

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

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.

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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	
Adj	<i>Adjective</i>
Adv	<i>Adverb</i>
AV	<i>Auxiliary Verb</i>
Conj	<i>Conjunction</i>
Exc	<i>Exclamation</i>
Inter	<i>Interjection</i>
IP	<i>Interrogative Pronoun</i>
M	<i>Measure word</i>
N	<i>Noun</i>
Nu	<i>Numerals</i>
O	<i>Object</i>
P	<i>Particle</i>
Pr	<i>Pronoun</i>
Pre	<i>Prefix</i>
Prep	<i>Preposition</i>
S	<i>Subject</i>
Spe	<i>Specifier</i>
Suf	<i>Suffix</i>
T	<i>Time word</i>
TD	<i>Time Duration</i>
TW	<i>Time When</i>
UE	<i>Useful Expression</i>
V	<i>Verb</i>
VC	<i>Verb plus Complement</i>
VO	<i>Verb plus Object</i>

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 Měiguó yì jiā shēngchǎn diànzǐ yuánjiàn de gōngsī gōngzuò, zhè jiā gōngsī de zǒngbù zài Jiāzhōu de Guīgǔ. Qùnián gōngsī yǐjīng zài Běijīng shèlì le yì jiā fēngōngsī, zuìjìn yòu jìhuà zài Guǎngzhōu chénglì dì èr jiā fēngōngsī, érgiě zhǔnbèi pài Bái Yǒutiān qù Guǎngzhōu dāng fēngōngsī de zǒngjīnglǐ.

Jiésēn: Yǒutiān, xià xīngqī jiù chūfā qù Guǎngzhōu le ba? Shìqing dōu ānpái hǎo le ma?

Bái Yǒutiān: Chàbuduō le. Wǒ zhè liǎng tiān hái xūyào zài zhěnglǐ yíxià zīliào.

Jiésēn: Yǐhòu jiù yào chángqī zhù zài Guǎngzhōu le, nǐ zuò hǎo xīnlǐ zhǔnbèi le ma?

Bái Yǒutiān: Zuò hǎo le! Wǒ yìzhí xīwàng néng yǒu zhèyàng de jīhuì qù Zhōngguó fāzhǎn.

Jiésēn: Nǐ tàitai ne? Tā yuànyì bān dào yí ge mòshēng de dìfang qù shēnghuó ma?

Bái Yǒutiān: Dāngrán yuànyì. Tā shì zài Shànghǎi chūshēng, zhǎngdà de, suǒyǐ wǒ xiāngxìn tā hěn kuài jiù huì shìyìng nàbiān de shēnghuó.

Jiésēn: Háizǐmen kěndìng yě hěn jīdòng ba?

2 Lesson 1 Relocating to a New Post 调职

Bái Yǒutiān: Shì de, tāmen zhěngtiān wèn wǒ shénme shíhou dòng shēn ne.

Jiésēn: Dòng shēn qián yìqǐ chī ge biànfàn ba, wǒ gěi nǐ jiànxíng.

Bái Yǒutiān: Hǎo, xiān xiè le!



Vocabulary

Simplified	Traditional	Pinyin	Part of Speech	English
1. 调职	調職	diào zhí	VO	to be transferred to another post
2. 元件	元件	yuánjiàn	N	component; part
3. 加州	加州	Jiāzhōu	PN	California
4. 州	州	zhōu	N	state
5. 硅谷	矽谷	Guīgǔ (China) / Xīgǔ (Taiwan)	PN	Silicon Valley
6. 设立	設立	shèlì	V	to establish; to set up
7. 又	又	yòu	Adv	again
8. 成立	成立	chénglì	V	to establish; to set up; to compose (theory)
9. 而且	而且	érqiě	Conj	and also; furthermore
10. 派	派	pài	V	to send; to dispatch; to assign
11. 当	當	dāng	V	to act as; to work as; to serve as
12. 杰森	傑森	Jiésēn	PN	Jason, a given name of a fictional person in this text
13. 出发	出發	chūfā	V	to set out; to start off (on a journey)
14. 事情	事情	shìqing	N	things; affairs; matters; business
15. 整理	整理	zhěnglǐ	V	to organize (data); to put in order; to straighten out; to arrange
16. 资料	資料	zīliào	N	data; materials
17. 长期	長期	chángqī	N	long period of time; long-term
18. 心理	心理	xīnlǐ	N	psychology; mentality

