

Chapter 10

Books – Reading – Writing – Characters and Pinyin – Office Supplies

alphabet / letter of an alphabet	=	zì mǔ	字 母
English uses 26			letters in its alphabet.
English uses 26			<u>alphabet letters.</u>
Yīngwén yòng èrshiliù gè			<u>zì mǔ.</u>
英 文 用 二 十 六 个			字 母 。

。 。 。 NEXT 2 。 。 。

book	=	shū	书
Midday or so I need to go to the library to look for books.			
Midday I need go to (the) library to look (for) <u>books.</u>			
Shǎngwǔ wǒ yào qù túshūguǎn zhǎo <u>shū.</u>			
晌 午 我 要 去 图 书 馆 找 书 。			

measure word for books, notebooks, etc.	=	běn	本
This book is mine.	=
This book is mine.			
Zhè <u>běn</u> shū shì wǒde.			
这 本 书 是 我 的 。			

。 。 。 END OF 2 。 。 。

bookstore	=	shūdiàn	书 店
On the right there is a bookstore.			
Rightside has a bookstore.			<u>bookstore.</u>
Yòubiān yǒu yīge <u>shūdiàn.</u>			
右 边 有 一 个 书 店 。			

chapter of a book	=	zhāng	章
Please review		Chapter	6.
Please review		6th	<u>Chapter.</u>
Qǐng fùxí	dì	Liù	<u>Zhāng.</u>
请 复习	第	六	章。

write a composition	=	xiě zuòwén	写 作文
I need to	write	a composition.	
I need to	<u>write</u>	<u>a composition.</u>	
Wǒ xūyào	<u>xiě</u>	<u>zuòwén.</u>	
我 需要	写	作文。	

definition, meaning	=	yìsi	意 思
What does this word mean?			
This word is	what	<u>meaning?</u>	
Zhèigè cí(r) shì	shénme	<u>yìsi?</u>	
这个 词 是	什么	意思 ?	

dictionary / thesaurus	=	cídiǎn	辞 典
Is there	a dictionary	I can use?	
There is / is not	(a) <u>dictionary</u>	I can use?	
Yǒu méi yǒu	<u>cídiǎn</u>	wǒ néng yòng?	
有 没有	辞 典	我 能 用 ?	

encyclopedia	=	bǎikē quánshū	百 科 全 书
Do you have	an encyclopedia	I can use?	
Have / have not	(an) <u>encyclopedia</u>	I can use?	
Yǒu méi yǒu	<u>bǎikē quánshū</u>	wǒ néng yòng?	
有 没有	百 科 全 书	我 能 用 ?	

essay / article = wénzhāng 文章

I need to write an essay.
 I need to write (an) essay.
 Wǒ xūyào xiě wénzhāng.
 我 需要 写 文章。

final draft of writing = dìnggǎo 定稿

Is this your final draft?
 This is / is not your final draft?
 Zhè shì bùshì nǐde dìnggǎo?
 这 是 不 是 你 的 定 稿 ？

glossary / vocabulary = cíhuì 词汇

Look for it in the glossary.
 Look for it a bit (in) (the) glossary.
 Zhǎo yīxià cíhuì.
 找 一 下 词 汇 。

history book = shǐshū 史书

I need to buy a United States history book.
 I need to buy (a) United States history book.
 Wǒ xūyào mǎi Měiguó de shǐshū.
 我 需要 买 美 国 的 史 书 。

incorrectly written word = cuò xiě le 错别字

That word is incorrectly written.
 That word (is) written wrong.
 Nè gè zì xiě cuò le.
 那 个 字 写 错 了 。

index = jiǎnsuó 检索

This book has a very bad index.

This	book's	<u>index</u>	not	too	good.
Zhè	běn shū de	<u>jiǎnsuó</u>	bu	tài	hǎo.
这	本 书 的	检 索	不	太	好 。

magazine / periodical / journal = zázhì 杂志

Where can I buy magazines?

