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Chinese

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STARTUP BUSINESS Chinese

Level 3

AN INTERMEDIATE-HIGH COURSE
FOR PROFESSIONALS

新世纪商用汉语中高级会话(三)

Jane C. M. Kuo



CHENG & TSUI COMPANY

Boston

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Preface

Purpose of *Startup Business Chinese*

After the implementation of the Open Door policy, China has become a dominant force in global business, competing with other economic superpowers like the U.S. and Japan. As China's business developments continue to expand, transform, and urbanize, opportunities for foreigners to work or do business in China will abound for decades to come. Understanding the Chinese language and culture has become an important professional business tool to work with. The *Startup Business Chinese* series is developed to serve this exact purpose. This textbook is the third level in the series.

Startup Business Chinese 3 is designed for students and business professionals who wish to accelerate their language proficiency with a business focus, so that they can acquire essential communication skills and consequently conduct business more effectively in China.

It is the author's hope that through practical and situational dialogues on relevant business topics, which include industry and workplace-specific vocabulary and expressions, learners may become better equipped to interact with their local colleagues, employees, and clients in China. Business-related cultural points are discussed to facilitate understanding of the necessary Chinese regulations, social customs, and protocols. Overall, interactive communication skills are prioritized to enable learners to reach beyond an intermediate level of Chinese language proficiency in a reasonable amount of time.

Features of This Book

Learning Objectives

Similar to *Startup Business Chinese Level 2*, each lesson begins with key points outlining what students are expected to learn.

Situational Dialogues

This textbook consists of 12 lessons. Each lesson has a dialogue based on a storyline. Using *Startup Business Chinese Level 1 and 2* as a foundation, the text features a narrative passage, followed by a dialogue in each lesson. The dialogues aim to provide students with an authentic business conversation in both context and content. Students will be able to apply these dialogues to real-life business situations.

The dialogues from each lesson are presented in two forms: simplified Chinese characters and, in the box underneath, *pinyin* Romanization. Students are encouraged and expected to read the Chinese dialogue without the aid of the *pinyin*, and should refer to the *pinyin* only when necessary. The author

understands that some teachers may choose not to emphasize character writing, and therefore provides the *pinyin* for students who have not been trained in writing Chinese characters.

Vocabulary

There are a total of 686 new words, which introduce students to terms that are used in day-to-day operations, and with business partners at social events.

Each lesson features two vocabulary lists. The first list contains words that appear in the lesson's dialogue, and immediately follows the *pinyin* dialogue. The second list, labeled Additional Vocabulary, includes words used throughout the rest of the lesson in the Sentence Patterns. This list precedes the Sentence Patterns section. Words in the Additional Vocabulary section are terms that are used both in the business environment and in everyday life. Additionally, simplified and traditional characters are presented in juxtaposition, along with indications for words with more than one expression and pronunciation.

Sentence Patterns

Each lesson dialogue introduces relevant sentence patterns and new words. The patterns are explained in clear language based on structure and usage. Both formal and informal business usages are included in examples. In addition, most examples are presented in a mini-dialogue format to ensure that the reader will learn the accurate semantic usage and improve their communication skills. Each sentence has its own English translation for self-study, immediately accompanied by a Practice Section for further opportunities to master the pattern.

While *Startup Business Chinese Level 1* and *Level 2* provided students with a convenient side-by-side Chinese text and Romanization guide, *Startup Business Chinese Level 3* minimizes this dependence on Romanization, only providing *pinyin* for new words. Every lesson has a large amount of vocabulary; this is intended to provide learners with opportunities for sustainable self-study.

Cultural Points

Given that culture is an integral part to learning any language, each lesson includes key cultural notes in the dialogues, sentence examples and vocabulary. Though most notes are embedded in the dialogues, a separate cultural point is also included in each lesson. These cultural points highlight important aspects of business practices in different regions in China, giving learners a deeper understanding of various Chinese business cultures, which promote interpersonal relations and overall socio-cultural competence.

Downloadable Audio

The textbook includes access to supplementary online audio materials, with all of the dialogues, vocabulary words, and sentence patterns. Audio files facilitate development of accurate pronunciation and listening comprehension interactively. Authenticity, accuracy and quality of pronunciation are ensured, as the speakers on the files are all native Chinese speakers. You can download these audio files at www.cheng-tsui.com/downloads.

Exercises

Additional practice exercises based on the main dialogues, vocabulary, and sentence patterns can be found at the end of each lesson. This practice material provides a variety of exercises to sharpen communication skills through reading, writing and listening comprehension with the audio downloads described above. Through a function-based approach, the exercises progress from simple questions and tasks to more complicated, open ended questions focusing on the content of the lesson. The exercises also emphasize building up one's vocabulary, knowledge of grammar, and the lesson's subject matter, with an ultimate focus on cultivating high level communication abilities.

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List of Abbreviations

Abbreviations for Parts 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>Numeral</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>
Suf	<i>Suffix</i>
T	<i>Time word</i>
IE	<i>Idiomatic Expression</i>
V	<i>Verb</i>
VO	<i>Verb plus Object</i>

Lesson 1

招聘面试 Job Interview



Objectives

In this lesson we will learn:

- How to answer some common interview questions.
- How to familiarize ourselves with interview etiquette.
- How to respond to different types of interview questions.



Dialogue

上次和白有天在飞机上见面后，李志明就马上浏览了白有天公司的网页，对他们的公司很感兴趣，所以参加了公司的招聘会，并且得到了第二次面试的机会。在会议室里，公司副总王鹏正在和李志明面谈。

王鹏：你就是李志明吧？请坐。人事部通知你的时候，跟你说了让你再来公司一趟的原因吧？

李志明：王总，您好！人事部只是通知我今天来见您，并没有告诉我是什么原因。

王鹏：是这样的，我们这次主要是想招聘几个合适的主管助理，加强一下各个部门的中层管理。

李志明：我去参加招聘会的时候，人事部的冯经理跟我说了，所以我决定应聘销售部的经理助理。

王鹏：可是你拿的是市场营销的硕士学位，照理说市场部的工作更适合你啊。

李志明：的确是这样。可是我也很想有机会积累一些直接接触客户的经验。

王鹏：今天让你来，就是想跟你沟通一下。公司考虑把你安排到市场部去，你肯接受吗？

李志明：那市场部经理助理主要负责哪些工作呢？

王鹏：这个职位除了一些数据分析的工作以外，有时候也需要跟客户应酬。

李志明：其实这也比较符合我的兴趣，我喜欢和客户打交道。

王鹏：好的，那待会儿市场部主管会再跟你面谈，他会向你说明具体的工作情况。

Pinyin

Shàng cì hé Bái Yǒutiān zài fēijī shàng jiàn miàn hòu, Lǐ Zhìmíng jiù mǎshàng liúlǎn le Bái Yǒutiān gōngsī de wǎngyè, duì tāmen de gōngsī hěn gǎn xìngqù, suǒyǐ cānjiā le gōngsī de zhāopìnhuì, bìngqiě dédào le dì-èr cì miànshì de jīhuì. Zài huìyìshì li, gōngsī fùzǒng Wáng Péng zhèngzài hé Lǐ Zhìmíng miàntán.