Simplified	Traditional	Pinyin	Part of Speech	English
19. 这样	這樣	zhèyàng	Pr	such as this; like this
20. 发展	發展	fāzhǎn	V/N	to develop; to grow; development
21. 愿意	願意	yuànyì	AV/V	to be willing; to wish; to want
22. 搬	搬	bān	V	to move from one place to another
23. 陌生	陌生	mòshēng	Adj	strange; unfamiliar
24. 生活	生活	shēnghuó	V/N	to live; life
25. 出生	出生	chūshēng	V	to be born
26. 长大	長大	zhǎngdà	V	to grow up; to be brought up
27. 所以	所以	suǒyǐ	Conj	so; therefore
28. 相信	相信	xiāngxìn	V	to believe; to trust
29. 适应	適應	shìyìng	V	to adapt to; to adjust to (one's environment)
30. 那边	那邊	nàbiān	Pr	there; over there; that place; that side
31. 肯定	肯定	kěndìng	Adv/ Adj/V	definitely; certainly; surely; sure; definite; to affirm; to approve
32. 激动	激動	jīdòng	Adj	excited; filled with emotion
33. 整天	整天	zhěngtiān	TW/ TD	the whole day; all day long
34. 动身	動身	dòng shēn	VO	to set out on a journey
35. 前	前	qián	Conj	before (an action)
36. 便饭	便飯	biànfàn	N	simple meal (humble expression)
37. 饯行	餞行	jiànxíng	V	to give a farewell dinner

4 Lesson 1 Relocating to a New Post 调职



Additional Vocabulary

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

Simplified	Traditional	Pinyin	Part of Speech	English
1. 跑	跑	pǎo	V	to run
2. 念	念	niàn	V	to read; to study; to attend (school)
3. 北大	北大	Běidà	PN	Beijing University (abbreviated title)
4. 那么	那麼	nàme	Adv	so; such; like that
5. 成本	成本	chéngběn	N	(manufacturing, production, etc.) cost
6. 低	低	dī	Adj	low; below average
7. 后	後	hòu	Conj	after
8. 天津	天津	Tiānjīn	PN	Tianjin (a port city near Beijing)
9. 搬家	搬家	bān jiā	VO	to move to a new home
10. 广东	廣東	Guǎngdōng	PN	Guangdong (province)

Sentence Patterns

Tā yuànyì bān dào yí ge mòshēng de dìfang 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).



走/跑/开/搬/调 + 到 + PW + 来/去

Wǒmen gōngsī de zǒngbù 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 měitiān zǎoshang dōu gēn tā de tàitai zǒu dào gōngyuán qù duànliàn.

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 wǔfàn 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.

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: _____。

4. Tīngshuō tā jiù yào diào zhí le?

A: 听说她就要调职了?

Shì 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 Shànghǎi 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.



(不)是	谁 什么时候 什么地方/哪儿 怎么	的
Nǐ shì zài nǎr niàn dàxué de?		
A: 你是在哪儿念大学的? Where did you attend college?		
Wǒ shì zài Běidà niàn de.		
B: 我是在北大念的。 I attended Beijing University.		
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 _____ rènshi nà jiā gōngsī de jīnglǐ de?
A: 你是 _____ 认识那家公司的经理的?
Shì qùnián rènshi 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 _____ zhěnglǐ de ma?
A: 这些资料是 _____ 整理的吗?
Bú shì wǒ, shì Lín Mìshū zhěnglǐ 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.
_____ ○
6. Where was your sister born?
_____ ○
7. When did you see them?
_____ ○

8. Who introduced this job to you?

_____○

9. How did he get here?

_____○

Háizǐmen kěndìng yě hěn jīdòng 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.



S + 肯定 + Predicate

Yǒu tóngshì de bāngzhù, tā zài xīn gōngsī de gōngzuò kěndìng huì hěn shùnlì.

