CHINESE BOOST

Office work Chinese vocabulary: Elementary (HSK 1-3)

17 words with pinyin, 繁體 and meanings, 17 of them with an example sentence.
Every word here links to its entry on the site.

Office work Chinese vocabulary: Elementary (HSK 1-3) on the web
The same words as a CSV, for Anki or a spreadsheet
A free account, which keeps 简体 or 繁體, pinyin or 注音 and the rest of how you read Chinese on every device

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Words

工作
gōngzuò to work / to operate / job / work / task

> 他们有工作。
> Tāmen yǒu gōngzuò.
> They have jobs.

上班
shàngbān to go to work / to be on duty / to start work / to go to the office

> 他去上班。
> Tā qù shàngbān.
> He goes to work.

下班
xiàbān to finish work / to get off work / next service (train, bus etc)

> 你今天几点下班?
> Nǐ jīntiān jǐdiǎn xiàbān?
> What time do you finish work today?

忙
máng busy / a favour / help / hurriedly / to hurry / to rush

> 他总是很忙。
> Tā zǒngshì hěn máng.
> He's always so busy.

公司
gōngsī company / firm / corporation

> 那是公司的钱。
> Nà shì gōngsī de qián.
> That's company money.

累
lèi tired / weary / to strain / to wear out / to work hard
lěi to accumulate / to involve or implicate / continuous / repeated
léi burden / encumbrance

> 你们不累吗?
> Nǐmen bú lèi ma?
> Are you not tired?

办公室 辦公室
bàngōngshì office / business premises

> 回办公室去。
> Huí bàngōngshì qù.
> Go back to the office.

会议 會議
huìyì meeting / conference

> 会议怎么样?
> Huìyì zěnmeyàng?
> What were the meetings like?

开会 開會
kāihuì to hold a meeting / to attend a meeting

> 他正在开会。
> Tā zhèngzài kāihuì.
> He is in conference.

经理 經理
jīnglǐ manager / director

> 他是经理吗?
> Tā shì jīnglǐ ma?
> Is he the manager?

同事
tóngshì colleague / co-worker

> 你们是同事。
> Nǐmen shì tóngshì.
> You are colleagues.

邮件 郵件
yóujiàn email / mail / post

> 我给你发了封邮件。
> Wǒ gěi nǐ fāle fēng yóujiàn.
> I sent you an e-mail.

迟到 遲到
chídào to arrive late

> 你总是迟到。
> Nǐ zǒngshì chídào.
> You are always late.

认真 認真
rènzhēn conscientious / earnest / serious / to take seriously / to take to heart

> 我是认真的。
> Wǒ shì rènzhēn de.
> I'm serious.

努力
nǔlì to make an effort / to try hard / to strive / hard-working / conscientious / effort / hard work

> 他努力学习。
> Tā nǔlì xuéxí.
> He studied hard.

完成

wánchéng to complete / to accomplish

> 完成你的工作。
> Wánchéng nǐ de gōngzuò.
> Finish your work.

请假 請假

qǐngjià to request leave of absence

> 他刚请假走了。
> Tā gāng qǐngjià zǒule.
> He's just gone on leave.