Wáng Péng: Nǐ jiù shì Lǐ Zhìmíng ba? Qǐng zuò. Rénshìbù tōngzhī nǐ de shíhou, gēn nǐ shuō le ràng nǐ zài lái gōngsī yí tàng de yuányīn ba?

Lǐ Zhìmíng: Wáng Zǒng, nín hǎo! Rénshìbù zhǐshì tōngzhī wǒ jīntiān lái jiàn nín, bìng méiyǒu gàosu wǒ shì shénme yuányīn.

Wáng Péng: Shì zhèyàng de, wǒmen zhè cì zhǔyào shì xiǎng zhāopìn jǐ gè héshì de zhǔguǎn zhǔlǐ, jiāqiáng yíxià gège bùmén de zhōngcéng guǎnlǐ.

Lǐ Zhìmíng: Wǒ qù cānjiā zhāopìnhuì de shíhou, rénshìbù de Féng Jīnglǐ gēn wǒ shuō le, suǒyǐ wǒ juédìng yìngpìn xiāoshòubù de jīnglǐ zhǔlǐ.

Wáng Péng: Kěshì nǐ nà de shì shìchǎng yíngxiāo de shuòshì xuéwèi, zhàoliǎshuō shìchǎngbù de gōngzuò gèng shìhé nǐ a.

Lǐ Zhìmíng: Díquè shì zhèyàng. Kěshì wǒ yě hěn xiǎng yǒu jīhuì jīlěi yíxiē zhǐjiē jiēchù kèhù de jīngyàn.

Wáng Péng: Jīntiān ràng nǐ lái, jiù shì xiǎng gēn nǐ gōutōng yíxià. Gōngsī kǎolù bǎ nǐ ānpái dào shìchǎngbù qù, nǐ kěn jiēshòu ma?

Lǐ Zhìmíng: Nà shìchǎngbù jīnglǐ zhǔlǐ zhǔyào fùzé nǎxiē gōngzuò ne?

Wáng Péng: Zhège zhíwèi chúlè yíxiē shùjù fēnxī de gōngzuò yǐwài, yǒushíhou yě xūyào gēn kèhù yìngchóu.

Lǐ Zhìmíng: Qíshí zhè yě bǐjiào fúhé wǒ de xìngqù, wǒ xǐhuan hé kèhù dǎ jiāodào.

Wáng Péng: Hǎo de, nà dāi huì shìchǎngbù zhǔguǎn huì zài gēn nǐ miàntán, tā huì xiàng nǐ shuōmíng jùtǐ de gōngzuò qíngkuàng.



Vocabulary

Simplified	Traditional	Pinyin	Part of Speech	English
1. 招聘会	招聘會	zhāopìnhuì	N	recruitment fair; job fair
2. 得到	得到	dédào	V	to obtain; to receive
3. 面试	面試	miànshì	N/V	interview; to interview for a job or a position
4. 副总	副總	fùzǒng	N	vice-president of a company
5. 王鹏	王鵬	Wáng Péng	PN	Wang Peng (the full name of a fictional person in this text)
6. 面谈	面談	miàntán	V/N	to interview (face-to-face); job interview
7. 趟	趟	tàng	M	measure word for a trip
8. 并	並	bìng	Adv	actually (used to reinforce a negative expression)

Simplified	Traditional	Pinyin	Part of Speech	English
9. 加强	加強	jiāqiáng	V	to reinforce; to strengthen
10. 中层	中層	zhōngcéng	N	middle-level; middle-ranking
11. 冯	馮	Féng	PN	Feng (a surname)
12. 应聘	應聘	yìngpìn	V	to accept a job offer
13. 照理说	照理說	zhàolǐshuō	Adv	logically speaking; theoretically speaking
14. 适合	適合	shìhé	V	to fit; to suit; to be suitable for
15. 的确	的確	díquè	Adv	indeed; really
16. 积累 (PRC)	累積 (TW)	jīlěi/lěijī	V	to accumulate; accumulation
17. 接触	接觸	jiēchù	V	to come into contact with; to engage (with people)
18. 沟通	溝通	gōutōng	V/N	to communicate with; communication
19. 肯	肯	kěn	AV	to be willing to
20. 接受	接受	jiēshòu	V	to accept
21. 负责	負責	fùzé	V/Adj	to be responsible; to take responsibility for; conscientious
22. 职位	職位	zhíwèi	N	position; post
23. 数据	數據	shùjù	N	data; numbers
24. 分析	分析	fēnxī	N/V	analysis; to analyze
25. 打交道	打交道	dǎ jiāodao	VO	to have dealings with; to make contacts with (to come into contact with)
26. 具体	具體	jùtǐ	Adj	exact; concrete; specific; definite



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. 确定	確定	quèdìng	V/Adj	to determine; to make sure
2. 人数	人數	rénshù	N	number of people
3. 丰富	豐富	fēngfù	Adj	rich; abundant; plentiful
4. 跳槽	跳槽	tiào cáo	VO	to change a job
5. 换	換	huàn	V	to change; to exchange
6. 拉	拉	lā	V	to pull; to draw (in)
7. 口才	口才	kǒucái	N	eloquence
8. 优秀	優秀	yōuxiù	Adj	outstanding; excellent
9. 董事会	董事會	dǒngshìhuì	N	board of directors (in an enterprise)
10. 编	編	biān	V	to compile; to edit
11. 实习生	實習生	shíxíshēng	N	intern
12. 能力	能力	nénglì	N	ability; capability
13. 聘用	聘用	pìnyòng	V	to employ; to appoint to a position
14. 雇用	雇用	gùyòng	V	to hire
15. 犹豫	猶豫	yóuyù	V	to hold back in doubt or indecision; to hesitate
16. 严格	嚴格	yángé	Adj	strict
17. 投	投	tóu	V	to send (a resume); to submit
18. 胜任	勝任	shèngrèn (PRC)/ shēngrèn (TW)	V	to be competent; to be qualified for (a job)
19. 解聘	解聘	jiěpìn	V	to dismiss an employee; to fire
20. 人选	人選	rénxuǎn	N	candidate; applicant
21. 高层	高層	gāocéng	N	high level

Sentence Patterns

1: 并没有告诉我是什么原因。

并 is an adverb used in a negative sentence to emphasize the point being made. It is always used with either 不 or 没有.

并 + negative sentence

Sample Sentences

1. 人事部已经计划要招聘员工，但是并没有确定具体人数。

The HR department has planned to recruit workers, but has not decided on the exact number.

2. 虽然你处理这类问题的经验很丰富，但是这件事并不像你想的那么容易。

Although you have plenty of experience in handling this type of problem, this matter is not as easy as you think.

