Startup Business Chinese
An Intermediate Course for Professionals
新世纪商用汉语中级会话

Level 2

Jane C. M. Kuo

CHENG & TSUI COMPANY
Boston
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Preface

Purpose of Startup Business Chinese

Thirty years after Deng Xiaoping’s transformation of China with the Open Door Policy, China has entered the World Trade Organization (WTO), and as one of the BRIC countries (along with Brazil, Russia and India), China has become recognized as a global economic leader. The economic transformation of China has created a great demand for executives who not only have expertise in their particular industries, but also possess an extensive cultural awareness and language competency. In the past few years, executives going to China have usually had true business acumen but have lacked the linguistic and cultural skills necessary to communicate well in China. This series is designed to rectify the imbalance by enabling business professionals entering the Chinese market to supplement their strong business skills with the commensurate knowledge of Chinese language and culture.

Startup Business Chinese Level 2 is intended for students of Chinese in general, and more specifically for business professionals interacting with Chinese businesses. Therefore, the topics discussed in this text are specifically designed to enhance the learners’ business communication skills and their cultural awareness. As professionals are increasingly coming to rely on computing software in the workplace, character recognition as a skill is becoming more of an immediate need than character writing. In response to this growing trend, Startup Business Chinese provides pinyin annotation throughout, allowing students and teachers to decide on their own whether or not to focus on learning written Chinese. Students can easily read along with the pinyin, and efficiently hone their speaking, listening, and reading skills; or, should they prefer, students can choose to focus on the characters themselves. This flexibility is built into Startup Business Chinese, allowing it to be a great tool for busy professionals.

With business-oriented dialogues, expressions, and vocabulary, the author hopes that learners will be better equipped to interact with their Chinese counterparts. Relevant cultural points are discussed to facilitate understanding of the basic Chinese social norms and modes of interaction. Interactive communication skills are emphasized in order to help students build an intermediate level of Chinese language proficiency in a reasonable amount of time.

Startup Business Chinese Level 2 builds on the foundation established in Startup Business Chinese Level 1, to further the language competency and communication skills for individuals to advance their business opportunities. Startup Business Chinese Level 2 provides the learner with an understanding of Chinese traditional culture, contemporary ways of doing business and societal norms at large.
Features of This Book

Learning Objectives

At the beginning of each lesson, a brief introduction describes the setting and outlines the learning objectives. With a situation-oriented, functional approach, the text prepares students to act appropriately when confronted with similar situations in real life.

Situational Dialogues

This book consists of 12 lessons, with 2 dialogues in each based on a single storyline. Using Startup Business Chinese Level 1 as a foundation, this text advances learning to an intermediate level with a brief narrative passage, followed by an in-depth dialogue in each lesson. The lessons are characterized by a realistic business setting in terms of both their context and content.

Listening comprehension dialogues are provided in the latter part of each lesson, which continue the storyline of the series. Following these dialogues are comprehension questions, which guide students' understanding of key topics in the conversations. Additional listening comprehension dialogues, narratives, and exercises can also be found in Appendix 3 of this book.

Each dialogue is presented in both simplified characters and pinyin Romanization. An English translation of each dialogue can be found in Appendix 1, rather than in the lesson itself. Learners may use it as a reference without becoming overly dependent on the translation, and thus be more apt to understand the nuances of Chinese.

Vocabulary

Startup Business Chinese Level 2 is aimed to help learners become more familiar with Southern China. This was done to compliment the emphasis on Northern China introduced in Startup Business Chinese Level 1. There are two sets of vocabulary lists in each lesson. The first set consists of words that appear in the dialogue and can be found immediately following each dialogue. The second set, the Additional Vocabulary list, includes words that occur throughout the rest of the lesson, such as in the Sentence Patterns, Cultural Points, and Exercises sections. The choice of vocabulary in the Additional Vocabulary section, although focused on language used in the business environment, also includes more generic and frequently used terms, which are germane to the needs of intermediate level Chinese language learners.

Sentence Patterns

Each lesson introduces intermediate level grammar patterns and their usage, including example sentences with additional vocabulary. Learners can use this additional vocabulary to create their own sentences within the framework of the sentence patterns. Furthermore, each sentence pattern is provided with its own English translation, allowing learners to use the English text as a type of self-study aid, as needed. Each sentence pattern section is also accompanied by a practice exercise section to provide students with further aid for linguistic success.

As business communication involves both formal and informal conversation styles, both styles are used throughout the sentence pattern sections of this series.

Cultural Points

As culture is an integral and inseparable part of learning any language, each lesson includes a Cultural Points section midway through the lesson. The topics of this section are integrated throughout the situational dialogues and the

X Startup Business Chinese
vocabulary for each lesson. These cultural points explore various aspects of business practices in China, focusing specifically on business communications, interpersonal relations, and overall socio-cultural competence.

**Downloadable Audio**

The textbook includes access to supplementary online audio materials, which include recordings of all of the dialogues, vocabulary, and example sentences from the sentence patterns section. The audio files can be used to facilitate the development of accurate pronunciation and listening comprehension through an interactive environment. In order to ensure the authenticity and quality of the pronunciation, the voices on the audio files are all native Chinese speakers. In *Startup Business Chinese Level 2*, these files are available in mp3 format, giving students the opportunity to download these files conveniently into their iPod or other mp3 players.

**Exercises**

The practice exercises found at the end of each lesson are created based on the dialogues, vocabulary, and sentence patterns taught in this book. The practice materials consist of a variety of exercises focusing on understanding and communicating through speaking, writing, and listening comprehension exercises, the latter being accompanied by downloadable audio files. The exercises range from simple sentence structure and grammar pattern questions to more complicated and communicative open-ended questions. These exercises emphasize building skills in vocabulary and grammar, with an ultimate focus on improving communicative ability.
Acknowledgments

I would like to acknowledge the following people for their assistance, support, and encouragement. Their efforts made it possible to complete this book.

