

STANDARD CHINESE A Modular Approach

OPTIONAL MODULES:

- Restaurant
- Hotel
- Post Office and
Telephone
- Car

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PREFACE

Standard Chinese: A Modular Approach originated in an interagency conference held at the Foreign Service Institute in August 1973 to address the need generally felt in the U.S. Government language training community for improving and updating Chinese materials to reflect current usage in Beijing and Taipei.

The conference resolved to develop materials which were flexible enough in form and content to meet the requirements of a wide range of government agencies and academic institutions.

A Project Board was established consisting of representatives of the Central Intelligence Agency Language Learning Center, the Defense Language Institute, the State Department's Foreign Service Institute, the Cryptologic School of the National Security Agency, and the U.S. Office of Education, later joined by the Canadian Forces Foreign Language School. The representatives have included Arthur T. McNeill, John Hopkins, John Boag, and Hugh Clayton (CIA); Colonel John F. Elder III, Joseph C. Hutchinson, Ivy Gibian, Major Bernard Muller-Thym, and Colonel Roland W. Flemming (DLI); James R. Frith and John B. Ratliff III (FSI); Kazuo Shitama (NSA); Richard T. Thompson and Julia Petrov (OE); and Lieutenant Colonel George Kozoriz (CFFLS).

The Project Board set up the Chinese Core Curriculum Project in 1974 in space provided at the Foreign Service Institute. Each of the six U.S. and Canadian government agencies provided funds and other assistance.

Gerard P. Kok was appointed project coordinator, and a planning council was formed consisting of Mr. Kok, Frances Li of the Defense Language Institute, Patricia O'Connor of the University of Texas, Earl M. Rickerson of the Language Learning Center, and James Wrenn of Brown University. In the fall of 1977, Lucille A. Barale was appointed deputy project coordinator. David W. Dellinger of the Language Learning Center and Charles R. Sheehan of the Foreign Service Institute also served on the planning council and contributed material to the project. The planning council drew up the original overall design for the materials and met regularly to review their development.

Writers for the first half of the materials were John H. T. Harvey, Lucille A. Barale, and Roberta S. Barry, who worked in close cooperation with the planning council and with the Chinese staff of the Foreign Service Institute. Mr. Harvey developed the instructional formats of the comprehension and production self-study materials, and also designed the communication-based classroom activities and wrote the teacher's guides. Ms. Barale and Ms. Barry wrote the tape scripts and the student text. From 1978 until the project's completion, writers for the course were Ms. Barale and Thomas E. Madden. They revised the field-test editions of the first six core modules and accompanying optional modules, and produced the materials subsequent to Module 6.

All Chinese language material was prepared or selected by Chuan Ouyang Chao, Yunhui Chao, Ying-chih Chen, Hsiao-jung Chi, Eva Diao, Jan Hu, and Tsung-mi Li, assisted for part of the time by Leslie L. H. Chang, Chieh-fang Ou Lee, Ying-ming Chen, and Joseph Yu Hsu Wang. Anna Affholder, Mei-li Chen, and Henry Khuo helped in the preparation of a preliminary corpus of dialogues.

Administrative assistance was provided at various times by Joseph Abraham, Vincent Basciano, Lisa A. Bowden, Jill W. Ellis, Donna Fong, Judith J. Kieda, Renee T. C. Liang, Susan C. Pola, Peggy Ann Spitzer, and Kathleen Strype.

The production of tape recordings was directed by Jose M. Ramirez of the Foreign Service Institute Recording Studio. The Chinese script was voiced by Mr. Chang, Ms. Chao, Ms. Chen, Mr. Chen, Ms. Diao, Ms. Hu, Mr. Khuo, and Mr. Li. The English script was read by Ms. Barale, Ms. Barry, Mr. Basciano, Ms. Ellis, Mr. Madden, Ms. Pola, and Ms. Strype.

The graphics were originally produced by John McClelland of the Foreign Service Institute Audio-Visual staff, under the general supervision of Joseph A. Sadote, unit chief.

Standard Chinese: A Modular Approach was field-tested with the cooperation of Brown University, the Defense Language Institute Foreign Language Center, the Foreign Service Institute, the CIA Language Learning Center, the United States Air Force Academy, the University of Illinois, and the University of Virginia.

The Commandant of the Defense Language Institute Foreign Language Center authorized the support necessary to print this edition.



