wishyou.today learning

day 52 skills and training

Chinese TOCFL C in 142 days
unit 8 · the workplace

Talk about skills, training and interns, and say something happens as usual, or all the same, with 照例, 照樣 and 照常.

Every workplace runs on routines, and on people who carry on regardless: these three words describe both.

words

word	pinyin	meaning	example
推出	tuīchū	launch, bring out	這家公司每年都推出新的手機。 This company brings out a new phone every year.
技能	jìnéng	skill	學一門技能，到哪裡都找得到工作。 Learn a skill and you can find work anywhere.
實習	shíxí	do an internship, train on the job	她暑假在一家設計公司實習。 She's doing a summer internship at a design company.
注重	zhùzhòng	pay attention to, stress	這家餐廳很注重品質。 This restaurant takes quality very seriously.
獎勵	jiǎnglì	reward, encourage (with a prize)	公司會獎勵表現好的員工。 The company rewards staff who do well.
賞	shǎng	reward, grant; enjoy (the view)	中秋節晚上，大家一起在公園賞月。 On the evening of the Mid-Autumn Festival, everyone admires the moon together in the park.
促使	cùshǐ	spur, drive, prompt	是什麼促使你決定學中文？ What made you decide to learn Chinese?
縮小	suōxiǎo	shrink, narrow	我們要縮小跟對手的差距。 We need to close the gap with our competitors.
培訓	péixùn	train (staff)	新員工要先培訓兩個星期。 New staff have two weeks of training first.
擅長	shàncháng	be good at	她很擅長跟客戶溝通。 She's very good at talking to clients.
承擔	chéngdān	bear, take on (a cost, duty)	這個錯是我造成的，我會承擔責任。 I caused this mistake, and I'll take responsibility.
開展	kāizhǎn	launch, get going (an activity)	學校下個月開展一個閱讀活動。 Next month the school is starting a reading campaign.
批准	pīzhǔn	approve	經理批准了我的假。 The manager approved my leave.
提升	tíshēng	raise, improve	多讀書可以提升寫作能力。 Reading more improves your writing.
協議	xiéyì	agreement; agree on	兩家公司簽了合作協議。 The two companies signed a cooperation agreement.
優勢	yōushì	advantage, edge	會說三種語言是你最大的優勢。 Speaking three languages is your biggest advantage.
掙	zhèng	earn (by hard work)	他一個月掙的錢，只夠付房租。 What he earns in a month only just covers the

			rent.
公務員	gōngwùyuán	civil servant	我爸爸當了三十年的公務員。 My dad was a civil servant for thirty years.
難度	nándù	difficulty (level)	這次考試的難度比上次高。 This exam is harder than the last one.
深度	shēndù	depth	這篇報導很有深度。 This report has real depth.
照樣	zhàoyàng	all the same, as before	下大雨，他照樣騎機車上班。 It was pouring, but he rode his scooter to work all the same.
拋	pāo	throw, toss; leave behind	他把問題拋給了我，自己就走了。 He tossed the problem over to me and just left.
照例	zhàolì	as usual, as is the custom	照例，年底公司都會辦|尾牙{==year-end party}。 As usual, the company holds a year-end party at the end of every year.

pattern 照例 / 照樣 / 照常: as usual, all the same

照例 / 照常 routine · despite X, 照樣 + verb

照 means “according to”. 照例 is “as is the custom”: something that happens every time (照例，年底辦尾牙). 照常 is “as normal”, often for business going on as usual (醫院照常上班). 照樣 is “all the same”: something changed, but the person carries on anyway (下大雨，他照樣去跑步).

照例，年底公司都會辦尾牙。 **zhàolì nián dǐ gōngsī dōu huì bàn wěiyá** As usual, the company holds a year-end party at the end of every year.

醫生叫他少喝咖啡，他照樣一天三杯。 **yīshēng jiào tā shǎo hē kāfēi tā zhàoyàng yì tiān sān bēi** The doctor told him to cut down on coffee, and he still has three cups a day.

明天放颱風假，可是醫院照常上班。 **míngtiān fàng táifēng jià kěshì yīyuàn zhàocháng shàngbān** Tomorrow is a typhoon day off, but the hospitals are open as normal.

dialogue monday meeting

manager li 早。照例，星期一我們先開個短會。今天有兩件事。
zǎo zhàolì xīngqíyī wǒmen xiān kāi ge duǎn huì jīntiān yǒu liǎng jiàn shì · Morning. As usual, a quick meeting on Monday first. Two things today.

manager li 第一，公司開展了一項新的培訓活動，教大家做影片，下個月開第一期，是八堂課的密集課程。結業的人，公司會獎勵。現在很多客戶推出新產品的時候，都希望有一段短影片，不只是海報。我們要是不會做，這些工作就都給別人做了。
dì yī gōngsī kāizhǎn le yí xiàng xīn de péixùn huódòng jiāo dàjiā zuò yǐngpiàn xià ge yuè kāi dì yī qí shì bā táng kè de mìjí kèchéng jiéyè de rén gōngsī huì jiǎnglì xiànzài hěn duō kèhù tuīchū xīn chǎnpǐn de shíhòu dōu xīwàng yǒu yí duàn duǎn yǐngpiàn bù zhǐshì hǎibào wǒmen yàoshì bú huì zuò zhèxiē gōngzuò jiù dōu gěi biérén zuò le · One: the company has launched a new training scheme in video-making, and the first group starts next month: an intensive course of eight classes. Anyone who completes it gets a reward. These days, when lots of clients launch a new product, they want a short video, not just a poster. If we can't make one, all that work goes to someone else.

david 經理，培訓的費用誰承擔？
jīnglǐ péixùn de fèiyòng shéi chéngdān · Who pays for the training?

manager li 公司全部承擔，我已經批准了。現在客戶越來越注重影片，我們得提升這方面的技能，縮小跟大公司的差距。
gōngsī quánbù chéngdān wǒ yǐjīng pīzhǔn le xiànzài kèhù yuèláiyuè zhùzhòng yǐngpiàn wǒmen děi tíshēng zhè fāngmiàn de jìnéng suōxiǎo gēn dà gōngsī de chājù · The company pays for all of it: I've already approved it. Clients care more and more about video, so we need to raise our skills there and close the gap with the big firms.

anna 課程的難度高嗎？我晚上還要上寫作課，還有一大堆習題。
kèchéng de nándù gāo ma wǒ wǎnshàng hái yào shàng xiězuò kè háiyǒu yí dà duī xítí · Is the course hard? I still have my writing class in the evenings, and a pile of exercises too.

manager li 有一點難度，不過不會太難。授課的是一位做影片的前輩，你不妨先旁聽第一堂，覺得太難再說。
yǒuyìdiǎn nándù búguò bú huì tài nán shòukè de shì yí wèi zuò yǐngpiàn de qiánbèi nǐ bùfáng xiān pángtīng dì yī táng juéde tài nán zàishuō · It's a bit challenging, but not too hard. The teacher is an old hand at video-making. Why not sit in on the first class and see?

anna 好，我先去旁聽，回家再溫習。
hǎo wǒ xiān qù pángtīng huí jiā zài wēnxí · OK, I'll sit in first and go over it at home.

manager li 第二，下星期有一個大學生來我們這裡實習三個月。大衛，你負責帶他。
dì èr xià xīngqí yǒu yí ge dàxuéshēng lái wǒmen zhèlǐ shíxí sān ge yuè Dàwèi nǐ fùzé dài tā · Two: next week a university student is coming to do a three-month internship with us. David, you're in charge of looking after him.

david 我？我已經忙到週末都不能去賞花的地步了！
wǒ wǒ yǐjīng máng dào zhōumò dōu bù néng qù shǎng huā de dìbù le · Me? I'm already so busy I can't even go and see the flowers at the weekend!

manager li 你最擅長跟人溝通，這是你的優勢。何況教別人，自己也學得到東西。
nǐ zuì shàncháng gēn rén gōutōng zhè shì nǐ de yōushì hékuàng jiāo biérén zìjǐ yě xué de dào dōngxi · You're the best of us at dealing with people: that's your strength. And besides, teaching others, you learn things yourself.

david 好吧，那我特地為他做一本手冊，再帶他去客戶那裡實地觀摩。
hǎo ba nà wǒ tèdì wèi tā zuò yì běn shǒucè zài dài tā qù kèhù nàlǐ shídì guānmó · OK, then I'll make a handbook specially for him, and take him to a client to watch and learn on the spot.

manager li 很好。帶新人，身教比什麼都重要。
hěn hǎo dài xīn rén shēnjiào bǐ shénme dōu zhòngyào · Good. With newcomers, setting an example matters more than anything.

write it trace the grey, then write your own

摩
mó
rub

康
kāng
healthy

肺
fèi
lung

炎
yán
inflammation

額
é
quota, amount

good to know · 尾牙 is the year-end party Taiwan companies throw before the Lunar New Year, often with a big dinner and a lucky draw. 颱風假 is a typhoon day off: local governments announce the night before whether schools and offices close. Hospitals and the MRT usually run as normal.

You can talk about skills, training and interns, and describe the people who carry on as usual, whatever the weather.
Do this day interactively, with audio and games, free at **wishyou.today/learning**

wishyou.today learning

day 53 duties and deadlines

Chinese TOCFL C in 142 days
unit 8 · the workplace

Talk about duties, posts and deadlines, and use written 何: 談何容易 (easier said than done), 有何 and 何在.

