Lesson 1 Vocabulary

Lesson Keywords

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| 繁體中文 | 简体中文 | Pinyin | English | Notes |
| **稀客** | **稀客** | xīkè | rare visitor | A set expression describing someone visiting, whom you do not see very often |
| **拜訪** | **拜访** | bàifǎng | to visit | honorific form |
| **一番話** | **一番话** | yì fān huà | a string of words | can be used to refer to a set of words that someone has uttered that made a memorable imprint, like helpful advice, inspiring messages or even a string of hurtful words, etc. |
| **提攜** | **提携** | tíxī | to help, train, or support someone younger or less experienced | ***tíxié*** is the alternative pronunciation in spoken Mandarin |
| **高就** | **高就** | gāo jiù | to move up in life or to be promoted | could also be a polite way to ask where someone works |

Common Honorific Pronouns, Professional Titles, and Forms of Address

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| --- | --- | --- | --- | --- |
| **您** | **您** | nín | you | honorific form of ***你nǐ*** |
| **先生** | **先生** | xiānshēng | Mr., Sir, gentleman, master | could also be used to address all genders as a form of respect when a person is considered a reputable master in a specific field and has made outstanding achievement, such as in the arts or academics |
| **女士** | **女士** | nǚshì | Mrs., Ms., lady | generally, this is the form of address you should use towards a woman when conducting business matters. In written communication, always use this instead of ***小姐xiǎojiě*** even if you do not know the marital status of the woman you are writing to. However, if the person you are speaking to has a specific leadership position in the company, such as manager, you should always refer to her by her position title and not gender-specific form of address |
| **小姐** | **小姐** | xiǎojiě | Miss | a form of address you can use towards female coworkers or younger, unmarried business contacts who do not have a specific leadership position title in a company; use this form of address with extreme caution as it may carry different meanings depending on the Mandarin-speaking region you find yourself in. |
| **副經理** | **副经理** | fù jīnglǐ | assistant manager |  |
| **經理** | **经理** | jīnglǐ | manager | could be used as a suffix to specify the department, such as ***銷售經理/销售经理 xiāoshòu jīnglǐ (marketing manager)*** or ***財務經理/财务经理cáiwù jīnglǐ (finance manager)*** |
| **總經理** | **总经理** | zǒng jīnglǐ | general manager |  |
| **董事長** | **董事长** | dǒngshì zhǎng | chairman |  |
| **首席執行官** | **首席执行官** | shǒuxí zhíxíng guān | chief executive officer | this is an official title, but when actually addressing a CEO, use *family name +* ***總裁/总裁 zǒngjiān (director-general)*** |
| **首席財務官** | **首席财务官** | shǒuxí cáiwù guān | chief financial officer | this is an official title, but when actually addressing a CFO, use *family name +* ***總監/总监 zǒngcái (director)*** |
| **老闆** | **老板** | lǎobǎn | owner of a small business, store or shop | if the owner is male and with his spouse who is female, then you can refer to his wife as ***老闆娘/老板娘lǎobǎnniáng*** |

Words of Praise

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| **神采飛揚** | **神采飞扬** | shéncǎi fēiyáng | glowing with energy and in high spirits | used to describe the overall appearance or countenance that a person exudes |
| **可塑之才** | **可塑之才** | kěsù zhī cái | a talented person with potential who can become great with training or a little push | can also be ***可造之材*** or***可造之才 kě zào zhī cái*** with “材” (material) used instead of “才” (talented person) in the former to metaphorically allude to wood that can be crafted into a usable item |

Miscellaneous Vocabulary

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| **平時** | **平时** | Píngshí | usually |  |
| **出差** | **出差** | chūchāi | on a business trip |  |
| **近況** | **近况** | jìnkuàng | recent circumstances |  |
| **鼓勵** | **鼓励** | gǔlì | to motivate or encourage through words or actions |  |
| **晉升** | **晋升** | jìnshēng | to be promoted |  |

Supplemental Vocabulary

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| **難得** | **难得** | nándé | something hard to come by or a rare occurrence or chance | you can use this when meeting someone important or a friend you have not seen in a long time |
| **專程** | **专程** | zhuānchéng | taking a trip or doing something for a specific purpose | You can attach this before***拜訪*** to express your sincerity in taking a special trip for the specific purpose of visiting your acquaintance |
| **氣色不錯** | **气色不错** | qìsè búcuò | having a good complexion | an alternative way to saying someone looks like he or she is doing well |
| **精神煥發** | **精神焕发** | jīngshén huànfā | refreshed and spirited |  |
| **混得不錯吧** | **混得不错吧** | hùn dé búcuò ba | (casual supposition) must be doing pretty well | this expression is more likely used among male peers who, other than having not seen each other for a long time, are still very good and close friends; in many other situations, this would be inappropriate, as the character *混* usually carries a negative connotation |
| **彼此彼此** | **彼此彼此** | bǐcǐ bǐcǐ | same for you | you can use this to express that you think the same for the other speaker if you receive a comment or compliment about you; it is more appropriate to use this among speakers of the same gender, especially among men. |
| **你現在在哪兒發財？** | **你现在在哪儿发财？** | nǐ xiànzài zài nǎ’er fācái? | where are you working? | ***发财*** literally means to get rich, but when used in a sentence like this, it is being used as an alternative to asking where someone works |
| **外企** | **外企** | wàiqǐ | foreign enterprise or foreign business/company | pronounced as ***wàiqì*** in Taiwan; short for ***外國企業/外国企业wàiguó qìyè/ wàiguó qǐyè*** |
| **累得要死** | **累得要死** | lèi de yàosǐ | (casual) very tiring (so very tiring that I could die) | you can use this as a more casual alternative to ***挺累的 tǐng lèi de,*** but ***挺累的*** may be a better and more graceful-sounding choice for speakers who are woman; can also use  ***累得半死 lèi de bànsǐ*** as a less, but still dramatic alternative to ***累的要死*** |
| **還湊合** | **还凑合** | hái còuhé | make do or manage | an alternative to ***还好 hái hǎo***; literally means to gather things and put them together but here it means that you make do or manage to keep up your current situation |
| **單位** | **单位** | dānwèi | unit | literally means unit but here it means work unit or place of work; you can use this when asking about where someone works. In this usage, this term is not as common in Taiwan |
| **幹活兒** | **干活儿** | gàn huó’er | to work | can be used as an alternative to ***工作 gōngzuò*** when speaking with Northern Chinese speakers. When speaking with Chinese speakers, opting for choosing region-specific ways of saying something may help you draw your connection closer to the speakers |