**Unit 2 Expressions**

Selectie van de uitdrukkingen van bladzijdes 300 – 305.

**Level 2**

|  |  |
| --- | --- |
| **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**

|  |  |
| --- | --- |
| **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
 |  |