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THE BUSINESS TRANSLATOR

Dawn Montague



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HOW TO USE THIS BOOK

This book is not meant to cover every possible situation that could arise while traveling abroad, just basic needs of business travelers. It might help to remember that most non-English speaking people are thrilled when an English-speaker makes the effort to try to communicate in their language. It is a way of letting the other person know that you value their culture and language, even if they can already communicate in English.

The phrases in this book have been contributed by many different translators, who have also provided the pronunciations. The pronunciation guides are approximations based on the English phonetic system – it would be impossible to teach an English speaker every little nuance of correct pronunciation of a particular language just with the aid of this book. *This book is not meant to be a substitute for a language course!* But we have tried to create guides that an American English speaker can understand and use for successful communication in other languages with as little trouble as possible.

In each language chapter, if there are two lines in addition to the English (three in all), the second line is the phrase the way it is written in the foreign language, while the third line is the pronunciation guide. If there are only two lines in all, the second line is either a pronunciation guide (the foreign language was in a script we chose not to include in this book), or it is the foreign language, and no pronunciation line is needed because of the understandability of the writing system.

Most translators have provided cultural notes following the translation of the phrases. If there is no cultural commentary following the translation for a particular language, then the translator felt that there was probably nothing major to take into consideration in their country. This is no guarantee, of course. It is always a good idea to read as much as you can about the culture of the country to which you are traveling before you go. Also, it might be good to look at the cultural notes under other languages spoken in the same part of the world to which you are traveling.

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PRONUNCIATION GUIDE:

This guide applies to all languages in this book that do not have their own separate pronunciation guide provided. If it is necessary or advantageous to use a different system for a particular language (languages with tones, for example), a separate pronunciation guide has been provided with the language.

All letters sound like they normally do in English. Special exceptions and a few more detailed explanations are below.

Vowels

ah = “a” as in “father”

ay = “a” as in “late”

aw = “aw” in “awful”

æ = “a” in “cat”

ee = “ee” as in “beet”

eh = “e” as in “bed”

er = “er” as in “perfect” or “ir” as in “bird”

ew = “ew” in “new”

i = “i” as in “bit”

igh = “i” as in “light”

oo = “oo” as in “loose”

oh = “o” as in “note”

ow = “ow” as in “now”

oy = “oy” as in “toy”

uh = “u” as in “cut”

u = “oo” as in “book” or “u” as in “put”

Special Consonants Not Found in English

ⁿ = if you see this after a vowel (a, e, i, o, u) it means that it is pronounced through the nose. It is called a “nasal vowel”. In other words, in Hindi or French or Portuguese, “oⁿ” is not pronounced like the word “own” but like “oh” said through the nose.

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r – in most languages, the “r” is trilled as in Spanish or Italian. In German and French, however, it is in the back of the throat, a bit like gargling. Others are completely different. It is best to listen to the native speakers around you or to samples on the Internet to learn how to pronounce the “r”.

xh = “ch” as in Scottish “loch”

gh = the “voiced” counterpart of “xh” above. If a sound is “voiced”, that means that you vibrate your vocal cords when you say it. For instance, “s” is not voiced, but “z” is voiced. So make the “xh” sound, but vibrate your vocal cords at the same time. This is a common sound in Arabic and many other languages.

zh = “z” in “azure”

ç = the soft sound in the back of your mouth that you get when you say the word “human” but prolong the “h”.

th = as in English “thing”

dh = “th” as in English “the”.

q = a sound like “k” but further back in the throat. This is a common sound in Semitic languages such as Arabic and Amharic.

Accent

Stress on a certain syllable in a word is indicated by all capital letters. For instance, in English, if we were using the same system to show accent, we would write “a-PART-ment” or “en-cy-clo-PE-di-a”. This is not appropriate for all languages, especially for tone languages like Chinese, Vietnamese and many African languages. But that problem will be addressed in the special explanations for those languages.

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If stress is very predictable for a particular language, there will simply be a note like “stress is normally on the first syllable of a word.”

Listening to the Language

There are websites for almost every language. Although we have indicated a few websites for some of the languages in this book, website addresses often change, so we will not publish actual URL's for most languages in this book. If, however, you have access to a computer with an audio program, just go to www.google.com and search for the name of the language you want to hear, plus “pronunciation” and “audio.” Among the search results, you will usually be able to find at least one or more websites providing recorded examples of the language. For example, if you are searching for recorded examples of Norwegian, simply type in the three words “Norwegian”, “audio” and “pronunciation” into the search box on the Google website.

OTHER INTERESTING WEBSITES RELATED TO LANGUAGES

<http://www.ethnologue.com> – The website of the Summer Institute of Linguistics. This site has maps and information related to every language in the world.

<http://members.fortunecity.com/mikecolley/langnum> -- “Michael Colley’s Language Number Page”. Contains the numbers 1-10 in an incredible number of languages with audio recordings of native speakers pronouncing the numbers for many of the languages.

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AFRIKAANS

One of the official languages of South Africa. Also spoken by parts of the population in Botswana, Malawi, Namibia, and Zambia. Afrikaans is a variant of Dutch brought to Africa by 17th century colonists which has been influenced by Malay, Portuguese, other European languages, as well as the African languages of the region.

In Afrikaans, stress is normally on the first syllable of a word (like the English words FA-ther and MAIL-man).

Hello,nice to meet you.
Hello,goed om jou te ontmoet.
[Heh-ler-oo, xhood ohm yer-oo tuh awnt-moot]

I only speak English.
Ek praat net Engels.
[Ehk praht neht ehng-gehls]

I don`t understand.
Ek verstaan nie.
[Ehk fuhr-stahn nee]

What is this?
Wat is dit?
[Vaht uhs duht?]

What is the time?
Hoe laat is dit?
[Hoo laht uhs duht?]

What is the date?
Wat is die datum?
[Vaht uhs dee dah-term?]

Where is the nearest toilet?
Waar is die naaste toilet?
[Vahr uhs dee nah-stuh toy-leht?]

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Where is the nearest hotel?
Waar is die naaste hotel?
[Vahr uhs dee nah-stuh haw-tehl?]

Where is the nearest airport?
Waar is die naaste lughawe?
[Vahr uhs dee nah-stuh lerxh-hah-vuh?]

Where is the nearest hospital?
Waar is die naaste hospitaal?
[Vahr uhs dee nah-stuh haws-pee-tahl?]

Where is the nearest American restaurant?
Waar is die naaste Amerikannse restaurant?
[Vahr uhs dee nah-stuh ah-meh-ree-kahng-suh rehs-too-rahnt?]

What do you need to make this work?
Wat benodig jy om dit te laat werk?
[Vaht buh-naw-dehxx yuh-ee awm duht tuh laht vehrk?]

Who is the decision maker?
Wie is die besluitnemer?
[Vee uhs dee buh-sluh-ewt-nay-muhr?]

May I use the phone?
Mag ek die telefoon gebruik?
[Mahxx ehk dee teh-leh-fohn xhuh-bruh-ewk?]

May I use the computer?
Mag ek die rekenaar gebruik?
[Mahxx ehk dee ray-kuh-nahr xhuh-bruh-ewk?]

May I speak alone with my partner for a moment?
Mag ek n oomblik alleen met my vennoot praat?
[Mahxx ehk n ohm-bluhk ah-layn mayt muh-ee vuh-noht praht?]

Let`s make this deal happen today.
Kom ons sluit vandag hierdie ooreenkoms.
[Kawm awngs sluh-ewt vahn-dahxx heer-dee oh-rayn-kohms.]

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Yes

Ja

[Yah]

No

Nee

[Nay]

Why

Hoekom / Waarom

[Hoo-kawm / vah-rawm]

How

Hoe

[Hoo]

Maybe

Dalk / Miskien

[Dahlk / muhs-keen]

Thank you

Dankie

[Dahn-kee]

Sign here

Teken hier.

[Tay-kuhn heer]

Please

Asseblief

[Ah-suh-bleef]

My name is ...

My naam is ...

[Muh-ee nahm uhs...]

What is your name?

Wat is jou naam?

[Vaht uhs yer-oo nahm?]

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Where can I find an interpreter?
Waar kan ek n tolk vind?
[Vahr kahn ehk n tawlk fuhnd?]

I need a hotel room.
Ek het n hotelkamer nodig.
[Ehk hayt n haw-tehl-kah-muhr naw-duhxxh]

I need water.
Ek het water nodig.
[Ehk hayt vah-tuhr naw-duhxxh]

I need food.
Ek het kos nodig.
[Ehk hayt kaws naw-duhxxh]

I need sleep.
Ek het slap nodig.
[Ehk hayt slahp naw-duhxxh]

How much does the room cost for one night?
Hoeveel kos die kamer vir een nag?
[Hoo-fayl kaws dee kah-muhr fuhr ayn nahxxh?]

How much does the room cost for two nights?
Hoeveel kos die kamer vir twee nagte?
[Hoo-fayl kaws dee kah-muhr fuhr tvay nahxxh-tuh?]

How much does the room cost for one week?
Hoeveel kos die kamer vir n week?
[Hoo-fayl kaws dee kah-muhr fuhr n vayk?]

I would like the room.
Ek wil graag die kamer hê.
[Ehk vuhl xhrahxxh dee kah-muhr hay]

I would like the car.
Ek wil graag die motor hê.
[Ehk vuhl xhrahxxh dee maw-tuhr hay]

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How do I get to...?
Hoe kom ek uit by...?
[Hoo kawm ehk uh-ewt buh-ee...?]

Please draw me a map.
Teken asseblief vir my n kaart.
[Tay-kuhn ah-suh-bleef fuhr muh-ee n kahrt]

Good-bye
Totsiens
[Tawt-seens]

Where can I rent a car?
Waar kan ek n motor huur?
[Vahr kahn ehk n maw-tuhr hewr?]

How can our company help you?
Hoe kan ons maatskappy u help?
[Hoo kahn awns maht-skah-puh-ee ew hehlp?]

We`ll gladly submit an estimate.
Ons sal graag n beraming voorlê.
[Awns sahl xhrahxh n buh-rah-muhng fohr-leh]

We`ll gladly submit our recommendations at no obligation.
Ons sal graag ons aanbevelings sonder enige verpligting voorlê.
[Awns sahl xhrahxh awns ahn-buh-vay-luhngs sawn-duhr ay-
nee-xhuh vuhr-pluxh-teeng fohr-leh]

May we put together a proposal for you?
Mag ons n aanbod vir u saamstel?
[Maxh awns n ahn-bawd fuhr ew sahm-stehl?]

We would like to help you.
Ons wil u graag help.
[Awns wuhl ew xhrahxh hehlp]

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Is our price within your range?

Is ons prys binne u perke?

[Uhs awns pruh-ees buh-nuh ew pehr-kuh?]

When may we get to work on this project?

Wanneer sal ons aan hierdie projek kan begin werk?

[Vah-nayr sahl awns ahn heer-dee praw-yehk kahn buh-xhuhn vehrk?]

Do you have any concerns about our product?

Het u enige kommer oor ons produk?

[Heht ew ay-nuh-xhuh kaw-muhr ohr awns praw-derk?]

Do you have any concerns about our service?

Het u enige kommer oor ons diens?

[Heht ew ay-nuh-xhuh kaw-muhr ohr awns deens?]

Do you have any concerns about our pricing?

Het u enige kommer oor ons prys?

[Heht ew ay-nuh-xhuh kaw-muhr ohr awns pruh-ees?]

May I call you back tomorrow?

Mag ek u more terugskakel?

[Mahx ehk ew maw-ruh tuh-rerxh-skah-kuhl?]

May I call you back next week?

Mag ek u volgende week terugskakel?

[Mahx ehk ew fawl-xhehn-duh vayk tuh-rerxh-skah-kuhl?]

May I call you back this afternoon?

Mag ek u vanmiddag terugskakel?

[Mahx ehk ew fahn-muh-dahxh tuh-rerxh-skah-kuhl?]

May I call you back in the morning?

Mag ek u in die oggend terugskakel?

[Mahx ehk ew uhn dee oh-xhuhnd tuh-rerxh-skah-kuhl?]

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Who should be my contact within your company?

Wie sal my kontakpersoon in u maatskappy wees?

[Vee sahl muh-ee kawntahk-pehr-sohn uhn ew maht-skah-puh-ee vays?]

Notes:

“n” in Afrikaans means “a” in English.

e.g. “n man” – “a man”

In a formal situation, when you do not know the person well and you want to show respect, use “u” (ew), instead of “jou.”(yer-oo)

Use “jou” when you talk to a person in a relaxed, informal way.

eg: Wat is jou naam? (vuht uhs yer-oo nahm) – What is your name? (informal)

Wat is u naam? (vuht uhs ew nahm) – What is your name? (formal)

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AKAN (also called TWI)

A language of West Africa with several dialects, such as Fante, Akuapam Twi, Asante Twi. It is one of the national languages of Ghana and is spoken by over 10 million people.

Akan is a tone language. That means that the pitch of the voice used with each syllable is important, but there is no stress accent on a particular syllable. If the vowel is unmarked, it is a mid-tone. If there is a (´) above the vowel (examples: á é é´ í ó ú), then the syllable has a higher tone. If there is a (˘) above the vowel (examples: à è è˘ ì ò ù), then the syllable has a lower tone. Also, in Akan, consonants such as “n” or “m” may count as syllables by themselves with their own tones. You can listen to a sample at <http://www.unizh.ch/spw/afrling/aliakan/>. Click on “Tune your ears to Akan” or on one of the introductory lessons, and you can listen to sentences that illustrate the differences in tones. You will need RealJukebox or RealPlayer and speakers on your computer in order to do this.

Hello, nice to meet you.

Héi, eyé anígyé sé máhyiá wó.

[Háy-ee, eh-yáy ah-née-jáy séh máh-shée-áh wóh]

I only speak English.

Meká ngyirési brɔfó nkóá.

[May-káh n-jee-ráy-see braw-fóh n-kóh-áh]

I don't understand.

Menté áséé.

[Mayn-táy áh-sáy-éh]

What is this?

Yeí yé dééń?

[Yay-ée yeh dáy-éhⁿ?]

What is the time?

Mméréé nó ábɔ séń?

[M-máy-réh nóh áh-baw séhⁿ?]

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What is the date?

εnnέ ye dá á ετῶ só sήn?

[Ehn-néh yeh dáh áh eh-táw sóh séhⁿ?]

Where is the nearest toilet?

Agyanáíbéá á εbεí há wᵗ hée?

[Ah-jah-náh-ée-báy-áh áh eh-béh-ee sháh waw sháy?]

Where is the nearest hotel?

Ahᵗhogyébéá á εbεí há wᵗ hée?

[Ah-shaw-shoh-jáy-báy-áh áh eh-béh-ee sháh waw sháy?]

Where is the nearest airport?

Ewiemhyéí ágyínaeé á εbεí há wᵗ hée?

[Eh-wee-ehm-shéh-ée áh-jée-nigh-éh áh eh-béh-ee sháh waw sháy?]

Where is the nearest hospital?

Ayaresábéá á εbεí há wᵗ hée?

[Ah-yah-ray-sáh-báy-áh áh eh-béh-ee sháh waw sháy?]

Where is the nearest American restaurant?

Améréka adidíbéá á εbεí há wᵗ hée?

[Ah-máy-ráy-kah ah-dee-dée-báy-áh áh eh-béh-ee sháh waw sháy?]

What do you need to make this work?

εδέήn na wóbéhía á má yeí áyε adwúmá?

[Eh-dáy-éhⁿ nah wóh-báy-shée-áh áh-máh yay-ée áh-yéh ah-jwóo-máh?]

Who is the decision maker?

Hwái né pᵗbᵗfᵗfᵗfᵗ nó?

[Sháh-ée náy paw-báw-fóh-áv nóh?]

May I use the phone ?

Métúmí ásré ahomatrófᵗfᵗfᵗfᵗ nó?

[Méh-tóo-mée áhs-réh ah-shoh-mah-trᵗ-óh-fóh-áv nóh?]

THE BUSINESS TRANSLATOR

May I use the computer?

Μέτুমί ásré kɔmpúúta nó?

[Méh-tóo-mée áhs-réh kawm-póo-tah nóh?]

May I speak alone with my partner for a moment?

Μέτুমί né mehókáfóó nkóáá ákasá mmerɛtiá bí?

[Méh-tóo-mée náy may-shóh-káh-fóh-áw n-kóh-áh áh-kah-sáh
m-mreh-tee-áh bée?]

Let's make this deal happen today.

Yémmá nhyehyéé nýé adwúamá nné.

[Yéhm-máh n-shay-sheh-éh n-yéh ah-jwóo-máh n-néh]

Yes

Aáne

[Ah-áh-náy]

No

Daabí

[Dah-bée]

Why

Ádén

[Áh-déhⁿ]

How

etesén

[eh-tay-sé hⁿ]

Maybe

Éebí á

[Áy-ay-bée áh]

Thank you.

Medaase.

[May-dahs-say]

Sign here.

Fa wo nsá hyé àséé wɔ há.

[Fah woh n-sáh shéh àh-sáy waw shah]

THE BUSINESS TRANSLATOR

Please.

Anídié mú.

[Ah-née-dée-áy móo]

My name is...

Me dín de ...

[May déeⁿ day...]

What is your name ?

Wo dín de séh?

[Woh déeⁿ day séhⁿ?]

Where can I find an interpreter?

εbéé na mányá ntεmgyináfóʔ?

[Eh-báy nah máhn-yáh n-tehm-jee-náh-fóh-áw?]

I need a hotel room.

Mehiá ahɔhogyé dán.

[May-hee-áh ah-shaw-shoh-jáy dáhⁿ]

I need water. (polite)

(Wɔ anídié mú), mehiá nsúó.

[(Waw ah-née-dée-áy móo), may-shee-áh n-sóo-óh]

I need food. (polite)

(Wɔ anídié mú), mehiá aduané.

[(Waw ah-née-dée-áy móo), may-shee-áh ah-dwah-náy]

I need sleep. (polite)

(Wɔ anídié mú), mehiá nná.

[(Waw ah-née-dée-áy móo), may-shee-áh n-náh]

How much does the room cost for one night?

εdán bóʔ anadwó baakó bóʔ ye sén?

[Eh-dáhⁿ bóh-áw ah-nah-jwóh bah-kóh bóh-áw yeh sáyⁿ?]

How much does the room cost for two nights?

εdán bóʔ anadwó mienú bóʔ ye sén?

[Eh-dáhⁿ bóh-áw ah-nah-jwóh mee-ay-nóo bóh-áw yeh sáyⁿ?]

THE BUSINESS TRANSLATOR

How much does the room cost for one week?

εἰδάν βόσ nawótwé baakó βόσ γε σέν?

[Eh-dáhⁿ bóh-áw nah-wóh-chwáy bah-kóh bóh-áw yeh sáyⁿ?]

I would like the room.

Μέπé dán νό.

[Méh-péh dáhⁿ nóh]

I would like the car.

Μέπé teaséenam (kaá) νό.

[Méh-péh tay-ah-sáy-eh-nahm (kah-áh) nóh]

I would not like the room.

Μέμπé dán νό.

[Máym-péh dáhⁿ nóh]

I would not like the car.

Μέμπé teaséenam (kaá) νό.

[Máym-péh tay-ah-sáy-eh-nahm (kah-áh) nóh]

How do I get to ...? (this is for asking directions to a place)

Μέγέδέν άκω ...?

[Méh-yéh-déhⁿ áh-kaw....?]

Please draw me a map.

Ανίδιέ μύ, γε ακwankyeré nýinasóσ má me.

[Ah-née-dée-áy móo, yeh ah-kwahn-chay-réh n'-yée-nah-sóh-áw máh may]

Good-bye.

Nante yíé / baábayé

[Nahn-tay yée-áy / bah-áh-bah-yáy]

Where can I rent a car?

εηέε na mētumí áfém teaséenam (káa)?

[Eh-sháy nah méh-too-mée áh-féhm tay-ah-sáy-eh-nahm (káh-ah)?]

THE BUSINESS TRANSLATOR

How can our company help you?

Kwán bɛ́n só na yɛn adwúmàkúó yí bétúmí ábóá wó?

[Kwáhⁿ bɛ́hⁿ sóh nah yehn ah-jwóo-màh-kóo-óh yée báy-tóo-mée áh-bóh-áh wóh?]

We'll gladly submit an estimate at no obligation.

Anígyéé mú, yɛbɛ́bré wo ntotohóó bí, á ényé háw bíará.

[Ah-née-jáy-ɛ́h móo, yeh-béh-bréh woh n-toh-toh-hóh bée, áh éhn-yéh háhw bée-áh-ráh]

We'll gladly submit our recommendations at no obligation.

Anígyéé mú, yɛbɛ́bré wo yɛn nhyéhyéé, á ényé háw bíará.

[Ah-née-jáy-ɛ́h móo, yeh-béh-bréh woh yehn n-sháy-sheh-éh, áh éhn-yéh háhw bée-áh-ráh]

May we put together a proposal for you?

Yéñhyéhyé nyinasóó bi mímá wó?

[Yéhn-sháy-shéh nyee-nah-sóh-áw bee mí-máh wóh?]

We would like to help you.

Yɛbɛ́pé sé yɛbɛ́bóá wó.

[Yeh-béh-péh séh yeh-béh-bóh-áh wóh]

Is our price within your range?

Yé bóó nó wɔ wo nsúsueé mú?

[Yéh bóh-áw nóh waw woh n-sóo-sway-éh móo?]

When may we get to work on this project for you?

Dabɛ́n na yɛbɛ́túmí áhyé adwúmá yeí asé ámá wó?

[Dah-béhn nah yeh-béh-tóo-mée áh-shéh ah-jwóo-máh yay-ée ah-sáy áh-máh wóh?]

Do you have any concerns about our product?

Wó wɔ háw bí wɔ yɛn ayédéé hó?

[Wóh waw sháhw bée waw yehn ah-yéh-dáy-éh shóh?]

THE BUSINESS TRANSLATOR

Do you have any concerns about our service?

Wó wɔ háw bí wɔ yɛn yɛbéá hó?

[Wóh waw sháhw bée waw yehn yéh-báy-áh shóh?]

Do you have any concerns about our pricing?

Wó wɔ háw bí wɔ yɛn bóbó hó?

[Wóh waw sháhw bée waw yehn bób-báw shóh?]

May I call you back tomorrow?

Yéń n̄só bɛ́túmí áfré wo ɔkyéná?

[Yéhⁿ n̄-sóh béh-tóo-mée áhf-réh woh aw-cháy-náh?]

May I call you back next week?

Yéń n̄só bɛ́túmí áfré wo nawótwé sé nné?

[Yéhⁿ n̄-sóh béh-tóo-mée áhf-réh woh nah-wóh-chwáy séh n-néh?]

May I call you back this afternoon?

Yéń n̄só bɛ́túmí áfré wo awiá yí?

[Yéhⁿ n̄-sóh béh-tóo-mée áhf-réh woh ah-wee-áh yée?]

May I call you back in the morning?

Yéń n̄só bɛ́túmí áfré wo anɔpa bré?

[Yéhⁿ n̄-sóh béh-tóo-mée áhf-réh woh ah-naw-pah bréh?]

Who should be my contact within your company?

Hwái na mési ne só nkitahodíé mú wɔ wo adwúmakúó nó mú?

[Sháh-ée nah máy-sée nay sóh n-kee-tah-shoh-dée-áy móo waw woh ah-jwóo-mah-kóo-óh nóh móo?]

NOTES: See general notes on Africa under **Chichewa**.

THE BUSINESS TRANSLATOR

ALBANIAN

This is the national language of Albania, with dialects also spoken in parts of Italy, Greece, Yugoslavia, Bulgaria, Kosovo, Macedonia, Romania, and Slovenia by a total of about 5 million people in the region. The “r” is strongly trilled, like in Spanish “burro”.

If a word has more than one syllable, the accent normally falls on the second to last syllable.

Hello, nice to meet you.

Përshëndetje, gëzohem që u njoftuam.

[Per-shehn-deht-yeh, g'zoh-ehm tyeh oo nyohf-too'am]

I only speak English.

Unë flas vetëm englishtë.

[Oon flyahs veh-tehm ehng-lisht]

I don't understand.

Nuk kuptoj.

[Nook koop-toy]

What is this?

Çka është kjo?

[Chkah ehsht kyoh?]

What is the time?

Sa është ora?

[Sah ehsht oh-rah?]

Where is the nearest toilet?

Ku është toaleti më i afërt?

[Koo ehsht toh-ah-leh-tee meh ee ah-fert?]

Where is the nearest airport?

Ku është aeroporti më i afërt?

[Koo ehsht ah-eh-roh-pohr-tee meh ee ah-fert?]

THE BUSINESS TRANSLATOR

Where is the nearest hospital?
Ku është spitali më i afërt?
[Koo ehsht spee-tah-lyee meh ee ah-fert?]

Where is the nearest American restaurant?
Ku është restorani amerikan më i afërt?
[Koo ehsht reh-stoh-rah-nee ah-meh-ree-kahn meh ee ah-fert?]

What do you need to make this work?
Çka duhet që kjo të korr sukses?
[Chkah doo-heht tyeh kyoh t' kohr sook-sehs?]

Who is the decision maker?
Kush vendos për këtë?
[Koosh vehn-dohs per keht?]

May I use the phone?
A mund të shërbehem me telefonin?
[Ah moond t' sher-beh-hehm meh teh-leh-foh-noon?]

May I use the computer?
A mund të shërbehem me kompjuterin?
[Ah moond t' sher-beh-hehm meh kohm-pyoo-teh-reen?]

May I speak alone with my partner for a moment?
A mund shkurt të flas vetëm me partnerin tim?
[Ah moond shkoort t' flyahs veh-tehm meh pahrt-neh-reen teem?]

Let's make this deal happen today.
Hajde sotë të arimë marëveshtje.
[Hahy-deh soht t' areem mahr'vehsh-tyeh]

Yes
Po
[Poh]

THE BUSINESS TRANSLATOR

No
Jo
[Yoh]

Why
Pse
[P'seh]

How
Si
[See]

Maybe
Ndoshta
[N'doosh-tah]

Thank you
Ju falemenderit
[Yoo fah-leh-mehn-deh-reet]

Sign here.
Nënshkruani këtu.
[Nensh-kroo-ah-nee k'too]

Please
Ju lutem
[Yoo lyoo-tehm]

My name is...
Emri im është...
[Ehm-ree eem ehsht...]

What is your name?
Si e keni emrin?
[See eh keh-nee ehm-reen?]

Where can I find an interpreter?
Ku mund të gjejë përkthyes?
[Koo moond t' gy'ye perk-thew-ehs?]

THE BUSINESS TRANSLATOR

I need a hotel room.

Më duhet dhomë moteli.

[M' doo-heht dhoh-meh moh-tehl-yeey] (See **pronunciation guide** for explanation of «dh»)

I need water. (polite)

A mund të më jepni ujë?

[Ah moond t' meh yehp-nee oo-y'?)

I need food. (polite)

A mund të ha diçka?

[Ah moond t' hah deech-kah?]

I need sleep. (polite)

Më duhet të flejë.

[Meh doo-heht t' flehy]

How much does the room cost for one night?

Sa kushton dhoma për një natë?

[Sah koosh-tohn dhoh-mah per nyeh naht?]

How much does the room cost for two nights?

Sa kushton dhoma për dy netë?

[Sah koosh-tohn dhoh-mah per dew neht?]

How much does the room cost for one week?

Sa kushton dhoma për një javë?

[Sah koosh-tohn dhoh-mah per nyeh yahv?]

I would like the room.

Mundet këtë dhomë.

[Moon-deht keht dhohm]

I would like the car.

Mundet këtë veturë.

[Moon-deht keht veh-toor]

THE BUSINESS TRANSLATOR

I would not like the room.
Nuk e dua këtë dhomë.
[Nook eh doo-ah keht dhohm]

I would not like the car.
Nuk e dua këtë veturë.
[Nook eh doo-ah keht veh-toor]

How do I get to? (this is for asking directions to a place)
Si të arrijë deri tek...?
[See t' ah-reey' deh-ree tehk...?]

Please draw me a map.
Ju lutem më vizatoni hartën.
[Yoo lyoo-tehm m' vee-zah-toh-nee hahr-tehn]

Good-bye.
Mirëupafshim.
[Mee-r'oo-pahf-sheem]

Where can I rent a car?
Ku mund të huazoj veturë?
[Koo moond t' hoo-ah-zoy veh-toor?]

How can our company help you?
Si mund të ju ndihmojë firma jonë?
[See moond t'yoo n'deeth-moy feer-mah yohn?]

We'll gladly submit an estimate at no obligation.
Me gjithë qejfë do t'ua jepnim vlersime.
[Meh gyeeth tyehyf doh t'oo-ah yehp-neem vlehr-see-meh]

We'll gladly submit our recommendations at no obligation.
Me gjithë qejfë do t'ua jepnim rekomandim pa obligime.
[Me gyeeth tyehyf doh t'oo-ah yehp-neem reh-koh-mahn-deem
pah ohb-lee-gee-meh]

THE BUSINESS TRANSLATOR

May we put together a proposal for you?

A mund të ju japim ofertë?

[Ah moond t' yoo yah-peem oh-fert?]

We would like to help you.

Kishim dashtur të j`u ndihmojmë.

[Kee-sheem dahsh-toor t'yoo n'dee-moym]

Is our price within your range?

Çmimi jonë a është i pranueshëm për ju?

[Chmee-mee yohn ah ehsht ee prah-noo-ehsh-ehm per yoo?]

When may we get to work on this project for you?

Kur mund të fillojmë të punojmë për ju në këtë projekt?

[Koor moond t' fee-loym t' poo-noym per yoo n' keht proh-yehkt?]

Do you have any concerns about our product?

A ju brengos diçka në lidhje me produktet tona?

[Ah yoo brehn-gohs deech-kah n' leedh-yeh meh proh-dook-teht toh-nah?]

Do you have any concerns about our service?

A ju bregons diçka në lidhje me shërbimin tonë?

[Ah yoo breh-gohns deech-kah n' leedh-yeh meh sher-bee-meen tohn?]

Do you have any concerns about our pricing?

A ju brengos diçka në lidhje me çmimet tona?

[Ah yoo brehn-gohs deech-kah n' leedh-yeh meh chmee-meht toh-nah?]

May I call you back tomorrow?

A mund të j`u thirri nesër?

[Ah moond t' yoo thee-ree neh-ser?]

THE BUSINESS TRANSLATOR

May I call you back next week?

A mund të j`u thirri javën e ardhëshme?

[Ah moond t` yoo thee-ree yah-vehn eh ardh`shmeh?]

May I call you back in the morning?

A mund të j`u thirri në mëngjez?

[Ah moond t` yoo thee-ree n` mehn-gyehs?]

Who should be my contact within your company?

Kush do të kontaktojë me mua nga firma juaj?

[Koosh doh t` kohn-tahk-toy meh moo-ah n'gah feer-mah yoo-ahy?]

Notes:

Albania is a country pressed with financial problems. They admire Americans, their technology and way of doing business, but are still learning. Albanians are a nation of several faiths: Catholics, Muslims, Protestants, and Orthodox Christians. Muslims are the most sensitive regarding contact with their women. Albanian is also used in **Kosovo** and **Macedonia**. Remember that these countries have experienced a lot of war – try to be sensitive to local feelings about this. Macedonian Albanians are mostly Muslim. Try to avoid much contact with their wives, daughters, or sisters. It's OK to be their friend, but do NOT cross the line unless you want to be chased by a bunch of brothers, husbands or fathers. If you approach a woman/girl too familiarly, she will also have huge problems in her family.

THE BUSINESS TRANSLATOR

AMHARIC

Amharic is spoken by more than 23 million people and is one of the official/national languages of the Ethiopian Republic (the other two are Tigrinya and English). It is a Semitic languages related to Arabic and Hebrew and has a very old writing system based on an ancient language called Ge'ez.

“ny” is pronounced as a single sound in the following words – like the first “n” in “onion”. The “w” sound may occur at the end of the word. This is different from English, where it only comes at the beginning of a word or within a word, but never at the end.

The “r” is trilled as in Spanish.

Hello, nice to meet you.

ጤና ይስጥልኝ።

TAY-nah EES-tuh-liny.

I only speak English.

እንግሊዘኛ ብቻ እናገራለሁ።

Ehng-GLEE-zeh-NYAH b'CHAH eh-NAH-geh-RAH-leh-hoo.

I don't understand.

አልገባኝም።

Ahl-geh-BAHN'ym.

What is this?

ይህ ምንድን ነው?

YUH-hay muhnd nehwh?

What is the time?

ሰንት ሰአት ነው?

snt seh-AHT nehwh?

What is the date?

ቀን ሰንት ነው?

qeh-NOO snt nehwh?

THE BUSINESS TRANSLATOR

Where is the nearest toilet?

ሸንት ቤት የት ነው?

shint bayt yeht nehw?

Where is the nearest hotel?

ሆቴል ቤት የት ነው?

hoh-TEHL bayt yeht nehw?

Where is the nearest airport?

አየር ማረፊያው የት ነው?

AH-yehr mah-rehf-YAHW yeht nehw?

Where is the nearest hospital?

ሆስፒታል የት ነው?

hohs-pee-TAHL yeht nehw?

Where is the nearest American restaurant?

የአሜሪካን ምግብ የት ይገኛል?

yeh-ah-MEH-ri-kahn m'gb yeht y'geh-NYAHL?

What do you need to make this work?

ይሄ እንዲሰራ ምን ይስፈልግዎታል?

YUH-hay ehn-DEE-she-rah MN-yahs-fehl-GOH-tahl?

Who is the decision maker?

የሚወስነው ማን ነው?

YEH-meew-ehs-nehw mahn nehw?

May I use the phone?

ስልኩን ልጠቀም?

suhl-KOON luh-TEH-qehm?

Computer?

ኮምፒዩተርን ልጠቀም?

kohm-POO-tehr-oon luh-TEH-qehm?

May I speak alone with my partner for a moment?

አንዴ ከስራ ባልደረባዬ ጋር ልነጋገር።

THE BUSINESS TRANSLATOR

AHN-day kehs-RAH bahl-deh-reh-BAH-yoh gahr l'neh-GAH-gehr.

Lets make this deal happen today.

ስምምነቱን ዛሬ እንጨርሳው።

SM-m'neh-TOON ZAH-reh ehn-ch'RUHSW.

Yes

አዎን

AH-wuhn

No

አይደለም።

igh-DEH-lehm.

Why

ለምን?

LEHM-n?

How

እንዴት?

EHN-dayt?

Maybe

ምናልባት።

m'NAHL-baht.

Thank you

አመሰግናለሁ።

Ah-meh-sehg-NAH-leh-hoo

Sign here

እዚህ ጋ ይፈርሙ።

Eh-ZEE gah y'FEHR-moo

Please

እባክዎን

Eh-bahk-WOHT'n

THE BUSINESS TRANSLATOR

My name is

ስሜ
s'MAY

What is your name?

ስምህ ማን ነው?
SUH-muhh mahn nehwh? (Pronounce the "h" at the end of the first word)

Where can I find an interpreter?

አስተርጓሚ የት አገኛለሁ?
Ahs-tehr-GWAH-mee yeht ah-geh-NYAHL-hoo?

I need a hotel room.

አልቤት እፈልጋለሁ።
Ahl-BEHR-goh eh-fehl-GAHL-hoo.

I need water.

ውኃ ይስጡኝ።
WOO-hah Y'SH-toony.

I need food.

ምግብ ይስጡኝ።
m'gb Y'SH-toony.

I need sleep.

መተኛት እፈልጋለሁ።
meh-teh-NYAHT eh-fehl-GAHL-hoo.

How much does the room cost for one night?

ክፍሉ በቀን ስንት ነው?
k'FLOO BEH-qehn snt nehwh?

How much does the room cost for two night?

ክፍሉ ለሁለት ቀን ስንት ነው?
k'FLOO leh-HOO-leht qehns snt nehwh?

How much does the room cost for one week?

ክፍሉ ለሳምንት ስንት ነው?

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K'FLOO leh-SAM'nts snt nehw?

I would like the room

ክፍሉ ጥሩ ነው

K'FLOO t'ROO nehw.

I would like the car

መኪናው ጥሩ ነው።

meh-kee-NAHW t'ROO nehw.

I would not like the room

ክፍሉ ጥሩ አይደለም

K'FLOO t'ROO igh-DEH-lehm.

I would not like the car

መኪናው ጥሩ አይደለም።

meh-kee-NAHW t'ROO igh-DEH-lehm.

How do I get to

ይኸንን ቦታ እንዴት አገኛለሁ?

y'HEN'n BOH-tah ehn-DAYT ah-gay-nyehw-AHL-hoo ...?

Please draw me a map.

አቅጣጫውን በወረቀት ስለው ያሳዩኝ።

Ahq-tah-CHAH-woon beh-WEH-reh-qeht s'LEHW yah-sah-YOONY.

Good bye

ደህና ዑኑ።

DEH-nah HOO-noo.

Where can I rent a car?

መኪና የት መክራየት እችላለሁ?

meh-kee-NAH yeht meh-keh-RAH-yeht eh-ch'LAHL-hoo?

How can our company help you?

የኛ ድርጅት እንዴት ሊረዳችሁ ይችላል?

YAY-nyah d'r'JT ehn-DAYT li-reh-DAH-ch'hoo y'ch'LAHL?

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We'll gladly submit an estimate.

እኛ ተመኑን እናቀርባለን

eh-NYAH teh-meh-NOON eh-NAH-qehr-BAH-lehn

We'll gladly submit our recommendations at no obligation.

ጥቆማችን ግዴታ የለውም።

T'qoh-MAHCH'n g'DAY-tah yeh-lehw-OOM.

May we put together a proposal for you?

ፕሮፖዛል አዘጋጅተን እናቀርብልዎት?

proh-POH-zahl ah-zeh-GAHY-tehn eh-NAH-qehr-bl'WOHT?

We would like to help you.

ልንረዳዎት እንወዳለን።

l'n-reh-DAH-woht ehn-weh-DAH-lehn.

Is our price within your range?

ዋጋችን ባሰባችሁት መጠን ነው?

WAH-gahch'n bah-seh-BACH-hut MEH-tehn nehwh?

When may we get to work on this project for you?

መቼ ነው ይኸንን ፕሮጀክት የምንጀምርለት?

meh-CHEH nehwh y-HEHN'n PROH-jehkt yehm'n-jem'r-LOHT?

Do you have any concerns about our product?

ስለ ስራችን ጥርጣሬ አለሁት?

s'LEH s'RAH-ch'n tr-TAH-reh ah-LOHT?

Do you have any concerns about our service?

ስለ ስራችን ጥርጣሬ አገልግሎት?

s'LEH s'RAH-ch'n tr-TAH-reh ah-GEHL-g'loht?

Do you have any concerns about our product/service/pricing?

ስለ ስራችን ጥርጣሬ ዋጋ?

s'LEH s'RAH-ch'n tr-TAH-reh WAH-gah?

May I call you back?

ነገ ልደውልለዎት?

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NEH-geh luh-DEH-wool'loht?

May I call you back next week?

ነገ ልደውልሎት የሚቀጥለው ሳምንት?

NEH-geh luh-DEH-wool'loht yeh-MEE-qeh t'lehw SAH-mnt?

May I call you back this afternoon?

ነገ ልደውልሎት ዛሬ ከሰአት?

NEH-geh luh-DEH-wool'loht ZAH-reh keh-SEH-aht?

May I call you back in the morning?

ነገ ልደውልሎት ጠዋት?

NEH-geh luh-DEH-wool'loht TEH-waht?

Who should be my contact within your company?

ከድረጅታችሁ ማንን ነው የሚገናኝሁ?

keh-drj-TAHCH-hoo MAHN'n nehwh yeh-mah-NEH-gah-grehw?

NOTES:

When you agree in business dealings or casual conversation, don't give the thumbs up sign, since it means something negative in this culture.

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ARABIC

Arabic is spoken by millions of people in 25 different countries of the Middle East and North Africa, and has many different dialects. The Arabic here is Modern Standard Arabic, the Arabic used in broadcasting and in literature.

Pronunciation Guide for Arabic:

Vowels

ah = “a” as in “father”

aah = “a” as in “father” but held longer

ee = “ee” as in “beet”

i = “i” as in “bit”

ay = “i” as in “light”

oo = “oo” as in “loose”

o = “o” as in “note”

u = “oo” as in “book” or “u” as in “put”

Special Consonants Not Found in English

r = the “r” is trilled as in Spanish or Italian.

xh = “ch” as in Scottish “loch”

gh = the voiced counterpart of “xh” above. Make the “xh” sound but vibrate your vocal cords at the same time.

zh = “z” in “azure”

th = as in “thing” (exists in English)

dh = “th” as in English “the”.

q = a sound like “k” but further back in the throat. This is a common sound in Semitic languages such as Arabic and Amharic.

? = like the beginning sound in the English “uh-uh” (meaning “no”) or “uh-oh”. We call this a glottal stop”, and it can come at the beginning, middle, or end of a word.

NOTE: A “w” after a vowel means that the “w” is actually pronounced in that position, unlike in English. There are a number of sounds in Arabic that do not exist in English, and these are listed below. However, since they are extremely difficult for Americans, you can ignore them – if you wish – and still

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communicate fairly effectively. The Arabic letters are given for these sounds so that you can try them if you like.

Such sounds include:

S=voiceless emphatic/velarized fricative, close to the English sound in the word bus – pronounced by saying “s” and raising your tongue in the back of the mouth at the same time. In Arabic transcription, this sound is written with a dot under the symbol [S], but is not indicated here. It corresponds to the Arabic letter “ص”

^C =Voiced pharyngeal fricative, as in the Arabic word /^Cahm/ ‘uncle’. Mostly, non-native Arabic speakers replace this sound with the voiced glottal stop [ʔ]. It corresponds to the Arabic letter “ع”.

^h =Voiceless pharyngeal fricative, as in the Arabic word /hahmmahm/ ‘toilet’ – this sound is the voiceless version of [^C]. It is hard for Americans to pronounce it, so they mostly pronounce it as [h] or[ʔ], i.e., voiceless glottal fricative, or voiced glottal respectively. [h] is used in the pronunciation guide. It corresponds to the Arabic letter “ح”.

d =Voiced emphatic alveolar fricative, as in the Arabic word /dil/ ‘shadow. This is usually written with a dot under it, and it is pronounced by raising the back of the tongue toward the roof of the mouth when saying “d”. It corresponds to the Arabic letter “ض”.

t =Voiceless alveolar emphatic stop, as in the Arabic word /tair/. This is usually written with a dot under it, and it is pronounced by raising the back of the tongue toward the roof of the mouth when saying “t”. It corresponds to the Arabic letter “ط”.

Accent

Stress on a certain syllable in a word is indicated by all capital letters.

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Hello, nice to meet you.

مرحباً أنا سعيد بلقائك

[MAHR-hah-bahn AH-naah sah-?EED biLi-qAAH-?i-kah]

I only speak English.

أنا أتكلم الإنكليزية فقط.

[AH-naah ah-tah-KAH-llah-mu l-in'KLEE-zee-yyah FAH-qaht]

I don't understand.

أنا لا أفهم.

[AH-naah laah AHF-hahm]

What is this?

ما هذا؟

[Maah HAAH-dhah?]

What is the time?

كم الساعة؟

[Kahm ahs-SAAH-?ah?]

What is the date?

ما التاريخ اليوم؟

[Maah ah-t-taah-REExh ahl-YAHOWM?]

Where is the nearest toilet?

أين أجد توالت قريبة من هنا؟

[AY-nah AH-ji-du tiwah-LEET qah-REE-bah min HU-naah ?]

Where is the nearest hotel?

أين أجد فندقاً قريباً من هنا؟

[AY-nah AH-ji-du FUN-du-qahn qah-REE-bahn min HU-naah?]

Where is the nearest hospital?

أين أجد مستشفى قريباً من هنا؟

[AY-nah AH-ji-du MUS-tahsh-fah qah-REE-bahtahn min HU-naah?]

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Where is the nearest American restaurant?

أين أجد مطعماً أمريكياً قريباً من هنا؟

[AY-nah AH-ji-du MAT-?ah-mahn ahm-ree-KEE-yyahn qah-REE-bahn min HU-naah ?]

What do you need to make this work?

ماذا تحتاج لكي تعمل هذا؟

[MAAH-dhah TAH-Htaah-ju Li-kay TAH-?-mah-lah HAH-dhah?]

Who is the decision maker?

من هو متخذ القرار؟

[Mahn Hu-wah Mu-ttah-xhidh ahl-qah-RAAHR ?]

May I use the phone?

هل بإمكانني استعمال الهاتف؟

[Hahl bi-?im-KAAH-nee ihs-ti-?MAAHL ahl-HAAH-tif ?]

May I use the computer?

هل بإمكانني استعمال جهاز الكمبيوتر؟

[Hahl Bi-?im-KAAH-nee ihs-ti-?MAAHL ji-HAAHZ ahl-kum-PYEW-tahr?]

May I speak alone with my partner for a moment?

هل بإمكانني أن أتكلم دقيقة لوحدي مع شريكي؟

[Hahl Bi-?im-KAAH-nee ?ahn ah-tah-KAH-llah-mah dah-qEE-qahh Li-WAH-dee MAH-?ah shah-REE-kee?]

Let's make this deal happen today.

دعنا نعمل اليوم على إبراز هذه الصفقة.

[DAH-? -naah NAH-? -mah-lu uhl-YAHOWM ?AH-lah ?IBRAAHZ HAH-dhi-hi ahl-SAHF-qahh] (pronounce final "h" on the last word.)

Yes

نعم

[NAH-?ahm]

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No

لا

[Laah]

Why

لماذا

[Li-MAAH-dhaah]

How

كيف

[KAY-fah]

Maybe

ربما

[Ru-bbah-maah]

Thank you

شكرا

[SHUK-rahn]

Sign here.

أمضي هنا

[?IHM-dee Hu-naah]

Please

من فضلك

[Min FAHD-lahk]

My name is...

أنا اسمي

[AH-naah IS-mee...]

What is your name?

ما اسمك؟

[Maah IS-mu-kah?]

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Where can I find an interpreter?

أين بإمكانني أن أجد مترجما فورياً؟

[AY-nah Bi-?im-KAAH-nee ?ahn ?AH-ji-du mu-TAHR-ji-mahn FAHOW-ree-yyahn?]

I need a hotel room.

أنا بحاجة إلى غرفة في الفندق.

[AH-naah Bi-HAAH-jah-tin ?i-lah GHuR-fahtin fi ahl-FUN-duq]

I need water.

أنا بحاجة إلى ماء.

[Ah-naah bi-HAAh-jah-tin i-lah maah-?]

I need food.

أنا بحاجة إلى طعام.