Where	can	buy	<u>magazines?</u>
Zàinǎr	néng	mǎi	<u>zázhì?</u>
在 哪 儿	能	买	杂 志 ？

notebook = bǐjìběn 笔记本

There are	blue,	green,	and	yellow colored	notebooks.
There are	blue colored,	green colored,	additionally	yellow colored	<u>notebooks.</u>
Yǒu	lánsè,	lǜsè,	háiyǒu	huángsè	<u>bǐjìběn.</u>
有	蓝 色 ,	绿 色 ,	还 有	黄 色	笔 记 本 。

(**American Usage Note:** *The word “colored” is not added very much to “colors.” If it is added, the most common usage would be at the end of a list of colors, such as here.*)

paperback book = pǔjíběn 普及本

This afternoon I bought 5 paperback books.

Today's afternoon	I	bought	5		<u>paperback books.</u>
Jīntiān xiàwǔ	wǒ	mǎi le	wǔ	běn	<u>pǔjíběn.</u>
今 天 下 午	我	买 了	五	本	普 及 本 。

punctuation = biāodiǎn 标点

Punctuation is much more important in English than Chinese.

English punctuation compared to Chinese punctuation important much more.
Yīngwén biāodiǎn bǐ Zhōngwén biāodiǎn zhòngyào de duō.

英文 标点 比 中文 标点 重要 得多。

punctuation marks = biāodiǎn fúhào 标点符号

These are common punctuation marks: “:;,.!-...?”
These are common punctuation marks: “:;,.!-...?”
Zhèxiē shì pǔtōng de biāodiǎn fúhào: “:;,.!-...?”
这些 是 普通的 标点符号: “:;,.!-...?”

radicals, Chinese radicals = bù shǒu 部首

Are Chinese radicals difficult?

Chinese radicals difficult / not difficult?
Zhōngguó bù shǒu nán bù nán?

中国 部首 难 不 难?

read, study / = dú 读

attend, go to school = ...

Please read aloud.

Please loud read.
Qǐng dàshēng dú.

请 大声 读。

read aloud a book = niànshū 念书

Please, read aloud.

Please, read aloud.
Qǐng, niànshū.

请 念书。

read, study = kàn 看

I read all those books.

I	those	books	all	<u>read.</u>
Wǒ	nèixiē	běn shū	dōu	<u>kànguò</u> le.
我	那些	本 书	都	看 过 了。

read books = kànshū 看书

You can read books now?

You	now	can	<u>read books</u>	yes / no?
Nǐ	xiànzài	kěyǐ	<u>kànshū</u>	ma?
你	可以	现在	看书	吗？

read books = dúshū 读书

I like reading books.

I	like	<u>reading books.</u>
Wǒ	xǐhuan	<u>dúshū.</u>
我	喜欢	读书。

reference books = cānkǎoshū 参考书

What reference books are you using?

You	use	what	<u>reference books?</u>
Nǐ	yòng	shénme	<u>cānkǎoshū?</u>
你	用	什么	参考书？

thesis = bìyè lùwén 毕业论文

He	is	busy	writing	his	thesis.
He	(is)	busy	writing	his	<u>thesis.</u>
Tā		mángyú	xiě	tāde	<u>bìyè lùwén.</u>
他		忙于	写	他的	毕业论文。

type, typing (*verb*) = dǎzì

打字

He types especially fast loveletters!

He types typing fast, especially are (the) loveletters!
Tā dǎzì dǎde kuài, tèbié shì (the) qíngshū!

他 打字 打得 快, 特别 是 情书!

。。。NEXT 2。。。

uppercase Roman alphabet = dàxiě

大写

This character “T” is uppercase Roman alphabet.

This character “T” is uppercase Roman alphabet.

Zhè gè zì “T” shì dàxiě de.

这 个 字 “T” 是 大写 的。

lowercase Roman alphabet = xiǎoxiě

小写

This character “t” is lowercase Roman alphabet.

This character “t” is lowercase Roman alphabet.

Zhè gè zì “t” shì xiǎoxiě de.

