

附录一

Appendix 1

拼音变调和拼写规则 Tone Changes and Pinyin Spelling Rules

I. The Pronunciation of Two Third Tones

There are some special rules for pronouncing Chinese words. In our text, 你好 is written as nǐ hǎo but pronounced as ní hǎo. This is because when two or more 3rd tones come one after another, the first 3rd tone will be pronounced as a 2nd tone. The last 3rd tone will always be pronounced as a 3rd tone. For example:

nǐ hǎo (pronounced as ní hǎo)
yě hěn hǎo (pronounced as yé hén hǎo)

II. The Pronunciation of 一 and 不

The tones of “一” and “不” change according to the tone of the syllable that follows. The character 一 is pronounced in the fourth tone (yì) when followed by 1st, 2nd and 3rd tones, and the second tone (yí) when followed by a 4th tone. For example:

yī tiān (pronounced as yì tiān)
yī nián (pronounced as yì nián)
yī diǎn (pronounced as yì diǎn)
yī biàn (pronounced as yí biàn)

Similarly, when 不 is followed by 1st, 2nd and 3rd tones, it is pronounced in the fourth tone (bù). When it is followed by a 4th tone, it is pronounced in the second tone (bú). In the pronunciation exercises, we show tone changes for the purpose of teaching correct pronunciation. Elsewhere, we write pinyin words with their base tones.

III. Pinyin Spelling Rules: How to Group Pinyin Syllables into Words

In this book, some pinyin words like “Dīng” contain one syllable, while other pinyin words like “Lǎoshī” contain two or more syllables. The *Basic Rules for Hanyu Pinyin Orthography* (《汉语拼音正词法基本规则》¹) published by the Chinese government specifies 36 rules regarding the standards in pinyin spelling. In general, when a Chinese word (词) that represents an independent meaning contains more than one character, this word should be transliterated as one multi-syllable word in pinyin. For example, the word 学生, meaning “student,” should be written in *pinyin* as **xuésheng**, instead of **xué shēng**. In the pinyin system, proper nouns are capitalized, and the first letter of the first word in a sentence should be capitalized.

¹《中文拼音正词法基本规则》(*Basic Rules for Hanyu Pinyin Orthography*), published and adopted by the Bureau of National Standardization of the People’s Republic of China, 1996. See <http://www.pinyin.info/> for more information.

附录二

Appendix 2

汉字的笔划、笔顺和部首 Strokes, Stroke Order, and Radicals

I. The Basic Strokes of a Character



Examples:

认 不 中 人 大 冰 口 了 刻 饭 也 我

II. Stroke Order²

The strokes of Chinese characters must be written in a certain order. Here are the basic rules for writing characters in the correct order.

Rule	Example
Left before right	一
Top before bottom	三
Top to down	川
Horizontal stroke before intersecting vertical stroke	十
Left-slanted stroke before right-slanted stroke	八

² For an animated illustration of the stroke orders in Chinese, please go to the following web link: http://en.wikipedia.org/wiki/Stroke_order#Basic_rules_of_stroke_order. If you would like to see the stroke orders of each character that you are learning, here's a fantastic website: <http://online.eon.com.hk/>.

<i>Rule</i>	<i>Example</i>
Left vertical stroke (usually) before top horizontal stroke	口
Horizontal "support stroke" last	生
Center stroke before wings	水
Left-falling stroke before right-falling stroke (Diagonal right-to-left before left-to-right)	文
Outside before inside	向
Bottom enclosing strokes last	国
Minor strokes (often) last	戈

III. The 214 Chinese Radicals*

<i>Radical Number</i>	<i>Radical</i>	<i>Variants</i>	<i>Simplified Radical</i>	<i>Chinese Name</i>	<i>English Name</i>	<i>Stroke Count</i>
1	一			yī	one	1
2	丨			gǔn	line	1
3	丶			zhǔ	dot	1
4	丿	㇇ (fú), ㇇ (yí)		piē	slash	1
5	乙	㇇ (yǐn), ㇇		yì	second	1

*This list of radicals is based on the following sources: http://en.wikipedia.org/wiki/List_of_Kangxi_radicals#1_stroke, <http://www.yellowbridge.com/chinese/radicals.php>.

附录三

Appendix 3

对话、课文(繁体字版) Dialogues and Texts in Traditional Characters

Unit 1.2, Dialogue 1

(It is the first day of school. Maria Rossini goes to her Chinese class.)

