

KOLEGIJ POSLOVNI ENGLISKI JEZIK 3

TIPIČNE FRAZE IZ PISAMA: udžbenik "Sincerely Yours"

- We are pleased to hear of your shop's interest in stocking our products – Drago nam je što je vaša prodavaonica zainteresirana za držanje naših proizvoda na zalihama
- Please note – Imajte na umu
- Will be happy to discuss – Rado ćemo popričati
- Terms of payment – Uvjeti plaćanja
- Don't hesitate to contact us – Ne ustručavajte se nazvati nas
- Look forward to hearing from you – Radujemo se što ćemo se uskoro čuti
- Look forward to working with you – Radujemo se suradnji s vama
- We will inform you immediately – Odmah ćemo vas obavijestiti
- A copy of the letter will also be sent to – Kopija pisma će također biti poslana
- We are enclosing information – Prilažemo informacije
- Do let us know – dajte nam do znanja
- We would enjoy having the chance to meet you in person – Bilo bi nam drago kad biste nam dali prigodu da se susretnemo
- Thank you for your help – Hvala vam na vašoj pomoći
- We / I would be grateful – mi / ja bih bio zahvalan
- Yours .. – S poštovanjem..

- With reference to .. – Slijedom ..
- I am writing to confirm – Pišem kako bih potvrdio / la
- Could you possibly? – Možete li

<i>I am</i>	<i>pleased</i>	<i>to</i>	<i>tell</i>	<i>you that...</i>
	<i>delighted</i>		<i>inform</i>	
	<i>happy</i>		<i>advise</i>	

Zadovoljstvo mi je	informirati vas obavijestiti vas reći vam
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<i>I</i>	<i>regret</i>	<i>to</i>	<i>tell</i>	<i>you that...</i>
	<i>am sorry</i>		<i>inform</i>	
			<i>Advise</i>	

<i>Žao mi je</i>	informirati vas
	obavijestiti vas
	reći vam

We regret that – Žao nam je

- I am faxing this letter now but I will forward the top copy to you for your records. – Sada ću vam faksirati ovo pismo, ali ću vam proslijediti i original za vašu arhivu.

- I am sending the top copy of this letter to you for your files. – Šaljem vam original ovog pisma za vašu arhivu.
- I am sending the original copy of this by mail. – Šaljem vam original ovoga mailom.
- The original copy of this follows by mail. – Original je u mailu.
- You asked us to send you.. – Tražili ste da vam pošaljemo..
- You will notice.. – Primjetit ćete..
- I think you will agree.. – Mislim da ćete se složiti..
- If you need more information, do please get in touch with me. – Ako trebate više informacija, stupite u kontakt sa mnom.
- We will be very pleased to help you. – Rado ćemo vam pomoći.
- This is to confirm – Ovo je da potvrdimo...
- Please refund the attached invoice. – Molim povrat novca za priloženi račun.
- For the attention of the Sales Manager – Na pažnju / na ruke direktora prodaje
- With best wishes – Uz najljepše želje
- I am writing to cancel order. – Pišem kako bih otkazao narudžbu.
- Please can you cancel my order? –Možete li, molim vas, otkazati moju narudžbu?
- Thank you for your letter.. – Hvala vam na vašem pismu..
- I am writing in regard to your newspaper ad. – Pišem vam oslanjajući se na vaš oglas u novinama.
- I believe that I have qualifications, experience, and enthusiasm that you are looking for. – Vjerujem da imam kvalifikacije, iskustvo i entuzijazam koji tražite.
- As for my work experience... – Što se tiče mog radnog iskustva...
- I will graduate with a Bachelor of Science... – Diplomirat ću...

- My overall grade point average.. – Moj prosjek ocjena je...
- You will find enclosed with this letter a copy of my r sum  which provides a much more detailed.. – U prilogu ovog pisma prona i  ete i moj  ivotopis koji daje puno detaljnije..
- I would welcome any opportunity to talk with you further about the position – Bio bih zahvalan na svakoj prilici za daljnji razgovor s vama o Radnom mjestu
- References furnished upon request. – Preporuke dostupne na zahtjev.
- Current post- trenutni posao / radno mjesto
- List of responsibilities – popis odgovornosti / zadataka
- Please could you give us further details about.. – Molim vas biste li nam mogli dati vi e detalja o..
- We would be grateful if you could let us know (about / if) – Bili bismo zahvalni ako bi nas obavjestili
- We would appreciate it if you could inform us (about / if) – Bili bismo zahvalni ako bi nas obavjestili
- We would like to know (about / if) – Htjeli bismo znati
- ...who speaks highly of your products - ..koji hvali va e proizvode
- We would like to know more.. – Htjeli bismo znati vi e..
- Wide range -  irok asortiman
- Could you please send us your current catalogue and price-list? – Biste li nam mogli poslati va  va e i / trenutni katalog i cjenik?
- It would also be helpful if you could.. – Tako er bi nam pomoglo ako bi mogli..
- We would be interested in ordering on a regular basis – Zainteresirani smo za redovito naru ivanje od vas
- We look forward to your early reply with interest. –Radujemo se va em brzom odgovoru.