[AH-naah bi-HAAH-jah-tin i-lah tah-?AAHM]

I need sleep.

أنا بحاجة إلى النوم.

[AH-naah bi-HAAH-jah-tin i-lah ahn-NAHOWM]

How much does the room cost for the night?

كم تبلغ كلفة الغرفة في الليلة الواحدة؟

[Kahm TAH-blu-ghu KUL-faht ahl-GHOR-fah fee al-LAY-lah-ti ahl-WAAH-hi-dahh?] (Pronounce final “h” in last word)

How much does the room cost for two nights?

كم تبلغ كلفة الغرفة لليلتين؟

[Kahm TAH-blu-ghu KUL-faht ahl-GHOR-fah li-lay-lah-TAYN?]

How much does the room cost for one week?

كم تبلغ كلفة الغرفة في الأسبوع؟

[Kahm TAH-blu-ghu KuL-fahtu ahl-GHOR-fah fee ahl-?us-BOO?]

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I would like the room.

أرغب في الغرفة.

[AHR-ghah-bu fee ahl-GHuR-fah]

I would like the car.

أرغب في السيارة.

[AHR-ghah-bu fee ahs-say-YAAHR-ah]

How do I get to...?

كيف أصل إلى...؟

[KAY-fah AHS-si-lu EE-lah...?]

Please draw me a map.

أرجو أن ترسم لي خريطة.

[AHR-joo ?ahn TAHR-su-mah lee XHAH-ree-tah]

Good-bye.

مع السلامة

[MAH-?ah ?ahs-sah-LAAH-mah]

Where can I rent a car?

أين بإمكانني أن أستأجر سيارة؟

[AY-nah Bi-?im-KAAH-nee ?ahn ?ahs-tah-?AH-jeh-rah say-YAAHR-ah?]

How can our company help you?

كيف بإمكان شركتنا مساعدتك؟

[KAY-fah Bi-?im-KAAHN shah-ree-KAH-ti-nah MU-saah-?ah-dah-tih-kah?]

We'll gladly submit an estimate at no obligation.

يسعدنا أن نسلمك تقويماً دون التزام.

[Yus-?EH-du-naah ?ahn nu-sah-LLi-mah-kah tahq-WEE-mahn D-OO-nah ?il-ZAAHM]

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We'll gladly submit our recommendations at no obligation.

يسعدنا أن نسلّمك عروضنا دون الإلزام.

[Yus-?EH-du-naah ?ahn nu-sah-LLi-mah-kah ?uh-ROO-dah-naah D-OO-nah ?il-ZAAHM]

May we put together a proposal for you?

هل لنا بوضع عرضاً سوياً لك؟

[Hahl LAH-naah Bi-wah-d? AHR-dahnaah sah-WEE-yyah-tahn lahk?]

We would like to help you.

نود مساعدتك.

[NAH-wah-ddu mu-SAAH-?ah-dah-ta-kah]

Is our price within your range?

هل أسعارنا هي ضمن حدودك؟

[Hahl ahs-?AAH-ru-naah Hi-yah DEM-nah hu-D-OO-di-kah?]

When may we get to work on this project for you?

متى يمكننا أن نعمل لك على هذا المشروع؟

[MAH-tah YUM-ki-nu-naah ?ahn nah-?A-mah-lah LAH-kah ?AH-lah HAH-dhah ahl-mah-SHROO-? ?]

Do you have any concerns about our product?

هل لديك أي اهتمامات بشأن منتجاتنا؟

[Hahl LAH-day-kah ?ayy i'hti-maah-MAAHT bi-SHAAH-?n-i mun-tah-JAAH-ti-naah?]

Do you have any concerns about our service?

هل لديك أي اهتمامات بشأن خدماتنا؟

[Hahl LAH-day-kah ?ayy ihti-maah-MAAHT bi-SHAAH-?n-i XHID-mah-ti-naah?]

Do you have any concerns about our pricing?

هل لديك أي اهتمامات بشأن أسعارنا؟

[Hahl LAH-day-kah ?ay i'hti-maah-MAAHT biSHAAH-?n-i ahs-?AAH-ri-naah?]

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May I call you back tomorrow?

هل بالإمكان الإتصال بك غدا؟

[Hahl bi-l-?im-KAAHN ahl-?i-tti-SAAHL BI-kah GHAH-dahn?]

May I call you back next week?

هل من بالإمكان الإتصال بك في الأسبوع القادم؟

[Hahl bil-?im-KAAHN ahl-?i-tti-SAAHL BI-kah fee ahl-?us-BOO-?i ahl-QAAH-dehm?]

May I call you back this afternoon?

هل بالإمكان الإتصال بك بعد الظهر اليوم؟

[Hahl bil-?im-KAAHN ahl-?i-tti-SAAHL Bi-kah BAH-?-dah ah-DDUH-r ahl-YAHWOM?]

May I call you back in the morning?

هل بالإمكان الإتصال بك في الصباح؟

[Hahl bil-?im-KAAHN ahl-?i-ttih-SAAHL Bi-kah fee ahs-sah-BAAH?]

Who should be my contact within your company?

من سيكون رابطة الوصل من ضمن شركتك؟

[Mahn sah-yah-KOO-nu RAAH-bi-tah-tahl-WAHS-li min DIM-ni shah-ree-KAH-ti-kah?]

NOTES:

Most Arabs speak either English or French. If you happen to be with someone who can speak neither language, try to impress him with the few sentences you have learned from this book, but also try to be accompanied by an interpreter during negotiations.

Two rules of etiquette to follow. 1) Always eat with the right hand, never with the left hand. 2) Do not cross your legs while sitting and show the bottom of your foot to someone – this is considered very insulting.

Also, please see the notes on “Religion” under **SOMALI**.

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ARMENIAN

The official language of Armenia, it is spoken by over 3 million people within Armenia and by about 6 million people in all. It is also spoken in 29 other countries including Azerbaijan, Bulgaria, Cyprus, Egypt, Estonia, Georgia, Greece, Iran, Iraq, Israel, Jordan, Kazakhstan, Kyrgyzstan, and Lebanon.

Hello, nice to meet you.

Հիմա լավ է ծանոթանալու
bah-REHV dzehz, oo-RAHXXH ehm dzehz tehs-NEHL

I only speak English.

Ես միայն անգլերեն եմ խոսում
°e ÛÇ³ÚÝ ³Ý·É»ñ»Ý »Ù ĒáéáõÙ£

yehs mee-IGHN ahn-gleh-REHN ehm xhoh-SOOM

I don't understand.

Ես չեմ հասկանում
â»Ù Ñ³ēĪ³ÝáõÙ£

chehm haht-kah-NOOM

What is this?

Ի՞նչ է սա
Æ±Ýã ĺ ē³£

eench eh sah

What is the time?

Մի քանի ժամ է
Ä³ÙÁ ù³ÝÇ±ēÝ ĺ£

ZHAH-muh qah-NEESN eh

What is the date?

Մի քանի օր է
²ÙēÇ ù³ÝÇ±ēÝ ĺ£

Ahm-SEE qah-NEESN eh

Where is the nearest toilet?

Այնտեղի մոտ
ãñi»±Õ ĺ Ùáĩ³Ī³ â»iù³ñ³ÝÁ£

vohr-TEHGH eh moh-tah-kah peht-qah-RAH-nuh

Where is the nearest hotel?

Այնտեղի մոտ
ãñi»±Õ ĺ Ùáĩ³Ī³ ÑÛáõñ³ÝáóÁ£

vohr-TEHGH eh moh-tah-kah hyoo-rah-NOHT-suh

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Where is the nearest hospital?

àñi»±Õ ħ Úáí³Ī³ ÑÇí³Ý¹³ÝáóÁ£

vohr-TEHGH eh moh-tah-kah hee-vahn-dah-NOHT-suh

Where is the nearest American restaurant?

àñi»±Õ ħ Úáí³Ī³ ³Ù»ñÇĪŪ³Ý é»ëiáñ³ÝÁ£

vohr-TEHGH eh moh-tah-kah ah-meh-reek-YAHN rehs-toh-
RAH-nuh

What do you need to make this work?

Æ±Ýã ħ Ñ³ñĪ³iáñ ¹³ Ñ³çáÕ³óÝ»Éáõ Ñ³Ū³ñ£

eench eh hahr-kah-vohr dah hahd-joh-ghahts-neh-LOO hah-
MAHR

Who is the decision maker?

à±í ħ áñáßáõŪ Ī³Ū³óÝáÕÁ£

ohv eh voh-roh-shoom kah-yahts-NOH-ghuh

May I use the phone?

Î³ñá±Õ »Ū û·ii»É Ñ»é³ËáëÇó/Ñ³Ū³Ī³ñ·ãÇó£

Kah-ROHGH ehm ohg-TVEHL heh-rah-xhoh-SEETS

May I use the computer?

Î³ñá±Õ »Ū û·ii»É Ñ³Ū³Ī³ñ·ãÇó£

Kah-ROHGH ehm ohg-TVEHL hah-mah-kahrq-CHEETS

May I speak alone with my partner for a moment?

Î³ñá±Õ »Ū ÛÇ ñáá» ÛÇ³ŪÝ³Ī Ëáë»É ÁÝĪ»ñáçë Ñ»i£

Kah-ROHGH ehm mee roh-PEH myigh-NAHK xhoh-sehl uhn-
krohdchs HEHT

Let's make this deal happen today.

²ñÇ ³Ūëññ ³Ý»Ýù ¹³£

ah-ree igh-SOHR ah-nehnq dah

Yes

²Ūá

Ah-YOH

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No
àã
Vohch

Why
ÆÝãáõ
Een-CHOO

How
ÆÝãå»ë
Eench-PEHS

Maybe
ÐÝ³ñ³íañ ¿
Huh-nah-rah-VOHR eh

Thank you.
ÞÝañÑ³İ³ÉáõÃÛáõÝ£
Shnoh-rah-kah-loot-YOON

Sign here.
êíañ³·ñ»ù ³Ûëi»Õ
stoh-rah-guh-REHQ ighs-TEHGH

Please
ÊÝ¹ñ»Û
Xhuhn-TREHM

My name is

ÆÛ ³ÝáõÝÁ ©©© ¿£
eem ah-NOO-nuh ... eh

What is your name?
Æ±Ýã ¿ Ò»ñ ³ÝáõÝÁ£
eench eh dzehr ah-NOO-nuh

Where can I find an interpreter?
añi»±Õ İñ»ÉÇ ¿ Ã³ñ·Û³ÝÇã ·iÝ»É£
vohr-TEHGH kah-reh-lee eh tahrq-mah-NEECH duht-nehl

THE BUSINESS TRANSLATOR

I need a hotel room.

ÆÝÓ ÑÛáõñ³ÝáóÇ Ñ³Û³ñ ĺ Ñ³ñĪ³íañ£
eendz hyoo-rah-noh-CHEE hah-MAHR eh hahr-kah-vohr

I need sleep (polite)

ÆÝÓ ùÝ»É ĺ Ñ³ñĪ³íañ£
eendz quh-NEHL eh hahr-kah-vohr

I need water (polite)

ÆÝÓ çáõñ ĺ Ñ³ñĪ³íañ£
eendz DJOOR eh hahr-kah-vohr

I need food (polite)

ÆÝÓ áõï»ÉÇù ĺ Ñ³ñĪ³íañ£
eendz oo-teh-LEEQ eh hahr-kah-vohr

How much does the room cost for one night?

añù³±Ý³ñÅ» Û»Ī·Çβ»ñÁ£
vohr-QAHN ahr-zeh mehkh gee-SHEH-ruh

How much does the room cost for two nights?

añù³±Ý³ñÅ» »ñĪáõ·Çβ»ñÁ£
vohr-QAHN ahr-zeh yehr-koo gee-SHEH-ruh

How much does the room cost for one week?

añù³±Ý³ñÅ» Û»Īβ³μ³ÃÁ£
vohr-QAHN ahr-zeh mehkh shah-PAH-tuh

I would like the room.

°ë áõ½áõÛ»Û ë»ÝÛ³ĪÁ£
yehs oo-ZOOM ehm sehn-YAH-kuh

I would like the car.

°ë áõ½áõÛ»Û³íiáÛ»ù»Ý³Ý£
yehs oo-ZOOM ehm ahf-toh-meh-qeh-NAHN

I would not like the room.

°ë ã»Û áõ½áõÛ»Û ë»ÝÛ³ĪÁ£
yehs chehm oo-ZOOM sehn-YAH-kuh

THE BUSINESS TRANSLATOR

I would not like the car.

°ë ã»Ù áð½áðÙ ³ííáÙ»ù»Ý³Ý£

yehs chehm oo-ZOOM ahf-toh-meh-qeh-NAHN

How do I get to? (this is for asking directions to a place)

ÆÝãã»±ë ·Ý³Ù ©©©£

Eench-pehs guh-nahm ...

Please draw me a map.

ÊÝ¹ñáðÙ »Ù Ýİ³ñ»ù£

Xhuhn-DROOM ehm nuh-kah-REHQ

Good-bye.

òï»ëáðÃÛáðÝ£

tsuh-teh-soot-YOON

Where can I rent a car?

ãñï»±Õ İ³ñ»ÉÇ ĺ ³ííáÙ»ù»Ý³ í³ñÓ»É£

vohr-TEHGH kah-reh-lee eh ahf-toh-meh-qeh-NAH vahrt-SEHL

How can our company help you?

ÆÝãã±í İ³ñáÕ ĺ Û»ñ ÁÝİ»ñáðÃÛáðÝÁ û·Ý»É Ò»½£

Een-CHOHV kah-rohgh eh mehr uhn-keh-root-YOO-nuh ohg-

NEHL dzehz

We'll gladly submit an estimate at no obligation.

Ø»Ýùª ³é³Ýó áñ· ĺ µ³Ý á³ñİ³íáñ»óÝ»Éáð« Ñ³×áðÛúáí

İáðÕ³ñİ»Ýù ·ÇÝÁ£

mehnq ah-RAHNTS voh-reh-veh bahn pahr-tah-voh-rechts-neh-

LOO hah-chooy-QOHV koo-ghahr-KEHNQ GEE-nuh

We'll gladly submit our recommendations at no obligation.

Ø»Ýùª ³é³Ýó áñ· ĺ µ³Ý á³ñİ³íáñ»óÝ»Éáð« Ñ³×áðÛúáí Û»ñ

ËáñÑáðñ¹Ý»ñÁ£

mehnq ah-RAHNTS voh-reh-veh bahn pahr-tah-voh-rechts-neh-

LOO hah-chooy-QOHV mehr xhoh-roort-NEH-ruh

May we put together a proposal for you?

İ³ñá±Õ »Ýù Ò»½ Ñ³Ù³ñ ³é³ç³ñİáðÃÛáðÝ á³ñ³ëï»É£

THE BUSINESS TRANSLATOR

Kah-ROHGH ehnq dzehz hah-mahr ah-rahd-jahr-koot-YOON
pahr-tahs-TEHL

We would like to help you.

Ø»Ýù ó³ÝĪ³ÝáðÙ »Ýù û·Ý»É Ò»½£
mehhq tsahn-kah-NOOM ehnq ohg-NEHL dzehz

Is our price within your range?

Ø»ñ ·ÇÝÁ Ò»ñ ÑÝ³ñ³íáñáðÃÙ³Ý ë³ÑÙ³ÝÝ»ñáð±Ù ¿£
mehr GEE-nuh dzehr huh-nah-rah-voh-root-YAHN sah-mahn-
neh-ROOM eh

When may we get to work on this project for you?

°±ñµ ĪñáÕ »Ýù ëĪ»É ëĪ»É Īñ³·ñÇ Īñ³ ³BĒ³Ī»É£
yehrp kah-rohgh ehnq skuh-SEHL tsuh-rah-guh-REE VRAH
ahsh-xhah-TEHL

Do you have any concerns about our product?

Ò»½ áñ̄ ¿ µ³Ý ³ÝÑ³Ý·ëĪ³óÝáð±Ù ¿ Ù»ñ ³áñ³ÝùÇ£
dzehz VOH-reh-veh bahn ahn-hahn-guh-staht-SNOOM eh mehr
ah-prahn-QEE

Do you have any concerns about our service?

Ò»½ áñ̄ ¿ µ³Ý ³ÝÑ³Ý·ëĪ³óÝáð±Ù ¿ Ù»ñ Ī³é³ÙáðÃÙ³Ý£
dzehz VOH-reh-veh bahn ahn-hahn-guh-staht-SNOOM eh mehr
tsah-rah-yoot-YAHN

Do you have any concerns about our pricing?

Ò»½ áñ̄ ¿ µ³Ý ³ÝÑ³Ý·ëĪ³óÝáð±Ù ¿ Ù»ñ ·ÝÇ Ī³á³ĪóáðÃÙ³Ùµ£
dzehz VOH-reh-veh bahn ahn-hahn-guh-staht-SNOOM eh mehr
GNEE kah-pahk-tsoot-YAHMP

May I call you back tomorrow?

Īñá±Õ »Ù ½³Ý·³Ñ³ñ»É Ò»½ Ī³ÕÁ£
Kah-ROHGH ehm zahn-gah-hah-REHL dzehz VAH-ghuh

May I call you back next week?

Īñá±Õ »Ù ½³Ý·³Ñ³ñ»É Ò»½ ÙÙáðë ß³µ³Ã£

THE BUSINESS TRANSLATOR

Kah-ROHGH ehm zahn-gah-hah-REHL dzehz MYOOS oh-
RUH

May I call you back this afternoon?

Îñá±Õ »Ù ½³Ý·³Ñ³ñ»É Ò»½ ûñí³ »ñññáñ¹ Ì»ëÇÝ£

Kah-ROHGH ehm zahn-gah-hah-REHL dzehz ohr-VAH yehr-
KROHRT keh-SEEN

May I call you back in the morning?

Îñá±Õ »Ù ½³Ý·³Ñ³ñ»É Ò»½ ³é³íaíÛ³Ý£

Kah-ROHGH ehm zahn-gah-hah-REHL dzehz ah-rah-voht-
YAHN

Who should be my contact within your company?

àõ±Ù Ñ»ī á»iù ¿ Î³á á³Ñá³Ý»Ù Ò»ñ ÁÝÏ»ñáõÃÛ³Ý Ù»ç£

OOM heht pehtq eh KAHP pah-pah-NEHM dzehr uhn-keh-root-
YAHN mehch

NOTES:

The first thing any foreigner visiting Armenia should know is that Armenia is the first Christian nation in the world, and they are proud of it. Armenia accepted Christianity as a state religion in 301. Most Armenians are Orthodox Christian.

April 24 is the commemoration day for the victims of the Armenian Genocide. In 1915 About 1.5 million Armenians were slaughtered and deported from the historical Armenian lands occupied by Ottoman Turkey.

THE BUSINESS TRANSLATOR

AZERI

Official language of Azerbaijan, spoken by about 15 million people. A similar dialect of Azeri is spoken by over 23 million people in Iran.

Hello, nice to meet you.

Салам, сизи эюрмййиуя шадам.

[Sah-LAHM, si-ZIN-læ tah-NEWSH awl-mah-ghew-MAH SHAH-dahm]

I only speak English.

Мяш анъаг инэйлис дилиндя даньпырам.

[Mæn AHN-zahg in-gi-LIS di-lin-DÆ dah-new-SHEW-rahm]

I don't understand.

Мяш бауна дцшмцрям.

[Mæn bah-SHAH DOO-shmoo-ræm]

What is this?

Бу нядир?

[Bu NÆ-dir?]

What is the time/date?

Саат нечядир?

[Saht neh-CHÆ-dir?]

Айыш нечясидир?

[Ah-yin neh-chæ-SI-dir?]

Where is the nearest American restaurant?

Яш йахын Америка рестораны парадалыр?

[æn yah-XHEWN ah-MEH-ri-kah rehs-taw-rah-NEW hah-rah-DAH-dewr?]

Where is the nearest toilet?

Яш йахын туалет парадалыр?

[æn yah-XHEWN twah-LEHT hah-rah-DAH-dewr?]

THE BUSINESS TRANSLATOR

Where is the nearest hotel?

Ян йахын мещманхана шарададыр?

[æn yah-XHEWN meh-mahn-xhah-NAH hah-rah-DAH-dewr?]

Where is the nearest airport?

Ян йахын шава лиманы шарададыр?

[æn yah-XHEWN hah-vah li-mah-NEW hah-rah-DAH-dewr?]

Where is the nearest hospital?

Ян йахын хястяхана шарададыр?

[æn yah-XHEWN xhæs-tæ-xhah-NAH hah-rah-DAH-dewr?]

What do you need to make this work?

Бу иши эюрмяк ццш сизя шя лазымдыр?

[Bu i-shi ger-MÆK oo-choon si-zæ næ lah-ZEWM-dewr?]

Who is the decision maker?

Гярар гябул сдян шяхс кимдир?

[Gær-AHR gæ-bul eh-dæn shæxhs KIM-dir?]

May I use the phone?

Мян телефондан истифадя сдя билирямми?

[Mæn teh-leh-faw-neh-DAHN is-ti-FAH-dæ eh-dæ bi-LÆ-ræm-mi?]

May I use the computer?

Мяш компьютердяи истифадя сдя билирямми?

[Mæn kawm-PYU-tehr-dæn is-ti-FAH-dæ eh-dæ bi-LÆ-ræm-mi?]

May I speak alone with my partner for a moment?

Мяш гяряфданымла бир мцддят такликдя сдюшбят сдя билирямми?

[Mæn tæ-ræf-dah-SHEWM-lah bir mood-dæt tæk-lik-DÆ ser-BÆT eh-dæ bi-LÆ-ræm-mi?]

Let's make this deal happen today.

Эялин бу иши бу эцн эюрмяк.

[GÆ-lin bu i-shi bu goon ger-RÆK]

THE BUSINESS TRANSLATOR

Yes

Бяли / Щя
[Bæ-li / hæ]

No

Хейр / йох
[Xhighr / yawxh]

Why

Ця цци
[Næ oo-choon]

How

Неъя
[Neh-ZHÆ]

Maybe

Ола билсин / эуман ки
[Aw-lah bil-SIN / gu-MAHN ki]

Thank you

Тяшякцир едирям
[Tæ-shæk-KOOR eh-DI-ræm]

Sign here.

Бура гол чякин
[Bu-rah gawl CHÆ-kin]

Please

Зящмят олмаса
[Zæh-MÆT AWL-mah-sah]

My name is ...

Мяним адым...
[Mæ-nim ah-dewm ...]

What is your name?

Сизин адыныз нядир?
[Si-ZIN ah-dew-NEWZ NÆ-dir?]

THE BUSINESS TRANSLATOR

Where can I find an interpreter?

Мян шардан тяръцмячи тапа билярям?

[Mæn hahr-dahn tær-joo-mæ-CHI tah-PAH bi-LÆ-ræm?]

I need a hotel room.

Мяня мешманхана отаы лазымдыр.

[Mæ-NÆ mehh-mahn-xhah-NAH aw-tah-GHEW LAH-zewm-dewr]

I need water (polite)

Мяш су истяйирям.

[Mæn su is-tæ-YIR-æm]

I need food (polite)

Мян йемяк истяйирям.

[Mæn yeh-MÆK is-tæ-YIR-æm]

I need sleep (polite)

Мяш йатмаг истяйирям.

[Mæn yaht-MAHG is-tæ-YIR-æm]

How much does the room cost for one night?

Бир эеъялийя отаг нечяйядир?

[Bir geh-jæ-li-YÆ aw-tahg neh-chæ-YÆ-dir?]

How much does the room cost for two nights?

Ики эеъялийя отаг нечяйядир?

[i-kee geh-jæ-li-YÆ aw-tahg neh-chæ-YÆ-dir?]

How much does the room cost for one week?

Бир пярфтялийя отаг нечяйядир?

[bir hæf-tæ-li-YÆ aw-tahg neh-chæ-YÆ-dir?]

I would like the room.

Мяш отаг лазымдыр.

[Mæ-NÆ aw-tahg LAH-zewm-dewr]

THE BUSINESS TRANSLATOR

I would like the car.

Мяшя машын лазымдыр.

[Mæ-NÆ mah-SHEWN LAH-zewm-dewr]

I would not like the room.

Мяня отаг лазым дейил.

[Mæ-næ aw-tahg lah-zewm DEH-yil]

I would not like the car.

Мяшя машын лазым дейил.

[Mæ-næ mah-shewn lah-zewm DEH-yil]

How do I get to...? (this is for asking directions to a place)

Мян ... несъя эсдя билярям?

[Mæn... neh-jæ geh-dæ bi-læ-ræm?]

Please draw me a map.

Зящмят олмаса мяшя хяритя чякин.

[Zæh-MÆT AWL-mah-sah mæ-NÆ xhæ-ree-TÆ CHÆ-kin]

Good-bye.

Саь олун / худапафия.

[Sahgh aw-lun / khu-dah-FIZ]

Where can I rent a car?

Мян щарадан машын кирайя эютця билярям?

[Mæn HAH-rah-dahn mah-shewn kir-ah-YÆ ger-too-RÆ bi-LÆ-ræm?]

How can our company help you?

Бизим ширкятимиз сизя несъя йардым едя биляр?

[Bi-ZIM shir-kæ-ti-MIZ si-ZÆ NEH-jæ yahr-DEWM eh-dæ bi-LÆR?]

We'll gladly submit an estimate at no obligation.

Биз мямнунийятля сметаны щеч бир юшдяликсиз тягдим едярик.

[Biz mæm-nu-niy-YÆT-læ SMEH-tah-new hehch bir erh-dæ-lik-SIZ tæg-DIM eh-DÆ-rik]

THE BUSINESS TRANSLATOR

We'll gladly submit our recommendations at no obligation.

Биз мямнунийятля юз тьаклифляриமிழи шеч бир
кюшдяликсиз тьагдим сдярик.

[Biz mæm-nu-niy-YÆT-læ erz tæk-li-flæ-ri-mi-ZEE hehch bir
erh-dæ-lik-SIZ tæg-DIM eh-DÆ-rik]

May we put together a proposal for you?

Биз тьаклифи сизин ццци мцгаися сдя билярикми?

[Biz tæk-li-FEE si-zin oo-choon moo-gigh-SÆ eh-dæ bi-LÆ-rik-
mi?]

We would like to help you.

Биз сизя кюмяк стмяк истярдик.

[Biz si-ZÆ ker-MÆK eht- MÆK is-TÆR-dik]

Is our price within your range?

Бизим гиймятляр сизин ццци минасибдирми?

[Bi-zim giy-mæt-LÆR si-zin oo-choon moo-nah-SIB-dir-mi?]

When may we get to work on this project for you?

Биз ня вахт бу лайишя цзяриндя ишя башлайя билярик?

[Biz næ vahxht bu lah-yi-HÆ oo-zæ-rin-DÆ i-shæ bahsh-la-
YAH bi-LÆ-rik?]

Do you have any concerns about our product?

Бизим мяцсуллар барядя сиздя нарацатчылыг йаранырмы?

[Bi-zim mæh-sul-LAHR bah-ræ-dæ siz-dæ nah-rah-hat-chew-
LEWG yah-rah-NEWR-mew?]

Do you have any concerns about our service?

Бизим хидмятляр барядя сиздя нарашатчылыг йаранырмы?

[Bi-zim xhid-mæt-LÆR bah-ræ-dæ siz-dæ nah-rah-hat-chew-
LEWG yah-rah-NEWR-mew?]

Do you have any concerns about our pricing?

Бизим гиймятляр барядя сиздя нарашатчылыг йаранырмы?

[Bi-zim giy-mæt-LÆR bah-ræ-dæ siz-dæ nah-rah-hat-chew-
LEWG yah-rah-NEWR-mew?]

THE BUSINESS TRANSLATOR

May I call you back tomorrow?

Мяш сабаши зянэ сдя билярямми?

[Mæn SAH-bahh zæng eh-dæ bi-LÆ-ræm-mi?]

May I call you back next week?

Мян эялян шяфтя зянэ сдя билярямми?

[Mæn gæ-LÆN hæf-TÆ zæng eh-dæ bi-LÆ-ræm-mi?]

May I call you back this afternoon?

Мяш эцнорта зянэ сдя билярямми?

[Mæn goo-nawr-TAH zæng eh-dæ bi-LÆ-ræm-mi?]

May I call you back in the morning?

Мян сяшяр йенидян зянэ сдя билярямми?

[Mæn sæ-HÆR yeh-ni-DÆN zæng eh-dæ bi-LÆ-ræm-mi?]

Who should be my contact within your company?

Сизин ширкятиниздя мяш кичиндя ялагя сахламалыйам?

[Si-zin shir-kæ-ti-niz-DÆ mæn ki-min-LÆ æ-lah-GÆ sahxlah-mah-LEE-yahm?]

NOTES:

1. Crossing your legs while sitting is unacceptable in Azerbaijan.
2. Respect must be shown for older people.

THE BUSINESS TRANSLATOR

BELARUSIAN

Spoken by over 10 million people in and around Belarus.

Pronunciation Guide:

The Belarusian language historically was written in two scripts, Cyrillic (script used for Russian) and Latin (the script that English uses). Currently, the Cyrillic script is the only one officially accepted in Belarus. The Latin script is used here as a pronunciation guide (vowels under stress are given in bold). Below are the pronunciation instructions for the Latin script.

Editor's Note: *For most English speakers, it is extremely difficult to learn the differences between the two types of "l", "n" and some of the other consonants that sound very much alike to the English ear without some one-on-one language instruction. But don't let this keep you from trying if you have the chance to use the language!*

Consonants

Latin script Pronunciation

- "b" = like *b* in *bit*
- "c" = like *ts* in *cats* (*sharp*)
- "č" = soft palatalized *ts* (softer than the *ts* in *cats*)
- "čh" = hard *ch* that sounds like combination of *t* and *sh* (as in the English word *church*)
- "ch" = like *ch* in Scottish *loch*
- "d" = like *d* in *do*
- "dz" = approx. like *ds* in *raids*
- "dž" = like *j* in *journey*
- "f" = like *f* in *face*
- "g" = like *g* in *go*
- "h" = approx. like *h* in *how*
- "k" = like *k* in *kitten*
- "l" = soft *l* like in *lemon* (back of tongue raised)
- "l̄" = like *l* in *lady* (sharper, with the tip of the tongue)
- "m" = like *m* in *my*

THE BUSINESS TRANSLATOR

- “n” = like *n* in *not*
- “ñ” = soft *n* like in *near*
- “p” = like *p* in *pool*
- “r” = trilled *r* (like Scottish *r*)
- “s” = like *s* in *sun*
- “ś” = soft palatalized *s* (say English “s” sound, raise back of tongue)
- “š” = like *sh* in *shut*
- “t” = like *t* in *tip*
- “ū” = like *w* in *window*
- “v” = like *v* in *vine*
- “z” = like *z* in *zoo*
- “ž” = palatalized *z* (*between English z and zh – z with the back of the tongue raised*)
- “ž” = like *s* in *pleasure*

Vowels

Latin script Pronunciation

- “a” = between *a* in *cat* and *u* in *but*
- “e” = like *e* in *pet*
- “i” = like *ee* in *see*
- “j” = like *y* in *boy*
- “o” = like *o* in *not*
- “u” = like *oo* in *book*
- “y” = like hard *i* like in *Chris*

- “ja/ia” = like *ya* in *yard* (*yah*)
- “je/ie” = like *ye* in *yet*
- “jo/io” = like *yo* in *beyond*
- “ju/iu” = like *u* in *duke*

Hello, nice to meet you.

Прывітанне! Прыемна пазнаёміцца.

[Pryvitañne! Pryjemna paznajomicca.]

I only speak English.

THE BUSINESS TRANSLATOR

Я размаўляю толькі па-ангельску.
[Ja razmaŭlaju tolki pa-anhielsku]

I don't understand.
Не разумю.
[Nie rozumieju]

What is this?
Што гэта?
[Što heta?]

What is the time?
Колькі зараз часу?
[Kolki zaraz času?]

What is the date?
Які сёння дзень?
[Jaki sionnia dzien?]

Where is the nearest toilet?
Дзе тут найбліжэйшы туалет?
[Dzie tut najbliżejшы tualet?]

Where is the nearest hotel?
Дзе тут найбліжэйшы гатэль?
[Dzie tut najbliżejшы hatel?]

Where is the nearest airport?
Дзе тут найбліжэйшы аэрапорт?
[Dzie tut najbliżejшы aeraport?]

Where is the nearest hospital?
Дзе тут найбліжэйшы шпіталь?
[Dzie tut najbliżejшы špital?]

Where is the nearest American restaurant?
Дзе тут найбліжэйшы амерыканскі рэстаран?
[Dzie tut najbliżejшы amerykanski restaran?]

What do you need to make this work?

THE BUSINESS TRANSLATOR

Што Вам патрэбна, каб выканаць гэтую працу?
[Što Vam patrebna kab vykanać hetuju pracu?]

Who is the decision maker?
Хто можа вырашыць гэтае пытанне?
[Chto moža vyrašyć hetaje pytannie?]

May I use the phone?
Ці можна пакарыстацца тэлефонам?
[Ci možna pakarystacca telefonam?]

May I use the computer?
Ці можна пакарыстацца кампутарам?
[Ci možna pakarystacca kampuaram?]

May I speak alone with my partner for a moment?
Ці магу я трохі пагутарыць з маім партнэрам сам-насам?
[Ci mahu ja troški pahutaryć z maim partneram sam-nasam?]

Let's make this deal happen today.
Давайце заключым гэтую дамову сёння.
[Davajcie zaklučym hetuju damovu sionnia]

Yes
Так
[Tak]

No
Не
[Nie]

Why
Чаму
[Čamu]

How
Як
[Jak]
Maybe

THE BUSINESS TRANSLATOR

Мабыць
[Mabyć]

Thank you.
Дзякуй.
[Dziakuj]

Sign here.
Распішыцеся тут.
[Raspišyciesia tut]

Please
Калі ласка
[Kali łaska]

My name is ...
Мяне зовуць...
[Mianie zovuć...]

What is your name?
Як Вас зваць?
[Jak Vas zvać?]

Where can I find an interpreter?
Дзе я магу знайсці перакладчыка?
[Dzie ja mahu znajści pierakładčyka?]

I need a hotel room.
Мне патрэбны пакой у гатэлі.
[Mnie patrebny pokoj u hateli]

I need water (polite)
Ці магу я папіць?
[Ci mahu ja papić?]

I need food (polite)
Ці магу я пасьці?
[Ci mahu ja pajeści?]
I need sleep (polite)

THE BUSINESS TRANSLATOR

Ці магу я адпачыць?
[Ci mahu ja adpačyć?]

How much does the room cost for one night?
Колькі каштуе пакой на дзень?
[Kolki kaštuje pokoj na dzien?]

How much does the room cost for two nights?
Колькі каштуе пакой на два дні?
[Kolki kaštuje pokoj na dva dni?]

How much does the room cost for one week?
Колькі каштуе пакой на тыдзень?
[Kolki kaštuje pokoj na tydzień?]

I would like the room.
Я-б узяў гэты пакой.
[Ja-b uziaŭ hetu pokoj]

I would like the car.
Я-б узяў гэтую машыну.
[Ja-b uziaŭ hetuju mašynu]

I would not like the room.
Мне не падыходзіць гэты пакой.
[Mnie nie padychodzić hetu pokoj]

I would not like the car.
Мне не падыходзіць гэтая машына.
[Mnie nie padychodzić hetaja mašyna]

How do I get to ...? (this is for asking directions to a place)
Як дасхаць да...?
[Jak dajechać da...?]

Please draw me a map.
Намалюйце мне мапу, калі ласка.
[Namalujcie mnie mapu, kali łaska]
Good-bye.

THE BUSINESS TRANSLATOR

Да пабачэння.
[Da pabačennia]

Where can I rent a car?
Дзе можна ўзяць напратат машыну?
[Dzie można wziąć naoprakrat mašynu?]

How can our company help you?
Чым наша фірма можа Вам дапамагчы?
[Čym naša firma moža Vam dapaamahčy?]

We'll gladly submit an estimate at no obligation.
Мы гатовы прадставіць камерцыйную прапанову без
усялякіх абавязкаў з Вашага боку.
[My hatovy predstavіć kamiercyjnuju prapanovu biez usialakich
abaviazkaŭ z Vašaha boku]

We'll gladly submit our recommendations at no obligation.
Мы гатовы прадставіць нашыя рэкамендацыі без усялякіх
абавязкаў з Вашага боку.
[My hatovy predstavіć našyja rekomendacyi biez usialakich
abaviazkaŭ z Vašaha boku]

May we put together a proposal for you?
Дазвольце скласці для Вас прапанову.
[Dazvolcie skłaści dla Vas prapanovu]

We would like to help you.
Мы хацелі-б Вам дапамагчы.
[My chacieli-b Vam dapaamahčy]

Is our price within your range?
Ці наш кошт для Вас прыёмальны?
[Ci naš košt dla Vas pryjmalny?]

When may we get to work on this project for you?
Калі мы можам пачаць працу над Вашым прасктам?
[Kali my možam pačać pracu nad Vašym prajektam?]
Do you have any concerns about our product?

THE BUSINESS TRANSLATOR

Ці ёсць у Вас зацікаўленасць у нашых прадуктах?
[Ci jość u Vas zacikaŭlenaść u našych praduktach?]

Do you have any concerns about our service?
Ці ёсць у Вас зацікаўленасць у нашых паслугах?
[Ci jość u Vas zacikaŭlenaść u našych paslulahach?]

Do you have any concerns about our pricing?
Ці ёсць у Вас зацікаўленасць у нашых коштах?
[Ci jość u Vas zacikaŭlenaść u našych koštach?]

May I call you back tomorrow?
Ці магу я затэлефанаваць да Вас заўтра?
[Ci mahu ja zatelefanavać da Vas zaŭtra?]

May I call you back next week?
Ці магу я затэлефанаваць да Вас на наступным тыдні?
[Ci mahu ja zatelefanavać da Vas na nastupnym tydni?]

May I call you back this afternoon?
Ці магу я затэлефанаваць да Вас папаўдні?
[Ci mahu ja zatelefanavać da Vas papaŭdni?]

May I call you back in the morning?
Ці магу я затэлефанаваць да Вас раніцай?
[Ci mahu ja zatelefanavać da Vas ranicaj?]

Who should be my contact within your company?
Да каго мне звяртацца ў Вашай фірме?
[Da kaho mnie zviartacca ŭ Vašaj firmie?]

NOTES:

All considerations about Russia are basically applicable to Belarus. Besides, the Russian language (and Polish, in some regions) may be used in most cases.

BEMBA (See CIBEMBA)

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BENGALI

Spoken by over 200 million people in Bangladesh and the surrounding area. Bengali has it's own script, which is not shown here. We are providing the pronunciation only.

Stress is usually on the first syllable.

Hello, nice to meet you.

Hello, dayk-hah hoh-ah-high khu-shi hoh-lahm.

I only speak English.

Ah-mee shud-hu English jah-nee.

I don't understand.

Ah-mee buz-teh pahr-chi-nah.

What is this?

Ay-tah kee?

What is the time?

Koy-tah bah-jeh?

What is the date?

Ahj koh-toh tah-rik?

Where is the nearest toilet?

Sohb-cheh-yeh kah-chehr toilet koht-high?

Where is the nearest hotel?

Sohb-cheh-yeh kah-chehr hotel koht-high?

Where is the nearest airport?

Sohb-cheh-yeh kah-chehr airport koht-high?

Where is the nearest hospital?

Sohb-cheh-yeh kah-chehr hahsh-pah-tahl koht-high?

Where is the nearest American restaurant?

Sohb-cheh-yeh kah-chehr American restaurant koht-high?

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What do you need to make this work?

Ay-ee kahz-tee kohr-teh up-nahr kee kee proh-yoh-john?

Who is the decision maker?

Shid-dahn-toh keh nayn?

May I use the phone?

Ah-mee kee telephone-tee bay-boh-hehr kohr-teh pah-ree?

May I use the computer?

Ah-mee kee computer-tee bay-boh-hehr kohr-teh pah-ree?

May I speak alone with my partner for a moment?

Ah-mee kee ah-mahr partner ayr shat-hay ayk-too ay-kah koht-hah bohl-teh pah-ree?

Let's make this deal happen today.

Choh-lun ah-jee ah-yee behb-shah shoo-roo koh-ree.

Yes

Hah

No

Nah

Why

Keh-noh

How

Kib-hah-bay

Maybe

Hoy-toh

Thank you

Dohn-noh-bahd

Sign here.

Ayk-hah-nay sighn kohr-un.

THE BUSINESS TRANSLATOR

Please

Please

My name is ...

Ah-mahr nahm ...

What is your name?

Up-nahr nahm kee?

Where can I find an interpreter?

Ah-mee koht-high ayk john doh-vahsh-ee peht-ay pah-ree?

I need a hotel room.

Ah-mahr ayk tee hotel room proh-yoh-john.

I need water.

Ah-mahr pah-nee proh-yoh-john.

I need food.

Ah-mahr khah-bahr proh-yoh-john.

I need sleep.

Ah-mahr ghum proh-yoh-john.

How much does the room cost for one night?

Ayk rah-ter john-noh ah-yee room-ayr bhah-rah koh-toh hoh-bay?

How much does the room cost for two nights?

Dui rah-ter john-noh ah-yee room-ayr bhah-rah koh-toh hoh-bay?

How much does the room cost for one week?

Ayk shohp-tah-hayr john-noh ah-yee room-ayr bhah-rah koh-toh hoh-bay?

I would like the room.

Room-tee ah-mahr poh-chohn-doh hoh-yeh-chay.

I would like the car.

Car-tee ah-mahr poh-chohn-doh hoh-yeh-chay.

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I would not like the room.

Room-tee ah-mahr poh-chohn-doh hoy-nee.

I would not like the car.

Car-tee ah-mahr poh-chohn-doh hoy-nee.

How do I get to ..? (this is for asking directions to a place)

Ah-mee ki-bhah-bay jah-boh...?

Please draw me a map.

Please ah-mah-kay ayk-tee map ay-kay din.

Good-bye.

Bee-digh.

Where can I rent a car?

Koth-igh ah-mee car bha-rah peht-ay pah-ree?

How can our company help you?

Ah-mah-dehr company up-nah-dehr-kay ki-bhah-bay shah-hahj-joh kohr-tay peh-ray?

We'll gladly submit an estimate at no obligation.

Ahm-rah khu-sheh mohn-ay kohn-oh bahdh-dhoh bahdh-oh koh-thah chah-righ ayk-tee estimate dee-boh.

We'll gladly submit our recommendations at no obligation.

Ahm-rah khu-sheh mohn-ay kohn-oh bahdh-dhoh bahdh-oh koh-thah chah-righ ah-mah-dehr oh-vi-moht jah-nah-boh.

May we put together a proposal for you?

Ahm-rah ki up-nah-dehr-kay ayk-tee prohs-tahb dit-ay pah-ree?

We would like to help you.

Ahm-rah up-nah-dehr-kay shah-hahj-joh kohr-tay chigh.

Is our price within your range?

Ah-mah-dehr mul-loh ki up-nah-dehr range ayr mohdh-dhay?

THE BUSINESS TRANSLATOR

When may we get to work on this project for you?

Ahm-rah koh-khohn uhp-nahr john-noh igh project ayr kahz shu-ru kohr-tay pah-ree?

Do you have any concerns about our product?

Ah-mah-dehr pohn-noh shohm-pohr-kay uhp-nahr oh-vi-moht kee?

Do you have any concerns about our service?

Ah-mah-dehr shay-bah shohm-pohr-kay uhp-nahr oh-vi-moht kee?

Do you have any concerns about our pricing?

Ah-mah-dehr mul-loh shohm-pohr-kay uhp-nahr oh-vi-moht kee?

May I call you back tomorrow?

Ah-mee kee uhp-nah-keh ah-ga-mee kahl phone kohr-tay pah-ree?

May I call you back next week?

Ah-mee kee uhp-nah-keh ah-ga-mee shohp-tah-hay phone kohr-tay pah-ree?

May I call you back this afternoon?

Ah-mee kee uhp-nah-keh ahz bee-kah-lay phone kohr-tay pah-ree?

May I call you back in the morning?

Ah-mee kee uhp-nah-keh shoh-kah-lay phone kohr-tay pah-ree?

Who should be my contact within your company?

Ahp-nah-dehr kohm-pah-nir cahr shah-thay ah-mee joh-gah-johg kohr-boh?

NOTES:

Many English words have been introduced into the Bengali language such as “please”, “hello”, “toilet”, “airport” etc. These

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words have Bengali synonyms but the original English words are most frequently used in Bengali, so these words have not been changed. In other cases, the easiest-to-pronounce synonyms for pronunciation by American people were used.

Editor's note: Please see cultural information under **HINDI** for extra tips. Not all will apply, of course, but it may help prepare you for a trip to this part of the world.

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BOSNIAN (See SERBO-CROATIAN)

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BULGARIAN

Bulgarian is spoken by about 8 million people (85% of the population) in Bulgaria and by about 9 million people total in the world. There are also Bulgarian speakers in Canada, Greece, Hungary, Israel, Moldova, Romania, Turkey, Ukraine, USA, and Yugoslavia.

