



BUSINESS AFRIKAANS

Business Conversation Cheat Sheet

Create Your
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OFFICE

What is in your office?

Wat is in jou kantoor?

There is a ~.

Daar is 'n ~.



1. refrigerator
yskas

2. desk
lessenaar

3. whiteboard
witbord

4. chair
stoel

5. telephone
telefoon

6. stapler
kramdrukker

7. magazine
tydskrif

8. sofa
bank

9. keyboard
keybord

10. monitor
monitor

11. fax
faks

12. copier
afrol masjien

13. coffee
maker
koffiemaker

14. microwave
mikrogolf

Phrases for a Business Meeting

Good morning, everyone.

Goeie more almal.

We're here today to....

Ons is hier vandag om ~.

I get your point.

Ek verstaan jou punt.

Let's begin, shall we?

Kom ons begin, sal ons?

What are your views on this?

Wat is jou opinie oor die?

I don't really agree.

Ek stem regtig nie saam nie.

I'd like to introduce...

Ek wil graag ~ voorstel.

The way I see it...

Hoe ek dit sien ~.

I didn't catch that.

Could you repeat that, please?

Ek het die nie gevang nie. Kan jy dit herhaal asseblief?

So, let's start with...

So, kom ons begin met ~.

Precisely.

Presies.

Thank you all for coming.

Dankie dat jul almal gekom het.

Job Titles

Introducing your boss to your client in Afrikaans:

This is [title name], Mr/s. [family name].

☺ Dit is ons [titel naam], Mr/s [familie naam].

President

President

Executive managing director

Uitvoerende bestuurende direkteur

Managing director

Bestuurende direkteur

General manager

Algemene bestuurder

Assistant general manager

Assistent algemene bestuurder

Section manager

Afdeling bestuurder

Assistant manager

Assistent bestuurder

Chief

Hoof

Motivational Quotes For Work



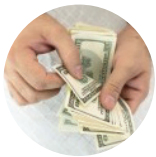
Embrace the pain to inherit the gain.

Omhels die pyn om die wins te erf.



No rest for the weary.

Geen rus vir die wat moeg is nie.



Another day, another dollar.

Nog 'n dag, nog 'n rand.



If you want something done right, do it yourself.

As jy iets reg gedoen wil hê, doen dit self.



Make hay while the sun shines.

Maak hooi terwyl die son nog skyn.



Give assistance not advice in a crisis.

Gee hulp nie advies in 'n krisis.