

二年级《商务汉语》期末复习材料

(附参考答案)

Reviewing Material for Business Chinese

(with answers for reference)

2024.1

一 词语 Terms

1 译成英语或波语 Translate into English or Polish

幸会 Nice to meet you.

研发部 research and development department

航班 flight

晚点 delayed

请问 excuse me

预订 reserve/reservation

登记入住 check in

热烈欢迎 warmly welcome

欢迎光临 welcome to visit

安排 arrange/arrangement

贸易 trade

干杯 have a toast

一直往前走 go straight ahead

红绿灯 traffic lights

向右拐 turn right

地铁 metro

停车场 Parking place

签名 (签字) sign name

兑换率 exchange rate

信用卡 credit card

填写 fill in

申请表 application form

打折 discount

发票 invoice

金额 amount of money

存款 deposit

消费 consume

促销 sales promotion

中介 agency

租/房租 rent

平方米 square meter

协议 agreement

托运 check one' s baggage

乘客 passenger

2 译成汉语 Translate into Chinese

General manager 总经理

Airport 机场

Arrival 抵达/到达

Departure 起飞/离开

Be located in 位于

E-mail (address) 邮箱

Bank account 账户

Fixed account 定期储蓄

Current account 活期储蓄

Software 软件

Banquet 宴会

Friendship 友谊

Cancel 取消

Inform 通知

Passport 护照

ID certificate 证件

Be responsible for/be in charge of 负责

contact 联系方式

free (of charge) 免费

Express (train) 特快 (列车)

One way ticket 单程票

Return ticket 往返票

Board (a plain) 登机

二 倍数表达 Multiple expression

译成英语或波语 Put into English or Polish

1 这家工厂今年汽车的产量比去年增加了2000辆。

The car output of this factory this year has been increased by 2000.

2 这家工厂今年汽车的产量比去年增加至 2000 辆。

The car output of this factory this year has been increased to 2000.

三 介绍你的公司 Introduce Your Company

(请用汉语回答 Please answer in Chinese)

你是电脑软件公司经理，请介绍你的公司，包括：1) 公司成立的时间；2) 主要的业务；3) 欢迎客户到你的公司参观。

You are manager of a computer software company. Please introduce your company, including: 1) when the company was established; 2) main business; 3) welcome clients to visit your company.

我是本公司的经理王梅。本公司有着悠久的历史，成立于 2023 年，是一家大型专营电脑软件的专业公司，主要研究、开发各种电脑软件，特别是维护电脑及网络安全的软件。本公司位于波兰卢布林南部的老城堡，距离市中心仅仅 2 公里，交通非常方便，环境优美。我们真诚地欢迎来自国内外的各位朋友与我们洽谈和开展合作。祝大家愉快、成功！

I am Wang Mei, manager of the company. Our company was established

in 2023, with a long history. It is a large-scale professional company specializing in computer software, and mainly researches and develops various computer software, especially software for maintaining computer and network security. The company is located in the old castle in the south of Lublin, Poland, only 2 kilometers away from the city center, with very convenient transportation and beautiful environment. We sincerely welcome friends from both home and abroad to negotiate and cooperate with us. I wish everyone happy and successful!