



Business Confucius Institute University of Leeds

Introductions and exchanging contact details – useful words and phrases

Chinese	Pinyin	English	Literal meaning
您贵姓？	Nín guìxìng?	May I have your name?	<i>Your precious surname?</i>
认识您很高兴/ 认识您很荣幸	Rènshì nín hěn gāoxìng/ rènshì nín hěn róngxìng	Nice meeting you/ It's an honor to meet you	<i>Getting to know you very happy/ Getting to know you very honoured</i>
我是____， 来自____(公司)	Wǒ shì____， láizì____	I am...， from... (company)	
我是____(公司) 的____(经理， 董事长。。。)	Wǒ shì____ de____(jīnglǐ， dǒngshì zhǎng...)	I am ... (company)'s ...(manager, chair of board)	
这是我的名片	Zhè shì wǒ de míngpiàn	This is my business card	
我们加一下微信吧！ /我加一下您微信吧	Wǒmen jiā yíxià wēixìn ba!/ Wǒ jiā yíxià nín wēixìn ba	Let's add each other on WeChat/ May I add your WeChat?	
我扫您？	Wǒ sǎo nín?	Shall I scan you?	<i>I scan you ?</i>
常联系啊！	Cháng liánxì a!	Keep in touch!	<i>Always keep in touch!</i>
一起喝杯咖啡吧！	Yìqǐ hē bēi kāfēi ba!	Let's have a cup of coffee together!	<i>Together have a coffee+ ba (for suggestions)</i>
一起喝杯茶吧！	Yìqǐ hē bēi chá bā!	Let's have a cup of tea together!	
一起吃个饭吧！	Yìqǐ chī gè fàn ba!	Let's have a meal together!	
我们非常期待与您合 作	Wǒmen fēicháng qídài yǔ nín hézuò	We look forward to working with you very much	<i>We very look forward to with you cooperate</i>
我们非常重视中国客 户	Wǒmen fēicháng zhòngshì zhōngguó kèhù	We value our Chinese clients very much	



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Introductions and exchanging contact details – dialogue

Nín hǎo <i>hello</i>	
	Nín hǎo <i>hello</i>
Nín guàixìng <i>May I have your name?</i>	
	Wǒ shì Jeff Panda, láizì XX. Nín ne? <i>I am Jeff Panda from XX. And you?</i>
Wǒ jiào Zhāng Yǒng. <i>My Name is Zhang Yong.</i> Wǒ shì ālǐ bābā de zǒngcái. <i>I am the CEO of Alibaba.</i>	
	Rènshì nín hěn róngxìng! Zhè shì wǒ de míngpiàn. <i>It's an honor to meet you.</i> <i>This is my business card.</i>
Zhè shì wǒ de míngpiàn. Wǒmen jiā yīxià wēixìn ba. <i>This is my business card.</i> <i>Let's add each other on WeChat.</i>	
	Hǎo de! Wǒ sǎo nín? <i>Okay! Shall I scan you?</i>
Hǎo de! <i>Okay!</i>	
	Cháng liánxì a! <i>Keep in touch</i>