Deadlines and who-does-what fill every working week, and 談何容易 is the line every Taiwanese office worker reaches for.

words

word	pinyin	meaning	example
增進	zēngjìn	enhance, promote (understanding)	一起吃飯可以增進同事之間的感情。 Eating together brings colleagues closer.
用途	yòngtú	use, purpose	這個盒子的用途很多。 This box has lots of uses.
建造	jiànzào	build, construct	這座橋是一百年前建造的。 This bridge was built a hundred years ago.
成員	chéngyuán	member	我們團隊有五個成員。 There are five members in our team.
養老	yǎnglǎo	retirement, old-age (care)	爺爺住在一家很舒服的養老院。 Grandpa lives in a very comfortable retirement home.
兼職	jiānzhí	have a second job, part-time	她白天上班，晚上在補習班兼職。 She works by day and has a part-time job at a cram school in the evenings.
潛力	qiánlì	potential	這個年輕人很有潛力。 This young person has a lot of potential.
職務	zhíwù	post, position and its duties	他在公司擔任什麼職務？ What position does he hold at the company?
事務	shìwù	affairs, matters (of work)	經理不在，公司的事務由她處理。 While the manager's away, she handles the company's affairs.
拖延	tuōyán	delay, put off	別再拖延了，今天就把報告寫完。 Stop putting it off: finish the report today.
職責	zhízé	duty, responsibility	保護病人是醫生的職責。 Protecting patients is a doctor's duty.
導致	dǎozhì	lead to, result in	睡眠不足會導致很多健康問題。 Not getting enough sleep can lead to lots of health problems.
上進	shàngjìn	eager to improve, driven	他是一個很上進的年輕人。 He's a very driven young man.
崗位	gǎngwèi	post, station (at work)	每個人都要守好自己的崗位。 Everyone needs to do their own job properly.
採納	cǎinà	adopt, accept (a suggestion)	經理採納了我的建議。 The manager took up my suggestion.

答覆	dáfù	reply (formally)	我們會在三天內答覆您。 We'll get back to you within three days.
圖表	túbiǎo	chart, graph	用圖表說明比較清楚。 It's clearer to explain with a chart.
值班	zhíbān	be on duty	今天晚上輪到我值班。 It's my turn to be on duty tonight.
協調	xiétiáo	coordinate; well-matched	他負責協調各部門的工作。 He coordinates the work of the different departments.
引導	yǐndǎo	guide, lead	好老師會引導學生自己找答案。 Good teachers guide students to find answers for themselves.
增強	zēngqiáng	strengthen, boost	多運動可以增強體力。 Exercising more builds up your stamina.
啟發	qǐfā	inspire, enlighten	這本書給了我很多啟發。 This book really got me thinking.
何在	hézài	where is (written)	問題到底何在？ So where exactly does the problem lie?
談何容易	tánhéróngyì	easier said than done	四個星期完成整套設計？談何容易！ A whole set of designs in four weeks? Easier said than done!

pattern 談何容易; 有何 / 何在: written 何 (what, where)

task 談何容易 · 有何 + noun? · noun + 何在?

何 is the written "what, where". 談何容易 ("talk of how easy?") means "easier said than done". 有何 is 有什麼: 有何不同? (what's the difference?), 有何不可? (why not?). 何在 is 在哪裡 and comes after the noun: 問題何在? 意義何在? It all sounds crisp and a little formal, perfect for meetings.

一個人要負責所有的事務？談何容易！ **yí ge rén yào fùzé suǒyǒu de shìwù tánhéróngyì** One person in charge of everything? Easier said than done!

你們兩個人的看法有何不同？ **nǐmen liǎng ge rén de kànfǎ yǒu hé bùtóng** How do your two views differ?

每天加班到半夜，這樣工作的意義何在？ **měi tiān jiābān dào bànyè zhèyàng gōngzuò de yìyì hézài** Working overtime till midnight every day: what's the point of working like this?

dialogue four weeks

manager li 好消息，我們拿到一個新客戶。他們在臺北建造一家養老院，明年一月開門，要我們設計招牌、海報、指示牌什麼的。

hǎo xiāoxí wǒmen ná dào yí ge xīn kèhù tāmen zài Táiběi jiànzào yì jiā yǎnglǎo yuàn míngnián yī yuè kāi mén yào wǒmen shèjì zhāopái hǎibào zhǐshì pái shénme de · Good news: we've landed a new client. They're building a retirement home in Taipei that opens next January, and they want us to design the signboard, posters, direction signs, all that.

anna 指示牌的用途是引導老人家找到路，字一定要大，顏色要清楚。希望客戶會採納我們的意見。

zhǐshì pái de yòngtú shì yǐndǎo lǎorénjia zhǎo dào lù zì yídìng yào dà yánsè yào qīngchǔ xīwàng kèhù huì cǎinà wǒmen de yìjiàn · The direction signs are there to guide older people around, so the characters have to be big and the colours clear. I hope the client takes up our ideas.

david 字體也要選簡單的，不能太花。

zìtǐ yě yào xuǎn jiǎndān de bù néng tài huā · And the font has to be a simple one, nothing fancy.

manager li 對。照例，我先說每個人的職責：安娜負責設計，大衛負責跟客戶協調，實習生幫忙做圖表，他擅長這個。

duì zhàolì wǒ xiān shuō měi ge rén de zhízé Ānnà fùzé shèjì Dàwèi fùzé gēn kèhù xiétiáo shíxí shēng bāngmáng zuò túbiǎo tā shàncháng zhè ge · Exactly. As usual, I'll start with who does what: Anna on design, David coordinating with the client, and the intern helping with the charts: he's good at that.

david 經理，什麼時候要交？

jīnglǐ shénme shíhòu yào jiāo · When's it due?

manager li 四個星期以後。客戶已經批准了預算。

sì ge xīngqí yǐhòu kèhù yǐjīng pīzhǔn le yùsuàn · In four weeks. The client has already approved the budget.

david 四個星期？談何容易！何況客戶到現在還沒答覆我們上次的問題。

sì ge xīngqí tánhéróngyì hékuàng kèhù dào xiànzài hái méi dáfù wǒmen shàng cì de wèntí · Four weeks? Easier said than done! And besides, the client still hasn't answered our last questions.

manager li 我知道。可是再拖延下去，會導致整個進度落後，責任要由我們承擔。眼看就要五月了。我已經寫信給對方的經理，請他這個星期五以前答覆。要是他還不回，我就親自去一趟，當面把問題說清楚，總不能一直等下去。

wǒ zhīdào kěshì zài tuōyán xiaqu huì dǎozhì zhěng ge jìndù luòhòu zérèn yào yóu wǒmen chéngdān yǎnkàn jiù yào wǔ yuè le wǒ yǐjīng xiě xìn gěi duìfāng de jīnglǐ qǐng tā zhè ge xīngqíwǔ yǐqián dáfù yàoshì tā hái bù huí wǒ jiù qīnzì qù yí tàng dāngmiàn bǎ wèntí shuō qīngchǔ zǒng bù néng yìzhí děng xiaqu · I know. But if this drags on, the whole schedule falls behind, and we're the ones who'd have to take responsibility. It's nearly May. I've already written to their manager asking for an answer by this Friday. If he still doesn't reply, I'll go over there myself and sort the questions out face to face: we can't just keep waiting.

anna 那我這幾個週末都加班。大衛，你週末的兼職怎麼辦？

nà wǒ zhè jǐ ge zhōumò dōu jiābān Dàwèi nǐ zhōumò de jiānzhí zěnmebàn · Then I'll work the next few weekends. David, what about your weekend job?

david 我週末在補習班教英文，那也是我的崗位，掙的錢也不少……好啦，我請朋友代課。

wǒ zhōumò zài bǔxíbān jiāo yīngwén nà yě shì wǒ de gǎngwèi zhèng de qián yě bùshǎo hǎo la wǒ qǐng péngyǒu dàikè · I teach English at a cram school at weekends: that's my post too, and it pays quite well… Oh, fine, I'll get a friend to cover.

manager li 辛苦了。這個案子做得好，不只能增進跟大客戶的合作，對你們以後的職務提升也有幫助。

xīnkǔ le zhè ge ànzi zuò de hǎo bù zhǐ néng zēngjìn gēn dà kèhù de hézuò duì nǐmen yǐhòu de zhíwù tíshēng yě yǒu bāngzhù · Thanks, both of you. Do this one well, and it won't just strengthen our work with big clients: it'll help you both move up later too.

david 好，我們會極力趕上進度。

hǎo wǒmen huì jílì gǎnshàng jìndù · Right: we'll do our utmost to keep to schedule.

write it trace the grey, then write your own

歸
guī
return; be the job of



塞
sāi
stuff, squeeze in

縫
féng
sew, stitch



肌
jī
muscle, flesh

皺
zhòu
wrinkled, creased

good to know · New meaning: 牢 is also a noun, “prison, jail”: 坐牢 (be in prison), 牢房 (a cell). As an adjective it’s still “firm”: 記牢 (remember firmly). 有何不可? (why not?) is a handy, slightly playful line: 想吃就吃，有何不可?

You can share out duties, push back on a crazy deadline, and ask where the problem lies, the crisp written way.
Do this day interactively, with audio and games, free at **wishyou.today/learning**

wishyou.today learning

day 54 processes and projects

Chinese TOCFL C in 142 days
unit 8 · the workplace

Talk about processes, schedules and project sites, and say something is exceptionally so with 格外, 萬分 and 極為.

Projects run on processes and schedules, and on knowing how to say “this matters enormously” at just the right strength.

words

word	pinyin	meaning	example
進展	jìnzhǎn	progress; make progress	這個專案進展得很順利。 This project is going very smoothly.
流程	liúchéng	process, procedure, workflow	申請的流程很簡單，網路上就可以辦。 The application process is simple: you can do it online.
評估	pínggū	assess, evaluate	我們要先評估這個計畫要花多少錢。 First we need to assess how much this plan will cost.
一流	yīliú	first-rate, top-class	這家飯店的服務是一流的。 The service at this hotel is first-rate.
通用	tōngyòng	in general use, universal	英文是很多國際會議的通用語言。 English is the common language of many international conferences.
監督	jiāndū	supervise, oversee	工程有專人監督，你放心吧。 There’s someone overseeing the works, so don’t worry.
治理	zhìlǐ	govern, bring under control	這條河經過多年的治理，現在變乾淨了。 After years of clean-up work, this river is clean now.
行政	xíngzhèng	administration	她在學校做行政工作。 She does admin work at a school.
助手	zhùshǒu	assistant, helper	經理的助手幫我們安排了會議。 The manager’s assistant set up the meeting for us.
策畫	cèhuà	plan, organise (an event)	這個活動是誰策畫的？ Who organised this event?
工地	gōngdì	construction site	進工地一定要戴安全帽。 You must wear a hard hat on the building site.
個體	gètǐ	individual	每個孩子都是不同的個體。 Every child is an individual.
幅度	fúdù	range, extent (of a change)	今年薪水調整的幅度不大。 This year’s pay rise is only small.
率	shuài	lead (a group)	李|經理率大家去拜訪客戶。 Manager Li led the team on a visit to the client.
機密	jīmì	secret, classified information	這是公司的機密，不能告訴別人。 This is company confidential: you can’t tell

			anyone.
出力	chūlì	put in effort, lend a hand	有錢出錢，有|力出力。 Those with money give money; those with strength lend a hand.
製品	zhìpǐn	(made) products, goods	這家店賣各種木製品。 This shop sells all kinds of wooden goods.
渠道	qúdào	channel (for sales, information)	這些產品可以透過網路渠道賣到國外。 These products can be sold abroad through online channels.
日程	rìchéng	schedule, agenda	經理這個星期的日程排得很滿。 The manager's schedule is packed this week.
格外	géwài	especially, all the more	下過雨以後，天空格外藍。 After the rain, the sky is especially blue.
萬分	wànfēn	extremely (with feelings)	給您添麻煩了，我們萬分抱歉。 We're terribly sorry for the trouble we've caused you.
啟示	qǐshì	lesson, insight	這次失敗給了我們很大的啟示。 This failure taught us a big lesson.
極為	jíwéi	extremely (written)	這次合作對我們公司極為重要。 This partnership is extremely important to our company.

pattern 格外 / 萬分 / 極為: exceptionally

格外 / 萬分 / 極為 **adjective / feeling**

All three are stronger than 很. 格外 is "especially, more than usual" (雨後的天空格外藍, 格外小心). 萬分 ("ten thousand parts") goes with feelings: 萬分感謝, 萬分抱歉, 萬分緊張. 極為 is the written "extremely": 極為重要, 極為少見.

