Greetings and Conversation

Chinese (Simplified) 简体中文

A quick reference for everyday workplace communication.

English	简体中文
Hello.	您好。
Good morning.	早上好。
Good afternoon.	下午好。
Good evening.	晚上好。
Welcome.	欢迎。
My name is...	我叫……
What is your name?	您叫什么名字?
Nice to meet you.	很高兴认识您。
How are you?	您好吗?
I'm well, thank you.	我很好，谢谢。
Please.	请。
Thank you.	谢谢。
You're welcome.	不客气。
Excuse me.	打扰一下。
Please speak slowly.	请说慢一点。
Could you repeat that?	您能再说一遍吗?

Keep this sheet nearby for conversation practice with your team.