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# Winning in China

— Business Chinese



## 在中国

基础篇1

Basic 1

### ——商务汉语系列教程

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## 语音介绍 Pronunciation

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### 认识你很高兴 Nice to meet you

### 打招呼 Greetings

#### 课文一 Text 1: 你叫什么名字 What's your name 10

##### 注释 Notes:

1. “你好!”
2. 汉语的语序: 主语 + 动词 + 宾语  
The basic order of the main elements of a Chinese sentence:  
Subject+Verb+Object
3. “是”字句 The “是”-sentence
4. 特指疑问句 The special question
5. 中国人的名字 Chinese names
6. 用“吗”的是非疑问句 The yes-or-no question with “吗”
7. 结构助词“的” The structural particle “的”
8. “有”字句 (1) The “有”-sentence (1)

#### 课文二 Text 2: 您贵姓 May I have your surname, please 17

##### 注释 Notes:

1. “您”
2. “您贵姓?”
3. 用“呢”的省略问句 The abbreviated question with “呢”
4. “欢迎……”
5. “再见!”





### 课文三 Text 3 : 请问, 您是王经理吗

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Excuse me, are you Manager Wang

#### 注释 Notes :

1. “请问, ……”
2. 句型: “您是 +sb.+ 吗?” The sentence pattern: “您是 + sb.+ 吗?”
3. “请 +V”

### 练习 Exercises

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## 第二单元 UNIT 2

### 你是哪国人

Which country are you from

### 介绍自己

Introducing yourself

### 课文一 Text 1: 你是哪国人 Which country are you from

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#### 注释 Notes:

1. 疑问代词“哪” The interrogative pronoun “哪”
2. 洲名/国家/城市/地区+ “人”  
Name of a continent/country/city/area + “人”
3. 副词“都” The adverb “都”
4. 第三人称单数“他/她” The third person singular “他/她”
5. 是非疑问句的回答形式 The answering pattern to the yes-or-no question
6. 指示代词“那/这” The demonstrative pronoun “那/这”
7. 量词“位” The measure word “位”
8. 疑问代词“谁” The interrogative pronoun “谁”



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**注释 Notes:**

1. 汉语的称谓 Forms of address in Chinese
2. “V+ 一下”
3. 双宾语动词谓语句 The verbal predicate sentence with double objects
4. 语气助词“吧” The modal particle “吧”
5. 量词“个”及“数词+量词+名词”结构 The measure word “个” and the structure “Numeral + Measure word + Noun”

**课文三 Text 3: 你住在哪儿 Where do you live** 42

**注释 Notes:**

1. 疑问代词“哪儿” The interrogative pronoun “哪儿”
2. 介词“在”(1) The preposition “在”(1)

**练习 Exercises**

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**第三单元  
UNIT 3**

**你在哪儿工作  
Where do you work**

**谈工作  
Talking about one's job**

**课文一 Text 1: 汉语难吗 Is Chinese difficult to learn** 52

**注释 Notes:**

1. 介词“在”(2) The preposition “在”(2)
2. 形容词谓语句 The sentence with an adjectival predicate
3. “不太+Adj”
4. 连词“可是” The conjunction “可是”
5. 正反疑问句 The affirmative and negative question
6. 代词“每” The pronoun “每”
7. 汉语里数字的读法 The pronunciation of numbers in Chinese
8. 量词“节” The measure word “节”





## 课文二 Text 2: 你在哪儿工作 Where do you work

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### 注释 Notes:

1. 量词“家” The measure word “家”
2. 动词“当” The verb “当”
3. 礼貌用语“抱歉” A polite expression: “抱歉”
4. 礼貌用语“没关系” A polite expression: “没关系”
5. 能愿动词“能” The optative verb “能”
6. 带双宾语的动词“告诉” The verb with double objects “告诉”

## 课文三 Text 3: 你最近忙吗 Are you busy recently

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### 注释 Notes:

1. 动词“忙” The verb “忙”
2. “V+ 什么 + 呢?”
3. “太……了”
4. “还行”
5. 时间词作状语 Time words used as adverbials
6. 介词“给” The preposition “给”
7. 副词“真” The adverb “真”  
辨析: “非常”、“很”、“真” Discrimination: “非常”, “很” and “真”
8. 语气助词“啊” The modal particle “啊”

## 练习 Exercises

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**第四单元**  
**UNIT 4**

**现在几点**  
**What time is it**

**时间的表达**  
**Expressions of time**

**课文一 Text 1: 现在几点 What time is it**

76

**注释 Notes:**

1. 疑问代词“几” The interrogative pronoun “几”
2. 副词“没” The adverb “没”
3. “您(你)知道……吗?”
4. 钟点表示法 Expressions of hours and minutes
5. 辨析:“两”和“二” Discrimination: “两” and “二”
6. “(你)准备好了吗?”
7. 辨析:“我们”和“咱们” Discrimination: “我们” and “咱们”
8. 副词“别” The adverb “别”
9. 时间表达法 Expressions of time

**课文二 Text 2: 你每天几点起床**

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**What time do you get up every day**

**注释 Notes:**

1. 方位词“以后” The locality noun “以后”
2. “先……, 然后……”
3. 方位词“左右” The locality noun “左右”
4. “来得及” / “来不及”
5. 连词“所以” The conjunction “所以”
6. 副词“有时候” The adverb “有时候”
7. “没办法!”





## 课文三 Text 3: 卡尔的一天 One day of Karl's

90

## 注释 Notes:

1. 方位词“以前” The locality noun “以前”
2. “从……到……”
3. (1) “星期”的表示法 Expressions of the days of a week
  - (2) “年”的表示法 Expressions of the year
  - (3) “月”的表示法 Expressions of the month
  - (4) “日”的表示法 Expressions of the date
  - (5) 年、月、日、星期的顺序

The order of the week, month, date and year

## 练习 Exercises

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第五单元  
UNIT 5您要买什么  
Can I help you买东西  
Shopping

## 课文一 Text 1: 您要买什么书 Can I help you

102

## 注释 Notes:

1. 能愿动词“要” The optative verb “要”
2. 疑问代词“什么” The interrogative pronoun “什么”
3. 能愿动词“想” The optative verb “想”
4. 动词“看” The verb “看”
5. 疑问代词“怎么样” The interrogative pronoun “怎么样”
6. “又……又……”
7. 动词重叠 Reduplication of verbs
8. “不 A 不 B”
9. 副词“就” The adverb “就”
10. 疑问代词“多少” The interrogative pronoun “多少”
11. 人民币的计数 Numeration of RMB



**课文二 Text 2: 苹果怎么卖 How much are these apples 111**

**注释 Notes:**

1. “老板”、“师傅”
2. 疑问代词“怎么” The interrogative pronoun “怎么”
3. 名词谓语句 The sentence with a nominal predicate
4. 动词“来” The verb “来”
5. 数量词“一点儿” The quantifier “一点儿”
6. “……, 好吗?”
7. 动词“要” The verb “要”
8. 副词“还” The adverb “还”
9. 副词“一共” The adverb “一共”