- Please find enclosed our order No. .. – U prilogu ćete pronaći našu narudžbu br. ..
- The goods should be packed in cases / crates / containers .. – Roba bi trebala biti upakirana u sanduke /gajbe / kontejnere ..
- Please send the goods by air / sea / road / rail freight. – Molimo pošaljite robu zrakoplovom / brodom / cestom / željeznicom.
- The goods must be delivered by 25 May at latest. – Roba treba biti isporučena najkasnije do 25 svibnja.
- Delivery must be within four weeks. – Dostava treba biti kroz 4 tjedna.
- We are placing a large order- šaljem vam veliku narudžbu
- Please confirm your delivery date. – Molimo potvrdite vaš datum dostave.
- Thank you for offering a trade discount of 15% and a quantity discount of 5% for orders over 750 units. – Hvala što ste nam odobrili uobičajeni popust od 15% i količinski popust od 5% za narudžbu preko 750 komada.
- We feel that your discount of 3% is rather low. – Mislimo da je vaš popust od 3% prilično nizak.
- We agree to pay bank transfer / bill of exchange. – Pristajemo platiti bankovnim transferom / mjenicom
- Payment will be by letter of credit at sight / 30 days / 60 days. – Plaćanje kreditnim pismom po viđenju u roku od 30/60 dana
- We look forward to doing business with you in the future. – Radujemo se poslovnoj suradnji s vama u budućnosti.
- Thank you for your order of.. – Hvala vam na vašoj narudžbi od..
- We can quote you a price of 150 Euros per unit – Navodimo cijenu od _____ po komadu.
- We can deliver by 5. June. – Možemo dostaviti do 5. lipnja.

- We can deliver within one month. – Možemo dostaviti kroz mjesec dana.
- We can guarantee delivery within one week of receipt of your order. – Možemo vam garantirati dostavu kroz tjedan dana nakon zaprimanja vaše narudžbe.
- We can ship as soon as we receive your order. – Možemo vam poslati čim primimo vašu narudžbu.
- We can offer a discount of 5% on orders over £ 1,000. – Možemo odobriti popust od 5% na narudžbe preko 1000 funti.
- We require payment by bank transfer. – Zahtijevamo plaćanje bankovnim transferom.
- We hope you find our quotation satisfactory and look forward to receiving your order. – Nadamo se da vam naše cijene odgovaraju i radujemo se vašoj narudžbi.
- Thank you once again for your enquiry. – Još jednom vam hvala na vašem upitu.
- If you need any further information, please contact us. – Ako trebate dodatne informacije, molimo kontaktirajte nas
- We were not able to clear your statement. – Nismo bili u mogućnosti podmiriti račun..
- The account will be paid in full – račun će biti plaćen u cjelosti
- Hope you can bear with us until the matter is settled – Nadamo se da se možete strpiti dok ne rješimo problem.
- If you could clear the account as soon as possible – Ako možete podmiriti račun čim prije..
- I am writing to ask... – Pišem kako bih pitao/ pitala
- Problems have arisen – Pojavili su se problemi
- Please let me know if I can be of assistance. – Molim vas javite mi ako vam možemo kako pomoći

- The balance remains outstanding – Iznos još nije podmiren
- Send us reply, or cheque – Pošaljite nam odgovor ili ček
- Clear the account within the next seven days. – Podmirite račun kroz sljedećih 7 dana
- I wrote to you in two occasions. – Pisao sam vam u dva navrata.
- I am reluctant to take legal action. – Nerado poduzimam pravne poteze.
- You leave me no alternative. – Ne ostavljate mi izbor
- My solicitors will be instructed to start proceedings to recover the debt. – Moji odvjetnici dobit će naputak da započnu s pravnim radnjama kako bi pokrili dugovanje..
- I am writing to you concerning.. – Pišem vam u vezi..
- I have every confidence that the compensation I request above will be provided. – Uvjeren sam da će kompenzacija koju sam prije zahtijevao biti provedena.

