



Top 100 Common Business Chinese Phrases & Expressions

🕒 Last updated: September 10, 2017 👤 BENJAMIN GIBBS 📁 Learn Chinese



Foreign people who want to do business in China or with Chinese people often are baffled by the social and business behaviors that they encounter. These business encounters include formal email expressions, expectations, promises and asking for discounts. The following 100 business Chinese phrases /sentences /vocabulary can help you communicate in mandarin to navigate any Chinese business environment. Learning to use Chinese Mandarin to communicate in business is the essential tool needed to be successful in China.

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Email Expressions

English

I am writing to confirm

Chinese

我写信是要确认/

Pinyin

wǒ xiě xìn shì yào què rèn

Audio



/enquire/inform you...

询问/通知你...

/xún wèn /tōng zhī nǐ ...

I am writing to follow up on our earlier decision on the marketing campaign in Q2.

我写信来追踪我们之前对于第二季度营销活动的决定。

wǒ xiě xìn lái zhuī zōng wǒ men zhī qián duì yú dì èr jì dù yíng xiāo huó dòng de jué dìng .

With reference to our telephone conversation today...

关于我们今天在电话中的谈话...

guān yú wǒ men jīn tiān zài diàn huà zhōng de tán huà ...



In my previous e-mail on October 5...

先前在10月5日所写的信...

xiān qián zài shí yuè wǔ rì suǒ xiě de xìn ...



As I mentioned earlier about...

如我先前所提及关于...

rú wǒ xiān qián suǒ tí jí guān yú ...



As indicated in my previous e-mail...

如我在先前的信中所提出...

rú wǒ zài xiān qián de xìn zhōng suǒ tí chū ...

As we discussed on the phone...

如我们上次在电话中的讨论...

rú wǒ men shàng cì zài diàn huà zhōng de tāo lùn ...

From our decision at the previous meeting...

如我们在上次会议中的决定...

rú wǒ men zài shàng cì huì yì zhōng de jué dìng ...

As you requested/per your

按照你的要求...

àn zhào nǐ de yāo qiú ...

requirement...

In reply to your e-mail dated April 1, we decided...

回答你在4月1日写的信，我们决定...

huí dá nǐ zài sì yuè yī rì xiě de xìn , wǒ men jué dìng ...

This is in response to your e-mail today.

这是针对你今天早上来信的回复。

zhè shì zhēn duì nǐ jīn tiān zǎo shàng lái xìn de huí fù .

As mentioned before, we deem this product has strong unique selling points in China.

如先前所述，我们认为这个产品在中国有强有力且独一无二的销售点。

rú xiān qián suǒ shù , wǒ men rèn wéi zhè gè chǎn pǐn zài zhōng guó yǒu qiáng yǒu lì qiè dú yī wú èr de xiāo shòu diǎn .

As a follow-up to our phone conversation yesterday, I wanted to get back to you about the pending issues of our agreement.

追踪我们昨天在电话中所谈，我想答复你我们合约的一些待解决的议题。

zhuī zōng wǒ men zuó tiān zài diàn huà zhōng suǒ tán , wǒ xiǎng dá fù nǐ wǒ men hé yuē de yī xiē dài jiě jué de yì tí .

I received your voice message regarding the subject. I'm wondering if you can elaborate i.e. provide more details.

我收到你关于这个主题的留言。我想你是否可以再详尽

wǒ shōu dào nǐ guān yú zhè gè zhǔ tí de liú yán 。 wǒ xiǎng nǐ shì fǒu kě yǐ zài xiáng jìn shuō míng , yě jiù



说明，也就是再提
供多一点细节。 shì zài tí gòng duō yī diǎn xì
jiē .

Please be advised/informed
that...

请被告知... qǐng bèi gào zhī ...

We would like to inform you
that...

我们想要通知你... wǒ men xiǎng yào tōng zhī
nǐ ...

I am convinced that...

我确信... wǒ què xìn ...

We agree with you on...

我们同意你在... wǒ men tóng yì nǐ zài ...

With effect from 4 May.,
2015...

从2015年5月4日
开始生效... cóng èr líng yī wǔ nián wǔ
yuè sì rì kāi shǐ shēng xiào
...

We will have a meeting
scheduled as noted below...

