



Chinese	Pinyin	English
早!	Zǎo!	Morning! / Good morning!
你好, 李经理。	Nǐ hǎo, Lǐ jīnglǐ.	Hello, Manager Li.
好久不见。	Hǎo jiǔ bú jiàn.	Long time no see.
路上堵车了吗?	Lù shang dǔ chē le ma?	Was there traffic on the way?
不用担心。	Bú yòng dān xīn.	Don't worry.
昨天晚上睡得好吗?	Zuó tiān wǎn shang shuì de hǎo ma?	Did you sleep well last night?
这是我的新同事。	Zhè shì wǒ de xīn tóng shì.	This is my new coworker.
欢迎你来我们公司。	Huān yíng nǐ lái wǒ men gōng sī.	Welcome to our company.
我有事找你。	Wǒ yǒu shì zhǎo nǐ.	I need to talk to you about something.
你有笔吗?	Nǐ yǒu bǐ ma?	Do you have a pen?
请给我一张纸。	Qǐng gěi wǒ yì zhāng zhǐ.	Please give me a piece of paper.
我不舒服。	Wǒ bú shū fu.	I don't feel well.
洗手间在哪里?	Xǐ shǒu jiān zài nǎ lǐ?	Where is the restroom?
就在那边。	Jiù zài nà biān.	It's right over there.
这里太热了。	Zhè lǐ tài rè le.	It's too hot here.
请开一下空调。	Qǐng kāi yí xià kōng tiáo.	Please turn on the air conditioner.
你要喝水吗?	Nǐ yào hē shuǐ ma?	Do you want to drink water?
我想喝咖啡。	Wǒ xiǎng hē kā fēi.	I want to drink coffee.
电脑在哪里?	Diàn nǎo zài nǎ lǐ?	Where is the computer?
桌子上有什么?	Zhuō zi shàng yǒu shén me?	What is on the table?
把门关上。	Bǎ mén guān shàng.	Close the door.
这是谁的杯子?	Zhè shì shéi de bēi zi?	Whose cup is this?
请帮我一下。	Qǐng bāng wǒ yí xià.	Please help me.
我的电脑坏了。	Wǒ de diàn nǎo huài le.	My computer is broken.
网络很慢。	Wǎng luò hěn màn.	The internet is slow.
这是我的电子邮箱。	Zhè shì wǒ de diàn zǐ yóu xiāng.	This is my email address.
请给我发邮件。	Qǐng gěi wǒ fā yóu jiàn.	Please send me an email.
你收到了吗?	Nǐ shōu dào le ma?	Did you receive it?
我没看见。	Wǒ méi kàn jiàn.	I didn't see it.
我想打个电话。	Wǒ xiǎng dǎ ge diàn huà.	I want to make a phone call.
你的电话号码是多少?	Nǐ de diàn huà hào mǎ shì duō shǎo?	What is your phone number?
请接电话。	Qǐng jiē diàn huà.	Please answer the phone.
他正在打电话。	Tā zhèng zài dǎ diàn huà.	He is on the phone.