这 个 字 “t” 是 小写 的。

。。。END OF 2。。。

used book = jiùshū

旧书

I like those used books.

I like those used books.

Wǒ xǐhuan nàxiē jiùshū.

我 喜欢 那些 旧书。

used bookstore = jiùshūdiàn 旧书店

I like that used bookstore.

I	like	that		<u>used bookstore.</u>
Wǒ	xǐhuan	nèi	jiā	<u>jiùshūdiàn.</u>
我	喜欢	那	家	旧书店。

vocabulary = cíhuì liàng 词汇量

Here	is	your	vocabulary	list.
Here	is	your	<u>vocabulary</u>	list.
Zhèr	shì	nǐde	<u>cíhuì liàng</u>	de
这儿	是	你的	词汇量	的
				单子。

vocabulary / new word = shēngcí 生词

Here	are	your	new words.
Here	are	your	<u>new words.</u>
Zhèr	shì	nǐde	<u>shēngcí.</u>
这儿	是	你的	生词。

words, phrases = cí 词

I need to memorize ten words today.

I	today	need	to memorize	ten		<u>words.</u>
Wǒ	jīntiān	yào	jìshú	shí	gè	<u>cí.</u>
我	今天	要	记熟	十	个	词。

words, phrases = cíyǔ 词语

Father,	our	teenagers	use	bad	words.
Father,	our	teenagers	use	bad	<u>words.</u>
Bàba,	wǒmende	qīngshàonián	yòng	huài	<u>cíyǔ.</u>
爸爸,	我们的	青少年	用	坏	词语。

word / character = zì 字

He writes characters fast.

He	writes	<u>characters</u>	writes	very	fast.
Tā	xiě	<u>zì</u>	xiě	de	hěn kuài.
他	写	字	写	得	很快。

write = xiě 写

Your	son	writes	very	well.
Your	son	<u>writes</u>	very	well.
Nǐde	érzi	<u>xiě</u>	de	hěn hǎo.
你的	儿子	写	得	很好。

writing = xiězuò 写作

I	need	to practice	writing.
I	need	to practice	<u>writing.</u>
Wǒ	xūyào	liànxí	<u>xiězuò.</u>
我	需要	练习	写作。

written language = shūxiě yǔyán 书写语言

Do you	know	the	written language?
(Do) You	know / not know	(the)	<u>written language?</u>
Nǐ	zhī bù zhīdao		<u>shūxiě yǔyán?</u>
你	知不知道		书写语言？

written character or letter = Hànzì 汉字

Chinese	characters,	Hànzì,	are	very	difficult	to learn.
Chinese	characters,	<u>Hànzì,</u>	(are)	very	difficult	to learn.
Zhōngguó	zì,	<u>Hànzì,</u>		hěn	nán	xué.
中国	字，	汉字，		很	难	学。

1st Hanzi tone / level tone = yī shēng 一声

This is the first Hanzi tone.
 This is (the) first Hanzi tone.
 Zhèi shì yī shēng.
 这 是 一 声 。

2nd Hanzi tone / high-rising tone = èr shēng 二声

This is the second Hanzi tone.
 This is (the) second Hanzi tone.
 Zhèi shì èr shēng.
 这 是 二 声 。

3rd Hanzi tone / falling-rising tone = sānshēng 三声

This is the third Hanzi tone.
 This is (the) third Hanzi tone.
 Zhèi shì sānshēng.
 这 是 三 声 。

4th Hanzi tone / falling tone = rùshēng 入声

This is the fourth Hanzi tone.
 This is (the) fourth Hanzi tone.
 Zhèi shì rùshēng.
 这 是 入 声 。

5th Hanzi tone / neutral tone = qīng shēng 轻声

This is the fifth Hanzi tone.
 This is (the) fifth Hanzi tone.
 Zhèi shì qīng shēng.
 这 是 轻 声 。