我们将举行一个会
议，时间表如下... wǒ men jiāng jǔ xíng yī gè
huì yì , shí jiān biǎo rú xià
...

Be assured that individual
statistics are not disclosed and
this is for internal use only.

请确保个人信息不
会外泄且只供内部
使用。 qǐng què bǎo gè rén xìn xī
bú huì wài xiè qiě zhǐ gòng
nèi bù shǐ yòng .

I am delighted to tell you
that...

我很高兴地告诉
你... wǒ hěn gāo xìng de gào sù
nǐ ...



We are pleased to learn that... 我们很高兴得知... wǒ men hěn gāo xìng dé zhī
...

We wish to notify you that... 我们希望通知你... wǒ men xī wàng tōng zhī nǐ
...

Congratulation on your... 恭喜您... gōng xǐ nín...

I am fine with the proposal. 我对这份提案没意见。
wǒ duì zhè fèn tí àn méi yì jiàn .

I am pleased to inform you that you have been accepted to join the workshop scheduled for 22-24 May,2015. 我很高兴地告诉你，你已经被同意参加2015年5月22-24日的研讨会。
wǒ hěn gāo xìng de gào sù nǐ , nǐ yǐ jīng bèi tóng yì cān jiā èr líng yī wǔ nián wǔ yuè èr shí èr zhì èr shí sì rì de yán tǎo huì .

We are sorry to inform you that... 我们很抱歉地通知你... wǒ men hěn bào qiàn de tōng zhī nǐ ...

I'm afraid I have some bad news. 我恐怕要带来一些坏消息。
wǒ kǒng pà yào dài lái yī xiē huài xiāo xī .

There are a number of issues with our new system. 我们的新系统有些问题。
wǒ men de xīn xì tǒng yǒu xiē wèn tí .

Due to circumstances beyond 由于情况超出我们 yóu yú qíng kuàng chāo chū



our control...

所能控制...

wǒ men suǒ néng kòng zhì

...

I don't feel too optimistic
about...

关于....., 我觉得
不太乐观

guān yú..., wǒ jué de bú tài
lè guān

It would be difficult for us to
accept...

我们很难接受...

wǒ men hěn nán jiē shòu ...



Unfortunately I have to say
that, since receiving your
enquiries on the subject, our
view has not changed.

不好意思, 收到你
关于这个话题的询
问, 我们的看法没
有改变。

bù hǎo yì si, shōu dào nǐ
guān yú zhè gè huà tí de
xún wèn, wǒ men de kàn
fǎ méi yǒu gǎi biàn .



We would be grateful if you
could...

我们会很感激如果
你可以...

wǒ men huì hěn gǎn jī rú
guǒ nǐ kě yǐ ...

I could appreciate it if you
could...

我会很感激你如果
可以...

wǒ huì hěn gǎn jī nǐ rú guǒ
kě yǐ ...

Would you please send us...?

可否请你寄给我
们...?

kě fǒu qǐng nǐ jì gěi wǒ men
...?

We need your help.

我们需要你的帮
助。

wǒ men xū yào nǐ de bāng
zhù .

We seek your assistance to

我们请求你的帮

wǒ men qǐng qiú nǐ de bāng

cascade/reply this message to your staff.

助，需要将此信息传达给你们的员工。

zhù, xū yào jiāng cǐ xìn xī chuán dá gěi nǐ men de yuán gōng .

In order to extend our export business to your country, we wish to enter direct business relations with you.

为了能在贵国拓宽我方的出口业务，我们希望能与你们直接建立业务关系。

wèi le néng zài guì guó tuò kuān wǒ fāng de chū kǒu yè wù , wǒ men xī wàng néng yǔ nǐ men zhí jiē jiàn lì yè wù guān xì .



Our hope is to establish mutually beneficial trading relations between us.

我们希望双方能建立互惠的贸易关系。

wǒ men xī wàng shuāng fāng néng jiàn lì hù huì de mào yì guān xì .



We look forward to a further extension of pleasant business relations.

希望我们之间友好的业务关系得到进一步的发展。

xī wàng wǒ men zhī jiān yǒu hǎo de yè wù guān xì dé dào jìn yī bù de fā zhǎn .



It`s our hope to continue with considerable business dealing with you.

我方希望能够继续同贵方保持大量的业务往来。

wǒ fāng xī wàng néng gòu jì xù tóng guì fāng bǎo chí dà liàng de yè wù wǎng lái .