Please could you

We would be grateful if you could

We would appreciate if you could

deliver them soon.

- *Možete li molim*

- *Bili bismo vam zahvalni kada biste mogli*

- *Bilo bi nam drago*

isporučiti ih brzo

- Unless ../ If .. (not).. we will be forced to ..- Inače ćemo biti prisiljeni
- We must apologize for...-Moramo se ispričati
- We apologize for...- Ispričavamo se
- We are extremely sorry for...- Jako nam je žao
- Please accept our apologies once again.- Molimo vas još jednom primite naše isprike
- We hope that this has not caused you any inconvenience- Nadamo se da ovo neće izazvati neke probleme
- With apologies once again.- Ispričavamo se još jednom
- I was sorry to hear that.. – Bilo mi je žao čuti da..
- We do all we can. – Poduzimamo sve što možemo.
- If you can arrange for it to be returned. – Ako možete dogovoriti da se to vrati.
- I'll let you have a replacement by return. – Možete dobiti zamjenu ako robu vratite
- I wondered if in future.. – Zanima me biste li u budućnosti..
- Would you allow me to settle my accounts by monthly statement? – Možete li mi dozvoliti da račune ubuduće podmirujem mjesečno?
- Convenient method of payment – praktičan način plaćanja
- Allow open account facilities – dozvoliti otvorene mogućnosti plaćanja
- Supply the necessary references – dostaviti neophodne preporuke
- Thank you for your letter/telephone call/telex/fax.-
Zahvaljujemo na pismu / pozivu/ telexu/ faksu.

It was a pleasure to

(meet you at/on ...)

It was good to

(see you again at/on ...)

(hear from you again.)

Bilo mi je zadovoljstvo

sresti vas

Bilo je lijepo/ dobro/

susresti se s vama ponovno

čuti se s vama

It was a pity that

(we did not have more time to talk at/on...)

*I am sorry that
office.)*

(I missed you when you visited my

Šteta

što nismo imali više vremena za razgovor

Žao mi je

*nisam se susreo s vama kada ste posjetili
moj ured .*

- This is to confirm that we'll be meeting on Tuesday as we agreed. - Ovim potvrđujemo sastanak u utorak kao što je dogovoreno
- I'd like to confirm the schedule for my April trip as we arranged. - Želio bih potvrditi raspored za moje putovanje u travnju kao što smo se dogovorili.
- ..will not be able to keep the appointment – neću biti u mogućnosti održati sastanak
- He offers his sincere apologies for the inconvenience. – On se želi iskreno ispričati zbog svih problema
- I was pleased we were finally able to meet. – Drago mi je da smo se napokon upoznali.
- It would be useful for us to keep in contact. – Za nas bi bilo korisno kada bismo ostali u kontaktu.

I would like to invite you to

give a talk at our annual dinner.
attend our conference.
visit our factory.

Želio bih vas pozvati

da održite govor na našoj godišnjoj
svečanoj večeri.
da prisustvujete našoj konferenciji.
Da posjetite našu tvornicu.

- Thank you for the invitation to attend your conference.
- Zahvaljujem se na pozivu da prisustvujem vašoj konferenciji
- I am very pleased to accept your invitation.-Vrlo mi je drago što mogu prihvatiti vaš poziv
- The date you suggest is fine.- Datum koji ste predložili je u redu.
- I am sorry to say that I can't accept your invitation.- Žao mi je što neću moći prihvatiti vaš poziv
- Unfortunately I have to be in Boston at that time.- Nažalost, u to vrijeme moram biti u Bostonu
- I look forward seeing you on 9 December.- Radujem se što ćemo se vidjeti 9.prosinca.
- I'm sure it will be a very enjoyable day.- Siguran sam da će to biti vrlo ugodan dan.
- Could you please confirm the arrangements by fax / phone / e-mail?- Možete li molim vas potvrditi dogovor faxom / telefonom / e-mailom ?
- ..to thank you and accept your.. – ..da vam zahvalim i prihvatim vašu..
- Thank you very much for the kind invitation. – Puno vam hvala na ljubaznom pozivu.
- Although he would have liked to have come. – Iako bih volio da može doći.
- He sends you his best wishes and apologies. – Šalje vam njegove najljepše želje i isprike.
- Offer my condolences – primite moju sućut
- Please pass my sincere sympathies on to his family. – Molim vas prenesite iskrene izraze sućuti njegovoj obitelji.