这个怎么用?	Zhè ge zěn me yòng?	How do you use this?
你看一下这个文件。	Nǐ kàn yí xià zhè ge wén jiàn.	Take a look at this document.
我知道了。	Wǒ zhī dào le.	I understand. / Got it.
我不明白你的意思。	Wǒ bù míng bái nǐ de yì si.	I don't understand what you mean.
请再说一次。	Qǐng zài shuō yí cì.	Please say it again.
我们几点开会?	Wǒ men jǐ diǎn kāi huì?	What time is the meeting?
下午两点。	Xià wǔ liǎng diǎn.	2:00 PM
会议室在哪儿?	Huì yì shì zài nǎr?	Where is the meeting room?
在三楼。	Zài sān lóu.	On the third floor.
大家都来了吗?	Dà jiā dōu lái le ma?	Has everyone arrived?
还有一个人没来。	Hái yǒu yí ge rén méi lái.	One person still hasn't come.
请坐。	Qǐng zuò.	Please sit.
现在开始开会。	Xiàn zài kāi shǐ kāi huì.	The meeting is starting now.
你有什么问题吗?	Nǐ yǒu shén me wèn tí ma?	Do you have any questions?
我同意。	Wǒ tóng yì.	I agree.
我觉得这个很好。	Wǒ jué de zhè ge hěn hǎo.	I think this is very good.
那个不重要。	Nà ge bù zhòng yào.	That is not important.
我们需要多长时间?	Wǒ men xū yào duō cháng shí jiān?	How much time do we need?
大概一个小时。	Dà gài yí ge xiǎo shí.	About one hour.
你会说汉语吗?	Nǐ huì shuō Hànyǔ ma?	Can you speak Chinese?
请说慢一点。	Qǐng shuō màn yí diǎn.	Please speak more slowly.
会议结束了。	Huì yì jié shù le.	The meeting is over.
你忙吗?	Nǐ máng ma?	Are you busy?
我很忙。	Wǒ hěn máng.	I'm very busy.
今天事情很多。	Jīn tiān shì qíng hěn duō.	There are many things today.
这个工作很难。	Zhè ge gōng zuò hěn nán.	This job is difficult.
这个很容易。	Zhè ge hěn róng yì.	This is easy.
你做完了吗?	Nǐ zuò wán le ma?	Have you finished it?
我还没做完。	Wǒ hái méi zuò wán.	I haven't finished yet.
什么时候能做完?	Shén me shí hòu néng zuò wán?	When can you finish it?
明天早上。	Míng tiān zǎo shang.	Tomorrow morning.
你需要帮忙吗?	Nǐ xū yào bāng máng ma?	Do you need help?
我自己可以。	Wǒ zì jǐ kě yǐ.	I can do it myself.
做得很好!	Zuò de hěn hǎo!	Well done!
这有个小问题。	Zhè yǒu ge xiǎo wèn tí.	There is a small problem here.
你要去哪里?	Nǐ yào qù nǎ lǐ?	Where are you going?
我去见客户。	Wǒ qù jiàn kè hù.	I'm going to meet a client.

别忘了发给我。	Bié wàng le fā gěi wǒ.	Don't forget to send it to me.
我想请假。	Wǒ xiǎng qǐng jià.	I want to ask for leave.
几点吃饭?	Jǐ diǎn chī fàn?	What time do we eat?
我饿了。	Wǒ è le.	I'm hungry.
我们去吃饭吧。	Wǒ men qù chī fàn ba.	Let's go eat.
我去买咖啡。	Wǒ qù mǎi kā fēi.	I'm going to buy coffee.
帮我带一杯。	Bāng wǒ dài yì bēi.	Bring me a cup.
那是多少钱?	Nà shì duō shǎo qián?	How much is that?
休息一下吧。	Xiū xi yí xià ba.	Take a break.
我很累。	Wǒ hěn lèi.	I'm tired.
我想睡觉。	Wǒ xiǎng shuì jiào.	I want to sleep.
外面下雨了。	Wài miàn xià yǔ le.	It's raining outside.
你有伞吗?	Nǐ yǒu sǎn ma?	Do you have an umbrella?
今天是几号?	Jīn tiān shì jǐ hào?	What's the date today?
今天是星期五。	Jīn tiān shì xīng qī wǔ.	Today is Friday.
周末快乐!	Zhōu mò kuài lè!	Happy weekend!
你这周末做什么?	Nǐ zhè zhōu mò zuò shén me?	What are you doing this weekend?
我在家看书。	Wǒ zài jiā kàn shū.	I'm reading at home.
下个星期见。	Xià ge xīng qī jiàn.	See you next week.
我们只有三天时间。	Wǒ men zhǐ yǒu sān tiān shí jiān.	We only have three days.
你几点下班?	Nǐ jǐ diǎn xià bān?	What time do you get off work?
我六点下班。	Wǒ liù diǎn xià bān.	I get off work at six.
你要加班吗?	Nǐ yào jiā bān ma?	Do you need to work overtime?
我今天不加班。	Wǒ jīn tiān bù jiā bān.	I'm not working overtime today.
我先走了。	Wǒ xiān zǒu le.	I'm leaving first.
辛苦了!	Xīn kǔ le!	Thanks for your hard work!
记得关灯。	Jì de guān dēng.	Remember to turn off the lights.
明天见。	Míng tiān jiàn.	See you tomorrow.
路上小心。	Lù shàng xiǎo xīn.	Be careful on the way.