。。。NEXT 2 。。。。

simplified Chinese Characters	=	jiántǐzì	简体字
Beijing	uses	simplified Chinese Characters.	
Beijing	uses	<u>simplified Chinese Characters.</u>	
Běijīng	yòng	<u>jiántǐzì.</u>	
北京	用	简体字。	

traditional Chinese Characters	=	fántǐzì	繁体字
Taiwan	uses	traditional Chinese Characters.	
Taiwan	uses	<u>traditional Chinese Characters.</u>	
Táiwān	yòng	<u>fántǐzì.</u>	
台湾	用	繁体字。	

。。。END OF 2 。。。。

Office Supplies:

。。。NEXT 3 。。。。

ballpoint pen (in China)	=	yuánzhūbǐ	圆珠笔
pencil	=	qiānbǐ	铅笔
Use a ballpoint pen.	Not	a pencil.	
Use (a) <u>ballpoint pen.</u>	Not	(a) <u>pencil.</u>	
Yòng	Bù	néng	yòng
用	圆珠笔。	不能	用
			铅笔。

ballpoint pen (in Taiwan)	=	yuánzǐbǐ	圆子笔
Use a ballpoint pen.	Not	a pencil.	
Use (a) <u>ballpoint pen.</u>	Not	(a) <u>pencil.</u>	
Yòng	Bù	néng	yòng
用	圆子笔。	不能	用
			铅笔。

。。。END OF 3 。。。。

bulletin board = páizi 牌子

I need to hang this on the bulletin board.

On bulletin board up there I need to hang up this thing.
 Zài páizi shàngbian wǒ yào tiē zhè gè dōngxi.
 在 牌子 上边 我 要 贴 这 个 东 西 。

cellophane tape = tòumíng jiāodài 透明胶带

Do you have cellophane tape?

You have cellophane tape yes / no?
 Nǐ yǒu tòumíng jiāodài ma?
 你 有 透明胶带 吗?

fax, facsimile = chuánzhēn 传真

You have a fax.

Your fax arrived.
 Nǐde chuánzhēn lái le.
 你的 传真 来了。

send a fax = fā chuánzhēn 发传真

I want to send a fax.

I want to send a fax.
 Wǒ yào fā chuánzhēn.
 我 要 发传真。

office = bàngāngshì 办公室

Come to my office, okay?
 Come to my office, okay?
 Lái wǒde bàngāngshì, hǎo ma?
 来 我的 办公室, 好吗?

。 。 。 NEXT 4 。 。 。

measure word for paper	=	zhāng	张	
paper	=	zhǐ	纸	
Do you	have	a	sheet of paper?	
You	have	a	<u>sheet of paper</u>	yes / no?
Nǐ	yǒu	yī	<u>zhāng</u>	ma?
你	有	一	张	纸
				吗 ?

colored paper	=	cǎi sèzhǐ	彩色纸
Do you	have		colored paper?
You	have / not have		<u>colored paper?</u>
Nǐ	yǒu méiyǒu		<u>cǎi sèzhǐ?</u>
你	有 没有		彩色纸 ?

writing paper, letter paper	=	xìnzhǐ	信纸
Do you	have		writing paper?
You	have / not have		<u>writing paper?</u>
Nǐ	yǒu méiyǒu		<u>xìnzhǐ?</u>
你	有 没有		信纸 ?

。 。 。 END OF 4 。 。 。

ruler (measuring stick)	=	chǐzi	尺子
This	ruler	is	inches.
This	<u>ruler</u>	(is)	inches.
Zhè	gè	<u>chǐzi</u>	yòng
这	个	尺子	用
			英寸。

scissors = jiǎndāo 剪刀

Do you have scissors?

You have scissors yes / no?

Nǐ yǒu jiǎndāo ma?

你 有 剪刀 吗 ?

typewriter = dǎzìjī 打字机

Do you have a typewriter?

You have (a) typewriter yes / no?

Nǐ yǒu dǎzìjī ma?

你 有 打字机 吗 ?

Xerox, copy machine = fùyìn jī 复印机

Where's a copy machine?

Copy machine where?

Fùyìn jī zài nǎr?

复印机 在哪儿 ?