50 Chinese Phrases at Work

Real phrases from the slow chat stories on our channel: talking to your boss, asking for time off, overtime, pay, meetings and interviews. Pinyin + English. Tip: read the pinyin aloud twice, cover the English, then say it again from memory. All 100 phrases are on the website.

Talking to Your Boss 跟老板说话

1	**老板，您现在忙吗?** Lǎo bǎn, nín xiàn zài máng ma?	Boss, are you busy right now?
2	**老板，您有什么事吗?** Lǎo bǎn, nín yǒu shén me shì ma?	Boss, is there something you need?
3	**在！我一直在听。** Zài! Wǒ yì zhí zài tīng.	Here! I've been listening the whole time.
4	**那你说说，我刚才讲了什么?** Nà nǐ shuō shuo, wǒ gāng cái jiǎng le shén me?	Then tell me, what did I just say?
5	**老板，真的可以吗?** Lǎo bǎn, zhēn de kě yǐ ma?	Boss, is that really OK?

Asking for Time Off 请假

6	**老板，明天我想请一天假。** Lǎo bǎn, míng tiān wǒ xiǎng qǐng yì tiān jià.	Boss, I'd like to take a day off tomorrow.
7	**我今天能早点下班吗?** Wǒ jīn tiān néng zǎo diǎn xià bān ma?	Can I leave early today?
8	**我家里有点事。** Wǒ jiā li yǒu diǎn shì.	Something came up at home.
9	**我奶奶生病了，我得回去看看她。** Wǒ nǎi nai shēng bìng le, wǒ děi huí qù kàn kan tā.	My grandma is sick. I have to go see her.
10	**老板，明天下午我要去看牙医。** Lǎo bǎn, míng tiān xià wǔ wǒ yào qù kàn yá yī.	Boss, tomorrow afternoon I have to see the dentist.

Overtime 加班

11	**好的，那有加班费吗?** Hǎo de, nà yǒu jiā bān fèi ma?	OK. Is there overtime pay?
12	**老板，加班有调休吗?** Lǎo bǎn, jiā bān yǒu tiáo xiū ma?	Boss, do we get comp time for overtime?
13	**太好了！什么时候可以休?** Tài hǎo le! Shén me shí hou kě yǐ xiū?	Great! When can I take it?
14	**那要看是什么事。** Nà yào kàn shì shén me shì.	That depends on what it is.
15	**老板，今天我六点准时下班。** Lǎo bǎn, jīn tiān wǒ liù diǎn zhǔn shí xià bān.	Boss, today I'm leaving at six sharp.

Salary & Bonus 工资和奖金

16	**老板，我想跟您谈谈工资。** Lǎo bǎn, wǒ xiǎng gēn nín tán tan gōng zī.	Boss, I'd like to talk about my salary.
17	**我在公司已经工作三年了。** Wǒ zài gōng sī yǐ jīng gōng zuò sān nián le.	I've been with the company for three years.
18	**但是这三年我一次都没涨过工资。** Dàn shì zhè sān nián wǒ yí cì dōu méi zhǎng guo gōng zī.	But in three years I haven't had a single raise.
19	**那您打算怎么办?** Nà nín dǎ suàn zěn me bàn?	So what are you going to do about it?
20	**老板，今年有年终奖吗?** Lǎo bǎn, jīn nián yǒu nián zhōng jiǎng ma?	Boss, is there a year-end bonus this year?

Reports & Progress 报告和进度

21	**快写完了!** Kuài xiě wán le!	Almost done!
22	**能！没问题!** Néng! Méi wèn tí!	Yes! No problem!
23	**真的，您放心。** Zhēn de, nín fàng xīn.	Really, don't worry.
24	**快了，正在做。** Kuài le, zhèng zài zuò.	Almost. Working on it.
25	**项目什么时候做完?** Xiàng mù shén me shí hou zuò wán?	When will the project be done?

Running Late & Working from Home 迟到和在家办公

26	**路上堵车了，堵得很厉害。** Lù shang dǔ chē le, dǔ de hěn lì hai.	Traffic jam. It was really bad.
27	**对，一直在电脑前。** Duì, yì zhí zài diàn nǎo qián.	Yes, I've been at my computer the whole time.
28	**老板，我家网断了。** Lǎo bǎn, wǒ jiā wǎng duàn le.	Boss, my internet is down.
29	**用手机流量。** Yòng shǒu jī liú liàng.	I'm using mobile data.
30	**摄像头坏了。** Shè xiàng tóu huài le.	The camera is broken.

Meetings 开会

31	**我们三点开始开会的。** Wǒ men sān diǎn kāi shǐ kāi huì de.	We started the meeting at three.
32	**对啊，马上就结束了。** Duì a, mǎ shàng jiù jié shù le.	Right, it's almost over.
33	**您说开五分钟。** Nín shuō kāi wǔ fēn zhōng.	You said five minutes.
34	**你刚才说什么？信号不好。** Nǐ gāng cái shuō shén me? Xìn hào bù hǎo.	What did you say? Bad signal.
35	**大家要把公司当成自己的家。** Dà jiā yào bǎ gōng sī dàng chéng zì jǐ de jiā.	Everyone should treat the company like their own home.

New Colleagues & Lunch 新同事和午饭

36	**欢迎欢迎。** Huān yíng huān yíng.	Welcome, welcome.
37	**老板人很好，从来不骂人。** Lǎo bǎn rén hěn hǎo, cóng lái bú mà rén.	The boss is really nice. He never yells at anyone.
38	**不多，几乎没有。** Bù duō, jī hū méi yǒu.	Not much. Almost none.
39	**好久不见！** Hǎo jiǔ bú jiàn!	Long time no see!
40	**改天一起吃饭吧！** Gǎi tiān yì qǐ chī fàn ba!	Let's grab a meal some other day!

Praise & Thanks 表扬和感谢

41	**谢谢老板！** Xiè xie lǎo bǎn!	Thanks, boss!
42	**老板今天真大方！** Lǎo bǎn jīn tiān zhēn dà fang!	You're so generous today, boss!
43	**我每天加班，从来不请假。** Wǒ měi tiān jiā bān, cóng lái bù qǐng jià.	I worked overtime every day and never took a day off.
44	**还帮公司省了很多钱。** Hái bāng gōng sī shěng le hěn duō qián.	And I saved the company a lot of money.
45	**太好了，谢谢你！** Tài hǎo le, xiè xie nǐ!	Great, thank you!

Job Interviews & Quitting 面试和辞职

46	**您好，我叫小王，今年二十五岁。** Nín hǎo, wǒ jiào Xiǎo Wáng, jīn nián èr shí wǔ suì.	Hello, my name is Xiao Wang, I'm 25.
47	**我很努力，也很认真。** Wǒ hěn nǔ lì, yě hěn rèn zhēn.	I work hard and I take my work seriously.
48	**我太诚实了。** Wǒ tài chéng shí le.	I'm too honest.
49	**我没被开除。** Wǒ méi bèi kāi chú.	I didn't get fired.
50	**我也没辞职。** Wǒ yě méi cí zhí.	I didn't quit either.