James R. Frith, Chairman
Chinese Core Curriculum Project Board

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How to Study an Optional-Module Tape

The format of the optional modules is quite different from the format of the core modules, although both focus on what you need to know to deal with particular practical situations.

Each tape of an optional module is roughly equivalent to the five different tapes of a core-module unit, in the sense, at least, that it is intended as a self-contained presentation of a set of words and structures. Actually, however, an optional-module tape is closer to a combination of the C-1 and P-1 tapes of a core-module unit with almost all explanations left in the notes. Moreover, an optional-module tape introduces considerably more vocabulary than a core-module unit.

Each tape is divided into several parts. Each part introduces words and sentences, some of them for comprehension only, next reviews all production items, and then reviews comprehension in extended dialogues.

You may have found that you could work through the C-1 and P-1 tapes of a core-module unit a single time each, perhaps going back over a few sections once or twice. You are almost sure to find, however, that you need to work through an optional-module tape more than once, perhaps frequently backing up and frequently stopping to read the Notes.

When a new word or sentence is introduced, there is a pause on the tape before you hear the Chinese. On your first time through the tape, you may use this pause to glance at the word or sentence in the Reference List. On your next time through the tape, you may use it to try to say the Chinese, using the Chinese after the pause as a confirmation.

In the dialogues at the end of each part, there are very short pauses between sentences. These should be just long enough for you to stop and start the tape without missing anything. Stop the tape whenever you want to think over the previous sentence or try to translate it.

PST/TEL

Objectives

General

The purpose of the Post Office and Telephone Module (PST/TEL) is to provide you with the linguistic skills you need to mail things, make phone calls and send telegrams.

Before starting the Post Office and Telephone Module, you should have at least completed the Directions Module. You may, of course, use this module at any later point in the course.

Specific

When you have finished this module you should be able to:

1. Locate a mailbox. Locate the nearest post office.
2. Buy postage for an air mail letter, a registered letter, aerogram, regular letter or postcard.
3. Buy letter paper, envelopes, aerograms and postcards.
4. Ship packages by sea or by air.
5. Insure packages or letters you send.
6. Locate a telegraph office.
7. Send a telegram.
8. Find the nearest public telephone.
9. Ask for help in using a phone directory.
10. Make a phone call, ask to speak with someone. Understand simple replies such as "that line is busy", "he is not here now" or "he will call you back".
11. Answer the phone and understand who the caller wishes to speak with. Tell the caller you will look for that person. Tell him whether the person he wishes to speak with is there, is busy, or not there.
12. Ask someone to speak louder or tell him you cannot hear him clearly.

Post Office and Telephone Module, Unit 1PART I

1. Qǐngwèn, zhèr fùjìn yǒu yóuzhēngjú ma?	May I ask, is there a post office in the area?
2. Wǒ yào jì yīfēng xìn.	I want to mail a letter.
3. Zhèicéng lóu yǒu meiyou yóutǒng?	Is there a mailbox on this floor?
4. Nǐmen zhèige fúwùtái mǎi bu mǎi yóupiào?	Does your service desk here sell stamps?
5. Wǒ yào jì yīfēng guàhào xìn.	I want to send a registered letter.
6. Lóuxià xiǎomàibù mǎi bu mǎi xìnzhǐ, xìnfēng?	Does the variety store downstairs also sell letter paper and envelopes?

NOTES AFTER PART I

yīfēng xìn: -Fēng is the counter for letters and other things with envelopes.

-céng: Counter for floors of buildings.

guàhào xìn: Guàhào is the verb 'to register'. It is used here as a modifier. It precedes the noun it modifies.

PST/TEL, Unit 1

Peking:

On his way out to mail some things, an American asks the service attendant for the floor of his hotel for some information.

