,  
I guess the minimum of this year will be 500 packages.

Rúguǒ nǐmen néng fù quánkuǎn de huà wǒ kěyǐ xiǎng bànfa  
A: 如果你们能付全款的话, 我可以想办法  
mǎnzú nǐmen de yāoqiú  
满足你们的要求。  
I would try to meet your need if you could pay the whole sum.

Kěyǐ wǒ huì qù hé lǎobǎn shāngliang yíxià  
B: 可以, 我回去和老板商量一下。  
OK. I'll talk to my boss.



*Situational Conversations*

Zhè tài shǎo le, gēnjù qùnián de xiāoshòu qíngkuàng gūjì  
◀ B: 这太少了, 根据去年的销售情况, 估计  
jīnnián zuì shǎo néng xiāo wǔbǎi xiāng  
今年最少能销 500 箱。  
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mǎnzú nǐmen de yāoqiú  
满足你们的要求。  
I would try to meet your need if you could pay the whole sum.

Kěyǐ wǒ huíqù hé lǎobǎn shāngliang yíxià  
◀ B: 可以, 我回去和老板商量一下。  
OK. I'll talk to my boss.



*Situational Conversations*

**Key Words**

Word	Pronunciation	Part of Speech	Acceptation
预付款	yùfùkuǎn	n.	advance payment
滞纳金	zhìnà jīn	n.	overdue fine
保证金	bǎozhèngjīn	n.	earnest money
网上订货	wǎngshàngdìnghuò	v.	place an order online



Navigation icons: book, search, back, 1/1, forward, refresh, home, help, and a small green icon.

*Situational Conversations*

Tán Bāozhuāng  
30. 谈包装  
Talking about Packing

Zhèxiē wánjù quán shì yìng zhǐxiāng bāozhuāng de.  
A: 这些玩具全是硬纸箱包装的。  
These toys are packed with hard paper box.

Wǒmen xīwàng yòng mùxiāng bāozhuāng.  
B: 我们希望用木箱包装。  
We hope to pack with wood boxes.

Yě kěyǐ dàn xūyào zēngjiā fèiyòng.  
A: 也可以,但需要增加费用。  
OK, but you have to pay more.

Xíng yì zhī xiāngzi néng zhuāng duōshǎo?  
B: 行,一只箱子能装多少?  
Alright. How many can a box contain?



**Situational Conversations**

Sìshí gè dàgài wūshí gōngjīn zhòng  
A: 40 个, 大概 50 公斤重。  
Forty, about 50 kilos.

Tǐjī duōdà  
B: 体积多大?  
How large is it?

Cháng liùbǎi háomǐ kuān sìbǎi háomǐ gāo wǔbǎi háomǐ  
A: 长 600 毫米, 宽 400 毫米, 高 500 毫米,  
tǐjī shì língdiǎnyī'èr lìfāngmǐ  
体积是 0.12 立方米。  
600 mm long, 400 mm wide, 500 mm height, it's 0.12 cubic meters.

Nàme yí gè dà huòguǎn kěyǐ zhuāng duōshao xiāng ne  
B: 那么一个大货柜可以装多少箱呢?  
How many boxes can a big container hold?



*Situational Conversations*

**Key Words**

Word	Pronunciation	Part of Speech	Acceptation
毛重	máozhòng	n.	gross weight
净重	jìngzhòng	n.	net weight
搭配	dāpèi	v.	arrange
港口	gǎngkǒu	n.	harbor
牌子	páizi	n.	brand
胶带	jiāodài	n.	rubber band
搬运	bānyùn	v.	move
堆放	duī fàng	v.	pile
防潮	fángcháo		wet proof
塑料袋	sùliàodài	n.	plastic bag
搬运工	bānyùngōng	n.	porter



Navigation icons: book, magnifying glass, left arrow, 1/1, right arrow, speech bubble, camera, refresh, printer, LFD, and a small map icon.