We look forward to receiving your quotation very soon.

我方期待着尽快收到贵方的报价。

wǒ fāng qī dài zhe jìn kuài shōu dào guì fāng de bào jià .

I hope you`ll see from the reduction that we are really doing our utmost.

希望贵方能从这一降价中看出我方真的在尽最大的努力。

xī wàng guì fāng néng cóng jiàng jià zhōng kàn chū wǒ fāng zhēn de zài jìn zuì dà de nǚ lì .

We hope to discuss business with you at your earliest convenience.

我们希望尽早与你方洽谈业务。

wǒ men xī wàng jìn zǎo yǔ nǐ fāng qià tán yè wù .



We wish to express our desire to trade with you.

我方希望能与贵方达成贸易合作。

wǒ fāng xī wàng néng yǔ guì fāng dá chéng mào yì hé zuò .



We look forward to your early and trust that through our mutual cooperation we shall be able to conclude this transaction with you in the near future.

我们盼望早日得到你方的答复，并相信通过相互合作，我们不久即可达成这笔交易。

wǒ men pàn wàng zǎo rì dé dào nǐ fāng de dá fù , bìng xiàng xìn tōng guò xiāng hù hé zuò , wǒ men bú jiǔ jí kě dá chéng zhè bǐ jiāo yì .



I hope we can do business together, and look forward to hearing from you soon.

希望我们有合作机会，并静候您的佳音。

xī wàng wǒ men yǒu hé zuò jī huì , bìng jìng hòu nín de jiā yīn .

I hope that we can cooperate

希望我们合作愉

xī wàng wǒ men hé zuò yú

happily. 快。 kuài .

I hope that we can continue our cooperation. 希望我们能继续合作。 xī wàng wǒ men néng jì xù hé zuò .

We sincerely hope that this transaction will turn out to the satisfaction of both parties. 我们真心地希望这次交易能使我们双方都满意。 wǒ men zhēn xīn de xī wàng zhè cì jiāo yì néng shǐ wǒ men shuāng fāng dōu mǎn yì .

We hope that this market trend will continue. 我方希望这种市场趋势能继续发展下去。 wǒ fāng xī wàng zhè zhǒng shì chǎng qū shì néng jì xù fā zhǎn xià qù .



Promise Expressions

English	Chinese	Pinyin	Audio
We assure you that such things will not happen again in our future deliveries.	我们保证，今后交货不会再出现类似的情况。	wǒ men bǎo zhèng, jīn hòu jiāo huò bú huì zài chū xiàn lèi sì de qíng kuàng .	
We`d like to avail ourselves of this opportunity to	我们愿借此机会向贵方保证，贵方今	wǒ men yuàn jiè cǐ jī huì xiàng guì fāng bǎo zhèng, guì fāng	

assure you of our prompt and careful attention in handling your future orders.

后的订单我们一定会迅速认真地处理。

jīn hòu de dìng dān wǒ men yī dìng huì xùn sù rèn zhēn de chù lǐ .

Our products are always as good as the samples we send, I can promise there will be no debasement of quality.

我们的产品一定和送给你们的样品一样好，我保证质量绝对不会降低。

wǒ men de chǎn pǐn yī dìng hé sòng gěi nǐ men de yàng pǐn yī yàng hǎo , wǒ bǎo zhèng zhì liàng jué duì bú huì jiàng dī .

I guarantee that there is no difference in quality between the products we'll send you next month and what samples you saw just now.

我保证我方下个月将发送的产品和你们刚才所见到的样品在质量上不会有一丝一毫的差别。

wǒ bǎo zhèng wǒ fāng xià gè yuè jiāng fā sòng de chǎn pǐn hé nǐ men gāng cái suǒ jiàn dào de yàng pǐn zài zhì liàng shàng bú huì yǒu yī sī yī háo de chā bié .

I can promise you that the products we send you will be of A-1 quality.

我向你们保证我们会给你们送去的货物一定是一流的质量。

wǒ xiàng nǐ men bǎo zhèng wǒ men huì gěi nǐ men sòng qù de huò wù yī dìng shì yī liú de zhì liàng .

Our products are surely of standard quality.

我们的产品一定符合质量标准。

wǒ men de chǎn pǐn yī dìng fú hé zhì liàng biāo zhǔn .



