

## **“商务汉语”课堂辅导（一） Our Course "Business Chinese" (I)**

我们的“商务汉语”课程采用的教材是北京大学出版社的《公司汉语》。这本教材的内容包括了公司机构、办公用品、日常安排、公司会议、讨论公司业务、公司广告、聘请工作人员、企业文化等。

The textbook used in our "Business Chinese" course is "Company Chinese" by Beijing University Press. The content of this textbook covers company organization, office supplies, daily arrangements, company meetings, discussion of company business, company advertising, employment of staff, company culture, etc.

现在，中国经济是极为引人注目的一个方面，因此，商务汉语对于我们汉学系学生的重要性不言而喻。

Now, the Chinese economy is an extremely attractive aspect. Therefore, the importance of Business Chinese to our students of Sinology is self-evident.

为了帮助汉学系的同学们和翻译工作者学习好这本教程，将随着课程的进展发布每一课的重点和难点词语的解释，希望大家学习好“商务汉语”这个课程。

In order to help the students of Sinology and the translators to learn this course well, the key points of each lesson and the explanation of the difficult words will be released as the course progresses. It is hoped that you will learn the "Business Chinese" course well.

在这个基础上，在三年级的时候我们将进一步深入学习北京大学出版社的《中级速成商务汉语 II》。

这本教材的内容包括了公司与公司之间的商务来往的各个方面，如公司产品、公司生产销售计划、报价、交货、付款、包装、代理、签订合同、索赔等。

On this basis, in the third Rok we will further study "Intermediate New Silk Road Business

Chinese II" by Beijing University Press. The content of this textbook covers all aspects of business dealings between the companies, such as company products, company production and sales plans, quotations, delivery of goods, payment, packaging, sales agent, contracting, making a claim for compensation, etc.



## 第一课 公司机构 company organization/structure

### 一. 重点词语 I. Key Words

1. 尽管: feel free to/don't hesitate to

你有什么困难尽管说。

When in trouble, just let me know.

2. 职工/员工: staff (workers/employees in an institute)

今天下午在公司会议室召开全体职工大会。

There will be a meeting of the staff at the meeting room of our company.

3. 通过 pass

通过了面试 pass the interview

考试及格 (通过考试) pass the examination

4. 千万 be sure to / do do/

千万要按时上班 Be sure to go to work on time.

千万要小心。 Do be careful!

5. 千万不要/千万别

千万不要忘记带上雨伞。 Don't forget to bring umbrella.

千万别太累。 Don't be so tired.

千万不要迟到。 Never be late.

千万不要错过好机会。 Never miss the opportunity.

6. 请教 consult

7. 创立 establish/ found

8. 负责 be in charge of / be responsible for

9. 销售/销售业务 sales (business)

10. 相关的 relevant

11. 抱歉/对不起 be(feel) sorry for/ regret

道歉 apologize/ say sorry to

12 怪不得 no wonder that

## 二. 更多常用词语

### More often-used words

dǒngshì huì  
董事会 board of directors

dǒngshì zhǎng dǒngshì huì zhǔ xí  
董事长 / 董事会主席 board chairman

dǒngshì  
董事 member/director of the board

zǒngcái  
总裁 president/CEO

zǒngcái bàngōngshì  
总裁办公室 president office

zǒngcái zhù lǐ  
总裁助理 assistant president

zǒngjīng lǐ  
总经理 general manager

zǒngjīng lǐ zhù lǐ  
总经理助理 general manager assistant

fù zǒng  
副总 vice president

jīng lǐ  
经理 manager

dì qū jīng lǐ  
地区经理 regional manager

fù jīng lǐ  
副经理 vice manage

shǒu xī zhí xíng guān  
首席执行官 CEO (chief executive officer)

shǒu xī cái wù guān cái wù zǒngjiān  
首席财务官/财务总监 CFO

shǒu xī yùn yíng guān  
首席运营官 COO

xiāoshòuzǒngjiān  
销售总监 CSO

shì chǎng zǒngjiān  
市场总监 CMO

xìn xī zǒngjiān  
信息总监 CIO

jì shù zǒngjiān  
技术总监 CTO(chief technical director)

