

**Lesson 359**

**Vocabulary Summary: Simplified:**

我们公司想要雇用的员工必须会下面的技术

Wǒmen gōngsī xiǎngyào gùyòng de  
yuángōng bìxū huì xiàmiàn de jìshù  
The employee that our company wants to  
hire needs to have the following skills

必须会使用电脑  
Bìxū huì shǐyòng diànnǎo  
Needs to be able to use a computer

像编辑档案，试算表  
Xiàng biānjí dǎng'àn, shìsuànbǎo  
For example editing files, spreadsheets

并且会打字  
Bìngqiě huì dǎzì  
And can type

中文字和英文字  
Zhōngwén zì hé Yīngwén zì  
In Chinese and English

我们也希望你使用基本的办公室设备  
Wǒmen yě xīwàng nǐ huì shǐyòng jīběn de  
bàngōngshì shèbèi  
We also hope that you can use basic office  
facilities

像印表机，传真机，复印机等等  
Xiàng yìnbiǎojī, chuánzhēnjī, fùyìnjī  
děngděng  
Like a printer, fax machine, photocopier  
etc

**Vocabulary Summary: Traditional:**

我們公司想要雇用的員工必須會下面的技術

Wǒmen gōngsī xiǎngyào gùyòng de  
yuángōng bìxū huì xiàmiàn de jìshù  
The employee that our company wants to  
hire needs to have the following skills

必須會使用電腦  
Bìxū huì shǐyòng diànnǎo  
Needs to be able to use a computer

像編輯檔案，試算表  
Xiàng biānjí dǎng'àn, shìsuànbǎo  
For example editing files, spreadsheets

並且會打字  
Bìngqiě huì dǎzì  
And can type

中文字和英文字  
Zhōngwén zì hé Yīngwén zì  
In Chinese and English

我們也希望你會使用基本的辦公室設備  
Wǒmen yě xīwàng nǐ huì shǐyòng jīběn de  
bàngōngshì shèbèi  
We also hope that you can use basic office  
facilities

像印表機，傳真機，複印機等等  
Xiàng yìnbiǎojī, chuánzhēnjī, fùyìnjī  
děngděng  
Like a printer, fax machine, photocopier  
etc

**Vocabulary Summary: Simplified:**

工作内容是帮忙会计师和律师  
Gōngzuò nèiróng shì bāngmáng kuàijìshī  
hé lǚshī  
The content of your work is to help our  
accountants and lawyers

在会计的部分  
Zài kuàijì de bùfèn  
In the accounting departing department

像准备公司的帐单  
Xiàng zhǔnbèi gōngsī de zhàngdān  
You would need to prepare our company's  
statements

把公司的收入和费用弄成表格给老板看  
Bǎ gōngsī de shōurù hé fèiyòng nòng  
chéng biǎogé gěi lǎobǎn kàn  
And take the company's profits and  
expenses and put them into a table for our  
boss to see

在这个部分  
Zài zhège bùfèn  
In this area

要是你有理财的经验会更好  
Yàoshì nǐ yǒu lǐcái de jīngyàn huì gèng  
hǎo  
It would be better if you have experience  
in financial management

另外在帮忙律师的部分  
Lìngwài zài bāngmáng lǚshī de bùfèn  
In the lawyer department

你必须准备一些契约  
Nǐ bìxū zhǔnbèi yīxiē qìyuē  
You need to prepare some contracts

**Vocabulary Summary: Traditional:**

工作內容是幫忙會計師和律師  
Gōngzuò nèiróng shì bāngmáng kuàijìshī  
hé lǚshī  
The content of your work is to help our  
accountants and lawyers

在會計的部份  
Zài kuàijì de bùfèn  
In the accounting departing department

像準備公司的帳單  
Xiàng zhǔnbèi gōngsī de zhàngdān  
You would need to prepare our company's  
statements

把公司的收入和費用弄成表格給老闆看  
Bǎ gōngsī de shōurù hé fèiyòng nòng  
chéng biǎogé gěi lǎobǎn kàn  
And take the company's profits and  
expenses and put them into a table for our  
boss to see

