ONE PAGE SUMMARY

Language Learning › Chinese (Mandarin) › Business Chinese

Beginner lessons for Business Chinese

Master Business Chinese Basics for Effective Communication!

DEFINITION

> Business Chinese focuses on language skills needed for professional settings. It includes vocabulary, phrases, and etiquette used in Chinese business environments.

KEY CONCEPTS

Business Vocabulary

Learn essential terms related to finance, marketing, and negotiations.

Polite Expressions

Understand how to greet and address colleagues respectfully in Chinese.

Meeting Etiquette

Familiarize yourself with the cultural norms and practices during business meetings.

Email Communication

Practice writing formal emails and understand the structure of business correspondence.

Negotiation Phrases

Learn key phrases to effectively negotiate and reach agreements in Mandarin.

EXAMPLES

→ □□□□□□□□□□□□ (Hello, welcome to our company!)

→ □□□□□□□□□□□ (I would like to discuss our collaboration project.)

→ □□□□□□□□□□□ (Please send me an email.)

MEMORY TIPS

★ Associate '□□ ' (Nín hǎo) with 'You are good' to remember polite greetings.

★ Visualize a meeting table when learning meeting etiquette to reinforce the concept.

★ Use acronyms for key phrases to simplify recall during negotiations.

COMMON MISTAKES

✗ Using informal language in professional settings.

✗ Mispronouncing tones, which can change meanings.

✗ Neglecting cultural context in communication.

QUICK RECAP

Business Chinese is essential for effective communication in professional environments. Focus on vocabulary, polite expressions, and cultural norms to enhance your skills.