1. 有同事的帮助, 他在新公司的工作肯定会很顺利。

With his colleagues' help, his job in the new company will certainly go smoothly.

Tā nàme nǔlì gōngzuò, lǎobǎn kěndìng hěn xǐhuan tā.

2. 他那么努力工作, 老板肯定很喜欢他。

He works so hard; the boss definitely likes him.

Zhōngguó de shēngchǎn chéngběn bǐjiào dī, wǒmen kěndìng huì qù Zhōngguó

3. 中国的生产成本比较低, 我们肯定会去中国

fāzhǎn de.

发展的。

The production cost in China is relatively low; we will definitely go to China to develop (the business).

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.

_____ ○

Dòng shēn qián yìqǐ chī ge biànfàn 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.



V/TW/TD + 前/后

Lǎo Wáng chūfā qián dàjiā yuē ge shíjiān gěi tā jiànxíng ba.

1. 老王出发前大家约个时间给他饯行吧。

Before Lao Wang leaves, we should set up a time to give him a farewell dinner.

Wǔ nián qián wǒmen zài Tiānjīn chénglì le yì jiā dúzī gōngsī.

2. 五年前我们在天津成立了一家独资公司。

Five years ago we set up a wholly-owned company in Tianjin.

Nǐ bān jiā hòu xūyào wǒ lái bāng nǐ zhěnglǐ fángzi ma?

3. 你搬家后需要我来帮你整理房子吗?

After you move, do you need me to help you tidy up your house?

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 hái zǐ shuō tā zhǎng dà 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 yí ge mòshēng de dìfang.

Māma: Bié dān xīn, māma shì zài nàlǐ chūshēng de.

Háizi: Nà māma yě shì zài nàlǐ zhǎngdà de ma?

Māma: Bú shì, māma shí suì de shíhòu jiù líkāi Zhōngguó bān dào Měiguó lái le.



Comprehension Questions

1. Tāmen zhè ge yuè jiù yào bān jiā le ma?

他们这个月就要搬家了吗?

2. Háizimen dān xīn shénme?

孩子们担心什么?

3. Tāmen dōu shì dì yí cì qù Guǎngzhōu ma?

他们都是第一次去广州吗?

4. Māma shì zài nǎr 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 ma?

妈妈是在中国长大的吗?

7. Māma líkāi Zhōngguó yǐhòu zhù zài nǎr?

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.

fēngōngsī chūfā dòng shēn shénme shíhou fāzhǎn xīnlǐ zhǔnbèi ānpái shèli
分公司、出发、动身、什么时候、发展、心理准备、安排、设立

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.

shèli bān jiā biànfàn chūfā jiànxíng shìyìng
设立、搬家、便饭、出发、饯行、适应、
xūyào mòshēng zhǔnbèi pài ānpái xiāngxìn
需要、陌生、准备、派、安排、相信

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. Nǐmen de fēngōngsī xūyào _____ rénshìbù ma?
 A: 你们的分公司需要 _____ 人事部 吗?
 Bùyòng, yīnwèi xiànzài yuángōng bù duō, suǒyǐ hái bù _____.
 B: 不用, 因为 现在 员工 不多, 所以 还不 _____。
4. Tā bù dǒng Zhōngwén, _____ tā qù Zhōngguó dehuà, nǐ xiǎng tā néng
 A: 他 不 懂 中文, _____ 他 去 中国 的话, 你 想 他 能
 _____ nàbiān de shēnghuó ma?
 _____ 那边 的 生活 吗?
 Yīnggāi bù nán, hěn duō shìqing nàbiān de tóngshì dōu huì bāng tā _____ de.
 B: 应该 不 难, 很 多 事情 那边 的 同事 都 会 帮 他 _____ 的。
5. Tīngshuō zǒngjīnglǐ xià ge xīngqī jiù yào zǒu le.
 A: 听说 总经理 下 个 星期 就 要 走 了。
 Shì de, tā zǒu yǐqián wǒmen qǐng tā chī fàn, gěi tā _____.
 B: 是的, 他 走 以前 我们 请 他 吃饭, 给 他 _____。
6. Wǒ _____ wǒmen zhè yí cì yíding néng gēn tāmen qiān zhè ge hé tong!
 A: 我 _____ 我们 这 一 次 一 定 能 跟 他们 签 这 个 合同!
 Duì! Dàjiā yìqǐ nǔlì, kěndìng shùnlì.
 B: 对! 大家 一 起 努力, 肯 定 顺 利。
7. Nǐ xià xīngqī shénme shíhou yǒu kòng? Wǒmen xiǎng qǐng nǐ chī ge _____.
 A: 你 下 星期 什 么 时 候 有 空? 我们 想 请 你 吃 个 _____!
 Nǐmen tài kèqi le, shénme shíhou dōu xíng.
 B: 你们 太 客气 了, 什 么 时 候 都 行。
8. Nǐ yuànyì qù yí ge _____ de guójiā gōngzuò ma?
 A: 你 愿 意 去 一 个 _____ 的 国家 工 作 吗?
 Méi wèntí, wǒ yǐqián zài hěn duō guójiā gōngzuò guò.
 B: 没 问 题, 我 以 前 在 很 多 国家 工 作 过。