I am extremely appreciative of Dr. Yingjin Zhang, former Director of the Chinese Studies Program at the University of California, San Diego, for his continuous support and advice.

I would also like to recognize Jill Cheng, President of the Cheng & Tsui Company, Vivian Ling (Chief-Editor), Laurel Damashek and Eavan Cully (Editors), for their unwavering confidence in me in publishing this fourth book.

I would like to take the opportunity to thank four individuals, Juelin Wang, Xiaojie Ma, Ji Wang, and Harmony Downs-Wang for using their native Chinese language abilities to provide the necessary research assistance for me to develop this book.

A special thanks to Dr. John Marino, former Chair of the History Department at University of California, San Diego, for providing a grant to assist in writing this book.

Last but not least, I thank my parents for their understanding and consideration, and my husband for his inspiration and all-encompassing support for this project.
# Abbreviations

## Abbreviations for Part of Speech

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Part of Speech</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adj</td>
<td>Adjective</td>
</tr>
<tr>
<td>Adv</td>
<td>Adverb</td>
</tr>
<tr>
<td>AV</td>
<td>Auxiliary Verb</td>
</tr>
<tr>
<td>Conj</td>
<td>Conjunction</td>
</tr>
<tr>
<td>Exc</td>
<td>Exclamation</td>
</tr>
<tr>
<td>Inter</td>
<td>Interjection</td>
</tr>
<tr>
<td>IP</td>
<td>Interrogative Pronoun</td>
</tr>
<tr>
<td>M</td>
<td>Measure word</td>
</tr>
<tr>
<td>N</td>
<td>Noun</td>
</tr>
<tr>
<td>Nu</td>
<td>Numerals</td>
</tr>
<tr>
<td>O</td>
<td>Object</td>
</tr>
<tr>
<td>P</td>
<td>Particle</td>
</tr>
<tr>
<td>Pr</td>
<td>Pronoun</td>
</tr>
<tr>
<td>Pre</td>
<td>Prefix</td>
</tr>
<tr>
<td>Prep</td>
<td>Preposition</td>
</tr>
<tr>
<td>S</td>
<td>Subject</td>
</tr>
<tr>
<td>Spe</td>
<td>Specifier</td>
</tr>
<tr>
<td>Suf</td>
<td>Suffix</td>
</tr>
<tr>
<td>T</td>
<td>Time word</td>
</tr>
<tr>
<td>TD</td>
<td>Time Duration</td>
</tr>
<tr>
<td>TW</td>
<td>Time When</td>
</tr>
<tr>
<td>UE</td>
<td>Useful Expression</td>
</tr>
<tr>
<td>V</td>
<td>Verb</td>
</tr>
<tr>
<td>VC</td>
<td>Verb plus Complement</td>
</tr>
<tr>
<td>VO</td>
<td>Verb plus Object</td>
</tr>
</tbody>
</table>
Lesson 1
调职
Relocating to a New Post

In this lesson we will learn:

• How to converse with your colleagues and superiors regarding employment relocation plans.
• How to engage in small talk with your colleagues and superiors regarding concerns about relocation accommodations.
• Chinese social etiquette for departing colleagues.
Chinese Dialogue

白有天在美国一家生产电子元件的公司工作，这家公司的总部在加州的硅谷。去年公司已经在北京设立了一家分公司，最近又计划在广州成立第二家分公司，而且准备派白有天去广州当分公司的总经理。

杰森： 有天，下星期就出发去广州了吧？事情都安排好了吗？
白有天： 差不多了。我这两天还需要再整理一下资料。
杰森： 以后就要长期住在广州了，你做好心理准备了吗？
白有天： 做好了！我一直希望能有这样的机会去中国发展。
杰森： 你太太呢？她愿意搬到一个陌生的地方去生活吗？
白有天： 当然愿意。她是在上海出生、长大的，所以我相信她很快就会适应那边的生活。
杰森： 孩子们肯定也很激动吧？
白有天： 是的，他们整天问我什么时候动身呢。
杰森： 动身前一起吃个便饭吧，我给你饯行。
白有天： 好，先谢了！

Pinyin Dialogue

Bái Yǒutiān zài Méiguó yì jiā shèngdài zuòyè dì diǎn zhī yuānjiān de gōngsī gōngzuò, zhè jiā gōngsī de zhōngbù zài Jiālìzhōu de Guīgū. Qùnián gōngsī yǐjīng zài Běijīng shēlǐ le yì jiā fēnggōngsī, zuíjīn yōu jiǔhū zài Guǎngzhōu chénglǐ dì ěr jiā fēnggōngsī, ěrqì zhūnbèi pài Bái Yǒutiān qù Guǎngzhōu dāng fēnggōngsī de zhōngjīnglǐ.

Jiēsēn: Yǒutiān, xià xǐngqǐ jiǔ chūfā qù Guǎngzhōu le ba? Shìqīng dōu ànpái hǎo le ma?
Bái Yǒutiān: Chàbūdú le. Wǒ zhè liáng tiān hái xūyào zài zhěnqī yīxià zǐliào.
Jiēsēn: Yǐhòu jiǔ yào zhǎo gōngzuò le, nǐ zuò hǎo xīnlǐ zhūnbèi le ma?
Bái Yǒutiān: Zuò hǎo le! Wǒ yìzhī xiāngwáng nèng yǒu zhèwàng de jiǔhū qù Zhōngguó fāzhǎn.
Jiēsēn: Nǐ tài tài ne? Tā yuànyì bān dào yì ge mòshēng de dìfang qū shènghuò ma?
Bái Yǒutiān: Dāngrán yuànyì. Tā shì zài Shànghǎi chūshēng, zhāngdà de, suǒyì wǒ xiǎngxīn tā hěn kuài jiù huì shìyǐng nǎibiān de shènghuò.
Jiēsēn: Háizǐmén kěndīng yē hěn jídòng ba?
### Vocabulary