3. A: 你为什么跳槽呢？我们公司的工资并不低啊？

Why did you want to switch companies (lit. jump ship)? Our company's salary is not that low.

B: 并不是工资的问题，我只是想换个新环境。

Salary was not the issue; I just wanted a change of environment.

Practice

Insert 并 into the correct place in the following sentences:

1. 不是在市场部工作就有机会接触客户。
2. 人事部虽然办公室比较大，但是职员没有市场部的多。
3. 很多美国人其实不像中国人那么喜欢卡拉 OK。

2: 的确是这样。

的确 has the following usages:

When 的确 is used as an adverb to confirm a statement, it means “really,” “surely,” or “indeed.”

Sample Sentences

1. A: 这个月他又拉了3个大客户。
lā

He has brought in three big clients again this month.

B: 像他那么有口才的人的确很适合做销售工作。
kǒucái

The sales job would certainly suit an eloquent person like him.

2. A: 人事部的主管说新招聘的这几位经理助理都很优秀，您觉得怎么样？
yōuxiù

The HR director said these newly hired assistant managers are quite outstanding, what do you think?

B: 他们的确都很能干，董事会对他们也很满意。
dǒngshìhuì

They are indeed very capable, and the board is very satisfied with them.

3. A: 这本商业杂志的确编得很好，除了信息特别多以外，还有很好的市场
biān
数据分析。

This business magazine is indeed well-compiled, besides an abundance of information, there are many good market data analyses.

B: 难怪销售量这么高呢。

No wonder the sales volume is so high.

的确 can also be placed at the beginning of a sentence, followed by a comma, to express firm agreement with a previous statement. 的确是 or 的确是这样 is a common expression, as seen in this book.

Sample Sentences

1. A: 今天早上来面试的这两个实习生看起来都相当有能力, 真的很难决定应该聘用哪一个。

The two interns who came for the interview this morning seemed very capable; it's difficult to decide which one we should hire.

- B: 的确, 我们只能雇用一个人, 这个决定真的很难做。

Indeed, we can only choose one, so making this decision is in fact very difficult.

2. A: 上班时间, 老板不让我们用聊天工具, 说会太耽误工作。

When we're at work, the boss doesn't let us use online chat tools; he said they impede productivity.

- B: 上班的时候和朋友聊天的确太耽误工作了。

Using work hours to chat with friends will certainly affect that.

- A: 的确是。怎么处理这个问题, 其实老板也犹豫。

Very true. As for dealing with this issue, the boss is in fact indecisive about it.

3. A: 我们发现最近迟到的人特别多。

We have noticed that there are quite a few people who are arriving late, recently.

- B: 的确是这样, 所以人事部的管理应该要更严格一点。

Indeed. Therefore, I think the HR department's management should be a little more strict.

Practice

Insert 的确 into the correct place in the following sentences:

1. 你别怪他, _____ 这件事他 _____ 也不清楚。
2. 这次的招聘会 _____ 经验丰富的人 _____ 不多。

Complete the dialogue using 的确 and the words given in parentheses:

3. A: 我发现口才好的人并不一定适合做销售。

B: _____。(经验, 打交道)

4. A: 你得到这个面试机会真不容易。

B: _____。(准备, 投简历)

3: 照理说市场部的工作更适合你啊。

照理说 or 照理 is an adverb meaning “logically speaking.” It should be placed at the beginning of a sentence which states the reason or judgment. 可是 or 但是 can be used in the second clause to reinforce the tone of transition.

Sample Sentences

tóu
1. 他投了那么多简历, 照理说应该会有一两家公司给他回复啊。

He has submitted so many resumes; logically speaking, there should be one or two companies who will reply to him.

2. A: 照理说, 营销部应该负责这个项目, 可是不知道为什么经理却叫市场部负责。

Logically speaking, the sales department should be responsible for this project, but I don't know why the manager asked the marketing department to take responsibility.

shèngrèn jiěpìn
B: 因为营销部很多人不能胜任工作, 经理解聘了很多人, 所以他们的人手不够。

Because there are many unqualified people in the sales department, the manager fired a lot of them, so the sales department is shorthanded.

A: 哦, 原来是这样。

Oh, so that is why.

Practice

Complete the following sentences with 照理 or 照理说:

1. 他积累了那么多市场营销的经验, _____。
2. 他对数据分析的工作不感兴趣, _____。
3. 公司给他第二次面谈的机会, _____。
4. 他去了一个多小时了, 怎么还没回来? _____。

4: 适合 versus 合适

These two words should not be confused with each other, since 适合 is a verb meaning, “to fit something,” “to suit,” or “to be appropriate for,” and 合适 is an adjective meaning “suitable,” or “appropriate.”

Sample Sentences

1. A: 我对助理这个职位没有兴趣, 所以我不适合这个工作。

I'm not interested in the assistant position; therefore this job does not suit me.

- B: 可是主管需要一个懂营销的助理, 你是最合适的人选。
rénxuǎn

However, the manager needs an assistant who is good at sales and you are indeed the best candidate.

2. A: 我并不觉得这句话在这个时候说有什么不合适。

I don't think that it's inappropriate to say this sentence at this moment.

- B: 人事部经理本来就对你有意见, 你再这么说就更不合适了。

The HR manager already has a problem with you; saying that will make things worse.

Practice

Choose either 适合 or 合适 to complete the sentences:

1. 讲究风水的人会觉得把这套家具放在这里更_____。
2. 请你帮我们介绍一个_____的人做高层管理的工作。
3. A: 上班之后我才发现这份工作并不_____我。
B: 找到_____的工作并不容易, 你刚刚毕业, 能找到工作就不错了。

Cultural Points

Job Hunting

When it comes to job hunting, America and China have different customs. In America, hiring procedures are heavily influenced by an individual's qualifications and capabilities. Each candidate submits resumes to companies and then waits for a call back. In most cases, America is known to be a country of equal opportunity: those who qualify and deserve to have the job get it.

On the other hand, in China, what you are or are not capable of has less of an impact. Being able to speak English has always been a highly sought after qualification in multinational corporations. Aside from that, many companies look for people that fit into the company's image. There is greater emphasis placed on outer appearance and on an individual's social network.

For example, a Chinese employer looks at whether or not the candidate is respectful and considerate in the way he or she behaves and speaks. This is important because it demonstrates how well the person will be able to work with others in the company. Physical appearance is also very important because a company's employees represent the visual image of the company itself. This is important for a company if it wants to appeal to the public. However, people often rely on connections to get a job. A friend or relative may know someone in a particular business, and introduce the job seeker to that connection. Rather than primarily relying on skill and talent, it is more common for Chinese people to use networking to get jobs.