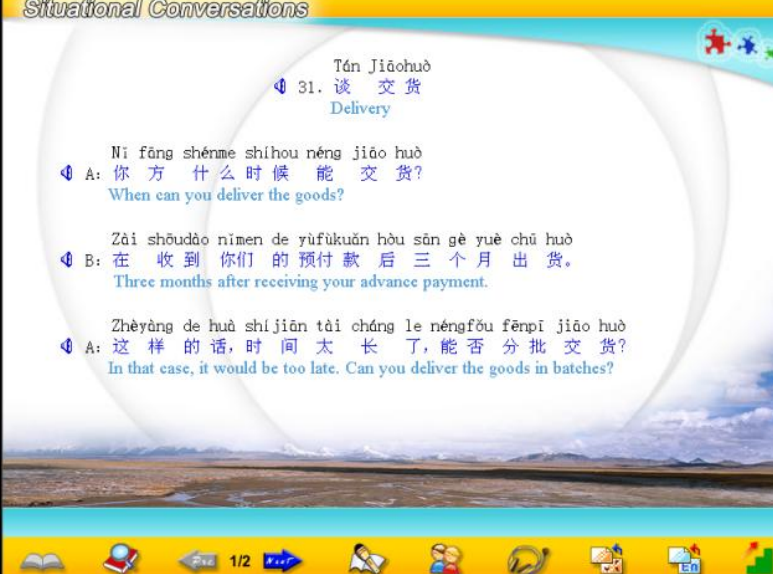
*Situational Conversations*

Tán Jiāohuò  
31. 谈 交 货  
Delivery

Nǐ fāng shénme shíhòu néng jiāo huò  
A: 你 方 什 么 时 候 能 交 货?  
When can you deliver the goods?

Zài shōudào nimen de yùfùkuǎn hòu sān gè yuè chū huò  
B: 在 收 到 你 们 的 预 付 款 后 三 个 月 出 货。  
Three months after receiving your advance payment.

Zhèyàng de huà shíjiān tài cháng le, néngfǒu fēnpī jiāo huò  
A: 这 样 的 话, 时 间 太 长 了, 能 否 分 批 交 货?  
In that case, it would be too late. Can you deliver the goods in batches?



*Situational Conversations*

Yě kěyǐ yí gè yuè chū yí cì huò sān cì chū wán  
B: 也可以, 一个月出一次货, 三次出完。  
Alright. We could deliver in three batches, one batch a month.

Nà hǎo wǒmen mǎshàng zhīfù yùfùkuǎn  
A: 那好, 我们马上支付预付款。  
That's fine. We'll pay the advance right away.

Xièxie wǒmen bǎozhèng zhǔnshí chūhuò  
B: 谢谢, 我们保证准时出货。  
Thanks. We guarantee to deliver the goods on time.





*Situational Conversations*

**Key Words**

Word	Pronunciation	Part of Speech	Acceptation
延误	yánwù	v.	delay
代办托运	dàibàn tuōyùn	v.	consignment agency
赔偿	péicháng	v.	compensate
自提	zìtí	v.	pick up goods by oneself



Navigation icons: book, laptop, left arrow, 1/1, right arrow, speech bubble, hourglass, refresh, mail, calendar, puzzle pieces.

*Situational Conversations*

Tán Fùkuǎn  
32. 谈付款  
Payment

Zhāng xiānsheng nǐmen zhǔnbèi zěnmé fùkuǎn  
A: 张 先生, 你们 准备 怎么 付款?  
Mr. Zhang, how will you pay?

Wǒmen zhǔnbèi fēnqī fùkuǎn xiān fù bǎifēnzhī shí de dìngjīn  
B: 我们 准备 分期 付款, 先 付 10% 的 订金。  
We'll pay by installments, with 10% advance.

Bùxíng yào xiān fù bǎifēnzhī sānshí  
A: 不行, 要 先 付 30%。  
No, we require 30% advance.



*Situational Conversations*

Yě xíng fāhuò zhīqián zài fù bǎifēnzhi liúshí shōuddào huò  
B: 也行, 发货之前再付 60%, 收到货  
hòu fùqīng yúkuǎn  
后, 付清余款。  
Alright. We'll pay another 60% before delivery and pay the rest upon  
receiving the goods.

