BUSINESS ENGLISH • ŤAHÁK / CHEAT SHEET

50 fráz na porady a e-maily po anglicky

50 phrases for meetings and emails

Praktické frázy, ktoré používajú rodení hovoriaci – s prekladom a príkladom.

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Ako s ťahákom pracovať / How to use it

- Vyberte si 3 frázy na týždeň – nie všetkých 50 naraz.
- Prečítajte si príklad nahlas a vytvorte si vlastnú vetu.
- Použite frázu na najbližšej porade alebo v e-maile.
- Ťahák si vytlačte a majte ho pri počítači.



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ČASŤ 1 / PART 1

Porady

Meetings

ÚVOD PORADY / OPENING

1	**Shall we get started?** *It's ten o'clock. Shall we get started?*	Môžeme začať?
2	**Thanks for making the time.** *Thanks for making the time – I know it's a busy week.*	Ďakujem, že ste si našli čas.
3	**The aim of today's meeting is to…** *The aim of today's meeting is to agree on the budget.*	Cieľom dnešnej porady je…
4	**Let's go through the agenda.** *First, let's go through the agenda.*	Prejdime si program.

NÁZOR / GIVING YOUR OPINION

5	**From my point of view, …** *From my point of view, the price is too high.*	Z môjho pohľadu…
6	**I'd suggest that we…** *I'd suggest that we start with a pilot project.*	Navrhoval by som, aby sme…
7	**The way I see it, …** *The way I see it, we need more people on this.*	Ja to vidím tak, že…
	SÚHLAS / AGREEING	
8	**That's a good point.** *That's a good point – I hadn't thought of that.*	To je dobrá poznámka.
9	**I couldn't agree more.** *I couldn't agree more. Let's do it.*	Úplne súhlasím.
	NESÚHLAS / DISAGREEING POLITELY	
10	**I see your point, but…** *I see your point, but the deadline is too tight.*	Chápem, ale…
11	**I'm not sure I agree with that.** *I'm not sure I agree with that. Can we check the data?*	Nie som si istý, či s tým súhlasím.
12	**Could we look at it from another angle?** *Could we look at it from the customer's angle?*	Mohli by sme sa na to pozrieť inak?
	PRERUŠENIE / INTERRUPTING	
13	**Sorry to interrupt, but…** *Sorry to interrupt, but we have a call at eleven.*	Prepáčte, že skáčem do reči, ale…
14	**Could I just come in here?** *Could I just come in here with a quick question?*	Môžem sa k tomu vyjadriť?
15	**Please, go ahead.** *Sorry, Petra – please, go ahead.*	Nech sa páči, pokračujte.
	OBJASNENIE / CLARIFYING	
16	**Could you clarify what you mean by…?** *Could you clarify what you mean by 'a quick win'?*	Mohli by ste upresniť, čo myslíte…?
17	**Just to make sure I understand, …** *Just to make sure I understand, you need it by Friday?*	Aby som to správne pochopil…
18	**Could you say that again, please?** *Sorry, the line is bad. Could you say that again, please?*	Mohli by ste to zopakovať?
	ČAS A TÉMA / TIME AND FOCUS	

19	**Let's get back to the main point.** *Interesting, but let's get back to the main point.*	Vráťme sa k hlavnej téme.
20	**We're running short on time.** *We're running short on time, so let's decide now.*	Dochádza nám čas.
21	**Can we take this offline?** *Good question – can we take this offline after the meeting?*	Môžeme to prebrať mimo porady?
	ZÁVER PORADY / CLOSING	
22	**So, to sum up, …** *So, to sum up, we launch in March.*	Takže, zhrnuté…
23	**Who's going to take care of this?** *Who's going to take care of the invoice?*	Kto sa o to postará?
24	**Let's set a deadline for…** *Let's set a deadline for the first draft: 15 May.*	Stanovme termín pre…
25	**Thanks, everyone. I'll send round the minutes.** *Thanks, everyone. I'll send round the minutes today.*	Ďakujem všetkým, pošlem zápisnicu.