Listening Comprehension



Dialogue

面试官：您好，你是来应聘的吗？

林有利：是的，我叫林有利，应聘贵公司的营销主管。

面试官：你的专业是什么？

林有利：我的专业是市场营销。

面试官：那你有市场营销的工作经验吗？

林有利：没有，我今年刚毕业。但是我之前在一家公司的市场部当过实习生。

面试官：对不起，这个工作要求应聘者有三到五年的工作经验。

林有利：那你们还有别的适合我的职位吗？

面试官：如果你感兴趣的话，可以试试我们的市场部销售员。

Comprehension Questions

- 林有利有能力胜任营销主管吗？
 - 能
 - 不能
 - 不知道
- 以下哪一条最可能是营销主管需要的条件：
 - 高学历
 - 丰富的工作经验
 - 高收入
- 林有利工作过多长时间：
 - 0-1年
 - 1-3年
 - 3-5年

4. 比较市场销售员和营销主管的工作经验要求:

- A. 市场销售员要求高
- B. 营销主管要求高
- C. 一样

5. 林有利有机会在这家公司工作吗?

- A. 有, 当营销主管
- B. 有, 当市场销售员
- C. 没有

Creating a Dialogue or Role-Play

On a separate sheet of paper, write a dialogue or role-play a conversation with a partner based on one of the following topics. Incorporate the words from this lesson, 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 dialogue in class.

A. Imagine that you are conducting a job interview/interviewing for a job at a Chinese company.

Use some of the following questions to create an interview scenario:

- What is your area of expertise/study?
- Tell us about your work experience.
- Why are you interested in working for this company?
- Why are you qualified for this position?

B. Create another dialogue for a phone interview. This time, imagine that the interview is about to end and it is time for the interviewee to ask questions, such as:

- When can I expect to hear back from you?
- What is my expected salary?
- If I am hired, when will I start working?
- What are the expected work hours for this position?
- Do I need to work overtime?

Exercises

Choose the most appropriate words from the word bank to complete the dialogues.

分析、合适、情况、加强、积累、浏览、适合、高层、沟通、面试、丰富
符合、简历、接受、得到、招聘、负责、的确、兴趣、应聘、应酬、经验

- A: 你工作找到了吗?

B: 还没呢, 倒是有几个公司要给我_____。

A: 那你的_____准备好了吗? 面试的时候一定要带着。

B: 准备好了。

A: 面试以前, 你最好先_____公司的网页, 先了解一下公司的具体_____。

B: 谢谢你的建议。
- A: 我对这个工作很有_____。

B: 那你应该去_____那个工作啊。

A: 可是他们要的是_____经理, 需要三年以上的工作_____, 我怕我的经验不够。

B: 那倒不一定, 试试看吧。
- A: 为了_____销售部的管理, 我们应该再_____一位新的经理。

B: 上次来市场部面试的那个人怎么样? 他工作很多年了, _____了相当_____的工作经验。

A: 可是销售部的工作需要花很多时间和客户_____, 这个工作对他_____吗?

B: 听说他很喜欢跟人打交道, 营销部的工作应该很_____他。

A: 关于这件事情, 你应该马上跟人事部的经理_____一下。

B: 好的, 我这就去办。
- A: 为什么我们上个星期面试的那个人没有_____我们市场部的工作?

B: 因为市场部需要_____数据的_____工作, 他说不_____他的兴趣。

5. A: 我参加了很多招聘会, 可是都没有_____面试的机会, 找工作真难!
B: 现在找工作_____很难。

Based on the text, determine whether the statements are true or false.

- () 1. 李志明已经去过公司了。
() 2. 李志明到公司面谈的时候已经知道原因了。
() 3. 白有天的公司需要招聘中层经理。
() 4. 李志明去参加招聘会的时候见过冯经理。
() 5. 李志明大学毕业后又拿了一个学位。
() 6. 在市场部工作并不需要和客户应酬。
() 7. 人事部的主管会告诉李志明具体的工作情况。
() 8. 市场部的工作又要分析数据, 又要跟客户打交道。

Answer the following questions based on the text.

1. A: 白有天和李志明是在哪儿见过面的?
B: _____。
2. A: 李志明怎么了解白有天的公司的?
B: _____。
3. A: 李志明去第二次面试的时候知道公司再找他面试的具体原因吗?
B: _____。
4. A: 白有天的公司为什么需要招聘几个合适的主管助理?
B: _____。
5. A: 李志明本来想应聘什么职位?
B: _____。
6. A: 市场部经理助理负责的工作有哪些?
B: _____。

Fill in the blanks with one character to create phrases using the nouns/verbs provided below.

1. a. 聘_____ b. 聘_____ c. _____聘
2. a. 打_____ b. 打_____ c. 打_____
3. a. _____理 b. _____理 c. _____理
4. a. 网_____ b. 网_____ c. 网_____
6. a. 职_____ b. 职_____ c. _____职

Choose the word that is closest in meaning to the underlined word in the sentence.

- () 1. 你肯接受这个工作吗?
a. 愿意 b. 可以 c. 能 d. 以上都对
- () 2. 应聘工作的应是什么意思?
a. 得到 b. 接受 c. 应该 d. 拿到
- () 3. 我比较喜欢能直接跟客户接触的工作。
a. 见面 b. 沟通 c. 打交道 d. 以上都对
- () 4. 人事部门主要负责聘请员工的工作。
a. 招聘 b. 应聘 c. 解聘 d. 以上都不对
- () 5. 数据的意思不是_____。
a. 数学 b. 数量 c. 数字 d. 以上都不对
- () 6. 照理说的理是什么意思?
a. 经理 b. 道理 c. 理解 d. 管理
- () 7. 的确的意思是_____。
a. 真的 b. 其实 c. 确认 d. 以上都不对

Choose the correct answer to fill in the blanks.

1. 市场部的工作对我比较_____。
a. 合适 b. 适合 c. 符合

2. 关于面试的具体时间和地点, 人事部会_____你。
a. 沟通 b. 通告 c. 通知
3. 我觉得公司各部门的管理需要再_____一下。
a. 增加 b. 加强 c. 加快
4. 我希望能能在销售部工作, 因为我想_____销售方面的工作经验。
a. 发展 b. 加强 c. 积累
5. 财务分析的工作比较_____我的兴趣。
a. 合适 b. 适合 c. 符合

Complete the following mini-dialogues using the expressions provided in parentheses.

1. A: 哪一个部门负责招聘工作呢?
B: _____。(照理说, 人事部)
2. A: 要是在人事部工作, 需要跟客户应酬吗?
B: _____。(其实, 并)
3. A: 你以前做的那份工作那么好, 你为什么辞职了呢?
B: _____。(因为, 职位, 符合, 并)
4. A: 你拿的是计算机专业学位, 做销售合适吗?
B: _____。(虽然, 可是, 其实, 经验)
5. A: 听说这次来应聘的人都有高学历, 是这样吗?
B: _____。(硕士, 学位, 的确, 相当)
6. A: 你希望从这份工作中得到什么?
B: _____。(积累, 经验, 除了.....以外.....)
7. A: 办公室的桌子为什么不应该正对着门?
B: _____。(符合, 风水, 观念)
8. A: 公司给他第二次面试, 你觉得他得到这份工作的机会大吗?
B: _____。(照理说)

Rewrite the following sentences using the words given in parentheses.