Kěyǐ wǒmen jiù zhème dìng ba  
A: 可以, 我们就这么定吧。  
OK. That's settled.

Xíng xièxiè hézuò  
B: 行, 谢谢合作。  
OK. Thanks for cooperation.



*Situational Conversations*

**Key Words**

Word	Pronunciation	Part of Speech	Acceptation
信用证	xìnyòngzhèng	n.	letter of credit
单据	dānjù	n.	bill
稳定	wéndìng	adj.	stable
支付	zhīfù	v.	pay
担保	dǎnbǎo	n. ; v.	guarantee
货款	huòkuǎn	v.	payment for goods
花旗银行	Huāqí Yínháng	n.	Citi Bank



Navigation icons: book, search, back, forward, refresh, print, help, and a green arrow.

*Situational Conversations*

Tán Dàilǐ  
33. 谈代理  
Talking about Agency

Wǒmen zhège pǐnpái xiànzài hái shì hěn yǒumíng de  
A: 我们这个品牌现在还是很有名的。  
This brand is now very famous.

Wǒ zhīdào wǒ xiǎng zuò nǐmen zài Duōlúnduō de dàilǐ kěyǐ ma  
B: 我知道,我想做你们在多加的代理,可以吗?  
I know. May I be your agent in Toronto?

Kěyǐ dàn yǒu yìxiē tiáojiàn  
A: 可以,但有一些条件。  
Yes, but under some conditions.

Qǐngwèn shénme tiáojiàn  
B: 请问什么条件?  
What conditions?



Situational Conversations

Qízhōng zuì zhòngyào de yī tiáo shì niánxiāoshòu'ér bùdé  
◀ A: 其中最重要的一条是年销售额不得  
低于 100 万美金。  
The most important one is that the annual sales volume is no  
less than US\$ 1 million.

Wǒ xiǎng zhè yīnggāi bù chéng wèntí dàn nimen bixū gěi wǒ  
◀ B: 我想这应该不成问题,但你们必须给我  
独家代理权。  
I don't think that would be the problem. But we must be the sole agent.

Zhège wǒ xūyào hé gōngsī shāngliang yíxià gǎitiān gàosù nǐ  
◀ A: 这个我需要和公司商量一下,改天告诉你。  
We have to discuss about it. I'll let you know later.

Xīwàng wǒmen néng hézuò  
◀ B: 希望我们能合作。  
Hope we could cooperate.



*Situational Conversations*

**Key Words**

Word	Pronunciation	Part of Speech	Acceptation
代理商	dàilǐshāng	n.	agent
经销	jīngxiāo	v.	sell
限制	xiànzhì	n. ; v.	limit
定额	dìng'é	n.	quota
零售商	língshòushāng	n.	retailer



*Situational Conversations*

Tán Yòngjīn  
谈佣金  
Talking about Commission

Wǒ xiǎng liǎojiě yíxià yòngjīn wèntí  
A: 我 想 了 解 一 下 佣 金 问 题。  
How about the commission?

Wǒmen yìbān bù gěi yòngjīn  
B: 我 们 一 般 不 给 佣 金。  
Generally we don't offer commission.

Zhè bù fúhé guójì guànlì wǒmen xūyào hěnduō de  
A: 这 不 符 合 国 际 惯 例, 我 们 需 要 很 多 的  
shāngyè fèiyòng  
商 业 费 用。  
This is not the international common practice. We need to  
spend a lot of commercial fee.





*Situational Conversations*

Rúguǒ chéngjiāo'è dà dá dào wǔshí wàn Měijīn kěyǐ kǎolǜ  
B: 如果成交额大, 达到 50 万美金, 可以考虑。  
If the deal is up to 500 thousand US dollars, we will consider.

Néng gěi duōshǎo  
A: 能给多少?  
How much?

Gěi bǎifēnzhī èr zhè yǐjīng pòlì le  
B: 给 2%, 这已经破例了。  
2%. This is already exceptional.



*Situational Conversations*

**Key Words**

Word	Pronunciation	Part of Speech	Acceptation
回扣	huíkòu	v.	sales commission
广告	guǎnggào	n.	advertisement
推销员	tuīxiāoyuán	n.	sales person



Navigation icons: book, person, back, 1/1, forward, search, refresh, print, zoom, home.