<table>
<thead>
<tr>
<th>Simplified</th>
<th>Traditional</th>
<th>Pinyin</th>
<th>Part of Speech</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 调职</td>
<td>調職</td>
<td>diào zhí</td>
<td>VO</td>
<td>to be transferred to another post</td>
</tr>
<tr>
<td>2. 元件</td>
<td>元件</td>
<td>yuánjiàn</td>
<td>N</td>
<td>component; part</td>
</tr>
<tr>
<td>3. 加州</td>
<td>加州</td>
<td>Jiāzhōu</td>
<td>PN</td>
<td>California</td>
</tr>
<tr>
<td>4. 州</td>
<td>州</td>
<td>zhōu</td>
<td>N</td>
<td>state</td>
</tr>
<tr>
<td>5. 硅谷</td>
<td>砂谷</td>
<td>Guīgū (China) / Xīgū (Taiwan)</td>
<td>PN</td>
<td>Silicon Valley</td>
</tr>
<tr>
<td>6. 设立</td>
<td>設立</td>
<td>shèlì</td>
<td>V</td>
<td>to establish; to set up</td>
</tr>
<tr>
<td>7. 又</td>
<td>又</td>
<td>yòu</td>
<td>Adv</td>
<td>again</td>
</tr>
<tr>
<td>8. 成立</td>
<td>成立</td>
<td>chénglì</td>
<td>V</td>
<td>to establish; to set up; to compose (theory)</td>
</tr>
<tr>
<td>9. 而且</td>
<td>而且</td>
<td>érqiě</td>
<td>Conj</td>
<td>and also; furthermore</td>
</tr>
<tr>
<td>10. 派</td>
<td>派</td>
<td>pài</td>
<td>V</td>
<td>to send; to dispatch; to assign</td>
</tr>
<tr>
<td>11. 当</td>
<td>當</td>
<td>dāng</td>
<td>V</td>
<td>to act as; to work as; to serve as</td>
</tr>
<tr>
<td>12. 杰森</td>
<td>傑森</td>
<td>Jiésēn</td>
<td>PN</td>
<td>Jason, a given name of a fictional person in this text</td>
</tr>
<tr>
<td>13. 出发</td>
<td>出發</td>
<td>chūfā</td>
<td>V</td>
<td>to set out; to start off (on a journey)</td>
</tr>
<tr>
<td>14. 事情</td>
<td>事情</td>
<td>shìqíng</td>
<td>N</td>
<td>things; affairs; matters; business</td>
</tr>
<tr>
<td>15. 整理</td>
<td>整理</td>
<td>zhěnglǐ</td>
<td>V</td>
<td>to organize (data); to put in order; to straighten out; to arrange</td>
</tr>
<tr>
<td>16. 资料</td>
<td>資料</td>
<td>zīliào</td>
<td>N</td>
<td>data; materials</td>
</tr>
<tr>
<td>17. 长期</td>
<td>長期</td>
<td>chángqī</td>
<td>N</td>
<td>long period of time; long-term</td>
</tr>
<tr>
<td>18. 心理</td>
<td>心理</td>
<td>xīnlǐ</td>
<td>N</td>
<td>psychology; mentality</td>
</tr>
<tr>
<td>Simplified</td>
<td>Traditional</td>
<td>Pinyin</td>
<td>Part of Speech</td>
<td>English</td>
</tr>
<tr>
<td>------------</td>
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<td>----------</td>
<td>----------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>19. 这样</td>
<td>這樣</td>
<td>zhèyàng</td>
<td>Pr</td>
<td>such as this; like this</td>
</tr>
<tr>
<td>20. 发展</td>
<td>發展</td>
<td>fāzhǎn</td>
<td>V/N</td>
<td>to develop; to grow; development</td>
</tr>
<tr>
<td>21. 愿意</td>
<td>順意</td>
<td>yuānyì</td>
<td>AV/V</td>
<td>to be willing; to wish; to want</td>
</tr>
<tr>
<td>22. 搬</td>
<td>搬</td>
<td>bān</td>
<td>V</td>
<td>to move from one place to another</td>
</tr>
<tr>
<td>23. 陌生</td>
<td>陌生</td>
<td>mòshēng</td>
<td>Adj</td>
<td>strange; unfamiliar</td>
</tr>
<tr>
<td>24. 生活</td>
<td>生活</td>
<td>shēnghuó</td>
<td>V/N</td>
<td>to live; life</td>
</tr>
<tr>
<td>25. 出生</td>
<td>出生</td>
<td>chūshēng</td>
<td>V</td>
<td>to be born</td>
</tr>
<tr>
<td>26. 长大</td>
<td>長大</td>
<td>zhǎngdà</td>
<td>V</td>
<td>to grow up; to be brought up</td>
</tr>
<tr>
<td>27. 所以</td>
<td>所以</td>
<td>suǒyì</td>
<td>Conj</td>
<td>so; therefore</td>
</tr>
<tr>
<td>28. 相信</td>
<td>相信</td>
<td>xiāngxìn</td>
<td>V</td>
<td>to believe; to trust.</td>
</tr>
<tr>
<td>29. 适应</td>
<td>適應</td>
<td>shìyìng</td>
<td>V</td>
<td>to adapt to; to adjust to (one's environment)</td>
</tr>
<tr>
<td>30. 那边</td>
<td>那邊</td>
<td>nàbiān</td>
<td>Pr</td>
<td>there; over there; that place; that side</td>
</tr>
<tr>
<td>31. 肯定</td>
<td>肯定</td>
<td>kěndìng</td>
<td>Adv/V</td>
<td>definitely; certainly; surely; sure; definite; to affirm; to approve</td>
</tr>
<tr>
<td>32. 激动</td>
<td>激動</td>
<td>jídòng</td>
<td>Adv</td>
<td>excited; filled with emotion</td>
</tr>
<tr>
<td>33. 整天</td>
<td>整天</td>
<td>zhěntiān</td>
<td>TW/TD</td>
<td>the whole day; all day long</td>
</tr>
<tr>
<td>34. 动身</td>
<td>動身</td>
<td>dòngshēn</td>
<td>VO</td>
<td>to set out on a journey</td>
</tr>
<tr>
<td>35. 前</td>
<td>前</td>
<td>qián</td>
<td>Conj</td>
<td>before (an action)</td>
</tr>
<tr>
<td>36. 便饭</td>
<td>便飯</td>
<td>biànfàn</td>
<td>N</td>
<td>simple meal (humble expression)</td>
</tr>
<tr>
<td>37. 钱行</td>
<td>錢行</td>
<td>jiànxìng</td>
<td>V</td>
<td>to give a farewell dinner</td>
</tr>
</tbody>
</table>
**Additional Vocabulary**