**课文三 Text 3: 这件衣服挺好看的 This coat is rather nice 117**

**注释 Notes:**

1. “欢迎光临”
2. “挺 +Adj+ 的”
3. “的”字结构 The “的”-structure
4. 能愿动词“可以” The optative verb “可以”
5. “你觉得……怎么样?”
6. 副词“有(一)点儿” The adverb “有(一)点儿”
7. 副词“再” The adverb “再”
8. “……号”

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**生词总表 Vocabulary 130**



## 编写说明

《赢在中国——商务汉语系列教程·基础篇》共三册，每册包括课文、生词、注释、练习和生词总表等几个部分。

### (1) 课文

课文以几位海外商务人士参与商务活动为主线，尽可能展示真实的社会生活场景。课文以情景对话的形式来传达社会生活信息及商务知识。

### (2) 生词

每册教材共有 300 个左右的生词，每个词语均配有拼音和英文翻译。

### (3) 注释

本教材的语法教学是为实用交际服务的，因此不单设语法模块，而是将语法安排在课文的注释中，相对弱化语法项目的讲解；而且，语法配合话题的需要，需要什么学什么，学什么讲什么，尽可能以例句和通俗的表述来展现语法，使学习者一看就懂，一学就会。此外，注释中除语法解释外，还有习惯用法、口语中的常用语、文化知识、商务常识等方面的介绍。

本教材参照国家汉办 2008 年最新颁布的《国际汉语教学通用课程大纲》中的《常用汉语语法项目分级表》，涵盖其中 1~5 级的绝大部分语法项目。其中 1~3 级全部覆盖，4 级仅一个量词“趟”没学，5 级语法中的“复句”一项也介绍了因果、转折、假设三种复句的基本形式和关联词语。本书突出集中强化的特色，增加了单位时间的学习效率。

### (4) 练习

练习包括机械操练、结构功能训练和商务交际训练三部分。练习类型各课基本一致，题型基本固定，前后练习统一，体现出训练的系统性。有时根据语言点的不同，题型略有差别。

每一课练习的前四项均为生词及课文朗读，目的在于通过语音上的机械强化，既解决学习者的语音问题，又帮助学习者在语音累积中获得语感。

结构功能训练是为学习者熟悉、掌握教材中的汉语词汇和句型而设计的。此部分练习不追求难度，如“替换练习”重在拓宽学习者的词汇视野、增加他们的语用信息，所以将示范的句型拆分开来，并列举出其他的使用情况，降低了难度。

练习的重点是商务交际训练，这主要体现在“完成任务”的练习中。我们设计了任务目标，既让学习者学以致用，调动自身已积累的语言能力来实战演练，也让学习者在“做中学”，培养学生在真实交际环境中的商务汉语交际能力，实现教学任务和现实世界社会经济生活的结合。





### (5) 教学建议

《基础篇》分为三册，周学习时间为 4~6 课时的普通教学班级可以一学期学习一册。对于学习时间集中的班级，如每周学习时间在 12 课时或以上的，可以一学期学完三册。本教材既可用于普通班的学习，也可用于强化性的学习；既可用于较长的完整学期的学习，也可用于周期性的短期学习。

本教材信息量大，内容分布广，练习设计具有一定的弹性，在教学过程中，可根据学习者的实际水平和教学安排灵活掌握。比如在“完成任务”的训练中，任务的要求可以富于弹性，对于水平高的学习者，可以让他们多完成一些任务，要求更多一些；而对于水平相对低一些的学习者，则可以降低要求，少完成一些任务或者将任务简化。

另外，建议学习者充分利用随书附赠的录音光盘，每次学习后至少能够听一遍，有时间再看着书听一遍。最好每天听一遍课文录音，每周至少能够听两次录音。这样可以帮助学习者强化听力，培养语感，从而综合提升听说的能力。

教材中如有任何不当之处，敬请读者予以指正，以便进一步修订。

对外经济贸易大学 季瑾

2010年3月于惠园



# Preface

*Winning in China—Business Chinese (Basic)* (hereinafter referred to as *Basic*) consists of three textbooks. Each of them includes texts, new words, notes, exercises and a vocabulary list.

## (1) Texts

Depicting the business activities of several businessmen from overseas, the texts reveal the real social life. Situational dialogues are presented in the texts to convey information on social life and to introduce business knowledge.

## (2) New words

There are more than 300 new words in each textbook. *Pinyin* and English translation are provided for each of them.

## (3) Notes

As grammar is taught for the purpose of communication in this set of textbooks, it is presented as “Notes” in each lesson rather than a separate section and taught based on the needs of topics with less emphasis. Grammatical points are explained with example sentences and colloquial expressions as much as possible in order for students to understand them without difficulty. Besides the grammatical explanations provided in the “Notes”, idioms, colloquial expressions, cultural knowledge as well as general business knowledge are also introduced.

With reference to the *Grading List of Frequently Used Chinese Grammatical Items in Syllabus for International Chinese Teaching* issued by Hanban in 2008, the three textbooks of *Basic* cover the majority of the grammatical items of Grade 1~5. It covers all the grammatical items of the first four grades with the only exception of the measure word “趟” in Grade 4. The three basic compound sentence forms listed in Grade 5, i.e. the compound sentences of cause/effect, transition and assumption, as well as conjunctives are also introduced. The books feature intensive language training and improved efficiency of learning.

## (4) Exercises

Exercises are of three types, pronunciation drills, exercises of language structures and functions, and business communication practice. The systematization of the practice is embodied by the facts that the types of exercises in each lesson are basically the same, and so are the types of questions, except for some exercises with slightly different types of questions due to the variation of language points.

The first four exercises in each lesson are reading aloud the new words and the texts with the aims to solve students’ problems in pronunciation and to help them develop their sense of language through





intensive training in pronunciation.

Exercises of language structures and functions are designed to help students familiarize themselves with Chinese vocabulary and sentence patterns in the textbooks and learn to use them. These exercises are not meant to be difficult. For example, “Substitution drills” play an important role to enlarge students’ vocabulary and provide them with more information on the usages of the language. Example sentence patterns are broken into several parts, and their other usages are listed so as to lower the degree of difficulty.

Training in business communication is the focus of the exercises, which can be seen in the exercise of “Completing the tasks”. The objectives of a task are clearly defined and students are to use the language skills they have learned in practice and to learn the language while using it. The purpose is to develop students’ communicative skills for business in a real communication environment by integrating learning of the language with real social and economic life.

### (5) Suggestions for teaching

*Basic* consists of three books. One book could be finished in one semester for an ordinary class with 4~6 class hours per week. For those programs devoting more time in teaching, such as 12 class hours or more per week, three books can be finished in one semester. This set of books can be used either for an ordinary Chinese course or for an intensive Chinese training program, which means it can be used either for a long-term or a short-term Chinese program.

