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day 33 courses and subjects

Chinese HSK 6 in 90 days
unit 5 · school & work

Talk about subjects, courses and exams, and say that something happened again and again.

Students, parents and colleagues all talk about what they studied: subjects, electives and the dreaded exams.

words

word	pinyin	meaning	example
一再	yīzài	again and again, repeatedly	老师一再提醒我们别迟到。 The teacher reminded us again and again not to be late.
再三	zàisān	over and over, repeatedly	他再三考虑以后，决定选文科。 After thinking it over and over, he chose the humanities.
科	kē	subject; branch, department	你最喜欢哪一科? Which subject do you like best?
科目	kēmù	(exam) subject	高考要考好几个科目。 The university entrance exam covers several subjects.
必修	bìxiū	compulsory (course)	这门课是必修课，每个学生都要上。 This course is compulsory: every student has to take it.
选修	xuǎnxiū	to take as an elective	我这学期选修了一门中国历史课。 This term I've taken an elective in Chinese history.
文科	wénkē	humanities, arts	她对文学感兴趣，所以选了文科。 She loves literature, so she chose the humanities.
理科	lǐkē	sciences	他理科成绩很好，数学和物理都不错。 He's good at science: maths and physics are both strong.
专科	zhuānkē	vocational college; specialty	他高中毕业以后上了一所专科学校。 After secondary school he went to a vocational college.
初等	chūděng	elementary	这本书只{zhi3}讲初等数学。 This book only covers elementary maths.
高等	gāoděng	higher, advanced	越来越多的人有机会接受高等教育。 More and more people get the chance of higher education.
开设	kāishè	to offer (a course), set up	我们学校开设了很多选修课。 Our school offers lots of electives.
入门	rùmén	to get started; introduction	这本书很适合入门。 This book is great for beginners.
难点	nándiǎn	difficult point	汉字是学中文的一个难点。 Characters are one of the hard parts of learning Chinese.

枯燥	kūzào	dry, dull	他讲得太枯燥了，大家都想睡觉。 His talk was so dry that everyone wanted to sleep.
讲解	jiǎngjiě	to explain	老师讲解得很清楚，我一下子就懂了。 The teacher explained it so clearly that I got it at once.
示范	shìfàn	to demonstrate	老师先给我们示范了一遍。 The teacher showed us how to do it first.
解答	jiědá	to answer (questions)	老师耐心地解答了每一个问题。 The teacher patiently answered every question.
朗读	lǎngdú	to read aloud	每天早上，她都会朗读半个小时课文。 Every morning she reads her textbook aloud for half an hour.
口头	kǒutóu	oral, spoken	这门课除了笔试，还有口头考试。 Besides the written test, this course has an oral exam.
书面	shūmiàn	written, in writing	请用书面形式回答。 Please answer in writing.
抄	chāo	to copy	作业要自己做，不能抄别人的。 Do your own homework; don't copy anyone else's.
本身	běnshēn	itself, oneself	问题本身并不难，难的是时间太短。 The question itself isn't hard; the hard part is the short time.
特定	tèdìng	specific, particular	这种药只{zhi3}在特定的情况下才|能用。 This medicine is only for particular situations.

pattern 一再 and 再三: again and again

who | 一再 / 再三 | verb

Both mean "again and again". 一再 goes before the verb, often with 提醒, 强调, 要求 or 道歉. 再三 can go before the verb or after it: 再三考虑 or 考虑再三, "after much thought".

王老师一再强调，朗读对学发音很有帮助。 **Wánglǎoshī yízài qiángdiào lǎngdú duì xué fāyīn hěn yǒu bāngzhù** Teacher Wang keeps stressing that reading aloud helps your pronunciation.

我考虑再三，还是决定选文科。 **wǒ kǎolǜ zàisān háishi juédìng xuǎn wénkē** After a lot of thought, I've decided on the humanities.

老师一再说，初等数学是一切的基础。 **lǎoshī yízài shuō chūděng shùxué shì yíqiè de jīchǔ** The teacher kept saying that elementary maths is the basis of everything.

dialogue choosing an elective

little sister 陈教授，下学期我想选修您的课，可是不知道该选哪一门。
Chénjiàoshòu xià xuéqī wǒ xiǎng xuǎnxiū nín de kè kěshì bù zhīdào gāi xuǎn nǎ yì mén · Professor Chen, I'd like to take one of your electives next term, but I don't know which.

professor chen 你是学理科的吧？历史系开设了一门入门课，很适合你。
nǐ shì xué lǐkē de ba lìshǐ xì kāishè le yì mén rùmén kè hěn shìhé nǐ · You're a science student, aren't you? The history department runs an introductory course that would suit you.

little sister 听说历史课很枯燥，要背很多年代。
tīngshuō lìshǐ kè hěn kūzào yào bèi hěn duō niándài · I've heard history is dry, with lots of dates to learn by heart.

professor chen 历史本身一点都不枯燥，关键看老师怎么讲解。
lìshǐ běnshēn yìdiǎn dōu bù kūzào guānjiàn kàn lǎoshī zěnme jiǎngjiě · History itself isn't dry at all. It depends on how the teacher explains it.

little sister 那这门课的难点是什么？
nà zhè mén kè de nándiǎn shì shénme · So what's the hard part of the course?

professor chen 难点是写文章。期末要交一篇书面报告，还要做一次口头报告。
nándiǎn shì xiě wénzhāng qīmò yào jiāo yì piān shūmiàn bàogào hái yào zuò yí cì kǒutóu bàogào · The writing. At the end of term you hand in a written report and give an oral presentation.

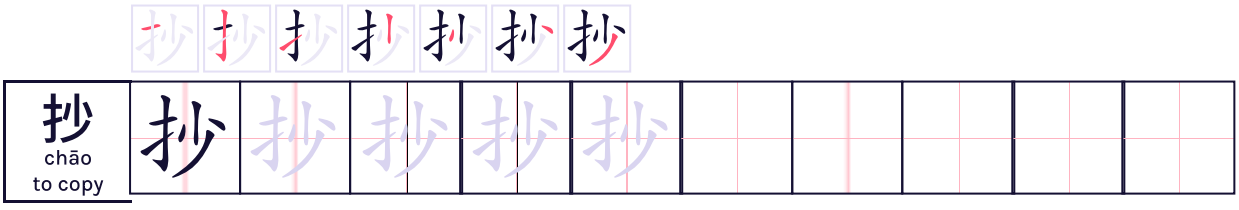
little sister 我再三考虑过了，还是想试一试。不过我写文章一向不太好。
wǒ zàisān kǎolǜ guo le háishi xiǎng shì yi shi búguò wǒ xiě wénzhāng yíxiàng bú tài hǎo · I've thought about it a lot and I still want to try. But my writing has never been great.

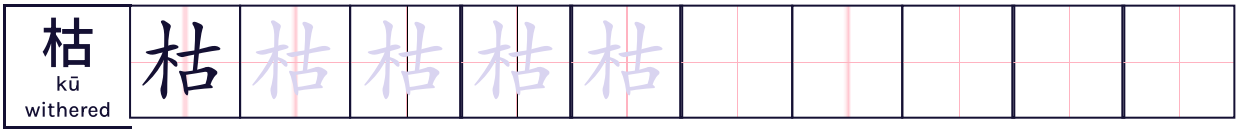
professor chen 别担心，我会先给大家示范。我每周还特意留两个小时，给学生解答问题。
bié dānxīn wǒ huì xiān gěi dàjiā shìfàn wǒ měi zhōu hái tèyì liú liǎng gè xiǎoshí gěi xuéshēng jiědá wèntí · Don't worry, I'll show everyone how first. And every week I set aside two hours to answer students' questions.

little sister 太好了！我一定认真听课，也不会抄别人的。
tài hǎo le wǒ yídìng rènzhēn tīng kè yě bú huì chāo biérén de · Great! I'll listen properly, and I won't copy anyone.

professor chen 瞧你紧张的，我又没说你会抄！
qiáo nǐ jǐnzhāng de wǒ yòu méi shuō nǐ huì chāo · Look at you, so nervous! I never said you would!

write it trace the grey, then write your own





good to know · In Chinese secondary schools, students used to choose 文科 (humanities) or 理科 (sciences); many provinces now let them mix subjects instead. 必修课 is compulsory, 选修课 is an elective. 门 is the measure word for courses: 一门课.

You can now talk about what you study, what you'd like to study, and what your teacher keeps telling you.
Do this day interactively, with audio and games, free at **wishyou.today/learning**

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day 34 study habits

Chinese HSK 6 in 90 days
unit 5 · school & work

Talk about study habits and good students, and push back gently with 未必 “not necessarily”.