2. Choose either 愿意 (yuànyì) or 希望 (xīwàng) to complete the following sentences.

1. Tā _____ yǐhòu néng dāng fēngōngsī de zǒngjīnglǐ.
她 _____ 以后 能 当 分公司的 总经理。
2. Gōngsī dǎ suàn diào nǐ qù rénshìbù gōngzuò, nǐ _____ ma?
公司 打算 调 你去 人事部 工作, 你 _____ 吗?
3. Gōngsī zhǔnbèi zài Shànghǎi shèlì fēngōngsī, wǒ _____ nǐ néng qù nàbiān dāng zǒngjīnglǐ.
公司 准备 在 上海 设立 分公司, 我 _____ 你能 去 那边 当 总经理。
4. Wǒ _____ nǐ néng gēn wǒ yìqǐ zhěnglǐ zhèxiē zīliào, nǐ _____ ma?
我 _____ 你 能 跟 我 一起 整理 这些 资料, 你 _____ 吗?

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. _____

3. Complete the following mini-dialogues.

1. Nǐmen kuài bān jiā le ma?

A: 你们快搬家了吗?

Shì de, wǒmen _____.

B: 是的, 我们_____。

A: _____?

Xià ge xīngqī jiù bān.

B: 下个星期就搬。

Nǐmen huì _____?

A: 你们会_____?

Wǒmen huì bān dào Guǎngzhōu qù.

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?

Shì, 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. Nǐ zǒu lù shàng bān hái shì kāi chē shàng bān?

A: 你走路上班还是开车上班?

Wǒ _____.

B: 我 _____。

A: _____?

Yīnwèi wǒ jiā lí gōngsī bǐjiào yuǎn.

B: 因为我家离公司比较远。

Kāi dào gōngsī xūyào _____?

A: 开到公司需要 _____?

Yào kāi sìshí fēnzhōng.

B: 要开四十分钟。

4. Tīngshuō nǐ měitiān zǎoshang _____.

A: 听说你每天早上 _____。

Shìde, wǒ měitiān zǎoshang duànliàn.

B: 是的,我每天早上锻炼。

Nǐ _____ duànliàn?

A: 你 _____ 锻炼?

Wǒ měitiān zǒu _____ gōngyuán duànliàn.

B: 我每天走 _____ 公园锻炼。

5. Tīngshuō tā kuài diào zhí le, shì ba?

A: 听说他快调职了,是吧?

B: _____。

Gōngsī huì diào tā qù _____?

A: 公司会调他去 _____?

Qù Zhōngguó.

