



Business meetings II

Videli smo fraze za različite faze sastanka a sada da vidimo kako zakazati, prihvatiti i odbiti sastanak, kao i da prođemo kroz još neke korisne izraze koji su neophodni da poslovni sastanci proteknu u najboljem redu

Da bi zakazao sastanak, možeš koristiti neku od sledećih rečenica:

- ***Could we schedule a time to meet next week?***
- ***Perhaps we could meet and go over the details in person?***

Da bi predložio vreme i datum, kazaćeš:

- ***How about Monday at nine?***
- ***Would half past five suit you?***

Da bi odbio prisustvo, reći ćeš:

- ***I'm afraid I have another appointment then.***
- ***I'm a bit tied up then. How about another time?***

A da bi prihvatio prisustvo, kazaćeš:

- ***Yes, that would be fine.***
- ***Certainly, I look forward to meeting with you.***

Da potvrdiš neki dogovor, reći ćeš:

- ***See you on Monday at seven.***
- ***So, I look forward to seeing you on Tuesday at four.***

Ukoliko želiš da predstaviš učesnike, možeš da kažeš:

- ***Why don't you introduce yourself to everyone?***
- ***Could you tell us who you are and say something about yourself?***

Da izraziš mišljenje, koristićeš:

- ***I'm convinced that we should...***
- ***I tend to think that it's...***

Ukoliko želiš da pitaš za mišljenje, možeš da kažeš:

- ***What do you think about that?***
- ***Would you like to comment on that?***

Da se složiš sa nečim ili sa nekim, kažeš:



- ***Absolutely, I think that's a fantastic idea.***
- ***I agree completely.***

A da se delimično složiš:

- ***I think what you're saying is true up to a point.***
- ***I suppose that might be true.***

Ukoliko se, pak, ne slažeš, kažeš:

- ***I'm afraid I can't agree with you there.***
- ***I don't think that's true.***

Da ponudiš nešto, koristiš:

- ***How about if we...?***
- ***Why don't we...?***

Da odbiješ ponudu, iskoristićeš:

- ***Sorry, but I'm not able to go along with that.***
- ***Unfortunately, I won't be able to take you up on that.***

Da potražiš dodatno vreme za razmišljanje, kažeš:

- ***I'd like a couple of days to think this over.***
- ***Can I get back to you on that?***

Ali, ako prihvataš ponudu, kažeš:

- ***I think we'll go for that.***
- ***That sounds good to me.***

Da završiš sastanak, obično koristiš:

- ***Let's finish here.***
- ***I think that brings us to an end.***

Da potvrdiš dogovoreno, možeš reći:

- ***So, to sum up, what we've decided...***
- ***Right. I'm going to ...***

Da se pozdraviš sa učesnicima na kraju sastanka, kažeš:

- ***I look forward to seeing you (all) again soon.***
- ***Have a safe trip home.***



Business course, level B2

Jelna Spasić

Ovde smo pobrojali još neke korisne fraze koje možeš da spojiš sa frazama iz trećeg unita i naučiš za neki predstojeći sastanak.