

## Polite Words and Phrases in Chinese

### Polite Words

qǐng

请

Please.

qǐng jìn

请 进

Please come in.

zhè biān qǐng

这 边 请

This way, please.

qǐng wèn

请 问

Excuse me, may I ask...?

nǐ hǎo

你 好

Hello.

### Dialogue 1

(You come to a restaurant and order a meal.)

Huān yíng guāng lín, qǐng jìn!

Waitress: 欢 迎 光 临, 请 进!

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Welcome, please come in.

(Later...)

Nǐ men yào chī diǎnr shén me?

你们要吃点儿什么?

What would you like to eat?

En, fān qié chǎo dàn, suān là tǔ dòu sī, liǎng wǎn mǐ fàn.

Customer: 嗯, 番茄炒蛋, 酸辣土豆丝, 两碗米饭。

Uh, scrambled egg with tomato, sour and spicy shredded potato, and two bowls of rice.

Hái yào qí tā de ma?

Waitress: 还要其他的吗?

Anything else?

Bú yào le, gòu le, xiè xie.

Customer: 不要了, 够了, 谢谢。

No, that's enough, thank you.

Dialogue 2 (In a company)

Qǐng wèn, nín zhǎo shéi?

Staff: 请问, 您找谁?

May I help you?

Wǒ zhǎo Wáng jīng lǐ, wǒ gēn tā yuē le jīn zǎo shí diǎn jiàn miàn.

Client: 我找王经理, 我跟他约了今早十点见面。

I'd like to find manager Wang. I have an appointment with him at 10 o'clock this morning.

Zhè biān qǐng.

Staff: 这 边 请。

This way, please.

Dialogue 3 (On the road)

Nǐ hǎo, qǐng wèn yí xià Shì Jiè Zhī Chuāng zài nǎ li?

A: 你 好, 请 问 一 下 世 界 之 窗 在 哪 里?

Excuse me, may I ask where is the Windows of the World?

Xiàng qián zǒu, guò yí ge hóng lǜ dēng jiù dào le.

B: 向 前 走, 过 一 个 红 绿 灯 就 到 了。

Go straight ahead at the traffic lights and then turn left.

Xiè xie.

A: 谢 谢。

Thanks a lot.

Bú kè qì.

B: 不 客 气。

My pleasure.

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## Thanks

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shí fēn gǎn xiè

十 分 感 谢

Thank you very much.

fēi cháng gǎn xiè

非 常 感 谢

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Thank you very much.  
(a bit more formal)

xiè xie  
谢 谢  
Thanks.

xiè xie nǐ  
谢 谢 你  
Thank you.

xiè xie le  
谢 谢 了  
Thank you.

duō xiè  
多 谢  
Thanks a lot.

You can respond "Thanks" with:

bú yòng xiè  
不 用 谢  
Not at all.

bú xiè  
不 谢  
Not at all.

bú kè qi  
不 客 气

You're welcome.

bié kè qì

别客气

You're welcome.

bú yòng kè qì

不用客气

You're welcome.

méi shìr

没事儿

That's OK.

#### Example Sentence 1

Wǒ hé tóng shì men duì nǐ men de rè qíng zhāo dài biǎo shì shí fēn gǎn xiè.

我和同事们对你们的热情招待表示十分感谢。

My colleagues and I are grateful to your hospitality.

#### Example Sentence 2

Fēi cháng gǎn xiè nín de zhī chí.

非常感谢您的支持。

Thank you very much for your support.

#### Dialogue 1

Xiè xie.

A: 谢谢。

Thank you.

Bú yòng xiè

B: 不用谢。

Not at all.

Dialogue 2

Xiè xie nǐ.

A: 谢谢你。

Thank you.

Bú kè qì.

B: 不客气。

You're welcome.

Dialogue 3

Xiè xie le.

A: 谢谢了。

Thanks.

Méi shìr.

B: 没事儿。

That's OK.

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## Apologies

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duì bu qǐ / bào qiàn

对不起 / 抱歉

Sorry (for a mistake, you feel not good and regret)

bù hǎo yì si

不好意思

Sorry (for something you feel embarrassed about); excuse me

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You can respond "Sorry" with:

méi guān xi

没关系

It doesn't matter.

méi shìr

没事儿

That's all right.

### Dialogue 1

Duì bu qǐ.

A: 对不起。

Sorry.

Méi guān xi.

B: 没关系。

Don't worry about it.

### Dialogue 2

Bào qiàn.

A: 抱歉。

I'm sorry.

Méi guān xi.

B: 没关系。

That's OK.

### Dialogue 3

Bù hǎo yì si

A: 不好意思。

Excuse me.

Méi shìr

B: 没事儿。

It's all right.

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## Farewells

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zài jiàn

再 见

Goodbye

bái bài

拜 拜

Bye-bye.

wǒ xiān zǒu le

我 先 走 了

I'm off.

yí huìr jiàn

一 会 儿 见

See you later.

huí tóu jiàn

回 头 见

See you around.

míng tiān jiàn



明 天 见

See you tomorrow.

xià cì jiàn

下 次 见

See you next time.

### Dialogue 1

Zài jiàn.

A: 再 见。

Goodbye.

Zài jiàn.

B: 再 见。

Goodbye.

### Dialogue 2

Bái bái.

A: 拜 拜。

Bye-bye.

Bái bái.

B: 拜 拜。

Bye-bye.

### Dialogue 3

Wǒ xiān zǒu le.

A: 我 先 走 了。

I'm off.

Màn zǒu.

B: 慢 走。

Take care.

#### Dialogue 4

Yí huìr jiàn.

A: 一 会 儿 见。

See you later.

Yí huìr jiàn.

B: 一 会 儿 见。

See you later.

#### Dialogue 5

Huí tóu jiàn.

A: 回 头 见。

See you around.

Huí tóu jiàn.

B: 回 头 见。

See you around.

#### Dialogue 6

Míng tiān jiàn.

A: 明 天 见。

See you tomorrow.

Míng tiān jiàn.

B: 明 天 见。

See you tomorrow.

## Dialogue 7

Xià cì jiàn.

A: 下次见。

See you next time.

Xià cì jiàn.

B: 下次见。

See you next time.

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