- | | |
|---|--|
| M: Nǐ yǒu shì ma? | Can I help you? |
| F: Duì, Fàndiàn lǐ yǒu yóuzhèngjú ma? | Yes, is there a post office in the hotel? |
| M: Yǒu, zài yīlóu, xiàle diàntī wǎng yòu zǒu. Guòle màishūde jiù shì yóujú. Kěshì xiānzài yóujú yǐjīng guān mén le. Rúguo nǐn jiù yào mǎi yóupiào, wǒmen zhèr yě mǎi. | Yes, it's on the first floor. When you get off the elevator go to the right. When you've passed the bookshop there's the post office. But they have already closed. If you only want to buy stamps, we sell them here. |
| F: Wǒ yào yóupiào, hái yǒu liǎngfēng xīn yào guàhào. | I need some stamps, there are also two letters that I need to register. |
| M: Ou, jǐ guàhàoxìn nǐn děi dào yóujú qù jǐ. | Oh, if you want to mail registered letters you'll have to go to the post office. |
| F: Yóujú jǐdiǎn zhōng kāi mén? | What time does the post office open? |
| M: Qīdiǎnbàn kāi mén, xiàwǔ liùdiǎnbàn guān mén. | It opens at seven-thirty, and closes at six-thirty in the afternoon. |
| F: Zhèicéng lóu yǒu méiyou yóutǒng? | Is there a mailbox on this floor? |
| M: Méiyou, yóutǒng zài yóujú ménkǒu. | No, the mailbox is by the door to the post office. |
| F: Nǐmen zhèr yě mǎi xīnzhǐ, xīnfēng ma? | Do you also sell stationery and envelopes here. |
| M: Wǒmen bù mǎi, jiù yǒu fàndiàn de xīnzhǐ xīnfēng. Lóuxiàde xiǎomǎibù mǎi. | No we don't, we just have the hotel stationery and envelopes. The variety shop downstairs sells them. |

PART II

7. Lǎojià, wàng Shànghǎi jǐde <u>hángkōng</u> xìn yào <u>tiē</u> duōshao qiánde yóupiào.	Excuse me, how much postage do you need to put on an air mail letter to Shanghai?
8. Wàng Měiguó jǐde hángkōng <u>yóujiǎn</u> yào tiē duōshao qiánde yóupiào?	How much postage do you have to put on an aerogram to America?
9. Dào Guǎngzhōu qùde <u>píngxìn</u> shì duōshao qián?	How much postage do you have to put on a postcard to Hong Kong?
10. Jì dào Xiānggǎng qùde <u>míngxìn- piàn</u> shì duōshao qián?	How much postage do you have to put on a postcard to Hong Kong?
11. <u>Guónèide</u> hángkōng xìn dōu shì <u>yīmáo</u> .	<i>All air mail within the country is ten cents.</i>
12. Jì dào <u>quóuwài</u> qùde hángkōng xìn shì <u>qīmáo</u> .	<i>Air mail letters going out of the country are seventy cents.</i>
13. <u>Běنشìde</u> píngxìn sìfēnqián.	<i>Regular mail within the city is four cents.</i>
14. <u>Wàidìde</u> píngxìn bāfēnqián.	<i>Regular mail outside the city is eight cents.</i>

NOTES AFTER PART II:

tiē: This is the verb 'to stick something on or to something else'.

Běنشìde píngxìn/wàidìde píngxìn: In the PRC mail rates differ depending on whether something is going to someplace in the city, out of the city, or out of the country. For the last two categories air mail service is available.

běنشì: 'This city'.

wàidì: 'Foreign place', 'outside this city'.

Peking:

A conversation at the Post Office.

- M: Lǎojià, wàng Shànghǎi jǐde hángkōng xìn yào tiē duōshao qiándè yóupiào? Excuse me, how much postage do you need to put on an air mail letter to Shanghai?
- F: Yímáo. Guónèide hángkōng xìn dōu shì yímáo. Ten cents. All air mail within the country is ten cents.
- M: Guówài hángkōng xìn ne? And if you send outside the country?
- F: Jì dào guówài qùde hángkōng xìn shì qímáo. Hángkōng yóujiǎn shì sānmáowǔ. Air mail letters going out of the country are seventy cents; aerograms are thirty-five cents.
- M: Jì dào guówài qùde míngxìn-piàn ne? And post cards mailed out of the country?
- F: Hángkōngde liǎngmáoèr. Air mail ones are twenty-two cents.
- M: Guónèide píngxìn shì duōshao? How much is regular mail within the country?
- F: Běnnshìde sìfēn. Wàidìde bāfēn. Within the city, it's four cents. Outside the area (city), it's eight cents.
- M: Qǐng nǐ gěi wǒ shízhāng yímáode yóupiào, wǔzhāng hángkōng yóujiǎn, hái yào shízhāng qímáode hángkōng yóupiào. Please give me ten ten-cent stamps, five aerograms, and ten seventy-cent stamps.
- F: Hǎo. Yígòng jiǔkuài qímáowǔ. Okay. Altogether it's nine dollars and seventy-five cents.
- M: Zhèi shì shíkuài qián. Here's ten dollars.
- F: Zhǎo nǐ liǎngmáowǔ. Here's twenty-five cents change.