ČASŤ 2 / PART 2

E-maily

Emails

ÚVOD E-MAILU / OPENING

26	**I hope this email finds you well.** *Dear Mr Novák, I hope this email finds you well.*	Dúfam, že sa máte dobre.
27	**Thank you for your email.** *Thank you for your email regarding the order.*	Ďakujem za váš e-mail.
28	**I'm writing to…** *I'm writing to confirm our meeting next week.*	Píšem vám, aby som…
29	**Following our call yesterday, …** *Following our call yesterday, I'm sending the offer.*	Na základe nášho včerajšieho hovoru…

ŽIADOSTI / REQUESTS

30	**Could you please send me…?** *Could you please send me the latest version?*	Mohli by ste mi poslať…?
31	**I'd appreciate it if you could…** *I'd appreciate it if you could reply by Thursday.*	Ocenil by som, keby ste…
32	**Would it be possible to…?** *Would it be possible to extend the deadline?*	Bolo by možné…?

INFO A PRÍLOHY / INFO AND ATTACHMENTS

33	**Please find attached…** *Please find attached the signed contract.*	V prílohe posielam…
34	**For your reference, …** *For your reference, I've added last year's figures.*	Pre vašu informáciu…
35	**Just to let you know, …** *Just to let you know, I'm out of the office on Monday.*	Len pre informáciu…

PRIPOMIENKY / FOLLOWING UP

36	**Just a quick reminder that…** *Just a quick reminder that the report is due tomorrow.*	Len krátka pripomienka, že…
37	**I'm following up on…** *I'm following up on my email from last week.*	Nadväzujem na…
38	**Have you had a chance to look at…?** *Have you had a chance to look at the proposal?*	Mali ste možnosť pozrieť sa na…?

TERMÍNY / SCHEDULING

39	**Would Tuesday at 10 work for you?** *Would Tuesday at 10 work for you, or is Wednesday better?*	Vyhovoval by vám utorok o 10:00?
40	**Unfortunately, I'm not available then.** *Unfortunately, I'm not available then. How about 2 pm?*	Žiaľ, vtedy nemôžem.
41	**Could we move the meeting to…?** *Could we move the meeting to Friday morning?*	Mohli by sme presunúť stretnutie na…?

PROBLÉMY / PROBLEMS AND APOLOGIES

42	**Apologies for the delay in getting back to you.** *Apologies for the delay in getting back to you – it's been a busy week.*	Prepáčte, že odpovedám neskoro.
43	**Sorry for any inconvenience.** *The system is down today. Sorry for any inconvenience.*	Ospravedlňujem sa za nepríjemnosti.
44	**There seems to be a misunderstanding.** *There seems to be a misunderstanding about the price.*	Zdá sa, že došlo k nedorozumeniu.

POTVRDENIE / CONFIRMING

45	**I can confirm that…** *I can confirm that the goods were sent today.*	Môžem potvrdiť, že…
46	**That works for me.** *Thursday at 3? That works for me.*	To mi vyhovuje.

ZÁVER E-MAILU / CLOSING

47	**Please let me know if you have any questions.** *Please let me know if you have any questions about the offer.*	Ak máte otázky, dajte mi vedieť.
48	**I look forward to hearing from you.** *I look forward to hearing from you soon.*	Teším sa na vašu odpoveď.
49	**Thanks in advance.** *Thanks in advance for your help.*	Vopred ďakujem.
50	**Kind regards / Best regards** *Kind regards, Jana Kováčová*	S pozdravom

BONUS: 5 chýb, ktoré robia Slováci a Česi

5 common mistakes – and how to fix them

Nesprávne / Wrong	Správne / Correct	Prečo / Why
~~I look forward to hear from you.~~	**I look forward to hearing from you.**	Po „look forward to" nasleduje tvar -ing.
~~Please find in attachment...~~	**Please find attached...**	Ustálené spojenie – bez „in".
~~I will send you it tomorrow.~~	**I'll send it to you tomorrow.**	Pri zámene „it" použite „to you".
~~Can you explain me the process?~~	**Can you explain the process to me?**	„Explain" potrebuje „to me".
~~We discussed about the budget.~~	**We discussed the budget.**	„Discuss" je bez predložky.

Chcete tieto frázy používať s istotou?

Want to use these phrases with confidence?

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