This set of textbooks is highly informative with a wide range of teaching materials and flexibly-designed exercises. It can be easily modified in teaching to respond to the level of students and the teaching arrangement. For example, when doing the exercise of “Completing the tasks”, the task requirement could be varied. Advanced students may be encouraged to do more tasks with higher difficulty, while students of lower level may be asked to do less or easier ones.

In addition, I suggest that students make full use of the attached CD. They should listen to the CD at least once after each lesson and listen to it again while reading the book if they have time. It would be better if they listen to the recording of the text every day and listen to the recording at least twice a week. It will help them strengthen their listening skill, develop their sense of language and enhance their speaking skill.

Any suggestions for improvement of the book are highly welcomed.

Ji Jin,

University of International Business and Economics

At Hui Garden in March 2010



# 词类简称表

## Abbreviations of parts of speech

缩写 Abbreviations	英文全称 Parts of speech in English	词类名称 Parts of speech in Chinese	拼音 Parts of speech in <i>pinyin</i>
Adj	Adjective	形容词	xíngróngcí
Adv	Adverb	副词	fùcí
AP	Aspect Particle	动态助词	dòngtài zhùcí
Conj	Conjunction	连词	liáncí
IE	Idiom Expression	习惯用语	xíguàn yòngyǔ
Int	Interjection	叹词	tàncí
LN	Locality Noun	方位词	fāngwèicí
M	Measure Word	量词	liàngcí
MdPt	Modal Particle	语气助词	yǔqì zhùcí
N	Noun	名词	míngcí
Nu	Numeral	数词	shùcí
Ono	Onomatopoeia	象声词	xiàngshēngcí
OpV	Optative Verb	能愿动词	néngyuàn dòngcí
PN	Proper Noun	专有名词	zhuānyǒu míngcí
Pr	Pronoun	代词	dàicí
Pref	Prefix	词头	cítóu
Prep	Preposition	介词	jiècí
Pt	Particle	助词	zhùcí
PW	Place Word	地点词	dìdiǎncí
Q	Quantifier	数量词	shùliàngcí
QPr	Question Pronoun	疑问代词	yíwèn dàicí
QPt	Question Particle	疑问助词	yíwèn zhùcí
StPt	Structural Particle	结构助词	jiégòu zhùcí
Suf	Suffix	词尾	cíwěi
TW	Time Word	时间词	shíjiāncí
V	Verb	动词	dòngcí
V//O	Verb-object Compound	离合词	líhéci





## 语法术语简称表

### Abbreviations of grammatical terms

缩写 Abbreviations	英文全称 Grammatical terms in English	语法术语 Grammatical terms in Chinese	拼音 Grammatical terms in <i>pinyin</i>
<b>S</b>	Subject	主语	zhǔyǔ
<b>P</b>	Predicate	谓语	wèiyǔ
<b>O</b>	Object	宾语	bīnyǔ
<b>Attr</b>	Attribute	定语	dìngyǔ
<b>A</b>	Adverbial	状语	zhuàngyǔ
<b>Comp</b>	Complement	补语	bǔyǔ
<b>NP</b>	Noun Phrase	名词短语	míngcí duǎnyǔ
<b>VP</b>	Verbal Phrase	动词短语	dòngcí duǎnyǔ
<b>PP</b>	Prepositional Phrase	介词短语	jiècí duǎnyǔ
<b>V O</b>	Verb-object Phrase	动宾短语	dòng-bīn duǎnyǔ
	Declarative Sentence	陈述句	chénshùjù
	Interrogative Sentence	疑问句	yíwènjù
	Affirmative Sentence	肯定句	kěndìngjù
	Negative Sentence	否定句	fǒudìngjù
	General Interrogative Sentence	一般疑问句	yìbān yíwènjù
	Special Interrogative Sentence	特殊疑问句	tèshū yíwènjù
	Yes-or-no Question	是非疑问句	shìfēi yíwènjù
	Affirmative and Negative Question	正反疑问句	zhèngfǎn yíwènjù



## 主要人物介绍

### Introduction of the main characters



Kǎ'ěr  
卡尔

Karl Hofmann



Kāng Àili  
康爱丽

Alice Clement



Lǐ Míngmíng  
李明明

Li Mingming



Zhāng Yuǎn  
张远

Zhang Yuan

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康爱丽、卡尔都是来北京接受汉语培训的欧盟经理人，李明明和张远是他们在对外经济贸易大学认识的朋友。

**Ka'er**—Karl Hofmann, male, a German manager from the European Union;

**Kang Aili**—Alice Clement, female, a French manager from the European Union;

**Li Mingming**—female, a Chinese junior majoring in International Trade at University of International Business and Economics;

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Both Kang Aili (Alice) and Ka'er (Karl) are managers from the European Union who came to Beijing for the training of Chinese language. Li Mingming and Zhang Yuan are their friends at University of International Business and Economics.



# Yǔyīn Jièshào 语音介绍 Pronunciation

## 一、音节 Syllables

汉语的音节包括声母、韵母和声调三个部分。现代汉语普通话有 21 个声母、38 个韵母、4 个声调。声母在前，韵母在后，声调在韵母上。但有的音节只有韵母，没有声母。例如：

Chinese syllables include three parts: initials, finals and tones. There are twenty-one initials, thirty-eight finals and four tones in modern Mandarin Chinese. The initial goes first, and then the finals, with the tonal mark putting above the final. However, in some syllables, there is not an initial, but only a final. For example,

声母 Initial	韵母 Final	声调 Tone	音节 Syllable
b	a	—	bā
p	o	ˊ	pó
m	i	ˇ	mǐ
f	u	ˋ	fù
/	ai	ˋ	ài

声母：音节开头的辅音。

Initial: It is the consonant at the beginning of a syllable.

韵母：音节中声母后面的部分。

Final: It follows the initial in a syllable.

声调：音节在发音时声音高低升降的变化。

Tone: It refers to the change of the pitch when the syllable is pronounced.

### ★ 小提示 Tips:

(1) 声母和韵母拼合比较好的办法是“前音轻短后音重，两音相连猛一碰”。

A better way to combine the initial and final is to “pronounce the preceding sound (initial) lightly and shortly while the following sound emphatically, and when the two sounds meet, make a bump”.





(2) 普通话声母韵母拼合总表(见附2)中的空白部分表示声母不能和这些韵母拼合。

The blank area in the *Table of the combinations of initials and finals in Mandarin Chinese* (see Appendix 2) indicates that these initials cannot be combined with those finals.