Everyone has opinions on how to study. 未必 lets you disagree without starting a fight.

words

word	pinyin	meaning	example
未必	wèibì	not necessarily	贵的东西未必好。 Expensive things aren’t necessarily good.
好学	hàoxué	eager to learn	她是个好学的孩子，什么都想知道。 She’s a curious child who wants to know everything.
用功	yònggōng	hard-working (at study)	他学习很用功，每天都去图书馆。 He studies hard and goes to the library every day.
下功夫	xiàgōngfu	to put in the effort	要学好汉字，就得{dei3}下功夫。 To learn characters well, you have to put the work in.
专注	zhuānzhù	focused	他做事的时候非常专注。 He’s very focused when he works.
巩固	gǒnggù	to consolidate	每天复习可以巩固学过{guo}的知识。 Daily review locks in what you’ve learned.
纠正	jiūzhèng	to correct	老师纠正了我的发音。 The teacher corrected my pronunciation.
补课	bǔkè	to make up a missed lesson	他病了一个星期，现在要补课。 He was ill for a week and now has lessons to catch up on.
补习	bǔxí	to take extra tutoring	很多孩子周末都要去补习班。 Many children go to cram classes at the weekend.
辅导	fǔdǎo	to tutor, coach	哥哥每天晚上辅导我做数学作业。 My brother helps me with my maths homework every evening.
导师	dǎoshī	supervisor, tutor	我的导师对我的论文很满意。 My supervisor is very happy with my thesis.
智力	zhìlì	intelligence	这个游戏可以开发孩子的智力。 This game helps develop children’s intelligence.
素质	sùzhì	quality, calibre	学校不但要教知识，还要提高学生的素质。 Schools should build students’ all-round qualities, not just teach facts.
优异	yōuyì	outstanding	她以优异的成绩毕业了。 She graduated with outstanding results.
上进	shàngjìn	eager to improve	他是一个很上进的年轻人。 He’s a young man who always wants to better himself.
勤劳	qínláo	hard-working	我奶奶是个勤劳的人，一辈子都没闲过{guo}。 My grandma is a hard worker who never sat idle in her life.

用心	yòngxīn	attentive, with care	只要你用心学，就一定能学好。 If you put your heart into it, you'll learn it well.
自律	zìlǜ	self-disciplined	在家工作的人一定要自律。 People who work from home must be self-disciplined.
马虎	mǎhu	careless, sloppy	考试的时候千万别马虎。 Whatever you do, don't be careless in the exam.
榜样	bǎngyàng	role model	姐姐一直是我的榜样。 My older sister has always been my role model.
严厉	yánlì	strict, stern	我们的数学老师很严厉。 Our maths teacher is very strict.
教训	jiàoxùn	to lecture; lesson	这次失败给了我一个教训。 This failure taught me a lesson.
精心	jīngxīn	meticulous, with great care	这是她精心准备的礼物。 This is a gift she prepared with great care.
细致	xìzhì	careful, meticulous	他工作很细致，从来不出错。 He's meticulous and never makes mistakes.

pattern 未必: not necessarily

A 未必 B

未必 "not necessarily" disagrees softly: 贵的东西未必好, "expensive things aren't necessarily good". It doesn't say "no"; it says "don't be so sure". It's a little more formal than 不一定.

补习班上得多，成绩未必就好。 **bǔxí bān shàng de duō chéngjì wèibì jiù hǎo** Going to lots of cram classes doesn't necessarily mean better grades.

严厉的老师未必不受欢迎。 **yánlì de lǎoshī wèibì bú shòu huānyíng** Strict teachers aren't necessarily unpopular.

智力高的孩子未必学习好，还要看是否用心。 **zhìlì gāo de háizi wèibì xuéxí hǎo hái yào kàn shìfǒu yòngxīn** Bright children don't always do well at school; it depends whether they put their heart into it.

dialogue too much midnight oil

teacher wang 安娜，你最近脸色不太好，是不是又熬夜了？
Ānnà nǐ zuìjìn liǎnsè bú tài hǎo shì bu shì yòu áoyè le · Anna, you look pale lately. Have you been up late again?

anna 是的，六级考试快到了，我每天学到半夜。
shì de liù jí kǎoshì kuài dào le wǒ měi tiān xué dào bànyè · Yes. The level 6 exam is coming up, so I study till midnight every day.

teacher wang 好你个安娜，我一再说要早点睡！学得久未必学得好。
hǎo nǐ gè Ānnà wǒ yízài shuō yào zǎo diǎn shuì xué de jiǔ wèibì xué de hǎo · Anna, really! I keep telling you to go to bed early. Studying longer doesn't mean studying better.

anna 可是我总担心自己不够用功。
kěshì wǒ zǒng dānxīn zìjǐ búgòu yònggōng · But I always worry I'm not working hard enough.

teacher wang 你是我见过最好学、最自律的学生。问题是，累的时候你根本没法专注。
nǐ shì wǒ jiàn guo zuì hàoxué zuì zìlǜ de xuéshēng wèntí shì lèi de shíhou nǐ gēnběn méifǎ zhuānzhù · You're the keenest, most disciplined student I've ever had. The problem is that when you're tired, you can't focus.

anna 那倒是。昨天晚上我连“马虎”和“细致”都写错了。
nà dàoshì zuótiān wǎnshang wǒ lián mǎhu hé xìzhì dōu xiě cuò le · That's true. Last night I even wrote “careless” and “careful” wrong.

teacher wang 学习要用心，不要只看时间。每天精心安排一个小时，把学过的巩固好就够了。
xuéxí yào yòngxīn búyào zhǐ kàn shíjiān měi tiān jīngxīn ānpái yí gè xiǎoshí bǎ xué guo de gǒnggù hǎo jiù gòu le · Study with care, not by the clock. One well-planned hour a day to lock in what you've learned is enough.

anna 您说得对。我就是怕考不好，给您丢面子。
nín shuō de duì wǒ jiùshì pà kǎo bu hǎo gěi nín diū miànzi · You're right. I'm just afraid of doing badly and letting you down.

teacher wang 傻孩子，你一直是其他学生的榜样。这次就当是一个教训：要么早点睡，要么明天别来见我！
shǎ háizi nǐ yìzhí shì qítā xuéshēng de bǎngyàng zhè cì jiù dàng shì yí gè jiàoxùn yàome zǎo diǎn shuì yàome míngtiān bié lái jiàn wǒ · Silly girl, you're a role model for the other students. Let this be a lesson: either you go to bed early, or don't come and see me tomorrow!

anna 好好好，我今天十点就睡！
hǎo hǎohǎo wǒ jīntiān shí diǎn jiù shuì · All right, all right, I'll be asleep by ten tonight!

write it trace the grey, then write your own

巩
gǒng
to secure

纠
jiū
to correct

辅
fǔ
to assist

good to know · 马虎 “careless” is made of horse 马 and tiger 虎: a well-known folk tale tells of a painter whose picture was half horse, half tiger. 补课 is catching up on missed lessons; 补习 is extra tutoring, usually paid, in a 补习班.

Next time someone says studying all night is the only way, you can smile and say: 未必.
Do this day interactively, with audio and games, free at **wishyou.today/learning**

day 35 campus life

Talk about university life, ceremonies and rules, and say “that’s fine too” or “whether … or …” with 也好.

Campus life has its own words: degrees, places, ceremonies and rules. And 也好 is how you shrug off a change of plan.

words

word	pinyin	meaning	example
也好	yěhǎo	that’s fine too; whether…or…	不去也好，在家休息一下。 Not going is fine too: have a rest at home.
就读	jiùdú	to attend (a school)	她现在在北京一所大学就读。 She’s currently studying at a university in Beijing.
念书	niànshū	to study, go to school	我弟弟还在念书。 My little brother is still at school.
升学	shēngxué	to go on to the next school	很多学生为了升学压力很大。 Lots of students are under pressure to get into the next school.
招生	zhāoshēng	to recruit students	这所大学今年招生人数增加了。 This university is taking more students this year.
名额	míngé	places, quota	夏令营的名额只有三十个。 The summer camp has only thirty places.
学位	xuéwèi	academic degree	他在英国拿到了硕士学位。 He got his master’s degree in the UK.
学员	xuéyuán	student (of a course), trainee	这个培训班有二十名学员。 This training course has twenty participants.
学会	xuéhuì	society (academic)	陈教授是中国历史学会的会员。 Professor Chen is a member of a Chinese history society.
学问	xuéwen	knowledge, learning	陈教授是一位很有学问的人。 Professor Chen is a very learned man.
少儿	shàoér	children	这家{=(measure word)}书店有很多少儿图书。 This bookshop has lots of children’s books.
夏令营	xiàlìngyíng	summer camp	孩子们暑假参加了一个夏令营。 The kids went to a summer camp in the holidays.
典礼	diǎnlǐ	ceremony	毕业典礼那天，父母都来了。 Both my parents came on graduation day.
纪律	jìlǜ	discipline	上课要遵守纪律。 You have to keep to the rules in class.
文具	wénjù	stationery	开学前，妈妈给我买了新文具。 Before term started, Mum bought me new stationery.
钢笔	gāngbǐ	fountain pen	爷爷送给我一支钢笔。 Grandpa gave me a fountain pen.