bàngōngshì zhǔrèn  
办公室主任 chief of the office

lǎobǎn  
老板 boss

chǎngzhǎng  
厂长 factory director

hángzhǎng  
行长 president/head of a bank

fù zé rén  
负责人 leader

xiāoshòu bù  
销售部 sales department

gōngguān bù  
公关部 public relations department

yè wù bù  
业务部 sales department/business department

shì chǎng bù  
市场部 market department

cái wù bù  
财务部 fund department

shēngchǎn bù  
生产部 production department

yán fā bù  
研发部 research & development department

rén lì zī yuán bù  
人力资源部 human resources department

rénshì bù  
人事部 personnel department

qǐ huà bù  
企划部 layout department

gōngchéng bù  
工程部 Engineering Dept.

cǎi gòu bù  
采购部 Purchasing Dept.

mì shū  
秘书 secretary

zhí yuán  
职员 clerk

会计 accountant

jiēdài yuán  
接待员 receptionist

míngpiàn  
名片 business card

### 三. 部分公司企业类型名称

#### Enterprise's Attribute (企业性质)

集(jí)团(tuán)公(gōng)司(sī) group company; S.A.

跨(kuà)国(guó)集(jí)团(tuán) multinational group

股(gǔ)份(fèn)有(yǒu)限(xiàn)公(gōng)司(sī)

Co.Ltd.(limited company);

Sp. Z o.o. (Spółka z ograniczoną odpowiedzialnością)

责(zé)任(rèn)有(yǒu)限(xiàn)公(gōng)司(sī) company limited; Inc.

集(jí)团(tuán)有(yǒu)限(xiàn)公(gōng)司(sī) Group Corporation

独(dú)资(zī)企(qǐ)业(yè) Sole proprietorship

(中(zhōng)外(wài)) 合(hé)资(zī)企(qǐ)业(yè) (Chinese-foreign) Joint venture

(中(zhōng)外(wài)) 合(hé)作(zuò)企(qǐ)业(yè) (Chinese-foreign) cooperative venture

国(guó)营(yíng)企(qǐ)业(yè) state-run enterprise

国(guó)有(yǒu)企(qǐ)业(yè) state-owned enterprise

集(jí)体(tǐ)企(qǐ)业(yè) collective enterprise

私(sī)营(yíng)企(qǐ)业(yè) Private enterprise

外(wài)资(zī)企(qǐ)业(yè) Foreign enterprise

合(hé)伙(huǒ)企(qǐ)业(yè) Partnership enterprise

外(wài)商(shāng)投(tóu)资(zī)企(qǐ)业(yè) foreign-invested enterprise

股(gǔ)份(fèn)制(zhì)企(qǐ)业(yè) joint-stock enterprise

总(zǒng)公(gōng)司(sī) head office

母(mǔ)公(gōng)司(sī) parent company

子(zǐ)公(gōng)司(sī) subsidiary company

分(fēn)公(gōng)司(sī) branch company

### **一些企业名称**

### **Names of some of the enterprises**

梅德塞-奔驰公司 Medes Mercedes - Benz

微软公司 Microsoft Corporation

谷歌 Google

本田 Honda

丰田汽车 Toyota Motor

大众汽车 Volk wagen

福特汽车 Ford Motor

现代汽车 Hundai

沃尔玛 Wal-Mart

麦当劳 McDonald's

肯德基 KFC

**(超市 supermarkets)**

家乐福超市 Carrefour

欧尚超市 Auchan

乐购购物中心 Tesco Extra

利多折扣超市 Lidl

小瓢虫超市 Biedronka

小雏菊超市 Stokrotka

小青蛙超市 zabka

考夫兰超市 Kaufland

勒克莱尔超市 Eleclerc

瑞尔超市超市 Real Market

家居装饰超市 OBI

建材超市 Bricoman

罗斯曼超市 Rossmann