NOTES AFTER DIALOGUE IN PART II:

shízhāng yóupiào, wǔge hángkōng yóujiǎn: Notice how both the counter -zhāng and the counter -gè are used here to talk about flat objects. Although the counter -zhāng would be correct for both nouns, the speaker feels free to use -gè also.

PART III

15. Wǒ yào wǎng Měiguó jì yige bāoguǒ.	I want to mail a package to the United States.
16. Wǒ yào <u>hǎiyùn</u> .	I want to send it by sea mail.
17. Wǒ zhèige bāoguǒ yào <u>bǎoxiǎn</u> .	I want this package insured.
18. Wǒ bú huì xiě Zhōngguó zì. Qǐng nǐ <u>tì</u> wǒ xiě, hǎo bu hao?	I can't write Chinese characters. Please write it for me, all right?
19. <u>Xiāngzi shàngtōu</u> xiězhe shénme ne?	What is written on top of the box?
20. Wǒmen yào <u>jiǎnchá</u> nǐ yào jìde dōngxi.	We want to inspect the things that you want to mail.
21. <u>XIAOXIN, QINGFANG.</u>	<u>CAREFUL, FRAGILE.</u>
22. Nǐ <u>zuihǎo</u> zài <u>xiāngzi wàimian xiěshàng</u> <u>XIAOXIN, QINGFANG.</u>	It would be best if you write on the outside CAREFUL, FRAGILE.

NOTES AFTER PART III:

tì: This is the prepositional verb meaning 'in place of, for'.

Mèimei tì wǒ qù mǎi cǎi.

Little sister is going to go buy food for me (instead of me).

shàngtōu: -Tōu is a syllable like -biar. When added to a direction word, it changes it into a place name. The syllable -tōu, however, cannot be added to as many different direction words as -biar can. (See also final reference notes Directions Unit Five.)

Xiǎomàibù zài fàndiàn lǐtōu.

The variety shop is in the hotel.

Fàndiàn wàitōu yǒu yige yóutǒng.

Outside the hotel is a mailbox.

xiǎoxīn: 'To be careful'.

qīngfàng: 'Fragile', or more literally 'to put lightly'.

zuǐhǎo: This word acts as an adverb, coming after the subject nǐ and before the verb phrase. The word zuǐhǎo is used in politely offering advice to someone, not in warning them what they'd better do.

PST/TEL, Unit 1

Taipei:

A conversation at the Post Office.

- F: Wǒ yào wǎng Měiguó jì yige
bāoguo. I want to mail a package to
the United States.
- M: Nǐ yào jì hángkōng háishi
hǎiyùn? Do you want to send it by
airmail or by sea mail?
- F: Hǎiyùn. Send it by sea mail.
- M: Zhèi shì nǐ yào jìde dōngxī ma?
Wǒmen yào jiǎnchá. Are these the things you
want to mail? We want to
inspect them.
- F: Hǎo. Qǐng ni jiǎnchá ba. Okay. Please inspect them.
- M: Ōu, yítào pánziwǎn. Oh, a set of dishes.
- F: Zhège kényi bǎoxiǎn ma? Can this be insured?
- M: Kényi. Yes.
- M: Nǐ zuìhǎo zài xiāngzi wàimian
xiěshàng XIÀOXIN, QINGFANG. It would be best if you
write on the outside
CAREFUL, FRAGILE.
- F: Wǒ bú huì xiě Zhōngguó zì.
Qǐng ni tì wo xiě, hǎo bu
hao? I can't write Chinese
characters. Please write
it for me, all right?
- M: Hǎo. Wǒ tì ni xiě. Okay. I'll write it for you.

PART IV

23. Wǒ yǒu yíjiàn zhòngyào de shì yào gāosong wo fùmǔ.	I have something important that I want to tell my parents.
24. Wǒ xiǎng dǎ yìfēng diànbào.	I think I'll send a telegram.
25. Dào diànxìnjú qu zěnmē zǒu?	How do you get to the telegraph office?
26. Diànxìnjú gēn Táiběi Yóuzhèngjú zài yìqǐ.	The Telegraph Office and the Taipei Post Office are located together.
27. Nǐ bǎ dìzhǐ gēn yào shuō de dōu xiě zài zhèzhāng zhǐshàng.	Write the address and what you want to say on this paper.
28. Diànbào Dàlóu	The Telegraph Building (Peking)

NOTES AFTER PART IV

bǎ dìzhǐ: In sentence No. 28 the object comes before the verb and is preceded by the marker bǎ. Although it is common for an object to come before the verb marked by bǎ, not all objects can do so. The object in a ba-phrase is the direct object of an action verb. It is a particular know thing, not a new idea about to be introduced into the conversation. The action verb in the sentence is usually more than one syllable or followed by something else, such as a place name. For more on bǎ, see Transportation Unit 3 and Meeting Unit 5.