1. 我想跟你谈一下关于加强中层管理工作的问題。(沟通)

_____○

2. 这份工作不一定需要做市场分析报告。(并)

_____○

3. 他的经验那么多, 照理说找工作应该不太难。(丰富)

_____○

4. 他参加了招聘会, 也在网上发了很多简历。(除了.....以外)

_____○

5. 他懂得数据分析, 还喜欢和人打交道, 市场部的工作对他很合适。(适合)

_____○

6. 跳槽的事情他想了很久, 可是并没有做决定。(考虑)

_____○

Using vocabulary and sentence patterns you have learned so far, translate the following sentences.

1. Although data is very important to the marketing manager, she does not need to be responsible for analyzing it.
2. The director introduced the overall work situation in the sales department but did not tell me, in detail, exactly what I'm responsible for.
3. Please help me find someone who is suitable for upper level management.
4. A: There have been a lot of people who came to this job fair this year.
B: Indeed, but because most of them just graduated from college, the number of people with work experience is, in fact, not high.
5. A: That company recruited a lot of people this year; I heard they recruited more than we did.
B: Yeah, I also heard about that. Last year, our business did better than theirs, so, logically speaking, we should be hiring more than they are.
6. A: Logically speaking, this software is very useful for data analysis. Why don't you use it?
B: Actually, this software is not very easy to use; in addition, it's too expensive.
7. A: Why didn't yesterday's candidate accept our job offer?
B: I heard that he was not interested in this marketing position because he was unwilling to entertain clients after work.
8. I am about to graduate, and am looking for a job. I do not have any job hunting experience and the economy is not very good right now, so it is difficult to find something. Logically speaking, because I graduated from a prestigious school, finding a job should be easy, but I still have had no luck.

Lesson 12

庆功宴 Celebratory Banquet



Objectives

In this lesson we will learn:

- The importance of celebratory banquets for Chinese companies.
- How to find a venue for such a banquet.
- Key people to invite to business banquets and how to invite them.



Dialogue

白有天因为刚刚和华伟公司签了一笔大订单，所以很兴奋。他决定开个庆功宴，犒劳所有辛苦了很久的员工，于是他请赵方宇来一起商量具体的安排，以及敲定需要邀请的嘉宾。

白有天：赵经理，华伟公司已经决定从明年一月份起向我们公司购买他们需要的芯片了。

赵方宇：这真是太好了！大家这一个月没白忙啊，这个合同一签就是六七千万吧！

白有天：是啊，这一个月大家可真是辛苦了。如果不是公司上下齐心协力，这个合同还真不一定签得成呢。

赵方宇：那我马上就把这个好消息通知给各部门，让大家也都高兴高兴。

白有天：对，我们是应该好好庆祝一下。你看我们这个月底办个庆功宴，怎么样？

赵方宇：好啊，我这就开始准备。除了各部门的主管，还需要邀请谁呢？

白有天：华伟公司的老总，还有他们公司参与谈判的几位主管肯定都要邀请。

赵方宇：我同意。是不是也应该邀请市里的张处长？这一次跟华伟的合作多亏张处长牵线搭桥。

白有天：张处长当然非请不可，而且你还得亲自把请柬给张处长送过去。

赵方宇：好的，请柬的事我去落实。

白有天：你看庆功宴订在什么地方比较合适呢？

赵方宇：听说很多最近新开张的俱乐部都不错，其中有几家还是五星级的呢。

白有天：那就麻烦你去查一下，订一家最合适的吧。

Pinyin

Bái Yǒutiān yīnwèi gāngāng hé Huáwěi gōngsī qiān le yì bǐ dà dīngdān, suǒyǐ hěn xīngfèn. Tā juéding kāi gè qìnggōngyàn, kàoláo suǒyǒu xīnkǔ le hěnjiǔ de yuángōng, yúshì tā qǐng Zhào Fāngyǔ lái yìqǐ shāngliang jùtǐ de ānpái, yǐjǐ qiāodìng xūyào yāoqǐng de jiābīn.

Bái Yǒutiān: Zhào Jīnglǐ, Huáwěi gōngsī yǐjīng juéding cóng míngnián yīyuèfèn qǐ xiàng wǒmen gōngsī gòumǎi tāmen xūyào de xīnpian le.

Zhào Fāngyǔ: Zhè zhēn shì tài hǎo le! Dàjiā zhè yí gè yuè méi bái máng a, zhège hétóng yì qiān jiùshì liù-qī qiānwàn ba!

Bái Yǒutiān: Shì a, zhè yí gè yuè dàjiā kě zhēn shì xīnkǔ le. Rúguǒ bú shì gōngsī shàngxià qíxīn-xiéli, zhège hétóng hái zhēn bù yíding qiān de chéng ne.

Zhào Fāngyǔ: Nà wǒ mǎshàng jiù bǎ zhège hǎo xiāoxi tōngzhī gěi gè bùmén, ràng dàjiā yě dōu gāoxìng gāoxìng.

Bái Yǒutiān: Dui, wǒmen shì yīnggāi hǎohǎo qìngzhù yíxià. Nǐ kàn wǒmen zhège yuèdǐ bàn gè qìnggōng yàn, zěnmeyàng?

Zhào Fāngyǔ: Hǎo a, wǒ zhè jiù kāishǐ zhǔnbèi. Chule gè bùmén de zhǔguǎn, hái xūyào yāoqǐng shéi ne?

Bái Yǒutiān: Huáwěi gōngsī de lǎozǒng, hái yǒu tāmen gōngsī cānyù tánpàn de jǐ wèi zhǔguǎn kěndìng dōu yào yāoqǐng.

Zhào Fāngyǔ: Wǒ tóngyì. Shì bú shì yě yīnggāi yāoqǐng shì lǐ de Zhāng Chùzhǎng? Zhè yí cì gēn Huáwěi de hézuò duōkuī Zhāng Chùzhǎng qiānxiàn-dāqiáo.

Bái Yǒutiān: Zhāng Chùzhǎng dāngrán fēi qǐng bùkě, érqǐě nǐ hái děi qīnzì bǎ qǐngjiàn gěi Zhāng Chùzhǎng sòng guòqu.

Zhào Fāngyǔ: Hǎo de, qǐngjiàn de shì wǒ qù luòshì.

Bái Yǒutiān: Nǐ kàn qìnggōngyàn dìng zài shénme dìfāng bǐjiào héshì ne?

Zhào Fāngyǔ: Tīngshuō hěnduō zújìn xīn kāizhāng de jùlèbù dōu búcuò, qízhōng yǒu jǐ jiā hái shì wǔxīng jí de ne.

