



BUSINESS FILIPINO

Business Conversation Cheat Sheet

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OFFICE

What is in your office?

Ano ang nasa opisina mo?

There is a ~ .
Mayroong ~.



1. refrigerator
ref

2. desk
mesa

3. whiteboard
whiteboard

4. chair
upuan

5. telephone
telepono

6. stapler
stapler

7. magazine
magasin

8. sofa
sofa

9. keyboard
keyboard

10. monitor
monitor

11. fax
fax

12. copier
copier

13. coffee
maker
coffee
maker

14. microwave
microwave

Phrases for a Business Meeting

Good morning, everyone.

Magandang umaga sa inyong lahat.

We're here today to....

Narito tayo ngayon para sa ~.

I get your point.

Naiintindihan ko ang iyong punto.

Let's begin, shall we?

Simulan na natin, okay lang po ba?

What are your views on this?

Ano ang iyong pananaw dito?

I don't really agree.

Hindi ako masyadong sang-ayon.

I'd like to introduce...

Gusto kong ipakilala ang ~.

The way I see it...

Sa aking pananaw ~.

I didn't catch that.

Could you repeat that, please?

Hindi ko masyadong naintindihan.
Maaari bang pakiulit, please?

So, let's start with...

Magsimula tayo sa ~.

Precisely.

Saktong sakto.

Thank you all for coming.

Salamat sa inyong lahat sa pagdating.

Job Titles

Introducing your boss to
your client in Filipino:

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

☺ Ito ang aming [titulo], Mr/s. [apilyedo].

President

presidente ng kumpanya

Executive managing director

punong direktor ng
pangangasiwa

Managing director

direktor ng
pangangasiwa

General manager

punong tagapamahala

Assistant general manager

pangalawang punong
tagapamahala

Section manager

tagapamahala

Assistant manager

katulong ng
tagapamahala

Chief

hepe

Motivational Quotes For Work



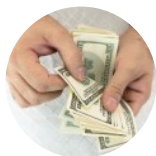
Embrace the pain to inherit the gain.

Yakapin ang sakit upang
magtamo ng bunga.



No rest for the weary.

Walang pahinga para
sa mga taong pagod.



Another day, another dollar.

Panibagong araw,
panibagong kita.



If you want something done right, do it yourself.

Kung nais mong magawa nang tama,
ikaw na mismo ang gumawa.



Make hay while the sun shines.

Habang may sikat pa ang araw,
gumawa lang ng tuyong damo.



Give assistance not advice in a crisis.

Ibigay and suporta, hindi
paalala, sa panahon ng krisis.