Qǐng nǐ bǎ shū fàngzài
zhuōzishàng.

Please put the book on the
table.

Tā bǎ tāde chē mài le.

He sold his car.

diànxìnjú: 'Telegraph Office.' In the PRC the word used
is diànxùnjú.

PST/TEL, Unit 1

Taipei:

Mr. White, an American, is talking to a Chinese friend.

M: Wǒ yǒu yíjiàn zhòngyàode
shì yào wàng Měiguó
dǎ yìfēng diànbào.
Dào nǎlǐ qù dǎ?
I have something important
I want to send by telegram
to America. Where do I
go to send it?

F: Dào Diànxìnjú qù dǎ.
You go to the Telegraph
Office to send it.

M: Zài nǎlǐ?
Where is it?

F: Zài Bó'ài Lù. Gēn
Táiběi Yóuzhèngjú zài
yìqǐ.
It's on Boai Lu. Together
with the Taipei Post Office.

M: Hǎo. Xièxie nǐ. Wǒ xiànzài
jiù qù dǎ.
Okay. Thank you. I'll go
right now to send it.

(Now he speaks to the clerk at the Telegraph Office.)

M: Qǐngwèn, wǒ yào wàng Měiguó
dǎ yìfēng Yīngwénde
diànbào zěnmé dǎ?
May I ask, I want to send
an English telegram to
the U.S. How do I send it?

F: Nǐ bǎ dìzhǐ gēn yào
shuōde dōu xiě zài
zhèzhāng zhǐshàng.
Write the address and
what you want to say on
this paper.

M: Yíge zì duōshao qián?
How much is it per word?

F: Yíge zì Táibì èrshíèrkuài
wǔmáo qián. Zuìshǎo
èrshíge zì.
One word is 22.50 Taibi.
The minimum is twenty
words.

M: Hǎo.
Okay.

(He writes down what he wants to say and hands it to the clerk.)

M: Yígòng èrshíyíge zì.
Altogether it's twenty-one
words.

F: Yígòng èrbǎisìshíqīkuài
wǔmáo qián.
Altogether it's 247.50

M: Hǎo.
Fine.

Peking:

An American staying at the Peking Hotel asks the service attendant on her floor for some information.

- F: Wǒ xiǎng dǎ yìfēng diànbào.
Zài fàndiànli keyi bu
keyi dǎ? Háishì wǒ děi
dào Diànbào Dàlóu qù dǎ?
- M: Búbì dào Diànbào dàlóu qù
dǎ. Nǐ keyi dào fàndiànli de
yóujú qù dǎ.
- F: Hǎo. Xièxie nǐ. Nǐ zhīdao
duōshao qián yíge zì ma?
- M: Wǒ yě bù zhīdao. Nǐ wèn
tāmen ba.
- I'd like to send a telegram.
Can I send it in the hotel?
Or do I have to go to the
Telegraph Building to send it?
- You don't have to go to the
Telegraph Building to send it.
You can go to the post office
in the hotel to send it.
- Good. Thank you. Do you know
how much it is a word?
- I don't know. You ask them.

Vocabulary

bǎ	(object marker)
bāoguǎo	package
bǎoxiǎn	to protect by insurance, to insure
běnsī	this city
-céng	counter for floors of buildings
dǎ diànhuà	to make a phone call, to telephone
diànbào	telegram
Diànbào Dàlóu	Telegraph Office
diànhuà	phone call
Diànxìnjú	Telegraph Office
-fēng	(counter for letter)
fúwùtái	service desk
guàhào	to register(something)
guàhàoxìn (yìfēng)	registered letter
guówài	outside the country, foreign
guónnèi	within the country, domestic
hǎiyùn	sea mail
hángkōng	air mail
hángkōng yóujiǎn	aerogram
-jiàn	(counter for matter, affairs)
jiǎnchá	to inspect, examine
jì	to mail, to send by mail
lóuxià	downstairs
míngxìnpiàn	post cards
píngxìn	regular mail, surface mail
qīngfàng	fragile(lit. put down lightly)
shì(yíjiàn)	matter, affair, thing
tì	in place of (someone), for
tiē	to paste on, to stick
wàidì	outside the local area