Bái Yǒutiān: Nà jiù máfan nǐ qù chá yíxià, dìng yì jiā zuì héshì de ba.



Vocabulary

Simplified	Traditional	Pinyin	Part of Speech	English
1. 兴奋	興奮	xīngfèn	Adj	excited
2. 庆功宴	慶功宴	qìnggōngyàn	N	celebratory banquet
3. 犒劳	犒勞	kàoláo	V	to reward
4. 敲定	敲定	qiāodìng	V	to conclude; to decide
5. 邀请	邀請	yāoqǐng	V/N	to invite; invitation
6. 嘉宾	嘉賓	jiābīn	N	guest of honor; distinguished guest
7. 白	白	bái	Adv	in vain

Simplified	Traditional	Pinyin	Part of Speech	English
8. 千万	千萬	qiānwàn	Nu	ten millions
9. 齐心协力	齊心協力	qíxīn-xié lì	IE	to combine efforts (pool our efforts) together
10. 参与	參與	cānyù	V	to participate (in)
11. 处长	處長	chùzhǎng	N	department head; section chief; division head; director
12. 多亏	多虧	duōkuī	Adv	luckily; thanks to
13. 牵线搭桥	牽線搭橋	qiānxiàn-dāqiáo	IE	to pull (some) strings; to network
14. 非……不可	非……不可	fēi... bù kě	Adv	must; have to
15. 亲自	親自	qīnzi	Adv	personally
16. 请柬	請柬	qǐngjiǎn	N	invitation card
17. 开张	開張	kāizhāng	V	to open a business
18. 俱乐部	俱樂部	jùlèbù	N	club; organization
19. 其中	其中	qízhōng	Prep	among; included in
20. 五星级	五星級	wǔxīngjí	Adj	five-star (hotel)



Additional Vocabulary

Simplified	Traditional	Pinyin	Part of Speech	English
1. 害	害	hài	V	to harm
2. 拼命	拼命	pīn mìng	VO	to do something with all of one's strength; to risk one's life
3. 组团	組團	zǔ tuán	VO	to organize a tour
4. 糟糕	糟糕	zāogāo	Adj	Oh no!; too bad; terrible
5. 谈得来	談得來	tán de lái	V	to get along well with someone
6. 销路	銷路	xiāolù	N	market (of commodities); sales channels
7. 百万	百萬	bǎiwàn	N	million
8. 跑步机	跑步機	pǎobùjī	N	treadmill
9. 功劳	功勞	gōngláo	N	contribution; credit
10. 白领	白領	báilǐng	N	white-collar
11. 人气	人氣	rénqì	N	popularity
12. 下属	下屬	xiàshǔ	N	subordinate
13. 仁义	仁義	rényì	N	benevolence and justice

Simplified	Traditional	Pinyin	Part of Speech	English
14. 态度	態度	tàidù	N	attitude; manner
15. 积极	積極	jījí	Adj	positive; active; energetic
16. 吃亏	吃虧	chī kuī	VO	to suffer losses; to get the short end of the stick
17. 议题	議題	yìtí	N	agenda item; topic for discussion during a meeting
18. 出席	出席	chū xí	VO	to attend; to be present
19. 手头	手頭	shǒutóu	N	one's budget or financial situation at a given time
20. 断水	斷水	duàn shuǐ	VO	to cut off water supply
21. 断电	斷電	duàn diàn	VO	to cut off electricity supply

Sentence Patterns

1: 大家这一个月没白忙啊!

When 白 is followed by a monosyllabic verb, it means “in vain.” Similarly, you can use it to mean, “getting something without paying for it.” 白 can be reduplicated as 白白 for emphasis. If the verb that 白白 modifies is a disyllabic verb, then 地, the adverbial modifier, can be used between 白白 and the verb, but not with 白 alone.

白 used with a verb.

白 + V

Sample Sentences

1. 幸亏项目没有被取消，要不然我们之前下的工夫就白费了。

Good thing (Luckily) the project wasn't cancelled, or else our previous efforts would have been in vain.

2. 练了好几个月，我们终于知道如何操作新的设备，算是没有白花时间。

After practicing for months, we finally figured out how to operate the new equipment; it actually wasn't a waste of time!

3. 今天的展销会上没有人来购买我们的产品，害我们白忙了一天。
During today's trade fair, no one came to buy our products; we worked all day for nothing.

4. A: 要是所有的员工都像你这么拼命工作就好了。
If only all the staff worked as hard as you did, then everything would be great.

B: 公司对我们这么好，我不能不认真工作，白拿工资。
The company is so good to us; I couldn't just slack off and still get paid.

5. A: 听说你们公司组团去美国旅游，你们每人花了多少钱啊？
I heard your company organized a trip to America. How much did each person spend?

B: 这次旅游是公司出的钱，我们算是白吃、白喝、白玩了一趟。
The company paid for this trip. Everything we had (food, drink, and entertainment) was covered.

白白 used with 地 (optional) and a disyllabic verb.

白白 + (地) + disyllabic V

Sample Sentences

1. 不要把时间白白地浪费掉。

Don't let time go to waste.

2. A: 你怎么现在才来，不是说好不能迟到吗？

Why didn't you get here until now? Didn't we agree to not be late?

B: 对不起！对不起！临时有事，让你们白白等了这么久，真不好意思。

Sorry! Sorry! Something came up. I'm so sorry for making you wait for no reason.

3. A: 真糟糕，我们的产品没有通过质量控制部门的检查。

Darn, our products did not pass the quality control inspection.

B: 哦，是吗？那你们花了那么多时间做的研发不就白白浪费了吗。

Oh really? Then all that time you spent on research and development was for nothing?

Practice

Choose either 白 or 白白 to complete the following sentences:

1. 没想到他们已经走了, 害我们_____跑了一趟。
2. 他迟到了, 我们_____等了半天。
3. 我们这个月的业绩很好, 看来这么长时间下的工夫没有_____浪费。
4. 供应商临时取消合同, 我们跟他们的谈判都_____费了。
5. 你花了那么多时间劝他, 你是_____费时间。

2: 这个合同一签就是六七千万吧!

This 一……就…… pattern indicates that once an action occurs, it results in a large amount or extends to a long period of time.

一 + V 就/就是 + (V) + quantity (of money/time)

Sample Sentences

- tán de lái
1. 他们俩很谈得来, 常常一聊就聊一整夜。

They get along well. Once they get started, they can talk all night long.

- xiāolù bǎiwàn
2. 这种产品的销路很好, 代理商们常常一订就订好几百万件。

The sales for this product are very good. Oftentimes, once the agents order it, they order a few million boxes.

Practice

Use the 一……就…… pattern to complete the following sentences:

1. 我们的价格谈判会议总是很长, _____。
2. 她很喜欢买东西, _____。
3. 他很喜欢吃这种面, _____。

3: 这一个月大家可真是辛苦了。

In this example, 可 is stressed when pronounced and is used to emphasize the expression to a greater degree. 可 is often followed by a particle such as 了, 呢, or 啦 in a statement, an exclamatory sentence, meaning “really” or “indeed.”

