



BUSINESS SWAHILI

Business Conversation Cheat Sheet

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OFFICE

What is in your office?

Je, ni nini iko katika ofisi yako?

There is a ~.
Kuna ~.



1. refrigerator
jokofu

2. desk
dawati

3. whiteboard
bao nyeupe

4. chair
kiti

5. telephone
simu

6. stapler
stepla

7. magazine
gazeti

8. sofa
sofa

9. keyboard
kiibodi

10. monitor
monita

11. fax
faksi

12. copier
mashine ya kutoa
nakala

13. coffee
maker
mashine ya
kutengeneza
kahawa

14. microwave
maikrowevu

Phrases for a Business Meeting

Good morning, everyone.

Habari ya asubuhi kila mtu.

We're here today to....

Tuko hapa leo kwa ~.

I get your point.

Mimi napata wazo lako.

Let's begin, shall we?

Hebu tuanze, sindio?

What are your views on this?

Maoni yako kuhusu swala hili ni yapi?

I don't really agree.

Mimi sikubaliani kabisa.

I'd like to introduce...

Ningependa kuanzisha ~.

The way I see it...

Vile mimi naona ~.

I didn't catch that.

Could you repeat that, please?

Sikupata hayo. Je, unaweza kurudia tafadhali?

So, let's start with...

Kwa hivyo, wacha tuanze na ~.

Precisely.

Sahihi.

Thank you all for coming.

Asante wote kwa kuja.

Job Titles

Introducing your boss to your client in Swahili:

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



Huyu ni mkubwa wetu, Bi/ Bwana [jina la ukoo].

President

rais

Executive managing director

mkurugenzi mtendaji mkuu

Managing director

mkurugenzi mtendaji

General manager

Meneja mkuu

Assistant general manager

msaidizi meneja mkuu

Section manager

meneja wa kifungu

Assistant manager

Meneja msaidizi

Chief

mkuu

Motivational Quotes For Work



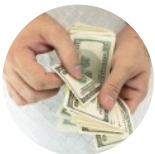
Embrace the pain to inherit the gain.

Kumbatia uchungu uridhi faida.



No rest for the weary.

Hakuna mapumziko kwa wanyonge.



Another day, another dollar.

Siku nyingine, dola nyingine.



If you want something done right, do it yourself.

Kama unataka jambo lifanyike vizuri, lifanye mwenyewe.



Make hay while the sun shines.

Tengeneza nyasi wakati jua linaangaza.



Give assistance not advice in a crisis.

Toa usaidizi wala sio ushauri wakati wa mgogoro.