wàimian

outside

xiāngzi

box, suitcase, trunk

xiǎoxīn

to be careful

xiěshàng

to write on (something)

xìn (yīfēng)

letter

xìnfēng

envelope

xìnzhi

stationery

yìqǐ

together, together with

yóujú

post office

yóupiào (yīzhāng)

stamp

yóu tǒng

mailbox

yóuzhèngjú

post office

zhòngyào

to be important

zuìhǎo

the best; "it would be best "

zuìshǎo

at least, at the minimum

Post Office and Telephone Module, Unit 2

PART I

1. Qǐng ni gěi wo <u>jiē Měidàsī</u> .	Please connect me with the Department of American and Oceanic Affairs.
2. Qǐng Tán <u>Sīzhǎng</u> jiē diànhuà.	Please have Bureau Chief Tan come to the phone.
3. Tā xiànzài zài bu zài <u>bàngōngshì</u> ?	Is he in his office now?
4. Qǐng xiān <u>bié guà</u> .	Don't hang up just yet?
5. Wǒ gěi ni <u>zhǎo tā</u> .	I'll look for him for you.
6. Tán Sīzhǎng xiànzài yǒu shì.	Bureau Chief Tan is busy right now.
7. Tā bù <u>néng</u> lái jiē diànhuà.	He can't come to the phone.
8. Tā děng <u>yìhuìr</u> gěi ni huí diànhuà.	He will call you back in a little while.
9. <u>Wàijiāobù</u>	<i>Ministry of Foreign Affairs</i>

NOTES AFTER PART I:

jiē: This is the verb 'to connect', 'to join'. It is also the verb 'to receive a message or mail'.

bié: This is the negative imperative 'don't!'

Bié gēn ta shuō!

Don't talk with him!

Bié zài shuō ba!

Don't talk about it again.

zhǎo: This is the verb 'to look for'. It is also sometimes translated as 'to find'.

Wǒ qù zhǎo ta.

I'll go look for him. (I'll go find him.)

néng: 'to be able to'. Although this verb overlaps in meaning with kéyǐ, 'can, may', there are definite differences. The verb néng is more general, while kéyǐ has the narrower meaning 'be able to' the sense of 'be permitted to do so by someone'.

Peking:

F1: Wèi! Wàijiāobù.

Hello, Ministry of Foreign Affairs.

M: Qǐng ní gěi wǒ jiē
Měidàsī.

Please connect me with the Bureau of American and Pacific Affairs.

F2: Měidàsī.

Bureau of American and Pacific Affairs.

M: Qǐng Tán Sīzhǎng jiē
diànhuà.

Please have Section Chief Tan come to the phone.

F: Tā xiànzài bú zài bàngōngshì.
Nín shì nǎr?

He's not in the office right now. Who's calling?

M: Wǒ shì Jiānàdà Dàshìguǎnde
Dàwèi Àndésēn.

I'm David Anderson of the Canadian Embassy.

F: Nǐ xiān bié guà. Wǒ
gěi ní qù zhǎo tā.

Don't hang up just yet. I'll go look for him for you.

. . .

F: Àndésēn Xiānsheng. Tán
Sīzhǎng xiànzài yǒu shì,
bù néng lái jiē diànhuà.
Qǐng ní gāosu wǒ nǐde
diànhuà hào. Tán
Sīzhǎng děng yīhuǐr gěi
nǐ huí diànhuà.

Mr. Anderson. Bureau Chief Tan is busy right now, and can't come to the phone. Please tell me your telephone number. Bureau Chief Tan will call you back in a little while.

M: Hǎo. Wǒde diànhuà hào shì
sān-sì-wǔ--liù-liù-
yāo.

Fine. My telephone number is 345-661.