Note to students: These additional vocabulary items can be found in the Sentence Patterns and Practice sections of the lessons.

<table>
<thead>
<tr>
<th>Simplified</th>
<th>Traditional</th>
<th>Pinyin</th>
<th>Part of Speech</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>跑</td>
<td>跑</td>
<td>pào</td>
<td>V</td>
<td>to run</td>
</tr>
<tr>
<td>念</td>
<td>念</td>
<td>niàn</td>
<td>V</td>
<td>to read; to study; to attend (school)</td>
</tr>
<tr>
<td>北大</td>
<td>北大</td>
<td>Běidà</td>
<td>PN</td>
<td>Beijing University (abbreviated title)</td>
</tr>
<tr>
<td>那么</td>
<td>那么</td>
<td>nàme</td>
<td>Adv</td>
<td>so; such; like that</td>
</tr>
<tr>
<td>成本</td>
<td>成本</td>
<td>chéngběn</td>
<td>N</td>
<td>(manufacturing, production, etc.) cost</td>
</tr>
<tr>
<td>低</td>
<td>低</td>
<td>dī</td>
<td>Adj</td>
<td>low; below average</td>
</tr>
<tr>
<td>后</td>
<td>后</td>
<td>hòu</td>
<td>Conj</td>
<td>after</td>
</tr>
<tr>
<td>天津</td>
<td>天津</td>
<td>Tiānjīn</td>
<td>PN</td>
<td>Tianjin (a port city near Beijing)</td>
</tr>
<tr>
<td>搬家</td>
<td>搬家</td>
<td>bān jiā</td>
<td>VO</td>
<td>to move to a new home</td>
</tr>
<tr>
<td>广东</td>
<td>廣東</td>
<td>Guǎngdōng</td>
<td>PN</td>
<td>Guangdong (province)</td>
</tr>
</tbody>
</table>

**Sentence Patterns**

Tā yuàn yì bān dào yī gè mòshēng de dìfāng qù shēnghuó ma?

1. 她 愿意 搬 到 一个 陌生 的 地方 去 生活 吗?
   Is she willing to move to an unfamiliar place to live?

到 dào, meaning “to arrive or to reach,” is often used to indicate arriving at a certain place via the action expressed by the verb before it. In this pattern, 来 or 去 can be added after the place word. This pattern is the extension of the pattern “V + 到 + place word + 来/去” that was introduced in Level 1, Unit 3.1 (Sentence Pattern 9).
Practice

Complete the following mini-dialogues:

1. Nǐ huì bān dào ______ qù?
   A: 你会搬到 ______ 去？
   Wǒ huì bān dào Shànghǎi qù.
   B: 我会搬到上海去。

2. Nǐmen gāng bān dào Guǎngzhōu lái ma?
   A: 你们刚搬到广州来吗？
   Shì de, wǒmen ____________________________.
   B: 是的，我们__________________________。

3. Cóng nǐ jiā kāi dào gōngsī yào duō cháng shíjiān?
   A: 从你家开到公司要多长时间？
   B: ________________________________。

Wǒmen gōngsī de zhōngbù yǐjīng bān dào Shànghǎi qù le.
1. 我们公司的总部已经搬到上海去了。
   The company headquarters has already moved to Shanghai.

   Tā mèitiān zāoshāng dōu gēn tā de tài tāi zǒu dào gōngyuán qù duànlìan.
   2. 他每天早上都跟他的太太走到公园去锻炼。
   Every morning he walks with his wife to the park to exercise.

   Yí dào wǔfēn shíjiān, gōngrénmen jiù huì pǎo dào shítáng qù chī fàn.
   3. 一到午饭时间，工人们就会跑到食堂去吃饭。
   As soon as it is lunchtime, the workers will run to the dining hall for lunch.
4. Tingshuō tā jiù yào diào zhí le?
   A: 听说她就要调动了?
      Shi de. Tā xià ge yuè jiù yào diào _______ Běijīng _______ le.
   B: 是的。她下个月就要调 _______ 北京 _______ 了。

Tā shì zài Shànghāi chūshēng, zhǎngdà de.

2. 她是在上海出生、长大的。
   She was born and grew up in Shanghai.

In Level 1, Unit 7.2 (Sentence Pattern 3) we introduced the usage of 是……的, which is used when asking about or describing the place, time, manner, or agent of an action that has already happened. The following sentences are examples of this usage.