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Pronunciation Guide:

Bulg.	Sound	Examples	Explanation
A	[a]	nachertay'te	Like the "a" in "father"
	[schwa]	sutrinta'	At end of verbs. Like the "a" in "abolish"
B	[b]	Sledo'Bet	Like English "b" before vowel or d,g,j,l,m,n,r,v,w,z
	[p]	BoB	Like English "p" before c,f,h,k,q,s,t,x or at end of wd
V	[v]	Vi, Va'shata	Like English "v" before vowel or d,g,j,l,m,n,r,v,w,z
	[f]	VyV, noshtuVka	Like English "f" before c,f,h,k,q,s,t,x or at end of wd
G	[g]	KoGo'	Like English "g" before vowel or d,g,j,l,m,n,r,v,w,z
	[k]	RoG	Like English "k" before c,f,h,k,q,s,t,x or at end of wd
D	[d]	Dnes	Like English "d" before vowel or d,g,j,l,m,n,r,v,w,z
	[t]	Sledo'beT	Like English "t" before c,f,h,k,q,s,t,x or at end of wd
E	[e]	Dnes, se'dmitsa	Like the first "e" in "better"
Zh	[zh]	Mo'zhem	Like the "s" in "measure" before vowel or d,g,j,l,m,n,r,v,w,z
	[sh]	Te'zhko	Like the "sh" in "abolish" before c,f,h,k,q,s,t,x or at end of wd
Z	[z]	Zdravey'te	Like English "z" before vowel or d,g,j,l,m,n,r,v,w,z
	[s]	I'Zhod	Like English "s" before c,f,h,k,q,s,t,x or at end of wd
I	[i]	I'skam, To'zi	Like the "I" in bit
K	[k]	Kyde'	Like English "k"
L	[l]	Li, uslu'ga	Like the "l" in "left"
M	[m]	Mo'ga	Like the "m" in "man"
N	[n]	Na'shata	Like the "n" in "nose"
	[ng]	Angel	Like the "ng" at the end of the word "thing." Only before the letters G and K.
O	[o]	Mo'ga	Like the "o" in "piano" or "road"
P	[p]	Proe'kt	Like the English "p"
R	[r]	Sutrinta'	Like the trilled "r" in Spanish
S	[s]	S, vaS	Like the English "s", except before B, G, D
	[z]	Sdelka	Like the English "z" before B, G, D
T	[t]	Sta'ya	Like English [t], but not explosive
U	[u]	Uslu'ga	Like the "oo" in "cool" or the "u" in "rule", but usually shorter
F	[f]	Fi'rma	Like in the "f" in "face" and "five"
H	[h]	bih, poha'pna	Like [h] in "happy" or [x] in Scottish "loch"
Ts	[ts]	Tsena'	It's one sound, like the "cz" in CZar (TSar) or the "tz" in "blitz"
Ch	[t&sh]	Nachertay'te	Like the "ch" in "chin"
Sh	[sh]	Na'shata	Like the "sh" in "shall" or "bash"
Sht	[sh&t]	Noshtu'vka	Like the sound at the end of "finished"
Y	[^]	Vyv	Like the "u" in "gun"
Yu	[ju]	IUG, gIUm	Like the "u" or "you" in "cue", only shorter
Ya	[ja]	lahta, boIA	Like the "ya" in "yacht" and "yard", only shorter

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Diphthongs			
Ay	[aj]	Nachertay'te	Like the English "I" in "bike" and "slide"
Ey	[ej]	Zdravey'te	Like the English "a" in "May" or "baker"
Oy	[oj]	Toy [he]	Like the English "oy" in "toy"

Accent is indicated by a (´) after the accented syllable, as in "fa'ther" or "encyclope'dia".

Hello, nice to meet you.

Здравейте! Радвам се да се запознаем.

[Zdravey'te! Ra'dvam se da se zapozna'em]

I only speak English.

Говоря само английски.

[Govо'rya sa'mo angliy'ski]

I don't understand.

Не разбирам.

[Ne razbi'ram]

What is this?

Какво е това?

[Kakvo' e tova'ʔ]

What is the time?

Колко е часа?

[Ko'lko e chasa'ʔ]

What is the date?

Коя дата сме?

[Koya' da'ta smeʔ]

Where is the nearest toilet?

Къде е най-близката тоалетна?

[Kyde' e nay-bli'zkata toale'tnaʔ]

Where is the nearest hotel?

Къде е най-близкият хотел?

[Kyde' e nay-bli'zkiyat khotelʔ]

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Where is the nearest airport?
Къде е най-близкото летище?
[Kyde' e nay-bli'zkoto leti'shte?]

Where is the nearest hospital?
Къде е най-близката болница?
[Kyde' e nay-bli'zkata bo'lnitsa?]

Where is the nearest American restaurant?
Къде е най-близкият американски ресторант?
[Kyde' e nay-bli'zkiyat amerika'nski restora'nt?]

What do you need to make this work?
От какво имате нужда, за да свършите това?
[Ot kakvo' i'mate nu'zhda, za da svy'rshite tova'']

Who is the decision maker?
Кой взема решенията тук?
[Koy vze'ma reshe'niyata tuk?]

May I use the phone?
Мога ли да използвам телефона?
[Mo'ga li da izpo'lzvam telefo'na?]

May I use the computer?
Мога ли да използвам компютъра?
[Mo'ga li da izpo'lzvam kompyu'tyra?]

May I speak alone with my partner for a moment?
Мога ли да поговоря с партньора си за малко насаме?
[Mo'ga li da pogovo'rya s partnyo'ra si za ma'lko nasame'']

Let's make this deal happen today.
Нека приключим сделката днес.
[Ne'ka priklyu'chim sde'lkata dnes]

Yes
Да
[Da]

THE BUSINESS TRANSLATOR

No
Не
[Ne]

Why
Защо
[Zashto']

How
Как
[Kak]

Maybe.
Може би.
[Mo'zhe bi]

Thank you.
Благодаря
[Blagodarya']

Sign here.
Подпишете тук.
[Podpishete tuk]

Please
Моля
[Mo'lja]

My name is ...
Казвам се ...
[Ka'zvam se ...]

What is your name?
Как се казвате?
[Kak se ka'zvate?]

Where can I find an interpreter?
Къде мога да намеря преводач?
[Kude' mo'ga da name'rya prevoda'ch?]

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I need a hotel room.

Трябва ми хотелска стая
[Trya'bva mi hote'lska sta'ya]

I need water (polite)

Моля Ви, искам малко вода
[Mo'lya vi, i'skam ma'lko voda']

I need food (polite)

Бих желал да похапна
[Bih zhel'al da poha'pna]

I need sleep (polite)

Бих желал да поспя
[Bich zhela'l da pospya']

How much does the room cost for one night?

Колко струва стаята за една нощувка?
[Ko'lko stru'va sta'yata za edna' noshtu'vka?]

How much does the room cost for two nights?

Колко струва стаята за две нощувки?
[Ko'lko stru'va sta'yata za dve noshtu'vki?]

How much does the room cost for one week?

Колко струва стаята за една седмица?
[Ko'lko stru'va sta'yata za edna' se'dmitsa?]

I would like the room.

Ще взема стаята.
[Shte vze'ma sta'yata]

I would like the car.

Ще взема колата.
[Shte vze'ma kola'ta]

I would not like the room.

Стаята не ми харесва.
[Sta'yata ta ne mi hare'sva]

THE BUSINESS TRANSLATOR

I would not like the car.

колата не ми харесва.

[Kola'ta ne mi hare'sva]

How do I get to ...? (this is for asking directions to a place)

Как да стигна до ...

[Kak da sti'gna do ...]

Please draw me a map.

Моля, начертайте ми карта.

[Mo'lya, nachertay'te mi ka'rta]

Good-bye.

Довиждане.

[Dovi'zhdane]

Where can I rent a car?

Къде мога да наема кола?

[Kude' mo'ga da nae'ma kola'?)]

How can our company help you?

Какво може да направи нашата фирма за Вас?

[Kakvo' mo'zhe da napra'vi na'shata fi'rma za vas?]

We'll gladly submit an estimate at no obligation.

С удоволствие ще Ви предоставим предварителна

калкулация, без това да Ви ангажира с нещо.

[S udovo'lstvie shte vi predosta'vim predvari'telna kalkula'tsiya, bez tova' da vi angazhi'ra s ne'shto]

We'll gladly submit our recommendations at no obligation.

С удоволствие ще Ви предоставим нашите препоръки, без

това да Ви ангажира с нещо.

[S udovo'lstvie shte vi predosta'vim na'shite prepory'ki, bez tova' da vi angazhi'ra s ne'shto]

May we put together a proposal for you?

Можем ли да изготвим оферта за Вас?

[Mo'zhem li da izgo'tvim ofe'rta za vas?]

THE BUSINESS TRANSLATOR

We would like to help you.

Бихме искали да Ви помогнем.

[Bi'hme i'skali da vi pomo'gnem]

Is our price within your range?

Устройва ли Ви нашата цена?

[Ustroy'va li vi na'shata tsena'?)]

When may we get to work on this project for you?

Кога можем да започнем работата по този проект за Вас?

[Koga' mo'zhem da zapo'chnem ra'botata po to'zi proe'kt za vas?]

Do you have any concerns about our product?

Притеснява ли Ви нещо във връзка с нашия продукт?

[Pritesnya'va li vi ne'shto vyv vry'zka s na'shiya produ'kt?]

Do you have any concerns about our service?

Притеснява ли Ви нещо във връзка с нашата услуга?

[Pritesnya'va li vi ne'shto vyv vry'zka s na'shata uslu'ga?]

Do you have any concerns about our pricing?

Притеснява ли Ви нещо във връзка с нашата цена?

[Pritesnya'va li vi ne'shto vyv vry'zka s na'shata tsena'?)]

May I call you back tomorrow?

Мога ли да ви се обадя утре?

[Mo'ga li da vi se oba'dya u'tre?]

May I call you back next week?

Мога ли да ви се обадя следващата седмица?

[Mo'ga li da vi se oba'dya sle'dvashtata se'dmitsa?]

May I call you back this afternoon?

Мога ли да ви се обадя днес следобед?

[Mo'ga li da vi se oba'dya dnes sledo'bet?]

THE BUSINESS TRANSLATOR

May I call you back in the morning?

Мога ли да ви се обадя сутринта?

[Mo'ga li da vi se oba'dya sutrinta'?)]

Who should be my contact within your company?

С кого ще трябва да контактувам във Вашата фирма?

[S kogo' shte trya'bva da kontaktu'vam vyv va'shata fi'rma?]

NOTES:

1. Change your money ONLY in “No commission” changes.
2. Always lock the doors in hotels, etc.
3. Use only taxi cars marked “☎ 12-80”, and try to have a guide with you.
4. Do NOT use public transport, and take the necessary measures to protect yourself from pickpockets, especially when there are groups of people around.
5. Do NOT offer money for small favors.
6. Don't leave any luggage without custody, even in luxury hotels.
7. Don't insist on paying bills in restaurants etc. when invited.

THE BUSINESS TRANSLATOR

CAMBODIAN (See KHMER)

THE BUSINESS TRANSLATOR

CEBUANO

Cebuano is spoken by 14,713,220 people in the Philippines or about 24.4% of the population. It is spoken in the regions of Negros, Cebu, Bohol, Visayas and parts of Mindanao. The selection here is smaller than for most of our languages, but you should find it useful.

Pronunciation Guide:

Cebuano has 16 consonants:

/b, k, d, g, h, l, m, n, ng, p, r, s, t, w, y, ?/

These are pronounced as follows:

English Key	Cebuano Words	English Key	Cebuano Words
/b/~ b ank	ba 'ta (child)	/ng/~ ring	ng 'ipon(teeth)
/k/~ c arpet	k ape' (coffee)	/p/~ p en	p apel'(paper)
/d/~ d ike	d alan (road)	/r/~ r ed	r elo'(clock)
/g/~ g ate	g a'tas (milk)	/s/~ s oap	s abon'(soap)
/h/~ h ot	h ag'dan (stair)	/t/~ t ap	t 'wo(person)
/l/~ l uck	l amas'(spice)	/w/~ w ash	w a'say(ax)
/m/~ m an	m anok'(chicken)	/y/~ y en	y a'wi(key)
/n/~ n ow	n ut'buk(notebok)	/?/~ ?uh?uh (informal for "no")	amo' ? (monkey)

THE BUSINESS TRANSLATOR

Vowels:

“a” is like the “a” in English “father” -- asu’kar (sugar), pa’pa (dad), abog’ (dust), awto (car)

“e” is like the “a” in “late” but shorter and “purer” -- tse’ke (check), papel’ (paper), sek’retar,yo (secretary)

“I” is like the “ee” in “beet” -- ikaw’ (you), tiil (feet)

“o” is like the “o” in “road” -- tu’o (v. believe) tinu’od (true), bas’tos (ill-mannered), u’lo (head), tu’hod (knee), tubig (water)

“u” is like the “oo” in “food” -- tu’o (v. believe) tinu’od (true), bas’tos (ill-mannered), u’lo (head), tu’hod (knee), tubig (water)

Accent

Don’t worry about it – it will occur naturally as you speak.

Please
Palihug

My name is...
Ang akong pangalan kay...

What is your name?
Unsay imong pangalan?

Where can I find an interpreter?
Asa ko makakità ug tig-interpret?

I need a hotel room.
Nanginahanglan ko ug kuarto sa usa ka hotel.

I need water.
Nanginahanglan ko ug tubig.

THE BUSINESS TRANSLATOR

I need food.
Nanginahanglan ko ug pagkaon.

I need sleep.
Nanginahanglan ko ug katulog.

How much does the room cost for one night?
Pila man kining kuwarto para sa usa ka gabi-i?

How much does the room cost for two nights?
Pila man kining kuwarto para sa duha ka gabi-i?

How much does the room cost for one week?
Pila man kining kuwarto para sa usa ka semana?

I would like the room.
Ganahan ko mokuha sa kuwarto.

I would like the car.
Ganahan ko mokuha sa awto.

I would not like the room.
Dili ko ganahan mokuha sa kuwarto.

I would not like the car.
Dili ko ganahan mokuha sa awto.

How do I get to...? (this is for asking directions to a place.)
Unsaon pag-adto sa...?

Please draw a map.
Himu-i ko ug mapa.

Goodbye.
Molakaw na ko.

Where can I rent a car?
Asa ko makahulam ug awto?

THE BUSINESS TRANSLATOR

How can our company help you?
Unsa man ang ikatabang sa among kumpanya nimo?

We'll gladly submit an estimate at no obligation.
Malipay mi mohatag ug tantiya unya puwede ka nga dili mobayad.

We'll gladly submit our recommendations at no obligation.
Malipay mi mohatag ug rekomendasyon unya puwede ka nga dili mobayad.

May we put together a proposal for you?
Puwede mi makahimo ug proposal para kanimo?

We would like to help you.
Gusto mi makatabang kanimo.

Is our price within your reach?
Ang presyo namo kaya ra nimo?

When may we get to work on this project for you?
Kanus-a man mi maka-trabaho ining proyekto para kaninyo?

Do you have any concerns about our product?
Na-a kay gustong ipangutana bahin sa among produkto?

Do you have any concerns about our service?
Na-a kay gustong ipangutana bahin sa among serbisyo?

Do you have any concern about our pricing?
Na-a kay gustong ipangutana bahin sa among presyo?

May I call you back tomorrow?
Puwede ko makatawag balik nimo ugma?

May I call you back next week?
Puwede ko makatawag balik nimo sunod semana?

THE BUSINESS TRANSLATOR

May I call you back this afternoon?

Puwede ko makatawag balik nimo unyang hapon?

May I call you back in the morning?

Puwede ko makatawag balik nimo sa buntag?

Who should be my contact within your company?

Kinsa man ang akong mahimong kontak sa sulod sa inyong kompanya?

THE BUSINESS TRANSLATOR

CHICHEWA (also called NYANJA)

About 4 million speakers in Malawi, 6 million speakers total in all countries. Also spoken in Botswana, Mozambique, Tanzania, Zambia, Zimbabwe.

Pronunciation Guide:

Consonants are pronounced as they are in English. Every letter is pronounced! The letter Ž is pronounced like the “ng” in the word “thing”, but it can come at the beginning of a word, unlike in English. “r” is trilled, like in Spanish.

Vowels are pronounced as follows:

- “a” = the “a” in “father”
- “e” = the “a” in “late”
- “I” = the “ee” in “beet”
- “o” = the “o” in “boat”
- “u” = the “oo” in “cool”

Do not worry about stress. It will occur naturally as you say the words.

Hello, nice to meet you.
Moni, Ndakondwera kukomana nanu.

I only speak English.
Ndimalankhula Chingerezi chabe

I don't understand.
Sindikumva.

What is this?
Ichi nchiyani?

What is the time?
Nthawi ilibwanji?

What is the date?
Lero ndi deti bwanji?

THE BUSINESS TRANSLATOR

Where is the nearest toilet?
Kodi kuli chimbudzi pafupi?

Where is the nearest hotel?
Kodi hotela ili kuti?

Where is the nearest airport?
Kodi kubwalo la ndeke ndi kuti?

Where is the nearest hospital?
Kodi kuchipatala ndi kuti?

Where is the nearest American restaurant?
Kodi nkupezeka malo ali ndizakudya za chi America kuno?

What do you need to make this work?
Kufunika chiyani kuti mu pange izi?

Who is the decision maker?
Amene amakugamulirani ndani?

May I use the phone?
Ndingagweritse ntchiti lamya wanu kodi?

May I use the computer?
Ndingagwiritse ntchito khoputala yanu kodi?

May I speak alone with my partner for a moment?
Bwanji ndikhambirane ndi mnzanga pang'ono?

Let's make this deal happen today.
Zomwezi zichitiketuzero lomwe?

Yes
Ee/Inde

No
Iyayi

THE BUSINESS TRANSLATOR

Why
Chifukwa

How
Bwanji

Maybe
Kapena

Thank you.
Zikomo

Sign here.
Musainepo apa

Please
Chonde

My name is...
Ine ndine...

What is your name?
Paja dzina lanu ndani?

Where can I find an interpreter?
Ndinga mpeze kuti wondimasulira?

I need a hotel room.
Ndikufuna chipinda mhotelamu?

I need water (polite)
Kodi ndingapeze madzi akumwa?

I need food (polite)
Kodi chakudya nkupezeka ngati?

I need sleep (polite)
Munthune nkufuna kugona.

THE BUSINESS TRANSLATOR

How much does the room cost for one night?
Paja chipinda cha tsiku limodzi nzingati?

How much does the room cost for two nights?
Paja chipinda cha matsiku aœiri nzingati?

How much does the room cost for one week?
Paja chipinda cha sabata limodzi nzingati?

I would like the room.
Ndikufuna chipinda.

I would like the car.
Ndikufuna galimoto

I would not like the room.
Chipinda chokha ayi.

I would not like the car.
Galimoto lokha ayi.

How do I get to ...? (this is for asking directions to a place)
Kodi ndingafike bwanji ku? (place)...
Kodi ndingafike bwanji kwa? (person) ...

Please draw me a map.
Chonde mngondiremba mapu yake.

Good-bye.
Ayi, ndapita.

Where can I rent a car?
Ndingapeze kuti galimoto ya renti?

How can our company help you?
Kodi Khampani yathu inga kuthandizeni bwanji?

We'll gladly submit an estimate at no obligation.
Tinga kondwere kukupatsani maganizo athu.

THE BUSINESS TRANSLATOR

We'll gladly submit our recommendations at no obligation.
Tinga kondwere kukupatsani malangizo popanda kukupanikizani.

May we put together a proposal for you?
Kodi tikupatseni zofunikira zake?

We would like to help you.
Tifuna tikuthandzeni.

Is our price within your range?
Mtengo wathuwu, mngaukwanitse kodi?

When may we get to work on this project for you?
Mkuti tingayambe liti ntchito yanuyi?

Do you have any concerns about our product?
Kaya muli ndichododometsa pa zinthu zathuzi?

Do you have any concerns about our service?
Kaya muli ndichododometsa pantchito yathuyi?

Do you have any concerns about our pricing?
Kaya muli ndi chdodometsa pa mtengo wathuyi?

May I call you back tomorrow?
Banji ndikuitaneni mawa?

May I call you back next week?
Bwanji ndikuitaneni sabata lilikudzali?

May I call you back this afternoon?
Bwanji ndikuitaneni masana ano?

May I call you back in the morning?
Bwanji ndikuitaneni mmamawa?

Who should be my contact within your company?
Amene ndidziona mkhampani yanuyi ndani?

THE BUSINESS TRANSLATOR

NOTES:

See notes for Zambia under **Cibemba** for some general ideas, especially if you will be traveling in that country. Keep in mind that most countries in Sub-Saharan Africa have experienced civil war and unrest. It is a good idea, therefore, to check State Department travel advisories on individual countries (<http://travel.state.gov>). If you are in Muslim areas, remember that you should never shake hands with the left hand or eat with your left hand in front of others, and you should never cross your legs so that the sole of your shoe or foot is visible to someone else (this is very insulting). Traditional cultures also place a lot of importance on respect for elders.

THE BUSINESS TRANSLATOR

CHIKAONDE (See KIKAONDE)

THE BUSINESS TRANSLATOR

CHILUNDA (See LUNDA)

THE BUSINESS TRANSLATOR

CHINESE (Mandarin)

According to figures from the Summer Institute of Linguistics, Mandarin Chinese is spoken by 867,200,000 in mainland China (70% of the population in China), with 874,000,000 people in the world who speak it as their first language. If the people who also speak it as a second language (since it is the official language of China, and not all Chinese speak Mandarin as a first language) are included, then the number climbs to over 1,042, 482,000.

Note: Chinese pronunciation is marked differently due to the necessity to mark tones. The writing system here, called “pinyin” is actually the one used to teach Chinese children the sounds of their own language. (If you have trouble with tones, an educated Chinese person will know what you are trying to say if you point to the sentence on the page.) Each vowel in Chinese is marked for tones, which are an essential part of the pronunciation of Chinese. If you use the wrong tone, you will communicate the wrong meaning. If you have access to a computer with RealPlayer, go to <http://www.chinese-outpost.com> or <http://icg.harvard.edu/~pinyin/> or <http://liwin.com/zhuyin/> and listen to some examples of Chinese pronunciation.

á, é, í, ó, ú = rising tone

à, è, ì, ò, ù = falling tone

ǎ, ě, ĭ, ǒ, ǔ = falling then rising tone

ā, ē, ī, ō, ū = even tone

No mark over the vowel means “soft tone” – none.

Consonants are basically the same as in English, except for:

c = “ch” as in “church”, but the tongue touches the lower front teeth

j = “j” as in “jam” or “jeans”, but the tongue touches the lower front teeth

q = “tch” as in “itch”

r = a little like the “z” in “azure”, but with an “r” quality

sh = “sh” in “should”, but the tongue touches the lower front teeth

THE BUSINESS TRANSLATOR

x = “sh” as in “should”, but the tongue touches the lower front teeth

zh = “j” as in “judge”, but with the tongue curled backwards

z = like English “j”, but softer

Vowels are pronounced as follows:

a = “a” in “father”

ao = “ow” as in “now” and “down”

e = “u” in “cut”

ei = “a” in “late”

i = “i” as in “bit”

ia/ie = “ye” in “yes” and “yet”

o = “aw” as in “saw”

ou = “o” as in “go” and “note”

u = “oo” in “too”

ü = a sound not in English, formed by saying “ee” but rounding the lips while pronouncing it.

uo = oo + aw as in “war”

Hello, nice to meet you.

Nīhǎo, hěn gāoxìng rènshì nǐ.

I only speak English.

Wǒ zhīhuì shuō yīngyǔ.

I don't understand.

Wǒ bù míngbái.

What is this?

Zhè shì shénmè?

What is the time?

Xiànzài jǐdiǎn le?

What is the date?

Jīntiān jǐ hàd?

THE BUSINESS TRANSLATOR

Where is the nearest toilet?

Fǔjìn yǒu cèsuǒ ma?

Where is the nearest hotel?

Fǔjìn yǒu lǚguǎn ma?

Where is the nearest airport?

Fǔjìn yǒu féijīchǎng ma?

Where is the nearest hospital?

Fǔjìn yǒu yīyuàn ma?

Where is the nearest American restaurant?

Fǔjìn yǒu měiguó fàndiàn ma?

What do you need to make this work?

Nǐ zěnyàng zuò cáixíng?

Who is the decision maker?

Shì shuí zuò úedìng?

May I use the phone?

Wǒ kěyǐ yòng diànhuà ma?

May I use the computer?

Wǒ kěyǐ yòng diànnǎo ma?

May I speak alone with my partner for a moment?

Wǒ kěyǐ gē huǒbàn dǎndú tán yīhuìr ma?

Let's make this deal happen today.

Wǒmén jīntiān jiù chéngjiào ba.

Yes

Shì

No

Bù

THE BUSINESS TRANSLATOR

Why?

Wèi shénme?

How?

Zhěyàng?

Maybe

Yěxǔ

Thank you.

Xièxie nǐ.

Sign here.

Qiān míng.

Please

Qǐng

My name is

Wǒ de míngzì jiào....

What is your name?

Nín jiào shénmè míngzì?

Where can I find an interpreter?

Wǒ zài nǎ er kěyǐ zhǎodào fānyì ?

I need a hotel room.

Wǒ yào yīgè jiǔdiàn de fángjiān.

I need water.

Wǒ xiǎng yào diǎn shuǐ.

I need food.

Wǒ xiǎng yào diǎn shíwù (chīde).

I need a rest.

Wǒ xiǎng xiūxi.

THE BUSINESS TRANSLATOR

How much does the room cost for one night?
Zhè jiān fáng zhù yīwǎn shōu duōshǎo qián?

How much does the room cost for two nights?
Zhè jiān fáng zhù liǎngwǎn shōu duōshǎo qián?

How much does the room cost for one week?
Zhè jiān fáng zhù yīzhōu shōu duōshǎo qián?

I would like the room.
Wǒ xǐhuān zhè jiān fáng.

I would like the car.
Wǒ xǐhuān zhè liàng chē.

How do I get to ...? (this is for asking directions to a place)
Wǒ zěnyàng qù...?

Please draw me a map.
Qǐng gěi wǒ huà fú dìtú.

Good-bye.
Zàijiàn.

Where can I rent a car?
Wǒ zài nǎ er kǎyǐ zū dào chē?

How can our company help you?
Wǒmén de gōngsī kǎyǐ zěnyàng bāngzhù nín?

We'll gladly submit an estimate at no obligation.
Wǒmén hěn lèyì fēi héyuē xìng dì bàochū gūjià.

We'll gladly submit our recommendations at no obligation.
Wǒmén hěn lèyì fēi héyuē xìng dì tíchū jiànyì.

May we put together a proposal for you?
Wǒmén kěyǐ shāngliàng tí gè jiànyì gěi nín ma?

THE BUSINESS TRANSLATOR

We would like to help you.
Wǒmén yuànyì bāngzhù nín.

Is our price within your range?
Wǒmén de jiàgé zài nǐmén de fànwéi nèi ma ?

When may we get to work on this project for you?
Wǒmén héshí kěyǐ wèi nín kāishǐ zhèxiàng jìhuà?

Do you have any concerns about our product?
Nǐ duì wǒmén de chǎnpǐn yǒu shénmè xiǎngfǎ?

Do you have any concerns about our service?
Nǐ duì wǒmén de fúwù yǒu shénmè xiǎngfǎ?

Do you have any concerns about our pricing?
Nǐ duì wǒmén de bàojià yǒu shénmè xiǎngfǎ?

May I call you back tomorrow?
Míngtiān wǒ kěyǐ gěi nín huí diànhuà ma?

May I call you back next week?
Xiàzhōu wǒ kěyǐ gěi nín huí diànhuà ma?

May I call you back this afternoon?
xiàwǔ wǒ kěyǐ gěi nín huí diànhuà ma?

May I call you back in the morning?
Shàngwǔ wǒ kěyǐ gěi nín huí diànhuà ma?

Who should be my contact within your company?
Wǒ tóng nǐmén gōngsī shuí liánxì?

THE BUSINESS TRANSLATOR

CHITUMBUKA (also called TUMBUKA)

Chitumbuka is spoken by over 660,000 people in Malawi. It is spoken by about 2,000,000 people total in all countries, which include Malawi, Tanzania, and Zambia.

Pronunciation Guide:

Consonants are pronounced as they are in English. Every letter is pronounced! The letter Ž is pronounced like the “ng” in the word “thing”, but it can come at the beginning of a word, unlike in English. “r” is trilled, like in Spanish.

Vowels are pronounced as follows:

- “a” = the “a” in “father”
- “e” = the “a” in “late”
- “i” = the “ee” in “beet”
- “o” = the “o” in “boat”
- “u” = the “oo” in “cool”

Do not worry about stress. It will occur naturally as you say the words.

Hello, nice to meet you.
Yeœœ, ntchiweme takumana.

I only speak English.
Nkuyowoya Chizungu pela.

I don't understand.
Nkhupulika yayi.

What is this?
Ichi ntchivichi?

What is the time?
Nyengo ili uli?

What is the date?
Nidazi uli?

THE BUSINESS TRANSLATOR

Where is the nearest toilet?
Chimbuzi chapafupi chili nkhu?

Where is the nearest hotel?
Hotera lapafupi lili nkhu?

Where is the nearest airport?
Chiwanja cha ndeke chapafupi chili nkhu?

Where is the nearest hospital?
Chipatala chapafupi chili nkhu?

Where is the nearest American restaurant?
Uko œalyera œea chi Ameleka ninkhu?

What do you need to make this work?
Ukukhumba vichi kuti uchite mulimo uwu?

Who is the decision maker?
Ni njani uyo wangapangane nane?

May I use the phone?
Ningagwiriske ntchito foni?

May I use the computer?
Ningagwiriske ntchito kompyuta?

May I speak alone with my partner for a moment?
Mulindizge niyowoye namunyane nyengo ichoko waka?

Let's make this deal happen today.
Tiyeni tichite katangale lero

Yes
Enya

No
Yayi

THE BUSINESS TRANSLATOR

Why
Chifukwa

How
Uli

Maybe
Panyake

Thank you
Yewo

Sign here.
Lembani apa

Please
Chonde

My name is ...
Zina lane ndine ...

What is your name?
Zina lanu ndimwe njani?

Where can I find an interpreter?
Wakumasulira ningamusanga nkhu?

I need a hotel room.
Nkhukhumba malo yakugona mu hotera.

I need water.
Nkhukhumba maji.

I need food.
Nkhukhumba chakulya.

I need sleep.
Nkhukhumba kugona.

THE BUSINESS TRANSLATOR

How much does the room cost for one night?

Malo yakugona ni ndalama zilinga usiku umoza.

How much does the room cost for two nights?

Malo yakugona ni ndalama zilinga masiku yaceiri.

How much does the room cost for one week?

Malo yakugona ni ndalama zilinga sabata yimoza.

I would like the room.

Nkhukhumba chipinda.

I would like the car.

Nkhukhumba galimoto.

I would not like the room.

Nkhukhumba chipinda yayi.

I would not like the car.

Nkhukhumba galimoto yayi.

How do I get to ...? (this is for asking directions to a place)

Ningafika uli ku ...?

Please draw me a map.

Chonde nilembeleni mapu.

Good-bye.

Nayenda

Where can I rent a car?

Galimoto ya hayala ningaisanga nkhu?

How can our company help you?

Kampani yithu yikamuvwilani uli?

We'll gladly submit an estimate/our recommendations at no obligation.

Tingacea œakukondwa kupereka mulingo withu kwambula kayi.

THE BUSINESS TRANSLATOR

May we put together a proposal for you?
Chonde ticeike pamoza masachizgo gyinu?

We would like to help you.
Tikukhumba kumovwirani.

Is our price within your range?
Mitengo yithu mukuzomelezgana nayo?

When may we get to work on this project for you?
Tingafikeso pa uli kuti titewete mulimo uwu?

Do you have any concerns about our product?
Muli ceakunweka na vinthu vyithu?

Do you have any concerns about our service?
Muli ceakunweka na ntchoto yithu?

Do you have any concerns about our pricing?
Muli ceakunweka na mitengo yithu?

May I call you back tomorrow?
Ninga muyimbileni foni namachero?

May I call you back next week?
Ninga muyimbileni foni pa sabata yikwiza?

May I call you back this afternoon?
Ninga muyimbileni foni namise?

May I call you back in the morning?
Ninga muyimbileni foni panji namachero?

Who should be my contact within your company?
Ninjani uyo ningayowoya nayo pa kampani yinu?

NOTES: Please see comments under **Chichewa**.

THE BUSINESS TRANSLATOR

CIBEMBA (also called BEMBA or ICHIBEMBA)

Cibemba is spoken in Zambia by 2,000,000 people or 25% of the population. It is also spoken in parts of, Botswana, Democratic Republic of Congo, Malawi, Tanzania, and Zimbabwe.

Pronunciation Guide:

Most consonants are pronounced as they are in English. Every letter is pronounced! The letter Ž is pronounced like the “ng” in the word “thing”, but it can come at the beginning of a word, unlike in English. “r” is trilled, like in Spanish. “c” is pronounced as English “ch” before “i” and “e”.

Vowels are pronounced as follows:

- “a” = the “a” in “father”
- “e” = the “a” in “late”
- “i” = the “ee” in “beet”
- “o” = the “o” in “boat”
- “u” = the “oo” in “cool”

Do not worry about stress. It will occur naturally as you say the words.

Hello, nice to meet you.
Halo, cawama kukumana naimwe.

I only speak English.
Ine nsosafye Icingeshi.

I don't understand.
Nshileumfwa.

What is this?
Cinshi ici?

What is the time?
Inshita ili shani?

THE BUSINESS TRANSLATOR

What is the date?
Lelo bushiku nshi?

Where is the nearest toilet?
Bushe nikwisa ukuli icibusu mupepi?

Where is the nearest hotel?
Bushe nikwisa kuli otela mupepi?

Where is the nearest airport?
Bushe nikwisa ukuli icibansa candeke mupepi?

Where is the nearest hospital?
Bushe nikwisa ukuli icipatala mupepi?

Where is the nearest American restaurant?
Bushe nikwisa uko bashitisha ifyakulya fya ku Amelika?

What do you need to make this work?
Finshi filefwaikwa pakuti mubombe uyu mulimo?

Who is the decision maker?
Nani ukwete amaka yakupingula?

May I use the phone?
Kuti nabomfyako lanya?

May I use the computer?
Kuti nabomfyako komyuta?

May I speak alone with my partner for a moment?
Ndefwaya ukulanda no munandi panono.

Let's make this deal happen today.
Natumone ukutila uyu mulimo wacitika lelo line.

Yes
Ee/Endita mukwai

THE BUSINESS TRANSLATOR

No
Awe

Why
Mulanu nshi

How
Shani/Musangonshi

Maybe
Nalimo/limbi

Thank you.
Natotela mukwai.

Sign here.
Bikapo icishibilo

Please
Napapata

My name is ...
Ishina lyandi nine ...

What is your name?
Nga imwe nimwe banani ishina lyenu?

Where can I find an interpreter?
Nikwisa uko ningasanga kapilibula wandimi?

I need a hotel room.
Ndefwaya umuputule mu otela.

I need water.
Ndefwaya amenshi.

I need food.
Ndefwaya ifyakulya.

THE BUSINESS TRANSLATOR

I need sleep.
Ndefwaya ukusendama.

How much does the room cost for one night?
Nishinga mulipilisha pamuputule ubushiku bumo?

How much does the room cost for two nights?
Nishinga mulipilisha mu nshiku shibili?

How much does the room cost for one week?
Nishinga mulipilisha mumulungu umo?

I would like the room.
Ndefwayako umuputule.

I would like the car.
Ndefwayako motoka.

I would not like the room.
Nshilefwaya umuputule.

I would not like the car.
Nshilefwaya motoka.

How do I get to? (this is for asking directions to a place)
Bushe kuti naenda shani ukuya ku (place) ?
Busha kuti naenda shani ukuya kwa (person) ... ?

Please draw me a map.
Napapata ndembeleniko ifyo ningenda.

Good-bye.
Shalenipo mukwai.

Where can I rent a car?
Nikwisa uko ningashima motoka?

How can our company help you?
Ninshila nshi iyo akampani kesu kengamwafwilishishamo?

THE BUSINESS TRANSLATOR

We'll gladly submit an estimate/our recommendations at no obligation.

Tulinokumilanga ifilefwaikwa ukulingana nefyo tusuminishe.

May we put together a proposal for you?

Bushe kuti twapekanya ifintu ifyo tungamicitila?

We would like to help you.

Kuti twatemwa ukumwafwilisha.

Is our price within your range?

Bushe kuti mwakumanisha ukulingana ne mitengo yesu?

When may we get to work on this project for you?

Nililali twingatendeka ukubomba pa mulimo wenu?

Do you have any concerns about our product?

Bushe palipo icimusakamike pafipe fyesu?

Do you have any concerns about our service?

Bushe palipo icimusakamike pamibombelo yesu?

Do you have any concerns about our pricing?

Bushe palipo icimusakamike pa mitengo yesu?

May I call you back tomorrow?

Bushe kuti namikuta palamya mailo?

May I call you back next week?

Bushe kuti namikuta umulungu uleisa?

May I call you back this afternoon?

Bushe kuti namikuta lelo mukasuba?

May I call you back in the morning?

Bushe kuti namikuta ulucelo?

Who should be my contact within your company?

Nani pakampani yenu uyo tulingile ukusosa nankwe?

THE BUSINESS TRANSLATOR

NOTES:

Zambia is the only country in Southern Africa that has not experienced revolution or civil war. In the past, they had refugees from South Africa, Zimbabwe, Mozambique, and Namibia. Right now they have refugees from the Democratic Republic of the Congo and Angola.

Some of Zambia's national parks are bigger than some countries in Europe (Kafue, for example). Zambia shares Victoria Falls with Zimbabwe. Zambia has the greatest number of waterfalls in Southern Africa. South Luagwa contains Africa's wildest parks where animals live in their natural habitat without much interference from humans. Visiting Zambia's national parks, however, is not for the feeble-hearted, and requires a guide.

There is some criminal activity that occurs here and there – mostly pick-pocketing. All visitors to Zambia are looked after by the security officers in the game management and police departments. Very rarely would a visitor suffer any kind of loss. It does happen, but not often.

There is also a lot of HIV, but you are only in danger if you ignore proper precautions and/or engage in risky behavior.

The right months to visit Zambia are May through August. This is the cool season and there are no mosquitos around.

THE BUSINESS TRANSLATOR

CITONGA (also called Plateau Tonga or Zambesi)

Citonga is spoken by over 1,100,000 people in Zambia and Zimbabwe -- about 12% of the population of Zambia, mostly in the southwest.

Pronunciation Guide:

Most consonants are pronounced as they are in English. Every letter is pronounced! The letter Ź is pronounced like the “ng” in the word “thing”, but it can come at the beginning of a word, unlike in English. “r” is trilled, like in Spanish. “c” is pronounced as English “ch” before “i” and “e”.

Vowels are pronounced as follows:

- “a” = the “a” in “father”
- “e” = the “a” in “late”
- “i” = the “ee” in “beet”
- “o” = the “o” in “boat”
- “u” = the “oo” in “cool”

Do not worry about stress. It will occur naturally as you say the words.

Hello, nice to meet you.
Mwaponā, Ndalumba kumobona.

I only speak English.
Ngamba buyo Cikuwa

I don't understand.
Nsikwe kuteelela

What is this?
Ani ncinzi eeci?

What is the time?
Nciindi nzi ono?

THE BUSINESS TRANSLATOR

What is the date?

Ani sunu mbuzubaanzi?

Where is the nearest toilet?

Mwati kuli cimbuzi aafwaafwi?

Where is the nearest hotel?

Ku hotela nkuli?

Where is the nearest airport?

Kucibanza candeke nkuli?

Where is the nearest hospital?

Cibbadela cilikuli?

Where is the nearest American restaurant?

Nkuli nkondinga ndajana cakulya cabana America?

What do you need to make this work?

Nzibelesyonzi ziyandika kucita mulimo wanu ooyu?

Who is the decision maker?

Nguni uumwaambilila?

May I use the phone?

Mbuti, mwati inga ndabelesya fooni yanu?

May I use the computer?

Mbuti, mwati inga ndabelesya kkomputa yanu?

May I speak alone with my partner for a moment?

Mbuti mbuzye-buzye mweenzuma aasyoonto?

Let's make this deal happen today.

Azicitike eezi sunu we.

Yes

Iiyi

THE BUSINESS TRANSLATOR

No
Peepe

Why
Nkaambo nzi

How
Buti

Maybe
Ambweni

Thank you.
Ndalumba

Sign here.
Amusaine aawa

Please
Akaka basa

My name is ...
Mebo ndime ...

What is your name?
Ndinywe bani?

Where can I find an interpreter?
Ani ulazwayi wakundipandulwida?

I need a hotel room.
Njanda luumu ku hotela?

I need water.
Mbuti meenda aakunywa?

I need food.
Mwati inga kwajanika cakulya?

THE BUSINESS TRANSLATOR

I need sleep.
Ndiza nindoona?

How much does the room cost for one night / for two nights / for one week?
Luumu ichita ongaye buzuba bomwe?

How much does the room cost for two nights ?
Luumu icita ongaye mumazuba obilo?

How much does the room cost for one week?
Luumu icita ongaye mu mvwiki?

I would like the room.
Ndalikuyanda luumu.

I would like the car.
Ndalikuyanda mootokala.

I would not like the room.
Pe, luumu eeyi peepe.

I would not like the car.
Pe, kkaa eeyi peepe.

How do I get to ...? (this is for asking directions to a place)
Inga ndasika buti ku (place) ... ?
Inga ndasika buti kwa (person)... ?

Please draw me a map.
Mbuti kuti mwandilembela maapu.

Good-bye.
Amucaale kabotu.

Where can I rent a car?
Nkuli nkwenga ndajana mootokala wa lendi?

THE BUSINESS TRANSLATOR

How can our company help you?
Ino kkampani yesu inga yagwasya buti?

We'll gladly submit an estimate at no obligation.
Tulakkomana kumupa mweelwe ngotuyeyela.

We'll gladly submit our recommendations at no obligation.
Tulamupa abulailizi bunga ambweni inga bwacitika.

May we put together a proposal for you?
Tumulembele-lembele zyeelede na?

We would like to help you.
Kwalo twalikuyanda kumugwasya.

Is our price within your range?
Tee kayi muulo wesu muluukonzya?

When may we get to work on this project for you?
Ino tukatalike lili mulimo wenu ooyu?

Do you have any concerns about our product?
Ambweni mulaabutongoosi bumwi a zyintu zyesu?

Do you have any concerns about our service?
Ambweni mulaabutongoosi bumwi amulimo wesu?

Do you have any concerns about our pricing?
Ambweni mulaabutongoosi bumwi amuulo wesu?

May I call you back tomorrow?
Mbuti kuti ndaakumwiita juunza?

May I call you back next week?
Mbuti kuti ndaakumwiita mvwiki iiboola?

May I call you back this afternoon?
Mbuti kuti ndamwiita sunu sikati?

THE BUSINESS TRANSLATOR

May I call you back in the morning?

Mbuti kuti ndamwiita mafumina?

Who should be my contact within your company?

Njelede kuzibya bani mu kkampani yanu?

NOTES: See comments under CIBEMBA for Zambia,
comments under CHICHEWA for sub-Saharan Africa in general.

THE BUSINESS TRANSLATOR

CONGO (See KONGO)

THE BUSINESS TRANSLATOR

CROATIAN (se Serbo-Croatian)

THE BUSINESS TRANSLATOR

CZECH

Spoken by over 10 million people in the Czech Republic, about 12 million worldwide. Also spoken in areas of Bohemia, Moravia, Silesia, Austria, Bulgaria, Poland, Slovakia, and the Ukraine.

See the **pronunciation guide** following sentences.

Hello, nice to meet you.

Dobrý den, rád Vás poznávám.

[dobreeden, rahd vahs poznahvahm]

I only speak English.

Mluvím jenom anglicky.

[mlooveem yenom anglitski]

I don't understand.

Nerozumím Vám.

[nerozooeem vahm]

What is this?

Co je to?

[tso to ye?]

What is the time?

Kolik je hodin?

[kolik ye hod^yeen?]

What is the date?

Jaké je dnes datum?

[yakeh ye dnes dahtoom?]

Where is the nearest toilet/hotel/airport/hospital/American restaurant?

Kde je nejbližší záchod / hotel / letiště / nemocnice / americká restaurace?

[gde ye neyblizhshee zahkhod / hotel / letisht^ye / nemotsnitse / ameritskah restaoo-ratse?]

What do you need to make this work?

Co potřebujete k této práci?

THE BUSINESS TRANSLATOR

[tso potrzhebooyete kh tehto prahtsi?]

Who is the decision maker?

Kdo o tom rozhoduje?

[gdo o tom rozhodooye?]

May I use the phone?

Mohu si zavolat?

[mo-hoo si zavo^ulat?]

May I use the computer?

Mohu použít některý počítač?

[mo-hoo po-oozheet n^yekteree pocheetach?]

May I speak alone with my partner for a moment?

Mohl bych si na chvíli promluvit se svým partnerem?

[mo-h^ul bikh si na khvee^uli prom^uloovit se sveem partnerem?]

Let's make this deal happen today.

Toto jednání bych rád uzavřel již dnes

[toto yednahnee bikh rahd oozavrzhel yizh dnes]

Yes

Ano

[ano]

No

Ne

[Ne]

Why

Proč

[Proch]

How

Jak

[Yak]

Maybe

Možná

[Mozhnah]

THE BUSINESS TRANSLATOR

Thank you
Děkuji
[d^yekooji]

Sign here.
Váš podpis.
[vahsh podpis]

Please
Prosím
[Proseem]

My name is ...
Jmenuji se ...
[ymenooyi se ...]

What is your name?
Jak se jmenujete?
[yak se ymenooyet^ye?]

Where can I find an interpreter?
Kde bych našel překladatele?
[gde bikh nashe^ul przhekladatele?]

I need a hotel room.
Chtěl bych pokoj v hotelu
[kht^yel bikh pokoy vhoteloo]

I need *water/food/sleep*.
Chtěl bych *vodu/jídlo/nocleh*.
[kht^yel bikh *voodoo/yeedlo/notsle-h*]

How much does the room cost *for one night / for two nights / for one week*?
Kolik stojí ubytování na *jednu noc/dvě noci/týden*?
[kolik stoyee oobitovahnee na *yednoo nots/dv^ye notsi/teeden*?]

I would like the room.
Chtěl bych se ubytovat.
[kht^yel bikh se oobitovat]

THE BUSINESS TRANSLATOR

I would like the car.
Chtěl bych si pronajmout auto.
[kht^yel bikh si pronaymoht aooto]

I would not like the room.
Ten pokoj si nepřeji.
[ten pokoy si neprzheyi]

I would not like the car.
To auto si nepřeji.
[to aooto si neprzheyi]

How do I get to?
Jak se dostanu do ... ?
[yak se dostanoo do ... ?]

Please draw me a map.
Nakreslete mi pláněk, prosím.
[nakres-le-te mi plahnek proseem]

Good-bye.
Na shledanou.
[Naskhledanoh]

Where can I rent a car?
Kde si mohu pronajmout auto?
[gde si mo-hoo pronaymoht aooto?]

How can our company help you?
Jak Vám může naše společnost pomoci?
[yak vahm mōdžhe nashe společnost pomotsi?]

We'll gladly submit an estimate at no obligation.
Rádi Vám nezávazně vypracujeme předběžný výpočet
[rahdi vahm nezahvazn^ye vipratsooyeme przhedb^yezhnee
veepochet]

We'll gladly submit our recommendations at no obligation.
Rádi Vám nezávazně poradíme.
[rahdi vahm nezahvazn^ye poradeeme]

THE BUSINESS TRANSLATOR

May we put together a proposal for you?
Můžeme Vám vypracovat nabídku?
[mõõzheme vahm vipratsovat nabeedkoo?]

We would like to help you.
Rádi Vám pomůžeme.
[rahdi vahm pomõõzheme]

Is our price within your range?
Je pro Vás naše cena přijatelná?
[ye pro vahs nashe tsena przhiyatelnah?]

