



## Lesson8 Headmaster's Office

### Part 1 Objectives

Topic: Asking for directions

Key vocabulary: 空调、坏了、校长、办公室、一直走、中间、树、外边

Grammar Point: Talking about proximity by using “多(duō)”

Offering help for others by using “您好，您需要帮忙吗？” = May I help you?

Asking the way by using “请问，到.....怎么走？” = Excuse me, how do I get to.....?

Communication Skill: Basic conversation for asking for directions

### Part 2 Vocabulary

Chinese		English	Examples
kōngtiáo 空调	n.	air-conditioning	e.g. 你们家有空调吗? (Do you have air-conditioning in your house?)
huàile 坏了	adj.	broken	e.g. 我的自行车坏了。 (My bike is broken.)
xiàozhǎng 校长	n.	headmaster	e.g. 校长现在不在办公室。 (The headmaster is out of the office now.)
bàngōngshì 办公室	n.	office	e.g. 他现在正在办公室工作。 (He is working in his office now.)
yìzhí zǒu 一直走	Phrase	go straight on	e.g. 沿着这条路一直走。 (Go straight along the road.)
zhōngjiān 中间	n.	middle	e.g. 银行在超市和图书馆的中间。 (The bank is in the middle of the supermarket and the library.)
shù 树	n.	tree	e.g. 我家门([mén], door) 前有很多树。 (There are many trees in front of my house.)
wàibiān 外边	n.	outside	e.g. 外边天已经黑了。 (Outside it was getting dark.)

### Part 3 More vocabulary

More vocabulary related to this lesson		
棵 [kē] measure word for tree	帮忙 [bāngmáng] to help	电梯 [diàntī] lift
行政 [xíngzhèng] administration	财务 [cáiwù] finance	街 [jiē] street
一直 [yìzhí] all along; always	开 [kāi] turning on	历史 [lìshǐ] history
博物馆 [bówùguǎn] museum	助理 [zhùlǐ] assistant	沿着 [yánzhe] along
栋 [dòng] measure word for building	王子 [wángzǐ] Prince	会议 [huìyì] meeting
兵马俑 [bīngmǎyǒng] Terracotta Army		



### Part 4 Reading

#### Version A(Without pinyin)

**Security:** 您好，您需要帮忙([bāngmáng], help) 吗？

**Repairman:** 您好，请问，到校长办公室怎么走？

**Security:** 您找校长有什么事吗？

**Repairman:** 校长办公室的空调坏了，校长助理([zhù lǐ], assistant) 让我来这儿修([xiū], to repair) 空调。

**Security:** 好的，沿着这条路一直走，您会看见一栋([dòng], measure word for building) 外边有很多树的楼，那栋楼就是行政([xíngzhèng], Administration) 楼。你坐电梯([diàntī], lift) 上五楼，会议室([huìyìshì], meeting room) 和财务([cáiwù], finance)室的中间就是校长办公室。

**Repairman:** 好的，谢谢您。

#### Version B(With pinyin)

Nínhǎo, nín xūyào bāngmáng ma?

**Security:** 您好，您需要帮忙([bāngmáng], help) 吗？

Nínhǎo, qǐngwèn, dào xiàozhǎng bàngōngshì zěnmézǒu?

**Repairman:** 您好，请问，到校长办公室怎么走？

Nín zhǎo xiàozhǎng yǒu shénme shì ma?

**Security:** 您找校长有什么事吗？

Xiàozhǎng bàngōngshì de kōngtiáo huàile, xiàozhǎng zhùlǐ ràng wǒ lái zhèr

**Repairman:** 校长办公室的空调坏了，校长助理([zhùlǐ], assistant) 让我来这儿修([xiū], to repair) 空调。

xiū kōngtiáo.

Hǎode, yánzhe zhè tiáo lù yìzhí zǒu, nín huì kànjiàn yí dòng

**Security:** 好的，沿着这条路一直走，您会看见一栋([dòng], measure word for building)

wàibiān yǒu hěnduō shù de lóu, nà dòng lóu jiù shì xíngzhèng lóu. Nǐ zuò

外边有很多树的楼，那栋楼就是行政([xíngzhèng], Administration) 楼。你坐

diàntī shàng wǔ lóu, huìyìshì hé cáiwù shì

电梯([diàntī], lift) 上五楼，会议室([huìyìshì], meeting room) 和财务([cáiwù], finance)室

de zhōngjiān jiù shì xiàozhǎng bàngōngshì.

的中间就是校长办公室。

Hǎode, xièxiè nín.

**Repairman:** 好的，谢谢您。

### 1. Read then Answer the Questions

1) What does the repairman come to repair?

- A. Lift                                      B. Air-conditioning

2) Who asked the repairman to come here?

- A. Assistant                                  B. Headmaster

### 2. True or false.

1	2

- 1) The headmaster's office is on the 15th floor.  
 2) There are a lot of trees outside of that building.

### Part 5 Listen then Answer the Questions

1. Which floor is Mr. Zhang's office on?

- A. 1st floor                                  B. 3rd floor

2. Where is the library?

- A. Downstairs                              B. Upstairs

3. Mr. Zhang is in the same building now.

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### Part 6 Grammar

- “多(duō)” is used to refer to approximate numbers

English	Chinese		
	Number	Unit	Noun
a bit more than 20kg of fruit	二十多	公斤([gōngjīn],Kg)	水果
around 500 people	五百多	个	人
a bit more than 1,000km of road	一千多	公里([gōnglǐ],Km)	路
about 10,000 Yuan	一万多	块	钱
around 1 month	一	个多	月
around 2 hours	两	个多	小时
about 5 Yuan	五	块多	/



More examples:

我今天走了五十多公里的路。(I walked over fifty kilometers today.)

- “多(duō)” directly follows integers like “十, 百, 千, 万”.
- When the numeral has a single digit, “多(duō)” is placed after the measure words.
- 几(jǐ) also can be used to indicate approximate numbers.

English	Chinese		
	Number	Unit	Noun
a bit more than 10kg	十几	公斤 ([gōngjīn], Kg)	/
about 50 Yuan	五十几	块	钱

★ When we use 多 or 几 to talk about money in real life, generally the actual money will more than the number we used. (Eg. 五十几块, the actual money would be between 51RMB-59RMB)

- Offering help for others by using “您好, 您需要帮忙吗?” = May I help you?

您需要帮忙吗? Do you need any help? / May I help you?

- Acceptance

A: 您需要帮忙吗? May I help you?  
 B: 我找张老师。 I'm looking for Mr. Zhang.

- Rejection

A: 您需要帮忙吗? Do you need any help?  
 B: 不需要, 谢谢您。 No, thanks.

- “请问, 到.....怎么走? =Excuse me, how to get to.....?”  
 Used for asking the way in daily life.

English	Chinese			
	Excuse me	到	place	怎么走?
How to get to the museum?	请问		博物馆(museum)	
How to get to the restaurant?	请问		饭店(restaurant)	



More examples:

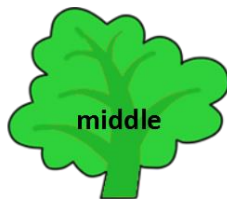
请问，到中国银行怎么走？(Excuse me, how can I get to the bank of China?)

Part 7 Exercises

1. Translate the following words.



2. Matching.



3. Translate.

1) Good afternoon. May I help you?

好 下午 需要 您 吗 帮忙

2) Do you need any help, sir?

需要 您 先生 帮忙 吗

3) Excuse me, how to get to Oxford Street?

怎么 到 走 请问 Oxford Street

4) Excuse me, how can I get to the railway station?



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到 请问 怎么 火车站 走