<table>
<thead>
<tr>
<th>(不)是</th>
<th>谁什么时候什么地方/哪儿怎么</th>
<th>的</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nǐ shì zài nǎr nián dàxué de?</td>
<td>A: 你是在哪儿念大学的?</td>
<td>Where did you attend college?</td>
</tr>
<tr>
<td>Wǒ shì zài Běidà nián de.</td>
<td>B: 我是在北大念的。</td>
<td>I attended Beijing University.</td>
</tr>
</tbody>
</table>

Note: The object 大学 can be omitted in the answer. If the object is included, it can be placed either after the verb or after 的. For example, both 我是在北大念大学的 and 我是在北大念的大学 are acceptable.
Practice

Fill in the blanks with appropriate Chinese words or phrases:

1. Nǐ shì ________ rènshī nà jiā gōngsī de jīnglǐ de?
   A: 你是______认识那家公司经理的?
   Shì qùnián rènshī tā de.
   B: 是去年认识她的。

2. Tā shì ________ dào Guǎngzhōu lái de?
   A: 他是______到广州来的?
   Zuò fēijī lái de.
   B: 坐飞机来的。

3. Nǐmen shì cóng ________ chūfā de?
   A: 你们是从______出发的?
   Cóng Shànghǎi chūfā de.
   B: 从上海出发的。

4. Zhèxiē zīliào shì ________ zhěnlǐ de mà?
   A: 这些资料是______整理的吗?
   Bú shì wǒ, shì Lín Mìshū zhěnlǐ de.
   B: 不是我，是林秘书整理的。

Translate the sentences into Chinese:

5. All of their children grew up in the United States.
   所有的孩子在美国长大。

6. Where was your sister born?
   你姐姐在哪里出生?

7. When did you see them?
   你什么时候见到他们?
8. Who introduced this job to you?

9. How did he get here?

Háizǐmen kěndìng yě hên jídòng ba?

3. 孩子们肯定也很激动吧？
(Your) children certainly are excited too.

肯定 means “definitely, certainly, surely.” It is usually used between the subject and the predicate to indicate that a conjecture or statement is certain and perhaps obvious.

<table>
<thead>
<tr>
<th>S + 肯定 + Predicate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yǒu tóngshì de bāngzhù, tā zài xīn gòngsī de gōngzuò kěndìng hui hên shùnli.</td>
</tr>
<tr>
<td>1. 有同事的帮助，他在新公司的工作肯定会很顺利。</td>
</tr>
<tr>
<td>With his colleagues’ help, his job in the new company will certainly go smoothly.</td>
</tr>
<tr>
<td>Tā nàme nǚ lì gōngzuò, lǎobān kěndìng hěn xīhuàn tā.</td>
</tr>
<tr>
<td>2. 他那么努力工作，老板肯定很喜欢他。</td>
</tr>
<tr>
<td>He works so hard; the boss definitely likes him.</td>
</tr>
<tr>
<td>Zhōngguó de shēngchǎn chénběn bǐjiāo dì, wǒmen kěndìng hui qù Zhōngguó fāzhǎn de.</td>
</tr>
<tr>
<td>3. 中国的生产成本比较低，我们肯定会去中国发展的。</td>
</tr>
<tr>
<td>The production cost in China is relatively low; we will definitely go to China to develop (the business).</td>
</tr>
</tbody>
</table>
Practice

Translate the sentences into Chinese:

1. She has lived in many large cities. She will definitely be able to adjust to life in Shanghai.

2. He has done this kind of work before. He certainly knows how to do it.

3. Dong shen qian yi qi chi ge bianfan ba.

4. 动身前一起吃个便饭吧。
   Before you take off, let’s get together for a simple meal.

前 is used after a verb or time word to indicate that an action took or will take place prior to a specified event or certain time. It is similar to 以前, which we learned in Level 1, Unit 1.1 (Sentence Pattern 3). Its antonym is 后, the usage of which is similar to 以后, which was introduced in Level 1, Unit 9.2 (Sentence Pattern 1). However, please note that 前 cannot stand alone to mean “previously,” and 后 cannot stand alone to mean “afterwards.” For example, it is fine to say 他以前是我们公司的总经理, but not *他前是我们公司的总经理.

<table>
<thead>
<tr>
<th>Earphone Icon</th>
<th>V/TW/TD + 前/后</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lao Wang chufan qian da jia yue ge shijian geng xi jianxing ba.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>1. 老王出发前大家一起约个时间给他饯行吧。</td>
<td></td>
</tr>
<tr>
<td>Before Lao Wang leaves, we should set up a time to give him a farewell dinner.</td>
<td></td>
</tr>
<tr>
<td>Wu nian qian women zai Tianjin chengli le yi jia duzi gongsi.</td>
<td></td>
</tr>
<tr>
<td>2. 五年前我们在天津成立了一家独资公司。</td>
<td></td>
</tr>
<tr>
<td>Five years ago we set up a wholly-owned company in Tianjin.</td>
<td></td>
</tr>
<tr>
<td>Ni ban jia hou xuyao wo lai bang ni zhegongli fangzi ma?</td>
<td></td>
</tr>
<tr>
<td>3. 你搬家后需要我来帮你整理房子吗?</td>
<td></td>
</tr>
<tr>
<td>After you move, do you need me to help you tidy up your house?</td>
<td></td>
</tr>
</tbody>
</table>
Practice

Fill in the blanks with appropriate Chinese words or phrases:

1. Shuì jiào qián wǒ xǐhuan __________________________.
   睡觉 前 我 喜欢 __________________________。

2. Zhè ge háizi shuō tā zhǎngdà hòu xiǎng dāng __________________________.
   这个 孩子 说 她 长 大 后 想 当 __________________________。

3. Shí diǎn yǐhòu __________________________.
   十点 以后 __________________________。

4. Liù ge yuè qián __________________________.
   六 个 月 前 __________________________。

5. Zhè ge diànyǐng wǒ __________________________ méiyǒu kàn guò.
   这个 电影 我 __________________________ 没有 看 过。

6. Nǐ __________________________ huì cháng lái Guǎngdōng chū chāi ma?
   你 __________________________ 会 常来 广东 出差 吗?

Cultural Points

Expatriates in China

After China joined the WTO (World Trade Organization) in 2001, corporations began to flock to China to do business. As part of their global development strategies, many foreign companies have sent employees proficient in international business to branch offices in several major Chinese cities. Familiar with international management and corporate culture, these foreign employees have successfully integrated these new Chinese offices into their companies’ worldwide operations.