书籍	shūjí	books	图书馆里有各种书籍。 The library has all kinds of books.
文献	wénxiàn	literature, documents	写论文之前要先看很多文献。 Before writing a thesis, you have to read a lot of literature.
目录	mùlù	table of contents, catalogue	你可以先看看这本书的目录。 Have a look at the contents page first.
研讨	yántǎo	to discuss (in depth)	下{=next}周有一个关于教育的研讨会{hui4-3}。 There's a seminar on education next week.
传授	chuánshòu	to pass on (knowledge)	王老师把自己的经验传授给了年轻老师。 Teacher Wang passed her experience on to the young teachers.
精通	jīngtōng	to master, be fluent in	他精通三种语言。 He's fluent in three languages.
不得	bùdé	must not, may not	考试时不得使用手机。 Phones may not be used during the exam.
不许	bùxǔ	not allowed	妈妈不许我晚上十点以后玩游戏。 Mum won't let me play games after ten at night.

pattern 也好: that's fine too; whether ... or ...

A 也好 , B 也好 , 都 / 反正...

On its own, 也好 makes the best of a change: 不去也好, "not going is fine too". Doubled, A也好， B也好 means "whether A or B", and 都 or 反正 then gives the part that stays the same.

你来也好，不来也好，我们都等你。 **nǐ lái yěhǎo bù lái yěhǎo wǒmen dōu děng nǐ** Whether you come or not, we'll wait for you.

文科也好，理科也好，关键是要用心学。 **wénkē yěhǎo lǐkē yěhǎo guānjiàn shì yào yòngxīn xué** Arts or sciences, the key is to study with care.

没买到票也好，在家休息一下嘛。 **méi mǎi dào piào yěhǎo zài jiā xiūxi yíxià ma** It's fine that we didn't get tickets: let's just rest at home.

dialogue back on campus

xiaoming 毕业这么多年了，学校的变化真大啦！
bìyè zhème duō nián le xuéxiào de biànhuà zhēn dà la · So many years since I graduated, and the place has changed so much!

little sister 哥哥，你念书的时候有这个新图书馆吗？里面的书籍和文献特别多。
gēge nǐ niànshū de shíhou yǒu zhège xīn túshūguǎn ma lǐmiàn de shūjí hé wénxiàn tèbié duō · Did this new library exist when you studied here? It's full of books and research papers.

xiaoming 没有。那时候找一篇文献，要先在目录里找半天。
méiyǒu nà shíhou zhǎo yì piān wénxiàn yào xiān zài mùlù lǐ zhǎo bàntiān · No. Back then, finding one article meant ages searching the catalogue.

professor chen 小明？好久不见！你妹妹也在我们学校就读，真巧。
Xiǎomíng hǎojiǔ bújiàn nǐ mèimei yě zài wǒmen xuéxiào jiùdú zhēn qiǎo · Xiaoming? Long time no see! And your sister studies here too, what a coincidence.

xiaoming 陈教授好！您还是那么有学问。最近在忙什么？
Chénjiàoshòu hǎo nín háishi nàme yǒu xuéwen zuìjìn zài máng shénme · Hello, Professor Chen! As learned as ever. What are you busy with these days?

professor chen 下个月我们历史学会要办一个研讨会，暑假还要给孩子们办一个少儿夏令营。
xià gè yuè wǒmen lìshǐ xuéhuì yào bàn yí gè yántǎo huì shǔjià hái yào gěi háizimen bàn yí gè shàoér xiàlìngyíng · Next month our history society is holding a seminar, and in the summer we're running a camp for children.

little sister 我能去夏令营当老师吗？我想把学到的东西传授给孩子们。
wǒ néng qù xiàlìngyíng dāng lǎoshī ma wǒ xiǎng bǎ xué dào de dōngxi chuánshòu gěi háizimen · Could I teach at the camp? I'd love to pass on what I've learned to kids.

professor chen 好啊！不过名额不多，而且夏令营纪律很严格，晚上十点以后不得出门。
hǎo a búguò míngé bù duō érqiě xiàlìngyíng jìlǜ hěn yángé wǎnshang shí diǎn yǐhòu bùdé chūmén · Great! But places are limited, and the camp is strict: nobody goes out after ten.

little sister 没问题！不让出门也好，我正好早点睡。
méi wèntí bú ràng chūmén yěhǎo wǒ zhènghǎo zǎo diǎn shuì · No problem! Staying in is fine by me, I'll get an early night.

xiaoming 这个好消息把她高兴坏了。陈教授，以后就麻烦您啦！
zhège hǎo xiāoxi bǎ tā gāoxìng huài le Chénjiàoshòu yǐhòu jiù máfan nín la · This news has made her day. Professor Chen, thanks in advance for looking after her!

good to know · 不得 is the word of rules and signs: 不得吸烟 "no smoking". In speech, say 不许 or 不能. 念书 is a homely word for being at school or studying; 就读 is the formal one you see in profiles.

Plans change. With 也好 you can now shrug, smile and make the best of it, in Chinese.
Do this day interactively, with audio and games, free at **wishyou.today/learning**

day 36 job hunting

Talk about looking for a job: posts, skills, pay and benefits, and say you thought about it over and over.

Job hunting has its own vocabulary, and you'll need it for adverts, interviews and chats with friends.

words

word	pinyin	meaning	example
求职	qiúzhí	to look for a job	毕业生求职的压力越来越大。 Graduates face more and more pressure finding jobs.
招	zhāo	to recruit; to beckon	我们公司正在招新员工。 Our company is hiring new staff.
招收	zhāoshōu	to recruit, take on	这家{=(measure word)}公司每年招收一百名大学生。 The company takes on a hundred graduates every year.
录用	lùyòng	to hire	恭喜你，你被录用了！ Congratulations, you've got the job!
用人	yòngrén	to employ people	这家{=(measure word)}公司用人最重视能力。 This company values ability above all when hiring.
人事	rénshì	personnel, HR	有问题可以去找人事部门。 If you have a problem, go to HR.
简介	jiǎnjiè	brief introduction, profile	网上有这家{=(measure word)}公司的简介。 There's a profile of the company online.
特长	tècháng	special skill, strength	你有什么特长? What are your special skills?
才能	cáinéng	talent, ability	他在音乐方面很有才能。 He has a real gift for music.
潜力	qiánlì	potential	这个年轻人很有潜力。 This young man has a lot of potential.
杰出	jiéchū	outstanding	她是一位杰出的科学家。 She's an outstanding scientist.
时机	shíjī	the right moment, timing	现在还不是辞职的好时机。 Now isn't the right time to quit.
机遇	jīyù	opportunity	大城市有更多的机遇。 Big cities offer more opportunities.
兼职	jiānzhí	part-time job; to moonlight	上大学的时候，我做过{guo}很多兼职。 At university I did lots of part-time jobs.
白领	báilǐng	white-collar worker	很多白领每天在办公室工作十个小时。 Many office workers spend ten hours a day at their desks.
职位	zhíwèi	post, position	他申请了一个经理的职位。 He applied for a manager's position.
职务	zhíwù	post, duties	他在公司担任什么职务? What's his role at the company?

职员	zhíyuán	office worker, staff member	银行职员很耐心地帮我开了账户。 The bank clerk patiently helped me open an account.
岗位	gǎngwèi	post, job	每个|人都应该做好自己岗位上的工作。 Everyone should do their own job well.
薪水	xīnshui	salary	这份工作薪水不高，但很有意思。 This job doesn't pay much, but it's interesting.
福利	fúlì	benefits, welfare	这家{=(measure word)}公司的福利很好，每年有二十天假。 The benefits are great: twenty days off a year.
从业	cóngyè	to work in (a trade)	他从业十年，经验很丰富。 He's been in the trade ten years and has plenty of experience.
同行	tóngháng	people in the same trade	同行之间也可以互相学习。 People in the same line of work can learn from each other.
算是	suànshì	to count as, more or less	这份工作算是不错了。 This job is pretty decent, all things considered.

pattern 左想右想: over and over, every which way

左 verb A 右 verb B

左A右B puts two verbs after 左 "left" and 右 "right": 左想右想 (in writing 左思右想) "think it over and over", 左看右看 "look from every angle", 左等右等 "wait and wait". A second clause, often with 还是 or 就是, says how it ended.

