

LESSON NOTES

Business Polish for Beginners S1 #1

Introducing Yourself in a Business Meeting

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#1

DIALOGUE - POLISH

MAIN

1. Adam : Dzień dobry, Adam Kozłowski z KomeCo. Jestem umówiony z panią Moniką Mackiewicz.
2. Sekretarka : Proszę chwilę tutaj poczekać. Powiem jej, że pan jest.
3. (after a few minutes)
4. Monika : Dzień dobry, Monika Mackiewicz, miło mi pana poznać.
5. Adam : Adam Kozłowski, cała przyjemność po mojej stronie.
6. Monika : Zapraszam do mojego gabinetu. Czy czegoś się pan napije?
7. Adam : Nie, dziękuję.

ENGLISH

1. Adam : Good morning, Adam Kozlowski from KomeCo. I have an appointment with Ms. Monika Mackiewicz.
2. Secretary : Could you please wait here for a moment. I will let her know that you are here.
3. (after a few minutes)
4. Monika : Good morning, Monika Mackiewicz. Nice to meet you.
5. Adam : Adam Kozlowski, the pleasure is all mine.
6. Monika : Please, come in to my office. Would you like something to drink?
7. Adam : No, thank you.

VOCABULARY

Polish	English	Class	Gender
napić się	to drink	verb	
poczekać	wait	verb	
przyjemność	pleasure	noun	feminine
być umówionym	to have an appointment	phrase	
strona	way	noun	feminine
chwila	moment	noun	feminine
cały	normal, whole	adjective	masculine
mój	my, mine	possessive pronoun	masculine

SAMPLE SENTENCES

Czego się pani napije?	Poczekaj jeszcze chwilę, może przyjdzie.
What would you like to drink?	Wait a little bit more, maybe he (or she) will come.
Interesy z panią to sama przyjemność.	Jestem umówiony z doktorem na 15.
Doing business with you is a pleasure.	I have an appointment with the doctor at 3 PM.
Musimy mieć bilet tylko w jedną stronę.	Herbata będzie gotowa za chwilę.
"We have to have a one-way ticket only."	Tea will be ready in a moment.
Ile kosztuje cały bilet?	Mój tata jest policjantem.
"How much is a normal ticket?"	My dad is a policeman.

VOCABULARY PHRASE USAGE

Jestem umówiony z ...
"I have an appointment with"

Jestem means "I am" and it can be used by both men and women. *Umówiony* means "to be appointed" or "to be prearranged" and it is here in the masculine form. A feminine form would be *umówiona*.

This phrase is used when we want to say that we have an appointment arranged with someone, either in a business context or at a doctors office. It can be used anywhere, but it is slightly formal so we would never use it with friends.

For example:

1. *Jestem umówiony z panem Kowolik.*

"I have an appointment with Mr. Kowolik."

Proszę chwilę poczekać.

"Wait a moment, please."

The first word - *proszę* - means "please" or "here you go". *Chwila*, is a noun meaning "a moment" and *poczekać* is a verb meaning "to wait." Note that it differs from just *czekać*, which also means "to wait" when we don't have to wait too long.

It is a nice phrase to use when we want to ask our guest to wait for a moment. It is slightly formal, so it's better not to use it with friends.

For example:

1. *Proszę chwilę poczekać. Zawołam panią Czerkowską.*

"Wait a moment please. I will call Ms. Czerkowska."

GRAMMAR

The Focus Of This Lesson Is Self-introduction

Dzień dobry, Monika Mackiewicz, miło mi pana poznać.

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

In this lesson, we will learn:

1. Self-introduction

2. Offering things

Self-introduction

First we will take a look at a self-introduction in a business setting. Even though it is not very much different than the self-introduction you may know, it still has some characteristic expressions. One of the most important things is stating the company you work for, like in the dialogue:

1. *Adam Kozłowski z KomeCo.*

"Adam Kozłowski from KomeCo."

Note that here our Adam introduces himself shortly to the secretary to let her know who he is. Moreover, when Monika meets Adam, she adds:

1. *Miło mi pana poznać.*
"It's nice to meet you (sir)."

and he replies:

1. *Cała przyjemność po mojej stronie.*
"The pleasure is all mine."

Both of these phrases are quite formal and would be omitted in informal settings, or changed to a simple *cześć*, "hi."

Here is a list of the expressions you will need for a formal self-introduction.

Expression	English Translation	Remarks
<i>Nazywam się</i>	"My name is..."	Usually omitted in both formal and informal settings.
<i>Miło mi pana / panią poznać.</i>	"Nice to meet you (sir / ma'am)."	Typical for formal settings.
<i>Cała przyjemność po mojej stronie.</i>	"All the pleasure is mine."	Typical for formal settings.
[NAME] z [COMPANY]	"NAME from COMPANY"	Typical short business self-introduction.

Note that a lot of resources will teach you phrases like *nazywam się...* "my name is..." (lit. "I'm called...") and *jestem* "I am..." but both of these are not really used in conversation, especially in the business setting. You will usually just say "Hello" (like *dzień dobry*) and then say your name right away. You can also say *Witam* "Welcome" if the meeting is happening at your company or your business partner has just arrived in your country.

Offering things

One of the most important things to remember when offering things in business conversations is always using *pan* "sir" or *pani* "ma'am", which we sometimes translate into English as just "you."

The main two things you can **offer** to your guest in your office are drinks and general help. Here are some phrases which you can use in a business setting.

1. *(Czy) Czegoś się pan / pani napije?*
"Would you like something to drink (sir / ma'am)?"

Note: You can omit the question particle *czy*.

1. *(Czy) napije się pan / pani kawy albo herbaty?*
"Would you (sir / ma'am) like coffee or tea?"

Note: Giving choices can be easily done by using *albo*, "or."

1. *(Czy) Życzy pan / pani sobie czegoś?*
"Would you (sir / ma'am) like something?"

Note: *Życzyć sobie*, "to wish for," is a great verb to ask if someone needs something.

1. *(Czy) Czegoś pan / pani potrzebuje?*
"Do you (sir / ma'am) need something?"
2. *(Czy) Mogę w czymś panu / pani pomóc?*
"Can I help you (sir / ma'am) somehow?"

Note: *pan / pani* changes here to *panu / pani* because of the verb *pomóc*, "to help," which requires dative case.

Now here are some ways you may **accept or politely decline** an offer like that:

1. *Nie, dziękuję.*
"No, thank you."
2. *Bardzo chętnie, kawę.*
"With pleasure, coffee."

Examples from the dialogue:

1. *Adam Kozłowski, cała przyjemność po mojej stronie.*
"Adam Kozłowski, the pleasure is all mine."

Sample Sentences

1. *W czym mogę panu pomóc?*
"How can I help you, sir."
2. *Czy napije się pani kawy?*
"Would you like some coffee ma'am?"
3. *Bardzo miło mi pana wreszcie poznać.*
"It's a pleasure to finally meet you."
4. *Marzena Kowal, miło mi pana poznać.*
"Marzena Kowal, it's nice to meet you sir."
5. *Marek Dostojewski, bardzo mi miło.*
"Marek Dostojewski, it's a pleasure."

CULTURAL INSIGHT

Addressing people in a formal way

In Poland, we tend to be more formal than in English speaking countries. Therefore "you" (or *ty* in Polish) is reserved only for closer relationships. When we talk to somebody in a formal setting, we will usually address them with *pan* ("Mr." or "sir") or *pani* ("Ms." or "ma'am"). We will also write those two with capital letters in correspondence.