Since they are selected by their companies for their business expertise, expatriates in China typically hold senior titles and earn substantially higher salaries than the local Chinese employed by these same companies. Their employers typically pay a living stipend and provide additional benefits such as moving expenses, children’s schooling, automobiles, housing, and in some cases job offers for their spouses. To adapt to Chinese culture, new foreign managers team up with their local hires from within and outside
the corporate environment. Although it is becoming increasingly common for multinationals to hire local staff rather than foreign experts, most senior executives are still expatriates from the company’s headquarters. Many companies have also begun staffing their Chinese offices with highly educated local employees or Chinese citizens who have returned from education overseas.

Although the personal and professional benefits of working in China are significant, foreign individuals and their corporations must deal with some bureaucratic red tape in order to settle in. The hurdles to be cleared include labor license applications, residence permits, and physical examinations.

Life as an expatriate can be an exciting and fulfilling adventure; however it may also involve significant challenges in adapting to a new cultural environment and acquiring a new language while striving for professional success. To compensate for the personal sacrifices foreign employees make while attracting more foreign investment to build its booming economy, the Chinese government has favorable policies for these corporations, individuals, and foreign investors. These benefits include simplified registration, tax breaks, funding for research, and land purchase. Consequently, many regulations have been modified to suit the needs of these expats.

**Showing Respect to an Honored Guest at a Meal**

At the end of the dialogue, 杰森 says, “动身前一起吃个便饭吧，我给你饯行。”便饭 literally translates as “convenient meal.” This translation, however, does not signify the true meaning behind the phrase.便饭 is a polite expression used to express modesty when inviting superiors or respected patrons to a meal. Although the expression suggests that this may be a simple meal, it may actually be a grand feast. The expression 便饭 is usually limited to semi-formal situations.

When expressing your gratitude, it would be impolite to say “谢谢你的便饭” or “谢谢你请我吃便饭”.
Listening Comprehension Chinese Dialogue

孩子：妈妈，我们下个月就要搬到广州去了吗？
妈妈：是的，你们高兴吗？
孩子：高兴，可是我们要去的是一个陌生的地方。
妈妈：别担心，妈妈是在那里出生的。
孩子：那妈妈也是在那里长大的吗？
妈妈：不是，妈妈十岁的时候就离开中国搬到美国来了。

Listening Comprehension Pinyin Dialogue

Háizi: Māma, wǒmen xià ge yuè jiù yào bān dào Guǎngzhōu qù le ma?
Māma: Shì de, nǐmen gāoxìng ma?
Háizi: Gāoxìng, kěshì wǒmen yào qù de shì yī ge mòshēng de difang.
Māma: Bié dǎn xīn, māma shì zài nǎlǐ chūshēng de.
Háizi: Nà māma yě shì zài nǎlǐ zhǎngdà de ma?
Māma: Bú shì, māma shì suì de shíhou jiù líkǎi Zhōngguó bān dào Méiguó lái le.
Comprehension Questions

1. Tāmen zhè ge yuè jiù yào bān jiā le mà?
   他们这个月就要搬家了吗？

2. Háizi men dān xīn shénme?
   孩子们担心什么？

3. Tāmen dōu shì dì yì cì qù Guǎngzhōu mà?
   他们都是第一次去广州吗？

4. Māma shì zài nàr chūshēng de?
   妈妈是在哪儿出生的？

5. Māma zài Zhōngguó zhù le jǐ nián?
   妈妈在中国住了几年？

6. Māma shì zài Zhōngguó zhǎngdà de mà?
   妈妈是在中国长大的吗？

7. Māma líkāi Zhōngguó yǐhòu zhù zài nàr?
   妈妈离开中国以后住在哪儿？
On a separate sheet of paper, write a dialogue or role-play a conversation with a partner based on the following topic. Incorporate the words provided below, as well as other words and expressions you have learned, to add variety and interest. Afterwards, present your work to your peers and act out the dialogues.

<table>
<thead>
<tr>
<th>fēngōngsī</th>
<th>chūfā</th>
<th>dòng shēn</th>
<th>shénme shíhou</th>
<th>fāzhǎn</th>
<th>xīnlí zhǔnbèi</th>
<th>ānpái</th>
<th>shèlǐ</th>
</tr>
</thead>
<tbody>
<tr>
<td>分公司、出发、动身、什么时候、发展、心理准备、安排、设立</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

One of your colleagues has decided to take a new position as a manager in the new branch your company has just set up in China. Ask your colleague a few questions regarding the relocation plan, including:

1. Home and office location
2. Time and date of travel
3. Travel arrangements
4. Family plans
5. What you are looking forward to and concerned about

**Exercises**

1. Fill in the blanks by choosing the most appropriate words from the word bank to complete the mini-dialogues.

<table>
<thead>
<tr>
<th>shèlǐ</th>
<th>bān jiā</th>
<th>biānfān</th>
<th>chūfā</th>
<th>jiànxíng</th>
<th>shìyìng</th>
</tr>
</thead>
<tbody>
<tr>
<td>设立、搬家、便饭、出发、饯行、适应、</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>xūyào</td>
<td>moshēng</td>
<td>zhǔnbèi</td>
<td>pāi</td>
<td>ānpái</td>
<td>xiàngxīn</td>
</tr>
<tr>
<td>需要、陌生、准备、派、安排、相信</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Wǒmen jǐ diǎn zhōng __________?
   A: 我们几点钟__________?
   Zánmen xiàwǔ sān diǎn zǒu.
   B: 咱们下午三点走。