下過雨以後，天空格外藍。 **xià guo yǔ yǐhòu tiānkōng géwài lán** After the rain, the sky is especially blue.

給您添麻煩了，我們萬分抱歉。 **gěi nín tiān máfan le wǒmen wànfēn bàoqiàn** We're terribly sorry for the trouble we've caused you.

這次合作對我們公司極為重要。 **zhè cì hézuò duì wǒmen gōngsī jíwéi zhòngyào** This partnership is extremely important to our company.

dialogue one hour on site

manager li 今天我率大家來工地實地看看，評估一下我們的設計要放在哪裡。
jīntiān wǒ shuài dàjiā lái gōngdì shídì kànkan pínggū yíxià wǒmen de shèjì yào fàng zài nǎlǐ · Today I've brought you all to the site to see it for yourselves and work out where our designs will go.

david 我跟對方的行政助手確認過了。她答覆說，他們的日程很滿，只能給我們一個小時。
wǒ gēn duìfāng de xíngzhèng zhùshǒu quèrèn guo le tā dáfù shuō tāmen de rìchéng hěn mǎn zhǐ néng gěi wǒmen yí ge xiǎoshí · I checked with their admin assistant, and she got back to me: their schedule's packed, so we only get an hour.

anna 哇，這裡比設計圖上大多了。工程的進展好快！
wā zhèlǐ bǐ shèjì tú shàng dà duō le gōngchéng de jìnzhǎn hǎo kuài · Wow, it's much bigger than on the plans. The building work is moving so fast!

manager li 對方說，整個建造流程都有專人監督，晚上也有人值班，每個月檢查一次。
duìfāng shuō zhěng ge jiànzào liúchéng dōu yǒu zhuānrén jiāndū wǎnshàng yě yǒu rén zhíbān měi ge yuè jiǎnchá yí cì · They say the whole construction process has someone overseeing it, there's someone on duty at night too, and there's an inspection every month.

anna 我想用通用設計的想法：腿不方便的、眼睛不好的，每個人都能用。每位老人家都是不同的個體。像門的把手，要做得大一點，手沒有力氣的人也能打開；房間的燈要夠亮，可是不能太強；牌子上的字，坐著的人也要看得到。
wǒ xiǎng yòng tōngyòng shèjì de xiǎngfǎ tuǐ bù fāngbiàn de yǎnjīng bù hǎo de měi ge rén dōu néng yòng měi wèi lǎorénjia dōu shì bùtóng de gètǐ xiàng mén de bǎshǒu yào zuò de dà yìdiǎn shǒu méiyǒu lìqì de rén yě néng dǎkāi fángjiān de dēng yào gòu liàng kěshì bù néng tài qiáng páizi shàng de zì zuò zhe de rén yě yào kàn de dào · I'd like to use the idea of universal design: people who can't walk well, people with poor eyesight, everyone can use it. Every older person is an individual. Take the door handles: they should be a bit bigger, so people without much strength in their hands can open them too. The lights in the rooms need to be bright enough, but not too harsh, and the words on the signs have to be readable for someone sitting down.

david 牌子上的字樣也要大，老人家才看得清楚。
páizi shàng de zìyàng yě yào dà lǎorénjia cái kàn de qīngchǔ · The words on the signs have to be big too, so older people can read them.

manager li 好主意。客戶說，他們要做臺北一流的養老院。
hǎo zhǔyì kèhù shuō tāmen yào zuò Táiběi yìliú de yǎnglǎo yuàn · Good idea. The client says they want to build the best retirement home in Taipei.

david 一流的？談何容易！牆上的木製品、燈、椅子，每樣東西都要協調。
yìliú de tánhéróngyì qiáng shàng de mù zhìpǐn dēng yǐzi měi yàng dōngxi dōu yào xiétiáo · The best? Easier said than done! The wooden panels on the walls, the lights, the chairs: everything has to go together.

manager li 所以這次大家都要出力，不能拖延。對了，這些設計圖是客戶的機密，極為重要，千萬不能傳到網路上。
suǒyǐ zhè cì dàjiā dōu yào chūlì bù néng tuōyán duìle zhèxiē shèjì tú shì kèhù de jīmì jíwéi zhòngyào qiānwàn bù néng chuán dào wǎnglù shàng · So this time everyone has to pull their weight, with no delays. Oh, and these plans are the client's confidential documents, extremely important: on no account do they go online.

anna 了解。今天看完，我對這個案子格外有信心了，也更清楚指示牌的用途了。
liǎojiě jīntiān kàn wán wǒ duì zhè ge ànzi géwài yǒu xìnxīn le yě gèng qīngchǔ zhǐshì pái de yòngtú le · Understood. After seeing it today, I feel especially confident about this job, and I'm clearer about what the signs are for.

manager li 我也是。客戶這麼信任我們，我萬分感謝。我們一定竭力做到最好。
wǒ yě shì kèhù zhème xìnrèn wǒmen wǒ wànfēn gǎnxiè wǒmen yídìng jiélì zuò dào zuìhǎo · Me too. I'm extremely grateful the client trusts us so much. We'll do everything in our power to make it our best work.

write it trace the grey, then write your own

孔
kǒng
hole, opening

盲
máng
blind



脈
mài
blood vessel, pulse

拳
quán
(measure: a punch); fist

綁
bǎng
tie, bind

good to know · New meaning: 類似 is also a verb, “be similar to, be like”: 類似這樣的事 (things like this), 類似的問題 (similar problems). 通用設計 is “universal design”: wide doors, big clear signs, handrails, places that work for everyone, young or old.

You can talk through a project’s process and schedule, and say how much something matters, from 格外 to 萬分.
Do this day interactively, with audio and games, free at **wishyou.today/learning**

wishyou.today learning

day 55 bosses and promotions

Chinese TOCFL C in 142 days
unit 8 · the workplace

Talk about bosses, promotions, pay and staffing, and say someone just keeps doing one thing, blindly, with 一味.

Promotions, pay and who does what are the biggest talking points at any workplace, and 一味 is how you gently say “too much of one thing”.

words

word	pinyin	meaning	example
人選	rénxuǎn	candidate (for a post)	經理還在找合適的人選。 The manager is still looking for the right person.
上司	shàngsī	boss, superior	我的上司對我很好。 My boss is very good to me.
資深	zīshēn	senior, experienced	她是我們公司最資深的工程師。 She’s our company’s most senior engineer.
贊助	zànzhù	sponsor	這次活動由一家銀行贊助。 This event is sponsored by a bank.
資助	zīzhù	fund, support financially	這家公司每年資助五十個學生念大學。 Every year this company funds fifty students through university.
謀生	móushēng	make a living	他年輕的時候，靠賣麵謀生。 When he was young, he made a living selling noodles.
人手	rénshǒu	staff, hands (people to work)	店裡人手不夠，老闆每天都很忙。 The shop is short-staffed, so the owner is busy every day.
首席	shǒuxí	chief, principal	他是這家公司的首席工程師。 He’s the company’s chief engineer.
提拔	tíbá	promote (sb)	經理提拔了一位年輕的同事。 The manager promoted a young colleague.
重用	zhòngyòng	give sb an important role	老闆很重用他，什麼大事都交給他。 The boss relies on him heavily and gives him every big job.
報酬	bàochóu	pay, payment (for work)	這份工作很辛苦，報酬也不高。 This job is hard work, and the pay isn’t great either.
處分	chǔfèn	punishment; discipline	他上班常常遲到，被公司處分了。 He was always late for work, and the company disciplined him.
分擔	fēndān	share (a burden)	家事應該大家一起分擔。 Housework should be shared by everyone.
獎賞	jiǎngshǎng	reward, prize	做得好，年底還有獎賞。 Do well, and there’s a reward at the end of the year too.
事宜	shìyí	matters, arrangements	開會的相關事宜，請問我的助手。 For arrangements for the meeting, please ask

			my assistant.
扣除	kòuchú	deduct	扣除房租以後，我每個月剩不到一萬塊。 After rent, I have less than ten thousand left each month.
淡季	dànjì	low season, off season	淡季的時候，飯店比較便宜。 Hotels are cheaper in the low season.
旺季	wàngjì	high season, busy season	夏天是這家冰店的旺季。 Summer is this shaved-ice shop's busy season.
辭	cí	resign, quit; take leave	她辭掉了工作，自己開了一家公司。 She quit her job and started her own company.
雇	gù	hire, employ	店裡太忙了，老闆又雇了兩個人。 The shop got so busy that the owner hired two more people.
前提	qiántí	precondition, premise	在家上班可以，前提是工作要做完。 Working from home is fine, on condition the work gets done.
一味	yīwèi	blindly, just keep on (doing)	你不能一味地加班，身體也很重要。 You can't just keep working overtime: your health matters too.

pattern 一味 + verb: blindly, just keep on

who | 一味(地) | one thing, over and over

一味 ("only one flavour") means doing just one thing, without thinking or changing: 一味地加班, 一味追求便宜, 一味模仿. It's nearly always a criticism or a warning, often with 不能 or 不要: 不能一味地……

你不能一味地加班，身體也很重要。 **nǐ bù néng yíwèi de jiābān shēntǐ yě hěn zhòngyào** You can't just keep working overtime: your health matters too.