丁老師：你好！我是丁老師。你呢？

瑪麗婭：您好！我是瑪麗婭。

丁老師：你好！我是丁老師。

湯姆：您好！我是湯姆。

Unit 1.2, Dialogue 2

(The class is over.)

丁老師：再見。

瑪麗婭：再見。

Unit 1.3, Dialogue 1

(Maria greets Tom.)

瑪麗婭：你好嗎，湯姆？

湯姆：很好，謝謝。你呢？你怎麼樣？

瑪麗婭：我也挺好的。

Unit 1.3, Dialogue 2

(Tom introduces David to Maria. David is an international student who comes from France.)

湯姆：(To Maria) 唉，瑪麗婭，你們認識嗎？這是大衛。他也是我們班的學生。(To David) 這是我的朋友瑪麗婭。

瑪麗婭：你好，大衛！

大衛：你好，瑪麗婭！

Unit 1.4, Dialogue 1

(Maria meets Kelly at a lunch table. Kelly is an international student who comes from the U. S.)

瑪麗婭：你好！我叫瑪麗婭。你叫甚麼名字？

凱麗：你好！我叫凱麗，我姓斯坦納。

瑪麗婭：你家住在上海嗎？

凱麗：不，我家住在杭州。你家住在哪兒？

瑪麗婭：我家住在上海。

Unit 1.4, Dialogue 2

(The people in Maria's class are introducing themselves.)

瑪麗婭：你們好！我叫瑪麗婭，姓羅西尼。我家住在上海。我學習漢語。

湯姆：大家好！我姓王，叫湯姆。我家也住在上海。

大衛：我叫大衛格林。我家不住在上海。我家住在香港。我也學習漢語。

Unit 1.5, Dialogue 1

(Maria and Tom exchange their contact information.)

瑪麗婭：我家的電話號碼是：6351-1238。你家的電話號碼是多少？

湯姆：我家的電話號碼是：3789-6551。

瑪麗婭：你的電子郵件呢？

湯姆：我的是：tom@hotmail.com。

瑪麗婭：謝謝。

Unit 1.5, Dialogue 2

(Tom meets Kelly in the school's cafeteria.)

湯姆：請問，你是黛安嗎？

凱麗：不是，我是凱麗。

湯姆：對不起。

凱麗：沒關係。你認識大衛嗎？

湯姆：認識。他是我朋友。我叫湯姆。

凱麗：認識你很高興。你知道大衛的手機號碼嗎？

湯姆：知道。1312-254-3366。

生词索引

Vocabulary Index

This list contains vocabulary found in each lesson's New Words and **Extend Your Knowledge (EYK)** sections. Words from **Extend Your Knowledge** are shown in color because they are supplementary and not required for students to memorize. For proper nouns, see the Proper Nouns Index.

Simplified	Traditional	Pinyin	English	Lesson
A				
啊		a	<i>a mood particle</i>	4.5
唉		āi	hey	1.3
B				
吧		ba	<i>a modal particle</i>	2.2
八		bā	eight	1.6
八月		bāyuè	August	3.1 EYK
把		bǎ	<i>a measure word for a handful</i>	4.3
爸爸		bàba	dad, father	2.1
白(色)		bái(sè)	white (color)	4.3
班		bān	class (a group of students meeting regularly in a course)	1.3
版主		bǎnzhǔ	webmaster	4.4 EYK
办公楼	辦公樓	bàngōnglóu	office building	6.2 EYK
半		bàn	half	3.2
半夜		bànyè	midnight	3.3 EYK
棒球		bàngqiú	baseball	3.6
报		bào	newspaper	5.5

Simplified	Traditional	Pinyin	English	Lesson
杯		bēi	<i>a measure word for cups and glasses</i>	6.5
杯子		bēizi	cup	4.5
北部		běibù	north, northern part	6.1
本		běn	<i>a measure word for books, notebooks</i>	4.2
本子		běnzǐ	notebook	4.2
比赛	比賽	bǐsài	(sports) match, competition	5.2
笔	筆	bǐ	pen	4.2
壁橱	壁櫥	bíchú	closet	6.3 EYK
表演		biǎoyǎn	perform, performance	5.6
冰		bīng	frozen, ice	5.3
病毒		bìngdú	virus	5.6
不		bù	no, not	1.4
不好意思		bùhǎoyìsi	feel ill at ease, feel indebted	6.1
不客气		bù kèqi	don't be polite, you are welcome	1.5
C				
才		cái	only	5.1
参观	參觀	cānguān	visit (a place)	6.3
参加	參加	cānjiā	attend, participate	3.6
餐厅	餐廳	cāntīng	restaurant, cafeteria	6.2
仓鼠	倉鼠	cāngshǔ	hamster	2.3 EYK
操场	操場	cāochǎng	exercise field; playground	6.2 EYK
厕所	廁所	cèsuǒ	bathroom, washroom, toilet	5.4, 6.3 EYK
叉		chā	fork	4.5
差		chà	lack, short of	3.2
长	長	cháng	long	6.1
常常		chángcháng	often	4.4