Sample Sentences

1. 年轻人越来越注意锻炼身体，最近到健身房用跑步机的人可多啦！
pǎobùjī
Young people are more and more concerned about working out; recently, there are a lot of them who go to the gym to use the treadmill.
2. 这个合同能签得这么顺利，张总的功劳可真不小呢！
gōngláo
This contract was signed without a hitch. CEO Zhang's contribution was certainly not small!
3. 这家俱乐部在白领中的人气可高了。
báilǐng rénqì
This club is extremely popular with white-collar workers.
4. A: 现在公司上上下下都比以前更齐心协力了。是因为新来的总经理的缘故吗？
Right now everyone in the company from top to bottom is working more collaboratively than ever before. Is this because of the new general manager?
B: 是的，她对下属可好呢。
xiàshǔ
Yes, she is really kind to her subordinates.

Practice

Rewrite the following sentences using 可.

1. 庆功宴办得热闹极了！
_____。
2. 北京的高级别墅多得不得了！
_____。
3. 他对朋友非常热心。
_____。
4. 那家四川饭馆的菜做得相当地道。
_____。

4: 这个合同还真不一定签得成呢。

成 is a verb meaning “accomplish” or “succeed” and it can also be used as a resultative complement after a verb to indicate an action’s completion. It has both potential and actual resultative forms.

V + (得/不) + 成

Sample Sentences

1. A: 中国人常说的“买卖不成仁义在”是什么意思?
Chinese people often say, “Even though the business fails, the friendship remains.” What does that mean?
B: 意思是虽然生意没有做成, 可是还是可以成为好朋友。
This means that even if the business doesn’t go through, people can still become good friends.
2. A: 庆功宴我们请了张处长, 可是不知道他来不来得成。
We invited Director Zhang to the celebratory feast, but I don’t know if he can make it.
B: 他这样的大忙人, 恐怕来不成。
A busy man like him, I’m afraid he won’t be able to.
3. A: 你不是要去度假吗? 怎么现在还在这里呢?
Aren’t you supposed to be on vacation? How come you are still here?
B: 飞机票没有打到, 结果没走成。
I wasn’t able to book a plane ticket, so I couldn’t go.

Practice

Complete the following sentences by using a correct verb with the resultative complement 成:

1. A: 下个月公司的庆功宴你会来吗?
B: 因为_____, 恐怕_____。
2. A: 这件事交给你办了。
B: 要是_____, 我该怎么办?
A: 没关系, 即使_____。

3. A: 这个项目你做得成吗?

B: 您放心! 不管_____，我都会尽力。

5: 这一次跟华伟的合作多亏张处长牵线搭桥。

多亏 appears in the first clause of a sentence as an adverb indicating that because of someone's help, or a beneficial condition, one gains the advantages/benefits to avoid an unfortunate situation.

多亏....., 要不然.....

Sample Sentences

1. 多亏他提供了准确的数据，要不然谈判就出大问题了。

Luckily he provided accurate data; otherwise we would've had problems with the negotiations.

2. 多亏代理商的促销，要不然我们这批产品年底前肯定卖不完。

Had it not been for the agent's promotional sales, we wouldn't have sold all our products before the end of the year.

3. A: 他工作态度非常积极，总是提前完成工作。

His work attitude is very positive. He always finishes his tasks ahead of time.

B: 是啊。上次多亏他报表提交得早，要不然就没有参考的数据了。

Yes. Had he not turned his report in early last time, we would not have been able to refer to his data.

Practice

Complete the following sentences with 多亏:

1. _____，我差点忘了给他回邮件。
2. 多亏他给我们牵线搭桥，_____。
3. _____，要不然就白跑一趟了。
4. _____，要不然进度就跟不上了。
5. 多亏大家齐心协力，_____。

6: 张处长当然非请不可。

非……不可 means “must, have to,” or that it is imperative to complete the action in between 非 and 不可.

非……不可

Sample Sentences

1. 如果再用这种方式跟他们做生意，我们非吃亏不可。
chī kuī

If we continue doing business with them in this way, we will definitely get the short end of the stick.

2. A: 今天会议的议题如果不是很重要，我就不参加了。
yìtí

If today's meeting agenda is not important, then I won't attend.

B: 不行，不行，今天的会议非常重要，你非出席不可。
chū xí

No, no, today's meeting is very important, you have to be there.

3. A: 我现在手头很紧，拿不出现金，这个月的管理费可以推迟一个月缴吗？
shǒutóu

Right now I'm on a tight budget—I don't have any cash. Can I delay the payment of this month's management fee for another month?

B: 对不起，管理费非按时缴不可，要不然就得断水断电。
duàn shuǐ duàn diàn

I'm sorry, you have to pay the management fee on time, or else your utilities will be cut off.

Practice

Use 非……不可 to complete the following sentences:

1. 这款智能手机非常好，你_____。
2. 既然这个价格谈判会议这么重要，_____。
3. 为了提早完成这个工程，员工加班加点辛苦了好几个月，公司_____。
4. 你对中国工艺品这么有兴趣，_____。

Cultural Points

Celebratory Banquets

Upon completing a project, it is not uncommon for Chinese companies to host a banquet for the entire company. Depending on the type of company and the type of project completed, there are different types of banquets. These celebrations affords the opportunity to let loose after completing a stressful project, to thank those who have worked hard, and to socialize with everybody in the company.

Generally, when a team of people has finished a project, those that are in charge of the project treat the rest of the team to dinner. It is customary for the supervisors to invite their employees and pay for the meal.

For other occasions, the assistants, or those who just started working at the company, plan the parties. From the venue to the entertainment, these workers must accommodate everyone's likes and dislikes.

Sometimes, for large, well-known companies, a public and media-oriented celebration occurs. In this case, a more formal celebratory banquet is prepared, and the media is invited to partake in the celebration. The purpose of these banquets is to draw outside attention to the company, thus potentially expanding its business and reaching out toward its consumer base. Sometimes these banquets include exciting features such as raffles and prize giveaways. These banquets may also feature a ribbon-cutting ceremony—usually with a big red and gold bow, signifying good luck—which demonstrates the official completion of a project.