*Situational Conversations*

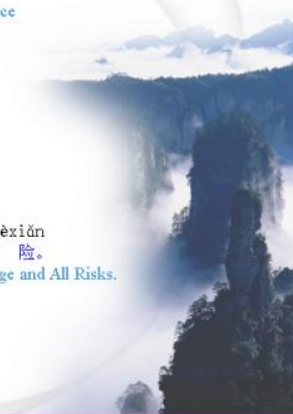
Tán Bǎoxiǎn  
35. 谈 保 险  
Talking about Insurance

Nimen xūyào bànli bǎoxiǎn ma  
A: 你们需要办理保险吗?  
Do you need to arrange insurance?

Xūyào qǐngwèn kěyǐ bànli nǎxiē xiǎnzhǒng?  
B: 需要, 请问可以办理哪些险种?  
Yes. May I ask what kind of insurance do you have?

Zhǔyào yǒu píng'ānxiǎn shuǐzhìxiǎn hé yīqièxiǎn  
A: 主要有平安险、水滞险和一切险。  
We have Free From Particular, With Particular Average and All Risks.

Yǒu nǎxiē fùjiāxiǎn  
B: 有哪些附加险?  
What additional coverage do you have?



*Situational Conversations*

Zhōnglèi hēnduō nimen tóubǎo de shì shénme huòwù  
A: 种类很多, 你们投保的是什么货物?  
A lot. What is the goods you want to insure for?

Shì píyī  
B: 是皮衣。  
Leather cloths.



Navigation icons: back, forward, search, and other controls.

*Situational Conversations*

**Key Words**

Word	Pronunciation	Part of Speech	Acceptation
损失	sūnshī	v. ; n.	loss
意外事故	yìwàishìgù	n.	accident
责任	zérèn	n.	responsibility
赔偿	péicháng	v.	compensate



Navigation icons: book, magnifying glass, left arrow, 1/1, right arrow, printer, refresh, search, document, and a small map icon.

*Situational Conversations*

Qiān Hétong  
36. 签合同  
Signing Contract

Nimen duì hétong hái yǒu shénme yìjiàn  
A: 你们对合同还有什么意见?  
Do you have any other suggestions?

Xīwàng bǎ jiāohuò shíjiān néng zài tíqián yìxiē  
B: 希望把交货时间能再提前一些。  
We hope the delivery time could be earlier.

Wǒmen jìnliàng zhēngqǔ hái yǒu qítā wèntí ma  
A: 我们尽量争取, 还有其他问题吗?  
We would try. Anything else?

Méi yǒu le. xīwàng dàjiā dōu néng zūnshǒu hétong  
B: 没有了。希望大家都能遵守合同。  
No, we both would follow the contract.



*Situational Conversations*

Nà nín qiānzì ba zài zhèr  
A: 那您 签字 吧, 在 这儿。  
Please sign here.

Hǎo de wǒ xūyào liǎng fèn hé tóng  
B: 好的, 我 需要 两 份 合同。  
OK. I need two copies.

Wǒmen zhè cì tán de hěn shùnlì  
A: 我们 这 次 谈 得 很 顺 利。  
Our talk goes really smooth.

Zhù yuàn wǒmen de hézuò yuánmǎn chénggōng  
B: 祝 愿 我 们 的 合 作 圆 满 成 功!  
Wish us a successful cooperation!



*Situational Conversations*

**Key Words**

Word	Pronunciation	Part of Speech	Acceptation
协议书	xiéyìshū	n.	agreement
备忘录	bèiwànglù	n.	memo
条款	tiáokuǎn	n.	clause
盖章	gàizhāng	v.	seal
预付	yùfù	v.	advance
运费	yùnfèi	n.	shipping fee
提货单	tíhuòdān	n.	bill of landing
发货单	fāhuòdān	n.	dispatch list
到付	dàofù	v.	cash on delivery

Navigation icons: book, magnifying glass, left arrow, 1/1, right arrow, speech bubble, headphones, printer, EN, bar chart.