我左等右等，他就是不来。 **wǒ zuǒ děng yòu děng tā jiùshì bù lái** I waited and waited, but he just didn't show up.

她左挑右选，最后买了最便宜的。 **tā zuǒ tiāo yòu xuǎn zuìhòu mǎi le zuì piányi de** She picked and chose for ages, then bought the cheapest one.

我左想右想，还是觉得现在不是好时机。 **wǒ zuǒ xiǎng yòu xiǎng háishi juéde xiànzài bú shì hǎo shíjī** I've gone over it again and again, and I still think now isn't the right time.

dialogue an internship?

little sister 安娜，我想找一个暑假实习，可是左想右想，不知道该申请哪儿。
Ānnà wǒ xiǎng zhǎo yí gè shǔjià shíxí kěshì zuǒ xiǎng yòu xiǎng bù zhīdào gāi shēnqǐng nǎr · Anna, I want a summer internship, but I've been going round in circles about where to apply.

anna 恰好我们公司正在招实习生！人事部门昨天刚在网上发了消息。
qiàhǎo wǒmen gōngsī zhèngzài zhāo shíxí shēng rénshì bùmén zuótiān gāng zài wǎngshang fā le xiāoxi · As it happens, my company is hiring interns! HR posted it online yesterday.

little sister 真的吗？你们公司用人要求高不高？人家只是个大学生。
zhēn de ma nǐmen gōngsī yòngrén yāoqiú gāo bu gāo rénjia zhǐshì gè dàxuéshēng · Really? Are they very demanding? I'm just a student, you know.

anna 我们刘经理最重视潜力和才能，不太在意经验。
wǒmen Liújīnglǐ zuì zhòngshì qiánlì hé cáinéng bú tài zàiyì jīngyàn · Manager Liu cares most about potential and talent, not so much experience.

little sister 我会写东西，也会做视频，这算是特长吗？
wǒ huì xiě dōngxi yě huì zuò shìpín zhè suànshì tècháng ma · I can write and make videos. Do those count as strengths?

anna 当然算！你先看看公司的简介，再写一份简历。
dāngrán suàn nǐ xiān kàn kan gōngsī de jiǎnjiè zài xiě yí fèn jiǎnlì · Of course! Read the company profile first, then write your CV.

little sister 那薪水和福利怎么样？我同学做兼职，一个小时才二十块。
nà xīnshui hé fúlì zěnmeyàng wǒ tóngxué zuò jiānzhí yí gè xiǎoshí cái èrshí kuài · And the pay and benefits? My classmate's part-time job pays only twenty yuan an hour.

anna 实习生的薪水不高，但这是一个很好的机遇。很多杰出的同行都是从实习开始的。
shíxí shēng de xīnshui bù gāo dàn zhè shì yí gè hěn hǎo de jīyù hěn duō jiéchū de tóngháng dōu shì cóng shíxí kāishǐ de · Interns aren't paid much, but it's a great opportunity. Lots of the best people in our field started as interns.

little sister 要是没被录用呢？
yàoshi méi bèi lùyòng ne · What if I don't get it?

anna 被拒绝了就被拒绝了，你还年轻，机会多的是！
bèi jùjué le jiù bèi jùjué le nǐ hái niánqīng jīhuì duō de shì · If they say no, they say no. You're young; there are plenty more chances!

write it trace the grey, then write your own

杰
jié
outstanding

岗
gǎng
post (guard post)

good to know · 人家 here is the playful "me": 人家只是个大学生, "I'm only a student, you know!" You met it on day 17. Job adverts use 招: 招聘 "recruit", 招人 "hiring", 招实习生 "interns wanted".

You can now read a job advert, talk about pay and perks, and help a friend stop going round in circles.
Do this day interactively, with audio and games, free at **wishyou.today/learning**

wishyou.today learning

day 37 at the office

Chinese HSK 6 in 90 days
unit 5 · school & work

Handle office life: reports, replies, deadlines and feedback, and complain about someone fussing over this and that.

Most of a working day is emails, deadlines and reporting back. These are the words you'll hear at any Chinese office.

words

word	pinyin	meaning	example
打卡	dǎkǎ	to clock in	我们公司早上九点前要打卡。 At our company you have to clock in before nine.
值班	zhíbān	to be on duty	今天晚上我值班，不能回家吃饭。 I'm on duty tonight, so I can't come home for dinner.
繁忙	fánmáng	busy	年底是工作最繁忙的时候。 The end of the year is the busiest time at work.
事务	shìwù	affairs, business	她负责公司的日常事务。 She handles the company's day-to-day business.
事项	shìxiàng	item, matter	请注意以下几个事项。 Please note the following points.
附件	fùjiàn	attachment	我把报告放在邮件的附件里了。 I've put the report in the email attachment.
传真	chuánzhēn	fax	现在很少有人用传真了。 Hardly anyone uses fax any more.
档案	dàngàn	file, records	公司的档案都放在这个房间里。 All the company records are kept in this room.
图表	túbiǎo	chart	用图表说明问题，大家一看就懂。 Explain it with a chart and everyone gets it at a glance.
汇报	huìbào	to report (to a superior)	下午我要向经理汇报工作。 This afternoon I'm reporting to my manager.
答复	dáfù	to reply	我们会在三天内给您答复。 We'll give you an answer within three days.
反馈	fǎnkuì	feedback; to give feedback	谢谢你的反馈，我们会马上改。 Thanks for the feedback; we'll fix it right away.
听取	tīngqǔ	to listen to (views)	经理很愿意听取大家的意见。 The manager is happy to hear everyone's views.
征求	zhēngqiú	to ask for (opinions)	做决定之前，他征求了大家的意见。 Before deciding, he asked for everyone's opinion.
采纳	cǎinà	to adopt (a suggestion)	公司采纳了她的建议。 The company took up her suggestion.

传达	chuándá	to pass on (a message)	请把这个消息传达给每一位同事。 Please pass this on to every colleague.
指示	zhǐshì	instructions; to instruct	我们按照经理的指示去做。 We're doing it the way the manager said.
指定	zhǐdìng	to appoint, designate	请在指定的时间到会议室。 Please come to the meeting room at the set time.
截止	jiézhǐ	to close (deadline)	报名明天下午五点截止。 Registration closes at five tomorrow afternoon.
期限	qīxiàn	deadline, time limit	这个项目的期限是月底。 The deadline for this project is the end of the month.
拖延	tuōyán	to put off, delay	事情不要拖延，今天能做的就今天做。 Don't put things off: do today what you can do today.
延期	yánqī	to postpone	因为下雨，比赛延期了。 The match was postponed because of rain.
相应	xiāngyìng	corresponding(ly)	工作多了，工资也应该相应提高。 If there's more work, pay should go up to match.
不止	bùzhǐ	more than, not just	这样的问题不止一次了。 This isn't the first time this has happened.

pattern 说这说那: this and that

verb 这 verb 那

Say one verb twice, with 这 and then 那: 说这说那 "talk about this and that", 想这想那 "worry about everything", 买这买那 "buy all sorts". It usually suggests a bit too much: fussing, fretting or rambling.

妈妈总是担心这担心那。 **māma zǒngshì dānxīn zhè dānxīn nà** Mum is always worrying about something.

一到超市，孩子就要这要那。 **yí dào chāoshì háizi jiù yào zhè yào nà** As soon as they get to the supermarket, the kids want everything.

