

LESSON TRANSCRIPT

Business Polish for Beginners S1 #1

Introducing Yourself in a Business Meeting

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#1

INTRODUCTION

John: Hi everyone, and welcome back to Polishpod101.com. This is Business Polish for Beginners Season 1 Lesson 1 - Introducing Yourself in a Business Meeting John Here.

Marzena: Cześć, I'm Marzena.

John: In this lesson, you'll learn about self-introductions. The conversation takes place in an office.

Marzena: It's between Adam, Monika, and a secretary.

John: The speakers are a service provider and customer, therefore, they will speak formal Polish. Okay, let's listen to the conversation.

DIALOGUE

Adam: Dzień dobry, Adam Kozłowski z KomeCo. Jestem umówiony z panią Moniką Mackiewicz.

Sekretarka: Proszę chwilę tutaj poczekać. Powiem jej, że pan jest.

(after a few minutes)

Monika: Dzień dobry, Monika Mackiewicz, miło mi pana poznać.

Adam: Adam Kozłowski, cała przyjemność po mojej stronie.

Monika: Zapraszam do mojego gabinetu. Czy czegoś się pan napije?

Adam: Nie, dziękuję.

John: Listen to the conversation one time slowly.

Adam: Dzień dobry, Adam Kozłowski z KomeCo. Jestem umówiony z panią Moniką Mackiewicz.

Sekretarka: Proszę chwilę tutaj poczekać. Powiem jej, że pan jest.

(after a few minutes)

Monika: Dzień dobry, Monika Mackiewicz, miło mi pana poznać.

Adam: Adam Kozłowski, cała przyjemność po mojej stronie.

Monika: Zapraszam do mojego gabinetu. Czy czegoś się pan napije?

Adam: Nie, dziękuję.

John: Listen to the conversation with the English translation.

Adam: Good morning, Adam Kozłowski from KomeCo. I have an appointment with Ms. Monika Mackiewicz.

Secretary: Could you please wait here for a moment. I will let her know that you are here.

(after a few minutes)

Monika: Good morning, Monika Mackiewicz. Nice to meet you.

Adam: Adam Kozłowski, the pleasure is all mine.

Monika: Please, come in to my office. Would you like something to drink?

Adam: No, thank you.

POST CONVERSATION BANTER

John: In the conversation, we heard a simple self introduction.

Marzena: Yes, we did. One important thing to remember about Poland is that we tend to be more formal than in English-speaking countries.

John: Can you give us an example of this?

Marzena: We only use ty...

John: This means "you,"

Marzena: in closer relationships.

John: What is used in more formal situations?

Marzena: Usually pan, which is "Mr." or "sir," or pani

John: That is "Ms." or "ma'am."

Marzena: Also, if you use either pan or pani in written correspondence, you should use capital letters.

John: Okay, now onto the vocab.

VOCAB LIST

John: Let's take a look at the vocabulary from this lesson. The first word is...

Marzena: być umówionym [natural native speed]

John: to have an appointment

Marzena: być umówionym [slowly - broken down by syllable]

Marzena: być umówionym [natural native speed]

John: Next we have...

Marzena: chwila [natural native speed]

John: moment

Marzena: chwila [slowly - broken down by syllable]

Marzena: chwila [natural native speed]

John: Next we have...

Marzena: poczekać [natural native speed]

John: to wait

Marzena: poczekać [slowly - broken down by syllable]

Marzena: poczekać [natural native speed]

John: Next we have...

Marzena: cały [natural native speed]

John: normal, whole

Marzena: cały [slowly - broken down by syllable]

Marzena: cały [natural native speed]

John: Next we have...

Marzena: przyjemność [natural native speed]

John: pleasure

Marzena: przyjemność [slowly - broken down by syllable]

Marzena: przyjemność [natural native speed]

John: Next we have...

Marzena: strona [natural native speed]

John: way

Marzena: strona [slowly - broken down by syllable]

Marzena: strona [natural native speed]

John: Next we have...

Marzena: mój [natural native speed]

John: my, mine

Marzena: mój [slowly - broken down by syllable]

Marzena: mój [natural native speed]

John: And last...

Marzena: napić się [natural native speed]

John: to drink

Marzena: napić się [slowly - broken down by syllable]

Marzena: napić się [natural native speed]

KEY VOCAB AND PHRASES

John: Let's have a closer look at the usage of some of the words and phrases from this lesson. The first word is...

Marzena: Jestem umówiony z ...

John: meaning "I have an appointment with..."

John: Let's break down this phrase.

Marzena: First is Jestem, which means "I am."

John: Both men and women can use this. Next is "to be appointed" or "to be prearranged."

Marzena: The masculine form for this is umówiony, and in feminine it is umówiona.

John: You can use this phrase to say that you have an appointment, such as a business meeting or a doctor's appointment.

Marzena: It's slightly formal, so you wouldn't use it with friends.

John: Can you give us an example using this phrase?

Marzena: Sure. For example, you can say... Jestem umówiony z panem Kowolikiem.

John: ...which means "I have an appointment with Mr. Kowolik."

John: Okay, what's the next word?

Marzena: Proszę chwilę poczekać.

John: meaning "Wait a moment, please."

John: Let's break this phrase down.

Marzena: First is proszę, which means "please" or "here you go." Next is chwilę.

John: This is a noun that means "a moment." The last word means "to wait."

Marzena: Yes, that's poczekać.

John: You can use this phrase to ask your guest to wait for a moment.

Marzena: Again, it's slightly formal so we don't use this with friends.

John: Can you give us an example using this word?

Marzena: Sure. For example, you can say... Proszę chwilę poczekać. Zawołam panią Czerkowską.

John: ... which means "Wait a moment please. I will call Ms. Czerkowska."

John: Okay, now onto the lesson focus.

LESSON FOCUS

John: In this lesson, you'll learn about self-introduction in a business setting. Are business self-introductions much different from regular self-introductions?

Marzena: Not really. The main difference is that you might say what company you work for.

John: Okay. Let's run through a self-introduction.

Marzena: Some things you might say include Nazywam się

John: "My name is..."

Marzena: Miło mi pana poznać or Miło mi panią poznać

John: "Nice to meet you, sir." or "Nice to meet you, ma'am."

Marzena: Cała przyjemność po mojej stronie

John: "All the pleasure is mine."

Marzena: Adam Kozłowski z KomeCo. So that's [name] z [company].

John: "Adam Kozlowski from KomeCo." It might be that during a business conversation, you want to offer something to your guest. Remember that you should use "sir" or "madam" instead of "you."

Marzena: Yes, you need pan and pani. An example is (Czy) Czegoś się pan / pani napije?

John: "Would you like something to drink sir/madam?"

Marzena: You can use albo, meaning "or" to give a choice. (Czy) napije się pan / pani kawy albo herbaty?

John: "Would you like coffee or tea?" Remember, in all of these examples we use "sir" or "madam", not "you."

Marzena: More examples are (Czy) Czegoś pan / pani potrzebuje?

John: "Do you need something?"

Marzena: (Czy) Mogę w czymś panu / pani pomóc?

John: "Can I help you somehow?"

Marzena: In that last example, pan and pani change to panu and pani because of the verb pomóc, "to help," which requires genitive case.

John: How do we reply to these offers?

Marzena: You can say Nie, dziękuję.

John: "No, thank you."

Marzena: Or Bardzo chętnie, kawy.

John: "With pleasure, coffee."

OUTRO

John: Okay, that's all for this lesson. Thank you for listening, everyone, and we'll see you next time! Bye!

Marzena: Do zobaczenia!