I give you my word that the payment will be made not later than the end of June.

我保证货款不会迟于6月底支付。
wǒ bǎo zhèng huò kuǎn bú huì chí yú liù yuè dǐ zhī fù .

I promise I will check into these problems, and find out if they were our fault.

我保证一定会查清楚这些问题，看看是不是我们的错。
wǒ bǎo zhèng yī dìng huì chá qīng chǔ zhè xiē wèn tí, kàn kàn shì bú shì wǒ men de cuò .

We can make sure that these goods will avoid being damaged during the transit.

我方保证这些货物在运输过程中不会被碰坏。
wǒ fāng bǎo zhèng zhè xiē huò wù zài yùn shū guò chéng zhōng bú huì bèi pèng huài .

We will provide a fresh guarantee for the protection of the equipment repaired.

对于修理后的设备，我们将提供新的保证。
duì yú xiū lǐ hòu de shè bèi, wǒ men jiāng tí gòng xīn de bǎo zhèng .

Expectation Expressions

English

It is hoped that you would seriously take this matter into consideration and let us have your reply soon.

Chinese

希望你方能认真考虑这件事，并尽快答复我们。

Pinyin

xī wàng nǐ fāng néng rèn kǎo lǜ zhè jiàn shì ,
jìn kuài dá fù wǒ men .

Audio



bìng jìn kuài dá fù wǒ men

.

We hope that you will deal with our request earnestly.

希望贵方能认真地处理我们的请求。

xī wàng guì fāng néng rèn zhēn de chù lǐ wǒ men de qǐng qiú.

We hope to receive your immediate answer.

希望得到贵方的迅速答复。

xī wàng dé dào guì fāng de xùn sù dá fù .



We are looking forward to having your early reply to this matter.

希望贵方对这件事能尽早答复。

xī wàng guì fāng duì zhè jiàn shì néng jìn zǎo dá fù .



We hope that this dispute can be settled through friendly negotiation without its being submitted for arbitration.

我方希望通过友好谈判加以解决，而不要仲裁。

wǒ fāng xī wàng kě yǐ tōng guò yǒu hǎo tán pàn jiě jué , ér bú yào zhòng cái .



We look forward to your settlement at an early date.

我方期待着贵方早日解决这一问题。

wǒ fāng qī dài zhe guì fāng zǎo rì jiě jué zhè yī wèn tí .

Your early settlement of this case will be appreciated.

如能早日解决这一问题，我方将不胜感激。

rú néng zǎo rì jiě jué zhè yī wèn tí , wǒ fāng jiāng bú shèng gǎn jī .

We hope that you can settle the

希望贵方能尽快

xī wàng guì fāng néng jìn

claim as quickly as possible.

解决索赔事宜。 kuài jiě jué suǒ péi shì yí .

We hope that there will be no repetition of this kind of trouble in the future.

希望类似的麻烦将来不再发生。 xī wàng lèi sì de má fán jiāng lái bú zài fā shēng .

We expect that you will offer us a lower price as soon as possible.

期待贵方能尽快报一个更低的价格。 qī dài guì fāng néng jìn kuài bào yī gè gèng dī de jià gé .



We hope that the matter can be brought to a satisfactory solution.

希望此事有一个圆满的解决。 xī wàng cǐ shì yǒu yī gè yuán mǎn de jiě jué .



I do hope this undesirable incident will not stand in the way of our future business.

我希望这件不愉快的事情不会影响我们今后的贸易。 wǒ xī wàng zhè jiàn bù yú kuài de shì qíng bú huì yǐng xiǎng wǒ men jīn hòu de mào yì .



We hope this matter will not affect our good relations in our future dealings.

我希望此事不会影响我们将来业务中的良好关系。 wǒ xī wàng cǐ shì bú huì yǐng xiǎng wǒ men jiāng lái yè wù zhōng de liáng hǎo guān xì .

I wish that this business will bring benefit to both of us.

希望这笔生意给我们双方都带来好处。 xī wàng zhè bǐ shēng yì gěi wǒ men shuāng fāng dōu dài lái hǎo chù .

We hope this incident will not bring any harm to our pleasant relations.

我们希望此事不会给我们的良好关系带来任何损害。

wǒ men xī wàng cǐ shì bú huì gěi wǒ men de liáng hǎo guān xì dài lái rè hé sǔn hài .