2. Nǐmen shénme shíhou __________?
   A: 你们什么时候__________?
   Wǒmen __________ xià ge yuè bān.
   B: 我们__________下个月搬。
3. Nǐmén de fēngōngsī xūyào ________ rénshìbù ma?
   A: 你们的分公司需要________ 人事部吗？
   Búyòng, yǐnwèi xiànzǎi yuánɡōnɡ bù duō, suǒyǐ hái bù ________.
   B: 不用，因为现在员工不多，所以还不________。

4. Tā bù dǒnɡ Zhōngwén, ________ tā qù Zhōnɡguó déhuà, nǐ xiǎnɡ tā néng
   A: 他不懂中文，________ 他去中国的话，你想他能
       ________ nábiàn de shēnghuó ma?
       Yīnɡɡài bù nán, hén duò shìqínɡ nábiàn de tónɡshì dōu huì bānɡ tā ________ de.
   B: 应该不难，很多事情那边的同事都会帮他________的。

5. Tínɡshuō zònɡjǐnɡlǐ xià ge xínɡqì jiù yào zòu le.
   A: 听说总经理下个星期就要走了。
       Shì de, tā zòu yǐqián wǒmen qīnɡ tā chǐ fàn, gěi tā ________.
   B: 是的，他走以前我们请他吃饭，给他________。

6. Wǒ ________ wǒmen zhè yī cí yídìnɡ néng gěn tāmén qiān zhè ɡè héntónɡ!
   A: 我________ 我们这一次一定能跟他们签这个合同！
       Duì! Dàjīā yìqǐ nǔlì, kěnìnɡ shùnli.
   B: 对！大家一起努力，肯定顺利。

7. Nǐ xià xínɡqì shénme shíhou yǒu kònɡ? Wǒmen xiǎnɡ qǐnɡ nǐ chǐ ge ________!
   A: 你下星期什么时候有空？我们想请你吃个________！
       Nǐmén tài kěqì le, shénme shíhou dōu xínɡ.
   B: 你们太客气了，什么时候都行。

8. Nǐ yuǎn yì qù yī ge ________ de ɡuójiā ɡōnɡzuò ma?
   A: 你愿意去一个________的国家工作吗？
       Méi wèntí, wǒ yǐqián zài hén duò ɡuójiā ɡōnɡzuò ɡuò.
   B: 没问题，我以前在很多国家工作过。

16  Lesson 1 Relocating to a New Post 调职
2. Choose either 愿意 (yuànyì) or 希望 (xīwàng) to complete the following sentences.

1. 她________以后 能当分公司 的总经理。
   
2. 公司打算调你去人事部工作，你________吗？
   
3. 我________你 能去那边 当总经理。

Based on your own life, compose three sentences using 愿意 (yuànyì) and three sentences using 希望 (xīwàng).

**愿意 (yuànyì)**

1. 

2. 

3. 

**希望 (xīwàng)**

1. 

2. 

3. 

Lesson 1 Relocating to a New Post  调职  17
3. Complete the following mini-dialogues.

1. Nǐmen kuài bān jiā le ma?
   A: 你们快搬家了吗?
   Šì de, wǒmen ____________________________.
   B: 是的，我们____________________________。
   A: ____________________________?
      Xià ge xìngqī jiù bān.
   B: 下个星期就搬。
      Nǐmen huì ____________________________?
      A: 你们会______________________________?
      Wǒmen huì bān dào Guāngzhōu qū.
      B: 我们会搬到广州去。

2. Nǐmen gāng bān dào Shànghǎi lái ma?
   A: 你们刚搬到上海来吗?
      Šì, wǒmen ____________________________.
   B: 是，我们____________________________。
      Nǐmen ____________________________?
      A: 你们______________________________?
      Wǒmen shì shàng ge yuè bān lái de.
      B: 我们是上个月搬来的。
      A: ____________________________?
      Cóng Běijīng bān lái de.
      B: 从北京搬来的。
3. 你走路上班还是开车上班？

A: 你走路上班还是开车上班？
B: 我
A: 你走路上班还是开车上班？

B: 因为我家离公司比较远。

A: 开到公司需要长时间？
B: 要开四十分钟。

4. 听说你每天早上锻炼。

A: 听说你每天早上锻炼。
B: 是的，我每天早上锻炼。

A: 你每天早上锻炼？

B: 我每天走公园锻炼。

5. 听说他快辞职了，是吧？

A: 听说他快辞职了，是吧？
B: 公司会调他去什么地方？
A: 公司会调他去什么地方？
B: 去中国。
4. Choose the best option from among 前 (qián), 后 (hòu), 以前 (yǐqián), and 以后 (yǐhòu) to use with the following groups of words, and then turn them into complete sentences. (Note: Some questions may have more than one choice.)

Example:

chī fàn Zhōngguórén hē chá xǐhuàn
吃饭 中国人 喝茶 喜欢
Zhōngguórén xǐhuàn chī fàn (yǐhòu or hòu) hē chá
中国人 喜欢 吃饭（以后或后）喝茶。

1. Wǒmen xià bān chàng qù kālāOK yìqǐ jīngcháng
我们 下班 唱 去 卡拉OK 一起 经常

2. Shuì jiào hē jiǔ yīdiǎn tā xǐhuàn
睡觉 喝酒 一点 他 喜欢

3. Nǐ gōngsī yèwù jiù duō fèi xīn yào de le
你 公司 业务 就 多 费心 要 的 了

4. Wǒ dòng shēn dà diànhuà gěi nǐ huì zài
我 动身 打电话 给你 会 再

5. Tā lái wǒmen dāng jīnglǐ guò gōngsī
她 来 我们 当 经理 过 公司

6. Wǒ guò zuò gōngzuò zhè zhǒng
我 过 做 工作 这 种

20 Lesson 1 Relocating to a New Post 调职
7. Nǐ xiān xià bān yìxià zhěnglǐ bāngōngshì yīnggāi
你先下班一下整理办公室应该

8. Nǐ dòng shēn shōushì yào xínglǐ hǎo
你动身收拾要去行李好

9. Tā jīngcháng huì chū chāi ma
她经常会出差吗

10. Tā gōngzuò rénshìbù guò zài
他工作人事部过在

Now, write three original sentences using 前 (qián), 后 (hòu), 以前 (yǐqián), or 以后 (yǐhou).