PART II

10. Qǐng jiē sānshìèrhào <u>fēnji</u> .	Please connect me with extension number 32.
11. Qǐng dà yìdiǎr shēng shuō.	Please speak a little louder.
12. Wǒ tīng bù qīngchū.	I can't hear you clearly.
13. Wǒ shì yige Měiguó <u>shāngrén</u> .	I'm an American businessman.
14. Nǐde <u>míngzi</u> wo <u>xiěxiàlai</u> le.	I wrote down your name.
15. <i>wàimàobù</i>	<i>Ministry of Foreign Trade</i>

NOTES AFTER PART II:

Qǐng dà yìdiǎr shēng shuō: Notice that the phrase describing the manner of action, dà yìdiǎr shēng (with a little bit louder voice), comes before the main verb shuō, 'to speak'.

qīngchū: This is the adjectival verb 'to be clear'.

Peking:

- F1: Wài, Wàimàobù. Hello, Ministry of Foreign Trade.
- M: Qǐng jiē sānshìèrhào fēnjī. Please connect me with extension number 32.
- F1: Hǎo. All right.
- (The receptionist puts the call through.)
- F2: Wài. Hello.
- M: Qǐng Lǐ Dàmíng Xiānsheng jiē diànhuà. Please have Mr. Li Daming come to the phone.
- F2: Wài. Qǐng dà yìdiǎr shēng shuō. Wǒ tīng bù qīngchū. Hello. Please speak a little louder. I can't hear you clearly.
- (He speaks a little louder.)
- M: Qǐng Lǐ Dàmíng, Lǐ Xiānsheng jiē diànhuà. Please have Lǐ Dàmíng, Mr. Lǐ come to the phone.
- F2: Ōu, nǐ zhǎo Lǐ Dàmíng jiē diànhuà. Hǎo, qǐng nǐ děng-yíděng. Oh, you want Li Daming-to come to the phone. Okay, please wait a moment.
- M: Hǎo. All right.
- F2: Ōu, tā qù chī fàn qù le. Nín shì nǎiwèi? Oh, he went out to eat. Who is calling?
- M: Wǒ shì Qiáozhì Dàfēi. Wǒ shì yige Měiguó shāngrén. Wǒ zhùzài Běijīng Fàndiàn 504 hào. I'm George Duffy. I'm an American businessman. I'm staying at the Peking Hotel, room 504.
- F2: Hǎo, nǐde míngzi wǒ xiě-xialai le. Děng Lǐ Dàmíng huílai wǒ gāosu ta gěi nǐ huí diànhuà. Okay, I wrote down your name. When Li Daming returns, I'll tell him to call you back.
- M: Xièxie nǐ. Thank you.

PART III

16. Sānshíèrhào fēnjī <u>zhàn</u> zhe <u>xiàn</u> ne.	Extension 32 is busy.
17. Wǒ méi <u>tīng</u> dǒng.	I didn't understand.
18. Nǐ yào dēngyíděng háishi <u>guò</u> yíhuǐr zài dǎlai?	Do you want to wait or call back in a little while?
19. Nǐ yào <u>liú</u> ge <u>huà</u> ma?	Do you want to leave a message?
20. <u>Bú</u> <u>yòng</u> le.	No need to.
21. Wǒ gěi nǐ <u>jiē</u> guoqu.	I'll connect you.

NOTES ON PART III:

... zhànzhe xiàn ne: -Zhe is the marker of DURATION of actions and states. It indicates that an action or state lasted (or lasts) for an amount of time. The marker ne marks ONGOING actions and states. In this expression the marker -zhe tells us that at some time the line CONTINUES to be occupied, and the marker ne tells us that this is GOING ON now. -Zhe is used in sentences to describe activities which last over a period of time, whether that time is past, present or future. A verb plus -zhe in Chinese often corresponds to the '-ing' form of the verb in English.

Zǒuzhe qù keyi ma?

Can you get there by walking?

Tā hái bìngzhe ne.

He is still sick.

tīngdǒng: This is a compound verb meaning 'to understand (by listening)'.

guò: This is the verb 'to pass, cross, go through.' It can be used when talking about time or space.

Guò liǎngtiáo jiē, wàng zuǒ zǒu.

Go past two streets and go to the left.

Guò liǎngfēn zhōng, wǒ zài lái.

I'll be back in two minutes.