## 二、声母 Initials

声母表 Table of initials

发音方法 Manners of Articulation  发音部位 Places of Articulation	塞音 Stops		塞擦音 Affricates		鼻音 Nasals	边音 Lateral	擦音 Fricatives	
	不送气 Unaspi- rated	送气 Aspirat- ed	不送气 Unaspi- rated	送气 Aspirat- ed	浊 Voiced	浊 Voiced	清 Voice- less	浊 Voiced
上唇/下唇 Upper Lip/ Lower Lip	b [p]	p [p']			m [m]			
上齿/下唇 Upper Teeth/ Lower Lip							f [f]	
舌尖/上齿背 Tip of Tongue/ Upper Back of Teeth			z [ts]	c [ts']			s [s]	
舌尖/上齿龈 Tip of Tongue/ Upper Gum	d [t]	t [t']			n [n]	l [l]		
舌尖/硬腭前部 Tip of Tongue/ Front of Hard Palate			zh [tʃ]	ch [tʃ']			sh [ʃ]	r [ʒ]
舌面前部/硬腭中部 Front of Tongue/ Middle of Hard Palate			j [tɕ]	q [tɕ']			x [ç]	
舌面后部/软腭 Back of Tongue/ Soft Palate	g [k]	k [k']					h [x]	



## 三、韵母 Finals

韵母表 Table of finals

单元音韵母 Simple-Vowel Finals	-i [ɿ] [ʅ]	i [i]	u [u]	ü [y]
	a [A]			
	o [o]			
	e [ɤ]			
	er [ə]			
复元音韵母 Compound-Vowel Finals	ai [ai]	ia [iA]	ua [uA]	üe [yɛ]
	ei [ei]	ie [iɛ]	uo [uo]	
	ao [au]	iao [iau]	uai [uai]	
	ou [ou]	iou [iou]	uei [uei]	
鼻音韵母 Nasal Finals	an [an]	ian [iɛn]	uan [uan]	üan [yɛn]
	en [ən]	in [in]	uen [uən]	ün [yn]
	ang [aŋ]	iang [iaŋ]	uang [uaŋ]	
	eng [əŋ]	ing [iŋ]	ueng [uəŋ]	
	ong [ʊŋ]	iong [yŋ]		

## ★ 注意 Notes:

1. 字母 i 代表 3 种不同的发音, 即:

i represents three different pronunciations:

i [i]: e.g. yī    -i [ɿ]: e.g. zī    -i [ʅ]: e.g. zhī

2. i 行的韵母, 前面没有声母时, i 改为 y, 写成:

When there is not an initial in the front, the final i is changed into y, such as:

yi ya ye yao you yan yin yang ying yong

u 行的韵母, 前面没有声母时, u 改为 w, 写成:

When there is not an initial in the front, the final u is changed into w, such as:

wu wa wo wai wei wan wen wang weng

ü 行的韵母, 前面没有声母时, ü 改为 y, 写成:

When there is not an initial in the front, the final ü is changed into y, such as:

yu yue yuan yun



3. 韵母 iou、uei、uen 的省写：为了使拼写简单，《汉语拼音方案》规定，iou、uei、uen 前面加声母的时候，写成 iu、ui、un。例如：

Abbreviations of the finals iou, uei, and uen. In order to simplify the spelling, *The Scheme for the Chinese Phonetic Alphabet* stipulates: if initials are preceded, iou, uei, and uen are abbreviated respectively as iu, ui, and un, such as:

niú guī lún

当它们不跟声母相拼（即自成音节）时就不能省略，要写成 y、w 开头。例如：

When not spelled with the initials, i.e., they form syllables on their own, they cannot be abbreviated but should still start with y or w, such as:

yōu wēi wēn

#### 四、声调 Tones

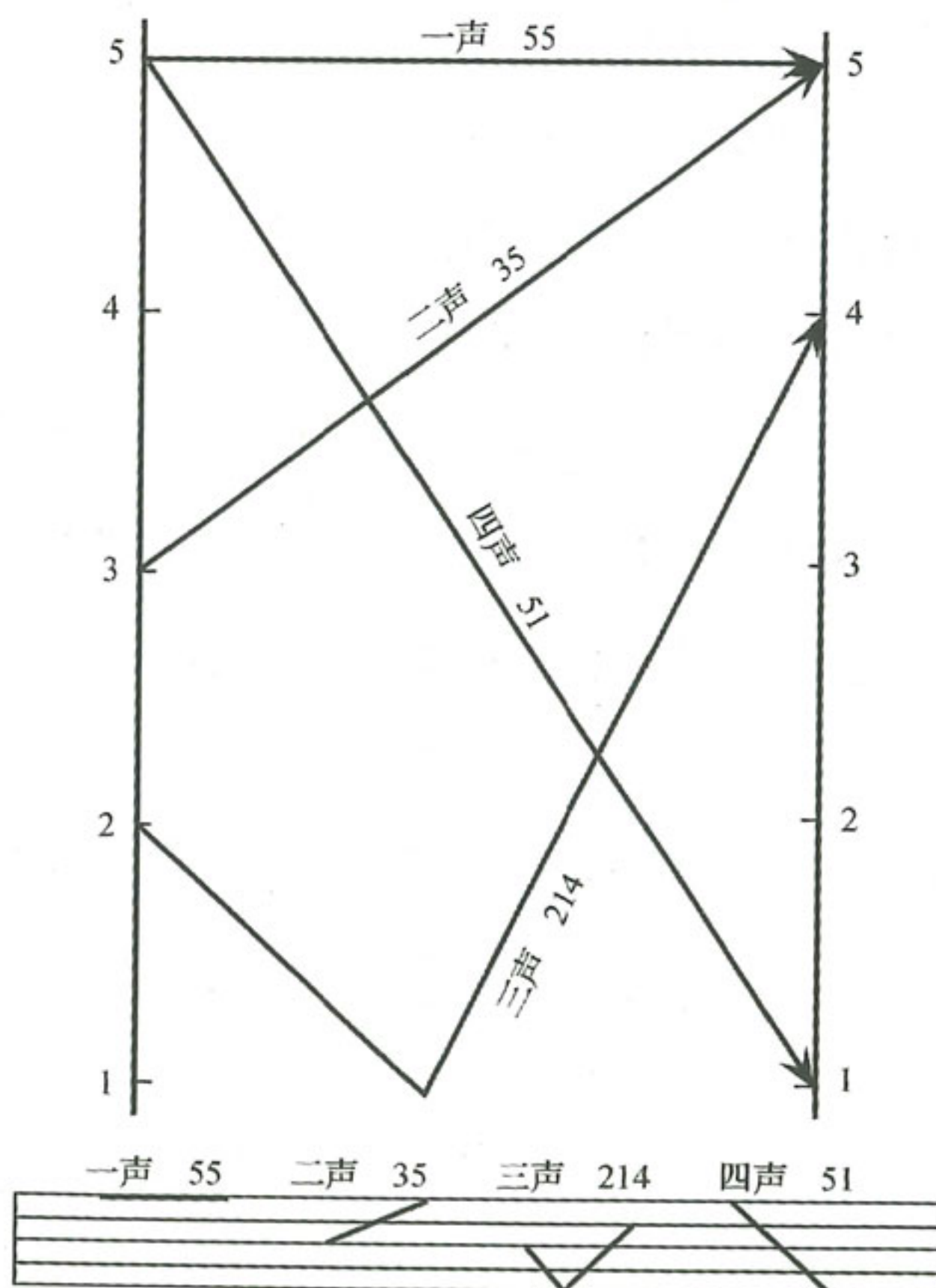
1. 现代汉语普通话的音节有 4 个声调：一声（55）、二声（35）、三声（214）、四声（51）。此外，还有一种现象是轻声，不标调，声音短而轻。例如：