When may we get to work on this project for you?
Kdy budeme moci začít pracovat na vašem projektu?
[gdi budeme motsi zacheet pratsovat na vashem proyektoo?]

Do you have any concerns about our *product* / *service* / *pricing*?
Máte nějaké dotazy ohledně našich *produktů* / *služeb* / *cen*?
[mahte n^yeyakeh dotazi okhledn^ye nashikh *prodooktõõ* / *sloozheb* / *tsen*?]

May I call you back *tomorrow*/next week/*this afternoon*/in the morning?
Mohu Vám zavolat *zítra*/příští týden/*dnes odpoledne*/dopoledne?
[mo-hoo vahm zavolat *zeetra*/przheeshtee teeden/*dnes odpoledne*/do-poledne?]

Who should be my contact within your company?
Na koho se mohu obrátit ve vaši společnosti?
[na koho se mo-hoo obrahtit ve vashi spolectnosti?]

THE BUSINESS TRANSLATOR

Guide to Pronunciation:

The imitated pronunciation should be read as if it were English (based on Standard British pronunciation), except for any special rules set out below. Czech is one of the most phonetic of all European languages, and you should have little trouble pronouncing Czech once you've got accustomed to its diacritical marks: the *čárka* (´), the *kroužek* (°), and the *háček* (ˇ).

Consonants

Letter	Approximate pronunciation	Symbol	Example	Pronunciation
b, d, f, g, k, m, n, p, t, v, z	are pronounced as in English			
C	like ts in cats	ts	cesta	tsesta
Č	like ch in church	ch	klíč	kleech
Ď	like d in duty ; for American speakers close to j in jam	d ^y	Láďa	lahd ^y a
G	like g in good	g	galerie	galeriye
H	like h in half	h	hlava	hlava
Ch	like ch in Scottish loch	kh	chtít	kht ^y eet
J	like y in yes	y	jídlo	yeedlo
Ň	like nn in annual or ny in canyon	n ^y	píseň	peesen ^y
R	rolled (like a Scottish r)	r	ruka	rooka
Ř	a sound unique to Czech; like a rolled r but flatten the tip of the tongue to make a short forceful buzz like ž (below)	rzh	tří Dvořák	trzhi dvorzhahk
S	like s in set	s	čas	chas
Š	like sh in short	sh	šest	shest
Ť	like t in tune ; for American speakers close to ch in church	t ^y	chut [´]	khoot ^y
W	like v in van ; found only in foreign words	v	vino	veeno
Ž	like s in pleasure	zh	žena	zhena

THE BUSINESS TRANSLATOR

Notes:

1. **ě** - the sign ˇ written over the letter **e** makes the preceding consonant soft, like pronouncing **y** as in **yet**. When **t**, **d** and **n** precede **č**, they become **t^y**, **d^y** and **n^y**. The same happens if they are followed by the letter **i** and **í**:

ješt**č** (yesht^ye) **dč**kuji (d^yekooji) **nic** (n^yits)

When **b**, **p**, **v**, **f** and **m** precede **č**, they become **by**, **py**, **vy**, **fy** and **mny** respectively:

pčt (pyet) **vč**c (vyets) **mč**sto (mn^yesto)

2. Voiced consonants (**b**, **d**, **d^y**, **h**, **z**, **zh**, **v**) become voiceless (**p**, **t**, **t^y**, **kh**, **s**, **sh**, **f** respectively) at the beginning and end of a word, and before a voiceless consonant:

ob**ěd** (obyet) **z**tratit (strat^yit) **t**žka (tooshka)

Voiceless consonants within a word become voiced if followed by a voiced consonant (this involves particularly **k** becoming **g**):

kde (**g**de) **n**ikdo (n^yigdo)

Ltr	Approx. Pronunc.	Symbol	Ltr	Pronunc.
A	between the a in cat and the u in cut	A	tam	tam
Á	like a in father	Ah	máma	mahma
E	like e in met ; pronounced even at the end of a wd.	E	den	den
É	similar to the e in bed but longer	Eh	mléko	mlehko
I	like i in bit	I	pivo	pivo
Í	like ee in see	ee	bílý	beelee
O	like o in hot	O	slovo	slovo
Ó	like o in short ; found only in foreign words	Ō	gól	gōl
U	like oo in book	oo	ruka	rooka
Ú	like oo in moon	õõ	úkol	õõkol
Û	like ú above	õõ	vüz	võõz
Y	like i above	I	byt	bit
Ý	like ee in see	ee	bílý	beelee

THE BUSINESS TRANSLATOR

Vowels

Vowels in Czech can be either short (**a, e, i, o, u, y**) or long (**á, é, í, ó, ú, ů, ý**). The length of the vowel is an essential feature since it can differentiate meanings of words which are otherwise written with the same spelling.

The letters **l** and **r** operate as semi-vowels between two consonants or at the end of a word, following a consonant.

l	like le in cable	^u l	Mohl	moh ^u l
r	like ir in bird	^u r	Krk	k ^u rk

Diphthongs

au	like ow in cow	Ao o	Auto	aoto
ou	like ow in mow , or the exclamation oh	Oh	Mouka	mohka

Note: All vowels (long and short) should be pronounced the same way in all positions including at the end of a word, e.g:

tam (tam) **Anna** (ana)

In places where confusion may arise over pronunciation, hyphens have been inserted in the phonetic transcription to help differentiate syllables: **mohl byste** (mo-h^ul bis-te)

Stress

Stress in Czech falls always on the first syllable of a word, though it is weaker than in English. Prepositions in Czech are generally pronounced together with their object as a single word, so the stress falls in the preposition.

Kolik to stojí **na den**? (kolik to stoyee **naden**)

Note that stress and length of vowels are two independent features: long vowels are not necessarily stressed vowels; on the other hand stressed vowels are not automatically long vowels.

DAGAARE

THE BUSINESS TRANSLATOR

Probably spoken by over 1,000,000 people in the northwest corner of Ghana. A language called Northern Dagaare is also spoken in Burkina Faso.

Pronunciation Guide:

Pronounce consonants as in English. “ŋ” is pronounced like the last sound in “thing”, but may come at the beginning of a word.

Vowels: “a” = “a” in “father”
 “e” = “ai” in “rain” or “ey” in “hey!”
 “ɛ” = “e” in “bet”
 “i” = “ee” in “beet”
 “o” = “o” in “vote”
 “ɔ” = “aw” in “awful”
 “u” = “oo” in “boot”

Dagaare is a tone language. This means that the pitch of the vowel (or sometimes and “n”) in the syllable is important. Dagaare has two tones – high and low. Listen to the native speakers around you and try to hear the tones.

Tones: á é é́ í ó ǒ = high tone
 Unmarked vowels are low tone

Double consonants or double vowels are held longer than single ones.

Hello, nice to meet you.

Fo bé song, N pǒɔ pɛllɛɛ lá né N nang nyé fó.

I only speak English.

Inglísi yóng Iá ká N' wonó.

I don't understand.

N wá wong a pare.

What is this?

THE BUSINESS TRANSLATOR

Bong lá nyé?

What is the time/date?

A tēm ngmē lá awóla?

Where is the nearest *toilet*?

Bónggyiráá zíé kang pélé lá kyé?

Where is the nearest *hotel*?

Téégbéreyíri zíé kang pélé lá kyé?

Where is the nearest *American restaurant*?

Amérikademé díúú zíé kang pélé lá kyé?

What do you need to make this work?

Wóla ka née ná bǒng e ka yéle amē e velaá?

Who is the decision maker?

Ang lá só a yéle amē yélúú a kyé?

May I use the phone?

N na bǒng sǒré lá a tǎléfon nyé tong né tómá?

May I use the computer?

N na bǒng sǒré lá a kǒmpúta nyé tong né tómá?

May I speak alone with my partner for a moment?

Yé na tóǒ véng láka N né ntǒsobá nyé nyé táá béláa?

Let's make this deal happen today.

Véng ka té e ka a yéle amē maale.

Yes

Oó

No

THE BUSINESS TRANSLATOR

Aí

Why
Bongsó

How
Wolá

Maybe
Kaapóge

Thank you
Bárká

Sign here.
Ngmaa fo yúóri kyé.

Please
Nang

My name is...
N yúóri lá...

What is your name?
Fo yúóri lá bong?

Where can I find an interpreter?
Yéng ká N' na nyé néé naníng na íri kòkòréé kó má?

I need a hotel room.
N bóóró lá téégbéeri die.

I need water.
Nang ko má kòó véng ka N' gbíri béléáá.

I need food.

THE BUSINESS TRANSLATOR

Nang ko má díú vèng ka N' gbiri béléáá.

I need sleep.

Nang ko má ñang vèng ka N' gbiri béléáá.

How much does the room cost for *one night* / for two nights / for *one week*?

Awóla ka N' na yóó a die nyé gááú *tentoryéni* / *tentórááyí* / *koseereyéni*?

I would like the room.

N bóóró lá a dié.

I would like the car.

N bóóró lá a lóóre.

I would not like the room.

N wá bóóró a dié.

I would not like the car.

N wá bóóró a lóóre.

How do I get to ...? (for asking directions to a place)

Yéng ká N' na tú gaa a bé?

Please draw me a map.

Nang maale téngáwúlúúgáne ko má.

Good-bye.

Baá baa / Kyéng song.

Where can I rent a car?

Yéng ka N' na tóó há lóóre?

How can our company help you?

THE BUSINESS TRANSLATOR

Wóla ka te tó máziéyélé na tó song fó?

We'll gladly submit an estimate / our recommendations at no obligation.

Te na tó kó fó lá gáne a mánaa yélé zaa kó fó séré.

May we put together a proposal for you?

Té kó fó gáne manne a bómmá daaróng ko fó bée?

We would like to help you.

Te na tó song fó lá.

Is our price within your range?

A te daaróng soma lá?

When may we get to work on this project for you?

Daboo ka fó bóró ká té tong a tó má ámé ko fó?

Do you have any concerns about our *product* / pricing?

Fo taá lá yéli zaa na sóóre te a te kááyáá daaróng / a te nangkoóre yélé bée?

May I call you back *tomorrow* / next week / *this afternoon* / in the morning?

Véng ka N' téfere nyé a páa leé boole fó *biéú* / koséfráá nyé náng waaná / *ngménaa tuó sánga* / bágúó sánga.

Who should be my contact within your company?

Nénbóo lá ka N' na wá p'oge a yé tó mázié?

NOTES: See comments under CHICHEWA for sub-Saharan Africa in general.

THE BUSINESS TRANSLATOR

DANISH

Spoken by over 5 million people in Denmark, the Faroe Islands, and Greenland, where it is the official language. Also spoken by about 20,000 people just south of the Danish border in northern Germany. The Faroese and Greenlanders have their own languages, as well, but Danish is used there for official communications and in the schools.

Pronunciation Guide:

Consonants in pronunciation guide are pronounced as in English. "r" is a lot like gargling, deep in the throat. Remember that "dh" = "th" as in English "the"

a,ah = a in father
ae = a in cat
e,eh = e in bet
i,ih = ee as in beet
o = o in on
ö = ur in burden
oh = o in boat
u = oo in boot

Accent normally falls on the first syllable of a word.

Hello, nice to meet you.
Hej, det er rart at træffe dig
[Hi de eh rat aht trefe da]

I only speak English.
Jeg taler kun engelsk
[Ya taleh kun engelsk]

I don't understand.
Jeg forstår ikke
[Ya fohstoh eke]

THE BUSINESS TRANSLATOR

What is this?
Hvad er dette?
[Va eh deteh?]

What is the time?
Hvad er klokken?
[Va eh kloken?]

What is the date?
Hvilken dato har vi?
[Vilkehn dahto hah vi?]

Where is the nearest *toilet* / hotel / *airport* / hospital / *American restaurant*?
Hvor er det nærmeste *toilet* / hotel / *lufthavn* / hospital / *amerikansk restaurant*?
[Voh eh deh nermesteh *toalet* / hohtel / *lohftaun* / houspital / *ahmehrikansk rehstaurant*?]

What do you need to make this work?
Hvad har du brug for, for at få dette til at virke?
[Va ha du bru foh, foh ah fou dette te ah vihrke?]

Who is the decision maker?
Hvem er beslutningstageren?
[Vem eh besluthningstaehren?]

May I use the *phone* / computer?
Må jeg bruge *telefonen* / computeren?
[Moh ya brue *tehlfonen* / kompuhtehren?]

May I speak alone with my partner for a moment?
Må jeg snakke i enrum med min partner et øjeblik?
[Moh ya snahke i enrom meh min patna it öyehblik?]

Let's make this deal happen today.
Lad os lade denne handel ske i dag
[Lah os ladhe dene handle skeh ih dah]

THE BUSINESS TRANSLATOR

Yes
Ja
[Yah]

No
Nej
[Nay]

Why
Hvorfor
[Vofoh]

How
Hvordan
[Vohdanh]

Maybe
Måske
[Mouskeh]

Thank you
Mange tak
[Mahnge tak]

Sign here.
Underskriv her.
[Onaskriv heh]

Please
Undskyld
[Uunskylh]

What is your name?
Hvad er Deres navn?
[Va eh dehes naun?]

My name is...
Mit navn er...
[Mit naun eh...]

THE BUSINESS TRANSLATOR

Where can I find an interpreter?
Hvor kan jeg finde en tolk?
[Voe kahn yah finne ehn tolk?]

I need a hotel room.
Jeg har brug for et hotelværelse
[Yah hah bru foh et hotelvehrelse]

I need *water* / food / *sleep* (polite)
Jeg har brug for *vand* / føde / *søvn*
[Yah hah bru foh *van* / födeh / *söun*]

How much does the room cost *for one night* / for two nights / *for one week*?
Hvad koster dette værelse *for en nat* / for to nætter / *for en uge*?
[Va kosteh dette vehrelse *foh en nat* / toh näteh / *foh ehn ue*?]

I would like *the room* / the car.
Jeg tager *værelset* / bilen.
[Yah tah *vehrelset* / bihlen]

I would not like *the room* / the car.
Jeg ønsker ikke *værelset* / bilen.
[Yah önskah igge *vehrelset* / bihlen]

How do I get to ...? (this is for asking directions to a place)
Hvordan kommer jeg til ...?
[Vodahn koma yah te ...?]

Please draw me a map.
Venligst lav mig en skitse.
[Venlist lav mah ehn skitseh]

Good-bye
Farvel
[Fahvel]

THE BUSINESS TRANSLATOR

Where can I rent a car?
Hvor kan jeg leje en vogn?
[Voh kahn yah leie ehn voun?]

How can our company help you?
Hvordan kan vores selskab hjælpe Dem?
[Vohdahn kahn vour sehlskabh yehlpeh dehm?]

We'll gladly submit *an estimate* / our recommendations at no obligation.
Vi vil med glæde afgive *et tilbud* / vores anbefalinger uden forbindende.
[Vi vil meh gledes augiveh *et telbudh* / vohre anbefahlenga udhen fohbendenne]

May we put together a proposal for you?
Må vi udarbejde et forslag til Dem?
[Moh vi udhahbeide et fohslah tel dehm?]

We would like to help you.
Vi vil gerne hjælpe Dem.
[Vi vehl jehrneh yehlpeh dehm]

Is our price within your range?
Er vores pris indenfor Deres spillerum?
[Eh vohres prihs inenfoh dehres spehlehrum?]

When may we get to work on this project for you?
Hvornår må vi begynde at arbejde for Dem på dette projekt?
[Vohnoh moh vi behgyneh at ahbehdeh foh dehm poh deteh prohjejt?]

Do you have any concerns about our *product* / *service* / *pricing*?
Har De nogen spørgsmål vedrørende vores *produkt* / *service* / *pris*?
[Hah di nouen spöhs mou l vedhröhrehne vohres *prohdugt* / *service* / *prihs*?]

THE BUSINESS TRANSLATOR

May I call you back tomorrow/next week/ this afternoon/in the morning?

Må jeg ringe Dem tilbage i *morgen* / næste uge / i *eftermiddag* / i morgen tidlig?

[Moh yah ringeh dehm telbaye ih *mouen* / nehsteh ueh / ih *ehftehmeddah* / ih mouen tidhlih?]

Who should be my contact within your company?

Hvem vil være min kontakt i Deres selskab?

[Venh vihl vehah mihn kontakht ih dehres sehlskahb?]

THE BUSINESS TRANSLATOR

DARI

Spoken by 5,600,000 people in Afghanistan and by about 1,400,000 more in Pakistan. Very similar to both the Farsi spoken in Iran and the Tajik spoken in Tajikistan.

Pronunciation Guide:

Dari is normally written in a modified Arabic script, but here we give only the pronunciation. The Dari *aa*, or long *a*, is a long open sound pronounced as a halfway between the *a* in *bar*, *calm*, *dark*, and the *a* in *wall*, *talk*, *ball*. It is an *a* with a touch of *o* in it. (A single “a” is a shorter form of this vowel.) The Dari *kh* is like the sound of *ch* in the Scottish word “loch” or the German “ach”. The ‘ is for the letter ‘*ain* to mark a break in the flow of speech or glottal stop as “bo’l” in the Cockney dialect for “bottle”. The Dari *gh* is a guttural sound (the voiced parallel of *kh*), like French *r*, pronounced very heavily and thickly. The Dari *q* is an uvular and occlusive consonant (like a “k” very, very far back in the throat). The sound *zh* is pronounced like *s* in English word “pleasure,” or French *j* in *jour*. All caps mean that the syllable is accented.

Hello, nice to meet you.

SalAAm, man khoosh hastAm bAA shomAA aashnAA shawAm.

OR SalAAm, az mo‘arefEE bAA shomAA khoosh hastAm.

I only speak English.

Man faqAt ba zabAAne (lesAAne) engleesEE gap mEzanAm.

I don't understand.

Man nAmefahmAm.

What is this?

EEn chEEst? / EEn che chEEz ast?

What is the time?

Saa‘At chAnd ast?

THE BUSINESS TRANSLATOR

What is the date (today)?
EmrOOz taarEEkh chAnd ast?

Where is the nearest toilet?
NazdiktarEEn tashnAAb dar kojAAst?

Where is the nearest hotel?
NazdiktarEEn hotal dar kojAAst?

Where is the nearest airport?
NazdiktarEEn maydAAne hawAAyEE dar kojAAst?

Where is the nearest hospital?
NazdiktarEEn shafAA-khAAna dar kojAAst?

Where is the nearest American restaurant?
NazdiktarEEn restorAAne aamrikaayEE dar kojAAst?

What do you need to make this work?
BarAAye EEnke een kAAr-raa kardA bEtawaanEd shomAA che
chEEz zaroorAt daarEd?

Who is the decision maker?
TasmEEm az tarAfe kEE gereftA mEshawAd?

May I use the phone?
EjaazA ast az telfOOone shomAA estefaadA konAm?

May I use the computer?
EjaazA ast az kompyutAre shomAA kAAr bEgeerAm?

May I speak alone with my partner for a moment?
AAyaa ejaazA ast ke bAA nafAre sharEEke khood khosoosEE
gap mEzanAm?

THE BUSINESS TRANSLATOR

Let's make this deal happen today.

BEmAAn ke een qaraardAAAd emrOz bastA shawAd

OR BEgozaarEd ke een qaraardAAAd emrOz mon‘aqEd
bEshawAd

OR BEgozaarEd ke een kAAr emrOz anjAAm shawAd

Yes

BAle

No

Na

OR ne

OR nAkhayr

Why

ChEraa

How

ChetOr

Maybe

ShAAyad

OR EmkAAAn daarAd

Thank you.

TashakkUr

OR Az shomAA tashakkUr mEkonAm

Sign here.

Dar eenjAA emzAA konEd.

Please

LOtfan

My name is...

NAame (Esme) man ... ast

What is your name?

NAame (Esme) shomAA chEEst?

THE BUSINESS TRANSLATOR

Where can I find an interpreter?

TarjoomAAAn hast?

OR EmkAn-esh hAst ke az komAke tarjoomAAAn estefaadA konAm?

OR KojAA mEtawaanAm tarjoomAAAn paydAA konAm?

I need a hotel room.

Man ba otAAaqe hotAl zaroorAt daarAm

I need water.

BarAAye man AAb (AAw) zarOOOr ast

OR Man tashnA hastAm.

I need food.

BarAAye man ghazAA (nAAAn) zarOOOr ast

OR Man gorosnA hastAm.

I need sleep.

Man mEkhaahAm esteraahAt bEkonAm.

How much does the room cost for one night?

KeraayAe yak otAAaq barAAye yak shab chAnd ast?

How much does the room cost for two nights?

KeraayAe yak otAAaq barAAye doo shab chAnd ast?

How much does the room cost for one week?

KeraayAe yak otAAaq barAAye yak haftA chAnd ast?

I would like the room.

Man yak otAAaq mEkhaahAm bEgeerAm.

I would like the car.

Man yak motAr mEkhaahAm bEgeerAm.

How do I get to ...? (this is for asking directions to a place)

ChetOr (behtAr ast az eenjAA) ba ... bErawAm?

OR ChetOr ba ... rasedA mEtawaanAm (raftA mEtawaanAm)?

THE BUSINESS TRANSLATOR

Please draw me a map.

NaqshAye obOOr-raa barAAye man neshAAAn bEdahEd
OR LOTfan, barAAe man naqshA bEkashEd

Good-bye.

KhodAA haafEz
OR Ba amAAne khodAA

Where can I rent a car?

KojAA mEtawaanAm motAr keraayA konAm?

How can our company help you?

SherkAte mAA chE komAk kardA metawaanAd?

We'll gladly submit an estimate / our recommendations at no obligation.

Har nazAree / tawseeYAee bedOOne qaydooshArt paziroftA mEshawAd.

May we put together a proposal for you?

MAA barAAye shomAA yak peshnahAAde tejaaratEE daarEm?

We would like to help you.

MAA barAAye komak ba shomAA haazEr hastem
OR MAA dar ekhtiyAAre shomAA hastEm
OR MAA dar khedmAte shomAA hastEm.

Is our price within your range?

AAyaa shomAA bAA een qeemAte mAA mowaafEq hastEd?

When may we get to work on this project for you?

Che waqt mAA mEtawaanEm kAAr-rAA sAre Een prozhA shorOO konEm?

Do you have any concerns about our product?

ShomAA ba kodAAm yak az mahsoolAAte mAA alaaqA daarEd?

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Do you have any concerns about our service?

ShomAA ba kodAAm yak az khadamAAte mAA alaaqA
daarEd?

Do you have any concerns about our pricing?

ShomAA ba kodAAm yak az qeemathAAe mAA alaaqA
daarEd?

May I call you back tomorrow?

EjaazA ast ke fardAA bAAz ba shomAA telfOn bEkonAm?

May I call you back next week?

EjaazA ast ke dar haftAe aayandA (digar) bAAz ba shomAA
telfOn bEkonAm?

May I call you back this afternoon?

EjaazA ast ke az tarAfe roz (tarafhAAye chAAsht) bAAz ba
shomAA telfOn bEkonam?

May I call you back in the morning?

EjaazA ast ke emrOz sObh bAAz ba shomAA telfOn bEkonAm?

Who should be my contact within your company?

Dar sherkAte shomAA baayAd bAA kEE tamAAs bEgeerAm?

NOTES:

Afghanistan has some business customs and cultural traditions that might be important for Americans. Generally, the Afghans are simple, straightforward, and unsophisticated people. To make a good impression on the Afghans you should be polite and frank in contacts. You must explain your needs and proposals as detailed and clear as you can. The Afghans don't like brevity.

During their stay in Afghanistan, Americans must respect the country's Islamic customs, laws and practices. The security threat to all American citizens in Afghanistan remains high, as remnants of the former Taliban regime and the terrorist Al-Qaida

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network remain active in the country. Americans in Afghanistan should avoid rallies and demonstrations.

Conservative Western clothing is appropriate. You should strongly avoid wearing shorts, putting your feet on coffee tables, looking at the Afghan women in the streets, offices or other public places. The attire for women should be more conservative, garments should have sleeves, and dress length should be below the knee. It is better that women cover their head with a kerchief. You should also avoid drinking or possessing alcoholic beverages, drugs and illegal goods.

The country faces daunting challenges - recovering from over two decades of civil strife, dealing with years of severe drought, and rebuilding a shattered infrastructure. The main difficulty for business is the continuation of the military operations and that Afghanistan's economy operates on a "cash-only" basis for most transactions.

THE BUSINESS TRANSLATOR

DUTCH

Spoken by more than 20 million people in the world. It is the national language of the Netherlands. Also spoken in Aruba, Belgium, parts of Germany, Netherlands Antilles, and Suriname.

For **pronunciation guide**, see beginning of book.

Hello, nice to meet you.

Dag, aangenaam kennis met u te maken.

[Daxh, AHN-xhuh-nahm KEHN-is mæt oo tuh MAH-kuhn]

I only speak English.

Ik spreek alleen Engels.

[eek sprayk ah-LAYN ENG-uhls]

I don't understand.

Ik begrijp u niet.

[Eek buhxh-RIGHP oo neet]

What is this?

Wat is dit?

[Waht is dit?]

What is the time?

Hoe laat is het?

[Hoh laht is huht?]

What is the date?

Welke datum is het?

[WEHL-kuh DAH-tuhm is huht?]

THE BUSINESS TRANSLATOR

Where is the nearest *toilet* / hotel / *airport* / hospital / *American restaurant*?

Waar is het dichtstbijzijnde *toilet* / hotel / *vliegveld* / ziekenhuis / *Amerikaans restaurant*?

[Wahr is huht dixhtst-bigh-ZIGHN-duh *TWAH-leht* / hoh-TEHL / *VLEEXH-vehlt* / ZEE-kuhn-hers / *ah-meh-ree-KAHNS REHS-tow-rahnt*?]

What do you need to make this work?

Wat heeft u voor dit werk nodig?

[Waht hayft oo fohr dit wehrk NOH-dixh?]

Who is the decision maker?

Wie neemt de beslissingen?

[Wee naymt duh buhs-lis-SING-uhn?]

May I use the *phone* / computer?

Mag ik gebruik maken van de *telefoon* / computer?

[Mahxh ik xhuh-BRERK MAH-kuhn vahn duh *TAY-luh-fohn* / kohm-PYOO-tuhr?]

May I speak alone with my partner for a moment?

Mag ik even met mijn partner overleggen?

[Mahxh ik AY-vuhn mæt muhn PAHRT-nuhr OH-vuhr-lehxxh-uhn?]

Let's make this deal happen today.

Laten we vandaag een besluit nemen.

[LAH-tuhn wuh vahn-DAHXXH uhn buh-SLERT NAY-muhn]

Yes

Ja

[Yah]

No

Nee

[Nay]

THE BUSINESS TRANSLATOR

Why
Waarom
[WAH-rahm]

How
Hoe
[Hoo]

Maybe
Misschien
[mis-XHEEN]

Thank you
Dank u
[DANG-koo]

Sign here.
Hier tekenen
[heer TAY-kuh-nuhn]

Please
Alstublieft
[ahl-stew-BLEEF]

My name is...
Mijn naam is...
[mayn nahm is...]

What is your name?
Wat is uw naam?
[waht is ew nahm?]

Where can I find an interpreter?
Waar kan ik een tolk krijgen?
[wahr kahn eek ehn tohlc KRAY-xhehn?]

I need a hotel room.
Ik wil graag een hotelkamer
[eek wil xhrahxh ehn hoh-tehl-KAH-mehr]

THE BUSINESS TRANSLATOR

I need water.

Ik wil graag wat water.

[eek wil xhrahxh waht WAH-tehr]

I need food.

Ik wil graag wat eten.

[eek wil xhrahxh waht AY-tehn]

I need sleep.

Ik wil graag gaan slapen.

[eek wil xhrahxh xhahn SLAH-pehn]

How much does the room cost *for one night* / for two nights / *for one week*?

Hoeveel kost de kamer *per nacht* / per twee nachten / *per week*?

[HOO-vayl kohst deh KAH-mehr *pehr nahxht* / *pehr tway*
NAHXH-tehn / *pehr wayk*?]

I would like the room.

Ik neem de kamer.

[eek naym deh KAH-mehr]

I would like the car.

Ik neem de auto.

[eek naym deh OW-toh]

I would not like the room.

Ik neem de kamer niet.

[eek naym deh KAH-mehr neet]

I would not like the car.

Ik neem de auto niet.

[eek naym deh OW-toh neet]

How do I get to...?

Hoe kom ik bij...?

[hoo kohm eek bay...?]

THE BUSINESS TRANSLATOR

Please draw me a map.
Kunt u het voor mij uittekenen?
[kehnt ew hayt foh may OOOE-tay-keh-nehn?]

Good-bye
Tot ziens
[toht zeens]

Where can I rent a car?
Waar kan ik een auto huren?
[wahr kahn eek ehn OW-toh HEW-rehn?]

How can our company help you?
Hoe kan ons bedrijf u van dienst zijn?
[hoo kahn ohns beh-DRAYF ew vahn deenst zayn?]

We'll gladly submit an estimate at no obligation.
Met genoegen verstrekken wij geheel vrijblijvend een
prijsopgave.
[mayt xheh-NOO-xhehn vehr-STRAY-kehn way xheh-HAYL
vray-BLAY-vehnd ehn PRAY-sohp-xhah-veh]

We'll gladly submit our recommendation at no obligation.
Met genoegen brengen wij geheel vrijblijvend een advies uit.
[mayt xheh-NOO-xhehn BREHNG-ehn way xheh-HAYL vray-
BLAY-vehnd ehn ahd-VEES ooet]

May we put together a proposal for you?
Mogen wij voor u een voorstel formuleren?
[MOH-xhehn way foh ew ehn VOHR-stayl for-mew-LAY-rehn?]

We would like to help you.
Wij zijn u graag van dienst.
[way zayn ew xhrahxh vahn deenst]

Is our price within your range?
Ligt onze prijs binnen uw begroting?
[leexht ohn-zeh prays BI-nehn ew beh-XHROH-teeng?]

THE BUSINESS TRANSLATOR

When may we get to work on this project for you?

Wanneer kunnen wij starten met dit project?

[WAH-nayr KEH-nehn way STAR-tehn meht deet PROH-yehkt?]

Do you have any concerns about our product / service / pricing?

Heeft u nog bedenkingen over ons product / onze dienstverlening / onze prijsstelling?

[hayft ew nohxx beh-DAYNG-keeng-ehn OH-vehr ohns proh-DEHKT / OHN-zeh DEENST-vehr-lay-neeng / OHN-zeh PRAYS-teh-leeng?]

May I call you back tomorrow?

Mag ik u morgen terugbellen?

[mahxx eek ew MOR-xhehn TEH-rehxx-beh-lehn?]

May I call you back next week?

Mag ik u volgende week terugbellen?

[mahxx eek ew VOHL-xhehn-deh wayk teh-REHXX-beh-lehn?]

May I call you back this afternoon?

Mag ik u vanmiddag terugbellen?

[mahxx eek ew vahn-mee-dahxx teh-REHXX-beh-lehn?]

May I call you back in the morning?

Kan ik u morgenochtend bellen?

[kahn eek ew mor-xheh-nohxx-tehnd beh-lehn?]

Who should be my contact within your company?

Wie is mijn contactpersoon binnen uw bedrijf?

[wee is mayn kohn-TAHKT-pehr-sohn BIN-nehn ew beh-DRAYF?]

THE BUSINESS TRANSLATOR

ESTONIAN

Spoken by about a million people in Estonia and the surrounding region.

Pronunciation Guide:

See the **pronunciation guide** at the beginning of this book for instructions on the pronunciation line for the phrases below. Stress is on the first syllable. A colon (:) after a vowel means that the vowel is held longer than a vowel without a colon following it.

Estonian Spelling and Grammar:

In Estonian, pronunciation is phonetic—that is, you sound out all the letters. *J* sounds like *y* in English, *ä* is strong like the *a* in *apple*, *ö* is like *o* in *word*, *õ* like *o* in *open*, *ü* like *hoot*; double vowels have the same sound but are just longer. The consonants are roughly the same as in English, though softer sounding.

Estonian is a Finno-Ugric language—closely related to Finnish. It's notoriously difficult, thanks in no small part to its 14 case endings. English is overtaking Russian as the most widely spoken second language—so the linguistically challenged can virtually always get by with English alone.

Hello, nice to meet you.
Tere, meeldiv kohtuda.
[TEHreh, MEH:ldiv KOYhtuda]

I only speak English.
Ma räägin ainult inglise keelt.
[mah RÆ:gin AHinult INGliseh keh:lt]

I don't understand.
Ma ei saa aru.
[mah ehi sah: ahru]

THE BUSINESS TRANSLATOR

What is this?

Mis see on?

[mis seh: oyn?]

What is the time?

Mis kell on?

[mis kehll oyn?]

What is the date?

Mis kuupäev täna on?

[mis KU:pæhv TÆnah oyn?]

Where is the nearest *toilet* / hotel / *airport* / hospital /
American restaurant?

Kus on lähim *tualett* / hotel / *lennujaam* / haigla / *ameerika*
restoran?

[kus oyn LÆhim *tuahtLEHTT* / hoyTEHLL / LENnukah:m /
HAHIGla / AHmeh:rikah REHStoyrahn?]

What do you need to make this work?

Mida te selle toimimiseks vajate?

[Midah the SEHlleh TOYimimisehks VAHjahteh?]

Who is the decision maker?

Kes on otsustaja?

[kehs oyn OYTsustahjah?]

May I use the phone/computer?

Kas ma tohiksin kasutada telefoni/arvutit?

[kahs mah TOYhiksin KAHsutahdah TEHlehfoyni?]

May I speak alone with my partner for a moment?

Kas ma tohiksin oma partneriga hetkeks kahekesi jääda?

[kahs mah TOYhiksin OYmah PAHRTnehrigah HEHTkehks
KAHhehkehshi JÆ:dah]

Let's make this deal happen today.

Sõlmime selle lepingu täna

[SOHlmimeh SEHlleh LEHpingu TÆnah]

THE BUSINESS TRANSLATOR

Yes
Jah
[Jahh]

No
Ei
[ehi]

Why
Miks
[Miks]

How
Kuidas
[KUIdahs]

Maybe
Võib-olla
[vohib OYLLah]

Thank you
Tānan
[TÆnahn]

Sign here.
Kirjutage siia alla.
[KIRjutahgeh SI:a AHLlah]

Please
Palun
[PAHlun]

My name is...
Minu nimi on...
[MInu NImi oy...]

What is your name?
Mis on teie nimi?
[mis oyn TEHleh NImi?]

THE BUSINESS TRANSLATOR

Where can I find an interpreter?
Kust ma leiaksin tõlkija?
[kust mah LEHlahksin TOHLkijah?]

I need a hotel room.
Ma vajaksin hotellituba
[mah VAHjahksin hoytEHLliTUbah]

I need *water* / *food* / *sleep*
Ma vajaksin *vett* / *toitu* / *peavarju*
[mah VAHjahksin *veh*tt / TOYItu / PEHAHvahrju]

How much does the room cost *for one night* / *for two nights* /
for one week?
Kui palju maksab tuba *üheks ööks* / *kaheks ööks* / *nädalaks*?
[kui PAHLju MAHKsahb TUbah UEhehks *yü:ks* / KAHhehks
yü:ks / NÆdahlahks?]

I would like *the room* / *the car*.
Sooviksin *tuba* / *autot*.
[SOY:viksin TUbah / AHUtoyt]

I would not like *the room* / *the car*.
Ma ei sooviks *tuba* / *autot*.
[mah ehi sSOY:viks TUbah / AHUtoyt]

How do I get to ...? (this is for asking directions to a place)
Kuidas ma jõuaksin ...?
[KUIdahs mah JOHUahksin ... ?]

Please draw me a map.
Palun joonistage mulle kaart
[PAHluhn JOY:nistahgeh MULleh kah:rt]

Good-bye
Hüvasti
[HUEvahsti]

THE BUSINESS TRANSLATOR

Where can I rent a car?

Kus ma saaksin auto rentida?

[kus mah SAH:ksin AHUtoy REHNtidah?]

How can our company help you?

Kuidas saaks meie firma teid aidata?

[KUIDahs sah:ks MEHleh FIRmah tehid AHIdahtah]

We'll gladly submit *an estimate / our recommendations* at no obligation.

Me esitame meelsasti *oma hinnangu / oma soovitud*,
kohustamata teid millekski

[meh EHSitahmeh MEH:lsahsti *oymah HINNahngu / oyoymah*
SOY:vitusehd KOYhustahmahtah tehid MILlehkski]

May we put together a proposal for you?

Kas me võime teile pakkumuse teha?

[kahs meh VOHImeh TEHileh PAHKkumuseh TEHha?]

We would like to help you.

Me sooviksime teid aidata.

[meh SOY:viksimeh tehid AHIdahtah]

Is our price within your range?

Kas meie hind on teile vastuvõetav?

[kahs MEHleh hind oyn TEHileh VAHStuvohehtav?]

When may we get to work on this project for you?

Millal me võiksime selle projektiga teie heaks alustada?

[MILLahl meh VOHIKsimeh SEHLeh PROYjehktigah TEHleh
hehahks AHLustahdah]

Do you have any concerns about our product?

Kas teil on küsimusi meie toote kohta?

[kahs tehil oyn KUESimusi MEHleh TOY:the KOYHtah?]

THE BUSINESS TRANSLATOR

Do you have any concerns about service?

Kas teil on küsimusi meie teenuse kohta?

[kaks tehil oyn KUEsimusi MEHIeh TOY:teh TEH:nuseh
HINnahKUjunduseh KOYHtah?]

Do you have any concerns about our pricing?

Kas teil on küsimusi meie hinnakujunduse kohta?

[kaks tehil oyn KUEsimusi MEHIeh HINnahKUjunduseh
KOYHtah?]

May I call you back tomorrow?

Kas ma võin teile home tagasi helistada?

[kaks mah vohin TEHIeh HOYMMeh TAHgahsi
HEHlistahdah?]

May I call you back next week?

Kas ma võin teile järgmisel nädalal tagasi helistada?

[kaks mah vohin TEHIeh JÆRGmisehl NÆdahlahl TAHgahsi
HEHlistahdah?]

May I call you back this afternoon?

Kas ma võin teile sellel õhtupoolikul tagasi helistada?

[kaks mah vohin TEHIeh SEHllehl OHHtuPOY:likul
TAHgahsi HEHlistahdah?]

May I call you back in the morning?

Kas ma võin teile hommikul tagasi helistada?

[kaks mah vohin TEHIeh HOYMMikul TAHgahsi
HEHlistahdah?]

Who should be my contact within your company?

Kes oleks minu kontaktisikuks teie firmas?

[kehs OYlehks MInu KOYNTahktIsikuks TEHIeh FIRmahs]

THE BUSINESS TRANSLATOR

NOTES:

Estonians aren't prone to emotional extremes, and can be standoffish. This can be misunderstood -- just because they don't pour praise over you doesn't mean they don't like you. If Estonians do say something, it's usually sincere and direct—to the point of bluntness. Estonians pride themselves on taking a cool, rational approach to problems, so much so that they often go at tasks more with their head than with their heart and soul.

THE BUSINESS TRANSLATOR

FARSI

Spoken by over 22 million people in Iran, or 36% of the population there. It is the national language of Iran, and all schools there use it as the language of instruction. Similar to Dari in Afghanistan and Tajik in Tajikistan.

Pronunciation Guide:

Farsi (Persian) is normally written in a modified Arabic script, but here we give only the pronunciation. The Farsi *aa*, or long *a*, is a long open sound pronounced as a halfway between the *a* in bar, calm, dark, and the *a* in wall, talk, ball. It is an *a* with a touch of *o* in it. (A single “a” is a shorter form of this vowel.) The Farsi *kh* is like the sound of *ch* in the Scottish word “loch” or the German “ach”. The ‘ is for the letter ‘*ain* to mark a break in the flow of speech or glottal stop as “bo’l” in the Cockney dialect for “bottle”. The Farsi *gh* is a guttural sound (the voiced parallel of *kh*), like French *r*, pronounced very heavily and thickly. The Farsi *q* is an uvular and occlusive consonant (like a “k” very, very far back in the throat). The sound *zh* is pronounced like *s* in English word “pleasure”, or French *j* in jour. All caps mean that the syllable is accented.

Hello, nice to meet you.

SalAAm, az aashnaaEEye shomAA khosh-hAAAlam.

OR SalAAm, az didAne shomAA khosh-vAghtam

I only speak English.

Man faghAt be zabAAne engleesEE hArf mEEzanAm.

I don't understand.

Man nE-meefahmAm.

What is this?

EEn chEEst?

What is the time?

Saa‘At chAnd ast?

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What is the date (today)?

EmrOOz chandOme mAAh ast?

Where is the nearest toilet?

NazdiktarEEn dastshooyEE kojAAst?

Where is the nearest hotel?

NazdiktarEEn hotEl kojAAst?

Where is the nearest airport?

NazdiktarEEn foroodgAAh kojAAst?

Where is the nearest hospital?

NazdiktarEEn bimaarestAAh kojAAst?

Where is the nearest American restaurant?

NazdiktarEEn restorAAne emrikaayEE kojAAst?

What do you need to make this work?

BarAAye anjAAme een kAAr shomAA che ehtiyAAj daarEEd?

Who is the decision maker?

MaghAAme tasmEEm-geerandE kEEst?

TasmEEm az tarAfe kEE gereftE mEEshavAd?

May I use the phone?

MomkEn ast az telefOne shomAA estefaadE konam?

May I use the computer?

MomkEn ast az raayaanEye (kompyutEre) shomAA estefaadE konam?

May I speak alone with my partner for a moment?

AAyaa momkEn ast bAA sharEEKam roodarrOO (betanhaayEE) sohbat konAm?

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Let's make this deal happen today.

BEgozaarEEed een gharaardAAAd emrOOz bastE bEshavAd

OR BehtAr ast een gharaardAAAd emrOOz mon'akEd beshavAd

OR BEgozaarEEed een kAAr emrOOz anjAAm shavAd

Yes

BAle

No

Na

OR nA-kheyr

Why

ChEraa

How

ChetOwr

OR chEghadr

Maybe

ShAAyad

OR MomkEn ast

Thank you

MoteshakkEram

Sign here.

BEfarmaaEEed eenjAA emzAA konEEed.

Please

BEfarmaaEEed

OR Lotfan

OR KhaahEsh mEEkonAm

My name is...

Esme man ... ast

What is your name?

Esme shomAA chEEst?

THE BUSINESS TRANSLATOR

Where can I find an interpreter?

Az kojAA mEetavaanAm motarjEm geer bEyaavarAm?

OR MomkEn ast motarjEm bEgeerAm?

I need a hotel room.

Be yek otAAghe hotEl ehtiyAAj daarAm.

I need water.

Man ehtiyAAj be AAb daarAm.

OR Man AAb laazEm daarAm

OR Man AAb mEEKhaahAm bEkhorAm

OR TeshnE-am ast

I need food.

BarAAye man ghazAA laazEm ast.

OR MEEKhaahAm ghazAA bEkhorAm

OR Man gorosnE-am

I need sleep.

MEEKhaahAm bEkhaabAm.

OR KhAAbam mEEaayAd

How much does the room cost for one night?

GheymAte yek otAAgh barAAye yek shab chAnd ast?

How much does the room cost for two nights?

GheymAte yek otAAgh barAAye do shab chAnd ast?

How much does the room cost for one week?

GheymAte yek otAAgh barAAye yek haftE chAnd ast?

I would like the room.

Man be yek otAAgh ehtiyAAj daarAm

I would like the car.

Man be yek otomobEEl ehtiyAAj daarAm

How do I get to? (this is for asking directions to a place)

ChetOwr (az eenjAA) be tarAfe ... bEravAm?

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Please draw me a map.

NaghshEye obOOr-raa barAAye man neshAAAn bEdehEEd
OR Lotfan, barAAe man naghshE bEkeshEEd

Good-bye

KhodAA haafEz

Where can I rent a car?

KojAA mEETavaanAm otomobEEl keraayE konAm?

How can our company help you?

SherkyAte mAA che komAkee be shomAA mEETavaanAd
bekonAd?

We'll gladly submit an estimate/our recommendations at no
obligation.

Har goonE arzEshee / towseeyEee bedOOne gheydoshArt
ghabool meeshavAd

May we put together a proposal for you?

MAA barAAye shomAA yek peeshnehAAdee darEEm

We would like to help you.

MAA dar ekhtiyAAre shomAA hastEEm.

OR MAA dar khedmAte shomAA hastEEm

OR MAA mEEKhaastEEm be shomAA komAk bEkonEEm

Is our price within your range?

AAyaa gheymAte-mAAAn morEde pasAnde shomAAAst?

OR AAYaa gheymAte-mAAAn ghaabEle ghabOOle shomAAAst?

When may we get to work on this project for you?

ChE vaght mEETavAAAn rOOye EEn barnaamE shorOO kard?

Do you have any concerns about our product?

ShomAA be kodAAm mahsoolAAte mAA alaaghemAnd
hastEEd?

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Do you have any concerns about our service?

ShomAA be kodAAm khadamAAte mAA alaaghemAnd
hastEEEd?

Do you have any concerns about our pricing?

ShomAA be kodAAm gheymathAAe mAA alaaghemAnd
hastEEEd?

May I call you back tomorrow?

MomkEn ast bAA shomAA fardAA mojaddadAn tamAAs
bEgeerAm?

MomkEn ast fardAA bAAz be shomAA telefOn bEkonAm?

May I call you back next week?

MomkEn ast bAA shomAA haftE-e aayandE mojaddadAn
tamAAs bEgeerAm?

May I call you back this afternoon?

MomkEn ast bAA shomAA emrOOz ba‘d-az-zOhr mojaddadAn
tamAAs bEgeerAm?

May I call you back in the morning?

MomkEn ast bAA shomAA emrOOz sObh mojaddadAn
tamAAs bEgeerAm?

Who should be my contact within your company?

Dar sherkyAte shomAA be kEE baayAd moraaje‘E konAm?

OR Dar sherkyAte shomAA bAA kEE baayAd tamAAs
bEgeerAm?

NOTES:

Iran has very complex business customs and cultural traditions that Americans might not know about. In general, the Iranians are well-disposed, friendly and hospitable to foreign travellers. It is recommended that you kindly accept their invitations and offers. However, to some extent they may be very cunning and crafty. This fact should be taken into account during every conversation and business contact. To make a good impression,

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you should try to be highly polite and civil in relations with Iranians and not say any unfavorable thing about the country. Iran is a constitutional Islamic republic, governed by the Muslim clergy, so during their stay in Iran, Americans must respect the country's conservative customs, laws and practices. Persons who encourage Muslims to convert, or who propagandize the western services and life style, are subject to arrest and possible execution.