在這個部份  
Zài zhège bùfèn  
In this area

要是你有理財的經驗會更好  
Yàoshì nǐ yǒu lǐcái de jīngyàn huì gèng  
hǎo  
It would be better if you have experience  
in financial management

另外在幫忙律師的部份  
Lìngwài zài bāngmáng lǚshī de bùfèn  
In the lawyer department

你必須準備一些契約  
Nǐ bìxū zhǔnbèi yīxiē qìyuē  
You need to prepare some contracts

**Vocabulary Summary: Simplified:**

必须看清楚契约里面有没有需要签名的地方

Bìxū kàn qīngchǔ qìyuē lǐmiàn yǒu  
méiyǒu xūyào qiānmíng de dìfāng  
And have to take a close look at whether  
there are signatures needed in the contract

要是老板得出差的时候  
Yàoshì lǎobǎn děi chūchāi de shíhòu  
If our boss needs to go on a business trip

你必须跟航空公司订飞机票  
Nǐ bìxū gēn hángkōng gōngsī dìng fēijī  
piào  
You need to book his ticket from the  
airline company

还有订饭店  
Háiyǒu dìng fàndiàn  
And book a hotel for him

我们希望你有自己的动机  
Wǒmen xīwàng nǐ yǒu zìjǐ de dòngjī  
We hope that you are self motivated

并且能做好自我管理  
Bìngqiě néng zuò hǎo zìwǒ guǎnlǐ  
And can manage yourself

最后，要是你有在贸易公司工作的经验  
Zuìhòu, yàoshì nǐ yǒu zài màoùyì gōngsī  
gōngzuò de jīngyàn  
Finally, if you have experience working in  
trade companies before

那就更棒了  
Nà jiù gèng bàng le  
That would be better

**Vocabulary Summary: Traditional:**

必須看清楚契約裡面有沒有需要簽名的地方

Bìxū kàn qīngchǔ qìyuē lǐmiàn yǒu  
méiyǒu xūyào qiānmíng de dìfāng  
And have to take a close look at whether  
there are signatures needed in the contract

要是老闆得出差的時候  
Yàoshì lǎobǎn děi chūchāi de shíhòu  
If our boss needs to go on a business trip

你必須跟航空公司訂飛機票  
Nǐ bìxū gēn hángkōng gōngsī dìng fēijī  
piào  
You need to book his ticket from the  
airline company

還有訂飯店  
Háiyǒu dìng fàndiàn  
And book a hotel for him

我們希望你有自己的動機  
Wǒmen xīwàng nǐ yǒu zìjǐ de dòngjī  
We hope that you are self motivated

並且能做好自我管理  
Bìngqiě néng zuò hǎo zìwǒ guǎnlǐ  
And can manage yourself

最後，要是你有在貿易公司工作的經驗  
Zuìhòu, yàoshì nǐ yǒu zài màoùyì gōngsī  
gōngzuò de jīngyàn  
Finally, if you have experience working in  
trade companies before

那就更棒了  
Nà jiù gèng bàng le  
That would be better

## Lesson 359 Notes :

1. This article provides a good review of the vocabulary learned in the lessons about office technology (printers, fax machines, photocopiers) as well as computer usage (editing files, spreadsheets) terms.

2. Notice how typing in English and Chinese requires different skills. We define these as being able to type in “Chinese characters” and “English characters.” [bìngqiě huì dǎzì - Zhōngwén zì hé Yīngwén zì](#)

[bìngqiě huì dǎzì - Zhōngwén zì hé Yīngwén zì](#)

并且会打字- 中文字和英文字 / 並且會打字- 中文字和英文字

and can type - in Chinese and English

3. The character [nòng](#) is used in situations where the actual action required isn't clear. We see it used in [bǎ gōngsī de shōurù hé fèiyòng nòng chéng biǎogé gěi lǎobǎn kàn](#) , where it refers to compiling the profits and expenses into a statement.

[nòng](#)

弄 / 弄

to make

[bǎ gōngsī de shōurù hé fèiyòng nòng chéng biǎogé gěi lǎobǎn kàn](#)

把公司的收入和费用弄成表格给老板看 / 把公司的收入和費用弄成表格給老闆看

and take the company's profits and expenses and put them into a table for our boss to see