There are four tones in modern Mandarin Chinese: the 1<sup>st</sup> tone (its tone pitch is 55), the 2<sup>nd</sup> tone (its tone pitch is 35), the 3<sup>rd</sup> tone (its tone pitch is 214), and the 4<sup>th</sup> tone (its tone pitch is 51). Besides, there is a neutral tone without a tone mark. It is short and gentle, such as:

妈 mā 麻 má 马 mǎ 骂 mà 吗 ma

2. 声调特点：一声平、二声扬、三声拐弯、四声降。

Characteristics of the four tones: The 1<sup>st</sup> tone is flat; the 2<sup>nd</sup> tone is a rising tone; the 3<sup>rd</sup> tone starts at a low pitch and then rises; and the 4<sup>th</sup> tone is a falling tone.





3. 标调顺序: 标调要按照 a、o、e、i、u、ü 的顺序, 如 ao 的声调标在 a 上, uo 的声调标在 o 上。

The tone mark sequence: A tone mark is placed in the sequence of a, o, e, i, u, and ü. For example, the tone mark is placed above a in ao and o in uo.

4. 特殊情况: Special cases:

(1) 调号标在 i 的上面时, i 上的小点要省去。例如:

When a tone mark is placed above i, the dot in i is omitted. For example,

yī xīng duī guī

(2) i、u 在一起时, 声调标在后面, 即 iu、ui 的调都应标在后一个字母上。例如:

When i and u appear together, the tone mark is placed above the latter one, i.e., the tone mark is placed on the latter final in iu and ui. For example,

qiū duī jiū kuī

(3) ü 在 j、q、x 后要去掉两点, 另外, 在零声母音节 (yu) 中, 也要去掉 ü 上两点。但是跟声母 n、l 相拼的时候, ü 上两点不可省略。例如:

The two dots in ü are omitted if it follows j, q, and x. Besides, the two dots in ü in the zero initial syllable (yu) are also omitted. However, the two dots in ü are not omitted if it is spelled with n and l. For example,

nǚ lǚ

因为 j、q、x 不能跟 u 开头的韵母相拼, 所以不用担心 ü 会与 u 相混。如 ju、que、xuan 中的 u 都是 ü 省略了两点。

Since j, q, and x are not spelled together with the finals starting with u, we don't need to worry that ü and u might be mixed up. For example, u in ju, que, and xuan is actually ü with the dots omitted.

#### ★ 小提示 A Tip:

ü 见 j、q、x、y, 脱帽行个礼。

When meeting j, q, x, and y, ü always takes off the hat, bowing and saluting.

5. 变调: 汉语中, 在实际说话时会有一些变调的情况, 比如两个三声在一起时, 前一个音节要读得像二声。例如:

Tonal changes: In Chinese, tonal changes often happen in daily conversation. For instance, when there are two consecutive 3<sup>rd</sup> tones, the tone of the first syllable becomes a 2<sup>nd</sup> tone. For example,

nǐ hǎo → ní hǎo hěn hǎo → hén hǎo



## 五、隔音符号 Syllable-dividing mark

当 a、o、e 开头的音节连接在其他音节后面的时候，音节界限容易混淆，可以用隔音符号（'）隔开。例如：“西安”写成 Xī'ān，“方案”写成 fāng'àn，“金额”写成 jīn'é。

When the syllables starting with a, o, e follow other syllables, the division of the syllables are easily confused. Therefore, we can use the syllable-dividing mark to separate them. For example, “西安” is written as Xī'ān, “方案” is written as fāng'àn, and “金额” is written as jīn'é.

如果第二个音节的开头是辅音，那么不必使用隔音符号。如“发难（fānàn）”就不必写成 fā'nàn。

If the second syllable starts with a consonant, the syllable-dividing mark is not needed. For example, “发难” is fānàn, not fā'nàn.

- 小窍门：看到分词连写的汉语拼音注音时，怎么判断和区分音节呢？

**A tip:** If placing *pinyin* for Chinese phrases, how can we separate the syllables?

音节中的辅音字母“靠后不靠前”，即一个辅音字母如果前后都有元音字母，这个辅音应当跟后面的元音字母连成音节。例如：“他们”（tāmen）中，辅音字母 m 前后都有元音字母，m 应跟后面的元音字母 en 连成音节；而“谈话”（tánhuà）的辅音字母 n 后面没有元音字母，因此 n 跟前面的元音字母连成音节，而 h 跟后面的 ua 连成音节。

The consonant in a syllable links with the vowel after it, not the one before it. That is, if there is a vowel both before and after a consonant, the consonant links with the vowel that follows it to make up a syllable. For example, there is a vowel both before and after the third letter m in “他们” (tāmen), therefore, m links with the vowel en after it to make up a syllable. However, there is no vowel after the third letter n in “谈话” (tánhuà); therefore, n links with the vowel before it to form a syllable, but h links with ua following it to form a syllable.

## 六、整体认读音节 The holistic syllable

汉语中有一些整体认读音节，不能拼读，只能直呼。例如：

There are some holistic syllables in Chinese that are not pronounced separately, but are pronounced as a whole, such as:

zhi chi shi ri zi ci si yi wu yu ye yue yuan yin yun ying

## 七、字母的大写 Rules of capitalization

1. 句子或诗行开头的字母要大写。例如：

The initial letter of a sentence or a line in a poem is capitalized. For example,



Nín guìxìng? (您贵姓?)

