

# BUSINESS ENGLISH - BASICS

## POZDRAVLJANJE

- good morning (till 12pm)  
good afternoon (till 6pm or earlier)  
good evening (till the end of the day)  
good night = lahko noč
- Hello (formal)
- Hi (informal)
- How do you do? (form)
- I'm very pleased to meet you.
- Nice/good to meet you (inf)

## POSLAVLJANJE

- It was/has been nice meeting you. - Hope to see you again soon. - Goodbye/Bye. (inf) - Looking forward to seeing you again/... - See you later. - Let's have a drink sometime.** - We must have lunch together.** - We must catch up soon!**	- Yes, you too. - The pleasure is all mine. - Likewise.  - Yes, that would be nice. - Yes, absolutely.
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## VISITORS

- Hi, Hello ... (pozdravi od prej).
- Welcome to \_\_\_\_\_. How can I help you?
- Come in, please!
- Hi, did you have any trouble finding us?
- How was your flight/trip?
- Can I take your coat/jacket?
- Let me take you around the company.

## OFFERING DRINKS

- Would you like something to drink (while you wait)?
- Would you like some coffee/tea/water?
- Can I get you something?
- How do you take your coffee?
- Sorry we don't have ... Can I get you .. instead?
- Please, help yourself to the biscuits, coffee ...

## **INTRODUCTION**

### **INTRODUCING YOURSELF**

- I'm ... My name is ... from ...
- Allow me to introduce myself, I'm ...
- May I introduce myself?
- I work for ... / at ...
- I'm in charge of \_\_\_\_\_.
- I'm responsible for \_\_\_\_\_.
- My job involves \_\_\_\_\_.
- I handle \_\_\_\_\_.
- I take care of \_\_\_\_\_.

### **INTRODUCING OTHERS**

- Allow me to introduce ... She/he/they ...
- May I introduce you to my colleague ...
- This is my colleague ...

### **TALKING ABOUT YOUR COMPANY**

- Our company was established/founded/set up in ...
- Our company (company's headquarters) are located in/at ...
- Our company employs ... / Our company has ... employees
- There are ... workers at our company ...
- We make/produce/manufacture/supply/  
specialise in/develop/research  
predstavitev Slovenije

## **COMMUNICATION PROBLEMS**

- I'm afraid my English is a bit rusty/isn't very good.
- Could you please speak a bit more slowly?
- Could you speak up a bit, please?
- Could you repeat that, please?
- I'm sorry, I didn't understand that.
- Could you spell that, please?
- How do you pronounce that?