他净说这说那，正事一件也没做。 **tā jìng shuō zhè shuō nà zhèng shì yí jiàn yě méi zuò** He just talks about this and that and never gets anything done.

dialogue deadline day

manager liu 安娜，客户的答复来了吗？他们说今天下午截止。
Ānnà kèhù de dáfù lái le ma tāmen shuō jīntiān xiàwǔ jiézhǐ · Anna, has the client replied? They said this afternoon was the deadline.

anna 还没有。我上午发了邮件，附件里有报告和图表。
hái méiyǒu wǒ shàngwǔ fā le yóujiàn fùjiàn lǐ yǒu bàogào hé túbiǎo · Not yet. I sent the email this morning, with the report and charts attached.

manager liu 好。他们大都喜欢看图表，这样更清楚。
hǎo tāmen dàdū xǐhuan kàn túbiǎo zhèyàng gèng qīngchu · Good. They mostly like charts: it's clearer that way.

anna 客户问这问那，问题不止一个，有些事项我不太清楚，能当面向您汇报吗？
kèhù wèn zhè wèn nà wèntí bùzhǐ yí gè yǒuxiē shìxiàng wǒ bú tài qīngchu néng dāngmiàn xiàng nín huìbào ma · The client is asking about all sorts of things, and I'm not clear on some points. Can I report to you in person?

manager liu 当然。另外，老板刚传达了一个指示：这个项目不能再延期了。
dāngrán lìngwài lǎobǎn gāng chuándá le yí gè zhǐshì zhège xiàngmù bù néng zài yánqī le · Of course. Also, the boss has just passed down an instruction: this project can't be postponed again.

anna 可是期限只剩三天了，客户的反馈还没来。
kěshì qīxiàn zhǐ shèng sān tiān le kèhù de fǎnkuì hái méi lái · But there are only three days left, and we still don't have the client's feedback.

manager liu 那就主动打电话去征求他们的意见，别拖延。
nà jiù zhǔdòng dǎ diànhuà qù zhēngqiú tāmen de yìjiàn bié tuōyán · Then call them yourself and ask what they think. Don't wait.

anna 好的。我还有一个建议：以后每个项目都指定一个人跟客户联系。
hǎo de wǒ hái yǒu yí gè jiànyì yǐhòu měi gè xiàngmù dōu zhǐdìng yí gè rén gēn kèhù liánxì · OK. And I have a suggestion: from now on, each project names one person to deal with the client.

manager liu 好主意，我采纳了！工作多了，你的奖金也会相应增加。
hǎo zhǔyi wǒ cǎinà le gōngzuò duō le nǐ de jiǎngjīn yě huì xiāngyìng zēngjiā · Good idea, let's do it! And with more work, your bonus will go up to match.

anna 谢谢刘经理！那今天晚上我值班，顺便把档案也整理好。
xièxie Liújīnglǐ nà jīntiān wǎnshang wǒ zhíbān shùnbiàn bǎ dàngàn yě zhěnglǐ hǎo · Thank you! I'm on duty tonight, so I'll sort out the files while I'm at it.

write it trace the grey, then write your own

纳
nà
to accept

馈
kuì
to give

good to know · 汇报 is reporting up to a boss; to report news it's 报道. Hearing your boss say 向我汇报一下 means "give me an update". 答复 is a formal reply to a request; for an everyday answer use 回答 or 回复. 另 is also an adverb, "separately, in another way": 另有安排 "has other plans", 另想办法 "find another way", 另行通知 "will be announced separately".

Deadlines, replies, feedback: you can now get through a whole working day in Chinese.
Do this day interactively, with audio and games, free at **wishyou.today/learning**

day 38 teamwork

Talk about roles in a team, who leads and who helps, and describe an effort with 一番.

Teamwork talk is everywhere: meetings, project plans, and every job interview question about working with others.

words

word	pinyin	meaning	example
番	fān	a round, an effort (measure word)	经过一番努力，他终于成功了。 After a real effort, he finally succeeded.
分工	fēngōng	to divide the work	我们分工合作，一个|人写，一个|人画。 We split the work: one writes, one draws.
协调	xiétiáo	to coordinate; in harmony	她负责协调各个部门的工作。 She coordinates the work of all the departments.
协助	xiézhù	to assist	请协助王老师准备这次活动。 Please help Teacher Wang prepare the event.
辅助	fǔzhù	to assist; supporting	机器只能辅助医生，不能代替医生。 Machines can only assist doctors, not replace them.
助理	zhùlǐ	assistant	她是总经理的助理。 She's the general manager's assistant.
助手	zhùshǒu	helper	手机已经变成了我们生活中的好助手。 Phones have become our trusty helpers.
副	fù	deputy, vice-	他是我们公司的副{fu4-6}经理。 He's our company's deputy manager.
主管	zhǔguǎn	supervisor; to be in charge	我的主管人很好，从来不发脾气。 My supervisor is lovely and never loses her temper.
上级	shàngjí	superior, higher-up	这件事要先向上级汇报。 This has to be reported to your superior first.
代理	dàilǐ	to act for; agent	经理不在的时候，由她代理经理的工作。 When the manager is away, she stands in for him.
顾问	gùwèn	adviser, consultant	公司请了一位法律顾问。 The company has hired a legal adviser.
带领	dàilǐng	to lead	刘经理带领我们完成了这个项目。 Manager Liu led us through this project.
引导	yǐndǎo	to guide	好老师会引导学生自己思考。 Good teachers guide students to think for themselves.
激励	jīlì	to motivate	她的成功激励了很多年轻人。 Her success has motivated many young people.
服从	fúcóng	to obey, comply	少数服从多数。 The minority goes along with the majority.

职责	zhízé	duty, responsibility	保护病人的安全是医生的职责。 Keeping patients safe is a doctor's duty.
出力	chūlì	to pitch in, contribute	大家都为这次活动出力了。 Everyone did their bit for the event.
踏实	tāshi	steady, dependable; at ease	他工作很踏实，大家都信赖他。 He's a steady worker and everyone trusts him.
配备	pèibèi	to equip	每个教室都配备了电脑。 Every classroom is equipped with computers.
调动	diàodòng	to transfer (a post)	他下{=next}个月要调动到南方工作。 He's being transferred to the south next month.
巧妙	qiǎomiào	clever, ingenious	他巧妙地解决了这个问题。 He solved the problem cleverly.
恰当	qiàdàng	appropriate, fitting	你这个词用得很恰当。 You chose exactly the right word.
用处	yòngchù	use	这个东西有什么用处? What's this thing for?

pattern 一番: a round of effort

verb | 了 | 一番 | or 经过一番 | effort

番 counts rounds of effort or talk: 一番努力 "a real effort", 讨论了一番 "talked it through", 打扫了一番 "gave it a good clean". It is nearly always 一番, and it suggests the thing took time and care.

经理把我们的方案夸奖了一番。 **jīnglǐ bǎ wǒmen de fāngàn kuājiǎng le yì fān** The manager gave our plan a good bit of praise.

经过一番讨论，大家同意了他的意见。 **jīngguò yì fān tǎolùn dàjiā tóngyì le tā de yìjiàn** After some discussion, everyone agreed with him.

调动以前，他把工作仔细安排了一番。 **diàodòng yǐqián tā bǎ gōngzuò zǐxì ānpái le yì fān** Before his transfer, he carefully sorted out all his work.

dialogue the kick-off meeting

manager liu 今天的会主要是分工。我一再说过，这个项目很重要。周博士是我们的顾问。
jīntiān de huì zhǔyào shì fēngōng wǒ yízài shuō guo zhège xiàngmù hěn zhòngyào Zhōubóshì shì wǒmen de gùwèn · Today's meeting is about dividing the work. As I keep saying, this project matters. Dr Zhou is our adviser.

dr zhou 大家好。我负责辅助你们，把环保方面的知识讲清楚。
dàjiā hǎo wǒ fùzé fǔzhù nǐmen bǎ huánbǎo fāngmiàn de zhīshi jiǎng qīngchu · Hello, everyone. I'm here to support you and explain the environmental science.

manager liu 安娜，这次你代理项目主管，负责协调各个部门。
Ānnà zhè cì nǐ dàilǐ xiàngmù zhǔguǎn fùzé xiétiáo gègè bùmén · Anna, you'll be acting project lead this time, coordinating all the departments.

anna 我以前没当过主管，一时有点紧张。
wǒ yǐqián méi dāng guo zhǔguǎn yìshí yǒudiǎn jǐnzhāng · I've never been a lead before. I'm a bit nervous just now.

manager liu 别担心，我会一步步引导你。公司还会给你配备一个助理。
bié dānxīn wǒ huì yí bù bu yǐndǎo nǐ gōngsī hái huì gěi nǐ pèibèi yí gè zhùlǐ · Don't worry, I'll guide you step by step. And the company will give you an assistant.

dr zhou 我建议先给大家讲讲这个项目有什么用处，这样更能激励大家。
wǒ jiànyì xiān gěi dàjiā jiǎng jiang zhège xiàngmù yǒu shénme yòngchù zhèyàng gèng néng jīlì dàjiā · I suggest we first explain what the project is for. That will motivate people more.

anna 好主意！那谁负责向上级汇报？
hǎo zhǔyi nà shéi fùzé xiàng shàngjí huìbào · Good idea! And who reports to the higher-ups?

manager liu 我来，这是我的职责。大家有不同意见可以提，不用什么都服从我。
wǒ lái zhè shì wǒ de zhízé dàjiā yǒu bù tóng yìjiàn kěyǐ tí búyòng shénme dōu fúcóng wǒ · Me, that's my job. If you disagree, say so: you don't have to just obey me.

dr zhou 这个安排很巧妙，也很恰当，每个人都能出力。
zhège ānpái hěn qiǎomiào yě hěn qiàdàng měi gè rén dōu néng chūlì · That's a clever, sensible set-up: everyone gets to contribute.

anna 经过这一番讨论，我心里踏实多了。
jīngguò zhè yì fān tǎolùn wǒ xīnlǐ tāshi duō le · After this discussion, I feel much more settled.

write it trace the grey, then write your own

踏
tā
to step

good to know · 助理 is a job title (an assistant); 助手 is anyone or anything that helps you, even an app. Job titles with 副 are deputies: 副经理, 副教授 associate professor, 副校长 deputy head.