U.S. citizens should exercise caution throughout the country. Conservative Western street clothing is appropriate in Iran. If you are wearing a suit, it should be noted that most Iranians prefer not to wear neckties since the tie symbolizes the western lifestyle. Wearing shorts is not allowed. It is also considered rude to face the soles of one's feet toward other people. Men shouldn't gaze on the Iranian women in the streets, offices or other public places. Any sexual contact as an unmarried couple is considered to be a crime.

The attire for women should be more conservative, garments should have sleeves, and dress length should be below the knee. Women must cover their head with a kerchief and wear a special black or dark lady's cloak. You mustn't take or carry any alcoholic beverages, weapons, ammunitions, swords and sheaths, military devices, drugs and illegal goods. All these things are prohibited in Iran. Persons violating Iranian laws, even unknowingly, may be expelled, arrested or imprisoned.

All official business communications and visits should be done during the Iranian workweek (from Sunday to Wednesday or part of Thursday). Offices in Iran are generally open to the public only during the morning. The U.S. Government economic sanctions on trade and investment restrictions prohibit exporting goods or services to Iran, re-exporting certain goods to Iran, making new investments in Iran and dealing in property owned or controlled by the government of Iran, as well as the importing of Iranian-origin goods or services into the U.S. The matter is complicated by the absence of diplomatic or consular relations with this country. Nevertheless the number of business contacts and visits by Americans to Iran increases year by year.

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FINNISH

Spoken by about 6 million people, mostly in Finland, but also in the surroundings areas of Russia, Estonia, Norway, and Sweden. It is the national language of Finland.

See the **pronunciation guide** at the beginning of this book.

Hello, nice to meet you.
Hei, hauska tutustua.
[Hay, HOW-skah TOO-toos-too-ah]

I only speak English.
Puhun vain englantia
[POO-hoon vighn AYNG-lahn-tee-ah]

I don't understand.
En ymmärä.
[Ayn OOM-mær-ræ]

What is this?
Mikä tämä on?
[MEE-kæ TÆ-mæ awn?]

What is the time?
Paljonko kello on?
[PAHL-yawn-kaw KAY-law awn?]

What is the date?
Monesko päivä tänään on?
[MAW-nehs-kaw PAY-væ TÆ-nayn awn?]

Where is the nearest *toilet* / hotel / *airport* / hospital /
American restaurant?
Missä on lähin *vessa* / hotelli / *lentokenttä* / sairaala /
amerikkalainen raviatola?
[MI-sæ awn LÆ-hin VAYS-sah / HAW-tehl-li / LAYN-taw-
kayn-tæ / SIGH-rah-lah / AH-meh-ri-kah-li-nehn RAH-vin-
taw-lah?]

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What do you need to make this work?
Miten tämän saa toimimaan?
[MEE-tehn TÆ-mæn sah TOY-mi-mahn?]

Who is the decision maker?
Kuka täällä tekee päätökset?
[KOO-kah TÆ-læ TAY-kay PÆ-terk-sayt?]

May I use the *phone* / computer?
Saisinko käyttää *puhelinta* / tietokonetta?
[SIGH-sin-kaw KAYT-tæ POO-hay-lin-tah / TEE-ay-taw-KAW-nayt-tah?]

May I speak alone with my partner for a moment?
Saisinko puhua hetken yksin kumppanini kanssa?
[SIGH-sin-kaw POO-hoo-ah HEHT-kehn EWK-sin KOOMP-pah-nee-nee KAHN-suh?]

Let's make this deal happen today.
Yritetään saada tama kauppa tehdyksi tänään.
[EW-ri-teh-tæn SAH-dah TÆ-mæ KOW-pah TAYH-dewk-see TÆ-næm]

Yes
Kyllä
[KEWL-lah]

No
Ei
[IGH] (as in the English word "eye")

Why
Miksi
[MIK-si]

How
Miten
[MEE-tehn]

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Maybe
ehkä
[AYH-kæ]

Thank you
Kiitos
[KEE-taws]

Sign here.
Allekirjoituksenne tulee tähän.
[AHL-lay-KEER-yoy-took-sayn-nay TOO-lay TÆ-hæn]

Please.
Olkaa ystävällinen
[AWL-kah EWS-tæ-væl-li-nayn]
(Translator's note: The word "please" does not exist as such in Finnish. The translation I have given means "if you would be so kind", and cannot be used in all circumstances.)

My name is ...
Minun nimeni on ...
[MEE-noon NEE-may-nee awn...]

What is your name?
Mikä on nimenne?
[MEE-kæ awn NEE-meh-neh?]

Where can I find an interpreter?
Mistä voisin palkata tulkin?
[MEES-tæ VOY-sin PAHL-kah-tah TOOL-kin ?]

I need a hotel room.
Tarvitsisin hotellihuoneen.
[TAHR-vit-see-seen HAW-tehl-lee-HOO-aw-nayn]

I need water.
Haluaisin vettä.
[HOWL-oo-I-sin VAY-tæ]

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I need food.
Haluaisin ruokaa.
[HOWL-oo-I-sin ROO-oh-kah]

I need sleep.
Tarvitsisin unta.
[TAHR-vit-see-seen OON-tah]

How much does the room cost for one night?
Mikä on huoneen vuorokausihinta?
[MEE-kæ awn HOO-aw-nayn VOO-aw-raw-KOW-see-HIN-tah?]

How much does the room cost for two nights?
Mikä on huoneen hinta kahdeksi vuorokaudeksi?
[MEE-kæ awn HOO-aw-nayn HIN-tah KAH-dayk-see VOO-aw-raw-KOW-dehk-see?]

How much does the room cost for one week?
Mikä on huoneen viikkohinta?
[MEE-kæ awn HOO-aw-nayn VEEK-kaw-HIN-tah?]

I would like the room / the car.
Haluaisin ottaa tämän huoneen / auton.
[HOWL-oo-I-sin OWT-tah TÆ-mæn HOO-aw-nayn / OW-tawn]

I would not like the room / the car.
En halua tätä huonetta / autoa.
[Ayn HOWL-oo-ah TÆ-tæ HOO-oh-nayt-tah / OW-taw-ah]

How do I get to...?
Tiedättekö missä on...?
[TEE-eh-dæt-tay-ker MEES-sæ awn...?]

Please draw me a map.
Voisitteko pürtää kartan?
[VOY-sit-tay-kaw PEER-tæ KAHR-than?]

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Good-bye
Näkemiin
[NÆ-kuh-meen]

Where can I rent a car?
Mistä voisın vuokrata auton?
[MEES-tæ VOY-sin VOO-aw-krah-tah OW-tawn ?]

How can our company help you?
Miten yhtiömme voisi auttaa teitä?
[MEE-tehn EWH-tee-erm-may VOY-see OWT-tah TAY-tæ?]

We'll gladly submit an estimate at no obligation.
Voimme esittää teille arvion sitoumuksetta.
[VOYM-may AY-sit-tæ TAY-lay AHR-vee-awn SEE-tow-mook-seht-tah]

We'll gladly submit our recommendations at no obligation.
Voimme esittää teille suosituksemme sitoumuksetta.
[VOYM-may AY-sit-tæ TAY-lay SOO-aw-see-took-saym-may SEE-tow-mook-seht-tah]

May we put together a proposal for you?
Saisimmeko laatia teille esityksen?
[SIGH-si-may-kaw LAH-tee-ah TAY-lay AY-see-tewk-sehn?]

We would like to help you.
Haluaisimme auttaa teitä.
[HOWL-oo-I-seem-may OWT-tah TAY-tæ]

Is our price within your range?
Sopiiko ehdottamamme hinta laskelmiinne?
SAW-pee-kaw AYH-dawt-tah-mahm-may HIN-tah LAHS-kehl-meen-nay?

When may we get to work on this project for you?
Milloin voimme aloittaa tähän projektiin liittyvät työt?
[MEEL-loyn VOY-may AH-loyt-tah TÆ-hæn PRAW-yehk-teen LEET-tew-væt TEW-ert?]

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Do you have any concerns about our product?

Onko teillä tuotteeseemme liittyviä kysymyksiä?

[AWN-kaw TAY-læ TOO-awt-tay-SAYM-may LEET-tew-vee-æ KEW-sew-MEWK-see-æ?]

Do you have any concerns about our service?

Onko teillä palveluumme liittyviä kysymyksiä?

[AWN-kaw TAY-læ PAHL-vay-LOOM-may LEET-tew-vee-æ KEW-sew-MEWK-see-æ?]

Do you have any concerns about our pricing?

Onko teillä hinnoitteluumme liittyviä kysymyksiä?

[AWN-kaw TAY-læ HEEN-noyt-tay-LOOM-may LEET-tew-vee-æ KEW-sew-MEWK-see-æ?]

May I call you back tomorrow / next week / this afternoon / in the morning?

Voisinko soittaa teille huomenna / ensi viikolla / iltapäivällä / aamulla?

[VOY-sin-kaw SOY-tah TAY-lay HOO-aw-mayn-nah / AYN-see VEE-kawl-lah / EEL-tah-PÆ-væl-læ / AH-mool-lah?]

Who should be my contact within your company?

Kuka on yhteyshenkilöni yhtiössänne?

[KOO-kah awn EW-tay-is-HEHN-kee-ler-nee EWH-tee-ers-sæ-neh?]

NOTES:

Most business customs are the same in Finland as in most Western countries. There is nothing specific to note that should be watched out for.

See the note above on the word “please.”

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FRENCH

There are 51 million people who speak French as their mother tongue in France. But there are 77 million people total in all countries of the world who speak French as their mother tongue, and 128 million people in the world who speak French when we include those who use it as a second language. Many of those second language speakers are in Africa, where it is an official language of many countries to allow communication in situations where there are many, many tribal languages and a common language is needed for communication. Thus it is spoken in 54 countries including Algeria, Andorra, Austria, Belgium, Benin, Burkina Faso, Burundi, Cameroon, Canada, Central African Republic, Chad, Comoros Islands, Congo, Côte d'Ivoire, Democratic Republic of Congo, Djibouti, French Guiana, French Polynesia, Gabon, Luxembourg, Madagascar, Mali, Martinique, Mayotte, Monaco, New Caledonia, Niger, Reunion, Rwanda, Senegal, Switzerland, Togo, Vanuatu, St. Wallis and Futuna.

See **pronunciation guide** at the beginning of this book. The “r” is in the back of the mouth, like gargling.

Hello, nice to meet you.

Bonjour, je suis heureux de vous rencontrer.

[Bohⁿ-ZHOOR, zhuh swee-zuh-ru duh voo rahⁿ-kohⁿ-TRAY]

I only speak English.

Je ne parle que l'anglais.

[Zhuh nuh pahrl kuh lahⁿ-GLAY]

I don't understand.

Je ne comprends pas.

[Zhuh nuh kohⁿ-prahⁿ PAH]

What is this?

Qu'est-ce que c'est?

[Kehs-kuh SAY?]

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What is the time?
Quelle heure est-il?
[Kehl uhr eh-TEEL?]

What is the date?
Quelle est la date?
[Kehl eh lah DAHT?]

Where is the nearest toilet?
Où sont les toilettes les plus proches?
[Oo sohⁿ lay twah-leht lay plew PROHSH?]

Where is the nearest hotel?
Où est l'hôtel le plus proche?
[Oo eh loh-tehl luh plew PROHSH?]

Where is the nearest airport?
Où est l'aéroport le plus proche?
[Oo eh lah-ay-roh-pohr luh plew PROHSH?]

Where is the nearest hospital?
Où est l'hôpital le plus proche?
[Oo eh loh-pee-tahl luh plew PROHSH?]

Where is the nearest American restaurant?
Où est le restaurant américain le plus proche?
[Oo eh luh rehs-toh-rahⁿ -tah-may-ree-kehⁿ luh plew PROHSH?]

What do you need to make this work?
De quoi avez-vous besoin pour faire ce travail?
[Duh kwah ah-vay voo buh-zwehⁿ poor suh trah-VAHY?]

Who is the decision maker?
Qui est le décisionnaire?
[Kee eh luh day-see-zee-oh-NAYR?]

THE BUSINESS TRANSLATOR

May I use the *phone* / computer?

Puis-je utiliser votre *téléphone* / ordinateur?

[Pweezh ew-tee-lee-say voh-truh *tay-lay-FOHN* / ohr-dee-nah-TUHR ?]

May I speak alone with my partner for a moment?

Est-ce que je peux rester seul un moment pour parler à mon collègue ?

[Ehs-kuh zhuh pu ray-stay suhl uhⁿ moh-mahⁿ poor pahr-lay ah mohⁿ koh-LEHG ?]

Let's make this deal happen today.

Concluons cette affaire aujourd'hui.

[Kohⁿ-klew-ohⁿ seht uh-fehr oh-zhoor-DWEE]

Yes

Oui

[Wee]

No

Non

[No hⁿ]

Why

Pourquoi

[Poor-KWAH]

How

Comment

[Koh-MA Hⁿ]

Maybe

Peut-être

[Puh-TEHTR]

Thank you

Merci

[Mehr-SEE]

THE BUSINESS TRANSLATOR

Sign here.
Signez ici.
[See-nyay-ee-SEE]

Please
S'il vous plaît
[Sil voo PLEH]

My name is ...
Je m'appelle...
[Juh mah-pehl...]

What is your name?
Comment vous appelez-vous?
[Koh-mahⁿ voo-zah-play-VOO?]

Where can I find an interpreter?
Où puis-je trouver un interprète?
[Oo pweezh troo-vay uhⁿ ehⁿ-tehr-PREHT?]

I need a hotel room.
Je cherche une chambre d'hôtel.
[Juh shairsh ewn shawm-bruh doh-TEHL]

I need water. (polite)
Je voudrais de l'eau.
[Juh voo-dray duh LOH]

I need food. (polite)
Je voudrais manger.
[Juh voo-dray mahⁿ-ZHAY]

I need sleep. (polite)
Je voudrais dormir
Juh voo-dray dor-MEER

THE BUSINESS TRANSLATOR

How much does the room cost for one night / for two nights / for one week?

Combien coûte la chambre *pour une nuit* / *pour deux nuits* / *pour une semaine* ?

[Kawm-byehⁿ koot lah shawm-bruh *poor ewn NWEE* / *poor du NWEE* / *poor ewn seh-MEHN* ?]

I would like *the room* / the car.

Je prends *la chambre* / la voiture.

[Juh prahⁿ lah *SHAWM-bruh* / lah vwah-TEWR]

I would not like *the room* / the car.

Je ne prends pas *la chambre* / la voiture.

[Juh nuh prahⁿ pah lah *SHAWM-bruh* / lah vwah-TEWR]

How do I get to...? (this is for asking directions to a place)

Comment puis-je aller...?

[Koh-mahⁿ pweezh ah-LAY...?]

Please draw me a map.

Pourriez-vous me dessiner l'itinéraire?

[Poor-yay-voo muh deh-see-nay lee-tee-nay-REHR?]

Good-bye

Au revoir

[Oh-reh-VWAHR]

Where can I rent a car?

Où puis-je louer une voiture?

[Oo pweezh loo-ay ewn vwah-TEWR?]

How can our company help you?

De quelle façon notre société peut-elle vous être utile?

[Duh kehl fah-sohn noh-truh soh-syay-tay pu-tehl voo zeh-truh ew-TEEL?]

THE BUSINESS TRANSLATOR

We'll gladly submit an estimate at no obligation.

C'est avec plaisir que nous vous proposerons un devis gratuit.

[Seh-tah-vehk play-zeer kuh noo voo proh-poh-zeh-rohⁿ uhⁿ duh-vee grah-TWEE]

We'll gladly submit our recommendations.

C'est avec plaisir que nous vous donnerons nos recommandations.

[Seh tah-vehk play-zeer kuh noo voo daw-neh-rohⁿ noh ray-koh-mahⁿ-dah-SYO Hⁿ]

May we put together a proposal for you?

Pouvons-nous vous établir une proposition?

[Poo-vohⁿ noo voo ay-tah-bleer ewn proh-poh-zee-SYOHⁿ?]

We would like to help you.

Nous aimerions vous aider.

[Noo-zeh-meh-ree-ohⁿ voo-zeh-DAY]

Is our price within your range?

Notre prix vous convient-il?

[Noh-truh pree voo kohⁿ-vyehⁿ-TEEL?]

When may we get to work on this project for you?

Quand pouvons-nous commencer à travailler sur votre projet?

[Kahⁿ poo-vohⁿ noo koh-mahⁿ-say ah trah-veh-yay sewr voh-truh proh-ZHAY?]

Do you have any concerns about *our product* / *our service* / *our pricing*?

Avez-vous des inquiétudes sur *notre produit* / *notre service* / *nos prix* ?

[Ah-vay voo day-zehⁿ-kyay-tewd sewr noh-truh proh-DWEE / noh-truh sehr-VEES / noh PREE ?]

THE BUSINESS TRANSLATOR

May I call you back *tomorrow / next week / this afternoon / in the morning?*

Puis-je vous rappeler *demain / la semaine prochaine / cet après-midi / dans la matinée ?*

[Pweezh voo rah-peh-lay *duh-MEH*ⁿ / lah seh-mehn proh-SHEHN / seht ah-preh-mee-DEE / dahⁿ lah mah-tee-NAY ?]

Who should be my contact within your company?

Qui pourrai-je contacter dans votre société ?

[Kee poo-reh-zhuh kohⁿ-tahk-tay dahⁿ voh-truh soh-syay-TAY?]

NOTES :

These are general hints concerning business behavior:

The first time you meet with your potential French customer, you may exchange your calling cards. You shake hands, even with a woman. You should dress formally (dark suit for men, suit for women.)

Business lunch: you can negotiate during a meal, eating being a passion for French people. A meal can last for 2 hours.

You must not behave casually (for example, don't chew with your mouth open or talk while your mouth is full).

When somebody comes into a room you are in, you must stand up to shake hands.

THE BUSINESS TRANSLATOR

GAELIC, IRISH

There are over 260,000 fluent or native speakers of Irish Gaelic in Ireland. This is about 13% of the population. Areas of Ireland in which Gaelic is spoken include the western isles, the northwest and southwest coasts, Galway, part of Mayo, Kerry, Donegal, Meath, Cork, Waterford, Scotland (Albain), and the Isle of Mann. It is taught as an official language in schools and encouraged by the government.

Pronunciation Guide:

Sounds not mentioned here are the same as in English.

a, ah	= the “a” in “father”
aa	= the sound in “cat”, but lengthened
ay	= the “ay” in “day”
aw	= the “aw” in “awful”
e, eh	= the “e” in “bed”
ë	= the sound in the first syllable of “above”
ee	= the “ee” in “beet”
i	= the “i” in “bit”
ie	= the “ie” in “lie” or “die”
gh	= voice counterpart of [xh], a fricative [g] (almost like gargling)
hh	= indicates an [h] sound at the end of a syllable
ø	= a long [oo] sound, but with the lips spread as in [ee]
j, ch	= English j, ch
o	= the “o” in “boat”
ow	= the “ow” in “now”
u	= the “u” in “put”
uh	= the “u” in “up”
ui,uee	= indicates a slight [u] sound after the preceding consonant
xh	= the sound at the end of the familiar Scottish “loch”

Hello, nice to meet you.

Dia duit, conas atá tú.

[DYEE-ë DITCH, KON-ës ë-TAA too]

THE BUSINESS TRANSLATOR

I only speak English.
Níl ach Béarla agam.
[NYEE-il axh BAYR-lë uh-gëm]

I don't understand.
Ní thuigim.
[nyee HIG-im]

What is this?
Cad é seo?
[kë-DYAY shaw?]

What is the time?
Cén t-am é?
[kayn TAAM ay?]

What is the date?
Cén dáta atá ann inniu?
[kayn DAAT-ëtah UHN inyoo?]

Where is the nearest toilet?
Cá bhfuil an leithreas is gaire?
[kawil ën LYEHH-rës iss gui-rë?]

Where is the nearest hotel?
Cá bhfuil an óstán gaire?
[kawil ën AWS-taan iss gui-rë?]

Where is the nearest airport?
Cá bhfuil an aerfort is gaire?
[kawil ën AYR-fort iss gui-rë?]

Where is the nearest hospital?
Cá bhfuil an ospidéal is gaire?
[kawil ën OS-pidyayl iss gui-rë?]

THE BUSINESS TRANSLATOR

Where is the nearest American restaurant?
Cá bhfuil an bialann Meiriceánach is gaire?
[kawil ěn BEEA-lan meh-ri-KYAAN-axh iss gui-rě?]

What do you need to make this work?
Cad é atá tú ag iarraidh chun é seo a cur i bhfeidhm?
[ka-DYAY taa too GYEER-ee huhn ay shaw xhuhr ě VIEM?]

Who is the decision maker?
Cé a dhéanann socrúithe anseo?
[KAY YEN-ěn SOK-ree-hěn-shaw?]

May I use the phone?
An bhfuil cead agam an fón a úsáid?
[wil KYAD uh-guhm ěn FAWN OOS-iedj?]

May I use the computer?
An bhfuil cead agam an ríomhaire a úsáid?
[wil KYAD uh-guhm ěn REE-wě-rě OOS-iedj?]

May I speak alone with my partner for a moment?
An dtig liom labhairt le mo pháirtí i leataobh nóiměad beag?
[dyig lyuhm LAW-ěrt leh mo FAR-tyee ě-LYAT-eev NAW-mayd byuhg?]

Let's make this deal happen today.
Cuirimis an beart seo i bhfeidhm inniu.
[KUH-ri-mish ěn BART shaw ě-VIEM inyoo?]

Yes / No (There is no single word in Irish for “yes” or “no”, instead the verb used in the question is repeated in the positive (for “yes”) or negative (for “no”) form. Some commonly used forms are:-

Yes: Tá [taa], Is ea [sha]

No: Níl [NYEE-il], Ní hea [nyee ha]

The English words Yes (or Aye) and No will also be understood.

THE BUSINESS TRANSLATOR

Why
Cén fáth
[kayn FAAHH]

How
Conas
[KON-ēs]

Maybe
B'fhéidir
[BAY-dyir]

Thank you
Go raibh maith agat
[guh-ruh MAHH uh-guht]

Sign here.
Sínigh anseo.
[SHEE-nee uhn-SHAW]

Please
Le do thoil
[leh duh HUHL]

My name is ...
...is ainm dom.
[...iss AN-yim dom]

What is your name?
Cad is ainm duit?
[KAD iss AN-yim ditch?]

Where can I find an interpreter?
Cá háit ar féidir teangaire a fháil?
[ka-HAATCH ér FAY-dyir TYANG-ë-rë IEL?]

I need a hotel room.
Tá seomra óstán de dhíth orm.
[taa SHAWM-rë AWS-taan dë YEE-horëm]

THE BUSINESS TRANSLATOR

I need *water / food / sleep* (polite)

Tá *uisce / bia / codladh* de dhíobháil orm

[taa *ISH-kyë / BEE-ë / KOL-oo* dë YEE-waal orëm]

How much does the room cost *for one night / for two nights / for one week?*

Cé mhéad atá ar an seomra *ar feadh oíche amháin / ar feadh dhá oíche / ar feadh seachtaine amháin?*

[ke-VAYD-taa ärë SHAWM-rë *är fie EE-çë-WAAYN / är fie GHAA EE-çë / är fie SHAXH-tin-ë-WAAYN?*]

I would like *the room / the car.*

Ba mhaith liom *an seomra / an gluaisteán.*

[bë-WAHH lyuhm *ën SHAWM-rë / ën GLOO-ish-tyaan*]

I would not like *the room / the car.*

Níor mhaith liom *an seomra / an gluaisteán.*

[NYEER WAHH lyuhm *ën SHAWM-rë / ën GLOO-ish-tyaan*]

How do I get to...? [this is for asking directions to a place]

Conas a rachaidh mé go ...?

[KON-ësë RA-xhee may go...?]

Please draw me a map.

An dtarraing tú léarscáil dom le do thoil.

[DA-ring too LAYR-skaayl dom leh do huhl]

Good-bye

Slán

[SLAAN]

Where can I rent a car?

Cá háit ar féidir gluaisteán a fháil ar cíós?

[ka-HAATCH *är* FAY-dyir GLOO-ish-tyaan *ë* iel *är* KEE-ës?]

How can our company help you?

Cén dóigh ar féidir lenár gcomhlacht cuidiú a thabhairt duit?

[kayn DOY *är* FAY-dyir leh-nar GAW-laxht KUI-dyoo *ë* HAW-
ärt ditch?]

THE BUSINESS TRANSLATOR

We'll gladly submit an estimate at no obligation.
Cuirfimid isteach meastachán gan oibleagáid, agus fáilte.
[KUHR-hi-midj iss-TYAXH MAS-të-xhaan gan OB-lig-iedj .
ag-ës FAAL-tyë]

We'll gladly submit our recommendations at no obligation.
Cuirfimid isteach ár moltaí gan oibleagáid, agus fáilte.
[KUHR-hi-midj iss-TYAXH ar MOL-tee gan OB-lig-iedj . ag-ës
FAAL-tyë]

May we put together a proposal for you?
An gcuirfimid moladh le chéile duit?
[ën GUHR-hi-midj MOL-oo læ ÇAY-lë ditch?]

We would like to help you.
Ba mhian linn do chuidiú.
[bë VEE-ën lin do XHUI-dyoo]

Is our price within your range?
An bhfuil ár bpraghas taobh istigh de do rann?
[ënwil ar BRIESS tueev iss-TYEE dë do RAN?]

When may we get to work on this project for you?
Cén t-am a gcromfaimid ar an scéim seo duit?
[kayn TAAM ë GRUHM-hi-midj ërë SHKAYM shaw ditch?]

Do you have any concerns about our *product / service /
pricing*?
An bhfuil aon inní ort faoinár *dtáirge / seirbhís /
bpraghasanna*?
[wil ayn IM-nee ort fueenar *DAAR-gyë / SHER-ë-veesh /
BRIES-ë-në?*]

THE BUSINESS TRANSLATOR

May I call you back *tomorrow / next week / this afternoon / in the morning?*

An dtig liom glaoch a chur ort *amárach / an tseachtain seo chugainn / san iarnóin / maidin amárach?*

[*ën dyig lyuhm GLAYXH ë-xuhr ort ë-MAAR-axh / ë TYAXH-tin SHAW-guin / sën eer-NAW-in / MA-dyin ë-MAAR-axh?*]

Who should be my contact within your company?

Cé a mbeidh baint agam leis taobh istigh de do chomhlacht?

[*kay-ë-may BUINT-uh-gëm-lesh tueev iss-TYEE dë do XHAW-laxht?*]

THE BUSINESS TRANSLATOR

GAELIC, SCOTS

Spoken by over 88,800 people. Although most are bilingual in English and Scots Gaelic, there are almost 500 monolingual speakers of the language. It is spoken mostly in the north and central counties of Ross, the Islands of Hebrides, and Skye. There are books and journals are produced on various topics in Scots Gaelic, and there is an increased interest in the language since the 1990s because of the establishment of Scotland's own Parliament, for the first time in 300 years.

Pronunciation Guide:

Sounds not mentioned here are the same as in English

a, ah	= like the “a” in “father”
aa	= like the sound in “cat”, but lengthened
ay	= like the “ay” in “day”
aw	= like the “aw” in “awful”
e, eh	= like the “e” in “bed”
ë	= the sound in the first syllable of “above”
ee	= like the “ee” in “beet”
i	= like the “i” in “bit”
ie	= like the “ie” in “lie” or “die”
gh	= voiced counterpart of [xh], a fricative [g] (almost like gargling)
hh	= indicates an [h] sound at the end of a syllable
ø	= like a long [oo] sound, but with the lips spread as in [ee]
j, ch	= like English j, ch
o	= like the “o” in “boat”
ow	= like the “ow” in “now”
u	= like the “u” in “put”
uh	= like the “u” in “up”
ui	= indicates a slight [u] sound after the preceding consonant
xh	= like the sound at the end of the familiar Scottish “loch”

THE BUSINESS TRANSLATOR

Hello, nice to meet you.
Ciamar a tha sibh.
[KEE-mër ë HAA shiv]

I only speak English.
Chan eil ach Beurla agam.
[xhan-YIL axh BAYR-lë uh-këm]

I don't understand.
Chan eil mi a' tuigsinn.
[xhan-YIL mee-ë TUIK-shin]

What is this?
Dè seo?
[JAY SHAW?]

What is the time?
Dè'n uair a tha e?
[jayn OO-ir ë HA eh?]

What is the date?
Dè'n ceann-latha a tha e?
[jayn KYOWN-LA-ë ha eh?]

Where is the nearest *toilet* / hotel / *airport* / hospital /
American restaurant?
Càite a' bheil an *taigh-beag* / *taigh-òsda* / *port-adhair* /
ospadal / *taigh-bidhe Ameireagach* as fhaisge?
[KAAHH-chë vel ën *TIE-bek* / *TIE-AWS-të* / *PORST-AY-ër* /
OS-pa-tal / *TIE-BEE-ë ë-MEH-rak-axh* ës-ASH-kyë?]

What do you need to make this work?
Dè tha thu ag iarraidh a thoirt air seo obair?
[JAY ha oo k-EE-ër-ee ë HAWRSHCH er shaw AW-pir?]

Who is the decision maker?
Cò a tha a' dèanamh nan co-dhùnadh?
[KAW ë ha JEN-ëv nën KO-GHOON-ëgh?]

THE BUSINESS TRANSLATOR

May I use the *phone* / computer?

Am faodaidh mi feum a dhèanamh dhen *teilefòn* / choimpiutair?

[ëm FØ-tee mee FAYM ë YEN-ëv yën TEL-ë-fawn / xhom-PYU-tir?]

May I speak alone with my partner for a moment?

Am faodaidh mi bruidhinn ri mo chompanach a leth-taobh mòmaid?

[ëm FØ-tee mee BREE-een ri mo XHOM-panaxh ë LEHH-tøv MAW-mich?]

Let's make this deal happen today.

Dùnamaid an cùnnradh seo an-diugh.

[DOON-ë-mich ën KOON-rëgh shaw ën-JOO]

Yes / No (There is no single word in Gaelic for “yes” or “no,” instead the verb used in the question is repeated in the positive (for “yes”) or negative (for “no”) form. Some commonly used forms are:

Yes: Tha [ha], Seadh [sha]

No: Chan eil [xhan-YIL]

The English words Yes (or Aye) and No will also be understood.

Why

Carson

[kar-SON]

How

Ciamar

[KEE-mër]

Maybe

Faodar

[FØ-tër]

Thank you

Tapadh leibh

[TAHH-pë lev]

THE BUSINESS TRANSLATOR

Sign here.

Cuir d'ainm an-seo.

[KUHR DEN-ëm uhn-SHAW]

Please

Mas e do thoil e

[MAS eh duh HUHL eh]

My name is...

Is mise...

[iss MISH-ë...]

What is your name?

Dè an t-ainm a th'oraibh?

[JAY ën TEN-ëm ë HUH-rëv?]

Where can I find an interpreter?

Càite an urrainn dhomh fear-eadartheangachaidh a fhaighinn?

[KAA-chën UH-rin ghoo fer-ET-ër-HANG-axh-ie ë IE-in?]

I need a hotel room.

Tha seòmar thaigh-òsda a dhìth orm.

[ha SHAW-mër HIE-AWS-të ë YEEHH ar-ëm]

I need water.

Tha biadh a dhìth orm.

[ha BEE-ëg ë YEEHH ar-ëm]

I need food.

Tha uisge a dhìth orm.

[ha OOSH-kyë ë YEEHH ar-ëm]

I need sleep.

Tha cadal a dhìth orm.

[ha KAT-al ë YEEHH ar-ëm]

THE BUSINESS TRANSLATOR

How much does the room cost *for one night* / for two nights /
for one week?

Cia meud a tha air seòmar fad *aon oidhche* / dà oidhche / *aon seachdain*?

[kee MAYT ë HA er SHAW-mër fat ØN Ø-ee-çë / DAA Ø-ee-çë / ØN SHEXH-kin?]

I would like *the room* / the car.

Bu toil leam *an seòmar* / an càr.

[bë TUHL lyem ën SHAW-mër / ën KAAR]

I would not like *the room* / the car.

Cha bu toil leam *an seòmar* / an càr.

[XHA bë TUHL lyem ën SHAW-mër / ën KAAR]

How do I get to...? (this is for asking directions to a place)

Ciamar a théid mi a...?

[KEE-mër ë HAYCH mee ë...?]

Please draw me a map.

Tarraing map dhomh mas e do thoil e.

[TAR-ing MAHHP ghoo MAS eh duh HUHL eh]

Good-bye.

Beannachd leibh.

[BEN-axhk lev]

Where can I rent a car?

Càite an urrainn dhomh càr a ghabhail air mhàl?

[KAA-chën UH-rin ghoo KAAR ë GHAV-al er VAAL?]

How can our company help you?

Ciamar a urrainn dar còmhlan cobhair a thoirt dhuibh?

[KEE-mër ë UH-rin dar KAW-lan KAW-ir ë horshch ghuv?]

THE BUSINESS TRANSLATOR

We'll gladly submit an estimate / our recommendations at no obligation.

Cuiridh sinn a-steach meas / ar molaidh gun chomain gu toilichte.

[KUH-ree shin ës-chaxh MES / ar MOL-ee guhn XHOM-in guh TUIL-ixh-chë]

May we put together a proposal for you?

Am faodaidh sinn tairsge a chur le chèile dhuibh?

[ëm FØ-tee shin TARSH-kyë ë xuhr leh çay-lë ghuiiv?]

We would like to help you.

Bu toil leinn cobhair a thoirt dhuibh.

[bë TUIL lyin KAW-ir ë horshch ghuiiv]

Is our price within your range?

A' bheil ar prìs ann an raon agaibh?

[ë vel ar PREESH own ën RØN uh-kiv?]

When may we get to work on this project for you?

Cuine am faodaidh sinn tòiseachadh air a' phròiseact seo dhuibh?

[KUIN-yëm FØ-tee shin TAW-shaxh-ëgh er ë FRAW-shekt shaw ghuiiv?]

Do you have any concerns about our *product* / *service* / *pricing*?

A' bheil cùram agaibh mun cuairt air ar *cinneas* / *seirbheis* / *prìsean*?

[ë vel KOO-rëm uh-kiv muhn KOO-ërshch er ar KIN-yës / SHER-vesh / PREESH-ën?]

May I call you back *tomorrow* / *next week* / *this afternoon* / *in the morning*?

Am faodaidh mi fòn thu air ais *a-màireach* / an ath sheachdain / *ann an fheasgar* / maidinn a-màireach?

[ëm FØ-tee mee FAWN oo er ash ë-MAA-raxh / ën AHH-HEXH-kin / own ën YES-kër / MAT-een ë-MAA-raxh?]

THE BUSINESS TRANSLATOR

Who should be my contact within your company?

Cò a bhidh coinneachadh agam ris a-stigh ur còmhlan?

[KAW ë vee KON-yaxh-ëgh uh-këm rish ë-stee oor KAW-lan?]

THE BUSINESS TRANSLATOR

GANDA (See LUGANDA)

THE BUSINESS TRANSLATOR

GEORGIAN qar Tuli

Spoken by about 4 million people, mostly in Georgia, but also some in Armenia, Azerbaijan, Iran, Kazakhstan, Kyrgyzstan, Russia, Tajikistan, Turkey, Turkmenistan, Ukraine, Uzbekistan

Pronunciation Guide:

Consonants – same as in English except for “kh” which is like the “ch” in Scottish “loch” and “q” which is similar to “k” but very far back in the throat. “zh” is like the “z” in “azure” and “gh” is like “kh”, but make your vocal cords vibrate at the same time – like gargling.

Vowels

“a” = the “a” in English “father”

“e” = the “e” in English “bet”, but close to the “ay” in English “day”

“i” = the “ee” in English “beet”

“o” = the “o” in English “boat”

“u” = the “u” in English “lute”

Hello, nice to meet you.

GgamarjobaT, sasiarovnoa Tqveni gacnoba.

[Gamarjobat, sasiarovnoa tkveni gatsnoba]

I only speak English.

Mme mxolod inglisorad vlaparakob.

[Me mkholod inglisorad vlaparakob]

I don't understand.

ver gavige.

[Ver gavige]

What is this?

es ra aris?

[Es ra aris?]

THE BUSINESS TRANSLATOR

What is the time?
romeli saaTia?
[Romeli saatia?]

What is the date?
dRes ra dRea?
[Dghes ra dghea?]

Where is the nearest *toilet* / airport / *hospital* / American
restaurant?
aq axlos *tualeti* / aeroporti / *saavadmyofo* / amerikuli restorani
sadaa?
[Ak akhlos *tualeti* / aeroporti / *saavadmkopo* / amerikuli
restorani sadaa?]

What do you need to make this work?
ra gesaWiroebaT am saqmisaTvis?
[Ra gesachiroebat am sakmisatvis?]

Who is the decision maker?
vin iRebs gadawyvetilebebs?
[Vin ighebs gadatskvetilebebs?]

May I use the phone / computer?
SeiZleba, telefoniT / kompiuteriT visargeblo?
[Sheidzleba, teleponit / kompiuterit visargeblo?]

May I speak alone with my partner for a moment?
N neba momeciT, Cems partniors calke gavesaubro?
[Neba mometsit, chems partniors tsalke gavesaubro?]

Let's make this deal happen today.
MmodiT, dResve movaxdinoT es garigeba.
[Modit, dghesve movakhdinot es garigeba]

Yes
Ddiax
[Diakh]

THE BUSINESS TRANSLATOR

No
Aara.
[Ara]

Why
ratom
[Ratom]

How
rogor
[Rogor]

Maybe
SeiZleba
[Sheidzleba]

Thank you
GgmadlobT
[Gmadlobt]

Sign here
Aaq moawereT xeli
[Ak moatseret kheli]

Please has no exact translation. There are different words or word combinations for different situations that mean “please.”

My name is...
me mqvia...
[Me mkvia...]

What is your name?
ra gqviaT?
[Ra gkviat?]

Where can I find an interpreter?
sad SemiZlia Tarjimani movnaxo?
[Sad shemidzlia tarjimani movnakho?]

THE BUSINESS TRANSLATOR

I need a hotel room.
me sastumros nomeri mWirdeba.
[Me sastumros nomeri mchirdeba]

I need water.
wyali minda.
[Tsqali minda]

I need food.
saWmeli minda.
[Sachmeli minda]

I need sleep.
Zili mWirdeba.
[Dzili mchirdeba]

How much does the room cost for one night / for two nights /
for one week?
ra Rirs erTi nomeri erTi RamiT / ori RamiT / erTi kviriT?
[Ra ghirs erti nomeri erti ghamit / ori ghamit / erti kvirit?]

I would like the room.
1. nomeri momeciT, Tu SeiZleba (in a hotel)
2. oTaxi momeciT, Tu SeiZleba (not in a hotel)
[1. Nomeri mometsit, tu sheidzleba (in a hotel)]
[2. Otakhi mometsit, tu sheidzleba (not in a hotel)]

I would like the car.
manqana mWirdeba, Tu SeiZleba.
[Mankana mchirdeba, tu sheidzleba]

I would not like the room / the car.
ar minda oTaxi / manqana.
[Ar minda otakhi/ mankana]

How do I get to ...?
rogor mivide ...?
[Rogor mivide ...?]

THE BUSINESS TRANSLATOR

Please draw me a map.
Tu SeiZleba, ruka damixateT.
[Tu sheidzleba, ruka damikhatet]

Good-bye
naxvamdis
[Nakhvamdis]

Where can I rent a car?
sad SemiZlia manqana viqirao?
[Sad shemidzlia mankana vikirao?]

How can our company help you?
riTi SeuZlia Cvens kompanias Tqveni daxmareba?
[Riti sheudzlia chvens kompanias tkveni dakhmareba?]

We'll gladly submit an estimate / our recommendations at no obligation.
siamovnebiT warmogidgenT Sefasebas / Cvens rekomendaciebs
Tqvengan yovelgvari valdebulebebis gareSe.
[Siamovnebit tsarmogidgent shepasebas / chvens rekomendatsiebs tkvengan qovelgvari valdebulebebis gareshe]

May we put together a proposal for you?
SeiZleba, SemoTavazeba SegidginoT?
[Sheidzleba, shemotavazeba shegidginot?]

We would like to help you.
Cveni survilia, dagexmaroT.
[Chveni survilia, dagekxmarot]

Is our price within your range?
Cveni Ffasi Tqveni fasebis sazRvrebSia?
[Chveni pasebi tkveni pasebis sazghvrebshia?]

When may we get to work on this project for you?
rodis SegviZlia am proeqtze muSaobis dawyeba?
[Rodis shegvidzlia am proektze mushaobis datskeba?]

THE BUSINESS TRANSLATOR

Do you have any concerns about our product / service / pricing?
xom ar uCiviT Cvens produqcias/ momxaxurebas/ fasebs?
[Khom ar uchivit chvens produktsias / momsakhurebas /
pasebs?]

May I call you back tomorrow / next week / this afternoon / in
the morning?
SeiZleba, xval / im kviraSi / naSuadRevs / diliT gadmogirekoT?
[Sheidzleba, khval / im kvirashi / nashuadghevs / dilit
gadmogirekot?]

Who should be my contact within your company?
visTan unda mqondes kontakti Tqvens kompaniaSi?
[Vistan unda mkondes kontakti tkvens kompaniashi?]

NOTES:

The translation is user-oriented: when choosing among different alternatives, easier versions are selected for the user to read and pronounce. The focus was made on polite, conversational Georgian with sentences sounding natural and having a refined style at the same time.

THE BUSINESS TRANSLATOR

GERMAN

100 million people in the world speak German as their first language. About 28 more million people use it as a second language. Countries where German is an official or national language include Germany, Austria, Switzerland, and Liechtenstein,

See **pronunciation guide** at the beginning of the book.
“r” is in the back of the throat – like gargling.

Hello, nice to meet you.
Hallo, ich freue mich Sie kennenzulernen.
[Hah-LOH, iç FROY-uh miç zee KEHN-uhn-tsoo-LEHR-nuhn]

I only speak English.
Ich spreche nur Englisch.
[Iç SHPREH-çuh noor EHNG-lish]

I don't understand.
Ich verstehe nicht.
[Iç fehr-SHTAY-uh niçt]

What is this?
Was ist das?
[Vahs ist dahs?]

What is the time? (Asking for a time other than now)
Um welche Uhrzeit?
[Um VEHL-çuh OOR-tsight?]

What is the date? (Asking for a time other than now)
An welchem Datum?
[Ahn VEHL-çuhm DAH-toom?]

What is the date? (If you are asking the date today)
Welches Datum haben wir?
[VEHL-çuhhs DAH-toom HAH-buhn vir?]

THE BUSINESS TRANSLATOR

What is the time? (If you are asking the time now)

Wie spät ist es?

[Vee shpayt ist ehs?]

Where is the nearest toilet?

Wo ist die nächste Toilette?

[Voh ist dee NEHK-stuh twah-LEH-tuh?]

Where is the nearest airport?

Wo ist der nächste Flughafen?

[Voh ist dehr NEHK-stuh FLOOK-hah-fuhn?]

Where is the nearest hotel / hospital / American restaurant?

Wo ist das nächste Hotel / Krankenhaus / amerikanische Restaurant?

[Voh ist dahs NEHK-stuh hoh-TEHL / KRAHNK-uhn-hows / uh-mehr-ee-KAHN-ish-uh REHS-toh-rahnt?]

What do you need to make this work?

Was brauchen Sie damit dies funktioniert?

[Vahs BROW-xhuhn zee dah-MIT dees foonk-tsee-oh-NEERT?]

Who is the decision maker?

Wer trifft die Entscheidungen?

[Vehr trift dee ehnt-SHIGH-doong-uhn?]

May I use the phone?

Darf ich bitte das Telefon benutzen?

[Dahrf iç BIT-uh dahs TAY-lay-fohn buh-NUT-suhn?]

May I use the computer?

Darf ich bitted das Computer benutzen?

[Dahrf iç BIT-uh dahs kohm-PYEW-tuhr buh-NUT-suhn?]

May I speak alone with my partner for a moment?

Kann ich ein Moment allein mit meinem Partner sprechen?

[Kahn iç ighn moh-MEHNT uh-LIGHN mit MIGH-nuhm PAHRT-nuhr SPREH-çuhn?]

Let's make this deal happen today.

THE BUSINESS TRANSLATOR

Lassen wir dieses Geschäft heute noch geschehen.

[LAH-suhn vir DEE-zuhs guh-SHEHFT HOY-tuh nohxxh guh-SHAY-uhn]

Yes

Ja

[Yah]

No

Nein

[Nighn]

Why

Warum

[Vah-ROOM]

How

Wie [Wieso]

Vee [Vee-ZOH]

Maybe

Vielleicht

[Fee-LIGHÇT]

Thank you

Danke

[DAHNG-kuh]

Sign here.

Unterschreiben Sie hier.

[UN-tehr-shrigh-buhn zee heer]

Please

Bitte

[BIT-uh]

My name is...

Ich heiÙe...

[Iç HIGH-suh...]

THE BUSINESS TRANSLATOR

What is your name?

Wie heißen Sie?

[Vee HIGH-s'n zee?]

Where can I find an interpreter?

Wo kann ich einen Dolmetscher finden?

[Voh kahn iç IGH-nuhn DOHL-meht-sheer FIN-duhn?]

I need a hotel room.

Ich brauche ein Hotelzimmer.

[Iç BROW-xhuh ighn hoh-TEHL-tsim-er]

I would like a glass of water, please.

Ich möchte gerne ein Glas Wasser, bitte.

[Iç MERÇ-tuh GEHR-nuh ighn glahs VAH-ser BIT-uh]

I would like something to eat.

Ich hätte gerne etwas zu essen.

[Iç HEH-tuh GEHR-nuh EHT-vahs tsoo EHS-suhn]

I would like to sleep.

Ich würde gerne schlafen.

[Iç VEWR-duh GEHR-nuh SHLAH-fuhn]

How much does the room cost for one night?

Wieviel kostet das Zimmer für eine Nacht?

[Vee-FEEL KAWS-tuht dahs TSIM-muhr fewr igh-nuh nahxht?]

How much does the room cost for two nights?

Wieviel kostet das Zimmer für zwei Nächte?

[Vee-FEEL KAWS-tuht dahs TSIM-muhr fewr tsvigh NEHÇ-tuh?]

How much does the room cost for one week?

Wieviel kostet das Zimmer für eine Woche?

[Vee-FEEL KAWS-tuht dahs TSIM-muhr fewr IGH-nuh VOH-xhuh?]

THE BUSINESS TRANSLATOR

I would like the room.

Ich möchte gerne das Zimmer haben.

[Iç MERÇ-tuh GEHR-nuh dahs TSIM-muhr HAH-buhn]

I would like the car.

Ich möchte gerne das Auto haben.