做生意不能一味地降價。 **zuò shēngyì bù néng yíwèi de jiàngjià** In business you can't just keep cutting prices.

他一味模仿別人，沒有自己的風格。 **tā yíwèi mófǎng biérén méiyǒu zìjǐ de fēnggé** He just copies other people and has no style of his own.

dialogue one condition

manager li 安娜，坐。我們最資深的設計師決定辭掉工作，自己開公司，下個月就走。
Ānnà zuò wǒmen zuì zīshēn de shèjìshī juédìng cí diào gōngzuò zìjǐ kāi gōngsī xià ge yuè jiù zǒu · Anna, sit down. Our most senior designer has decided to leave and start her own company. She goes next month.

anna 真可惜，她是我的第一位上司，給了我很多啟發。
zhēn kěxí tā shì wǒ de dì yī wèi shàngsī gěi le wǒ hěn duō qǐfā · What a shame. She was my first boss, and she inspired me so much.

manager li 所以我在找首席設計師的人選。我評估了很久，想提拔你。
suǒyǐ wǒ zài zhǎo shǒuxí shèjìshī de rénxuǎn wǒ pínggū le hěn jiǔ xiǎng tíbá nǐ · So I'm looking for someone to be chief designer. I've weighed it up for a long time, and I'd like to promote you.

anna 我？我才來兩年，比我資深的同事那麼多。您這麼重用我，我未免太幸運了吧。
wǒ wǒ cái lái liǎng nián bǐ wǒ zīshēn de tóngshì nàme duō nín zhème zhòngyòng wǒ wǒ wèimiǎn tài xìngyùn le ba · Me? I've only been here two years, and so many colleagues are more senior than me. You're giving me such a big role: isn't that a bit too lucky?

manager li 我看的是能力和潛力。不過有一個前提：你不能再一味地自己做，要學會讓別人分擔。
wǒ kàn de shì nénglì hé qiánlì búguò yǒu yí ge qiántí nǐ bù néng zài yíwèi de zìjǐ zuò yào xuéhuì ràng biérén fēndān · I go by ability and potential. But there's one condition: you can't keep doing everything yourself. You have to learn to let others share the load.

anna 我知道，我常常一味地加班，什麼事都想自己來。
wǒ zhīdào wǒ chángcháng yíwèi de jiābān shénme shì dōu xiǎng zìjǐ lái · I know. I just keep working overtime and want to do everything myself.

manager li 首席設計師的職責是引導團隊，不是什麼都自己做。我剛開公司的時候，也是一味地自己來，每天加班到半夜，結果累到住院，好幾個案子都拖延了。人手不夠，我會再雇一位設計師。年底是旺季，現在是淡季，正好可以慢慢找。
shǒuxí shèjìshī de zhízé shì yǐndǎo tuánduì bú shì shénme dōu zìjǐ zuò wǒ gāng kāi gōngsī de shíhòu yě shì yíwèi de zìjǐ lái měi tiān jiābān dào bànyè jiéguǒ lèi dào zhùyuàn hǎojǐ ge ànzi dōu tuōyán le rénshǒu bú gòu wǒ huì zài gù yí wèi shèjìshī nián dǐ shì wàngjì xiànzài shì dànjì zhènghǎo kěyǐ mànmàn zhǎo · A chief designer's job is to guide the team, not to do everything herself. When I first started the company, I did everything myself too, working till midnight every day, until I wore myself out and ended up in hospital, and several jobs fell behind. We're short-staffed, so I'll hire another designer. The end of the year is our busy season, and now's the quiet season, so we have time to find the right person.

anna 那……報酬方面呢？
nà bàochóu fāngmiàn ne · And… what about the pay?

manager li 薪水會調高，扣除保險和稅以後，一個月多五千左右。做得好，年底還有獎賞。
xīnshuǐ huì tiáo gāo kòuchú bǎoxiǎn hé shuì yǐhòu yí ge yuè duō wǔqiān zuǒyòu zuò de hǎo nián dǐ hái yǒu jiǎngshǎng · Your salary goes up: after insurance and tax, about five thousand more a month. Do well, and there's a bonus at the end of the year too.

anna 謝謝經理。新的職務，我一定盡力。
xièxie jīnglǐ xīn de zhíwù wǒ yídìng jìnlì · Thank you. I'll give the new post everything I've got.

manager li 相關事宜，下星期人事會跟你聯絡。下星期才宣布，請你務必先保密。
xiāngguān shìyí xià xīngqí rénshì huì gēn nǐ liánluò xià xīngqí cái xuānbù qǐng nǐ wùbì xiān bǎomì · HR will be in touch next week about the arrangements. We're announcing it next week, so please be sure to keep it to yourself till then.

write it trace the grey, then write your own

昏
hūn
dizzy, faint; dim



戒
jiè
give up (a habit), quit

針
zhēn
needle; injection

膽
dǎn
gall bladder; courage

胎
tāi
fetus

good to know · New meaning: 理論 is also a verb, “argue it out, reason with someone”: 我要去跟他理論 (I’m going to have it out with him). As a noun it’s still “theory”. A Taiwan office has 老闆 (the owner, the boss), 主管 (your manager) and 上司 (a superior, a bit more formal). Year-end bonuses, 年終獎金, are a big deal.

You can talk about bosses, promotions, pay and staffing, and warn a friend not to just keep on doing one thing.
Do this day interactively, with audio and games, free at **wishyou.today/learning**

wishyou.today learning

day 56 meetings and negotiations

Talk about meetings, contracts and negotiations, and say something happened at one point, but not any more, with 一度.

Business runs on meetings and talks, and the story of every deal has a moment when it nearly fell apart.

words

word	pinyin	meaning	example
功勞	gōngláo	credit, contribution	這次能成功，大家都有功勞。 Everyone deserves credit for this success.
召集	zhàojí	call together, convene	經理召集大家開了一個會。 The manager called everyone together for a meeting.
業績	yèjī	(sales) results, performance	今年公司的業績比去年好。 The company's results are better this year than last.
指標	zhǐbiāo	indicator, target	血壓是健康的一個重要指標。 Blood pressure is an important indicator of health.
交涉	jiāoshè	negotiate, take it up (with)	東西寄錯了，我打電話去跟他們交涉。 They sent the wrong thing, so I rang to take it up with them.
洽談	qiàtán	hold (business) talks	我們下午要跟客戶洽談合作的事。 This afternoon we have talks with a client about working together.
簽署	qiānshù	sign (formally)	兩國簽署了一份新的協議。 The two countries signed a new agreement.
協商	xiéshāng	negotiate, consult (to agree)	雙方經過協商，終於簽了合約。 After talks, the two sides finally signed the contract.
議題	yìtí	topic, issue (for discussion)	今天的會議有三個議題。 There are three items on today's agenda.
抽查	chōuchá	spot-check	警察在路上抽查機車。 The police are spot-checking scooters on the road.
跟進	gēnjìn	follow up	這件事你負責跟進，有消息告訴我。 You follow this up, and tell me when there's news.
擬	nǐ	draft; plan to	合約我已經擬好了，請您看一下。 I've drafted the contract: please take a look.
擬定	nǐdìng	draw up (a plan)	我們先擬定一個計畫，再開始做。 Let's draw up a plan first, then get going.
審核	shěnhé	review, check and approve	你的申請正在審核中。 Your application is being reviewed.
通報	tōngbào	notify, report (officially)	發現問題，請馬上通報。 If you find a problem, please report it at once.

擔負	dānfù	bear, shoulder (a duty)	這件事由我擔負全部責任。 I'll bear full responsibility for this.
磋商	cuōshāng	consult, hold talks	雙方還要再磋商細節。 The two sides still need to work through the details.
座談	zuòtán	have an informal discussion	學校請了幾位作家來座談。 The school invited some writers in for a discussion.
不力	bùlì	ineffective, not up to the job	政府處理不力，大家都很生氣。 The government handled it badly, and everyone is angry.
商討	shāngtǎo	discuss, deliberate	我們明天再商討這個問題。 Let's discuss this tomorrow.
求助	qiúzhù	ask for help	遇到困難，要懂得求助。 When things get hard, know when to ask for help.
一度	yīdù	once, at one time, for a while	他一度想辭職，最後還是留了下來。 At one point he thought about quitting, but in the end he stayed.

pattern 一度: once, for a time

who / what | 一度 | was so, did so (but not any more)

一度 means "at one point, for a while": it was true once, and then things changed. 這首歌一度很紅 (this song was a hit once), 我一度想放棄 (at one point I wanted to give up), 談判一度停了下來 (talks stalled for a while). Careful with temperatures: 三十一度 is 31 degrees.

這首歌一度很紅，現在很少人聽了。 **zhè shǒu gē yídù hěn hóng xiànzài hěn shǎo rén tīng le** This song was a big hit once; hardly anyone listens to it now.

我一度想放棄中文，還好沒有。 **wǒ yídù xiǎng fàngqì zhōngwén háihǎo méiyǒu** At one point I wanted to give up Chinese. Good thing I didn't.