You can now talk about who does what in a team, and give credit for a real effort with 一番.
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day 39 plans and reviews

Talk about plans, progress and performance reviews, and grumble about bad timing.

Plans, progress reports and the year-end review are part of every job, and of every catch-up with working friends.

words

word	pinyin	meaning	example
策划	cèhuà	to plan (an event or campaign)	这次活动是由她策划的。 This event was planned by her.
规划	guīhuà	plan, planning	你对未来有什么规划? What are your plans for the future?
筹备	chóubèi	to prepare, organise	我们正在筹备一个大型展览。 We're organising a big exhibition.
定位	dìngwèi	positioning; to locate	这个产品的定位是年轻人。 This product is aimed at young people.
流程	liúchéng	process, procedure	新员工要先了解公司的工作流程。 New staff first need to learn how things work at the company.
进度	jìndù	progress, schedule	项目|的进度比计划慢了一点。 The project is a little behind schedule.
进展	jìnzhǎn	progress; to make headway	双方的合作有了新的进展。 There's been new progress in the partnership.
成效	chéngxiào	results, effect	新方法很快就有了成效。 The new method soon got results.
评估	pínggū	to assess, evaluate	我们需要评估这个计划的风险。 We need to assess the risks of this plan.
考核	kǎohé	to appraise (performance)	每个员工年底都要接受考核。 Every employee has an appraisal at the end of the year.
年度	niándù	year (annual)	这是我们公司的年度报告。 This is our company's annual report.
年终	niánzhōng	year-end	公司年终会给大家发奖金。 The company pays everyone a year-end bonus.
工地	gōngdì	building site	工地上的工人每天都很辛苦。 The workers on the building site work hard every day.
高层	gāocéng	senior management; high-rise	这个决定是公司高层做的。 This decision was made by senior management.
会计	kuàijì	accountant, accounting	她在一家{=(measure word)}公司当会计。 She's an accountant at a company.
首要	shǒuyào	first, chief	安全是首要的问题。 Safety comes first.

优先	yōuxiān	to have priority	老人和孩子可以优先上车。 Older people and children can board first.
正规	zhèngguī	proper, regular	一定要去正规的医院看病。 Always see a doctor at a proper hospital.
中等	zhōngděng	medium, average	他个子中等，不胖不瘦。 He's of medium height, neither fat nor thin.
一流	yīliú	first-class	这家{=(measure word)}酒店的服务是一流的。 The service at this hotel is first-class.
预料	yùliào	to predict; expectation	结果跟我们预料的一样。 The result was just what we expected.
料	liào	to expect, guess	我早就料{liao4-2}到他会迟到。 I knew he'd be late.
加以	jiāyǐ	to deal with (formal)	这些问题需要加以解决。 These problems need to be dealt with.
益处	yìchù	benefit	每天运动对身体有很多益处。 Daily exercise does your body a lot of good.
易于	yìyú	easy to	这种方法简单，易于操作。 This method is simple and easy to use.

pattern 早不…晚不…: of all the times!

早不 X ，晚不 X ，就 + the worst moment

早不X，晚不X complains about bad timing: "it didn't X earlier, it didn't X later…". Then 就 (or 正好) names the awkward moment it chose. Use the same verb in both halves. You met it on day 20.

他早不来晚不来，就在我们要走的时候来了。 **tā zǎo bu lái wǎn bù lái jiù zài wǒmen yào zǒu de shíhou lái le** Of all times, he turned up just as we were leaving.

手机早不响晚不响，就在开会的时候响了。 **shǒujī zǎo bù xiǎng wǎn bù xiǎng jiù zài kāihuì de shíhou xiǎng le** My phone had to ring right in the middle of the meeting.

工地上的机器早不停晚不停，就在最忙的时候停了。 **gōngdì shàng de jīqì zǎo bù tíng wǎn bù tíng jiù zài zuì máng de shíhou tíng le** The machines on the site broke down at the busiest moment.

dialogue the year-end review

manager liu 安娜，今天是你的年度考核。先说说你今年负责的项目吧。
Ānnà jīntiān shì nǐ de niándù kǎohé xiān shuō shuo nǐ jīnnián fùzé de xiàngmù ba · Anna, it's your annual review today. Start with the projects you ran this year.

anna 好的。今年我主要策划了两个项目。第一个进展很顺利，第二个的进度慢了一点。
hǎo de jīnnián wǒ zhǔyào cèhuà le liǎng gè xiàngmù dì yī gè jìnzhǎn hěn shùnlì dì èr gè de jìndù màn le yìdiǎn · OK. I planned two main projects this year. The first went smoothly; the second is a little behind.

manager liu 为什么慢了？
wèi shénme màn le · Why is it behind?

anna 客户的要求一直在变，这是我们没有预料到的。
kèhù de yāoqiú yìzhí zài biàn zhè shì wǒmen méiyǒu yùliào dào de · The client kept changing what they wanted, which we hadn't foreseen.

manager liu 我早就料到会这样。不过你处理得很好，项目的成效大家都看到了。
wǒ zǎo jiù liào dào huì zhèyàng búguò nǐ chǔlǐ de hěn hǎo xiàngmù de chéngxiào dàjiā dōu kàn dào le · I expected as much. But you handled it well: everyone has seen the results.

anna 谢谢！明年我想让工作流程更正规一点，先评估风险，再加以安排。
xièxie míngnián wǒ xiǎng ràng gōngzuò liúchéng gèng zhèngguī yìdiǎn xiān pínggū fēngxiǎn zài jiāyǐ ānpái · Thank you! Next year I'd like our process to be more structured: assess the risks first, then plan.

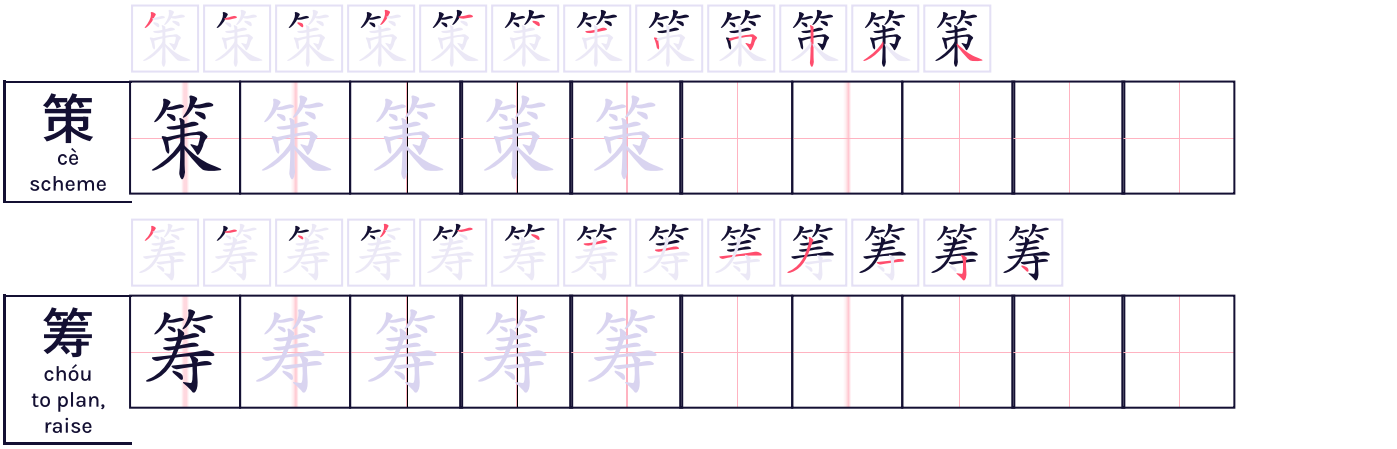
manager liu 这个想法不错。公司高层也说，明年要把客户放在首要位置。
zhège xiǎngfǎ búcuò gōngsī gāocéng yě shuō míngnián yào bǎ kèhù fàng zài shǒuyào wèizhì · Good thinking. Senior management also says clients come first next year.

anna 那我们产品的定位要不要改？
nà wǒmen chǎnpǐn de dìngwèi yào búyào gǎi · So should we change who our product is aimed at?

manager liu 未必要改。先筹备一个小测试，有了数据再说。
wèibì yào gǎi xiān chóubèi yí gè xiǎo cèshì yǒu le shùjù zàishuō · Not necessarily. Let's set up a small test first and decide when we have data.

anna 明白了。这样做易于发现问题，对公司也有益处。
míngbai le zhèyàng zuò yìyú fāxiàn wèntí duì gōngsī yě yǒu yìchù · Understood. That makes problems easier to spot, and it's good for the company.

write it trace the grey, then write your own



good to know · In 会计 kuàijì, 会 is read kuài. It's one of the few words where 会 isn't huì. Many Chinese companies pay a 年终奖 year-end bonus before Spring Festival, so people can go home with gifts.

