**Unit 2 Expressions**

Selectie van de uitdrukkingen van bladzijdes 300 – 305.

**Level 2**

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| **English** | **Dutch** |
| **Aandacht vragen** | |
| 1. My I have your attention please? |  |
| **Aarzelen** | |
| 1. I have to think about it. |  |
| 1. I will let you know tomorrow. |  |
| **Begrijpen/ niet begrijpen** | |
| 1. I don’t understand what you mean |  |
| 1. I see your point |  |
| **Begroeten** | |
| 1. Good afternoon |  |
| Bevestiging vragen | |
| 1. Are you sure? |  |
| **Vaste onderdelen brief** | |
| 1. Dear Mr Brown, |  |
| 1. Yours sincerely. |  |
| **Enthousiasme tonen** | |
| 1. I have a nice / great plan |  |
| 1. That would be great |  |
| **Geruststellen** | |
| 1. That’s ok sir… |  |
| 1. You don’t have to worry about that |  |
| **Gevoel laten merken** | |
| 1. I’m glad to hear that |  |
| **Hopen** | |
| 1. That would be wonderful |  |
| **Hulp vragen/ aanbieden** | |
| 1. How can/ may I help you? |  |
| 1. I wonder if you could help me? |  |
| **Informatie vragen/ geven** | |
| 1. I have a few questions about… |  |
| 1. Let me give you an example. |  |
| **Medeleven tonen** | |
| 1. I’m sorry about that |  |
| **Nagaan of de boodschap begrepen wordt** | |
| 1. Is everything clear? |  |
| **Suggestie/ voorstel doen** | |
| 1. If I were you, I would |  |
| **Telefoon** | |
| 1. I’m afraid he is not in right now. |  |
| 1. Can I take a message? |  |
| 1. Just a second please. |  |

**Additional level 3**

|  |  |  |
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| **English** | **Dutch** | |
| Begrijpen/niet begrijpen | | |
| 1. I see |  | |
| **Gerust stellen** | | |
| 1. That’s okay. It happens |  | |
| **Gevoel laten merken** | | |
| 1. Do you mind? |  | |
| **Hulp vragen/aanbieden** | | |
| 1. What can I do for you? |  | |
| **Medeleven tonen** | | |
| 1. I’m terribly sorry |  | |
| **Telefoon: wachten** | | |
| 1. Could you hold on two seconds, please? |  | |
| 1. Hold the line, please |  | |
| **Uitleg vragen/geven** | | |
| 1. That is the reason why…. |  | |
| **Verzoek doen/iets afhandelen** | | |
| 1. What can I do for you? | |  |
| 1. Would it be terribly inconvenient for you to reschedule? | |  |

**Additional level 4**

|  |  |
| --- | --- |
| **English** | **Dutch** |
| Geruststellen | |
| 1. Never mind |  |
| **Hulp vragen/aanbieden** | |
| 1. Shall I make an appointment for you? |  |
| 1. What exactly is the problem we’re dealing with here? |  |
| **Mening geven** | |
| 1. That goes without saying |  |
| **Mening vragen** | |
| 1. Would you agree with me? |  |
| **Samenwerken en overleggen** | |
| 1. Could you hold on so that I can consul a colleague? |  |
| **Telefoon bereikbaarheid** | |
| 1. He isn’t available right now |  |
| **Later weer proberen** | |
| 1. Would you rather call back tomorrow? |  |
| **Toestemming vragen** | |
| 1. We should also take into account that… |  |
| **Verzoek doen** | |
| 1. If you just bear with me for a few more moments |  |