1. ______________________________________

2. ______________________________________

3. ______________________________________

5. Complete the following sentences using vocabulary and sentence patterns from the lesson.

1. Zhè ge háizi zhēngtiān shuō tā zhǎngdà yǐhòu ____________________
   这个孩子整天说他长大以后__________________

2. Dāng ___________ bù qīngsōng, shénme shì qíng dōu děi guān xìn.
   当___________不轻松，什么事情都得关心。

3. Tīngshuō diào dào wǒmen gōngsī lái yǐqián, tā ________________
   听说调到我们公司来以前，他__________________

4. Wǒ xiāngxīn shìyìng xīn shēnghuó yǐhòu, ____________________
   我相信适应新生活以后，__________________
5. Nǐ yǐhòu děi zài zhè ge gōngsī chángqì gōngzuò le,  
你以后得在这个公司长期工作了，________________。

6. Gōngsī ràng tā qù fēnggōngsī dāng zōngjīnglǐ, tā kěndìng  
公司让她去分公司当总经理，她肯定________________。

7. Nǐ yuàn yì ____________________________________________?  
你愿意__________________________________________？

8. Wǒ yízhí xīwàng _______________________________________.  
我一直希望______________________________________。

6. Create question-answer pairs based on the given sentences by using the is……的 (shì……de) construction and the hints provided in the parentheses.

1. Bái Yóutān qù Chéngdū chūchāi le. 
白有天去成都出差了。
A: ___________________________________________  
B: ___________________________________________.
A: ___________________________________________  
B: ___________________________________________.

2. Tā méimeì yòu mǎi le yī tái diànnǎo. 
他妹妹又买了一台电脑。
A: ___________________________________________  
B: ___________________________________________.
A: ___________________________________________  
B: ___________________________________________.

3. Lăobăn gēi Bái Xiānshēng jiànxíng le.
老板给白先生饯行了。
A: ___________________________? (什么时候/shénme shíhou)
B: ___________________________.
(前天/qiántiān)
A: ___________________________? (在哪儿/zài nàr)
B: ___________________________. (在饭店/zài fàdiàn)

7. Insert the words in parentheses into the appropriate places in each sentence. Then give the English equivalent of each sentence.

1. Yǒu tóngshì de bāngzhù, tā zài gōngsī huì hěn shùnli. (xīn, kěnìng)
有同事的帮助，他在公司会很顺利。（新，肯定）

2. Kèhù xiǎng jiàn nǐ, rúguǒ fāngbiàn dehuà, qǐng nǐ mǎshàng lái. (hěn, yìxià)
客户想见你，如果方便的话，请你马上来。（很，一下）

3. Nǐ shí diǎn yào dǎ diànhuà gěi jīnglǐ. (yǐhòu, bù)
你十点要打电话给经理。（以后，不）

4. Zhè ge fāng'àn yǒu wèntì, wǒmen zài tǎolùn ba. (hái, yìxià)
这个方案有问题，我们再讨论吧。（还，一下）

5. Wǒmen xiàwǔ yào kāi huì, Lín Mìshū bāng wǒmen zhǔnbèi wénjiàn le. (yǐjīng, hǎo)
我们下午要开会，林秘书帮我们准备文件了。（已经，好）
6. Zhè shì wǒmen hétong de zīliào, nǐ zài zhěnglǐ, hǎo ma? (máfan, yìxià)
   这是 我们 合同 的 资料，你 再 整理，好 吗？（麻烦，一下）

7. Tā diào zhí de shìqíng hé nín tán le ma? (dōu, hǎo)
   他 调职 的 事情 和 您 谈 了 吗？（都，好）

8. Tā gōngzuò bù nǔlì, lǎobān huì hěn bù gāoxìng. (nàme, kēndìng)
   他 工作 不 努力，老板 会 很 不 高兴。 （那么，肯定）

9. Tāmen xià xīngqī qù Zhōngguó le, nàbiān de tóngshì yǐjīng bāng tāmen ānpái jiǔdiàn le. (jiù yào, hǎo)
   他们 下 星期 去 中国 了，那边 的 同事 已经 帮 他们 安排 酒店 了。（就要，好）

10. Zhè jiàn shì kài huì qián wǒmen kěyǐ shǎngliàng. (xiǎn, yìxià)
    这 件事 开会 前 我们 可以 商量。 （先，一下）

8. Using vocabulary and sentence patterns from this lesson, translate the following sentences into Chinese.

1. He was born in New York, but he grew up in Chicago.

   ________________________________
2. I heard you saw Mr. Wang last night. Where was it that you saw him? (use is....../shi...de)

3. Ms. Lin told me you set up a joint venture company in Chengdu. When did you establish it? (use is....../shi...de)

4. I know the document for tomorrow's meeting has been prepared. Who helped you with that? (use is....../shi...de)

5. The headquarters has decided to send him to China to be the general manager. He must be very happy.

6. If the company decides to relocate you to work in an unfamiliar city, will you be willing to move there?

7. I heard you're taking off in a few days. Is everything prepared?

8. I still need to prepare some materials before my departure.

9. I would like to invite you for a farewell dinner before your departure.

10. Their products are all made in China; therefore the cost is definitely lower than that of the other companies.