You can now sit a performance review in Chinese, and make it sound like you planned it all along.
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day 40 mission: the job interview

Chinese HSK 6 in 90 days
unit 5 · school & work

Follow a five-part story about applying for an internship, using the school and work words of unit 5.

An interview pulls together everything from this unit: studies, strengths, teamwork, plans and deadlines.

chapter 1 the job notice

little sister 安娜，听说你们公司在招实习生？
Ānnà tīngshuō nǐmen gōngsī zài zhāo shíxíshēng · Anna, I hear your company is recruiting interns?

anna 对，人事部门刚发了招聘通知，我念给你听。
duì rénshì bùmén gāng fā le zhāopìn tōngzhī wǒ niàn gěi nǐ tīng · Yes, HR has just put out a job notice. I'll read it to you.

anna 本公司是一家正规的环保公司，现在招收暑假实习生三名。
běn gōngsī shì yì jiā zhèngguī de huánbǎo gōngsī xiànzài zhāoshōu shǔjià shíxíshēng sān míng · (reading) "We are a properly established environmental company, now taking on three summer interns."

anna 实习岗位：项目助理。主要职责是协助项目主管处理日常事务。
shíxí gǎngwèi xiàngmù zhùlǐ zhǔyào zhízé shì xiézhù xiàngmù zhǔguǎn chǔlǐ rìcháng shìwù · "Post: project assistant. Main duties: assisting the project supervisor with day-to-day business."

little sister 这个职位要求特定的专业吗？
zhège zhíwèi yāoqiú tèdìng de zhuānyè ma · Does the position require a particular major?

anna 不要求。你听：高等学校在读学生都可以申请，本科、专科、文科、理科都可以。
bù yāoqiú nǐ tīng gāoděng xuéxiào zài dú xuéshēng dōu kěyǐ shēnqǐng běnkē zhuānkē wénkē lǐkē dōu kěyǐ · No. Listen: "Open to all students now at institutions of higher education: degree or vocational college, arts or sciences."

anna 面试分书面和口头两部分，有相关经验者优先。
miànshì fēn shūmiàn hé kǒutóu liǎng bùfen yǒu xiāngguān jīngyàn zhě yōuxiān · "The interview has a written part and an oral part. Applicants with relevant experience will be given priority."

anna 实习结束时对表现加以考核，福利和正式职员一样。
shíxí jiéshù shí duì biǎoxiàn jiāyǐ kǎohé fúlì hé zhèngshì zhíyuán yíyàng · "At the end of the internship, performance will be appraised. Benefits are the same as for regular staff."

anna 报名期限：本周五，不得延期。
bàomíng qīxiàn běn zhōu wǔ bùdé yánqī · "Deadline for applications: this Friday. No extensions."

little sister 才三个名额？求职的人肯定不止一百个。
cái sān gè míngé qiúzhí de rén kěndìng bùzhǐ yìbǎi gè · Only three places? There must be more than a hundred people applying.

anna 人多也好，人少也好，机遇来了就要抓住。
rén duō yěhǎo rén shǎo yěhǎo jīyù lái le jiù yào zhuāzhù · Lots of people or only a few, when an opportunity comes along, you grab it.

anna 而且下半年还要做年度评估，项目进展得快，我们正缺人手。
érqiě xiàbànnián hái yào zuò niándù pínggū xiàngmù jìnzhǎn de kuài wǒmen zhèng quē rénshǒu · Besides, there's the annual review in the second half of the year, and the project is moving fast. We're short of hands.

chapter 2 the cv

little sister 我把简历写好了，可是左看右看，总觉得不够好。
wǒ bǎ jiǎnlì xiě hǎo le kěshì zuǒ kàn yòu kàn zǒng juéde búgòu hǎo · I've written my CV, but I keep looking it over and it never seems good enough.

anna 我看看……你的必修科目成绩都很优异，可是特长写得太少了。
wǒ kàn kan nǐ de bìxiū kēmù chéngjì dōu hěn yōuyì kěshì tècháng xiě de tài shǎo le · Let me see… your grades in the compulsory subjects are all excellent, but you've written very little about your strengths.

little sister 我是理科生，不过还选修了陈教授开设的历史课。这个也要写吗？
wǒ shì lǐkē shēng búguò hái xuǎnxiū le Chénjiàoshòu kāishè de lìshǐ kè zhège yě yào xiě ma · I'm a science student, but I also took Professor Chen's history course as an elective. Should I put that in too?

anna 要写。课程本身不重要，重要的是说明你好学。
yào xiě kèchéng běnshēn bú zhòngyào zhòngyào de shì shuōmíng nǐ hàoxué · Yes. The course itself doesn't matter; what matters is that it shows you're eager to learn.

little sister 陈教授很有学问。我还帮他整理过书籍，做了一份目录。
Chénjiàoshòu hěn yǒu xuéwen wǒ hái bāng tā zhěnglǐ guo shūjí zuò le yí fèn mùlù · Professor Chen is very learned. I also helped him sort out his books and made a catalogue.

little sister 我周末给中学生做补习辅导，这也算是兼职经验吗？
wǒ zhōumò gěi zhōngxuéshēng zuò bǔxí fǔdǎo zhè yě suànshì jiānzhí jīngyàn ma · At weekends I tutor secondary-school students. Does that count as part-time work experience?

anna 当然算！带孩子要有耐心，还要讲纪律。
dāngrán suàn dài háizi yào yǒu nàixīn hái yào jiǎng jìlǜ · Of course it does! Working with kids takes patience, and discipline too.

little sister 我还在少儿夏令营给学员讲解过初等数学。
wǒ hái zài shàoér xiàlìngyíng gěi xuéyuán jiǎngjiě guo chūděng shùxué · I also taught elementary maths to the campers at a children's summer camp.

anna 那你要写清楚：你怎么把枯燥的难点讲得有意思。
nà nǐ yào xiě qīngchu nǐ zěnme bǎ kūzào de nándiǎn jiǎng de yǒu yìsi · Then spell it out: how you make dry, difficult points interesting.

little sister 我一般先示范一遍，再耐心解答他们的问题。
wǒ yìbān xiān shìfàn yí biàn zài nàixīn jiědá tāmen de wèntí · I usually demonstrate once first, then patiently answer their questions.

anna 这个办法很巧妙，这就是你的才能！
zhège bànfǎ hěn qiǎomiào zhè jiùshì nǐ de cáinéng · That's a clever method, and that's exactly your talent!

anna 简历要短，易于阅读。截止日期是周五，别拖延。
jiǎnlì yào duǎn yìyú yuèdú jiézhǐ rìqī shì zhōu wǔ bié tuōyán · Keep the CV short and easy to read. The deadline is Friday, so don't put it off.

chapter 3 the practice interview

xiaoming 我来演刘经理！请先做一个简单的自我介绍。
wǒ lái yǎn Liújīnglǐ qǐng xiān zuò yí gè jiǎndān de zìwǒ jièshào · I'll play Manager Liu! Please start with a short introduction.

little sister 大家好，我叫……哥哥，不许笑！
dàjiā hǎo wǒ jiào gēge bùxǔ xiào · Hello everyone, my name is... Don't you dare laugh!

xiaoming 瞧你紧张的！面试的人未必都很严厉，放松点。
qiáo nǐ jǐnzhāng de miànshì de rén wèibì dōu hěn yánlì fàngsōng diǎn · Look how nervous you are! Interviewers aren't necessarily strict. Relax a bit.

little sister 好吧。我在北京一所大学念书，学的是理科。
hǎo ba wǒ zài Běijīng yì suǒ dàxué niànshū xué de shì lǐkē · OK. I study science at a university in Beijing.

little sister 我做事踏实、细致，学习用功，也很自律。
wǒ zuò shì tāshi xìzhì xuéxí yònggōng yě hěn zìlǜ · I'm dependable and careful in what I do, I work hard at my studies, and I'm self-disciplined.

xiaoming 你毕业以后打算升学还是工作?
nǐ bìyè yǐhòu dǎsuàn shēngxué háishi gōngzuò · After you graduate, do you plan to go on studying or to work?

