CHINESE BOOST

Office work Chinese vocabulary: Intermediate (HSK 4-6)

44 words with pinyin, 繁體 and meanings, 43 of them with an example sentence.
Every word here links to its entry on the site.

Office work Chinese vocabulary: Intermediate (HSK 4-6) 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

打印
dǎyìn to affix a seal / to stamp / to print out (with a printer)

> 这种纸不能用于打印。
> Zhèzhǒng zhǐ bùnéng yòngyú dǎyìn.
> This kind of paper can't be used for printing.

复印 複印
fùyìn to photocopy / to duplicate a document

> 请帮我复印这两张纸。
> Qǐng bāng wǒ fùyìn zhè liǎng zhāng zhǐ.
> Please photocopy these two sheets for me.

加班
jiābān to work overtime

> 今天我不加班。
> Jīntiān wǒ bù jiābān.
> I won't work overtime today.

负责 負責
fùzé to be responsible for / to be in charge of / to bear responsibility for / conscientious

> 究竟谁要负责?
> Jiūjìng shéi yào fùzé?
> Who exactly is responsible?

任务 任務
rènwu mission / assignment / task / duty / role

> 这是个危险的任务。
> Zhè shì gè wēixiǎn de rènwu.
> This is a dangerous mission.

安排
ānpái to arrange / to plan / to set up / arrangements / plans

> 已经安排好了。
> Yǐjīng ānpái hǎole.
> Arrangements have already been made.

计划 計劃
jìhuà plan / project / program / to plan / to map out

> 你有计划吗?
> Nǐ yǒu jìhuà ma?
> Do you have a plan?

文件
wénjiàn file / document

> 请把这份文件打印两份。
> Qǐng bǎ zhè fèn wénjiàn dǎyìn liǎng fèn.
> Please print two copies of this document.

资料 資料
zīliào data / information / material / resources / profile (Internet)

> 这些资料未必可靠。
> Zhèxiē zīliào wèibì kěkào.
> It is questionable whether this data can be relied on.

材料
cáiliào material / data / person who has the potential to do the job

> 材料将被提供。
> Cáiliào jiāng bèi tígōng.
> Materials will be provided.

通知
tōngzhī notice / notification / to notify / to inform

> 我该通知谁?
> Wǒ gāi tōngzhī shéi?
> Whom should I inform?

总结 總結
zǒngjié to sum up / to conclude / summary / résumé

> 年底我要写一份总结。
> Niándǐ wǒ yào xiě yífèn zǒngjié.
> At the end of the year I have to write a summary.

表现 表現
biǎoxiàn to show / to display / to manifest / expression / manifestation / show / display / performance (at work etc) / behaviour / to show off

> 他在学校的表现很好。
> Tā zài xuéxiào de biǎoxiàn hěn hǎo.
> He is doing very well at school.

积极 積極
jījí active / energetic / vigorous / positive (outlook) / proactive

> 我只想注意积极方面。
> Wǒ zhǐ xiǎng zhùyì jījí fāngmiàn.
> I want to just focus on the positive.

压力 壓力
yālì pressure
> 压力很巨大。
> Yālì hěn jùdà.
> The pressure was tremendous.

出差
chūchāi to go on an official or business trip
> 我在这里出差。
> Wǒ zài zhèlǐ chūchāi.
> I am here on business.

提前
tíqián to shift to an earlier date / to do sth ahead of time / in advance
> 我们提前吃了午饭。
> Wǒmen tíqián chīle wǔfàn.
> We had an early lunch.

按时 按時
ànshí on time / before deadline / on schedule
> 我按时到了学校。
> Wǒ ànshí dàole xuéxiào.
> I arrived at school on time.

部门 部門
bùmén department / branch / section / division
> 他负责这个部门。
> Tā fùzé zhège bùmén.
> He's in charge of the department.

负责人 負責人
fùzérén person in charge
> 负责人现在不在办公室。
> Fùzérén xiànzài bú zài bàngōngshì.
> The person in charge isn't in the office right now.

办公 辦公
bàngōng to handle official business (usu. in an office) / to do (office) work
> 老师们都在二楼办公。
> Lǎoshīmen dōu zài èr lóu bàngōng.
> The teachers all work on the second floor.

会议室 會議室
huìyìshì meeting room / conference room
> 总经理正在会议室等你。
> Zǒngjīnglǐ zhèngzài huìyìshì děng nǐ.
> The general manager is waiting for you in the meeting room.