談判一度停了下來，後來又繼續了。 **tánpàn yídù tíng le xialai hòulái yòu jìxù le** The talks stalled for a while, then started up again.

dialogue how it went

manager li 我召集大家來，是要商討昨天跟客戶洽談的結果。
wǒ zhàojí dàjiā lái shì yào shāngtǎo zuótiān gēn kèhù qiàtán de jiéguǒ · I've called you all together to go over the results of yesterday's talks with the client.

david 昨天真的好緊張。對方一味要求降價，談判一度停了下來。
zuótiān zhēnde hǎo jǐnzhāng duìfāng yíwèi yāoqiú jiàngjià tánpàn yídù tíng le xialai · Yesterday was so tense. They just kept pushing for a lower price, and at one point the talks stalled.

manager li 對。後來我們又磋商了兩個小時，雙方各讓一步，最後降價的幅度是百分之五。
duì hòulái wǒmen yòu cuōshāng le liǎng ge xiǎoshí shuāngfāng gè ràng yí bù zuìhòu jiàngjià de fúdù shì bǎifēnzhī wǔ · Right. Then we went through it for another two hours, both sides gave a little, and in the end the price came down five per cent.

manager li 今天的議題有三個。第一，合約。大衛，你擬好了嗎？
jīntiān de yìtí yǒu sān ge dì yī héyuē Dàwèi nǐ nǐ hǎo le ma · Three items today. One: the contract. David, have you drafted it?

david 擬好了，已經送給律師審核了。合約是我跟對方的行政助手一起擬定的，付款的方式、交件的日期，每一條都寫得清清楚楚。律師說，只有付款那一條要改一下。沒問題的話，下星期就可以簽署。轉眼就要簽約了！
nǐ hǎo le yǐjīng sòng gěi lǜshī shěnhé le héyuē shì wǒ gēn duìfāng de xíngzhèng zhùshǒu yìqǐ nǐdìng de fùkuǎn de fāngshì jiāo jiàn de rìqí měi yì tiáo dōu xiě de qīngqīngchǔchǔ lǜshī shuō zhǐyǒu fùkuǎn nà yì tiáo yào gǎi yíxià méi wèntí dehuà xià xīngqí jiù kěyǐ qiānshù zhuǎnyǎn jiù yào qiānyuē le · Yes, it's gone to the lawyer for review. I drew it up with their admin assistant: the payment terms, the delivery dates, every clause is crystal clear. The lawyer says only the payment clause needs a small change. If there are no other problems, we can sign next week. Signing already, can you believe it!

manager li 好，你負責跟進。第二，對方每個月會來抽查，看看我們的進展，發現問題會馬上通報。
hǎo nǐ fùzé gēnjìn dì èr duìfāng měi ge yuè huì lái chōuchá kànkan wǒmen de jìnzhǎn fāxiàn wèntí huì mǎshàng tōngbào · Good, you follow it up. Two: they'll come and spot-check every month to see how we're getting on, and report any problems straight away.

david 抽查的日程，對方的行政助手會先通知我們。
chōuchá de rìchéng duìfāng de xíngzhèng zhùshǒu huì xiān tōngzhī wǒmen · Their admin assistant will let us know the spot-check schedule in advance.

anna 第三呢？
dì sān ne · And three?

manager li 第三是好消息。對方很喜歡安娜在養老院辦的座談會，說先聽老人家的意見是我們最大的優勢。這是安娜的功勞。這個案子要是成功，年底大家都有獎賞。
dì sān shì hǎo xiāoxí duìfāng hěn xǐhuān Ānnà zài yǎnglǎo yuàn bàn de zuòtán huì shuō xiān tīng lǎorénjia de yìjiàn shì wǒmen zuì dà de yōushì zhè shì Ānnà de gōngláo zhè ge ànzi yàoshì chénggōng nián dǐ dàjiā dōu yǒu jiǎngshǎng · Three is good news. They loved the discussion Anna held at the retirement home, and they say listening to the residents first is our biggest strength. That's down to Anna. If this job succeeds, there's a bonus for everyone at the end of the year.

david 經理，那我也有功勞吧？我昨天一直很認真地點頭。
jīnglǐ nà wǒ yě yǒu gōngláo ba wǒ zuótiān yìzhí hěn rènzhēn de diǎntóu · Manager, I deserve some credit too, right? I nodded very seriously all day yesterday.

manager li 你說你一個大男人，開會的時候差點睡著，還好意思要功勞？
nǐ shuō nǐ yí ge dà nánrén kāihuì de shíhòu chàdiǎn shuìzháo hái hǎo yìsi yào gōngláo · Look at you, a grown man, nearly nodding off in the meeting, and you want credit?

write it trace the grey, then write your own

臨
lín
be about to, just before; face

輸
shū
lose (a game)



植
zhí
plant

殘
cán
cruel, damaged



予
yǔ
give (written)

good to know · New meaning: 禮貌 is also an adjective, “polite”: 這樣不太禮貌 (that’s not very polite). As a noun, 有禮貌 still means “have good manners”. Five ways to talk it out: 洽談 (business talks), 協商 (negotiate to agree), 磋商 (formal talks on details), 商討 (discuss), 交涉 (take a problem up with the other side).

You can run a meeting, follow up a deal and tell the story of the moment it nearly fell apart.
Do this day interactively, with audio and games, free at **wishyou.today/learning**

day 57 applying for jobs

Talk about job applications, CVs, training and pay, and say “rather” and “slightly” the written way with 頗, 略 and 稍.

Hiring and job hunting come with their own language, in ads, CVs and interviews, and 頗, 略 and 稍 are all over them.

words

word	pinyin	meaning	example
派遣	pàiqiǎn	send, dispatch (staff)	公司派遣他到日本工作兩年。 The company is sending him to work in Japan for two years.
應徵	yìngzhēng	apply (for a job)	我想應徵貴公司的設計師工作。 I’d like to apply for the designer job at your company.
整頓	zhěngdùn	shake up, reorganise	新經理一來，就開始整頓公司。 As soon as the new manager arrived, he started shaking up the company.
津貼	jīntiē	allowance, subsidy	公司每個月給我們一千塊交通津貼。 The company gives us a thousand dollars a month in travel allowance.
升遷	shēngqiān	be promoted; promotion	這份工作升遷的機會很多。 This job has good chances of promotion.
受訓	shòuxùn	receive training	新員工要先受訓一個月。 New staff train for a month first.
同業	tóngyè	(people in) the same trade	他以前在同業的公司做過三年。 He worked three years at another firm in the same business.
血汗	xiěhàn	sweat and toil, hard work	這家店是父母用血汗開起來的。 My parents built this shop with their blood, sweat and tears.
學徒	xuétú	apprentice	他十六歲就去當麵包師傅的學徒。 At sixteen he became a baker’s apprentice.
督促	dūcù	urge, keep after	媽媽每天督促我念書。 Mum keeps after me to study every day.
核對	héduì	check (against), verify	請核對一下你的名字和電話。 Please check your name and phone number.
編制	biānzhì	staffing (level), establishment	我們部門的編制只有五個人。 Our department has only five posts.
調度	diàodù	dispatch, coordinate (people, vehicles)	下雨天計程車很難調度。 On rainy days it’s hard to get taxis where they’re needed.
分發	fēnfā	hand out; assign (to a post)	受訓以後，新人會分發到各個部門。 After training, the new staff are assigned to different departments.
編製	biānzhì	compile, draw up (tables)	每個月底，會計都要編製報表。 At the end of every month the accountant has to draw up the statements.

組裝	zǔzhuāng	assemble, put together	這張桌子是我自己組裝的。 I put this table together myself.
報表	bàobiǎo	(report) form, statement	經理每個星期一都要看銷售報表。 Every Monday the manager looks at the sales figures.
加薪	jiāxīn	give a pay rise	今年公司給每個人加薪百分之三。 This year the company gave everyone a three per cent pay rise.
履歷	lǚlì	CV, résumé	請把履歷寄到這個電子信箱。 Please send your CV to this email address.
報價	bàojià	quote, quotation (price)	客戶要我們明天給報價。 The client wants our quote tomorrow.
出品	chūpǐn	product (made by)	這是哪家公司的出品？ Which company makes this?
電工	diàngōng	electrician	家裡的燈壞了，要請電工來修。 The lights at home are broken: we need to get an electrician in.

pattern 頗 / 略 / 稍: rather, slightly (written)

頗 rather, quite · **略 / 稍** + a little

These three are the written cousins of 很 and 有一點. 頗 (pǒ) is “rather, quite”: 頗受歡迎, 頗有經驗. 略 is “slightly, a little”: 略懂, 略有不同, 略高. 稍 is also “slightly”, often for a short time or a small step: 請稍等, 稍後, 稍微. You’ll meet all three in job ads, CVs and notices.

他的中文說得頗流利。 **tā de zhōngwén shuō de pǒ liúlì** His Chinese is rather fluent.

我略懂臺語。 **wǒ lüè dǒng táiyǔ** I understand a little Taiwanese.

請稍後再打來。 **qǐng shāo hòu zài dǎ lái** Please call again a bit later.

dialogue forty cvs

manager li 安娜，這次應徵的人頗多，一共收到四十幾份履歷。
Ānnà zhè cì yìngzhēng de rén pǒ duō yígòng shōu dào sìshí jǐ fèn lǚlì · Anna, we've had quite a lot of applicants this time: over forty CVs.

anna 我先看了一遍。這位以前在同業的公司做過三年，經驗頗豐富。
wǒ xiān kàn le yí biàn zhè wèi yǐqián zài tóngyè de gōngsī zuò guo sān nián jīngyàn pǒ fēngfù · I've had a first look. This one worked three years at another design firm: plenty of experience.

david 這位更特別：她高中畢業以後，當了五年做家具的學徒，後來才去念設計。
zhè wèi gèng tèbié tā gāozhōng bìyè yǐhòu dāng le wǔ nián zuò jiājù de xuétú hòulái cái qù niàn shèjì · This one's more unusual: after high school she spent five years as a furniture-making apprentice, and only then studied design.

manager li 我喜歡這種靠血汗走過來的人。學徒都是師傅每天督促出來的，基礎最好。
wǒ xǐhuān zhè zhǒng kào xiěhàn zǒu guò lái de rén xuétú dōu shì shīfù měi tiān dūcù chū lái de jīchǔ zuìhǎo · I like people who've made it through hard graft. Apprentices have a master keeping after them every day, so their basics are the best.

anna 不過她的作品略少了一點，只有十件。
búguò tā de zuòpǐn lüè shǎo le yìdiǎn zhǐyǒu shí jiàn · But she has slightly fewer pieces in her portfolio: only ten.

david 恰好她明天下午有空，我可以約她來面試。我先核對一下她的資料。
qiàhǎo tā míngtiān xiàwǔ yǒukòng wǒ kěyǐ yuē tā lái miànshì wǒ xiān héduì yíxià tā de zīliào · As it happens, she's free tomorrow afternoon, so I can invite her in for an interview. I'll check her details first.

manager li 好。她要求的報酬比我們的預算稍高一點。不過有一個前提：她得先做三個月看看。
hǎo tā yāoqiú de bàochóu bǐ wǒmen de yùsuàn shāo gāo yìdiǎn búguò yǒu yí ge qiántí tā děi xiān zuò sān ge yuè kànkan · Good. The pay she's asking for is a little above our budget. But there's one condition: she does three months first, and then we'll see.

anna 我們可以加一點交通津貼，她表現好再加薪。在她來以前，人手怎麼調度？
wǒmen kěyǐ jiā yìdiǎn jiāotōng jīntiē tā biǎoxiàn hǎo zài jiāxīn zài tā lái yǐqián rénshǒu zěnme diàodù · We could add a bit of travel allowance and give her a raise if she does well. Until she starts, how do we cover the work?