little sister 先工作两年，积累经验，以后再读一个更高的学位。
xiān gōngzuò liǎng nián jīlěi jīngyàn yǐhòu zài dú yí gè gèng gāo de xuéwèi · Work for two years first and build up experience, then study for a higher degree later.

xiaoming 如果上级的决定不对，你会怎么办?
rúguǒ shàngjí de juédìng bú duì nǐ huì zěnme bàn · What would you do if your superior made the wrong decision?

little sister 上级说的未必都对。我会先讲我的想法，定了以后就服从。
shàngjí shuō de wèibì dōu duì wǒ huì xiān jiǎng wǒ de xiǎngfǎ dìng le yǐhòu jiù fúcóng · What a superior says isn't necessarily always right. I'd give my view first, and once it's decided, I'd go along with it.

xiaoming 回答得很恰当，可是你说这说那的，太长了！
huídá de hěn qiàdàng kěshì nǐ shuō zhè shuō nà de tài cháng le · A fitting answer, but you go on about this and that. It's too long!

little sister 哥哥，你别教训我了！我已经精心准备了一个星期。
gēge nǐ bié jiàoxùn wǒ le wǒ yǐjīng jīngxīn zhǔnbèi le yí gè xīngqī · Stop lecturing me! I've been preparing carefully for a whole week.

xiaoming 好好好。我再三提醒你：到时候千万别马虎。
Hǎohǎohǎo wǒ zàisān tíxǐng nǐ dào shíhou qiānwàn bié mǎhu · OK, OK. I'll say it one more time: don't get careless on the day.

chapter 4 the real thing

manager liu 欢迎！你的导师推荐了你。说说，为什么想来我们公司实习？
huānyíng nǐ de dǎoshī tuījiàn le nǐ shuō shuo wèi shénme xiǎng lái wǒmen gōngsī shíxí · Welcome! Your tutor recommended you. So tell me: why do you want to intern with us?

little sister 你们的定位很清楚：做一流的环保公司。在这里实习，对我很有益处。
nǐmen de dìngwèi hěn qīngchu zuò yìliú de huánbǎo gōngsī zài zhèlǐ shíxí duì wǒ hěn yǒu yìchù · Your positioning is very clear: to be a first-class environmental company. Interning here would do me a lot of good.

manager liu 我从业十几年了，同行都说我们要求高。你怕不怕？
wǒ cóngyè shí jǐ nián le tónghán dōu shuō wǒmen yāoqiú gāo nǐ pà bu pà · I've worked in this business for over ten years, and people in the trade all say we're demanding. Does that scare you?

little sister 不怕。我现在只是中等水平，但是我愿意下功夫，也想为团队出力。
bú pà wǒ xiànzài zhǐ shì zhōngděng shuǐpíng dànshì wǒ yuànyì xià gōngfu yě xiǎng wèi tuánduì chūlì · No. I'm only average right now, but I'm willing to put in the effort, and I want to do my part for the team.

manager liu 好。我们用人，首要的是看潜力。你对未来有什么规划？
hǎo wǒmen yòngrén shǒuyào de shì kàn qiánlì nǐ duì wèilái yǒu shénme guīhuà · Good. When we hire, the first thing we look at is potential. What are your plans for the future?

little sister 先打好基础，抓住时机，以后做一个对社会有用的人。
xiān dǎ hǎo jīchǔ zhuāzhù shíjī yǐhòu zuò yí gè duì shèhuì yǒuyòng de rén · Build a solid foundation first, seize the right moment, and later be someone useful to society.

manager liu 安娜是这个项目的代理主管，你主要协助她。
Ānnà shì zhège xiàngmù de dàilǐ zhǔguǎn nǐ zhǔyào xiézhù tā · Anna is the acting supervisor on this project, and you'd mainly assist her.

dr zhou 我是项目的顾问。我们分工很明确，你主要做辅助工作。
wǒ shì xiàngmù de gùwèn wǒmen fēngōng hěn míngquè nǐ zhǔyào zuò fǔzhù gōngzuò · I'm the project's adviser. The work is clearly divided, and you'd mainly do support work.

dr zhou 比如整理档案、做图表，有时候还要跟我去工地。
bǐrú zhěnglǐ dàngàn zuò túbiǎo yǒu shíhou hái yào gēn wǒ qù gōngdì · Things like keeping the files in order and making charts, and sometimes coming with me to the building site.

little sister 我会做图表！以前帮陈教授筹备研讨会，做过很多。
wǒ huì zuò túbiǎo yǐqián bāng Chénjiàoshòu chóubèi yántǎo huì zuò guo hěn duō · I can do charts! I made lots of them when I helped Professor Chen organise a seminar.

manager liu 很好。我们很重视听取年轻人的意见，好的建议一定采纳。
hěn hǎo wǒmen hěn zhòngshì tīngqǔ niánqīng rén de yìjiàn hǎo de jiànyì yídìng cǎinà · Very good. We make a point of listening to young people's views, and we always adopt good suggestions.

manager liu 实习的薪水不高，但是你会学到很多。一个星期内给你答复。
shíxí de xīnshui bù gāo dànshì nǐ huì xué dào hěn duō yí gè xīngqī nèi gěi nǐ dáfù · The pay isn't high, but you'll learn a lot. We'll give you an answer within a week.

chapter 5 good news

little sister 一个星期了，怎么还没有消息？我左等右等，急死了。
yí gè xīngqī le zěnme hái méiyǒu xiāoxi wǒ zuǒ děng yòu děng jí sǐ le · It's been a week, and still no news. I've waited and waited, I'm going crazy.

ms zhang 没录用也好，暑假在家好好休息。
méi lùyòng yěhǎo shǔjià zài jiā hǎohǎo xiūxi · If you don't get it, that's fine too. You can have a proper rest this summer.

little sister 电话！是人事部门……我被录用了！下个月一号上班！
diànhuà shì rénshì bùmén wǒ bèi lùyòng le xià gè yuè yī hào shàngbān · The phone! It's HR... I got it! I start on the first of next month!

xiaoming 我早就预料到了！经过一番努力，总算成功了！
wǒ zǎo jiù yùliào dào le jīngguò yì fān nǔlì zǒngsuàn chénggōng le · I saw it coming! All that effort, and you finally did it!

ms zhang 你哥哥一再说你能行，果然没错。
nǐ gēge yízài shuō nǐ néng xíng guǒrán méi cuò · Your brother kept saying you could do it, and he was right.

ms zhang 我的女儿真上进！这支钢笔是我毕业典礼上收到的，送给你。
wǒ de nǚér zhēn shàngjìn zhè zhī gāngbǐ shì wǒ bìyè diǎnlǐ shàng shōudào de sòng gěi nǐ · My daughter, always going places! I was given this fountain pen at my graduation ceremony. It's yours now.

little sister 谢谢妈妈！人事部门还发来了一封邮件，我念给你们听。
xièxie māma rénshì bùmén hái fā lái le yì fēng yóujiàn wǒ niàn gěi nǐmen tīng · Thank you, Mum! HR has sent an email too. I'll read it to you.

little sister 欢迎加入！公司会为你配备电脑和文具，请看附件里的注意事项。
huānyíng jiārù gōngsī huì wèi nǐ pèibèi diànnǎo hé wénjù qǐng kàn fùjiàn lǐ de zhùyì shìxiàng · (reading) "Welcome aboard! The company will provide you with a computer and stationery. Please see the points to note in the attachment."

little sister 每天上午九点前打卡，周末不用值班。每周五向主管汇报工作进度。
měi tiān shàngwǔ jiǔ diǎn qián dǎkǎ zhōumò búyòng zhíbān měi zhōu wǔ xiàng zhǔguǎn huìbào gōngzuò jìndù · "Clock in before nine every morning; no weekend duty. Every Friday, report on your progress to your supervisor."

little sister 公司已为你指定一位导师，带领你熟悉工作流程。
gōngsī yǐ wèi nǐ zhǐdìng yí wèi dǎoshī dàilǐng nǐ shúxi gōngzuò liúchéng · "The company has assigned you a mentor, who will guide you through how things work."

little sister 上班第一天，刘经理另有安排，由周博士接待你。
shàngbān dì yī tiān Liújīnglǐ lìng yǒu ānpái yóu Zhōubóshì jiēdài nǐ · "On your first day, Manager Liu has other commitments, so Dr Zhou will welcome you."

little sister 谢谢大家！特别是安娜和哥哥，你们是我的榜样。
xièxie dàjiā tèbié shì Ānnà hé gēge nǐmen shì wǒ de bǎngyàng · Thank you, everyone! Especially Anna and you: you're my role models.

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