[Iç MERÇ-tuh GEHR-nuh dahs OW-toh HAH-buhn]

I would not like the room.

Ich möchte das Zimmer nicht.

[Iç MERÇ-tuh dahs TSIM-muhr niçt]

I would not like the car.

Ich möchte das Auto nicht.

[Iç MERÇ-tuh dahs OW-toh niçt]

How do I get to ...? (this is for asking directions to a place)

Wie komme ich nach...?

[Vee KOHM-uh iç nahxh...?]

Please draw me a map.

Zeichnen Sie mir bitte eine Karte.

[TSIGHÇ-nuhn zee meer BIT-uh IGH-nuh KAHR-tuh]

Good-bye

Auf Wiedersehen

[Owf VEE-duhr-zayn]

Where can I rent a car?

Wo kann ich ein Auto mieten?

[Voh kahn iç ighn OW-toh MEE-tuhn?]

How can our company help you?

Wie kann unsere Firma Ihnen behilflich sein?

[Vee kahn UN-suh-ruh FEER-muh EE-nuhn buh-HILF-liç zighn?]

THE BUSINESS TRANSLATOR

We'll gladly submit an estimate at no obligation.

Wir werden Ihnen gern ein Angebot ohne Kaufzwang übermitteln.

[Veer VEHR-duhn EE-nuhn gehrn ighn AHN-guh-boht OH-nuh KOWF-tsvahng EW-buhr-MIT-uhln]

We'll gladly submit our recommendations at no obligation.

Wir werden Ihnen gern unsere Empfehlungen ohne Kaufzwang übermitteln.

[Veer VEHR-duhn EE-nuhn gehrn UN-suh-ruh ehmp-FAY-lung-uhn OH-nuh KOWF-tsvahng EW-buhr-MIT-uhln]

May we put together a proposal for you?

Könnten wir Ihnen einen Vorschlag machen?

[KERN-tuhn veer EE-nuhn IGH-nuhn FOR-shlahk MAHXH-uhn?]

We would like to help you.

Wir würden Ihnen gern behilflich sein.

[Veer VEWR-duhn EE-nuhn gehrn buh-HILF-liç zighn]

Is our price within your range?

Ist unser Preis im Rahmen Ihrer Möglichkeiten?

[Ist UN-suhr prighs im RAH-muhn EE-ruhr MER-gliç-kigh-tuhn?]

When may we get to work on this project for you?

Wann könnten wir anfangen an diesem Projekt für Sie zu arbeiten?

[Vahn KERN-tuhn veer AHN-fahng-uhn ahn DEE-zuhm proh-YEHKT fewr zee tsoo AHR-bigh-tuhn?]

Do you have any concerns about our product?

Haben Sie irgendwelchen Zweifel an unseren Produkten?

[HAH-buhn zee EER-guhnt-vehl-çuhn TSVIGH-fuhl ahn UN-suh-ruhn proh-DUK-tuhn?]

THE BUSINESS TRANSLATOR

Do you have any concerns about our service?

Haben Sie irgendwelchen Zweifel an unserem Service?

[HAH-buhn zee EER-guhnt-vehl-çuhn TSVIGH-fuhl ahn UN-suh-ruhm sehr-VEES?]

Do you have any concerns about our prices?

Haben Sie irgendwelchen Zweifel an unseren Preisen?

[HAH-buhn zee EER-guhnt-vehl-çuhn TSVIGH-fuhl ahn UN-suh-ruhn PRIGH-zuhn?]

May I call you back tomorrow / next week / this afternoon / in the morning?

Könnte ich Sie morgen / nächste Woche / heute nachmittag / morgen früh zurückrufen?

[KERN-tuh iç zee MOR-guhn / NEHK-stuh VOH-xhuh / HOY-tuh NAHXH-mit-tahk / MOR-guhn frew tsoo-RUK-ROO-fuhn?]

Who should be my contact within your company?

Wer sollte mein Kontakt innerhalb Ihrer Firma sein?

[Vehr ZOHL-tuh mighn kohn-TAHKT IN-uhr-hahlp EE-ruhr FEER-muh zighn?]

NOTES: Germans always shake hands when meeting.

THE BUSINESS TRANSLATOR

GREEK

Spoken by about 12 million people in the world, including Greece and certain regions of Albania, Armenia, and Cyprus. It is the national language of Greece.

Pronunciation Guide:

You must accent the word upon the letter that has an accent in Greek and is capitalized in the pronunciation.

“r” is like the “r” in Spanish

The sound of the letters in the pronunciation line are as follows:

- E = as in “tent”
- Mp/B = a little softer than “b”
- A = as in “cat”
- I = as in “tip”
- Ou = as in “boo”
- U = as in boo
- H = as in “how” a little stronger like in Yokohama
- Ps = read it as if they were two different letters p+ss (NOT like in pseudo)
- Ss = so that it will not sound like “z,” it is a clear “s” as in sound
- G = as the y in “Yokohama” without the I that is not written but has a sound
- Gg = as in English
- O = as in “boat”

Hello, nice to meet you.

Χαίρω πολύ (πως είσθε;)

[HEH-roh paw-LEE (pohss ISS-theh?)] Formal

Γεια σου (τι κάνεις;)

[Gee-ah ssoo (ti KAHN-iss?)] Friendly

(The words in the parenthesis are usually added; they mean how are you.)

I only speak English.

THE BUSINESS TRANSLATOR

Μιλάω μόνο Αγγλικά.
[Mi-LAH-oh MOH-noh ahg-gli-KAH]

I don't understand.
Δεν καταλαβαίνω.
[Thehn kah-tah-lah-VEH-noh]

What is this?
Τι είναι αυτό?
[Ti EE-neh ow-TOH?]

What is the time?
Τι ώρα είναι?
[Ti OH-rah EE-neh?]

What is the date?
Τι ημερομηνία έχουμε?
[Ti i-meh-roh-mi-NEE-ah EH-hoo-meh?]

Where is:
Που βρίσκεται:
[Poo VRIS-keh-tay]

the nearest toilet
Η κοντινότερη τουαλέτα
[I kohn-ti-NOH-teh-ree too-ah-LEH-tah]

the nearest airport
το κοντινότερο αεροδρόμιο
[toh kohn-ti-NOH-teh-roh ah-eh-rohth-ROH-mee-oh]

the nearest hospital
το κοντινότερο νοσοκομείο
[toh kohn-ti-NOH-teh-roh noh-ssoh-koh-MEE-oh]

the nearest restaurant
το κοντινότερο εστιατόριο
[toh kohn-ti-NOH-teh-roh ehss-thi-ah-TOH-ree-oh]

THE BUSINESS TRANSLATOR

Almost all restaurants in Greece have Anglo-Saxon dishes, and all waiters speak English, so to ask for “an American restaurant” is strange, unless you are specifically looking for “The American Club.”

What do you need to make this work? (friendly)

Τι σου χρειάζεται για να το φτιάξεις;

[Tee ssou xhri-AH-zeh-teh yee-ah nah toh fti-AHK-sis?]

Who is the decision maker?

Ποιος παίρνει τις αποφάσεις;

[Pee-ohss PEHR-nee tis ah-poh-FAH-ssiss?]

May I use the phone / computer? (formal)

Μου επιτρέπετε να χρησιμοποιήσω το τηλέφωνο σας / τον υπολογιστή σας;

[Moo eh-pi-TREH-peh-teh nah xhri-ssi-moh-PEE-ssoh toh ti-LEH-foh-noh ssahss? / tohn i-poh-loh-giss-TEE ssahss?]

(“ii” in the word hrisimopiisso is actually the sound of “i” twice.)

May I speak alone with my partner for a moment?

Μπορώ να μιλήσω ιδιαίτεροξ με τον συνεργάτη μου δυο λεπτά;

[Mpoh-ROH nah mi-LIS-soh meh tohn ssi-ner-GAH-tee moo thee-oh lehp-TAH?]

Let's make this deal happen today.

Αξ κλείσουμε την συμφωνία σήμερα.

[Ahss KLIS-soo-meh tin ssim-foh-NEE-ah SSIM-eh-rah]

Yes

Ναι

[Ne] (friendly)

Μάλιστα

[MAH-liss-tah] (formal)

THE BUSINESS TRANSLATOR

No
Όχι
[Ohi]

Why
Γιατί
[Yah-TEE]

How
Πώς
[Pohss]

Maybe
Ίσως
[ISS-ohss]

Thank you
Ευχαριστώ
[Ef-hah-riss-TOH] (Friendly)
Σας ευχαριστώ
[Ssahss ef-hah-riss-TOH] (Formal)

Sign here.
Υπογράψτε εδώ.
[ee-poh-GRHP-steh eh-THOH] (formal)

Please
Σας παρακαλώ
[ssahss pah-rah-kah-LOH] (polite)
Σε παρακαλώ
[sseh pah-rah-kah-LOH] (friendly)

My name is...
Με λένε ...
[Meh LEH-neh ...]

THE BUSINESS TRANSLATOR

What is your name?

Πως ονομάζεστε.

[Pohss oh-noh-MAH-zehss-teh?] (formal)

Πως σε λένε.

[Pohss sseh LEH-neh?] (friendly)

Where can I find an interpreter?

Που μπορώ να βρω έναν διερμηνέα.

[Poo mpoh-ROH nah vroh EH-nahn dyehr-mi-NAY-ah]

I need a hotel room.

Θα ήθελα ένα δωμάτιο σε ξενοδοχείο.

[Thah EE-theh-lah AY-nah thoh-MAH-tee-oh sseh kseh-noh-thoh-HEE-oh]

I need water. (polite)

Θα ήθελα νερό σας παρακαλώ.

[Thah EE-theh-lah neh-ROH ssahss pah-rah-kah-LOH]

I need food. (polite)

Θα ήθελα ένα γεύμα σας παρακαλώ.

[Thah EE-theh-lah AY-nah GEHV-mah ssahss pah-rah-kah-LOH]

I need sleep. (polite)

Πρέπει να ξεκουραστώ.

[PREH-pee nah kseh-koo-rahs-TOH]

How much does the room cost for one night?

Πόσο κάνει το δωμάτιο για μια μέρα;

[POH-ssoh KAH-nee toh thoh-MAH-tee-oh gee-ah mee-ah MEH-rah?]

How much does the room cost for two nights?

Πόσο κάνει το δωμάτιο για δύο μέρες;

[POH-ssoh KAH-nee toh thoh-MAH-tee-oh gee-ah THEE-oh MEH-rehs?]

THE BUSINESS TRANSLATOR

How much does the room cost for one week?

Πόσο κάνει το δωμάτιο για μια βδομάδα

[POH-ssoh KAH-nee toh thoh-MAH-tee-oh gee-ah mee-ah vthoh-MAH-thah?]

I would like the room.

Θα ήθελα αυτό το δωμάτιο.

[Thah EE-theh-lah ow-TOH toh thoh-MAH-tee-oh]

I would like the car.

Θα ήθελα αυτό το αυτοκίνητο.

[Thah EE-theh-lah ow-TOH toh ow-toh-KEE-nee-toh]

I would not like the room.

Δεν θα μου άρεσε αυτό το δωμάτιο.

[Thehn thah mu AH-reh-sseh ow-TOH toh thoh-MAH-tee-oh]

I would not like the car.

Δεν θα μου άρεσε αυτό το αυτοκίνητο.

[Thehn thah mu AH-reh-sseh ow-TOH toh ow-toh-KEE-ni-toh]

How do I get to...? (this is for asking directions to a place)

Πώς μπορώ να πάω...

[Pohss mpoh-ROH nah PAH-oh...?]

Please draw me a map.

Σας παρακαλώ κάντε μου έναν σχεδιάγραμμα..

[Ssahss pah-rah-kah-LOH KAHN-teh mu AY-nah sxheh-thi-AHG-rah-mah]

Good-bye

Αντίο

[Ahn-TEE-oh] (general)

Γεια σας.

[Gee-ah ssahs] (polite)

Γεια σου.

[Gee-ah ssu] (friendly)

Χαίρετε

[HAY-reh-the] (polite upper class)

THE BUSINESS TRANSLATOR

Where can I rent a car?

Που μπορώ να νοικιάσω ένα αυτοκίνητο

[Pu mpoh-ROH nah nee-kee-AH-ssoh AY-nah ow-toh-KEE-nee-toh?]

How can our company help you?

Πως μπορεί να σας εξυπηρετήσει η εταιρία μας

[Pohss mpoh-REE nah ssahss ehk-see-pir-eh-TIS-see ee eh-the-REE-ah mahss?]

We'll gladly submit an estimate/our recommendations at no obligation.

Θα σας υποβάλλουμε ευχαρίστως τις προτάσεις μας χωρίς καμία υποχρέωση.

[Thah ssahss ee-poh-VAH-loo-meh yoo-xhah-RISS-tohss tiss proh-TAHS-siss mahss xhoh-RISS kah-MEE-ah ee-pohxh-RAY-oh-ssee]

May we put together a proposal for you?

Μπορούμε να σας προετοιμάσουμε μια προσφορά?

[Mpoh-ROO-meh nah ssahss proh-eh-ti-MAH-ssoo-meh mee-ah prohss-foh-RAH?]

We would like to help you.

Θέλουμε να σας βοηθήσουμε

[THEH-loo-meh nah ssahss voi-THIS-su-meh]

Is our price within your range?

Είναι οι τιμές μας προσιτές για σας?

[EE-neh ee tee-MEHS mahss proh-ssi-TEHSS gee-ah ssahss?]

When may we get to work on this project for you?

Πότε μπορούμε να αρχίσουμε την διακπεραίωση αυτού του θέματος για σας?

[POH-teh mpoh-ROO-meh nah ahr-XHEES-su-meh tin thee-ehk-peh-REH-oh-ssee ow-TOO too THEH-mah-tohss gee-ah ssahss?]

THE BUSINESS TRANSLATOR

Do you have any concerns about our product?

Αμφιβάλετε για το προϊόν μας?

[Ahm-fee-VAH-leh-teh gee-ah toh proh-ee-OHN mahss]

Do you have any concerns about our service?

Αμφιβάλετε για την παροχή υπηρεσιών μας?

[Ahm-fee-VAH-leh-teh gee-ah tin pah-roh-HEE ee-pir-ehss-YOHN mahss]

Do you have any concerns about our pricing?

Ανησυχείτε για τις τιμές μας?

[ah-nis-si-HEE-teh gee-ah tiss ti-MEHS mahss]

May I call you back tomorrow?

Μπορώ να επικοινωνήσω μαζί σας αύριο?

[Boh-ROH nah eh-pi-ki-noh-NIS-soh mah-ZEE ssahss OW-ree-oh?]

May I call you back next week?

Μπορώ να επικοινωνήσω μαζί σας από βδομάδα?

[Boh-ROH nah eh-pi-ki-noh-NIS-soh mah-ZEE ssahss ah-POH vroh-MAH-thah?]

May I call you back this afternoon?

Μπορώ να επικοινωνήσω μαζί σας το απόγευμα?

[Boh-ROH nah eh-pi-ki-noh-NIS-soh mah-ZEE ssahss toh ah-POH-yee-ehv-mah?]

May I call you back in the morning?

Μπορώ να επικοινωνήσω μαζί σας το πρωί?

[Mroh-ROH nah eh-pi-ki-noh-NIS-soh mah-ZEE ssahss toh proh-ee?]

Who should be my contact within your company?

Με ποιόν κύριο/κυρία της εταιρίας σας πρέπει να έρθω σε επαφή;

[Meh pee-OHN KIR-ee-oh (*Mr.*) / KIR-ee-ah (*Mrs.*) tiss eh-the-REE-ahs ssahss PREH-pee nah EHR-thoh sseh eh-pah-FEE?]

THE BUSINESS TRANSLATOR

HAITIAN CREOLE

The national language of Haiti, it is spoken by about 7,800,000 people. Haitian Creole is based on French but has been heavily influenced by African languages such as Wolof, Fon and Ewe. It is the mother tongue of the entire population of Haiti and the only language of 95% of the population. It has both legal and educational status in Haiti, standard spelling, and a growing body of literature, including poetry.

Pronunciation Guide:

In the Haitian language, consonants are pronounced as in English. The vowels are pronounced as follows:

“a” = ah, “a” in “father”

“e” = eh, “e” in “bed”

“i” = “ee” in “beet”

“o” = “o” in “on”

“Oh” = “o” in “boot”

“Oo” = “oo” in “boot”

Hello, nice to meet you.

Mwen kontan fè konesans ou.

[Mooen kontan feh kohnaysans oo]

I only speak English.

Se Angle sèlman mwen pale.

[Say Anglay sehlman mooen pahlay]

I don't understand.

Mwen pa konprann.

[Mooen pah konprann]

What is this?

Kisa sa ye?

[Kisah sah yay?]

THE BUSINESS TRANSLATOR

What is the time?

Ki lè li ye?

[Ki leh li yay?]

What is the date?

Ki dat jodiya?

[Ki daht johdiyah?]

Where is the nearest *toilet* / *hotel* / *airport* / *hospital* / *American restaurant*?

Ki kote pi pre gen *okabinen* / *lotèl* / *ayewopò* / *lopital* / *restoran ameriken*?

[Ki kohtay pi pray gen *ohkahbinen* / *lohtehl* / *ahyayrohpo* / *lohpitahl* / *restorahn amerikehn* ?]

What do you need to make this work?

Kisa ou bezwen pou fè sa mache?

[Kisah oo bayzouen poo feh sah machay?]

Who is the decision maker?

Kilès k'ap deside sou koze-a?

[Killehs kahp daysiday soo kohzay-ah?]

May I use the phone?

Eske mwen ka sèvi ak telefòn nan?

[Ehskay mooen tah kah sehvi ahk taylayfon nan?]

May I use the computer?

Eske mwen ka sèvi ak kompitè-a?

[Ehskay mooen tah kah sehvi ahk kompitech-ah?]

May I speak alone with my partner for a moment?

Eske mwen ka pale poukont mwen yon ti moman ak asosye mwen-an?

[Ehskay mooen kah pahlay pookont mooen yon ti mohman ahk ahsosyay m' nan?]

THE BUSINESS TRANSLATOR

Let's make this deal happen today.
Ann fè yon jan pou nou siyen akò-a jodiya.
[Ann feh yon jan pou noo siyen ahko-ah johdiyah]

Yes
Wi
[Ooi]

No
Non
[Non]

Why
Poukisa
[Pookisah]

How
Kijan
[Kijan]

Maybe
Petèt
[Payteht]

Thank you
Mèsi
[Mehsi]

Sign here.
Siyen la-a.
[Siyen lah-ah]

Please
Tanpri
[Tanpri]

My name is...
Mwen rele ...
[Mooen raylay...]

THE BUSINESS TRANSLATOR

What is your name?

Kijan ou rele?

[Kijan oo raylay?]

Where can I find an interpreter?

Ki kote mwen ka jwenn yon entèprèt?

[Ki kohtay mooen kah jooenn yon entehpreht?]

I need a hotel room.

Mwen bezwen yon chanm lotèl.

[Mooen bayzooen yon chanm lohtehl]

I need *water* / food / *sleep*

Mwen bezwen *dlo* / manje / *dòm*

[Mooen bayzooen *dloh* / manjay / *domi*]

How much does the room cost for *one night* / for two nights / for one week?

Konben chanm nan pou *yon nwit* / de nwit / *yon semèn*?

[Konben chann nan poo *yon nooit* / day nouit / *yon saymehn*?]

I would like *the room* / the car.

Mwen ta renmen *chanm nan* / machin nan.

[Mooen tah renmen *chanm nan* / mahchin nan]

I would not like *the room* / the car.

Mwen pa vle *chanm nan* / machin nan.

[Mooen pah vlay *chanm nan* / mahchin nan]

How do I get to ...? (this is for asking directions to a place)

Ki wout pou mwen fè pou m'ale ...?

[Ki woot poo mooen feh poo m'ahlay...?]

Please draw me a map.

Tanpri trase wout la pou mwen sou papye.

[Tanpri trahsay woot lah poo mooen sou pahpiay]

THE BUSINESS TRANSLATOR

Good-bye
M'ale
[M'ahlay]

Where can I rent a car?
Ki kote mwen ka lwe yon machin?
[Ki kohtay mooen kah looay yon mahchin?]

How can our company help you?
Kijan konpayi nou-an ka ede ou?
[Kijan konpahyi nou-an kah ayday oo?]

We'll gladly submit an estimate at no obligation.
Ak plezi nou va soumèt yon devi ba ou san ou pa bezwen peye.
[Ahk playzi nou vah soumeht yon dayvi bah oo san oo pah bayzooen payyay]

We'll gladly submit our recommendations at no obligation.
Ak plezi nou va soumèt rekòmandasyon nou yo san ou pa bezwen peye
[Ahk playzi nou vah soumeht raykomandahsyon nou yoh san oo pah bayzooen payyay]

May we put together a proposal for you?
Eske nou mèt ranje yon pake enfòmasyon pou ou?
[Ehskay noo meht ranjay yon pahkay enfomahsyon poo oo?]

We would like to help you.
Nou ta renmen ede ou.
[Noo tah renmen ayday oo]

Is our price within your range?
Eske pri nou-an mezi bous ou?
[Ehskay pri nou-an mayzi boos oo?]

When may we get to work on this project for you?
Kilè nou ka koumanse travay sou pwojè sa-a avè ou?
[Kileh noo kah koumansay trahvahy soo pooojeh sah-ah ahveh oo?]

THE BUSINESS TRANSLATOR

Do you have any concerns about *our product* / service / *pricing*?

Eske ou gen kèk kesyon sou *pwodi nou yo* / sèvis la / *pri yo*?
[Ehskay oo gen kehk kaysion soo *poodi nou yoh* / sehvis lah / *pri yoh*?]

May I call you back *tomorrow* / next week / *this afternoon* / in the morning?

Mwen mèt rele ou *demen* / semèn pwochè / *apremidi-a* / nan maten?
[Mooen meht raylay oo *daymen* / saymehn poochehn / *ahpraymidi-ah* / nan mahten?]

Who should be my contact within your company?

Kilès nan konpayi ou la pou mwen kontakte?
[Kilehs nan konpahyi oo lah poo mooen kontahktay?]

NOTES:

Please note that in Haitian Creole, there is not really an equivalent for the word “Hello” as a greeting. The greetings “Bonjou” or “Bonswa” for “good morning” and “good afternoon”, but they can be omitted in HC. They are not mandatory when one introduces him/herself to another person.

Please also note that a word ending in – a, the particle linked to a word must be pronounced as a continuation of that word and not as a second distinct word.

THE BUSINESS TRANSLATOR

HAUSA

Spoken by about 39 million speakers in Nigeria, Benin, Burkina Faso, Cameroon, CAR, Chad, Congo, Eritrea, Ghana, Niger, Sudan, and Togo.

Pronunciation Guide:

Pronounce consonants as in English. A glottal stop (abrupt, temporary stopping of the breath) is indicated by an apostrophe (‘). We have something similar in English at the beginning of each syllable when we say “uh-uh” for “no” or in the expression “uh-oh.”

Vowels:

“a” = “a” in “father”

“e” = “ai” in “rain” or “ey” in “hey!”

“i” = “ee” in “beet”

“o” = “o” in “vote”

“u” = “oo” in “boot”

Hello, nice to meet you.

Yaya dai, naji dadin ganin ki. (speaking to female)

Naji dadin ganin ka. (speaking to male)

Nai dadin ganin ku. (speaking to more than one person)

I only speak English.

Inna yin turenche kede ne.

I don’t understand.

Ban ga niba.

OR Ban ji gindi saiba.

What is this?

Menena? Menene wanan? Mechega?

What is the time / date?

Karafe nawa ne?

THE BUSINESS TRANSLATOR

Where is the nearest toilet?
Akwai bayan gida kusa nan?

Where is the nearest hotel?
Akwai gidan baki kusa nan?

Where is the nearest American restaurant?
Akwai wurin chin abinchen na Amerikawa kusa nan?

What do you need to make this work?
Me zaka yi sana achin yayi dede?

Who is the decision maker?
Wanene mebada shawara?

May I use the phone?
Zan yiya yin magana da waya ga?

May I use the computer?
Zan yiya yin achi da komputan ga?

May I speak alone with my partner for a moment?
Zan yiya inyi magana da abuchin sana'a na ne kede?

Let's make this deal happen today.
Mu kambala namu maganan sana'a yau.

Yes
Ay

No
A'a
OR Babu

Why
Menene

THE BUSINESS TRANSLATOR

How
Yaya

Maybe
Kaman

Thank you
Nagode

Sign here.
Kazana sunan ka nan.

Please
Don allah

My name is ...
Suna na ...

What is your name?
Inna sunan ki? (asking a female)
Inna sunan ka? (asking a male)

Where can I find an interpreter?
Inna ne zan samu me pasaran magana?

I need a hotel room.
Inna neman daki wurin gidan baki.

I need water.
Inna neman ruwa.

I need food.
Inna neman abinche.

I need sleep.
Inna neman kwana.

THE BUSINESS TRANSLATOR

How much does the room cost for *one night* / for two nights / *for one week*?

Nawa ne kudin daki na dare *daya* / *biyu* / *bakaw daya*?

I would like the room.

Abani dakin.

I would like the car.

Abani mota.

I would not like the room.

Ba neso dakin.

I would not like the car.

Ba neso motan.

How do I get to ... ? (for asking directions to a place)

Yaya zan yi in kayi ...?

Please draw me a map.

Don allah ka nuna mene hanyan wurare.

Good-bye

Sai an gima

Where can I rent a car?

Inna zan hayan mota?

How can our company help you?

Yaya kampame mu za yayi'a ya tameche ka?

We'll gladly submit an estimate / our recommendations at no obligation.

Zamu yi ferin chiki mu baka kwatachin kudin.

May we put together a proposal for you?

Mu rubutan meka shirya shirya ne?

THE BUSINESS TRANSLATOR

We would like to help you.
Mu nason mu tameche ka.

Is our price within your range?
Kudin dede da alijifun ka?

When may we get to work on this project for you?
Yause zamu yiya muyi achin?

Do you have any concerns about our *product / service / pricing*?
Akwai wene damua mika da *kaya mu ne / achin mu ne / kudin
kaya mu ne*?

May I call you back tomorrow?
Zan yiya in yi mika wire gobe?

Who should be my contact within your company?
Wanene zeya chi gabana wurin kampane ku?

NOTES:

See comments under CHICHEWA for sub-Saharan Africa in general.

THE BUSINESS TRANSLATOR

HEBREW

Spoken by over 5 million people. It is the first or second language of all Israelis.

Pronunciation Guide:

See **pronunciation guide** at the beginning of this book. When looking at the line in Hebrew script, remember that it is read from right to left. Also, pay attention to gender notes, such as “when speaking to a woman/man” or “if you are a woman/man”. The Hebrew “r” may be pronounced the same as in Spanish (trilled). An apostrophe (‘) means a glottal stop – like the first sound in “uh-oh” meaning “Oh, no!” or “uh-uh” meaning “no”. The accent is usually on the last syllable of a multi-syllable word.

Hello, nice to meet you.

שלום, נעים לפגוש איתך

[Shah-lohm, nah'eem lif-gohsh oh-tahxh] (when speaking to a woman)

שלום, נעים לפגוש אותך

[Shah-lohm, nah'eem lif-gohsh oht-xhah] (when speaking to a man)

I only speak English. (if you are a man)

אני מדבר רק אנגלית

[Ah-nee meh-dah-behr rahk ahng-lit]

I only speak English. (if you are a woman)

אני מדברת רק אנגלית

[Ah-nee meh-dah-behr-ehht rahk ahng-lit]

I don't understand. (if you are a man)

אני לא מבין

[Ah-nee loh meh-veen]

THE BUSINESS TRANSLATOR

I don't understand (if you are a woman)

אני לא מבינה

[Ah-nee loh meh-vee-nah]

What is this?

מה זה?

[Mah-zay?]

What is the time / date?

מה השעה / התאריך?

[Mah hah-shah'ah / hah-tah'ah-reexh?]

Where is the nearest toilet?

איפה השירותים הקרובים ביותר?

[Ay-fof hah-sheh-roo-teem hah-kroh-veem beh-yoh-tehr?]

Where is the nearest hotel?

איפה המלון הקרוב ביותר?

[Ay-foh hah-mah-lohn hah-kah-rohv beh-yoh-tehr?]

Where is the nearest airport?

איפה שדה התעופה הקרוב ביותר?

[Ay-foh sdeh hah-teh'oo-fah hah-kah-rohv beh-yoh-tehr?]

Where is the nearest hospital?

איפה בית החולים הקרוב ביותר?

[Ay-foh bayt hah-xhoh-leem hah-kah-rohv beh-yoh-tehr?]

Where is the nearest American restaurant?

איפה המסעדה האמריקאית הקרובה ביותר?

[Ay-foh hah-mee-sah'dah hah'ah-meh-ree-kight hah-kroh-vah beh-yoh-tehr?]

What do you need to make this work? (when speaking to a woman)

מה את צריכה כדי להפעיל את זה?

[Mah aht tzree-xhah keh-dahy leh-hah-feel eht zay?]

THE BUSINESS TRANSLATOR

What do you need to make this work? (when speaking to a man)

מה אתה צריך כדי להפעיל את זה?

[Mah ah-tah tzah-reexh keh-dahy leh-hah-feel eht zay?]

Who is the decision maker?

מי מקבל ההחלטות?

[Mee meh-kah-behl hah-hahxh-lah-toht?]

May I use the phone / computer?

אפשר להשתמש בטלפון / במחשב?

[Ehf-shahr leh-heesh-tah-mehsh bah'teh-leh-fohn / bah'mahxh-shehv?]

May I speak alone with my partner for a moment?

אוכל לדבר עם השותף שלי רגע לבד?

[oo-xhahl leh-dah-behr eem hah-shoo-tahf sheh-lee reh-gah leh-vahd?]

Let's make this deal happen today.

בואו נסגור את העסקה הזאת היום

[Boh'oooh nees-gohr eht hah'ees-kah hah-zoht hah-yohm]

Yes

כן

[kehn]

No

לא

[loh]

Why

למה

[lah-mah]

How

איך

[Ayxh]

THE BUSINESS TRANSLATOR

Maybe

אולי

[Oo-lahy]

Thank you

תודה

[Toh-dah]

Sign here. (when speaking to a woman)

תחתמי פה

[Tahxh-the-mee poh]

Sign here. (when speaking to a man)

תחתים פה

[Tahxh-tohm poh]

Please

בבקשה

[Bay-vah-kah-shah]

My name is ...

... שמי

[Shmee...]

What is your name?

מה שמך?

[Mah Shim-xhah?] (if speaking to a man)

[Ma Shmehxh?] (if speaking to a woman)

Where can I find an Interpreter?

איפה אוכל למצוא מתורגמן?

[Ay-foh oo-xhahl lim-tzoh may-toor-geh-mahn?]

I need a hotel room. (if you are a man)

אני זקוק לחדר במלון

[Ah-nee zah-kuk leh-xheh-dehr beh-mah-lohn]

THE BUSINESS TRANSLATOR

I need a hotel room. (if you are a woman)

אני זקוקה לחדר במלון

] Ah-nee zah-kuk zkoo-kah leh-xheh-dehr beh-mah-lohn]

I need water (*m = if you are a man, f = if you are a woman*)

אני רוצה לשתות מים בבקשה

[Ah-nee roh-tzehh (m) / roh-tzahh (f) lish-toht mah-yim beh-vah-kah-shah]

(The double "hh" means there is an "h" pronounced at the end of the syllable)

I need food. (*m = if you are a man, f = if you are a woman*)

אני רוצה לאכול בבקשה

[Ah-nee roh-tzehh (m) / roh-tzahh (f) leh'eh-xhohl beh-vah-kah-shah]

(The double "hh" means there is an "h" pronounced at the end of the syllable)

I need sleep. (*m = if you are a man, f = if you are a woman*)

אני זקוק / זקוקה לשינה

[Ah-nee zah-kook (m) / zkoo-kah (f) leh-shay-nah]

How much does the room cost?

כמה עולה החדר

[Kah-mah oh-lay hah-xheh-dehr]

For one night?

ללילה אחד?

[leh-ligh-lah eh-xhahd?]

For two nights?

לשני לילות?

[leh-shnay lay-loht?]

For one week?

לשבוע?

[leh-shah-voo-ahh?]

THE BUSINESS TRANSLATOR

I would like... (*m = if you are a man, f = if you are a woman*)

אני רוצה לקחת

[Ah-nee roht-zehh (m) / roht-zahh (f) lah-kah-xhaht...]

(The double "hh" means there is an "h" pronounced at the end of the syllable)

I would not like... (*m = if you are a man, f = if you are a woman*)

אני לא רוצה

[Ah-nee loh roht-zehh (m) / roht-zahh (f)]

(The double "hh" means there is an "h" pronounced at the end of the syllable)

the room

את החדר

[eht hah-xheh-dehr]

the car

את המכונית

[eht hah-meh-xhoh-nit]

How do I get to? (for asking directions to a place)

איך מגיעים ל...?

[Ehxx mehh-gi'eem lehh ...?]

Please draw me a map.

צייר / ציירי לי מפה בבקשה.

[Tzah-yehr (to a man) / Tzah-yri (to a woman) lee mah-pah beh-vah-kah-shah.]

Good-bye

שלום

[Shah-lohm]

Where can I rent a car?

איפה אוכל לשכור רכב?

[ay-foh oo-xhhal lis-kohr reh-xhehv?]

THE BUSINESS TRANSLATOR

How can our company help you?

כיצד החברה שלנו יכולה לעזור לכם?

[Kahy-tzahd hah-xhehv-rah sheh-lah-noo yeh-xhoh-lah lah'ah-zohr lah-xhehm?]

We'll gladly submit an estimate / our recommendations at no obligation.

נשמח להגיש את הצעתנו / המלצותינו, ללא התחייבות.

[Nis-mahxh leh-hah-gish ehtt hah-tzah'ah-tay-noo / hum-lah-tzoh-tay-noo, leh-loh hit-xhigh-voot]

May we put together a proposal for you?

האם נוכל להכין לכם הצעה?

[Hah'eem noo-xhahl leh-hah-chin lah-xhehm hah-tzah'ah?]

We would like to help you.

אנו רוצים לעזור לכם

[Ah-noo roht-zeem lah'ah-zohr lah-xhehm]

Is our price within your range?

האם המחיר שלנו בתחום המקובל עליכם?

[Hah'eem hah-meh-xhir sheh-lah-noo bah't-xhum hah-meh-ku-bahl ah-lay-xhehm?]

When may we get to work on this project for you?

מתי נוכל להתחיל לעבוד על פרויקט זה בשבילכם?

[Mah-tigh nu-xhahl leh-haht-xhil lah'ah-vohd ahl proh-yehkt zeh bish-vil-xhehm?]

Do you have any concerns about...

... האם יש לכם דאגות לגבי...

[Ha'eem yesh lah-chem deh'ah-goht leh-gah-bay]

our product?

המוצר שלנו?

[hah-mut-zahr sheh-lah-noo?]

THE BUSINESS TRANSLATOR

our service?

השירות שלנו?

[hah-sheh-root sheh-lah-noo?]

our pricing?

המחיר שלנו?

[hah-meh-xheer sheh-lah-noo?]

May I call you back...

האם אוכל לטלפן אליך שנית

[Hah'eem oo-xhahl leh-tahl-fehn eh-leh-xhah (to a man) / eh-lah-yixh (to a woman)]

tomorrow?

מחר?

[mah-xhahr?]

next week?

בשבוע הבא?

[bah-shah-voo'ah hah-bah?]

this afternoon?

היום אחר הצהריים?

[hah-yohm ah-xhahr haht-zah-hah-rah-yim?]

in the morning?

בבוקר?

[bah-boh-kehr?]

Who should be my contact within your company?

מי יהיה איש הקשר שלי אצלכם?

[Mee yee-hee-yeh eesh hah-keh-shehr sheh-lee ehtz-leh-xhehm?]

THE BUSINESS TRANSLATOR

HINDI

There are around 180 million mother tongue speakers of Hindi in India, but nearly 50% of the population (over 360 million) in India uses Hindi as either a first or second language. Due to emigration, there are over 366 million people in the world who speak Hindi as their mother tongue. The script is called Devanagari.

See **pronunciation guide** at the beginning of this book. The “r” is trilled like in Spanish. In the following translations, the first line is English, the second line is the Devanagari, the third line is the Roman form of Hindi, and the last line is the pronunciation.

Hello, nice to meet you.

नमस्ते! आप से मिल कर खुशी हुई

Namaste, aap say milkar khushi hu'ee.

[Nah-MAH-stay, ahp say MIL-kahr KOO-shee HOO-ee]

I only speak English (literally: I only know English)

मैं सिर्फ अंग्रेजी जानता हूँ

Mai sirf Angrezi jaanta hoo'n

[Migh sirf ahn-GRAY-zee jahn-tah hooⁿ]

I don't understand.

मैं समझ नहीं पा रहा हूँ

Mai samajh nahi pa raha hoo'n.

[Migh sah-MAHZH NAH-hee pah RAH-hah hooⁿ]

What is this?

यह क्या है ?

Yeh kya hai?

[Yeh kyah hay?]

What is the time now?

इस समय कितने बज रहे हैं ?

Iss samay kitne baj rahe hai'n ?

[Ees sah-MAY KEET-nay bahj RAH-hay hayⁿ?]

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What is the date (today)?

आज कितनी तारीख है ?

Aaj kitni taareekh hai ?

[Ahj KEET-nee tah-REEK hay?]

Is there any toilet nearby ?

क्या यहां पास में कोई 'कौचालय है ?

Kyaa yahan paas me 'n koi shouchalaya hai

[kyah YAH-hahn pahs mayⁿ KOH-ee shoo-chah-LAH-yah hay?]

In India public toilets are very difficult to find. These generally have only washbasins without a mirror, urinals and Indian type toilet seats – an opening in the floor. There is usually water available for washing, but toilet paper may be difficult to find (Except in good hotels, or good shopping complexes, etc).

Where is the nearest hotel?

सब से नजदीक होटल कहां है ?

Sabsaynazdhik kaun sa hotel kahan hai ?

[Sahb-sigh-nahz-DEEK kohn sah HOH-tehl KAH-hahn hay?]

Where is the nearest airport?

सब से नजदीक हवाई अड्डा कहाँ है ?

Sab say nazdhik hawai Adda kahan hai?

[Sahb sigh nahz-DEEK HAH-wigh AH-dah KAH-hahⁿ hay?]

Where is the nearest hospital?

सब से नजदीक अस्पताल कहाँ है ?

Sab say nazdhik aspataal kahan hai?

[Sahb sigh nahz-DEEK ahs-pah-TAHL KAH-hahⁿ hay?]

Where is the nearest American restaurant?

सब से नजदीक अमरीकन रेस्टोरेंट कहाँ है ?

Sab say nazdhik Aamreekan restaurant kahan hai ?

[Sahb sigh nahz-DEEK ahm-REE-kahn “restaurant” KAH-hahⁿ hay?]

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What do you need to make this work?

इस कार्य को पूरा करने के लिये आप को क्या चाहिये ? (for a deal)

इसे चालू करने के लिये आप को क्या चाहिये ? (for a machine)

Is karya ko poora karnay kay liye aap ko kya chahiye? (deal)

Ise chaaloo karne ke liye aap ko kya chahiye?(machine)

[Ees KAHR-yah koh POO-rah KAHR-nigh kay LEE-yeh ahp koh kyah CHAH-hee-yay?] (deal)

[Ee-SAY CHAH-loo KAHR-nay kay LEE-yeh ahp koh kyah CHAH-hee-yay?] (machine)

Who is the decision maker?

निर्णायक कौन है ?

Nirnayak kaun hai?

[Nir-NAH-yahk kawⁿ hay?]

May I use the phone?

क्या मैं फोन कर सकता हूँ ?

Kya mai 'n phone kar sakata hoo 'n ?

[Kyah mighⁿ "phone" kahr sah-KAH-tah hooⁿ?]

May I use the computer?

क्या मैं कम्प्यूटर का प्रयोग कर सकता हूँ ?

Kya mai 'n computer ka prayog kar sakata hau 'n ?

[Kyah mighⁿ computer kah PRAH-yohg kahr sah-KAH-tah hooⁿ?]

May I speak alone with my partner for a moment?

क्या मैं अपने साथी से कुछ देर एकांत में बात कर सकता हूँ ?

Kya mai 'n apanay saathi say kuch der ekant may baat kar sakta hoo 'n?

[Kyah mighⁿ AH-pah-nay SAH-tee sigh kooch dehr EH-kaht may baht kahr SAHK-tah hooⁿ?]

Let's make this deal happen today.

चलो आज यह सौदा पक्का करते हैं

Chalo aaj yah sauda pakka karte hai.

[CHAH-loh ahzh yah SOW-dah PAH-kah KAHR-tay hay?]

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Yes

हाँ

Haa'n

[Ha hⁿ]

No

नहीं

Nahi

[NAH-ee]

Why

क्यों

Kyau

[Kyoo]

How

कैसे

Kaisay

[KIGH-say]

Maybe

शायद

Shayad

[SHAH-yahd]

Thank you

धन्यवाद

Dhanyawad

[DAHN-yah-wahd]

Sign here.

यहाँ हस्ताक्षर कीजिये

Yaha'n Hastakshar kee jiye.

[Yah-HAHN hahs-TAHK-shahr kee JEE-yay]

Please

कृपया

kripya

[KRIP-yah]

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My name is...

मेरा नाम है

Mera naam...hai

[MAY-rah nahm...hay]

What is your name?

आप का नाम क्या है ?

Aap ka naam kya hai?

[Ahp kah nahm kyah hay?]

Where can I find an interpreter?

मुझे दुभाषिया कहाँ मिल सकता है?

Mujhe aik dubhashiya kahan mil sakata hai?

[MOO-jeh ayk doob-hah-SHEE-yah KAH-hahn mil SAH-kah-tah hay ?]

I need a hotel room.

मुझे होटल में एक कमरा चाहिये

Mujhe hotel me'n aik kamara chahiyae ?

[MOO-jeh "hotel" mayⁿ ayk KAH-mah-rah CHAH-hee-yay]

I need water / food / sleep.

मुझे पानी / भोजन / नींद की जरूरत है

Mujhe pani(water) / bhojan(food) / neend(sleep) ki zarurat hai

[MOO-jeh PAH-nee / BHOH-jahⁿ / neeⁿ -dah kee ZAH-ruh-raht hay ?]

How much does the room cost for one night / two nights / one week?

एक कमरे का, एक रात / दो रात / एक हफ्ते / का कितना किराया होगा?

Aik kamaray ka aik raat(one night) / do raat (two nights) / aik haftae (one week) ka kitana kiraya hoga ?

[Ayk KAH-mah-ray kah ayk raht / doh raht / ayk HAHF-tah kah KEE-tah-nah kee-RAH-yah HOH-gah?]

I would like the room / the car.

मुझे कमरा / गाड़ी पसन्द होंगे

Mujhe kamara (room) / gadi (vehicle) pasand hongae

[MOO-jeh KAH-mah-rah / GAH-dee PAH-sahnd HOHN-gee]

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I would not like the room / the car.

मुझे कमरा / गाड़ी पसन्द नहीं होंगे

Mujhe kamara (room) / gadi (vehicle) pasand nahiⁿ hongae.

[MOO-jeh KAH-mah-rah / GAH-dee PAH-sahnd NAH-heeⁿ
HOHN-gee]

How do i get to...?

मैं.....कैसे पहुँच सकता हूँ

Mai...kaisay pahaunch sakata hoo'n?

[Migh...KEH-say PAH-hoonch SAH-kah-tah hooⁿ]

Please draw me a map.

कृपया मेरे लिये एक नक्शा बना दीजिये

Kripya maray liya aik naksha bana di jiya.

[KRIP-yah MAH-ray LEE-yah ayk NAHK-shah BAH-nah dee
JEE-yah]

Goodbye

नमस्ते

Namaste

[Nah-MAHS-tay]

This is used both for greeting and for departing. It is said with the hands together in front of you, fingers pointed up, and a slight bow.

Where can I rent a car?

मुझे किराये पर गाड़ी कहाँ मिल सकती है?

Mujhe kirayeh par gadi (OR car OR two wheeler) kahan mil sakati hai?

[MOO-jeh KEE-rah-yeh pahr GAH-dee (OR car OR two wheeler) kah- HAHⁿ mil SAH-kah-tee hay?]

("gadi" means vehicle.. could be a two or four wheeler.. so its best if one says car or two wheeler in the English language.. proper & common nouns in English are accepted by the Hindi speaking mass here.)

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How can our company help you?

हमारी कम्पनी आप की किस प्रकार मदद कर सकती है ?

Hamari company aapki kis prakar madad kar sakati hai?

[HAH-mah-ree “company” AHP-kee kis PRAH-kahr MAH-dahd kahr SAH-kah-tee hay?]

May we put together a proposal for you?

क्या हम आपके लिए एक प्रस्ताव रख सकते हैं ?

Kya hum aapke liyae aik prastav rak sakatay hai'n?

[Kyah hoom AHP-kay LEE-yay ayk PRAH-stahv rahk SAH-kah-teh hayⁿ?]

We'll gladly submit an estimate/ our recommendations at no obligation.

हम खुशी के साथ, बिना किसी शर्त के अनुमानित खर्च /अपने सुझाव दे सकते हैं

Hum khushi ke saath, bina kisi shart ke, anumanit kharch / apne sujhav de sakate hai'n

[Hoom KOO-shee keh saht, BIN-ah KEE-see shahrt keh ah-noo-mah-nit KAHR-chah / AHP-nay SOO-jah-oh deh SAH-kah-tay hayⁿ?]

We would like to help you.

क्या हम आप की मदद करना चाहेंगे

Hum aap ki madad karna chaheingay

[Hoom ahp kee MAH-dahd KAHR-nah CHAH-heen-gay]

Is our price within your range?

क्या हमारी कीमत आपकी सीमा के अन्दर है ?

Kya hamari keemat aapki seema kay andhar hai?

[Kyah HAH-mah-ree KEE-maht AHP-kee SAY-mah AHN-dahr hay?]

When may we get to work on this project for you?

आपकी इस परियोजना या प्रोजेक्ट पर हम आपके लिए कब से कार्य आरम्भ कर सकेंगे ?

Apki is 'pariyojana' par hum aap kay liye kab say kaam kar sakeenge?

[AHP-kee ees PAH-ree-yoh-jah-nah pahr hoom ahp kay LEE-yeh kahb say kahm kahr SAH-kehn-geh?]

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Do you have any concerns about our product / service / pricing?

क्या अंपको हमारे उत्पादनों / सेवा / कीमत, के बारे में कुछ कहना है ?

Kya aap ko hamare utpadano (product) / seva (service) / kimat (price) ke baray may kuch kehana hai?