Taipei:

- F1: Wài, Táiwān Yínháng. Hello, Bank of Taiwan.
- M: Qǐng ni jiē sānshìèrhào fēnjī. Please connect me with extension number 32.
- F1: Hǎo. ... Duìbuqǐ, zhànzhe xiàn ne. All right. ... I'm sorry that line is busy.
- M: Nǐ shuō shénme? Wǒ méi tīngdǒng. Qǐng ni zài shuō yíci. What did you say? I didn't understand. Please say it again.
- F1: Sānshìèrhào fēnjī zhànzhe xiàn ne. Jiù shì shuō yǒu rén zài shuō huà ne. Extension number 32 is busy. That's to say there is someone talking.
- M: Òu, wǒ dǒng le. Oh, I understand now.
- F1: Nǐ yào děngyíděng ne, háishì guò yíhuǐr zài dǎlai ne? Do you want to wait or call back in a little while.
- M: Wǒ děngyíděng. I'll wait.
- F1: Wài, sānshìèrhào fēnjī méiyǒu rén shuō huà le. Wǒ gěi ni jiēguoqu. Hello, there's no one talking on extension number 32 now. I'll connect you.
- M: Xièxie. Thank you.
- ...
- F2: Wéi! Hello.
- M: Qǐng Fāng Mínglì, Fāng Xiǎojié jiē diànhuà. I'd like to speak with Fang Mingli, Miss Fang.
- F2: Òu, duìbuqǐ tā bú zài. Nǐ yào liú ge huà ma? Oh, I'm sorry, she's not here. Do you want to leave a message?
- M: Bú yòng le. Wǒ xiànzài yào chūqu, wǒ xiǎowu zài dǎlai. No need to. I'm going out now. I'll call back this afternoon.

PART IV

22. Qǐngwèn, zhè fùjīn yǒu gōngyòng diànhuà ma?	May I ask, is there a public telephone in the area?
23. Wǒ wàngle dài tāde diànhuà hàomǎr.	I forgot to bring his telephone number.
24. Wǒ bú huì chá Zhōngguó diànhuàbù.	I don't know how to look things up in a Chinese phone book.
25. gōngguǎn	<i>residence, home (a polite reference to another's residence)</i>

Taipei:

- M: Qǐngwèn, zhè fùjīn yǒu
gōngyòng diànhuà ma? May I ask, is there a
public telephone in the
area?
- F1: Zhèige gōngsī ménkǒu jiù yǒu. There's one at the doorway
of this company.
- M: Ōu, jiù zài zhèlǐ. ... Oh, it's right here.
Duìbuqǐ, wǒ xiǎng gěi Excuse me, I want to call
wǒde péngyou Wáng Dànián, my friend Wang Danian,
dǎ diànhuà, kěshì wǒ but I forgot to bring
wàngle dài tāde diànhuà his telephone number
hàomǎr. with me.
- F1: Gōngyòng diànhuà nǎlǐ yǒu
diànhuàbù. The public telephone has
telephone book.
- M: Wǒ bú huì chá Zhōngguó
diànhuàbù. Qǐng nǐ
tī wǒ cháchícha, hǎo
bu hao? I don't know how to look
things up in a Chinese
phone book. Please
look it up for me, all
right?

F1: Hǎo.

Okay.

(After the young lady finds the number, he dials it. A servant picks up the phone.)

F2: Wài, Wáng gōngguǎn.

Hello, the Wang residence.

M: Qǐng Wáng Dànián, Wáng
Xiānsheng shuō huà.

I'd like to speak with Mr.
Wang, Mr. Wang Danian.

(He hears the servant say...)

F2: Xiānsheng, yǒu nǐde diànhuà.

There's a call for you,
Sir.

PST/TEL, Unit 2

Vocabulary

bàngōngshì bié	office don't
bú yòng	no need to
chá	to look up (information)
dài	to bring with one, to carry along
diànhuàbù	phone directory
fēnjī	telephone extension
gōngguǎn	residence, home (a polite reference to another's residence)
gōngyòng guāshang guò	public, for public use to hang up (telephone) to pass(some time)
huí diànhuà	to return a phone call
jiē jiēguòqu	to connect, to join <i>to connect, to put through (phone call)</i>
liú ge huà	to leave a message
Měidàsī míngzi	Bureau of American and Pacific Affairs name
néng	can, to be able
qīngchu	to be clear
shāngrén shēng	businessman sound, voice
tīng tīngdong	to listen to, to hear to understand (by listening)
Wàijiāobù Wàimàobù wàng	<i>Ministry of Foreign Affairs</i> <i>Ministry of Foreign Trade</i> to forget
xiàn xiěxialai	telephone line, wire to write down

yìhuǐr

a short while, a moment

zhàn

to occupy a space

zhǎo

to look for, to find