Scheduling Expressions

Chinese (Simplified) 简体中文

A quick reference for everyday workplace communication.

English	简体中文
What time do we start?	我们几点开始?
What time do we finish?	我们几点结束?
When is the break?	什么时候休息?
When is the next shift?	下一班什么时候开始?
What time is the meeting?	会议几点开始?
I start at...	我……点开始工作。
I finish at...	我……点下班。
Please arrive on time.	请准时到达。
Today	今天
Tomorrow	明天
This week	本周
Next week	下周
Morning shift	早班
Afternoon shift	中班
Night shift	夜班
I need to request time off.	我需要申请休假。

Keep this sheet nearby for conversation practice with your team.