

“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.

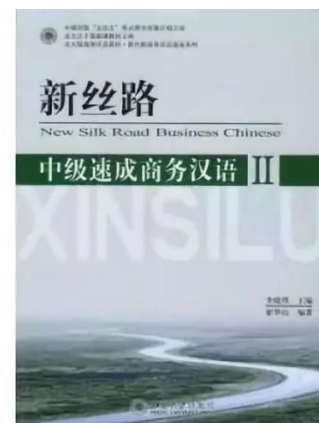
为了帮助汉学系的同学们和翻译工作者学习好这本教程，将随着课程的进展发布每一课的重点和难点词语的解释，希望大家学习好“商务汉语”这个课程。

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.



第二课 办公用品 Office Supplies

一. 重点词语 I. Key Words

1. 熟悉 be familiar with

对.....来说很熟悉 be familiar to sb.

我很熟悉这座城市。 I am very familiar with the city.

这座城市对我来说很熟悉。 The city is familiar to me.

2. 版本 version

3. 安装 install/ set up

4. 更新/升级 update

5. (这件事) 就谈到这里吧/到此结束/so much for this /that' s all for this.

6. 芯片 CPU/chip

二. 更多常用词语

More often-used words

计算机 (电脑) computer

平板电脑 ipad

屏幕 screen

键盘 keyboard

鼠标 mouse

鼠标垫 mouse mat

软件 software

硬盘 hard disk

内存 EMS memory

打印机 printer

墨盒 ink box

复印机 duplicating machine/duplicator

复印纸 reprography paper

扫描仪 scanner

数码相机 digital camera

激光 laser

输入 input/import

输入法 method of typing

操作平台 platform

病毒 virus

杀毒软件 virus killer

查毒 virus checking

死机 break down

瘫痪 paralyze

防火墙 fire proof walls

程序 program

版本 edition/version

安装 install/set up

下载 download

播放（音频视频等） play (audio, video, etc.)

格式 format

处理 deal with

互联网 internet

活页夹 ring binder

订书钉 staple

订书器 stapler

即时贴 post-it

抽屉 drawer

转椅 swivel chair

投影仪 projector

点击 click

液晶显示屏 liquid crystal monitor

升级 upgrade

更新换代 renew and update

驱动器 driver

数据 data

黑客 hacker

攻击 attack/assault

密码 password/pin/cipher

复制/拷贝 copy

演示 demonstrate

手机 mobile phone

智能手机 smart phone

人工智能技术 technology of artificial intelligence

图像处理技术 technology of visual processing

网络通信技术 technology of internet communication