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Company: talkingENGLISH Version: June 7, 2012

## 1 Standard Sentences

- -We have a lot to discuss.
- -Could you focus on the main facts please?
- -The reason I'm calling is..
- -Can I leave a message?
- -I'm working on a project.
- -We've been working on this for eight hours now
- -Are there any conditions concerning retail prices that we have to observe? -We found some interesting info on your website.
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etc.

#### **2** Useful Words

Assessment

Apply

Employee

Prospects Resign

Investment

endeavour

provide

recommend

Main point objective

clarify

attendee

proposal

facilities

supplier

To summarize

inform

however

furthermore

brand consumer advertisement To put it briefly

Consequently

- -
- -
- \_

etc.

## **3** Grammar Notes

Many is used with countable nouns.

Much is used with uncountable nouns.

A lot of can be used for both.

Adverbs tell how ("eagerly"), when ("lately," "often"), where ("there," "outside"), how much ("very," "too"), and why ("therefore").

etc.

## **4** Style Rules

Never close an email with *greetings*. This is a Dutchism or something you would say to Martians arriving to planet earth. Use *kind regards* or *best wishes* (there are many variations) depending on how well you know the person.

#### **6** Pronunciation

In Dutch the last consonant (medeklinker) of a word is always voiceless (stemloos), which make words like **bob** and **crab** sound like **bop** and **crap**. The end – **z** becomes an **s** the **v** an **f** and the **g** a **k**. This is one of three most important stumbling blocks for the Dutch.

etc.

# 6 Don't Forget!

In Business English, people will use sentences that are short and to the point

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we help you improve your language skills

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