



✔ Let's fix some GRAMMAR:

Hierzu präsentiere ich **30 Formulierungen im Business Englisch Setting**, die ich für extrem wichtig erachte. Ich nenne sie **30 Business Englisch Must-Knows**. Es sind Sätze, die häufig fehlerhaft verwendet werden und Sie habe die Chance, Ihre Unsicherheiten auszuräumen und diese häufigen Fehler zu vermeiden. Ich finde das Arbeiten in 10er oder 30er Blöcken hilfreich.

RICHTIG

DAS HÖRE ICH OFT

1

What do you do?

What are you doing?

Was machen Sie beruflich?

Was machen Sie gerade hier?

2

I am currently working on..

I am actually working on...

Ich arbeite aktuell an..

Eigentlich arbeite ich an..

3

In my former job....

In my old job....

4

I don't work full-time in the office, either.

I don't work full-time in the office too.

..auch nicht...

..too: für positive Zustimmung, ich auch..

5

Have you had lunch?

Did you eat?

Besser: Present Perfect Tense

Zeitpunkt fehlt: gestern Abend?

6

Who is the CEO of your company?

Who is the CEO from your company?

7

Can we meet on Wednesday at 4 pm?

Can we meet at Wednesday on 4 pm?

8

How long have you worked here?

How long are you working here?

Must: Present Perfect Tense

Wörtlich übersetzt funktioniert nicht.

9

I often work from home.

I often do/make homeoffice.

**Themen der ersten 10 Sätze sind:**

Present Perfect Tense, Präpositionen, Simple Present Tense, Present Continuous, False Friends.

11

I am looking forward to meeting you!

12

I am looking forward to meet you.

There was too little time, few moments.

13

Mengenangaben für wenig /e

I remember we said that before.

14

I remember me that we said that.

Let me just take a note.

15

Let me notice it.

There were many people attending.

16

There were much people attending.

I will meet the customer next week.

Must: Future Tense

17

I meet the customer next week.

No Future Tense

I will talk to the colleague who...

18

I talk to the colleague he works...

This is fun.

This makes fun.

**Die Themen der Sätze 11-18 sind:** Future Tenses, Mengenangaben much, many, little, few, Relativpronomen who, which, Gerund, reflexive Verben.

19

I was well-prepared for the meeting

20

I was good prepared for the meeting.

What about the transition progress.

**Hier sind nützliche Verben, Phrases:**

21

How is it with...

What are you up to?

22

Was machst du gerade?

Put me in the picture please.

23

Bring mich auf den neuesten Stand.

This is a difficult issue/subject/matter.

24

Thema

How did you manage to do this?

etwas schaffen

25

I have noticed / realized that...

etwas bemerken

26

The downside of it is, the upside of it is.

Nachteil, Vorteil

27

This was exhausting, demanding.

Etwas war anstrengend

28

I completely agree. Absolutely

Zustimmung

29

This is up to you.

Das ist deine Entscheidung.

30

Let's call it a day.

Lasst uns Schluss, Feierabend machen.

++ Write job titles in capital letters

I am a **Sales Manager**.

++ Try to be polite, ask questions

**May I, can I please..**

++ React when people thank you.

**You are welcome. Pleasure.**

++ While you pass on to a co-workers.

**Please hold on. I will put you through.**

++ Use phrases.

**Nice to meet you. Nice to have met you.**

++ Do smalltalk (more details below).

**How has your day / week been so far?**

++ Ask if you don't understand.

**Could you please say that again?**

