



Business meetings I

Sastanci su neophodan deo jednog poslovnog dana i zato je neophodno da savladamo vokabular koji se za njih vezuje. Osoba koja vodi sastanak zove se '**chair**'. Zapisnik je '**minutes**'. Ukoliko ne možeš da prisustvuješ sastanku možeš reći da imaš '**prior committment**'. Prelazak na novu temu je '**other business**'.

Dnevni red je '**agenda**'. '**What's on the agenda?**' bi bilo šta je na dnevnom redu. Prisutni se zovu '**attendees**', a odsutni '**absentees**'. Ukoliko prisustvuješ sastanku, kaže se: '**You are attending**'. Ukoliko neko ide na sastanak umesto druge osobe, kaže se: '**Jack is standing in**'. Tačke dnevnog reda su '**items**', a poslednja tačka, ona koja je kod nas 'razno', na engleskom je **AOB** ili '**any other business**'.

Prođimo sada kroz različite faze sastanka sa primerima:

Funkcija:	Primer
1. Poželimo dobrodošlicu	<i>Welcome everyone. Thank you for coming.</i> <i>Good morning, everyone!</i>
2. Predstavimo tačku dnevnog reda	<i>Let me just go over the main points of today's meeting. Today, there are six topics on the agenda. The first one is...</i>
3. Promena tačke	<i>Right. Can we move on now to the next point?</i> <i>Let's move on to the next topic.</i>
4. Vraćanje na prošlu tačku	<i>Could we just go back to point number 3 for a minute?</i> <i>I'm afraid we have to go back to the previous point as we have missed...</i>



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5. Držati se teme	<i>I'm afraid we are going off the main point here and we are running out of time, so...</i> <i>I see what you mean but I'm afraid we will have to leave it for our next meeting.</i>
6. Izražavanje mišljenja	<i>What I am a bit worried about is...</i> <i>It sounds like a great idea but...</i>
7. Davanje sugestija	<i>We could perhaps...</i> <i>Or we might...</i>
8. Davanje razloga	<i>I think this would be a good idea because... I am sure it can be done as/since...</i>
9. Argumentovanje	<i>To illustrate my point, I'd like to add that...</i> <i>Furthermore...</i>
10. Reći da ne razumemo	<i>I'm sorry, but I am still not quite sure what you mean by ...</i> <i>Could you explain it again, please?</i>
11. Tražiti pojašnjenje	<i>I'm afraid I don't understand your point here.</i> <i>I'm sorry, could you clarify that point?</i> <i>Could you explain that a little more to me?</i>
12. Dati pojašnjenje	<i>Let me put it in another way...</i> <i>My point is...</i>



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13. Prekidanje	<i>Excuse me, may I add something here?</i> <i>Sorry to interrupt you...</i> <i>Could I make a point here?</i>
14. Odgovor na prekidanje	<i>Just a minute, please. Could we leave that to the end?</i> <i>Of course, just let me finish. As I was saying...</i> <i>Hold on, please. We'll come back to you in a moment.</i>
15. Rešavanje konflikata	<i>You see, I haven't got all the necessary information, so I'd rather not talk about that at the moment...</i> <i>I will go back to it and inform you about my findings after the meeting.</i>
16. Proveravanje razumevanja (da li su drugi razumeli i da li si ti dobro razumeo)	<i>Is that clear to everyone?</i> <i>Are there any questions?</i> <i>I'm not sure I understand what you're saying.</i> <i>Do you mean that...?</i> <i>If I understand you correctly, you think that...?</i>
17. Izbegavanje problema	<i>I'm afraid that's not exactly what I meant...</i> <i>You might be right but...</i>



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18. Balansiranje	<i>As I see it..</i> <i>From my perspective,</i>
19. Proveravanje da si dobro razumeo	<i>If I understand correctly...</i> <i>I might have been wrong...</i>
20. Praćenje dnevnog reda	<i>I think we are off the track here.</i> <i>I am afraid we are running out of time so let's go back to the agenda.</i>
21. Sumiranje	<i>Let me just run through what we have covered today.</i> <i>So..</i>
22. Izražavanje rezerve	<i>That's a very interesting idea, but...</i> <i>I see what you mean but it might be better if...</i>
23. Parafraziranje	<i>What I meant to say is...</i> <i>I was trying to say that...</i>

Imaš puno fraza ovde, tako da ih obavezno pročitaj nekoliko puta i naravno, trudi se da ih koristiš na poslovnim sastancima.