初次见面 Vocabulary

Company Positions

董事长 dǒngshì zhǎng – chairman of the board of a company

总经理 zǒng jīnglǐ – general manager of a company

经理 jīnglǐ – manager of a company

Referring to “You” and “I”

你 nǐ – “you for general usage;” neutral in level of politeness and formality

您 nín – honorable “you”; polite and formal, used when showing respect to the person to whom you are speaking

本公司 běn gōngsī – “my company”; “general usage in referring to your own company”

贵公司 guì gōngsī – “your company”; in formal business situations, when speaking with a representative from another company, use this to politely refer to the other person’s company

Polite Expressions to Use During First Meeting

久仰大名jiǔyǎng dàmíng – literally means “to have heard of and admired your honorable name for a long time;” use this polite expression as a respectful way to acknowledge a person whom you have heard of but have just met

久闻您的大名jiǔ wén nín de dàmíng – an alternative to 久仰大名 that sounds more colloquial and spoken than 久仰大名 in spoken conversation

幸会 xìng huì – to express pleasure and fortune to meet the person with whom you are speaking for the first time

荣幸 róngxìng – honor

仰慕已久yǎngmù yǐ jiǔ – to express that you have long admired the person with whom you are speaking

Compliments

业绩亮眼yèjī liàng yǎn – brilliant performances (in terms of company’s accumulated success)

绩效斐然jīxiào fěirán – outstanding performances (in terms of company management and level of business success)

Responding to Compliments

您太客气了nín tài kèqìle – you are too kind

甚感惭愧shèn gǎn cánkuì – to feel exceedingly embarrassed

不敢当bù gǎndāng – I do not dare accept such a compliment

To Express Humility

小巫见大巫xiǎowú jiàn dàwú – pale in comparison when compared to someone much more significant

望您多多指教 duōduō zhǐjiào – I hope that you will give much advice and guidance to me in the future

多多提携 duōduō tíxié – to provide help and support

Inviting Someone to Visit Your Company

欢迎光临huānyíng guānglín – I/We welcome you to visit (our company)

To Express Plan to Visit Someone’s Company

登门拜访 dēngmén bàifǎng – to visit