专有名词索引

Proper Nouns Index

This list contains proper nouns from each lesson's New Words and Extend Your Knowledge sections.

Simplified	Traditional	Pinyin	English	Lesson
A				
埃及		Āijí	Egypt	2.5 EYK
澳拜客		Àobàikè	Outback Steak House	5.4 EYK
B				
八弟		Bādì	Buddy	2.4
巴西		Bāxī	Brazil	2.4 EYK
北京		Běijīng	Beijing	2.2
百事可乐	百事可樂	Bǎishǐ Kělè	Pepsi-Cola	5.4 EYK
棒约翰	棒約翰	Bàng Yuēhàn	Papa John's	5.4 EYK
必胜客	必勝客	Bìshèngkè	Pizza Hut	5.4 EYK
C				
超人		Chāo Rén	Superman	3.3
重庆	重慶	Chóngqìng	Chongqing	6.1
D				
大卫	大衛	Dàwèi	David	1.3
黛安		Dài'ān	Diane	1.5
德国	德國	Déguó	Germany	2.5 EYK
德语/德文	德語/德文	Déyǔ/Déwén	German (language)	1.4 EYK

Simplified	Traditional	Pinyin	English	Lesson
丁		Dīng	a Chinese surname	1.2
丁明		Dīng Míng	a person's name	2.6
东风	東風	Dōngfēng	East Wind (name of a bookstore)	6.4
E				
俄国	俄國	Éguó	Russia	2.5 EYK
俄语/俄文	俄語/俄文	Éyǔ/Éwén	Russian (language)	1.4 EYK
F				
法国	法國	Fǎguó	France	5.2, 2.5 EYK
法语	法語	Fǎyǔ	French (language)	3.4
菲律宾	菲律賓	Fēilǜbīn	the Philippines	2.5 EYK
G				
格林		Gélín	Green	1.4
广州	廣州	Guǎngzhōu	Guangzhou	6.1
H				
哈利 波特		Hālì Bōtè	Harry Potter	6.6
韩国	韓國	Hánguó	Korea	2.5 EYK
韩国人	韓國人	Hánguórén	Korean	2.5
汉堡王	漢堡王	Hànbǎowáng	Burger King	5.4
汉语	漢語	Hànyǔ	Chinese (language)	1.4
杭州		Hángzhōu	Hangzhou (a city near Shanghai)	1.4
黄浦		Huángpǔ	a district in Shanghai	2.4
J				
加拿大		Jiānádà	Canada	2.5 EYK, 6.5
杰米	傑米	Jiémǐ	Jimmy	2.1

语言注释索引

Language Notes Index

A

Address (how to tell)	2.4
Address siblings (in Chinese)	2.1
Addressing someone in Chinese (how to)	1.2
Adverbial of place	2.1
Adverbial of time	3.1
Age (how to ask)	2.2
Age (how to tell)	2.2
Appointments (making appointments in Chinese)	3.3

B

吧 (questions with)	4.1
吧 (modal particle)	4.3

C

才 (only)	5.1
Chinese characters (a brief introduction)	1.2
Chinese characters (radicals)	1.3
Chinese characters (structure)	1.4
Chinese language (an introduction)	1.4
Chinese names	1.4
Color words	4.1
Counting (in Chinese)	2.2
Country, nationality and language	2.5

D

打电话给... (call someone)	6.5
Dates (how to say)	3.1
的 (Attributive + 的 + noun)	5.2
的 (possessive particle)	1.5
...的时候 (time clause with when)	5.4
都 (all)	2.1
对了 (use of)	6.5
对不起 (different meanings of)	4.2
多/少 + verbal phrase (more or less)	5.3
Duplication of a verb	3.1