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 Zhōngguó rén hē chá xǐ huan

吃饭 中国人 喝茶 喜欢

Zhōngguó rén xǐ huan chī fàn (yǐhòu or hòu) hē chá

中国人 喜欢吃饭 (以后 or 后) 喝茶。

1. Wǒ men xià bān chàng qù kǎ lā OK yì qǐ jīng cháng

我们 下班 唱 去 卡拉OK 一起 经常

_____。

2. Shuì jiào hē jiǔ yí diǎn tā xǐ huan

睡觉 喝酒 一点 他 喜欢

_____。

3. Nǐ gōng sī yè wù jiù duō fèi xīn yào de le

你 公司 业务 就 多 费心 要的 了

_____。

4. Wǒ dòng shēn dǎ diàn huà gěi nǐ huì zài

我 动身 打电话 给你 会 再

_____。

5. Tā lái wǒ men dāng jīng lǐ guò gōng sī

她 来 我们 当 经理 过 公司

_____。

6. Wǒ guò zuò gōng zuò zhè zhǒng

我 过 做 工作 这 种

_____。

7. Nǐ xiān xià bān yíxià zhěnglǐ bàngōngshì yīnggāi
你 先 下班 一下 整理 办公室 应该

_____。

8. Nǐ dòng shēn shōushi yào xíngli hǎo
你 动身 收拾 要 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 (yǐhòu).

1. _____

2. _____

3. _____

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

1. Zhè ge háizi zhěngtiān shuō tā zhǎngdà yǐhòu _____.
这个 孩子 整天 说他 长大 以后 _____。

2. Dāng _____ bù qīngsōng, shénme shì qing dōu dēi guān xīn.
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 xiāngxìn shìyìng xīn shēnghuó yǐhòu, _____.
我 相 信 适 应 新 生 活 以 后, _____。

5. Nǐ yǐhòu děi zài zhè ge gōngsī chángqī gōngzuò le, _____.
你以后得在这个公司长期工作了, _____。
6. Gōngsī ràng tā qù fēngōngsī dāng zǒngjīnglǐ, tā kěndìng _____.
公司让她去分公司当总经理,她肯定_____。
7. Nǐ yuànyì _____?
你愿意_____?
8. Wǒ yìzhí xīwàng _____.
我一直希望_____。

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

1. Bái Yǒutiān qù Chéngdū chū chāi le.
白有天去成都出差了。
- A: _____? (什么时候/shénme shíhou)
B: _____ (上个月/shàng ge yuè)
A: _____? (跟谁/gēn shéi)
B: _____ (林秘书/Lín Mìshū)
A: _____? (怎么/zěnmě)
B: _____ (火车/huǒchē)
2. Tā mèimei yòu mǎi le yì tái diànnǎo.
他妹妹又买了一台电脑。
- A: _____? (在哪儿/zài nǎr)
B: _____ (中关村/Zhōngguāncūn)
A: _____? (什么时候/shénme shíhou)
B: _____ (上个周末/shàng ge zhōumò)

3. Lǎobǎn gěi Bái Xiānsheng 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 nǎr)

B: _____ . (在饭店/zài fàndiàn)

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 shùnlì. (xīn, kěndìng)

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, yíxià)

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 wèntí, wǒmen zài tāolùn ba. (hái, yíxià)

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 hé tong de zī liào, nǐ zài zhěng lǐ, hǎo ma? (má fan, yí xià)
这是 我们 合同 的 资料, 你 再 整理, 好 吗? (麻 烦, 一 下)

7. Tā diào zhí de shì qing hé nín tán le ma? (dōu, hǎo)
他 调 职 的 事 情 和 您 谈 了 吗? (都, 好)

8. Tā gōng zuò bù nǔ lì, lǎo bǎn huì hěn bù gāo xìng. (nà me, kěn dìng)
他 工 作 不 努 力, 老 板 会 很 不 高 兴。 (那 么, 肯 定)

9. Tāmen xià xīng qī qù Zhōng guó le, nà biān de tóng shì yǐ jīng bāng tāmen ān pái
他们 下 星 期 去 中 国 了, 那 边 的 同 事 已 经 帮 他 们 安 排
jiǔ diàn le. (jiù yào, hǎo)
酒 店 了。 (就 要, 好)

10. Zhè jiàn shì kāi huì qián wǒmen kě yǐ shāng liang. (xiān, yí xià)
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 是.....的/shì...de)

_____o

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

_____o

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

_____o

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

_____o

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

_____o

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

_____o

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

_____o

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

_____o

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

_____o