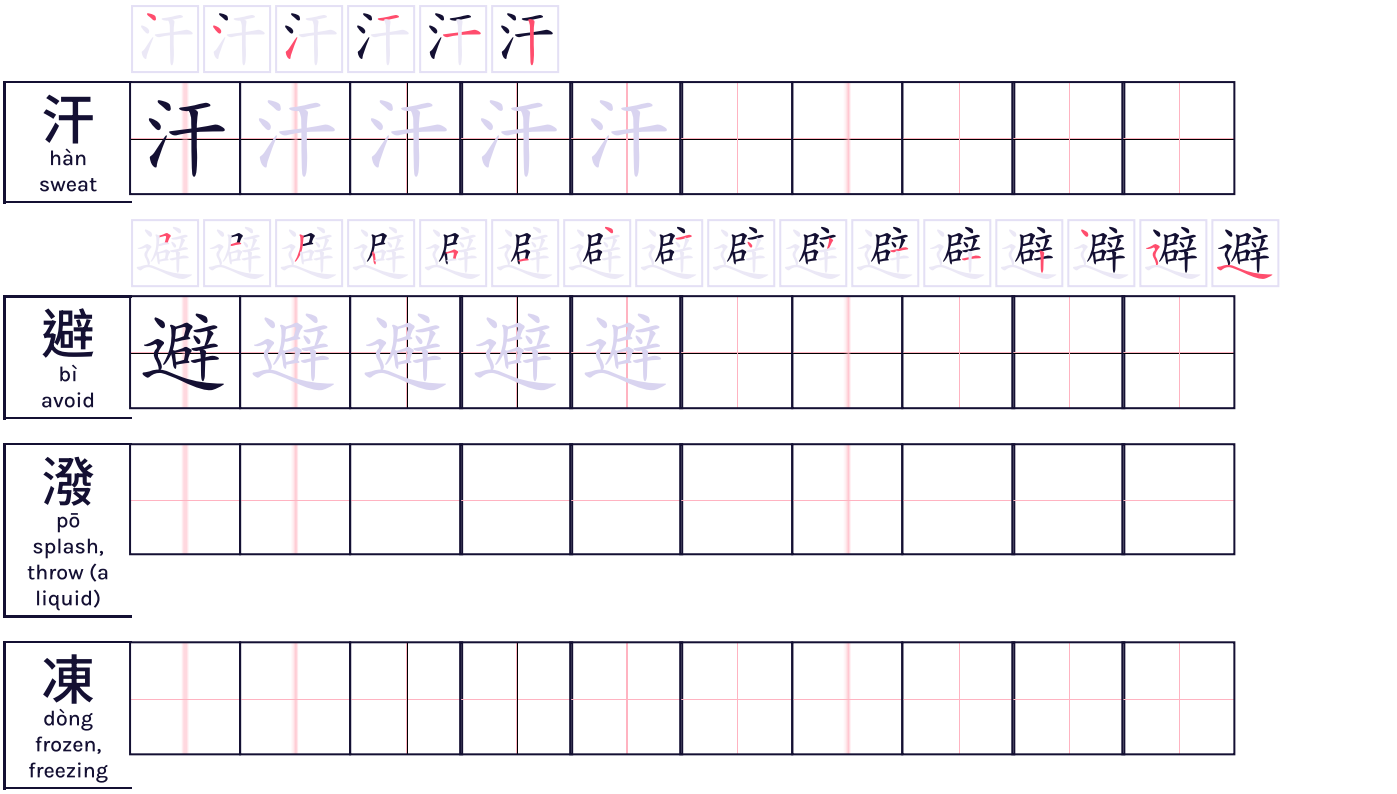
manager li 先請派遣公司派一個人來幫忙，不算在我們的編制裡。安娜，你以前也是新人，你親身經歷過，面試的時候多問問她。別只問她會不會做，也問問她為什麼想做設計、遇到困難怎麼辦。一個人的技術可以練，態度卻很難教。
xiān qǐng pàiqiǎn gōngsī pài yí ge rén lái bāngmáng bú suàn zài wǒmen de biānzhì lǐ Ānnà nǐ yǐqián yě shì xīn rén nǐ qīnshēn jīnglì guo miànshì de shíhòu duō wèn wen tā bié zhǐ wèn tā huì bu huì zuò yě wèn wen tā wèishénme xiǎng zuò shèjì yùdào kùnnán zěnmebàn yí ge rén de jìshù kěyǐ liàn tàidù què hěn nán jiāo · We'll get someone in from an agency for now: they won't count against our headcount. Anna, you were new here once, you've been through it yourself: ask her lots of questions in the interview. Don't just ask whether she can do the work: ask why she wants to do design and what she does when things get hard. Skills can be practised, but attitude is hard to teach.

david 沒問題。對了，經理，客戶還在等我們的報價，您別忘了。
méi wèntí duìle jīnglǐ kèhù hái zài děng wǒmen de bàojià nín bié wàng le · No problem. Oh, and Manager, the client is still waiting for our quote: don't forget.

manager li 我記得，明天開會再商討。
wǒ jìde míngtiān kāihuì zài shāngtǎo · I remember: we'll discuss it at tomorrow's meeting.

write it trace the grey, then write your own

腸
cháng
intestine



good to know · New meaning: 立即 is also an adjective, “immediate”: 立即的效果 (an immediate effect). As an adverb it’s still “at once”: 立即出發. On a Taiwan CV, people often write 略懂日文 (some Japanese) or 精通英文 (fluent English). 略 keeps it modest.

You can read a job ad, size up a CV and talk about training, pay and promotion, with the written words that make it sound professional.
Do this day interactively, with audio and games, free at **wishyou.today/learning**

wishyou.today learning

day 58 mission: the client pitch

Chinese TOCFL C in 142 days
unit 8 · the workplace

Plan a pitch, read a client's email aloud, rehearse, present under pressure, and talk about who did what when the answer comes.

Today all of unit 8 comes back in one story: training, duties, projects, bosses, meetings and hiring, all leading up to one big presentation.

chapter 1 eight homes

manager li 我召集大家，是要商討下星期的提案。今天的議題只有一個：客戶對第一家養老院的設計頗滿意，現在他們擬在全臺灣建造八家新的養老院，要找一家設計公司全部負責。

wǒ zhàojí dàjiā shì yào shāngtǎo xià xīngqí de tíàn jīntiān de yìtí zhǐyǒu yí ge kèhù duì dì yī jiā yǎnglǎo yuàn de shèjì pǒ mǎnyì xiànzài tāmen nǐ zài quán Táiwān jiànzào bā jiā xīn de yǎnglǎo yuàn yào zhǎo yì jiā shèjì gōngsī quánbù fùzé · I've called you together to discuss next week's pitch. Just one item today: the client is very pleased with our designs for the first retirement home, and now they plan to build eight new homes around Taiwan and want one design company to handle them all.

david 八家！那報酬一定很高。實習生聽到一定很興奮。

bā jiā nà bàochóu yídìng hěn gāo shíxí shēng tīng dào yídìng hěn xīngfèn · Eight! The fee must be huge. The intern will be thrilled.

manager li 不只我們，還有兩家同業也會參加。對方會評估三家的提案，再決定跟誰合作。難度不小，不過加班費我已經批准了，費用都由公司承擔。

bù zhǐ wǒmen hái yǒu liǎng jiā tóngyè yě huì cānjiā duìfāng huì pínggū sān jiā de tíàn zài juédìng gēn shéi hézuò nándù bù xiǎo búguò jiābān fèi wǒ yǐjīng pīzhǔn le fèiyòng dōu yóu gōngsī chéngdān · It's not just us: two other firms are pitching too. The client will assess all three, then decide who to work with. It won't be easy, but I've approved overtime pay, and the company covers all the costs.

anna 那我們的優勢何在？他們兩家都比我們大。

nà wǒmen de yōushì hézài tāmen liǎng jiā dōu bǐ wǒmen dà · So where's our edge? Both of them are bigger than us.

manager li 我們是唯一實地去過工地、跟老人家座談過的公司。照例，我先說每個人的職責：安娜是首席設計師，上臺報告；大衛負責日程跟所有的行政事宜，也負責協調廠商；新來的設計師幫忙做圖表。

wǒmen shì wéiyī shídì qù guo gōngdì gēn lǎorénjia zuòtán guo de gōngsī zhàolì wǒ xiān shuō měi ge rén de zhízé Ānnà shì shǒuxí shèjìshī shàngtái bàogào Dàwèi fùzé rìchéng gēn suǒyǒu de xíngzhèng shìyí yě fùzé xiétiáo chǎngshāng xīn lái de shèjìshī bāngmáng zuò túbiǎo · We're the only firm that's been to the site and sat down with the residents. As usual, who does what: Anna, as chief designer, presents; David handles the schedule, all the admin and coordinating the suppliers; our new designer helps with the charts.

david 一個星期做完八家的設計？談何容易！

yí ge xīngqí zuò wán bā jiā de shèjì tánhéróngyì · Designs for eight homes in one week? Easier said than done!

manager li 不用八家都做完。我們不能一味地做漂亮的圖，要讓對方看到我們做事的流程跟想法，才能縮小跟大公司的差距。下星期三，我率大家去提案。

búyòng bā jiā dōu zuò wán wǒmen bù néng yíwèi de zuò piàoliàng de tú yào ràng duìfāng kàn dào wǒmen zuòshì de liúchéng gēn xiǎngfǎ cáinéng suōxiǎo gēn dà gōngsī de chājù xià xīngqísān wǒ shuài dàjiā qù tíàn · We don't need all eight finished. We can't just keep churning out pretty pictures: we have to show how we work and how we think. That's how we close the gap with the big firms. Next Wednesday, I'll lead us in.