E

儿 (suffix)	1.4
二 and 两 (two)	2.1

G

给...打电话 (call someone)	6.5
更 (more)	6.3
Grouping pinyin syllables into words	1.2

H

还 and 再 (also, in addition)	4.5
还是 (in alternative questions)	4.1
好吗 (in tag questions)	3.1
和 (and)	2.1

I		哪 (interrogative pronoun)	5.5
Insert English words in Chinese speech	1.5	哪儿 and 什么地方 (where)	2.4
(how to)		呢 (in tag questions)	1.2
Interjections (in spoken Chinese)	3.2	Negation (of a present tense statement)	1.4
Introductions (sentences used in)	1.3	你好 (use of)	1.3
Interrogative pronouns (questions	1.4, 2.3	Noun modifier (use a noun to modify	2.3
with)		a noun)	
Invitations (giving, accepting, declining)	3.5	Noun modifier (use an adjective to	2.3
		modify a noun)	
J		O	
几 (how many)	2.1, 4.2	Optative Verbs	5.1, 5.2, 5.3
就 (V1 了就 V2, as soon as)	5.3		
K		P	
快乐 (use of)	3.5	Personal pronouns and possessive	1.3
		pronouns	
L		Politeness (to express)	6.1
啦 (particle)	2.2	Position of adverbials of time and place	3.3
了 (completion aspect particle)	6.2	Position words	6.1
离 (distance in time/place)	6.2		
两 and 二 (two)	2.1	R	
Location/position (sentence structures	6.1	Radicals of Chinese characters	2.1
for)		让 (allow/let)	4.1
Location words	6.3, 6.4		
M		S	
吗 (yes/no question)	1.3	上 (location word)	4.1
Measure word	2.1, 2.3, 3.4, 4.3, 6.3	少/多 + verbal phrase (less or more)	5.3
		什么地方 and 哪儿 (where)	2.4
N		什么的 (and so on, and so forth, etc.)	6.2
那... (in that case)	3.1	是...的 (It is for...)	4.4
那么 (so/such ...)	4.2	是不是 to form a question	4.3
那么/这么 (so, such)	4.4	Special tone rules (two 3 rd tones)	1.2
		Special tone rule for 不	1.4

T		一 (verb — verb)	5.4
Telephone numbers in Chinese	1.5	一边...一边... (simultaneously)	5.2
Time (how to tell)	3.2	一点 (a little, some)	5.1
Time (order)	3.3	一...就... (as soon as)	5.5
Time spent	5.3	以后 (after)	3.3
太...了 (too, very)	4.1	以前 and 以后 (time phrase/clause)	4.5, 6.4
听说 (it is said, I heard [from somewhere]...)	4.4	Yes/no questions (summary of)	6.5
		有 (have, is, there are)	2.1
		有的 (some)	5.2
		有时候, 有时候 (sometimes)	6.2
V		有...也有...还有 (there are A, B, and C)	4.4
Verb (one after another)	3.1		
Verb+不/没+verb in yes/no questions	3.1		
W		Z	
Word order in Chinese	1.2, 1.3	在 (an action in progress)	5.2
Writing a letter (in Chinese)	3.3	在 as a verb	2.5
		再 (use of)	6.1
X		再 and 还 (also, in addition)	4.5
先...再... (first...then...)	5.1	着 (accompanied action)	5.5
些 (an indefinite plural number of things)	5.6	这就是 (this is precisely...)	6.4
谢谢 (use of)	1.3	这么/那么 (so, such)	4.4
		怎么样 (in tag questions)	4.5
Y		最 (most)	4.4
要 (use of)	3.5	最好... (it is ideal... it's best that ...)	5.5
一 (pronunciation of yī or yāo)	1.5		

About the Authors

Dr. Jiaying Howard is Dean of the Immersion School at a language institute in Monterey, California. Previously, she was Professor of Chinese and Director of the Chinese Studies Program at the Monterey Institute of International Studies. She has more than two decades of experience in teaching Chinese as a foreign language, curriculum development, and teacher training. She has published many articles and books, including several Chinese language textbooks.

Ms. Lanting Xu has been a Chinese language teacher at the Bellarmine College Preparatory in San Jose, California for nine years. She is an active member of the Chinese Language Teachers Association of California and served as an AP[®] Chinese Exam Scoring Leader. Ms. Xu has also taught at Harvard University, the Monterey Institute of International Studies, and Kenyon College.