Asking for Discount Expressions

	English	Chinese	Pinyin	Audio
	May I ask if you allow any discount?	请问你们给不给折扣?	qǐng wèn nǐ men gěi bù gěi zhé kòu ?	
				
	Isn't it possible to give us a little more discount?	难道就没有可能再多打一些折扣了吗?	nán dào jiù méi yǒu kě néng zài duō dǎ yī xiē zhé kòu le ma ?	
				
	If you are prepared to give me some allowance, i'll consider placing an order for XXX.	如果你们愿意减价的话, 我可以考虑订购XXX。	rú guǒ nǐ men yuàn yì jiǎn jià de huà , wǒ kě yǐ kǎo lǜ dìng gòu XXX.	
	Should you be prepared to reduce your price, we might come to terms.	如果贵方准备降价的话, 我们也许就能成交。	rú guǒ guì fāng zhǔn bèi jiàng jià de huà , wǒ men yě xǔ jiù néng chéng jiāo .	
	If I show you an offer	如果我告诉你一个	rú guǒ wǒ gào sù nǐ yī gè bǐ nǐ	

lower than yours, would you be able to conclude transaction at that price? 比你们低的价格，你愿意以那个价格成交吗？
men dī de jià gé , nǐ yuàn yì yǐ nà gè jià gé chéng jiāo ma ?

If the order is substantial one, how much will you come down? 如果订购数量相当大，你们可以降价多少？
rú guǒ dìng gòu shù liàng xiāng dāng dà , nǐ men kě yǐ jiàng jià duō shǎo ?

May we suggest that you make some allowance on your quoted prices? 我方能建议贵方的报价降低一点吗？
wǒ fāng néng jiàn yì guì fāng de bào jià jiàng dī yī diǎn ma ?

If we place an order for XXX up, can you give us a special discount? 如果我方订购XXX以上的话，贵方能否给我们一个特殊折扣？
rú guǒ wǒ fāng dìng gòu XXX yǐ shàng de huà , guì fāng néng fǒu gěi wǒ men yī gè tè shū zhé kòu ?

If our order is more than XXX, will you give us an additional 5% commission? 如果我方订购XXX以上的话，贵方能否额外给我们5%的佣金？
rú guǒ wǒ fāng dìng gòu XXX yǐ shàng de huà , guì fāng néng fǒu é wài gěi wǒ men bǎi fēn zhī wǔ de yòng jīn ?

We hope you will allow us come discount on our purchase of XXX? 我方购买XXX的话，希望贵方能给我方一些折扣。
wǒ fāng gòu mǎi XXX de huà , xī wàng guì fāng néng gěi wǒ fāng yī xiē zhé kòu .



We`d like to ask for a reduction in price because of the big size of our order.

鉴于我方的定货量很大，希望能降价。

jiàn yú wǒ fāng de dìng huò liàng hěn dà , xī wàng néng jiàng jià .

Since the present market is so weak, you`ll have to lower your price if you want us to increase sales.

由于目前的市场不那么景气，如果贵方需要我方增加销售量的话，就必须降价。

yóu yú mù qián de shì chǎng bú nà me jǐng qì , rú guǒ guì fāng xū yào wǒ fāng zēng jiā xiāo shòu liàng de huà , jiù bì xū jiàng jià .

We hope to get your best offer.

希望贵方能报最低价。

xī wàng guì fāng néng bào zuì dī jià .

We invite quotation of the lowest price.

我们恳请报出最低价。

wǒ men kěn qǐng bào chū zuì dī jià .

May we suggest that you could perhaps make some allowance on your quoted prices?

我们能建议贵方对所报价格打些折扣吗？

wǒ men néng jiàn yì guì fāng duì suǒ bào jià gé dǎ xiē zhé kòu ma ?



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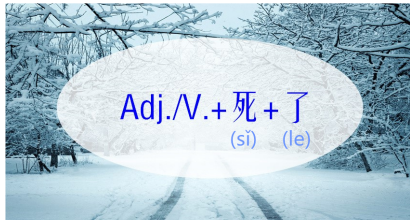
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BENJAMIN GIBBS

Benjamin is a language and culture enthusiast. He has been learning Mandarin Chinese more than 6 years. He lived in Shanghai, HongKong and Singapore.

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