Lesson 2 Vocabulary

Lesson Keywords

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| 繁體中文 | 简体中文 | Pinyin | English | Notes |
| **久仰大名** | **久仰大名** | jiǔyǎng dàmíng | to have heard of your great name for a long time | used when meeting a reputable person |
| **幸會** | **幸会** | xìng huì | fortunate to meet you | honorific form; more polite and respectful than simply saying “nice to meet you” |
| **仰慕已久** | **仰慕已久** | yǎngmù yǐ jiǔ | to have looked up to someone for a long time |  |
| **經營有方** | **经营有方** | jīngyíng yǒu fāng | to manage a business well | often used as a form of praise towards business people in leadership positions |
| **不敢當** | **不敢当** | bù gǎndāng | I dare not be | used humbly when someone has praised you to indicate that you dare not accept their praise because you feel you do not deserve it |

Referring to Individuals and Companies

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **你** | **你** | nǐ | you |  |
| **您** | **您** | nín | you | honorific form |
| **本公司** | **本公司** | běn gōngsī | my company | general usage in referring to your own company or the company you represent |
| **貴公司** | **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 |
| **本人** | **本人** | běnrén | self | could refer to “myself”, “yourself” or “him/herself” |
| **本身** | **本身** | běnshēn | self | could refer to “myself”, “yourself” or “him/herself” |

Words of Praise

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| **業績亮眼** | **业绩亮眼** | yèjī liàng yǎn | brilliant performances | could refer to a company’s accumulated success or an individual’s success rate in marketing a product or selling something, etc. |
| **績效斐然** | **绩效斐然** | jīxiào fěirán | outstanding performances | in terms of company management and level of business success |

Additional Polite Expressions to Use During First Meeting

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| **久聞您的大名** | **久闻您的大名** | jiǔ wén nín de dàmíng | to have heard of your great name for a long time | a more colloquial alternative to 久仰大名 in spoken conversation |
| **榮幸** | **荣幸** | róngxìng | honor | to feel honored |

Responding to Compliments

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| --- | --- | --- | --- | --- |
| **您太客氣了** | **您太客气了** | nín tài kèqìle | you are too kind |  |
| **甚感慚愧** | **甚感惭愧** | shèn gǎn cánkuì | to feel exceedingly embarrassed |  |

To Express Humility

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| **小巫見大巫** | **小巫见大巫** | xiǎowú jiàn dàwú | pale in comparison when compared to someone much more significant |  |
| **多多指教** | **多多指教** | duōduō zhǐjiào | (I hope that you will) give much advice and guidance (to me ) |  |
| **多多提攜** | **多多提携** | duōduō tíxié | (please) provide help and support |  |

Inviting Someone to Visit Your Company

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| **歡迎光臨** | **欢迎光临** | huānyíng guānglín | I/we welcome you to visit |  |

To Express Plan to Visit Someone’s Company

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| --- | --- | --- | --- | --- |
| **登門拜訪** | **登门拜访** | dēngmén bàifǎng | to visit |  |