办公桌 辦公桌
bàngōngzhuō office desk

报告 報告
bàogào report / to inform / to report / to make known / speech / talk / lecture
> 把报告给我。
> Bǎ bàogào gěi wǒ.
> Give me the report.

熟练 熟練
shúliàn practiced / proficient / skilled / skillful
> 他切菜的动作很熟练。
> Tā qiē cài de dòngzuò hěn shúliàn.
> He is very practiced at chopping vegetables.

项目 項目
xiàngmù item / project / (sports) event
> 这是我的项目。
> Zhè shì wǒ de xiàngmù.
> This is my project.

业务 業務
yèwù business / professional work / service
> 他对他的新业务感到紧张。
> Tā duì tā de xīn yèwù gǎndào jǐnzhāng.
> He was tense with his new business.

方案
fāng'àn plan / program (for action etc) / proposal / proposed bill
> 她批准了我的方案。
> Tā pīzhǔnle wǒ de fāng'àn.
> She approved of my plan.

效率
xiàolǜ efficiency
> 你们的效率太低了。
> Nǐmen de xiàolǜ tài dīle.
> It is inefficient of you.

签字 簽字
qiānzì to sign (one's name) / signature
> 他们签字了吗?
> Tāmen qiānzìle ma?
> Did they sign?

大会 大會
dàhuì general assembly / general meeting / convention
> 你知道大会几点开始吗?
> Nǐ zhīdào dàhuì jǐdiǎn kāishǐ ma?
> Do you know what time the assembly starts?

工作量
gōngzuòliàng workload / volume of work
> 最近我的工作量太大了。
> Zuìjìn wǒ de gōngzuòliàng tài dàle.
> My workload has been too heavy lately.

进度 進度
jìndù rate of progress
> 论文的进度有点慢。
> Lùnwén de jìndù yǒudiǎn màn.
> This essay is progressing a little bit slowly.

职责 職責
zhízé duty / responsibility / obligation
> 她盡了自己的职责。
> Tā jìn le zìjǐ de zhízé.
> She performed her duties.

汇报

huìbào to report / to give an account of / to collect information and report back / to report / to give an account of / report

> 他正在给经理汇报工作。
> Tā zhèngzài gěi jīnglǐ huìbào gōngzuò.
> He is giving the manager an account of his work.

策划 策劃

cèhuà to plot / to scheme / to bring about / to engineer / planning / producer / planner

> 他在策划部工作。
> Tā zài cèhuà bù gōngzuò.
> He works in the planning section.

打卡

dǎkǎ to clock on (or off) / to punch in (or out) / to check in to a location

> 下班前别忘了打卡。
> Xiàbān qián bié wàngle dǎkǎ.
> Don't forget to clock out before you leave work.

职务 職務

zhíwù post / position / job / duties

> 他的职务是部门经理。
> Tā de zhíwù shì bùmén jīnglǐ.
> His post is department manager.

主管

zhǔguǎn person in charge / manager / in charge / responsible for

> 他是我部门的主管。
> Tā shì wǒ bùmén de zhǔguǎn.
> He is the chief of my department.

考核

kǎohé to examine / to check up on / to assess / to review / appraisal / review / evaluation

> 年底的考核，我的成绩还不错。
> Niándǐ de kǎohé, wǒ de chéngjì hái búcuò.
> I did quite well in the year-end appraisal.

传真 傳真

chuánzhēn to fax / a fax / to portray vividly in painting

> 请把它传真给我。
> Qǐng bǎ tā chuánzhēn gěi wǒ.
> Please send it to me by fax.

附件

fùjiàn appendix (in a document) / enclosure (accompanying a document) / attachment / accessory (for a car, computer etc) / adnexa

> 邮件里的附件打不开。
> Yóujiàn lǐ de fùjiàn dǎ bu kāi.
> I can't open the attachment in the email.

文档 文檔

wéndàng file / document / documentation

> 你看过这份文档了吗?
> Nǐ kànguo zhè fèn wéndàng le ma?
> Have you read this document yet?

工作流程

gōngzuòliúchéng workflow

> 新同事还不熟悉工作流程。
> Xīn tóngshì hái bù shúxī gōngzuòliúchéng.
> The new colleague isn't familiar with the workflow yet.