Chuáng qián míng yuè guāng, (床前明月光,)

Yí shì dìshàng shuāng. (疑是地上霜。)

Jǔ tóu wàng míng yuè, (举头望明月,)

Dī tóu sī gùxiāng. (低头思故乡。)

2. 专有名词的第一个字母要大写。例如:

The first letter of a proper noun is capitalized. For example,

Zhōngguó Rìbào (中国日报)

3. 汉语的人名按姓和名分写, 姓和名的开头字母要大写。例如:

A Chinese name is written separately with the first letters of both the surname and the given name capitalized. For example,

Lǐ Bái (李白) Kāng Àilì (康爱丽)

4. 标题可以全部大写, 也可以每个词开头的字母大写。有时为了美观, 可以省略声调符号。例如:

All the letters of a title can be capitalized, or only the first letter of each word is capitalized. Sometimes, to be artistic, the tone marks can be omitted. For example,

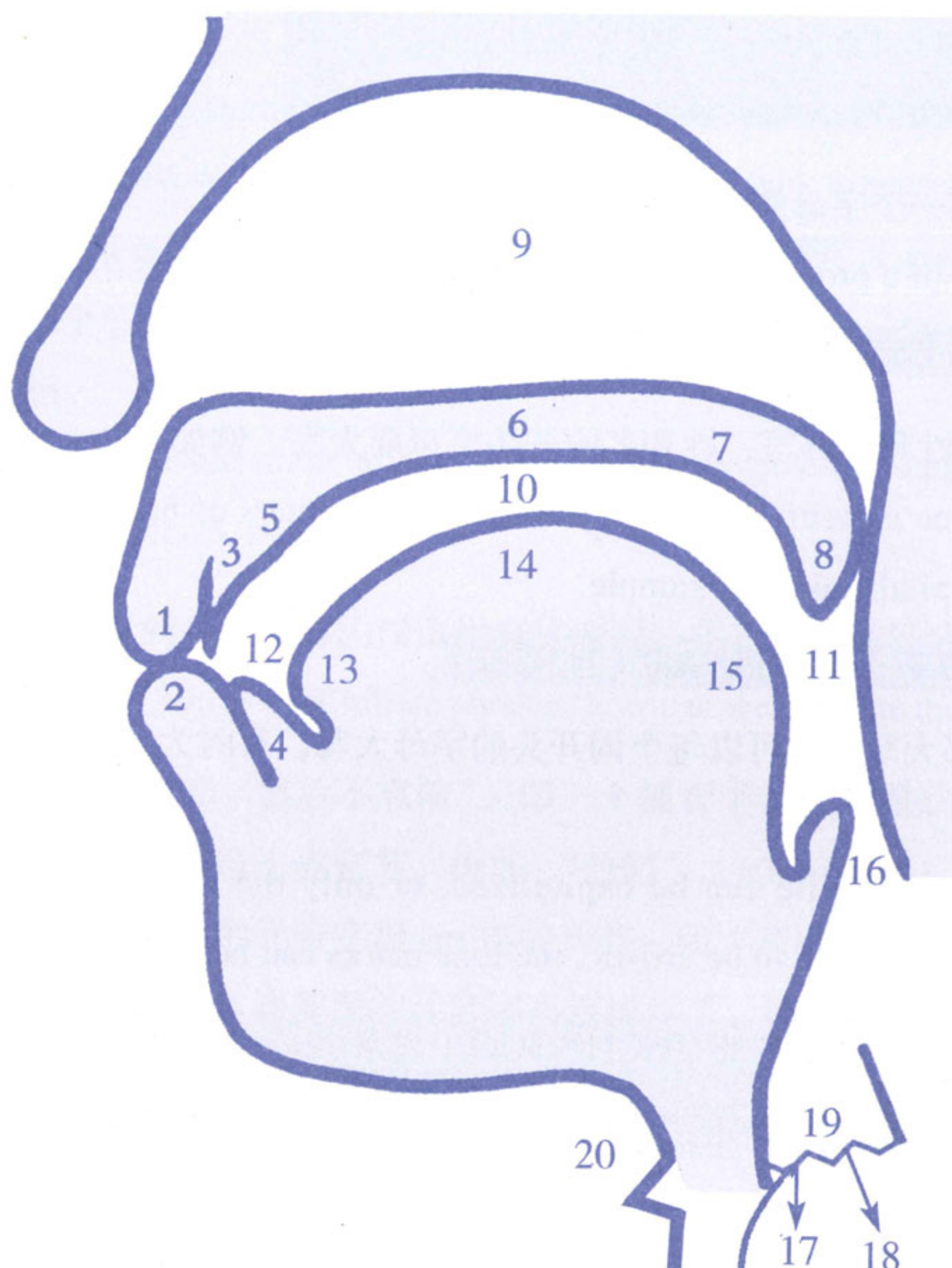
FAZHAN JINGJI, JIANSHE ZHONGGUO (发展经济, 建设中国)

Fāzhǎn Jīngjì, Jiànshè Zhōngguó



# 附1：发音器官图

## Appendix 1: The illustration of speech organs



- |              |                |             |  |
|--------------|----------------|-------------|--|
| 1. 上唇        | Upper Lip      | 2. 下唇       | Lower Lip                                    |
| 3. 上齿        | Upper Teeth    | 4. 下齿       | Lower Teeth                                  |
| 5. 牙龈        | Gingiva, Gum   | 6. 硬腭       | Hard Palate                                  |
| 7. 软腭        | Soft Palate    | 8. 小舌       | Uvula  |
| 9. 鼻腔        | Nasal Cavity   | 10. 口腔      | Oral Cavity                                  |
| 11. 咽腔       | Pharynx Cavity | 12. 舌尖      | Tip of Tongue                                |
| 13. 舌叶       | Tongue Blade   | 14. 舌面前和舌面中 | Front of the Tongue and Middle of the Tongue |
| 15. 舌面后 (舌根) | Back of Tongue | 16. 会厌软骨    | Cartilago Epiglottica                        |
| 17. 肺        | Lung           | 18. 气管      | Air Tube                                     |
| 19. 声带       | Vocal Cords    | 20. 喉头      | Throat                                       |



课文 Text	题目 Title	注释 Notes
一	你叫什么名字 What's your name	1. “你好!” 2. 汉语的语序: 主语 + 动词 + 宾语 The basic order of the main elements of a Chinese sentence: Subject+Verb+Object 3. “是”字句 The “是”-sentence 4. 特指疑问句 The special question 5. 中国人的名字 Chinese names 6. 用“吗”的是非疑问句 The yes-or-no question with “吗” 7. 结构助词“的” The structural particle “的” 8. “有”字句 (1) The “有”-sentence (1)
二	您贵姓 May I have your surname, please	1. “您” 2. “您贵姓?” 3. 用“呢”的省略问句 The abbreviated question with “呢” 4. “欢迎……” 5. “再见!”
三	请问, 您是王经理吗 Excuse me, are you Manager Wang	1. “请问, ……” 2. 句型: “您是 +sb.+ 吗?” The sentence pattern: “您是 +sb.+ 吗?” 3. “请 +V”



