**Topic: Department Introduction**

**一、单位机构名称**

**学院 Schools:**

基础医学院 School of Basic Medical Sciences

公共卫生学院 School of Public Health

口腔医学院 School of Stomatology

药学院 School of Pharmacy

护理学院 School of Nursing

医政学院 School of Health Policy & Management

国际教育学院 School of International Education

康复医学院 School of Rehabilitation Medicine

外国语学院 School of Foreign Languages

人文社会科学学院 School of Humanities & Social Sciences

继续教育学院 School of Continuing Education

第一临床医学院 The First School of Clinical Medicine

第二临床医学院 The Second School of Clinical Medicine

第三临床医学院 The Third School of Clinical Medicine

第四临床医学院 The Fourth School of Clinical Medicine

研究生院 Graduate School

**行政 Administration:**

**党群组织：**

党委办公室、统战部 Party Committee Office/United Front Work Department

组织部、党校 Organization Department

宣传部 Propaganda Department

纪委办公室 Discipline Inspection Commission Office

工会 Labor Union

团委 The Communist Youth League Committee

离退休工作处 Retirement Department

人民武装部 People's Armed Forces Department

**行政部门：**

校长办公室 Office of the President

发展委员会办公室 Development committee office

人事处 Human Resources Department

教务处 Office of Academic Affairs

科技处 Department of Science & Technology

学生工作处、人武部 Office of Student's Affairs

国际合作与交流处&港澳台办公室 International Cooperation & Exchange Office

财务处 Financial Department

保卫处 Security Department

后勤管理处 Logistics Management Department

资产和产业管理处 Property & Industry Management Department

**直属单位：**

图书馆 Library

医学书刊出版处 Publishing Office of Medical Books and Periodicals

信息与网络中心 Network Information Center

体育部 Sports Department

档案馆 Archives

生殖医学国家重点实验室 State Key Laboratory of Reproductive Medicine

医药实验动物中心 Animal Core Facility

**二、重点短语**

·在某部门任职 Work for / be in/from XXX department

·（院系、部门）成立于何时 Be founded/established in

·主要负责某项工作 Be responsible for / mainly in charge of doing sth.

·工作重心在于 Focus on / emphasize on / center (attention) on sth./doing sth.

·下设X个办公室/学系 Have X faculties / there are X centers / contain / include

·例如 Respectively / such as / for example / for instance / as follows

**例：**I **have worked for** School of International Education since 2015. SIE **was founded in** June, 2005. Till now, SIE **is mainly responsible for** managing international students studying in NMU. **There are** several offices in SIE, **such as** Teaching Affairs Office, Student Affairs Office. This year, we **focus on** improving the delicacy management of all international students.

**三、日常用语 - Giving Directions/Offering Help**

**1. Directions**

·拐角处左转/右转 Turn left/right at the corner

·调头 Turn around / U turn

·（沿着这条路）直走 Go ahead/along this road

·过第一个（第二个）路口 Pass the first/second crossroad

·走路/开车XX分钟的路程 XX minutes' walking/driving

**2. Offering help**

What can I do for you?

How can I help you?

Need help?

Anything else?

You're welcome./De nada./No problem./No worries./That's OK./That's all right.

**四、场景用语 - At an international airport**

·公务旅行、出差 A business trip / come for business

·旅行、旅游 A sightseeing trip / come for travelling

·探亲 For family reunion / visit my family

·退税 tax refund / refund of duty / tourist refund