



BUSINESS INDONESIAN

Business Conversation Cheat Sheet

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OFFICE

What is in your office?

Ada apa saja di kantor Anda?

There is a ~.

Ada ~.



1. refrigerator
kulkas

2. desk
meja tulis

3. whiteboard
papan tulis

4. chair
kursi

5. telephone
telepon

6. staples
hektar

7. magazine
majalah

8. sofa
sofa

9. keyboard
papan ketik

10. monitor
layar

11. fax
faks

12. copier
mesin fotokopi

13. coffee
maker
pembuat
kopi

14. microwave
microwave

Phrases for a Business Meeting

Good morning, everyone.

Selamat pagi, semuanya.

Today we will ~.

Hari ini kita akan ~.

I get your point.

Saya menangkap maksud Anda.

Let's begin, shall we?

Mari kita mulai.

What are your views on this?

Bagaimana pandangan Anda tentang ini?

I don't really agree.

Saya tidak begitu setuju.

I'd like to introduce...

Saya ingin memperkenalkan ~.

The way I see it...

Kalau menurut pandangan saya ~.

I didn't catch that.

Could you repeat that, please?

Saya tidak menangkap itu. Boleh tolong diulangi?

So, let's start with...

Jadi, mari kita mulai dengan ~.

Precisely.

Tepat.

Thank you all for coming.

Terima kasih semua sudah datang.

Job Titles

Introducing your boss to your client in Indonesian:

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

☺ Ini adalah [jabatan] kami, Bapak / Ibu [nama]

President

presiden

Executive managing director

direktur utama

Managing director

direktur

General manager

manajer umum

Assistant general manager

asisten manajer umum

Section manager

manajer bagian

Assistant manager

manajer pembantu

Chief

kepala

Motivational Quotes For Work



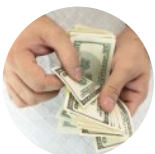
Pain first, joy afterwards.

Bersakit-sakit dahulu bersenang-senang kemudian.



Don't give up!

Jangan menyerah!



Little by little, after a long time it will become a hill.

Sedikit-sedikit, lama-lama menjadi bukit.



If you want something done right, do it yourself.

Jika ingin sesuatu dilakukan dengan benar, lakukanlah sendiri.



Golden opportunity does not come twice.

Kesempatan emas tidak datang dua kali.



Give assistance not advice in a crisis.

Dalam situasi krisis, bantuan lebih penting daripada nasihat.