anna 了解。我先擬定一個計畫，今天下班以前給您審核。我擅長畫圖，說話比較弱，這次正好提升一下報告的技能。

liǎojiě wǒ xiān nǐdìng yí ge jìhuà jīntiān xiàbān yǐqián gěi nín shěnhé wǒ shàncháng huà tú shuōhuà bǐjiào ruò zhè cì zhènghǎo tíshēng yíxià bàogào de jìnéng · Understood. I'll draw up a plan and give it to you to check before the end of today. I'm good at drawing but weaker at speaking, so this is a chance to improve my presenting.

manager li 很好。這個案子對公司極為重要，做成了，明年的業績就不用擔心了。上個月大家受過的影片培訓，這次正好用得上。

hěn hǎo zhè ge ànzi duì gōngsī jíwéi zhòngyào zuò chéng le míngnián de yèjī jiù búyòng dānxīn le shàng ge yuè dàjiā shòu guo de yǐngpiàn péixùn zhè cì zhènghǎo yòng de shàng · Good. This job matters enormously to the company: land it, and we won't have to worry about next year's results. And the video training you all did last month will come in handy now.

chapter 2 read it twice

david 客戶的信來了，我念給大家聽：「各位好：關於下週提案的相關事宜，說明如下：一、時間：下週三下午兩點，每家公司報告二十分鐘，請派二至三位成員出席。」

kèhù de xìn lái le wǒ niàn gěi dàjiā tīng gèwèi hǎo guānyú xià zhōu tíàn de xiāngguān shìyí shuōmíng rúxià yī shíjiān xià zhōu sān xiàwǔ liǎng diǎn měi jiā gōngsī bàogào èrshí fēnzhōng qǐng pài èr zhì sān wèi chéngyuán chūxí · The client's email is here. Listen: "Dear all, the arrangements for next week's pitches are as follows. One: Wednesday at 2 p.m.; each company has twenty minutes and should send two or three team members."

david 「二、請務必在前一天中午以前，把提案資料及報價寄給本公司行政部。三、提案內容是本公司機密，請勿外傳。四、評估的指標包括：設計、通用設計、價錢及日程。如有問題，請與本人或助手聯絡。」

èr qǐng wùbì zài qián yì tiān zhōngwǔ yǐqián bǎ tíàn zīliào jí bàojià jì gěi běn gōngsī xíngzhèng bù sān tíàn nèiróng shì běn gōngsī jīmì qǐng wù wài chuán sì pínggū de zhǐbiāo bāokuò shèjì tōngyòng shèjì jiàqián jí rìchéng rú yǒu wèntí qǐng yǔ běnrén huò zhùshǒu liánluò · "Two: please be sure to send your pitch materials and quote to our administration department by noon the day before. Three: the content of the pitches is confidential and must not be shared. Four: the criteria are design, universal design, price and schedule. If you have any questions, please contact me or my assistant."

manager li 報價的部分我來。安娜，設計的部分你全力準備，公司的其他事務，這個星期先交給別人。

bàojià de bùfen wǒ lái Ānnà shèjì de bùfen nǐ quánlì zhǔnbèi gōngsī de qítā shìwù zhè ge xīngqí xiān jiāo gěi biérén · I'll do the quote. Anna, you go all out on the design side; this week, hand the rest of your work to someone else.

anna 「通用設計」這個指標對我們極為有利，我們本來就是用這個想法。

tōngyòng shèjì zhè ge zhǐbiāo duì wǒmen jíwéi yǒulì wǒmen běnlái jiùshì yòng zhè ge xiǎngfǎ · That "universal design" criterion is a huge help to us: it was our idea from the start.

david 我還要跟兩家廠商核對燈跟木製品的價錢。廠商說，今年木頭漲價的幅度頗大。報表我已經編製好了，等一下寄給您。

wǒ hái yào gēn liǎng jiā chǎngshāng héduì dēng gēn mù zhìpǐn de jiàqián chǎngshāng shuō jīnnián mùtou zhǎngjià de fúdù pǒ dà bàobiǎo wǒ yǐjīng biānzhì hǎo le děng yíxià jì gěi nín · I still have to check prices for the lights and the wooden fittings with two suppliers. They say timber has gone up quite a lot this year. I've drawn up the figures already: I'll send them over in a minute.

manager li 好，你跟進，有進展馬上通報我。人手不夠，我已經請派遣公司派一個人來幫忙了。

hǎo nǐ gēnjìn yǒu jìnzhǎn mǎshàng tōngbào wǒ rénshǒu bú gòu wǒ yǐjīng qǐng pàiqiǎn gōngsī pài yí ge rén lái bāngmáng le · Good, you follow it up and tell me the moment there's progress. We're short-staffed, so I've already asked an agency to send someone to help.

david 經理，那我週末的兼職要不要先停？

jīnglǐ nà wǒ zhōumò de jiānzhí yào bu yào xiān tíng · Manager, should I put my weekend job on hold?

manager li 不用，週末不用值班。可是這個星期一天都不能拖延，一拖延，就會導致整個日程落後。

búyòng zhōumò búyòng zhíbān kěshì zhè ge xīngqíyī tiān dōu bù néng tuōyán yì tuōyán jiù huì dǎozhì zhěng ge rìchéng luòhòu · No need: nobody's on duty at the weekend. But this week we can't lose a single day: any delay and the whole schedule slips.

anna 經理，我們的報價會不會比同業高？

jīnglǐ wǒmen de bàojià huì bu huì bǐ tóngyè gāo · Manager, will our quote be higher than the other firms'?

manager li 可能略高一點。不過便宜不是一切，客戶看重的是品質。

kěnéng lüè gāo yìdiǎn búguò piányí bú shì yíqiè kèhù kànzhòng de shì pǐnzhí · Maybe a little. But cheap isn't everything: what the client values is quality.

chapter 3 one more time

meiling 安娜，已經凌晨一點了，你怎麼還在練習？

Ānnà yǐjīng língchén yī diǎn le nǐ zěnme hái zài liànxí · Anna, it's one in the morning. Why are you still practising?

anna 明天下午要報告了。我一度想把整個簡報重做……

míngtiān xiàwǔ yào bàogào le wǒ yídù xiǎng bǎ zhěng ge jiǎnbào chóng zuò · I'm presenting tomorrow afternoon. At one point I even wanted to redo the whole presentation…

meiling 你說你一個首席設計師，還這麼緊張？你的上司那麼重用你，一定是看到了你的能力。

nǐ shuō nǐ yí ge shǒuxí shèjìshī hái zhème jǐnzhāng nǐ de shàngsī nàme zhòngyòng nǐ yídìng shì kàn dào le nǐ de nénglì · Look at you, a chief designer, and still this nervous? Your boss gives you such big jobs: he must have seen what you can do.

anna 就是因為這樣才緊張啊。經理提拔我，我萬分感謝，可是也怕讓他失望。

jiùshì yīnwèi zhèyàng cái jǐnzhāng a jīnglǐ tíbá wǒ wǒ wànfēn gǎnxiè kěshì yě pà ràng tā shīwàng · That's exactly why I'm nervous. I'm so grateful to Manager Li for promoting me, but I'm scared of letting him down.

meiling 我們公司上個月也做了一個大提案，結果輸給了同業，主管說是我們準備不力。跟你說，第一句話要說得稍微慢一點，讓大家注意聽。還有，別一味地念畫面上的字。

wǒmen gōngsī shàng ge yuè yě zuò le yí ge dà tíàn jiéguǒ shū gěi le tóngyè zhǔguǎn shuō shì wǒmen zhǔnbèi búlì gēn nǐ shuō dì yī jù huà yào shuō de shāowéi màn yìdiǎn ràng dàjiā zhùyì tīng hái yǒu bié yíwèi de niàn huàmiàn shàng de zì · Last month my company made a big pitch too and lost to a rival; my manager said we hadn't prepared properly. So here's a tip: say your first sentence a little slowly, so everyone starts listening. And don't just keep reading out the words on the screen.

david 對，要看著大家說。我今天晚上組裝好了三個模型，明天我照樣七點起床，負責找車子，把模型送到客戶那裡。

duì yào kàn zhe dàjiā shuō wǒ jīntiān wǎnshàng zǔzhuāng hǎo le sān ge móxíng míngtiān wǒ zhàoyàng qī diǎn qǐchuáng fùzé zhǎo chēzi bǎ móxíng sòng dào kèhù nàlǐ · Right, look at your audience. I put three models together tonight, and tomorrow I'm up at seven as usual: I'll find a car and take the models to the client.

anna 謝謝你們。要是失敗了，責任由我來擔負。

xièxie nǐmen yàoshì shībài le zérèn yóu wǒ lái dānfù · Thank you, both of you. If it goes wrong, I'll take the blame.

david 說什麼呢！成功、失敗，大家一起分擔。

shuō shénme ne chénggōng shībài dàjiā yìqǐ fēndān · What are you talking about! Win or lose, we share it.

meiling 好了，別再練了。眼看天都要亮了，快去睡！

hǎole bié zài liàn le yǎnkàn tiān dōu yào liàng le kuài qù shuì · OK, no more practising. It'll be light soon: go to bed!

chapter 4 twenty minutes

david 前面那家同業報告完了。他們的設計頗漂亮，可是幾乎都在說自己的公司有多大。
qiánmiàn nà jiā tóngyè bàogào wán le tāmen de shèjì pǒ piàoliàng kěshì jīhū dōu zài shuō zìjǐ de gōngsī yǒu duō dà · The firm before us has finished. Their designs were pretty good-looking, but they spent almost the whole time saying how big their company is.

manager li 別怕，我們有我們的優勢。安娜，加油。
bié pà wǒmen yǒu wǒmen de yōushì Ānnà jiāyóu · Don't worry. We have our own strengths. Anna, good luck.