[Kyah ahp koh HAH-mah-ray OOT-pah-dah-noh / SAY-vah / KEE-maht kay BAH-ray may kooch KEH-hah-nah hay ?]

May I call you back tomorrow / next week / this afternoon / in the morning?

क्या मैं आप को दुबारा कल / अगले एक हफ्ते / आज दोपहर / सुबह सम्पर्क करूँ?

Kya mai aapko dubara kal (tomorrow)/ agalay haftay(next week)/ aaj dopahar(this afternoon)/ subaha (in the morning) sampark karau'n ?

[Kyah migh AHP-koh doo-BAH-rah kahl /AH-gah-lay HAHF-tay / ahj DOH-pah-hahr / SOO-bah-hah SAHM-pahrk kah-ROOⁿ ?]

Who should be my contact within your company?

आप की कम्पनी में मैं किस से सम्पर्क करूँ ?

Aap ki company me mai'n kis se sampark karoo'n ?

[Ahp kee "company" may mighⁿ kis say SAHM-pahrk kah-ROOⁿ ?]

NOTES:

Some notes have already been made in the text above. The following notes have been contributed by an American who lived and traveled in India for a year:

1. When registering in a hotel, you have the right to look at your room before you accept it. Do not sign the hotel register until you have inspected the room and are sure you want to stay there. You may be expected to pay for at least one night once you have signed, whether you stay there or not.
2. If you expect a modern bathroom and toilet paper, soap, etc. in your hotel room, you should stick solely to very good hotels that cater to foreigners. If, on the other hand, you are looking to

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live and travel very cheaply, you can stay in a more traditional establishment and pay much, much less. But bring along your own toilet paper and soap. Also, there are people who are willing to do your laundry for you, and do a good job, very cheaply. Just ask at the reception.

3. Internet cafes are abundant and relatively cheap in most cities and towns.

4. It varies from city to city, but when hiring a taxi, it may be best to agree on a set price for your destination in advance, in order to avoid being taken “the long way around” just to put more mileage on the meter. The same goes for hiring a motorized rickshaw (much cheaper than a taxi). But also keep in mind that drivers, especially rickshaw drivers, make very little money and will be grateful for a nice tip.

5. Be careful of groups of child beggars. It is not a good idea to have or wear watches, valuable jewelry, etc., where it can easily be slipped off your wrist while you are giving out a coin with the other hand.

6. Getting bus and train tickets is a long, involved process, so don't leave it for the last minute. If you are not buying your ticket until you are ready to leave, give yourself several hours to accomplish the task and be flexible enough to wait for the next train or bus if there are no spaces left. Always go first class – it is worth the little extra money.

7. In the mountainous regions of northern India, the most frequent mode of transportation is the jeep. Even in an isolated village in the middle of nowhere, all you need to do is ask when the next jeep to a particular town leaves, and anyone will be able to tell you where to wait, when it will arrive, and how much it will cost. Make sure your luggage is sturdy and protects what you have inside – the luggage is piled on top of the jeep's roof and is usually not tied down. It will probably be crowded, too.

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8. DRINK ONLY BOTTLED WATER! USE ONLY BOTTLED WATER TO BRUSH YOUR TEETH! DO NOT ASK FOR ICE CUBES IN A DRINK! One of the most frequent causes of illness for foreigners in India is giardia, a parasitic infection of the gastro-intestinal tract that makes you very, very ill and is difficult to get rid of. It is acquired by ingesting contaminated water. Ice cubes are often made from tap water rather than bottled water.

9. A major rule of etiquette: Use only your right hand for eating and for shaking hands. Never offer your left hand to someone or use it for eating in public. In Indian society, the left hand is reserved exclusively for personal hygiene (such as for cleaning oneself after using the bathroom), while the right hand is for “clean” things.

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HUNGARIAN

Spoken by about 15 million people in Hungary and surrounding areas in Austria, Romania, Slovakia, Slovenia, and Yugoslavia.

Pronunciation Guide:

The “r” is trilled like in Spanish or Italian.

“a”	= the “a” in “father”
„e“	= the „e“ in “bet”
“ei”	= the “ay” in “day”
“i”	= the “ee” in “beet”
“o”	= the “o” in “boat”
“u”	= the “oo” in “boot”
ue	= a sound not in English, but a lot like the “ew” in “new”
	= a sound not in English, but a lot like the “or” in “worth”
←	= a sound similar to the “o” in “got,” but a little further back and lower

All other sounds in the pronunciation guide sound the same as in English. Accent is always, without exception, on the first syllable of a word.

Hello, nice to meet you.
Szervusz, örülök a találkozásnak.
[servus, ruel k ← t←la:lkoza:shn←k]

I only speak English.
Csak angolul beszélek.
[ts←k ←ngolul beseilek]

I don't understand.
Nem értem.
[nem eirtem]

What is this?

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Mi ez?

[mi ez]

What is the time?

Mennyi az idő?

[mennyi ←z id :]

(Alternative: Hány óra van?)

[ha:ny o:r← v←n]

What is the date?

Milyen dátumot írunk?

[milien da:tumot i:runk]

Where is the nearest toilet?

Hol van a legközelebbi mosdó?

[hol v←n ←legk zelebbi moshdo:]

Where is the nearest hotel?

Hol van a legközelebbi szálloda?

[hol v←n ← legk zelebbi sa:llod←]

Where is the nearest airport?

Hol van a legközelebbi repülőtér?

[hol v←n ← legk zelebbi repuel :teir]

Where is the nearest hospital?

Hol van a legközelebbi kórház?

[hol v←n ← legk zelebbi ko:rha:z]

Where is the nearest American restaurant?

Hol van a legközelebbi amerikai vendéglő?

[hol v←n ← legk zelebbi ←merik←I vendeigl :]

What do you need to make this work?

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Mire van szükségem ahhoz, hogy ez működjék?

[mire v←n sueksheigem ahhoz, hogy ez mue:k djeik]

Alternatively: Mit tegyek, hogy ez működjék?

[mit tegyek, hogy ez mue:k djeik]

Who is the decision maker?

Ki az, aki itt döntéshozó szerepben van?

[ki ←z, ←ki itt d nteishozo: serepben v←n]

May I use the phone?

Használhatom a telefont?

[h←sna:lh←tom ← telefont]

May I use the computer?

Használhatom a számítógépet?

[h←sna:lh←tom a sa:mi:to:geipet]

May I speak alone with my partner for a moment?

Beszélhetek a társammal egy percre négy szemközt?

[beseilhetek a ta:rsh←mm←l egy pertsig neigysemk st]

Let's make this deal happen today.

Üssük nyélbe ezt az ügyletet még ma

[ueshshuek nyeilbe meig ma]

Yes

Igen

[igen]

No

Nem

[nem]

Why

Miért

[mieirt]

How

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Hogyan
[hogy←n]

Maybe
Talán
[t←la:n]

Thank you
Köszönöm
[k s n m]

Sign here.
Itt írja alá!
[itt i:rj← ←ala:]

Please
Kérem
[keirem]
Kérek
[keirek]
Kérlek
[keirlek]

My name is...
A nevem:...
[← nevem]
...-nek hívnak
[nek hi:vn←k]

What is your name?
Mi a neved?
[mi ← neved]
Hogy hívnak?
[hogy hi:vn←k]

Where can I find an interpreter?

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Hol talállok egy tolmácsot?

[hol t←ala:lok egy tolma:tshot]

I need a hotel room.

Szükségem van egy szállodai szobára

[suekseigem v←n egy sa:llo dai soba:r←]

I need water.

Vizet kérek

[vizet keirek]

I need food.

Étkezni szeretnék.

[eitkezni szeretneik]

I need sleep.

Alvásra van szükségem.

[←lva:sr← v←n suekseigem]

How much does the room cost for one night?

Mibe kerül a szoba egy éjszakára?

[mibe keruel ← sob← egy eis←ka:r←]

How much does the room cost for two nights?

Mibe kerül a szoba két éjszakára?

[mibe keruel ← sob← keit eis←ka:r←]

How much does the room cost for one week?

Mibe kerül a szoba egy hétre?

[mibe keruel ← sob← egy heitre]

I would like the room.

Szeretném kivenni a szobát.

[seretneim kivenni a soba:t]

I would like the car.

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Szeretném kibérelni az autót.
[seretneim kibeirelni ←z ←uto:t]

I would not like the room.
Nem kérem a szobát.
[nem keirem a soba:t]

I would not like the car.
Nem bérlém ki az autót.
[nem beirlem ki ←z ←uto:t]

How do I get to...? (this is for asking directions to a place)
Hogyan jutok a ...-hoz/hez/höz?
[hogy←n jutok ← ... hoz/hez/h z]

Please draw me a map.
Kérem, rajzoljon egy térképet nekem.
[keirem r←izolion egy teirkeipet nekem]

Good-bye
Viszontlátásra!
[visontla:ta:sr←]

Where can I rent a car?
Hol bérelhetek egy kocsit?
[hol beirelhetek egy kotshit]

How can our company help you?
Hogyan segíthet önnek cégünk?
[hogy←n segi:thet nnek tseiguenk]

We'll gladly submit an estimate/our recommendations at no obligation.
Szívesen és kötelezettség nélkül adunk önnek egy árajánlatot.
[si:veshen eis k telezettseig neilkuel ←dunk nnek egy a:raja:nl←tot]

Szívesen és kötelezettség nélkül adunk önnek ajánlatokat.

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[[si:veshen eis k telezettseig neilkuel ←dunk nnek
←ja:nl←tok←t]

May we put together a proposal for you?
Összeállíthatunk egy ajánlatot az ön részére?
[ssea:lIi:th←tunk egy ←ja:nl←tot ←z n reiseire]

We would like to help you.
Szeretnénk segíteni önnek.
[seretneik shegi:teni nnek]

Is our price within your range?
Az árunk az ön keretein belül van?
[←z a:runk ←z n keretein beluel v←n]

When may we get to work on this project for you?
Mikor kezdhetjük meg a munkát az ön részére ezen a projekten?
[mikor kezdhetiuek meg ←munka:t ←z n reiseire ezen ←
proiekten]

Do you have any concerns about our product?
Van valami kérdése a termékünkkel kapcsolatban?
[v←n v←l←mi keirdeishe ←termeikuenkkal k←ptshol←tb←n]

Do you have any concerns about our service?
Van valami kérdése a szolgáltatásunkkal kapcsolatban?
[v←n v←l←mi keirdeishe ←solgalt←tashunkk←l
k←ptshol←tb←n]

Do you have any concerns about our pricing?
Van valami kérdése az árainkkal kapcsolatban?
[v←n v←l←mi keirdeishe ←z a:r←inkk←l k←ptshol←tb←n]

May I call you back tomorrow?
Visszahívhatom holnap?
[viss←hi:vh←tom holn←p]

May I call you back next week?

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Visszahívhatom jövő héten?

[viss←hi:vh←tom j v : heiten]

May I call you back this afternoon?

Visszahívhatom ma délután?

[viss←hi:vh←tom m← deilutan]

May I call you back in the morning?

Visszahívhatom holnap reggel?

[viss←hi:vh←tom holn←p reggel]

Who should be my contact within your company?

Ki legyen a kontaktszemélyem az ön cégénél?

[ki legyen ← kont←ktsemeiliem ←z n tseigeineil]

THE BUSINESS TRANSLATOR

ICELANDIC

Spoken by about 250,000 people, mostly in Iceland, where it is the national language.

See the **pronunciation guide** at the beginning of this book.

Hello, nice to meet you. (m=talking to man, f=talking to woman)

Sæll (m) / Sæl (f), gaman að hitta þig.

[sighdl / sighl, GAH-mahn ahdh HIT-ah thig]

I only speak English.

Ég tala bara ensku.

[Ehg TAH-lah BAH-rah EHNS-koo]

I don't understand.

Ég skil ekki.

[Ehg skil EHG-gi]

What is this?

Hvað er þetta?

[kwahdh ehr THEH-tah?]

What is the time?

Hvað er klukkan?

[kwahdh ehr KLOO-kahn?]

What is the date?

Hvaða dagur er?

[KWAH-dhah DAH-goor ehr?]

Where is the nearest toilet?

Hvar er næsta salerni?

[Kwahr ehr NIGH-stah SAH-lehr-nee?]

Where is the nearest hotel?

Hvar er næsta hótél?

[Kwahr ehr NIGH-stah HOH-tehl?]

THE BUSINESS TRANSLATOR

Where is the nearest airport?
Hvar er flugvöllurinn?
[Kwahr ehr FLOOG-verd-loor-in?]

Where is the nearest hospital?
Hvar er næsta sjúkrahús?
[Kwahr ehr NIGH-stah SYOO-krah-hoos?]

Where is the nearest restaurant?
Hvar er næsti veitingastaður?
[Kwahr ehr NIGH-sti VIGH-ting-gah-stah-dhoor?]

What do you need to make this work?
Hvað vantar þig (talking to one person) / ykkur (talking to more than one person) til að þetta gangi upp?
[Kwahdh VAHN-tahr thig / EE-koor til ahdh THEH-tah GANG-gee up?]

Who is the decision maker?
Hver tekur ákvarðanirnar?
[Kwehr TAY-koor OWK-vahr-dhah-nir-dnahr?]

May I use the phone / computer?
Má ég nota símann / tölvuna?
[Mow ehg NOH-tah SEE-mahn / TERL-voo-nah?]

May I speak alone with my partner for a moment?
Má ég tala við félagaminn í einrúmi smástund?
[Mow ehg TAH-lah vidh FAY-lah-gah min ee AYN-roo-mee SMOW-stoond?]

Let's make this deal happen today.
Látum þetta ganga upp í dag.
[LOW-doom THEH-tah GANG-gah up ee dahg]

Yes
Já
[Yow]

THE BUSINESS TRANSLATOR

No
Nei
[Nay]

Why
Hvers vegna
[Kwehrs VEHG-nah]

How
Hvernig
[KWEHR-nig]

Maybe
Kannski
[KAHN-skee]

Thank you
Takk fyrir
[TAHK FEE-rir]

Sign here.
Skrifaðu undir hérna
[SKRI-vah-dhoo UN-dir HEHR-dnah]

Please
Gerðu svo vel
[GEHR-dhoo svoh vehl]

My name is...
Ég heiti...
[Ehg HAY-tee...]

What is your name?
Hvað heitir þú?
[Kwahdh HAY-tir thoo?]

Where can I find an interpreter?
Hvar get ég fundið túlk?
[Kwahr geht ehg FOON-didh toolk?]

THE BUSINESS TRANSLATOR

I need a hotel room.

Ég þarf hótélherbergi.

[Ehg thahrf HOH-tehl-HEHR-behr-gee]

I need water. (polite)

Gæti ég fengið vatn?

[GIGH-tee ehg FEHN-gidh vahtn?]

I need food. (polite)

Gæti ég fengið eitthvað að borða?

[GIGH-tee ehg FAYN-gidh AYT-kwahdh ahdh BOHR-dhah?]

I need sleep. (polite)

Ég þarf að leggja mig.

[Ehg thahrf ahdh LEHG-yah mig]

How much does the room cost for one night?

Hvað kostar þetta herbergi í eina nótt?

[Kwahdh KOHS-tahr THEH-tah HEHR-behr-gee ee AY-nah noht?]

How much does the room cost for two nights?

Hvað kostar þetta herbergi í tvær nætur?

[Kwahdh KOHS-tahr THEH-tah HEHR-behr-gee ee twighr NIGH-toor?]

How much does the room cost for one week?

Hvað kostar þetta herbergi í viku?

[Kwahdh KOHS-tahr THEH-tah HEHR-behr-gee ee VEE-koo?]

I would like the room / the car.

Ég tek herbergið / bílinn.

[Ehg tehk HEHR-behr-gidh / BEE-lin]

I would not like the room / the car.

Ég tek ekki herbergið / bílinn

[Ehg tehk EHK-kee HEHR-behr-gidh / BEE-lin]

THE BUSINESS TRANSLATOR

How do I get to...? (this is for asking directions to a place)
Hvernig kemst ég til...?
[KWEHR-nig kehmsht ehg til...?]

Please draw me a map.
Gætir þú teiknað kort fyrir mig?
[GIGH-tir thoo TAYK-nahdh kohrt FEE-rir mig?]

Good-bye
Bless
[BLEHS]

Where can I rent a car?
Hvar get ég leigt bíl?
[Kwahr geht ehg laygt beel?]

How can our company help you?
Hvernig getur fyrirtæki okkar aðstoðað?
[KWEHR-nig GAY-toor FEE-rir-tigh-kee OHG-kahr ADH-stoh-dhahdh?]

We'll gladly submit an estimate / our recommendations at no obligation.
Við skulum senda áætlun / tillögur án allra skuldbindinga.
[Vidh SKOO-loom SEHN-dah OW-ight-loon / TID-ler-goor own AHDL-rah SKOOLD-bin-ding-gah]

May we put together a proposal for you?
Megum við setja saman tillögur fyrir þig. (speaking to one person) / ykkur (speaking to more than one person)
[MAY-goom vidh SEHT-yah SAH-mahn TID-ler-goor FEEH-rir thig / EE-koor]

We would like to help you.
Við viljum gjarnan hjálpa þér. (speaking to one person) / ykkur (speaking to more than one person)
[Vidh VIL-yoom GYAHR-dnahn HYOWL-pah thehr / EE-koor]

THE BUSINESS TRANSLATOR

Is our price within your range?

Er verðið okkar eitthvað sem þú ræður við? (speaking to one person)

[Ehr VEHR-dhídh OWG-kahr AYT-kwahdh sehm thoo RIGH-dhoor vídh?]

Er verðið okkar eitthvað sem þið ráðið við? (speaking to more than one person)

[Ehr VEHR-dhídh OWG-kahr AYT-kwahdh sehm thídh ROW-dhídh vídh?]

When may we get to work on this project for you?

Hvenær getum við byrjað á þessu verkefni fyrir þig (talking to one person) / ykkur (talking to more than one person)?

[KWAY-níghr GAY-toom vídh BEER-yahdh ow THEH-soo VEHR-kehfi-ni FEE-rir thig / EE-koor?]

Do you have any concerns about our product?

Eru einhver vandamál varðandi vöru okkar?

[EH-roo AYN-kwehr VAHN-dah-mowl VAHR-dhahn-di VER-roo OWG-kahr?]

Do you have any concerns about our service?

Eru einhver vandamál varðandi þjónustu okkar?

[EH-roo AYN-kwehr VAHN-dah-mowl VAHR-dhahn-di THYOH-noo-stoo OWG-kahr?]

Do you have any concerns about our pricing?

Eru einhver vandamál varðandi verðlag okkar?

[EH-roo AYN-kwehr VAHN-dah-mowl VAHR-dhahn-di VEHR-dhlahg OWG-kahr?]

May I call you back tomorrow?

Má ég hringja í þig (to one person) / ykkur (to more than one person) á morgun?

[Mow ehg HREEN-gjah ee thig / EE-koor ow MOHR-goon?]

THE BUSINESS TRANSLATOR

May I call you back next week?

Má ég hringja í þig (to one person) / ykkur (to more than one person) í næstu viku?

[Mow ehg HREEN-gjah ee thig / EE-koor ee NIGH-stoo VEE-koo?]

May I call you back this afternoon?

Má ég hringja í þig (to one person) / ykkur (to more than one person) í seinnipartinn?

[Mow ehg HREEN-gjah ee thig / EE-koor ee SIGH-ni-pahr-tin?]

May I call you back in the morning?

Má ég hringja í þig (to one person) / ykkur (to more than one person) í fyrramálið?

[Mow ehg HREEN-gjah ee thig / EE-koor ee FEE-rah-mow-lidh?]

Who should be my contact within your company?

Hver ætti að vera tengiliður minn hjá ykkur?

[Kwehr IGH-ti ahdh VEH-rah TEHN-gee-lee-dhoor min hyow EE-koor?]

NOTES:

English is spoken by almost all Icelanders to a varying degree. Icelandic businessmen dealing with foreigners almost all speak good or excellent English. Most employees at hotels and restaurants are fluent in English as well. Knowing a few phrases can help when asking directions or for help either in the street or out in the country. It can also be a conversation starter.

Although most Icelanders speak English, making the effort to learn a few phrases and using them is very much appreciated as Icelanders are proud of their language and heritage.

THE BUSINESS TRANSLATOR

ICHIBEMBA (See CIBEMBA)

THE BUSINESS TRANSLATOR

ILOCANO/ILOKANO (See ILOKO)

THE BUSINESS TRANSLATOR

ILOKO (Also called ILOCANO or ILOKANO)

Spoken by about 8 million people in the Phillipines (about 11% of the population).

Pronunciation Guide:

Iloko has been influenced by the Spaniards. There are five vowels:

“a” generally represents the sound ‘ah’ in “father”

“e” generally represents the sound ‘eh’ in “bed”

“i” generally represents the sound ‘I’ in “bit”

“o” generally represents the sound ‘oh’ in “note”

“u” generally represents the sound ‘u’ in “book”

There are fourteen consonants : b, d, g, k, l, m, n, ng, p, r, s, t, w and y. Some letters are pronounced differently.

A double letter is pronounced longer than a single letter.

r “ r “ is trilled as in Spanish or Italian

p , t , k are not aspirated. They are pronounced without the abrupt release of air.

ng velar nasal /ng/ sound. This sound is present in English in the middle and at the end of words, but not at the beginning. In Iloko, it may begin a word.

Examples:

siNGiNG, baNGiNG, siNG-A-loNG

Refer to the **pronunciation guide** in the front of this book for the pronunciation line.

Hello.

Kumusta kayo?

[ku.mus.TAH kah?]

THE BUSINESS TRANSLATOR

Nice to meet you.

Maragsakan ak nga makaamammo kenka.

[mah.RAHG.sah.kahn ahk ngah mah.kah.AHM.ahm.moh
kehn.KAH]

I only speak English

Makasao ak laeng ti Inglis.

[mah.KAH.sah.OH ahk LAH.ehng ti Ing.lis]

I don't understand.

Diak maawatan.

[jahk mah.ah.WAH.tahn]

What is this ?

Ania daytoy?

[ahn.YAH dahy.TOY?]

What is the time?

Ania ti orasen?

[ahn.YAH ti oh.rah.SEHN?]

What is the date?

Ania ti petsa?

[ahn.YAH ti PEHT.cha?]

Where is the nearest toilet?

Ayanna ti kaasidegan nga kasilyas?

[ah.YAHN.nah ti kah.ah.si.deh.GAHN ngah kah.SIL.yahs?]

Where is the nearest hotel?

Sadino ti kaasidegan nga kasilyas?

[sah.di.noh ti kah.ah.si.deh.GAHN ngah kah.SIL.yahs?]

Where is the nearest airport?

Ayanna ti kaasidegan nga 'airport'?

[ah.YAHN.nah ti kah.ah.si.deh.GAHN ngah 'airport'?]

THE BUSINESS TRANSLATOR

Where is the nearest hospital?

Ayanna ti kaasidegan nga ospital?

[ah.YAHN.nah ti kah.ah.si.deh.GAHN ngah ohs.pi.TAHL?]

Where is the nearest American restaurant?

Ayanna ti kaasidegan nga ‘American’ restawran?

[ah.YAHN.nah ti kah.ah.si.deh.GAHN ngah rehs.TAW.rahn?]

What do you need to make this work?

Ania ti kasapulan yo tapno mapagbalin daytoy?

[ahn.YAH ti kah.SAH.PU.lahn yoh tahp.NOH

mah.pahg.bah.LIN dahy.TOHY?]

Who is the decision maker?

Sino ti agdis-disisyon?

[SI. noh ti ahg.DIS.di sis.yohn ?]

May I use the phone?

Makiusar ak man ti telepono?

[mah.ki.u.SAHR ahk mahn ti teh.LEH.poh.noh]

May I use the computer?

Makiusar ak man ti computer ?

[mah.ki.u.SAHR ahk mahn ti ‘computer’]

Let’s make this deal happen today.

*(if speaker is referring to himself and the listener only),

Lippasen ta * daytoy a kontrata itatta.

[lip.pah.SEHN tah dahy.TOY ah kohn.TRAH.tah i.tah.TAH]

Let’s make this deal happen today.

(+ if speaker is referring to himself and a group of people),

Lippasen tayo + daytoy a kontrata itatta.

[lip.pah.SEHN tah.YOH dahy.TOY ah kohn.TRAH.tah

i.tah.TAH]

THE BUSINESS TRANSLATOR

May I speak alone to my partner for a moment?

Mabalin kadi nga kasaritak nga agmaymaysa ti kasosyok uray mabiit laeng?

[mah.bah.LIN kah.DI ngah kah.sah.ri.TAHK ngah ahg.MAHY.mahy.sah ti kah.SOHS.yohk U.rahya mah.bi.IT LAH.ehng?]

Yes

Wen

[wehn]

No

Saan

[sah.AHN]

Why?

Apay?

[AH.pahy?]

How?

Kasanno?

[kah.sah.NOH?]

Maybe

Siguro

[si.gu.ROH]

Thank you

Dios ti agngina (formal)

[johs ti ahg.NGI.nah]

Salamat. (informal)

[sah.LAH.maht]

Sign here.

Agpirma ka ditoy

[ahg.pir.MAH kah di. TOHY]

THE BUSINESS TRANSLATOR

Please (formal, only used when asking a favor or requesting someone to do something for the speaker)

Pangaasim man.

[pah.ngah.ah.sim mahn]

My name is...

Siak ni...

[shahk ni...]

What is your name?

Ania ti nagan mo?

[ahn.YAH ti NAH.gahn moh?]

Where can I find an interpreter?

Ayanna ti pakabirokak ti maysa nga 'interpreter'?

[ah.YAHN.nah ti pah.kah.BI.roh.kahk ti mahy.SAH nga 'interpreter?']

I need a hotel room.

Masapul ko ti maysa nga kuarto iti hotel.

[mah.SAH.pul koh ti mahy.SAH nga quar.TOH i.ti 'hotel']

I need water.

Masapul ko ti danum.

[mah.SAH.pul koh ti dah.NUM.]

I need some food.

Masapul ko ti makan.

[mah.SAH.pul koh ti mah.KAHN.]

I need some sleep.

Masapul ko ti maturog.

[mah.SAH.pul koh ti mah.TU.rohg.]

How much does the room cost for one night?

Mano ti abang ti kuarto iti maysa nga rabii?

[mah.NOH ti AH.bahng ti quar.TOH i.ti mahy.SAH ngah.rah.bi.I?]

THE BUSINESS TRANSLATOR

How much does the room cost for two nights?

Mano ti abang ti kuarto iti dua nga rabii?

[mah.NOH ti AH.bahng ti quar.TOH i.ti du.AH ngah.
rah.bi.I?]

How much does the room cost for one week?

Mano ti abang ti kuarto iti maysa nga lawas?

[mah.NOH ti AH.bahng ti quar.TOH i.ti mahy.SAH ngah.
LAH.wahs?]

I would like the room.

Kayat ko ti kuarto.

[KAH.yaht koh ti KWAHR.toh]

I would like the car.

Kayat ko ti kotse.

[KAH.yaht koh ti KOHT.cheh]

How do I get to...? (this is for asking directions)

Kasano ti agpa...?

[kah.sah.NOH ti ahg.pah...]

Please draw me a map.

Iyaramidan nak man ti mapa.

[i.yah.rah.mi.dahn nahk. mahn ti mah.pah]

Good-bye

Agpakada akon (speaker bidding goodbye)

[ahg.pah.KAH.dah ah.KOHN]

Agpakada kamin (speaker and company bidding goodbye)

[ahg.pah.KAH.dah kah.MIN]

Where can I rent a car?

Ayanna ti paka-arkilaan ti kotse?

[ah.YAHN.nah ti pah.kah.AHR.ki.lah.ahn ti KOHT.cheh]

THE BUSINESS TRANSLATOR

How can our company help you?

Kasano nga makatulong ti kompanya mi kadakayo?

[kah.sah.NOH nga mah.kah.TU.lohng ti KOHM.pahn.yah mi kah.dah.kah.YOH?]

We'll gladly submit an estimate at no obligation.

Maragsakan kami nga mangted iti libre nga 'estimate.'

[mah.RAHG.sah.kahn kah.MI ngah. mahng.TEHD i.ti LIB.reh ngah 'estimate']

We'll gladly submit our recommendations at no obligation.

Maragsakan kami nga mangted iti libre nga rekomendasyon mi.

[mah.RAHG.sah.kahn kah.MI ngah. mahng.TEHD i.ti LIB.reh ngah reh.KOH.mehn.dahs.YOHN mi]

May we put together a proposal for you?

Isaganaan dakayo kadi iti 'proposal'?

[i.sah.gah.NAH.ahn dah.kah.YOH kah.DI i.TI 'proposal'?]

Is our price within your range?

Mabalin kadin ti presyo mi kadakayo?

[mah.bah.LIN kah.DIN ti PREHS.yoh mi kah.dah.kah.YOH?]

When may we get to work on this project for you?

Kaano mi mabalin trabahoen daytoy proyekto para kadakayo?

[kah.ah.NOH mi. mah.bah.LIN trah.bah.WEHN dahy.TOY proh.YEHK.toh PAH.rah kah.dah.kah.YOH?]

Do you have any concerns about our product?

Adda kadi ti problema yo panggep ti produkto mi?

[ahd.DAH kah.DI ti proh.LEH.mah yoh pahng.GEHP ti proh.DUK.toh mi?]

Do you have any concerns about our service?

Adda kadi ti problema yo panggep ti serbisyo mi?

[ahd.DAH kah.DI ti proh.LEH.mah yoh pahng.GEHP ti sehr.BIS.yoh mi?]

THE BUSINESS TRANSLATOR

Do you have concerns about our pricing?

Adda kadi ti problema yo panngep ti presyo mi?

[ahd.DAH kah.DI ti proh.LEH.mah yoh pahng.GEHP ti PREHS.yoh mi?]

May I call you back tomorrow ?

Mabalin kayo kadi nga awagan intono bigat?

[mah.bah.LIN kah.YOH kah.DI ngah ah.WAH.gahn in.TO.H.noh bi.GAHT?]

May I call you back next week ?

Mabalin kayo kadi nga awagan intono umay nga lawas?

[mah.bah.LIN kah.YOH kah.DI ngah ah.WAH.gahn in.TO.H.noh u.MAHY ngah. LAH.wahs?]

May I call you this afternoon?

Mabalin kayo kadi nga awagan intono malem?

[mah.bah.LIN kah.YOH kah.DI ngah ah.WAH.gahn in.TO.H.noh mah.LEHM?]

May I call you in the morning?

Mabalin kayo kadi nga awagan ti bigat?

[mah.bah.LIN kah.YOH kah.DI ngah ah.WAH.gahn ti bi.GAHT?]

Who should be my contact within your company?

Sino ngay ti mabalin ko nga awagan iti kompanya yo?

[SI.noh ngahy ti mah.bah.LIN koh nga ah.WAH.gahn i.ti kohm PAHN.yah yoh?]

THE BUSINESS TRANSLATOR

INDONESIAN

Spoken by up to 30 million people as their first language, but over 140 million people use it as a second language in Indonesia.

Pronunciation Guide:

This guide is approximate. Exceptions are noted in the text.

“a”	= “a” in “cat”
“e”	= “a” in “about”
“eh”	= “ay” in “day”
“i”	= “ee” in “beet” or “i” in “bit”
“o”	= “o” in “boat”
“u”	= “oo” in “book”

ng = sound at the end of “sing,” but may occur at beginning of a word. Do not pronounce this letter combination as an “n” plus a “g”. The combination “ngg” is the “ng” sound plus a “g” sound.

c = “ch” in “choose”

h = pronounced wherever it occurs, even at the end of a word.

Hello, nice to meet you.

Halo, senang berkenalan dengan Anda.

I only speak English.

Saya hanya dapat berbicara bahasa Inggris.

I don't understand.

Saya tidak mengerti.

What is this?

Apa ini?

What is the time?

Jam berapa?

THE BUSINESS TRANSLATOR

What is the date?
Tanggal berapa?

Where is the nearest toilet?
Di manakah toilet terdekat dari sini? (“toilet” pronounced as in English)

Where is the nearest hotel?
Di manakah hotel terdekat dari sini? (“hotel” pronounced as in English)

Where is the nearest airport?
Di manakah bandara terdekat dari sini?

Where is the nearest hospital?
Di manakah rumah sakit terdekat dari sini?

Where is the nearest American restaurant?
Di manakah restoran Amerika terdekat dari sini? (“Amerika” pronounced the same as “America”)

What do you need to make this work?
Apa yang Anda butuhkan untuk membuat karya ini?

Who is the decision maker?
Siapakah pengambil keputusannya?

May I use the phone?
Bolehkah saya pinjam telponnya? (“Bolehkah” = “boh-lay-kay”)

May I use the computer?
Bolehkah saya pinjam komputernya? (“Bolehkah” = “boh-lay-kay”)

May I speak alone with my partner for a moment?
Bolehkah saya berbicara sendirian dengan partner saya sebentar?
 (“Bolehkah” = “boh-lay-kay”)

THE BUSINESS TRANSLATOR

Let's make this deal happen today.
Mari kita buat persetujuan hari ini.

Yes
Ya

No
Tidak

Why
Kenapa

How
Bagaimana

Maybe
Mungkin

Thank you
Terima kasih

Sign here.
Mohon Tanda tangan di sini.

Please
Silakan

My name is...
Nama saya...

What is your name?
Siapa nama Anda?

Where can I find an interpreter?
Di mana saya dapat memperoleh interpreter? (“interpreter” =
“in-tuhr-preh-tuhr”)

THE BUSINESS TRANSLATOR

I need a hotel room.

Saya membutuhkan kamar hotel (“hotel” pronounced as in English)

I need water. (polite)

Boleh saya minta air? (“Boleh” = “boh-lay”)

I need food. (polite)

Boleh saya minta makanan? (“Boleh” = “boh-lay”)

I need sleep. (polite)

Saya ingin tidur.

How much does the room cost for one night?

Berapa harga kamar untuk satu malam?

How much does the room cost for two nights?

Berapa harga kamar untuk dua malam?

How much does the room cost for one week?

Berapa harga kamar untuk satu minggu?

I would like the room.

Saya ingin menyewa kamar itu. (menyewa = muhn-yay-wah)

I would like the car.

Saya ingin menyewa mobil itu. (menyewa = muhn-yay-wah)

How do I get to ...? (this is for asking directions to a place)

Bagaimana saya bisa ke ...?

Please draw me a map.

Bisakah Anda menggambarkan peta untuk saya? (“peta” = “pay-tah”)

Good-bye

Mari

THE BUSINESS TRANSLATOR

Where can I rent a car?

Di mana saya dapat menyewa mobil? (menyewa = muhn-yay-wah)

How can our company help you?

Bagaimana perusahaan kami dapat membantu Anda?

We'll gladly submit an estimate at no obligation.

Degan senang hati kami serahkan perkiraan harga kami. Anda tidak harus membeli produk kami?

We'll gladly submit our recommendations at no obligation.

Degan senang hati kami serahkan rekomendasi kami. Anda tidak harus membeli produk kami?

(“rekomendasi” = “ray-koh-mayn-dah-see”)

May we put together a proposal for you?

Kami sampaikan proposal kami kepada Anda?

We would like to help you.

Kami ingin membantu Anda.

Is our price within your range?

Apakah harga kami dalam jangkauan Anda?

When may we get to work on this project for you?

Kapan kami dapat memulai proyek ini untuk Anda? (proyek = proh-yehk)

Do you have any concerns about our product?

Apakah Anda tertarik dengan produk kami?

Do you have any concerns about our service?

Apakah Anda tertarik dengan layanan kami?

Do you have any concerns about our pricing?

Apakah Anda tertarik dengan harga kami?

THE BUSINESS TRANSLATOR

May I call you back tomorrow?

Bolehkan saya menelpon Anda besok? (bolehkan = boh-li-kah, final “h” pronounced)

May I call you back next week?

Bolehkan saya menelpon Anda minggu depan? (bolehkan = boh-li-kah, final “h” pronounced)

May I call you back this afternoon?

Bolehkan saya menelpon Anda siang ini? (bolehkan = boh-li-kah, final “h” pronounced)

May I call you back in the morning?

Bolehkan saya menelpon Anda di waktu pagi? (bolehkan = boh-li-kah, final “h” pronounced)

Who should be my contact within your company?

Siapa yang dapat saya hubungi di negara Anda?

NOTES:

In Indonesia we often address our listeners (interlocutors) with “Bapak” for men and “Ibu” for woman to show respect. You or “Anda” can be used also, but it shows less respect.

THE BUSINESS TRANSLATOR

ITALIAN

Spoken by over 62 million people in the world. It is an official or national language in Italy, Croatia, San Marino, Slovenia, and Switzerland.

See the **pronunciation guide** at the beginning of this book. The “r” is trilled.

Hello, nice to meet you.

Salve, piacere di conoscerla.

[SAHL-vay, pee-ah-CHAY-ray dee koh-NOH-shayr-lah]

I only speak English.

Parlo solo inglese.

[PAHR-loh SOH-loh een-GLAY-say]

I don't understand.

Non capisco.

[nohn kah-PEES-koh]

What is this?

Che cos'e questo?

[kay KOH-zay QWEH-stoh?]

What is the time?

Che ora e?

[Kay OH-rah eh? kay jeeOHmoh eh?]

What is the date?

Che giorno e?

[kay JOHR-noh eh?]

Where is the nearest toilet?

Dov'e il bagno piu vicino?

[DOH-veh eel BAH-nyoh pyoo vee-CHEE-noh?]

THE BUSINESS TRANSLATOR

Where is the nearest hotel?

Dov'e l'albergo piu vicino?

[DOH-veh lahl-BAYR-goh pyoo vee-CHEE-noh?]

Where is the nearest airport?

Dov'e l'aeroporto piu vicino?

[DOH-veh lah-ay-roh-POHR-toh pyoo vee-CHEE-noh?]

Where is the nearest hospital?

Dov'e l'ospedale piu vicino?

[DOH-veh lohs-peh-DAH-lay pyoo vee-CHEE-noh?]

Where is the nearest American restaurant?

Dov'e il ristorante americano piu vicino?

[DOH-veh eel ree-stoh-RAHN-tay ah-may-ree-KAH-noh pyoo vee-CHEE-noh?]

What do you need to make this work?

Di cosa avete bisogno per fare questo lavoro?

[Dee KOH-sah ah-VAY-tay bee-ZOH-nyoh pehr FAH-ray KWEHS-toh lah-VOH-roh?]

Who is the decision maker?

Chi prende le decisioni?

[Kee PREHN-day lay day-chee-zee-OH-nee?]

May I use the phone/computer?

Posso utilizzare il telefono/computer?

[POH-soh oo-tee-lee-TSAH-ray eel tay-LAY-foh-noh / kohm-PYOO-tayr?]

May I speak alone with my partner for a moment?

Posso parlare per un momento solo con il mio socio?

[POH-soh pahr-LAH-ray pehr oon moh-MEHN-toh SOH-loh kohn eel MEE-oh SOH-chee-oh?]

Let's make this deal happen today.

Raggiungiamo oggi l'accordo.

[Rah-joon-jee-AH-moh OH-jee lah-KOHR-doh.]

THE BUSINESS TRANSLATOR

Yes
Sì
[see]

No
No
[noh]

Why
Perche
[Pehr-KAY]

How
Come
[KOH-may]

Maybe
Forse
[FOHR-say]

Thank you
Grazie
[GRAHT-see-ay]

Sign here.
Firmare qui.
[Feer-MAH-ray kwee]

Please
Prego
[PRAY-goh]

My name is...
Mi chiamo...
[mee kee-AH-moh...]

What is your name?
Come si chiama?
[KOH-may see kee-AH-moh?]

THE BUSINESS TRANSLATOR

Where can I find an interpreter?
Dove posso trovare un interprete?
[DOH-vay POH-soh troh-VAH-ray oon een-tehr-PRAY-tay?]

I need a hotel room.
Vorrei una stanza d'albergo.
[VOH-ray-ee OO-nah STAHN-zah dahl-BEHR-goh]

I would like some water.
Vorrei dell'acqua.
[VOH-ray-ee dehl AHK-wah]

I would like something to eat.
Vorrei qualcosa da mangiare.
[VOH-ray-ee kwahl-KOH-zah dah mahn-JAH-ray]

I would like to sleep.
Vorrei dormire .
[VOH-ray-ee dohr-MEE-ray]

How much does the room cost for one night?
Quanto costa la stanza per una notte?
[KWAHN-toh KOH-stah lah STAHN-zah pehr OO-nah NOH-tay?]

How much does the room cost for two nights?
Quanto costa la stanza per due notti?
[KWAHN-toh KOH-stah lah STAHN-zah pehr DOO-ay NOH-tee?]

How much does the room cost for one week?
Quanto costa la stanza per una settimana?
[KWAHN-toh KOH-stah lah STAHN-zah pehr OO-nah seh-tee-MAH-nah?]

I would like the room.
Vorrei la camera.
[VOH-ray-ee lah KAH-may-rah]

THE BUSINESS TRANSLATOR

I would like the car.
Vorrei la macchina.
[VOH-ray-ee lah MAH-kee-nah]

I would not like the room.
Non desidero la camera.
[nohn day-ZEE-day-roh lah KAH-may-rah]

I would not like the car.
Non desidero la macchina.
[nohn day-ZEE-day-roh lah MAH-kee-nah]

How do I get to ...? (this is for asking directions to a place)
Come si arriva a ...?
[KOH-may see ah-REE-vah ah ...?]

Please draw me a map.
La prego, mi faccia una piantina.
[lah PRAY-goh, mee FAH-chah OO-nah pee-ahn-TEE-nah]

Good-bye
Arrivederci
[ah-ree-vah-DEHR-chee]

Where can I rent a car?
Dove posso affittare una macchina?
[DOH-vay POH-soh ah-fee-TAH-ray OO-nah MAH-kee-nah?]

How can our company help you?
In cosa può esserle utile la mia ditta?
[een KOH-sah poo-OH AY-sehr-lay OO-tee-lay lah MEE-ah DEE-tah?]

We'll gladly submit an estimate at no obligation.
Le farò avere senz'altro una stima senza impegno
[lay fah-ROH ah-VAY-ray sehn-ZAHL-troh OO-nah STEE-mah SEHN-zah eem-PAY-nyoh]

THE BUSINESS TRANSLATOR

We'll gladly submit our recommendations at no obligation.
Le farò avere senz'altro le nostre indicazioni senza impegno.
[lay fah-ROH ah-VAY-ray sehn-ZAHL-troh lay NOHS-tray een-dee-kaht-see-OH-nay SEHN-zah eem-PAY-nyoh]

May we put together a proposal for you?
Possiamo sottoporle una proposta?
[poh-see-AH-moh soh-toh-POHR-lay OO-nah proh-POHS-tah?]

We would like to help you.
Desideriamo esserle utili.
[day-zee-deh-ree-AH-moh EHS-ehr-lay OO-tee-lee]

Is our price within your range?
Va bene il prezzo?
[Vah BAY-nay eel PREHT-soh?]

When may we get to work on this project for you?
Quando possiamo cominciare a lavorare a questo progetto?
[KWAHN-doh poh-see-AH-moh koh-meen-CHAH-ray ah lah-voh-RAH-ray ah KWEHS-toh proh-JEHT-toh?]

Do you have any concerns about our product?
Avete domande riguardo ai nostri prodotti?
[ah-VAY-tay doh-MAHN-day ree-GWAHR-doh igh NOHS-tree proh-DOHT-tee?]

Do you have any concerns about our service?
Avete domande riguardo al nostro servizio?
[Ah-VAY-tay doh-MAHN-day ree-GWAHR-doh ahl NOHS-troh sehr-VEET-see-oh?]

Do you have any concerns about our pricing?
Avete domande riguardo alla nostra politica prezzi?
[ah-VAY-tay doh-MAHN-day ree-GWAHR-doh AH-lah NOHS-trah poh-LEE-tee-kah PREHT-see?]

THE BUSINESS TRANSLATOR

May I call you back tomorrow?

Posso richiamarla domani?

[POH-soh ree-kee-ah-MAHR-lah doh-MAH-nee?]

May I call you back next week?

Posso richiamarla la settimana prossima?

[POH-soh ree-kee-ah-MAHR-lah lah seh-tee-MAH-nah PROH-see-mah?]

May I call you back this afternoon?

Posso richiamarla questo pomeriggio?

[POH-soh ree-kee-ah-MAHR-lah KWEHS-toh poh-meh-REE-jee-oh?]

May I call you back in the morning?

Posso richiamarla in mattinata?

[POH-soh ree-kee-ah-MAHR-lah een mah-tee-NAH-tah?]

Who should be my contact within your company?

A chi mi devo rivolgere per i contatti con la sua ditta?

[ah kee mee DAY-voh ree-vohl-JAY-ray pehr ee kohn-TAH-tee kohn lah SOO-ah DEE-tah?]

NOTES:

Italians are impressed by etiquette. If invited to a restaurant – where they gladly discuss business – they pay attention at the way you dress, the way you act, etc. They do not like a very formal approach.

THE BUSINESS TRANSLATOR

JAPANESE

Spoken by over 126 million people in the world, it is the national language of Japan.

Please see the **pronunciation guide** at the beginning of this book.

Hello, nice to meet you.

はじめまして、お会いできて嬉しいです。

[Hah-jee-meh mah-shee-teh, oh-igh deh-kee-the oo-reh-shee deh-soo]

I only speak English.

わたしは英語しか話せません。

[Wah-tah-shee wah ay-goh shee-kah hah-nah-say mah-sehn]

I don't understand.

理解できません。

[Ree-kigh deh-kee-mah-sehn]

What is this?

これは何ですか？

[Koh-reh-wah nah-nee dehs-kah?]

What is the time?

時間は？

[Jee-kahn wah?]

What is the date?

日付は？

[Hee-zoo-keh wah?]

Where is the nearest toilet?

いちばん近い 公衆トイレ は何処ですか？

[Ee-chee-bahn chee-kigh koh-shoo toy-reh wah doh-koh dehs-kah?]

THE BUSINESS TRANSLATOR

Where is the nearest hotel?

いちばん近い 公衆ホテルは何処ですか？

[ee-chee-bahn chee-kigh koh-shoo hoh-teh-roo wah doh-koh dehs-kah?]

Where is the nearest airport?

いちばん近い 公衆空港は何処ですか？

[ee-chee-bahn chee-kigh koh-shoo koo-koh wah doh-koh dehs-kah?]

Where is the nearest hospital?

いちばん近い 公衆病院は何処ですか？

[ee-chee-bahn chee-kigh byoh-in wah doh-koh dehs-kah?]

Where is the nearest American restaurant?