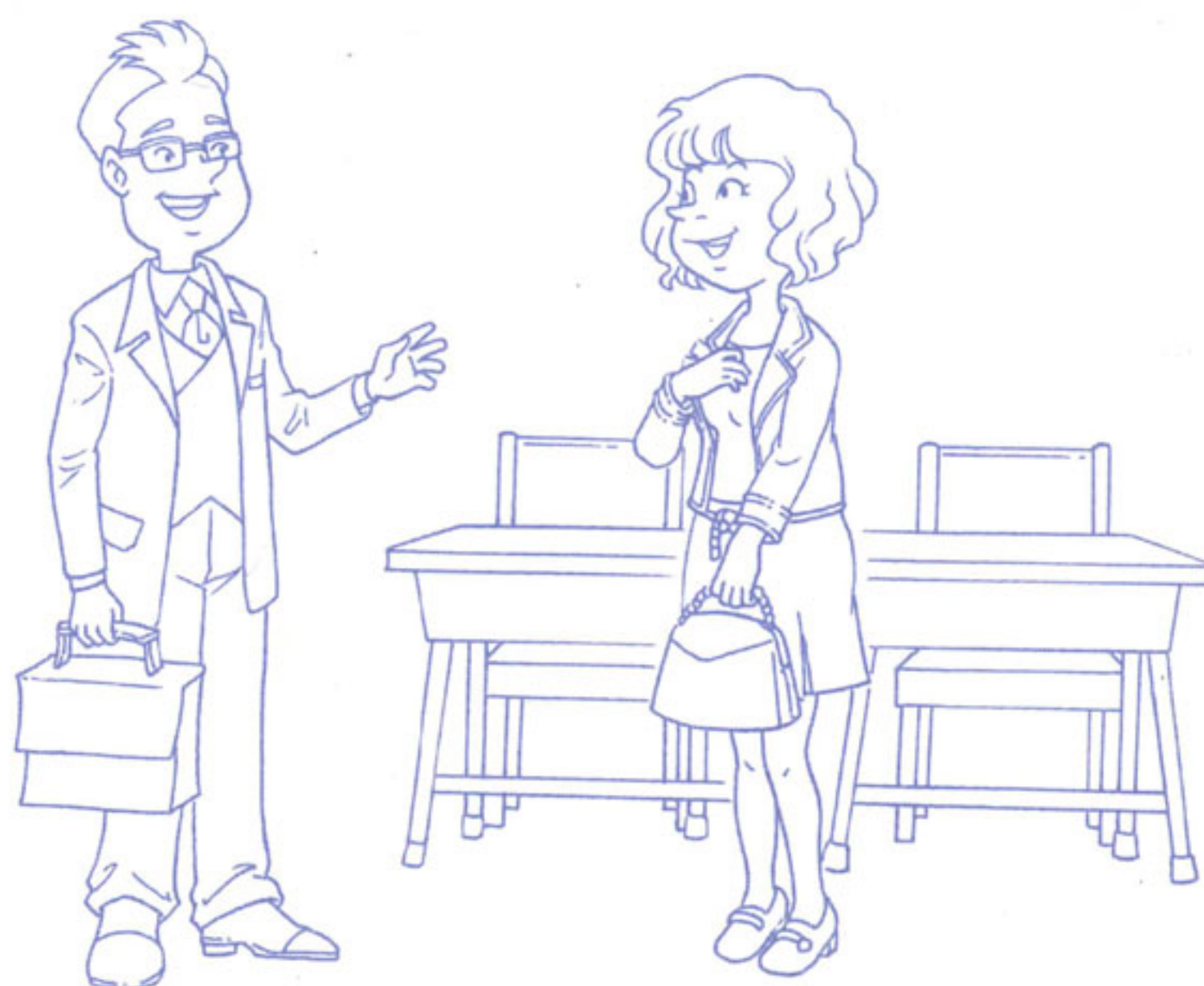
# 1

Kèwén Yī  
课文一  
Text 1

Nǐ Jiào Shénme Míngzi

## 你叫什么名字

What's your name



Kāng Àilì, Kǎ'ěr zài jiàoshì lǐ chūcì jiànmiàn.

康爱丽、卡尔在教室里初次见面。

Alice and Karl are meeting in the classroom for the first time.

Kǎ'ěr: Nǐ hǎo!

● 卡尔：你好！

Karl: Hello!

Kāng Àilì: Nǐ hǎo!

○ 康爱丽：你好！

Alice: Hello!

Kǎ'ěr: Wǒ shì Kǎ'ěr. Nǐ jiào shénme míngzi?

● 卡尔：我是卡尔。你叫什么名字？

Karl: I am Karl. What's your name?

Kāng Àilì: Wǒ jiào Kāng Àilì.

○ 康爱丽：我叫康爱丽。

Alice: My name is Kang Aili (Alice Clement).



Kǎ'ěr: Zhè shì nǐ de Zhōngwén míngzi ma?

- 卡尔: 这是你的中文名字吗?

Karl: Is this your Chinese name?

Kāng Àilì: Shì de. Nǐ yǒu Zhōngwén míngzi ma?

- 康爱丽: 是的。你有中文名字吗?

Alice: Yes. Do you have a Chinese name?

Kǎ'ěr: Yǒu. Kǎ'ěr shì wǒ de Déguó míngzi, yě shì wǒ de Zhōngwén míngzi.

- 卡尔: 有。卡尔是我的德国名字, 也是我的中文名字。

Karl: Karl is my German name and Ka'er my Chinese name.

Kāng Àilì: Hěn gāoxìng rènshi nǐ!

- 康爱丽: 很高兴认识你!

Alice: Nice to meet you!

Kǎ'ěr: Rènshi nǐ hěn gāoxìng!

- 卡尔: 认识你很高兴!

Karl: Nice to meet you, too!

## 生词

## Shēngcí

## New Words



1. 你	nǐ	Pr	you
2. 叫	jiào	V	to call
3. 什么	shénme	QPr	what
4. 名字	míngzi	N	name
5. 好	hǎo	Adj	good
6. 我	wǒ	Pr	I, me
7. 是	shì	V	to be
8. 这	zhè	Pr	this
9. 的	de	StPt	a possessive or modifying particle
10. 中文	Zhōngwén	N	Chinese language
11. 吗	ma	QPt	a particle
12. 有	yǒu	V	to have
13. 也	yě	Adv	too, also



14. 很	hě	Adv	very
15. 高兴	gāoxìng	Adj	happy
16. 认识	rènshi	V	to know

## 专有名词

Zhuānyǒu Míngcí

## Proper Nouns

1. 卡尔	Kǎ'ě	a person's name
2. 康爱丽	Kāng Àilì	a person's name
3. 德国	Déguó	Germany

## 注释

Zhùshì

## Notes

## 1 你好! Hello!

中国人平常见面, 不管是否认识都可以互相说“你好”, 这和英文里“Hello”的用法一样。初次见面时, 双方互相介绍完以后, 都可以说“很高兴认识你(您)”, 或者“认识你(您)很高兴”。这和英文里的“Nice to meet you”用法类似。

When Chinese people meet each other, no matter whether they know each other, they can say “你好”, which is similar to “Hello” in English. When people meet each other for the first time, after introducing themselves, they say “很高兴认识你(您)”, or “认识你(您)很高兴” to each other, which is similar to “Nice to meet you” in English.