anna 各位好，我是首席設計師安娜。這次的提案是我們全體成員一起策畫的。上個月，我們實地去了工地，還跟二十位老人家座談。他們說，每個人都是不同的個體，他們不要「被照顧」，要能自己找到路。就是這句話，促使我們改了整個設計。
gèwèi hǎo wǒ shì shǒuxí shèjìshī Ānnà zhè cì de tían shì wǒmen quántǐ chéngyuán yìqǐ cèhuà de shàng ge yuè wǒmen shídì qù le gōngdì hái gēn èrshí wèi lǎorénjia zuòtán tāmen shuō měi ge rén dōu shì bùtóng de gètǐ tāmen bú yào bèi zhàogù yào néng zìjǐ zhǎo dào lù jiùshì zhè jù huà cùshǐ wǒmen gǎi le zhěng ge shèjì · Good afternoon. I'm Anna, chief designer. This pitch was planned by our whole team. Last month we went to the site and sat down with twenty residents. They told us every person is different, and that they don't want to be "looked after": they want to find their own way. That one sentence made us change our whole design.

david 糟了，畫面突然不見了！電腦好像壞了！
zāo le huàmiàn túrán bújiàn le diànnǎo hǎoxiàng huài le · Oh no, the screen's gone blank! The computer seems to have died!

anna 沒關係，我照樣可以說。請大家看我手上的模型：這個指示牌的用途是引導老人家找路，增強他們的信心。字是一般的兩倍大，顏色是格外清楚的黃色，坐著也看得到。
méiguānxi wǒ zhàoyàng kěyǐ shuō qǐng dàjiā kàn wǒ shǒu shàng de móxíng zhè ge zhǐshì pái de yòngtú shì yǐndǎo lǎorénjia zhǎo lù zēngqiáng tāmen de xìnxīn zì shì yìbān de liǎng bèi dà yánsè shì géwài qīngchǔ de huángsè zuò zhe yě kàn de dào · No problem: I can carry on. Please look at the model in my hand. This sign is there to guide residents around and build their confidence. The characters are twice the normal size, the colour is an extra-clear yellow, and you can read it sitting down.

manager li 我們的流程是先聽使用者的意見，再設計，最後請老人家親身試用。八家的日程我們也擬好了，由一位資深設計師負責監督。
wǒmen de liúchéng shì xiān tīng shǐyòng zhě de yìjiàn zài shèjì zuìhòu qǐng lǎorénjia qīnshēn shì yòng bā jiā de rìchéng wǒmen yě nǐ hǎo le yóu yí wèi zīshēn shèjìshī fùzé jiāndū · Our process is to listen to the users first, then design, and finally have the residents try things out themselves. We've drafted the schedule for all eight homes, and a senior designer will oversee it.

david 好了，畫面回來了！
hǎole huàmiàn huí lái le · OK, the screen's back!

anna 太好了，那我們接著看圖表。轉眼二十分鐘就到了，最後我只想說一句：好的設計，能增進家人之間的感情，也讓每個人都能有尊嚴地生活。
tài hǎo le nà wǒmen jiēzhe kàn túbiǎo zhuǎnyǎn èrshí fēnzhōng jiù dào le zuìhòu wǒ zhǐ xiǎng shuō yí jù hǎo de shèjì néng zēngjìn jiārén zhījiān de gǎnqíng yě ràng měi ge rén dōu néng yǒu zūnyán de shēnghuó · Great, then let's carry on with the charts. Twenty minutes have flown by, so I'll end with just one thing: good design brings families closer, and lets everyone live with dignity.

manager li 剛才電腦一度壞了，可是你沒有慌，照樣講完，對方頓時都安靜下來聽。說真的，你今天表現得極為出色。
gāngcái diànnǎo yídù huài le kěshì nǐ méiyǒu huāng zhàoyàng jiǎng wán duìfāng dùnshí dōu ānjìng xialai tīng shuō zhēnde nǐ jīntiān biǎoxiàn de jíwéi chūsè · The computer died for a while back there, but you didn't panic, you just carried on, and the whole room went quiet and listened. Honestly, you were outstanding today.

chapter 5 breakfast is on me

manager li 各位，客戶答覆了：他們採納了我們的提案，八家養老院全部交給我們！下星期就簽署合作協議。
gèwèi kèhù dáfù le tāmen cǎinà le wǒmen de tíàn bā jiā yǎnglǎo yuàn quánbù jiāo gěi wǒmen xià xīngqí jiù qiānshù hézuò xiéyì · Everyone, the client has replied: they're going with our pitch, and all eight retirement homes are ours! We sign the agreement next week.

auntie wang 恭喜恭喜！謝謝大家賞臉，今天的早餐阿姨請客。
gōngxǐ gōngxǐ xièxie dàjiā shǎng liǎn jīntiān de zǎocān āyí qǐngkè · Congratulations! Thank you all for coming: breakfast is on me today.

david 經理，這次是誰的功勞？
jīnglǐ zhè cì shì shéi de gōngláo · Manager, so who gets the credit this time?

manager li 大家都有出力。對方的經理說，我們的設計是一流的，安娜的報告也頗有深度。
dàjiā dōu yǒu chūlì duìfāng de jīnglǐ shuō wǒmen de shèjì shì yìliú de Ānnà de bàogào yě pǒ yǒu shēndù · Everyone pulled their weight. The client's manager said our designs are first-class, and Anna's presentation had real depth.

manager li 公司會獎勵大家：每個人都加薪，年底還有獎賞。大衛，你也有一份，雖然你上次開會差點睡著。
gōngsī huì jiǎnglì dàjiā měi ge rén dōu jiāxīn nián dǐ hái yǒu jiǎngshǎng Dàwèi nǐ yě yǒu yí fèn suīrán nǐ shàng cì kāihuì chàdiǎn shuìzháo · The company will reward everyone: a raise for all, and a bonus at the end of the year. David, you get one too, even though you nearly fell asleep in that meeting.

anna 謝謝經理。不過接下來工作會格外多，我們的人手不夠，編制恐怕要擴大。
xièxie jīnglǐ búguò jiēxiàlái gōngzuò huì géwài duō wǒmen de rénshǒu bú gòu biānzhì kǒngpà yào kuòdà · Thank you. But from now on there'll be far more work: we don't have enough people, and I'm afraid we'll need more posts.

manager li 對，我們會再雇兩位設計師，應徵的履歷已經收到二十幾份了，你負責面試。新人進來，先受訓一個月，下個月就開展第一家的工作。
duì wǒmen huì zài gù liǎng wèi shèjìshī yìngzhēng de lǚlì yǐjīng shōu dào èrshí jǐ fèn le nǐ fùzé miànshì xīn rén jìn lái xiān shòuxùn yí ge yuè xià ge yuè jiù kāizhǎn dì yī jiā de gōngzuò · Right: we'll hire two more designers. Over twenty CVs have come in already, and you'll run the interviews. New people will train for a month, and next month we start work on the first home.

manager li 這次給了我一個很大的啟示：不要一味地降價，要讓客戶看到我們的用心。明年，我們還要推出專門為老人家做的設計服務。
zhè cì gěi le wǒ yí ge hěn dà de qǐshì bú yào yíwèi de jiàngjià yào ràng kèhù kàn dào wǒmen de yòngxīn míngnián wǒmen háiyào tuīchū zhuānmén wèi lǎorénjia zuò de shèjì fúwù · This has taught me a big lesson: don't just keep cutting prices, show the client how much you care. Next year we'll launch a design service specially for older people.

auntie wang 說得好！三十年前我開店，只是為了謀生，也是靠血汗一點一點做起來的。你們年輕人這麼上進，以後潛力無窮啦！
shuō de hǎo sānshí nián qián wǒ kāi diàn zhǐshì wèile móushēng yě shì kào xiěhàn yìdiǎn yìdiǎn zuò qǐlai de nǐmen niánqīng rén zhème shàngjìn yǐhòu qiánlì wúqióng la · Well said! When I opened my shop thirty years ago, it was just to make a living, and I built it up bit by bit with my own sweat. You young people work so hard: the sky's the limit!

chapter 6 eight homes, step by step

manager li 各位，我把八家養老院的日程跟大家說一下，請大家記下來。
gèwèi wǒ bǎ bā jiā yǎnglǎo yuàn de rìchéng gēn dàjiā shuō yíxià qǐng dàjiā jì xialai · Everyone, I'll go through the schedule for the eight retirement homes: please write it down.

manager li 這個星期五，我們跟客戶簽署協議。下個月一號開始做第一家，地點在臺北；同一個月，新來的兩位設計師受訓，由安娜負責。
zhè ge xīngqíwǔ wǒmen gēn kèhù qiānshù xiéyì xià ge yuè yī hào kāishǐ zuò dì yī jiā dìdiǎn zài Táiběi tóng yí ge yuè xīn lái de liǎng wèi shèjìshī shòuxùn yóu Ānnà fùzé · This Friday we sign the agreement with the client. On the first of next month we start on the first home, in Taipei; in the same month our two new designers do their training, and Anna is in charge of it.

manager li 臺北這一家，三個月內完成設計，第四個月交給客戶審核。
Táiběi zhè yì jiā sān ge yuè nèi wánchéng shèjì dì sì ge yuè jiāo gěi kèhù shěnhé · For the Taipei home, the design is finished within three months, and in the fourth month it goes to the client for review.

manager li 第五個月開始，臺中和高雄的兩家同時開展。大衛負責跟廠商協調，每個星期跟我報告一次。
dì wǔ ge yuè kāishǐ Táizhōng hé Gāoxióng de liǎng jiā tóngshí kāizhǎn Dàwèi fùzé gēn chǎngshāng xiétiáo měi ge xīngqí gēn wǒ bàogào yí cì · From the fifth month, the two homes in Taichung and Kaohsiung start at the same time. David coordinates with the suppliers and reports to me once a week.

manager li 其餘的五家，明年再一家一家做。每個月底我們開一次會，跟進大家的進度。
qíyú de wǔ jiā míngnián zài yì jiā yì jiā zuò měi ge yuè dǐ wǒmen kāi yí cì huì gēnjìn dàjiā de jìndù · The other five we'll do one by one next year. At the end of every month we'll hold a meeting to follow up on everyone's progress.

manager li 遇到問題請馬上通報，千萬別拖延。日程表我等一下寄給大家。
yùdào wèntí qǐng mǎshàng tōngbào qiānwàn bié tuōyán rìchéng biǎo wǒ děng yíxià jì gěi dàjiā · If there's a problem, report it at once: no delays. I'll send everyone the schedule in a minute.

A plan, an email, a rehearsal, a pitch and a breakfast: a whole unit of working life in one story. Unit 8, done!
Do this day interactively, with audio and games, free at **wishyou.today/learning**