

**Complete Lesson Transcript – Lesson 163 [English]**

Kirin: Chinese Learn Online lesson 163 .

Kirin: Hello everyone , I'm Kirin .

Raphael: Hello everyone , I'm Raphael .

Adam: And hello, I'm Adam.

Kirin: Welcome to Taiwan and our progressive course teaching Chinese . What are we studying today ?

Raphael: Do you still remember, recently we had a lesson related to offices ?

Kirin: I remember .

Raphael: So today we are going to continue the subject of offices .

Kirin: Ok .

Raphael: Let's say you want to have a meeting with a boss . Let's first take a look at a meeting with the boss , and what happens .

Kirin: What will what ?

Raphael: Ah, today's first new word is

Kirin: To happen .

Adam: And that means “to happen.”

Raphael: So if you go to a company to meet with a boss , what is the first thing you have to do ?

Kirin: Bosses are usually busy , so you should first book a time with his secretary .

Raphael: This is the “yuē” from “yuēhui” (date) .

Adam: and that means “to make an appointment”.

Kirin: To book a time . His secretary will then help you arrange a time to meet with the boss .

Raphael: When you are in a meeting , you are already in the office , what is the next thing that will happen ?

Kirin: Usually, while you are waiting for the boss , his secretary will get some tea for you to drink . This is a type of Chinese culture .

Raphael: Yes this manner is more polite .

Kirin: Now after the boss comes , what else will happen ?

Raphael: You first greet the boss , then if it's the first time you two are meeting , at this time , you can exchange business cards .

Kirin: Ah, here we have two new words .

Raphael: In the past we taught you “huàn” (change) .

Adam: That means “to change.”

Raphael: Here we have

Kirin: To exchange .

Adam: which means “to exchange.”

Raphael: So what are they exchanging ?

Kirin: Business card .

Raphael: It's the “míng” in “míngzì” (name) , with the “piàn” in “zhàopiàn” (photograph) .

Adam: So that's literally “name card” or “business card.”

Kirin: Usually when exchanging business cards , we use both our hands to hold the business card .

Raphael: Yes, this way is more polite .

Kirin: So during the meeting , what happens ?

Raphael: That depends on what kind of meeting it is . Some are between two bosses discussing a business matter , or a meeting between a manager and employee .

Kirin: Here we also have two new words .

Raphael: Right, the first is

Kirin: Manager .

Adam: And that means “manager.”

Raphael: And the second is

Kirin: Employee .

Adam: And that means “employee”

Kirin: So why does the manager want to meet with his employees ?

Raphael: Perhaps he has some new things to explain to his employees . Or some work problems that he wants to discuss with his employees .

Kirin: So at the end, how does the manager know whether his employees attended the meeting or not ?

Raphael: Hmm, sometimes the people attending the meeting have to sign their names .

Kirin: Ah, that’s a good idea .

Raphael: Right, so later when you become a boss , you can use this method .

Kirin: Ok, I will remember .

Raphael: Let’s take a moment to review the new words we taught you today .

Kirin: To happen .

Adam: To happen.

Kirin: To exchange .

Adam: To exchange.

Kirin: [Business card](#) .

Adam: Business card.

Kirin: [Manager](#) .

Adam: Manager.

Kirin: [Employee](#) .

Adam: Employee.

Kirin: [Ok, we hope today's lesson helped you . If you need more practice , you can go to our website ChineseLearnOnline-com .](#)

Raphael: [Continue to keep at it !](#)