## 2 我是卡尔。I am Karl. / 我叫康爱丽。My name is Kang Aili (Alice Clement).

汉语的语序是: 主语 + 动词 + 宾语, 这和英语类似。

The order of the main elements of a Chinese sentence: Subject+ Verb + Object. It is similar to English.

S	V	O
我	叫	康爱丽。
我	有	中文名字。



汉语的句子一般可以分为两个部分：主语部分和谓语部分；有六种句子成分：主语、谓语、宾语、定语、状语和补语。它们在句中的位置见下表：

A Chinese sentence can generally be divided into two parts, the subject and the predicate. Generally speaking, there are six sentence elements in a Chinese sentence: subject, predicate, object, attribute, adverbial and complement. The positions of these sentence elements in a sentence are shown in the following table:

主语部分 Subject part		谓语部分 Predicate part				
	主语 S		谓语动词 Predicative verb			宾语 O
定语 Attr		状语 A		补语 Comp	定语 Attr	

“我叫康爱丽”一句里包含三种句子成分：“我”是主语，“叫”是谓语，“康爱丽”是宾语。

There are three elements in the sentence “我叫康爱丽”. “我” is the subject, “叫” is the predicate and “康爱丽” the object.

### 3 我是卡尔。I am Karl.

“是”字句。这是动词“是”作谓语动词的句型。“A 是 B”主要是表示判断，说明人或事物等于什么或者属于什么。

The “是”-sentence is a sentence pattern with “是” as the predicate. “A 是 B” mainly denotes a judgement, indicating that a person or thing equals to or belongs to something else.

“是”字句的否定形式是在“是”的前面加表示否定的副词“不(bù)”。如果句子中有副词“也”，“也”放在“是”的前面。例如：

The negative form of the “是”-sentence is to place the adverb “不” before “是”. If there is the adverb “也” in the sentence, “也” is placed before “是”. For example,

S	P		
	Adv	V (是)	N / NP
我		是	康爱丽。
卡尔			我的德国名字。
卡尔	也		我的中文名字。
我	不		康爱丽。
康爱丽	也不		中国人 (Zhōngguó rén, Chinese)。



#### 4 你叫什么名字? What's your name?

特指疑问句。“什么”，疑问代词，表示疑问，可以问人或者事物。

In a special question, the interrogative pronoun “什么” is used to ask a question about persons or things.

汉语的特指问句和英文的特殊问句不一样，不用变换语序，只是用“什么”等一些表示疑问的词语来替换陈述句中被提问的部分，句末用表示疑问的问号(?)。例如：

In a special question in Chinese, in contrast to English, there is no change in the word order. A word indicating interrogation like “什么” is used to replace the part in a declarative sentence to be inquired with a question mark at the end of the sentence. For example,

	S	P	
		V	O
Sentence	我	叫	卡尔。
Question	你	叫	什么(名字)?

#### 5 我叫康爱丽。My name is Kang Aili (Alice Clement).

中国人的名字是“姓+名”，根据喜好，有的人的名字用两个字，有的人的名字只有一个字。例如：

A Chinese name is composed of a surname and a given name. The given name can be one character or two characters according to the preference. For example,

Surname (姓)	Given Name (名)
康	爱丽
李(Lǐ)	明明(Míngmíng)
张(Zhāng)	远(Yuǎn)

#### 6 这是你的中文名字吗? Is this your Chinese name?

是非疑问句。“这是……吗”表示疑问。

The yes-or-no question. “这是……吗” is used to indicate interrogation.

汉语中，把表示疑问的语气助词“吗”放在陈述句的句末，把原句变成疑问句。听话人要作出肯定(“是”)或者否定(“不是”)的回答。例如：

In Chinese, a declarative sentence can be changed into an interrogative sentence by putting the interrogative particle “吗” at the end of the sentence. The listener expects an affirmative (Yes) or a negative (No) answer. For example,



General interrogative sentence		
Original sentence		Particle (吗)
这	你的中文名字	吗?
	你的书 (shū, book)	
	你们 (nǐmen, you) 的教室 (jiàoshì, classroom)	
你	卡尔	
	康爱丽	

## 7 这是你的中文名字吗? Is this your Chinese name?

“的”，结构助词，常用在定语后，是定语的语法标志。它连接定语和它修饰的中心语，表示领属关系、修饰或限制关系。汉语中的定语一般放在中心语前，除连词、助词、叹词外，各种词语都能作定语。例如：

“的” is a structural particle often used after an attribute and serves as the grammatical marker for it. It links the attribute and the word it modifies, indicating the possessive, modifying or restrictive relationship. In Chinese, an attribute is usually used before the word it modifies. All the words can be used as attributes except conjunctions, auxiliaries and interjections. For example,

Attr	StPt (的)	Head word
你 (N)	的	老师
学校 (xuéxiào, school) (N)		公寓 (gōngyù, apartment)
认识 (V)		人
高兴 (Adj)		事儿 (shìr, thing)
他问 (wèn, to ask) (clause)		问题 (wèntí, question)

## 8 你有中文名字吗? Do you have a Chinese name?

“有”字句。这里表示“拥有”的意思。肯定式为“A有B”；疑问式为“A有B吗”；否定式中用“没有(méiyǒu)”，为“A没有B”。例如：

The “有”-sentence. “有” means “have”. Its affirmative form is “A有B”, its interrogative form is “A有B吗”, and its negative form is “A没有B”. For example,



S	V	O
我	有	中文名字。
你	有	中文名字吗?
我	没有	中文名字。

疑问句“你有……吗”和英文里“Do you have...”的用法类似。回答时可以用完整的句子，也可以简单地用“有”(肯定)或“没有”(否定)。例如：

The interrogative sentence “你有……吗” is similar to “Do you have...” in English. The answer can be a complete sentence, or simply “有”(yes) or “没有”(no). For example,

疑问句 Interrogative sentence	你 <u>有</u> 中文名字 <u>吗</u> ?
肯定回答 Affirmative answer	我 <u>有</u> 中文名字。/有。
否定回答 Negative answer	我 <u>没有</u> 中文名字。/没有。



Nín Guìxìng

# 您贵姓

May I have your surname, please

# 2

Kèwén Èr

课文二

Text 2



Kāng Àilì hé Wáng lǎoshī zài jiàoshì lǐ chūcì jiànmiàn.

康爱丽和王老师在教室里初次见面。

Alice and Mr. Wang are meeting in the classroom for the first time.

Kāng Àilì: Lǎoshī, nín hǎo!

● 康爱丽：老师，您好！

Alice: Hello! Teacher.

Wáng lǎoshī: Nǐ hǎo!

○ 王老师：你好！

Mr. Wang: Hello!

Kāng Àilì: Nín guìxìng?

● 康爱丽：您贵姓？

Alice: May I have your surname, please?

Wáng lǎoshī: Wǒ xìng Wáng. Nǐ ne?

○ 王老师：我姓王。你呢？

Mr. Wang: My surname is Wang, and yours?