

⇒ Describing a Workday in Mandarin Chinese

Video 1: Getting ready and going to work

zhǔn bèi qù shàng bān 准备去上班

#1

dài wén jiàn 带文件 **Bring documents**

wǒ míng tiān yào dài wén jiàn 我明天要带文件。

I will bring the documents tomorrow.

#2

dài bǐ jì běn 带笔记本 **Bring (your) laptop**

wǒ měi tiān dài bǐ jì běn dào bàn gōng shì 我每天带笔记本到办公室。

I bring my laptop to the office every day.

#3

qù shàng bān 去上班 **Go to work**

wǒ xiàn zài qù shàng bān 我现在去上班。

I'm going to work now.

#4

qí zì xíng chē 骑自行车 **Ride (your) bike**

wǒ qí zì xíng chē qù shàng bān 我骑自行车去上班。

I ride my bike to work.

#5

zǒu lù 走路 **Walk / go on foot**

wǒ zǒu lù qù shàng bān 我走路去上班。

I walk to work.

#6

kāi chē 开车 Drive (your) car

wǒ kāi chē qù shàng bān 我开车去上班。

I drive my car to work.

#7

zuò dì tiě 坐地铁 Take the metro

wǒ zuò dì tiě qù shàng bān 我坐地铁去上班。

I take the metro to work.

#8

zuò gōng chē 坐公车 Take the bus

wǒ zuò gōng chē qù shàng bān 我坐公车去上班。

I take the bus to work.

Video 2: At Work

gōng zuò zhōng 工作中

#1

fàng xià bāo 放下包 Put down (your) bag

wǒ yī dào bàn gōng shì jiù fàng xià bāo 我一到办公室就放下包。

Once I arrive at the office, I put down my bag.

#2

kāi diàn nǎo 开电脑 Start (your) computer

wǒ kāi diàn nǎo kāi shǐ gōng zuò 我开电脑开始工作。

I start my computer and start working.

#3

chá shōu yóu jiàn 查收邮件 **Check (your) email**

wǒ měi tiān chá shōu yóu jiàn 我每天查收邮件。

I check my email every day.

#4

xiě yóu jiàn 写邮件 **Write emails**

wǒ jīng cháng xiě yóu jiàn gěi jīng lǐ 我经常写邮件给经理。

I often write emails to my manager.

#5

huí fù yóu jiàn 回复邮件 **Reply to emails**

wǒ bì xū zài 24 gè xiǎo shí nèi huí fù yóu jiàn 我必须在24个小时内回复邮件。

I have to reply to emails in 24 hours.

#6

fā yóu jiàn 发邮件 **Send emails**

wǒ yào fā yóu jiàn gěi kè fú 我要发邮件给客服。

I will send emails to customer service.

#7

kāi huì 开会 **Hold/attend a meeting**

wǒ jīn tiān xià wǔ yào kāi huì 我今天下午要开会。

I am going to attend a meeting this afternoon.

#8

xiě bào gào 写报告 **Write reports**

wǒ xīng qī wǔ yào xiě bào gào 我星期五要写报告。

I have to write reports on Fridays.

#9

zuò chéng xiàn 做呈现 Do/give a presentation

wǒ míng tiān yào zuò chéng xiàn 我明天要做呈现。

I am going to give a presentation tomorrow.

#10

zuò fāng àn 做方案 Make a proposal

wǒ yào gěi kè hù zuò fāng àn 我要给客户做方案。

I am going to make a proposal for my clients/customers.

#11

jiàn kè hù 见客户 See/meet clients/customers

wǒ měi tiān jiàn kè hù 我每天见客户。

I meet with clients every day.

#12

dǎ diàn huà 打电话 Make phone calls

wǒ měi tiān dǎ diàn huà gěi kè hù 我每天打电话给客户。

I make phone calls to my clients every day.

#13

fù yìn wén jiàn 复印文件 Photocopy documents

wǒ mǎ shàng qù fù yìn wén jiàn 我马上去复印文件。

I will go and photocopy the documents right away.

#14

sǎo miáo wén jiàn 扫描文件 Scan documents

wǒ jīn tiān yào sǎo miáo wén jiàn 我今天要扫描文件。

I have to scan the documents today.

Video 3: Breaks at Work

gōng zuò xiū xī shí jiān 工作休息时间

#1

ná yī bēi kā fēi 拿一杯咖啡 **Grab a cup of coffee**

nǐ yào qù ná yī bēi kā fēi ma? 你要去拿一杯咖啡吗?

Do you want to go grab a cup of coffee?

#2

hē yī bēi kā fēi 喝一杯咖啡 **Drink a cup of coffee**

wǒ měi tiān hē yī bēi kā fēi 我每天喝一杯咖啡。

I drink a cup of coffee every day.

#3

chī fàn 吃饭 **Eat (a meal)**

wǒ měi tiān zhōng wǔ zài wài miàn chī fàn 我每天中午在外面吃饭。

I eat out at noon every day.

#4

wán shǒu jī 玩手机 **“Play with” your cellphone**

wǒ xiū xī de shí hòu xǐ huān wán shǒu jī lǐ 我休息的时候喜欢玩手机。

I like to “play with my cellphone” during breaks.

#5

kàn shì pín 看视频 **Watch videos**

wǒ měi tiān kàn shì pín 我每天看视频。

I watch videos every day.

#6

tīng yīn yuè 听音乐 Listen to music

wǒ jīng cháng zài bàn gōng shì lǐ tīng yīn yuè 我经常在办公室里听音乐。

I often listen to music at the office.

#7

shàng wǎng 上网 Be on the internet

wǒ měi tiān shàng wǎng 8 gè xiǎo shí 我每天上网8个小时。

I am on the internet 8 hours every day.

#8

liáo tiān 聊天 Chat(/gossip)

wǒ hé tóng shì liáo tiān 我和同事聊天。

I chat with my colleagues.

#9

fā duǎn xìn 发短信 Send messages

wǒ yào fā duǎn xìn gěi lǎo bǎn 我要发短信给老板。

I am going to send a message to my boss.

#10

kàn facebook/Instagram/wēi xìn 看facebook/Instagram/微信 Check

facebook/Instagram/Wechat

wǒ zhěng tiān kàn facebook/Instagram/wēi xìn 我整天看facebook/Instagram/微信。

I check my facebook/Instagram/Wechat throughout the day.

Video 4: Finishing Work**xià bān 下班**

#1

guān diàn nǎo 关电脑 Shut down (your) computer

qǐng guān diàn nǎo 请关电脑。

Please shut down the computer.

#2

guān mén 关门 Shut the door

jì dé guān mén 记得关门。

Remember to shut the door.

#3

guān chuāng hù 关窗户 Shut the window

qǐng guān chuāng hù 请关窗户。

Please shut the window.

#4

chuān wài tào 穿外套 Put on your jacket

wǒ wàng jì chuān wài tào le 我忘记穿外套了。

I forgot to put on my jacket.

#5

ná bāo 拿包 Grab your bag

wǒ qù bàn gōng shì ná bāo 我去办公室拿包。

I go and grab my bag at the office.

#6

huí jiā 回家 Return/go home

wǒ xià bān hòu mǎ shàng huí jiā 我我下班后马上回家。

I go home immediately after work.

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