Listening Comprehension



Dialogue

- 志明: 我们部门这个季度的业绩真是好啊!
- 杰夫: 是啊! 多亏大家齐心协力, 我们的努力没有白费!
- 志明: 不晓得会不会有庆功宴?
- 杰夫: 当然有啦! 我们部门每次业绩好都会开庆功宴的。
- 志明: 真的? 我来公司不到半年, 还没参加过庆功宴呢。在庆功宴上除了吃饭, 还有什么活动呢?
- 杰夫: 很多啊。唱歌啦、跳舞啦, 大家一玩就是一个晚上。
- 志明: 这么好玩啊! 那我非参加不可!
- 杰夫: 我们公司的文化就是“努力地干, 痛快地玩”。
- 志明: 这是不是“work hard and play hard”的意思?
- 杰夫: 是啊, 没错! 就是这个意思。年轻人就是喜欢这种文化。

Comprehension Questions

Answer the following questions in Chinese:

1. 为什么他们的部门这个季度的业绩这么好? _____。
2. 你知道他们要去哪里开庆功宴吗? _____。
3. 志明为什么没有参加过这家公司的庆功宴? _____。
4. 庆功宴上除了吃饭, 还有什么活动? _____。
5. 他们公司的文化是什么? _____。
6. 志明为什么要去参加庆功宴? _____。

Creating a Dialogue or Role-Play

On a separate sheet of paper, write a dialogue or role-play with a partner. Choose one of the topics below, incorporating words from this lesson, as well as other words and expressions you have learned to add variety and interest. Afterward, present your work to your peers and act out the dialogue in class.

The company that you work for has completed a very crucial long-term project. In order to celebrate the completion of the project, your boss has decided to throw a banquet, and has put you in charge of planning.

You know that this project has taken a very long time, and many different departments played important roles throughout the process, so you wish to thank all of them, including a high-ranking official of the government. Deliver a speech where you recognize everybody for their contributions to the project.

Creating a Program for a Banquet

Write a schedule befitting a banquet of this caliber, as well as the departments and guests who are attending. Be sure to write a version for the venue staff with notes on how to take care of the event's VIPs.

Exercises

Choose the most appropriate words from the word bank to complete the sentences.

协力、高兴高兴、牵线搭桥、庆祝、购买、参与、通知、敲定、亲自、上下
请柬、合同、庆功宴、俱乐部、嘉宾、非.....不可、开张、白白、成、订

1. 华伟公司已经决定跟白有天的公司签_____, 向他们_____芯片了。这个合同一签就是六七千万, 所以大家这一个月辛苦没_____浪费。
2. 要不是公司_____齐心_____, 这个合同可能签不_____。这是一个好消息, 应该马上_____各部门, 让大家也都_____。
3. 为了_____谈判成功, 公司决定办个_____, 白有天找赵方宇来商量具体的安排, _____需要邀请的_____。
4. 白有天决定邀请所有_____谈判的人, 包括华伟公司的老总。帮忙_____的张处长也_____邀请_____, 而且给张处长的_____一定要_____送去。
5. 庆功宴有可能_____在新_____的_____。

Based on the text, determine whether the statements are true or false.

- () 1. 白有天公司决定开庆功宴的原因是因为他们谈判成功了。
- () 2. 华伟公司一直都在购买白有天公司的芯片。
- () 3. 这个合同签得很不容易。

- () 4. 庆功宴只有白有天公司的人参加。
- () 5. 如果没有张处长，白有天的公司可能不能跟华伟公司合作。
- () 6. 要亲自给张处长送请柬是因为张处长太忙，常常不在办公室，可能接不到。
- () 7. 谈判顺利是因为张处长亲自参与。
- () 8. 他们已经决定在一家五星级的俱乐部开庆功宴了。

Answer the following questions based on the text.

1. 白有天的公司为什么要开庆功宴？

_____。

2. 白有天找赵方宇来商量什么？

_____。

3. 为了和华伟公司的谈判，白有天的公司准备了多长时间？

_____。

4. 庆功宴邀请了哪些人？

_____。

5. 为什么要邀请张处长？

_____。

Choose the most appropriate expressions to fill in the blanks.

1. 幸亏_____，我们没有白来。

- a. 见到他 b. 见不到他 c. 没见到他

2. 多亏他可行性评估提交得早，要不然_____。

- a. 工作早就完成了 b. 就耽误工作了 c. 工作就办成了

3. 管理费_____，要不然就得断水断电。

- a. 非缴不可 b. 不必缴 c. 不可缴

4. 上个月的聚会你为什么_____?
- a. 去不成 b. 没去成 c. 去得成
5. 赶快通知大家这个好消息, 让大家都_____。
- a. 开心 b. 开开心心 c. 开开心心

Answer the questions with the words or expressions given in parentheses.

1. A: 你把我们草拟的意向书交给他们了吗?
B: _____。(白/白白)
2. A: 跟那家供应商长期合作的合同签成了吗?
B: 他们临时有事来不了, 害_____。(白/白白)
3. A: 听说她很喜欢买鞋子是吗?
B: _____。(一.....就.....)
4. A: 听说他们的生意大得不得了, 经常跟外企签大合同。
B: 可不是吗, _____。(一.....就.....)
5. A: 你知道老李在我们公司干了好几年了, 你记得他是哪一年进我们公司的吗?
B: 听说是上个世纪九十年代进的, _____。(一.....就.....)
6. A: 这次欢迎会办得这么顺利, 小王的功劳可真不小呢。
B: 是呀, _____。(多亏)
7. A: 你为什么一定要邀请他们的财务总监呢?
B: _____。(非.....不可)
8. A: 你为什么一定要去参加那个客户的应酬?
B: 这个客户很重要, _____。(非.....不可)

9. _____, 要不然这个合同肯定签不成。(多亏)
10. _____, 要不然差一点儿就跟他们签了这个合同。
(幸亏)

Using the vocabulary and sentence patterns you have learned so far, translate the following sentences.

1. **A:** When we went to his office to negotiate the contract, we found that he wasn't in, so we went there for no reason.
B: Didn't he refuse to do business with us? He won't listen to you; you're just wasting your breath.
A: Even if he is not willing to talk to us right now, we should try and persuade him to do so.
2. He moved to Shanghai right after graduating from college. It's since been ten years. At first he couldn't adjust to the new environment because he didn't know anyone. But he gradually made more friends and started to enjoy his work.
3. She likes to go shopping, and once she makes a purchase, she will spend thousands of dollars.
4. **A:** She's a great boss; everyone likes her.
B: I've heard that she is very polite to everyone. (可)
5. **A:** Congratulations on completing this project.
B: Thank you. Actually, if we didn't pool our efforts, we most certainly would not have succeeded.
6. **A:** Will you attend the class reunion next month?
B: It just so happens that I'm going on a business trip at that time, so I probably can't make it.
7. **A:** The contract was finally signed! Let's have a party!
B: Yes! We managed to sign such a huge contract, and you certainly contributed.
A: Will you be able to attend? You didn't come to our banquet last time.
B: Something came up at home, so I couldn't make it. But this time I hope I can!
8. **A:** Why do you work so hard at studying Chinese culture?
B: Chinese culture and American culture are very different, so if you want to do business with Chinese people, you must study their culture.
9. **A:** Did you hear? We were unable to sign the contract with the suppliers.
B: Does that mean that our past month's effort was all in vain?
10. **A:** Did you send the invitation to Director Zhang yet?
B: I almost forgot; good thing you reminded me.

SAMPLE