いちばん近い 公衆アメリカ式のレストランは何処ですか？

[ee-chee-bahn chee-kigh ah-meh-ree-kah shee-kee noh reh-soo-toh-rahn wah doh-koh dehs-kah?]

What do you need to make this work?

1. これを都合の良いようにするには何をすれば良いのですか？(for making business deals)

[koh-reh oh too-goh-noh yoy-yoh-nee soo-roo-nee-wah nah-nee-oh soo-reh-bah yoy-noh dehs-kah?]

2. これを正しく機能させるためにはどうすればよいのですか？(for using a gadget)

[koh-reh-oh tah-dah-shee-koo kee-noh-oo sah-she-roo-nee-wah doh-oo-soo-reh-bah yoy-noh dehs-kah?]

3. これを使えるようにするためには何が必要ですか？(for repairing things)

[koh-reh oh too-kah-eh-roo yoh-oo-nee soo-roo-tah-meh-nee-wah nah-nee-gah hit-soo-yoh-oo dehs-kah?]

Who is the decision maker?

意思決定をなさるのは誰ですか？

[ee-shee keht-tay woh nah-soo-roo noh-wah dah-reh dehs-kah?]

THE BUSINESS TRANSLATOR

May I use the phone?

電話を使ってよろしいですか？

[Dehn-wah oh too-kaht-teh yoh-roh-shee dehs-kah?]

May I use the computer?

コンピュータを使ってよろしいですか？

[Cohn-pyoo-tah woh tsoo-kaht-teh yoh-roh-shee dehs-kah?]

May I speak alone with my partner for a moment?

ちょっとの間、わたしのパートナーと二人だけで話したい
のですが？

[Choh-toh-noh igh-dah, wah-tahsh-ee-noh pah-toh-nah toh foo-
tah-ree dahk-eh-deh hah-nahsh-ee-tigh noh dehs-gah?]

Let's make this deal happen today.

是非この取引を今日まとめましょう。

[Zay-hee koh-noh toh-ree-hee-kee woh kyoh mah-toh-meh mah-
shoh]

Yes

はい

[high]

No

いいえ

[ee-ay]

Why

何故

[nah-zeh]

How

どのようにして

[Doh-noh yoh nee shee-teh]

Maybe

おそらく

THE BUSINESS TRANSLATOR

[Oh-soh-rah-koo]

Thank you

ありがとう。

[ah-ree-gah-toh]

Sign here.

ここにご署名ください

[Koh-koh-nee gohsh-oh-may koo-dah-sigh]

Please

どうぞ

[Doh-zoh]

My name is...

わたしの名前は

[Wah-tah-shee noh nah-migh wah...]

What is your name?

あなたの名前は何か?

[Ah-nah-tah noh nah-migh wah?]

Where can I find an interpreter?

通訳に何処にいますか?

[Tsoo-oo-yah-koo wah doh-koh-nee ee-mahs-oo-kah?]

I need a hotel room. (polite)

ホテルの部屋をお願いします。

[Hoh-the-roo noh heh-yah woh oh-neh-gigh shi-mah-soo]

I need water. (polite)

水を下さい。

[Mee-zoo woh koo-dah-sigh]

I need food. (polite)

食事をお願いします。

[Shoh-koo-jee woh oh-neh-gigh shi-mah-soo]

THE BUSINESS TRANSLATOR

I need sleep. (polite)

わたしは睡眠が必要です。

[Wah-tah-shee wah soo-ee-min gah hit-soo-yoh deh-soo]

How much does the room cost for one night?

一晩の部屋代は幾らですか？

[Hee-toh-bahn noh heh-yah-digh wah ee-koo-rah dehs-kah?]

How much does the room cost for two nights?

二日分の部屋代は幾らですか？

[Foot-soo-kah bunn noh heh-yah-digh wah ee-koo-rah dehs-kah?]

How much does the room cost for one week?

一週間の部屋代は幾らですか？

[ee-shoo-kahn noh heh-yah-digh wah ee-koo-rah dehs-kah?]

I would like the room.

その部屋を下さい。

[Soh-noh heh-yah woh koo-dah-sigh]

I would like the car.

その車を下さい。

[Soh-noh koo-roo-mah woh koo-dah-sigh]

How do I get to ...? (this is for asking directions to a place)

...へ行く道を教えて下さい。

[... Eh ee-koo mee-chee woh oh-shee-ay-tay koo-dah-sigh]

Please draw me a map.

すみませんが、地図を書いて下さい。

[Soo-mee-mah-sehn gah, chee-zoo woh kigh-tay koo-dah-sigh]

Good-bye.

さようなら。

[Sah-yoh-nah-rah]

THE BUSINESS TRANSLATOR

Where can I rent a car?

レンタカーは何処で借りられますか?

[Rehn-tah kah wah doh-koh-day kah-ree-rah-reh mahs-oo-kah?]

How can our company help you?

弊社はどのようにすれば、あなたのお役に立てるでしょうか?

[Hay-shah wah doh-noh-yoh-nee soo-reh-bah, ah-nah-tah-noh oh-yah-koo-nee taht-eh-roo deh-shoh-kah?]

We'll gladly submit an estimate at no obligation.

私共は喜んでお見積書を無債務にて提出させていただきます。

[Wah-tah-shee-doh-moh wah yoh-rohkohn-deh oh-mit-soo-moh-ree-shoh woh moo-sigh-foo nee-teh tay-shoo-too sah-she-teh ee-tah-dah-kee mah-soo]

We'll gladly submit our recommendations at no obligation.

私共は喜んで提言書を無債務にて提出させていただきます。

[Wah-tah-shee doh-moh wah yoh-roh-kohn-deh tay-gehn-shoh woh moo-sigh-foo nee-teh tay-shoo-too sah-seh-teh ee-tah-dah-kee mah-soo]

May we put together a proposal for you?

提案書を纏めてもよろしいですか?

[Tay-ahn-shoh woh mah-toh-meh-teh-moh yoh-roh-shee dehs-kah?]

We would like to help you.

私共はあなたのお役に立ちたいのです。

[Wah-tah-shee-doh-moh wah ah-nah-tah noh oh-yah-koo nee tah-chee-tigh noh deh-soo]

Is our price within your range?

私共の価格はあなたの価値内ですか?

[Wah-tah-shee-doh-moh noh kah-kah-koo wah ah-nah-tah noh neh-hah-bah-nigh dehs-kah?]

THE BUSINESS TRANSLATOR

When may we get to work on this project for you?

何時このプロジェクトをスタートしてよろしいのでしょうか？

[It-soo koh-noh poo-roh-jeh-koo-toh woh stah-toh shee-teh yoh-roh-shee noh deh-shoh-oo-kah?]

Do you have any concerns about our product?

私共の製品に対するご懸念はありますか？

[Wah-tah-shee-doh-moh noh say-hin nee tigh-soo-roo goh-keh-nehn wah ah-ree-mahs-u-kah?]

Do you have any concerns about our service?

私共のサービスに対するご懸念はありますか？

[Wah-tah-shee-doh-moh noh sah-bee-soo nee tigh-soo-roo goh-keh-nehn wah ah-ree-mahs-u-kah?]

Do you have any concerns about our pricing?

私共の価格に対する懸念はございますか？

[Wah-tah-shee-doh-moh noh kah-kah-koo nee tigh-soo-roo goh-keh-nehn wah ah-ree-mahs-u-kah?]

May I call you back tomorrow?

明日に電話かけ直してもよろしいですか？

[Ah-shee-tah nee dehn-wah woh kah-keh-nah-oh-shee-teh-moh yoh-roh-shee dehs-kah?]

May I call you back next week?

来週に電話かけ直してもよろしいですか？

[Righ-shoo-oo nee dehn-wah woh kah-keh nah-oh-shee-teh-moh yoh-roh-shee dehs-kah?]

May I call you back this afternoon?

今日の午後に電話かけ直してもよろしいですか？

[Kyoh noh goh-goh nee dehn-wah woh kah-keh nah-oh-shee-the-moh yoh-roh-shee dehs-kah?]

May I call you back in the morning?

明日の朝に電話かけ直してもよろしいですか？

THE BUSINESS TRANSLATOR

[Ah-shee-tah noh ah-sah nee dehn-wah woh kah-keh nah-oh-shee-teh-moh yoh-roh-shee dehs-kah?]

Who should be my contact within your company?

わたしの連絡相手はどなたでしょうか？

[Wah-tah-shee noh rehn-rah-koo igh-teh wah doh-nah-tah deh shoh-kah?]

THE BUSINESS TRANSLATOR

KAONDE (See KIKAONDE)

THE BUSINESS TRANSLATOR

KHMER (Also called CAMBODIAN)

Spoken by about 6 million people in Cambodia (90% of the population), and by more than 7 million when speakers in China, Laos, and Vietnam are included.

Pronunciation Guide:

Khmer is a monotone language therefore there is no accent. Adjectives are placed after the nouns. For example, “man old.”

Note on translations

When a consonant is used alone (no other letters with it) it sounds like a second consonant in a blend word.

Example: Tah (old man) and Ku (draw)
With the sound T unaspirated as in “stop”
With the sound K unaspirated as in “skin”

When a consonant is followed by an H it sounds like a regular consonant.

Example: Thlahy (price) and Khaht (loose)
Th sounds like the t in “today”
Kh sounds like the k in “king”

ñ is pronounced through the nose as in niño (boy) in Spanish.

When an underscore (_) is used within a word it means that it is a two or three syllable word but the syllables are pronounced very quickly and blended together.

Example: ser_ey (what) is pronounced as ser
and ey very fast.

When y appears at the end of a word it is used as a vowel and not as a consonant.

Example: thgnahy (day) sounds like “eye” at the end.

THE BUSINESS TRANSLATOR

Hello, nice to meet you.

សួរស្តី, ជំរាបសួរ

[soor sday, jumreap soor]

(Cambodians seldom say the words “hello” and “nice to meet you” together. It’s either “hello” or “Nice to meet you.”)

I only speak English.

ខ្ញុំចេះនិយាយតែភាសាអង់គ្លេសទេ

[khñom jeh niyeay teh phearsa angkleh teh]

I don't understand.

ខ្ញុំមិនយល់ទេ

[khñom min yul teh]

What is this?

តើនេះជាអ្វី?

[tae nih jear ser_ey?]

What is the time?

ម៉ោងប៉ុណ្ណានហើយ?

[mawng pawn mahn hery?]

What is the date?

ថ្ងៃនេះជាថ្ងៃអ្វី?

[thngahy nih jear thngahy aa_vey?]

Where is the nearest toilet?

តើបង្គន់នៅទីណា? (where is the toilet?)

[tae bongkun nuhv tee nah?]

Where is the nearest hotel?

តើសណ្ឋាគារជិតជាងគេនៅទីណា?

[tae sonthakear jit jeang keh nuhv tee nah?]

THE BUSINESS TRANSLATOR

Where is the nearest airport?

តើអាកាសយានដ្ឋានជិតជាងគេនៅទីណា?

[tae ah kah syean thahnn jit jeang keh nuhv tee nah?]

Where is the nearest hospital?

តើមន្ទីរពេទ្យជិតជាងគេនៅទីណា?

[tae munttee peht jit jeang keh nuhv tee nah?]

Where is the nearest American restaurant?

តើវេសស្ត្រាំងអាមេរិកាំងជិតជាងគេនៅទីណា?

[tae restaurang ahmehricaign jit jeang keh nuhv tee nah?]

What do you need to make this work?

តើយើងធ្វើឲ្យវាដើរយ៉ាងដូចម្តេច? (how do we make this work?)

[tae yergn thver oy vear der yang dohch mah_dech?]

Who is the decision maker?

តើអ្នកណាជាអ្នកសំរេចចិត្ត?

[tae nerk nah jear nerk somrahch jit?]

May I use the phone?

តើខ្ញុំអាចប្រើទូរស័ព្ទបានទេ?

[tae khñom ahch prer too_reh_sahp bahn teh?]

May use the computer?

តើខ្ញុំអាចប្រើកុំព្យូទ័របានទេ?

[tae khñom ahch preh komputer bahn teh?]

May I speak alone with my partner for a moment?

តើខ្ញុំអាចនិយាយជាមួយភ្នាក់ងារខ្ញុំមួយភ្លែតបានទេ?

[tae khñom ahch nih yeay jear mooy knear khñom mooy phleht bahn teh?]

THE BUSINESS TRANSLATOR

Let's make this deal happen today.

យើងសំរេចកិច្ចព្រមព្រៀងនេះ ឲ្យហើយនៅថ្ងៃនេះទៅ

[yergn samrahch kehch prohmn preang nih oy hery tuhv nuhv thgnahy nih]

Yes

បាទ (man), ប្រាស (woman)

[bath] [jah]

No

ទេ

[teh]

Why

ហេតុអ្វី?

[teht ah_vey]

How

របៀបណា

[ruh bearp nah]

Maybe

ប្រហែល

[praw hehl]

Thank you

អរគុណ

[awr kuhn]

Sign here.

ស៊ីញ៉េកន្លែងនេះ

[see nheh kawn lehgn nih]

THE BUSINESS TRANSLATOR

Please

សូមអញ្ជើញ

[sohm awnh jern]

My name is...

ខ្ញុំឈ្មោះ...

[khñom chmuh...]

What is your name?

តើអ្នកឈ្មោះអ្វី?

[tae nerh chmuh ah_vey?]

Where can I find an interpreter?

តើខ្ញុំអាចរកអ្នកបកប្រែភាសានៅឯណា? នដេ ១៩

នតមជេរតេរី

[khñom truhv kah nerh bawh preh pearsah?]

I need a hotel room.

ខ្ញុំត្រូវការជួលបន្ទប់អូតែលមួយ

[khñom truhv kah joul bawn tup hotel mooy]

I need water. (polite)

ខ្ញុំត្រូវការទឹក

[khñom truhv kah tehk]

I need food. (polite)

ខ្ញុំត្រូវការម្ហូប

[khñom truhv kah mer_hohpe]

I need sleep. (polite)

ខ្ញុំត្រូវការគេង

[khñom truhv kah kehgn]

THE BUSINESS TRANSLATOR

How much does the room cost for one night ?

តើបន្ទប់នេះមួយយប់ថ្ងៃប៉ុណ្ណាន?

[tae bontup nih mooy yup thlay ponmahn]

How much does the room cost for two nights?

តើបន្ទប់នេះពីរយប់ថ្ងៃប៉ុណ្ណាន?

[tae bontup nih pee yup thlay ponmahn]

How much does the room cost for one week?

តើបន្ទប់នេះមួយអាទិត្យថ្ងៃប៉ុណ្ណាន?

[tae bontup nih mooy ahtit thlay ponmahn]

I would like the room.

ខ្ញុំចង់បានបន្ទប់នេះ

[khñom juhgn bahn bontup nih]

I would like the car.

ខ្ញុំចង់បានឡាននេះ

[khñom juhgn bahn lahn nih]

I would not like the room.

ខ្ញុំមិនចង់បានបន្ទប់នេះទេ

[khñom min juhgn bahn bontup nih the]

I would not like the car.

ខ្ញុំមិនចង់បានឡាននេះទេ

[khñom min juhgn bahn lahn nih the]

How do I get to ...? (this is for asking directions to a place)

សូមបង្ហាញផ្លូវខ្ញុំទៅ... (please show me how to get to...)

[sohm bonghanh phluhv khñom tuhv]

THE BUSINESS TRANSLATOR

Please draw me a map.

សូមគូរផែនទី ឲ្យខ្ញុំមួយ

[sohm koo pentee oy khñom mooy]

Good-bye

លាហើយ

[lear hehy]

Where can I rent a car?

តើខ្ញុំអាចជួលឡាននៅឯណា?

[tae khñm ahch jool lahn nuhv tee nah?]

How can our company help you?

តើក្រុមហ៊ុនយើងអាចជួយអ្នកបានតាមរបៀបណា?

[tae krom hun yergn ahch jooy næk bahn tahm ro bearp nah?]

We'll gladly submit an estimate/our recommendations at no obligation.

យើងរីករាយនិងប្រគល់ការ ប៉ាន់តម្លៃដោយគ្មានទាក់ទិនអ្វីទេ

[yergn reek reay nign praw kul kah pahn dom lay doy min mean tæk tin ah_wey the]

We'll gladly submit our recommendations at no obligation.

យើងរីករាយនិងប្រគល់យោបល់ដោយគ្មានទាក់ទិនអ្វីទេ

[yergn reek reay nign praw kul yoh buhl doy min mean tæk tin ah_wey the]

May we put together a proposal for you?

តើយើងអាចប្រគល់សំណើរបស់យើងបានទេ?

[tae yergn ahch praw kul som nerh ro boh yergn bahn teh?]

THE BUSINESS TRANSLATOR

We would like to help you.

យើងចង់ជួយអ្នក

[yergn jong jooy næk]

Is our price within your range?

តើតម្លៃរបស់យើងគួរសមទេ? (is our price reasonable?)

[tae dom lay ro boh yergn koor som teh?]

When may we get to work on this project for you?

តើយើងអាចចាប់ផ្តើមធ្វើកិច្ចការនេះឲ្យអ្នកនៅពេលណា?

[tae yergn ahch chuhp ph_daem th_wehr kehch kah nih nuhw
pehl nah?]

Do you have any concerns about our product?

តើអ្នកមានការសំនួរអ្វីអំពីផ្ទាំងរបស់យើងទេ?

[tae næk mean som noor ah_vey om pee eiy wahn ro boh yergn teh?]

Do you have any concerns about our service?

តើអ្នកមានការសំនួរអ្វីទៅលើសេវារបស់យើងទេ?

[tae næk mean som noor ah_vey om pee seh wah ro boh yergn
teh?]

Do you have any concerns about our pricing?

តើអ្នកមានការសំនួរអ្វីទៅលើតម្លៃរបស់យើងទេ?

[tae næk mean som noor ah_vey om pee dom lay ro boh yergn
teh?]

May I call you back tomorrow?

តើខ្ញុំអាចទូរស័ព្ទប្រាប់អ្នកថ្ងៃស្អែកបានទេ?

[tae khñom ahch too_rer_sahp prahp nerh thgnahy ser_ehk bahn
teh?]

THE BUSINESS TRANSLATOR

May I call you back next week?

តើខ្ញុំអាចទូរស័ព្ទប្រាប់អ្នកអាទិត្យក្រោយបានទេ?

[tae khñom ahch too_rer_sahp prahp nerh ahtit kroy bah teh?]

May I call you back this afternoon?

តើខ្ញុំអាចទូរស័ព្ទប្រាប់អ្នកល្ងាចនេះបានទេ?

[tae khñom ahch too_rer_sahp prahp nerh ler_gneach nih bahn teh?]

May I call you back tomorrow morning?

តើខ្ញុំអាចទូរស័ព្ទប្រាប់អ្នកស្អែកព្រឹកបានទេ?

[tae khñom ahch too_rer_sahp prahp nerh ser_ehk prik bahn teh?]

Who should be my contact within your company?

តើអ្នកណាគួរជាអ្នកទាក់ទងនៅក្រុមហ៊ុនយើង?

[tae nerk nah koor jear nerk terk tong nuhv krom hun yergn?]

THE BUSINESS TRANSLATOR

CROSS COMMUNICATION SIGNS

American

1. Head touching shows affection and sincerity.
2. Feet are just a part of the body.
3. To call someone over to them, Americans put the palm of the hand up and crook the four fingers and motion towards themselves.
4. It is acceptable to call someone over by crooking the index finger.
5. Showing a middle finger is rude.
6. Crossing the fingers expresses hope for a good thing to happen.
7. Crossing fingers behind the back means "I am telling a lie, but it really doesn't count."
8. The fingers drawn across the neck means stop it or a warning.
9. The teacher congratulates and encourages the student by the sign of thumb and index finger forming a round to say "O.K., or perfect."
10. Americans do not like to tell their age.
11. "You are fat" is an insult.
12. Americans always ask, "How are you?" every time they meet.
13. To point to the head and rotate the finger, means one is "crazy."
14. The word crazy often means funny, "That's crazy."
15. Smiling expresses happiness, courtesy, or agreement.
16. American children cry when they are frightened, sad, angry, upset or disappointed.
17. American teachers may stand close to students to show attention.

Cambodian

1. Touching the head of an adult is insulting but, it is O.K. with small children. Never tap the top of the head, but rub the back lightly.
2. Feet are the lowest part of the body. It is impolite to point them at someone. It is also impolite to step over someone's feet or legs.
3. To call someone over, Cambodians raise the hand with the back of the hand up and crook the four fingers or move the hand up and down, much as Americans wave Good-bye. Motioning with the palm of the hand is impolite. It is used to call dogs or challenge someone to fight.
4. To call someone over to you by crooking the index finger with the back of the hand down is very insulting, challenging for a fight.
5. This has no meaning for the Cambodians.
6. Crossed fingers is a very bad sign and has an obscene interpretation for Cambodians and Southeast Asians.
7. Crossing fingers behind the back has no meaning.
8. This means "I'll kill you." This is very serious for the Cambodians, in a country which experienced a mass murderous regime.
9. This sign confuses and disappoints the Cambodian student because it means zero, no value, bad job.
10. Cambodians often ask "How old are you?" because they have three ways of speaking: to an elder, to a peer, and to someone younger.
11. Cambodians are glad to say or be told "You are getting fat now."
12. Cambodians say Hello, and ask "Where are you going?" It is a sincere and familiar question. They ask about the person who is absent: "How is your wife? Your dad?" Not, "How are you?"
13. To Cambodians this sign means "think about it."
14. Crazy is a bad word. It has only one meaning: mentally unbalanced. Cambodians will get very angry at this word.
15. Smiling means the same thing as in America, as well as to disagree, be unhappy, or sorry. Cambodian children will still smile when scolded. They smile to say "I am sorry."
16. Cambodian children cry when they are frightened, sad or angry, or unjustly accused of something. They cry out of frustration when they lack the ability to express what they want to say.
17. When a teacher stands too close to Cambodian students it makes them nervous and they cannot concentrate on their work.

THE BUSINESS TRANSLATOR

KIKAONDE (Also called KAONDE or CHIKAONDE)

Spoken by about 276,000 people in Zambia and the Democratic Republic of Congo (about 3% of the population in Zambia).

Pronunciation Guide:

Consonants are pronounced as they are in English. Every letter is pronounced! The letter Ž is pronounced like the “ng” in the word “thing”, but it can come at the beginning of a word, unlike in English. “r” is trilled, like in Spanish.

Vowels:

“a” = the “a” in “father”

“e” = the “a” in “late”

“i” = the “ee” in “beet”

“o” = the “o” in “boat”

“u” = the “oo” in “cool”

Do not worry about stress. It will occur naturally as you say the words.

Hello, nice to meet you.

Hello, kyawama bingi pakumonangana.

I only speak English.

Amiwa ngambatu Kizungu.

I don't understand.

Amiwa nguvwa.

What is this?

Akye kika?

What is the time/date?

Kiji kimyeka?/ Jubaka?

Where is the nearest toilet?

Kwepi kubwipi ku kioloni?

THE BUSINESS TRANSLATOR

Where is the nearest hotel?
Kwepi kubwipi ku hotela?

Where is the nearest airport?
Kwepi kubwipi ku eyapoti?

Where is the nearest hospital?
Kwepi kubwipi ku kipatala?

Where is the nearest American restaurant?
Kwepi restrant wakwa Ameleka?

What do you need to make this work?
Bika byena kukebewa pakwamba bingilwe?

Who is the decision maker?
Nanyi usala?

May I use the phone?
Nakonsha kwingigishako lamyia?

May I use the computer?
Nakonsha kwingigishako komputa?

May I speak alone with my partner for a moment?
Nakonsha kwamba namukwetu bunke pacheche?

Let's make this deal happen today.
Tulenge dilu imweke lelo.

Yes
Napopwela

No
Ne

Why
Mambo ka

THE BUSINESS TRANSLATOR

How
Byepi

Maybe
Kampe

Thank you
Sankio

Sign here.
Sayina pape.

Please
Napopwela

My name is...
Gizyina giامي...

What is your name?
Yobe nanyi gizyina?

Where can I find an interpreter?
Kwapi konakonsha kutana intapuleta?

I need a hotel room.
Nsaka luumu pa hotela.

I need water.
Nkeba mema.

I need food.
Nkeba biakugia.

I need sleep.
Nkeba kulala.

How much does the room cost for one night?
Luumu ipotewa inga pajuba gimo?

THE BUSINESS TRANSLATOR

How much does the room cost for two nights?
Luumu ipotewa inga pamoba abiji?

How much does the room cost for one week?
Luumu ipotewa inga pa mulungu umo?

I would like the room.
Nsata luumu.

I would like the car.
Nsata motoka.

I would not like the room.
Kensaka luumu.

I would not like the car.
Kensaka motoka.

How do I get to ...? (this is for asking directions to a place)
Nafwainwa kenpa byepi...?

Please draw me a map.
Napopwela ndengeleko mapu.

Good-bye
Mushalepo bulongo

Where can I rent a car?
Kwepi konakonsha kwashima motoka?

How can our company help you?
Kampanyi wetu wakonsha kwimikwasha byepi?

We'll gladly submit an estimate/our recommendations at no obligation.
Twimipa bio twapekanya.

May we put together a proposal for you?
Twimipuzyileko?

THE BUSINESS TRANSLATOR

We would like to help you.
Twakonsha kutemwa kwimikwasha.

Is our price within your range?
Mutengo wetu keugi pamo nawenu?

When may we get to work on this project for you?
Jubaka jo twakonsha kwingila pa pulojekiti yenu?

Do you have any concerns about our product?
Mujipo namilangniko pabintu byetu?

Do you have any concerns about our service?
Mujipo namilangniko pamingilo yetu?

Do you have any concerns about our pricing?
Mujipo namilangniko pamutengo wetu?

May I call you back tomorrow?
Nakonsha kwimitumine kesha?

May I call you back next week?
Nakonsha kwimitumine mulungu wiya?

May I call you back this afternoon?
Nakonsha kwimitumine mabanga?

May I call you back in the morning?
Nakonsha kwimitumine lukelo?

Who should be my contact within your company?
Bananyi bonakonsha kwamba nabo bakampanyi yenu?

NOTES: See comments on Zambia under **CHIBEMBA**. See also comments on other regions of sub-Saharan Africa under **CHICHEWA**.

THE BUSINESS TRANSLATOR

KIKONGO (See KONGO)

THE BUSINESS TRANSLATOR

KONGO (Also called KIKONGO or CONGO)

Spoken by over 3 million people in Congo, the Democratic Republic of Congo, and Angola.

Pronunciation Guide:

Consonants are pronounced as they are in English. Every letter is pronounced!

Vowels:

“a” = the “a” in “father”

“e” = the “e” in “late”

“i” = the “ee” in “beet”

“o” = the “o” in “boat”

“u” = the “oo” in “cool”

Kongo is a tone language, so you must try to pay attention to the pitch of each syllable. No accent mark over a vowel means a very low tone. Vowels with an acute accent (á é í ó ú) have a high tone. Vowels with a grave accent (à è ì ò ù) have a mid-tone tone. Listen to the native speakers around you to get a feel for this, and have someone pronounce some of the words or sentences for you. You could also listen to other African tone languages (See the web page with audio for AKAN under the **pronunciation guide** for that language).

Hello, nice to meet you.

Mbótè nà ngé. Bétò kélè nà kiéésè yà kùmónà ngé.

I only speak English.

Múnù ké túbákà kákà kìngìlìzì/kìngèlèzò.

I don't understand.

Múnù ké kúwà ngé vè./ Múnù ké kúbákísà vé.

What is this?

Ínkì (kímà) yáyì? (kímà “thing” is optional)

THE BUSINESS TRANSLATOR

What is the time?

Ntángù íkwà bétò kélè? OR Bétò kélè ntángù íkwà? (literally: What time are we/We are what time?)

What is the date?

Búnù kélè kilúmbù íkwà yà ngóndà yáyì? (literally: Today is what day of the month/date?)

Where is the nearest toilet?

Kikàbìni tō wèsé yà nkúfi kélè wápi?
OR Wápi síkà kikàbìni tō wèsé yà nkúfi kélè?

Where is the nearest hotel?

Òtélè yà nkúfi kélè wápi?

Where is the nearest airport?

Kifùlù yà nkúfi àvió kèbwilákà kélè wápi?

Where is the nearest hospital?

Lupitalo yà nkúfi kélè wápi?

Where is the nearest American restaurant?

Lestolá ya baAmèdíké yà nkúfi kélè wápi?
OR BàAmèdíké ké kùdiákà nà lèstòlá wápi? (literally: What restaurant do the Americans eat in?)

What do you need to make this work?

Ínkì ngé mézólà bósì ngé ké sálà kìsálù yáyì?

Who is the decision-maker?

Wápi mfúmù yà bìsálù yáyì muntù ké bàkákà dèszìó?
OR Nàni ké bàkákà dèszìó nà bìsálù yáyì?

May I use the phone?

Múnù léndà sàdíla tèlèfòni yà béénò?

May I use the computer?

Múnù léndà sàdíla màsìni yàkùsònikínà yáyì?

THE BUSINESS TRANSLATOR

May I speak alone with my partner for a moment?

Bénù léndà bíkà ntétè múnù kwéndà yàmbílà múnù mósi nà
kisádi yà múnù yà kòmpáni?

Let's make this deal happen today.

Bíkà béétò mánísà nsámù yáyí búbù kíákì.

Yes

Íngà. OR (Yayi kele mpila yina.= It is so.)

No

Vé. OR (Yáyì kélé mpílà yínà/yáyì vé = It is not this/that way or
It's not so.)

Why

Sámúnà ínki

How

Ínki mpílá

Maybe

Ntáángu n'kákà

OR Múnù bánzà.

OR Yáwù mé lééndà kálà mpílà yínà (Sometimes/I
believe/think so/It may be this way.)

Thank you

Múnù mé tóondà ngé. (literally: I thank you.)

Sign here.

Ngé sínié nà bisíkà yáyí. (literally: You sign at this place here.)

Please

(Sàdísà múnù) kó (literally: Help me please. Note: “ko” cannot
be used alone to stand for ‘please’. It needs the action for which
one is pleading to go along with it. Example: Tell me please:
Téélà múnù kó.)

THE BUSINESS TRANSLATOR

My name is...

Nkúmbù yà múnù kélè...

OR Dìzínà nà múnù kélè ...

What is your name?

Nkúmbù yà ngé kélè nání?

OR Dìzínà nà ngé kélè nání?

OR Nge kele nani? (literally: Who are you?)

OR Bávù mé bòkilákà ngé nání? (literally: Whom do they call you?)

Where can I find an interpreter?

Wápì sika múnù ké bàkílà muntù ké bàlùlákà mámbù nà ndíngà n'kákà?

OR Wapi sika múnù ké bàkílà muntù ke tubaka ndinga n'kaka?

Expect the question: What language do you speak?

Ínkì ndíngà ngé ké túbákà?

Or "What language (do you need an interpreter for)?"

Nà ínkì ndíngà (ngé mé zólà muntù yà mpílà yáyì)?

I need a hotel room.

Múnù zólà dísúkù yà kùléékà nà hòtélè.

I need sleep.

Múnù zólà kùléékà. (literally: I would like to have some sleep.)

OR Bénò váána múnù kífúlù yà kùléékà. (literally: Give me a place to sleep.)

OR Múnù mè mónà nsátù yà kùléékà. (literally: I feel like sleeping.)

I need water.

Múnù zólà kúnwà mázà. (literally: I would like to drink some water.)

OR Bénò váána múnù mázà yà kúnwà. (literally: Give me some water.)

OR Múnù mè mónà nsátù yà kúnwà mázà. (literally: I feel like drinking water.)

THE BUSINESS TRANSLATOR

I need food.

Múnù zólà kúdià. (literally: I would like to eat some food.)

OR Bénò váánà múnù mádià kó. (literally: Give me some food please.)

OR Múnù mè mónà nsátù yà kúdià. (literally: I feel like eating.)

How much does the room cost for one night?

Disúkù kévwàndákà ntálù íkwà nà mpíimpà mósì?

How much does the room cost for two nights?

Disúkù kévwàndákà ntálù íkwà nà mpíimpà zóólè?

How much does the room cost for one week?

Disúkù kévwàndákà ntálù íkwà nà lùmíngù mósì?

I would like this room.

Múnù mè zólà disúkù yáyì.

I would like this car.

Múnù mè zólà vwatílè yáyì.

I would not like the room.

Múnù mè zólà disúkù yáyì vé.

I would not like the car.

Múnù mè zólà vwatílè yáyì vé.

How do I get to...? (This is for asking directions to a place)

Ínkì mpílà múnù léndà kùminà nà...

OR Ínkì nzílà ké léndà lwàkísà múnù nà...

Please draw me a map.

Múnù zólà ngé sàdíla múnù pùlá yà nzílà yà kùdiàtíla.

(literally: I would like you to draw me a map of the way to walk through.)

Good-bye

Ngé bikánà mbóté

THE BUSINESS TRANSLATOR

Where can I rent a car?

Ínkì bisíkà múnù ké léndà kù fùtílà vwàtílè?

How can our company help you?

Ínkì mpílà kòmpanì yà bétò ké léndà kùsàdisílà ngé?

We'll gladly submit an estimate/our recommendations at no obligation.

Bétò kélè nà kiésè yà kò sàdílà ngé ntálù yàkùtèkílà átà ngé zólà kùsúmbà vé.

May we put together a proposal for you?

Bétò sàdílà ngé mpílà bétò ké tèkákà bímà nà béétò?

(literally: Should we put together a proposal of the way we would sell our goods to you?)

We would like to help you.

Bétò zólà kù sàdisà ngé.

Is our price within your range?

Ntálù yà béétò yáyì, yáwù kélè mbótè nà mpílà béénò ké sùmbákà? (talking to more than one person)

Ntálù yà béétò yáyì, yáwù kélè mbótè nà mpílà ngé ké sùmbákà? (talking to one person)

When may we get to work on this project for you?

Ínkì kilúmbù béétò kéléndà bàntíkà kùsálù yáyì pwá nà ngé?

Do you have any concerns about our product?

Ngé kénà nsámù yà kùtúbà nà bímà yáyì béétò kénà kùtèkísà?

Do you have any concerns about our service?

Ngé kénà nsámù yà kùtúbà nà bisálù béétò kénà kùsálà?

Do you have any concerns about our pricing?

Ngé kénà nsámù yà kùtúbà nà bàntálù yà béétò?

May I call you back tomorrow?

Múnù léndà bókílà ngé mbázi yáyì?

THE BUSINESS TRANSLATOR

Note: Should I call you tomorrow?
Bóòsì múnù bòkílà ngé mbázi?

May I call you back next week?
Múnù léndá bókílà ngé lùmíngù kénà kwízà?

May I call you back this afternoon?
Múnù léndá bókílà ngé nà mànímà yà midí yà búnù kíáki?

May I call you back in the morning?
Múnù léndá bókílà ngé nà ntángù yà nsíúkà?

Who should be my contact within your company?
Ínkì muntù ké vwaándà mfúmù yà kísálù yà múnù nà kòmpáni
yà béénò?

OR What person will take care of my file in your company?
Muntù wápi kéné kùtálà mìnkáándà yà múnù nà kòmpáni yà
béénò yàáyí?

NOTE: See comments under **CHICHEWA** on travel in sub-Saharan Africa in general. See comments on the Democratic Republic of Congo under **LINGALA**.

THE BUSINESS TRANSLATOR

KOREAN

Spoken by about 78 million people in and around North and South Korea.

In pronunciation, “ae” is the same sound as the “I” in “ripe.”

Hello, nice to meet you.

안녕하세요, 만나서 반갑습니다

[Ahn nyoong hah sae yoh, mahn nah su bohn gop sum nee dah]

I only speak English.

영어만 할 줄 압니다

[Yohung u mahn hahr jul ahnm nee dah]

I don't understand.

잘 모르겠습니다

[Jul moh rueh geht sum nee dah]

What is this?

이게 뭐죠?

[Yee gae moh joh?]

What is the time/date?

시간이/날짜가 어떻게 되죠?

[Sheh gahn yee / nahl jah gah ah duk gae dae joh?]

Where is the nearest (toilet / hotel / airport / hospital / American restaurant)?

가장 가까운 화장실 / 호텔 / 공항 / 병원 / 미국식당이 어디죠?

[Gah jahng gah kah woon haw (jahng sheel / hoh-tel / gong hawng / byung won / mee gook sheek dhahng yee ah dee joh)?]

What do you need to make this work?

이 일에 필요한 게 무엇입니까?

[Yee eel ae pil yoh hahn gae moo ah yim nee kah?]

THE BUSINESS TRANSLATOR

Who is the decision maker?

누가 결정하죠?

[Noo gah gyul jung hah joh?]

May I use the phone/computer?

전화 / 컴퓨터를 사용해도 되겠습니까?

[(Jun haw/ computer) ul sah yong hae doh dae geht sum nee kah?]

May I speak alone with my partner for a moment?

잠시 저희 동료와 얘기해도 되겠습니까?

[Jahm see joo hee dong yoh wah yae gee hae doh dae geht sum nee kah?]

Let's make this deal happen today.

오늘 이 일을 처리하도록 합시다.

[Oh nul yi yil ul chul lee hah doh rohk hop see dah]

Yes

예

[yae]

No

아니오

[ah nee oh]

Why

왜 그렇죠?

[Wae gu loo joh]

How

어떻게?

[oo duk gae]

Maybe

아마도요.

[ah mah doh yoh]

THE BUSINESS TRANSLATOR

Thank you
감사합니다
[Gahm sah hahm nee dah]

Sign here.
여기에 서명하세요.
[Yoh gee ae soo myung hah sae yoh]

Please
실례합니다
[Sil rae hop ni dah]

My name is...
제 이름은입니다
[Jae yi rum eun ... yim ni dah]

What is your name?
성함이 어떻게 되시죠?
[Sung hum yi ah tough gae dae si joo?]

Where can I find an interpreter?
통역을 어디서 구할 수 있습니까?
[Toong yalk ir ah dee suh goo harl soo yip sum nee kah?]

I need a hotel room.
방이 필요합니다
[Bong yi pil yo hop nee dah]

I need water. (polite)
물 좀 주시겠습니까?
[Mool jom joo si get sum nee kah?]

I need food. (polite)
음식을 좀 주시겠습니까?
[yum sik ir jum joo si get sum nee kah?]

THE BUSINESS TRANSLATOR

I need sleep. (polite)

이제 자야 할 것 같습니다

[yi jay ja yah hal gut got sum nee dah]

How much does the room cost for one night / for two nights / for one week?

하루/이틀/일주일/ 방 가격이 얼마입니까?

[Ha rue bong gah gelk yi ahr ma yim nee kah?] (one night)

[Yi tir bong gah gelk yi ahr ma yim nee kah?] (two nights)

[Il joo il bong gah gelk yi ahr ma yim nee kah?] (one week)

I would like the room.

방이 마음에 듭니다

[Bong yi ma eum ae dum nee dah]

I would like the car.

차가 마음에 듭니다

[Cha gah ma eum ae dum nee dah]

I would not like the room.

방이 마음에 들지 않습니다

[Bong yi ma eum ae dul ji ahn sum nee dah]

I would not like the car.

차가 마음에 들지 않습니다

[Cha gah ma eum ae dul ji ahn sum nee dah]

How do I get to...? (this is for asking directions to a place)

...에 가려면 어떻게 가야 합니까?

[...Ae gah rah men ah though gae gah ah hop nee kah?]

Please draw me a map.

지도들 좀 주시겠습니까?

[Gee do lur jum joo si get sum nee kah?]

Good-bye

안녕히 계십시오

[Ahn leung hee gae ship si oh]

THE BUSINESS TRANSLATOR

Where can I rent a car?

이디에서 차를 빌릴 수 있습니까?

[Ah dee ae suh cha lur bill lill soo yip sum nee kah?]

How can our company help you?

저희 회사쪽에서 어떻게 해 드릴까요?

[Juh yi hae sah choke ae suh ah thoughk gae hae due lill kah yo?]

We'll gladly submit an estimate/our recommendations at no obligation.

부담 없이 견적/추천/을 드리게 되서 기쁘게 생각합니다

[Boo dum up she gyun juk ir due lee gae dae suh kee pu gae sang gack hop nee dah] (an estimate)

[Boo dum up she choo chun ir due lee gae dae suh kee pu gae sang gack hop nee dah] (our recommendations)

May we put together a proposal for you?

제안을 하나 드려도 괜찮겠습니까?

[Jae ahn ir hana due rae do gyan chan get sum nee kah?]

We would like to help you.

도와드리고 싶습니다

[Do ah due lee go ship sum nee dah]

Is our price within your range?

가격이 마음에 드십니까?

[Gah gyuck yi ma um ae due ship nee kah?]

When may we get to work on this project for you?

언제부터 이 프로젝트를 진행할까요?

[Uhn jae boo though yi project ir jin hang hal kah yo?]

THE BUSINESS TRANSLATOR

Do you have any concerns about our product / service / pricing?

제품/서비스/가격에 대해 관심이 있으십니까?

[Jae poom ae dae hae kwan shim yi it uh ship nee kah?]

(product)

[Service ae dae hae kwan shim yi it su ship nee kah?] (service)

[Gah gyuck ae dae hae kwan shim yi it su ship nee kah?]

(pricing)

May I call you back tomorrow/next week/ this afternoon/in the morning?

내일/다음주에/오늘 오후에/아침에/ 전화드려도

괜찮겠습니까?

[Nae il jun hwah due rae do gyan chan get sum nee kah?]

(tomorrow)

[Da um joo ae jun hwah due rae do gyan chan get sum nee kah?]

(next week)

[Oh nul oh hoo ae jun hwah due rae do gyan chan get sum nee kah?] (this afternoon)

[Ah chim ae jun hwah due rae do gyan chan get sum nee kah?]

(in the morning)

Who should be my contact within your company?

귀사에서 어떤 분을 통해 연락하면 됩니까?

[Gi sa ae suh uh thun boon ir tong hae yall lock ha myun daem nee kah?]

THE BUSINESS TRANSLATOR

LINGALA

Lingala is a widely used language in the Democratic Republic of Congo and the Republic of Congo. While there may only be a little over 300,000 mother tongue speakers of Lingala, it is spoken by about 7 million people as a common means of communication, mostly in the Bandundu, Equateur, and Orientale provinces.

Pronunciation Guide:

Consonants are pronounced as they are in English. Every letter is pronounced!

Vowels:

“a” = the “a” in “father”

“e” = the “a” in “late”

“i” = the “ee” in “beet”

“o” = the “o” in “boat”

“u” = the “oo” in “cool”

Lingala is a tone language, so you must try to pay attention to the pitch of each syllable. No accent mark over a vowel means a very low tone. Vowels with an acute accent (á é í ó ú) have a high tone. Vowels with a grave accent (à è ì ò ù) have a mid-tone. Listen to the native speakers around you to get a feel for this, and have someone pronounce some of the words or sentences for you. You could also listen to other African tone languages (See the web page with audio for AKAN under the **pronunciation guide** for that language).

Hello. Nice to meet you.

Mbótè, èsèngò yà kòkútànà nà yó.

I only speak English.

Nàlòbàkà kákà angelé.

THE BUSINESS TRANSLATOR

I don't understand.

Nàzàlí kòyébà màkàmbò òzàlí kòlòbà té.

What is this?

Óyò (èzàlí èlókò) níni?

OR Óyò èzá níni?

What is the time?

Síkà óyò tángò níni? (literally: Now, what time is it?)

Tòzàlí lélé níni? (literally: We are at what time now?)

Lélé níni nà mótélè nà yó? (literally: What hour is it on your watch?)

What is the date?

Léló dátì níni? (literally: Today is what date?)

Léló mòkòlò níni yà sánzá óyò. (literally: Today is what day of this month?)

Where is the nearest toilet?

Wèsé yà pèmbéni èzàlí wápi?

OR Twàlétì yà pènè èzàlí wápi?

Where is the nearest hotel?

Òtélè yà pèmbéni èzàlí wápi?

Where is the nearest airport?

Libándá yà ndèkè tó àvió èzàlí wápi?

Where is the nearest hospital?

Lòpítàlò yà pèmbéni èzàlí wápi?

Where is the nearest American restaurant?

Restòrá yà bàAmeríkè yà pèmbéni èzàlí wápi?

What do you need to make this work?

Esèngéí ózàlà nà èlókò níni pó mòsàlà óyò étàmbòlà màlámù?

THE BUSINESS TRANSLATOR

Who is the decision-maker?

Náni mòtò àkátàkà likàmbò áwà?

OR Náni mòtò àzàlàkà mòkònzì áwà?

May I use the phone?

Nàkòkí kòsálèlèlè tèlefónì?

May I use the computer?

Nàkòkí kòsálèlèlè màsínì yàkòkòmèlèlè óyò?

May I speak alone with my partner for a moment?

Nàkòkí kòsòlòlèlè nàínò mòké nà mòníngà nàngáyí yàmòsàlà?

Let's make this deal happen today.

Tíkà tóbòngìsà likàmbò óyò pó ésàlà mà òmòkòlò yà lèlò.

Yes

E (èzàlí bòyè) (literally: Yes, (it is so/that's right.))

No

Té, (èzàlí bòyè té) (literally: No, (it is not so/that is not right.))

Why

Pónà nínì

How

How come/What way?

Ndéngé nínì?

How is it going? How is the news?

Bónì?

How are you doing/How are you?

Òzàlí màlámù?

Maybe

Sometimes/I think/I guess

Tángò mòsúsù/Nàkànísí

It may be that way.

Ekòkí kòzàlà bòyè

THE BUSINESS TRANSLATOR

Thank you
Nàtòndí yó

Sign here.
Tiá lóbókò áwà. OR Sinyé áwà.

Please
(Help me) please/ (Wait) please.
(Sàlísá ngáyì) náínù/(Zèlá) náínù (“Náínù” can not be used alone.)

My name is...
Kómbó nà ngá (èzàlí)...(The verb is optional.)

What is your name?
Kómbó nà yó níni?
OR (Yó) bàbéngàkà yó nání? (literally: (You,) what do they call you?)

Where can I find an interpreter?
Nàkòkí kò zwà mòtò àbóngòlàkà mìnòkò mìsúsù wápì?
OR Esíkà níni nàkòkí kò zwilà mòtò àbàlòsàkà màlòbà nà mìnòkò mìsúsù wápì?

I need a hotel room.
Nàzàlí kòlùkà òtélè
OR Nàlìngí ná fútèlà sàmbèlè nà òtélè

I need water.
Nàlìngí ná mèlà bòbélé máyì (I would like to drink some water.)
OR Ópésá ngáyì náínù máyì (Give me some water please.)
Or Nàkòkí kò zwà máyì yàkòmèlà áwà? (May I have some water to drink here please?)

I need food.
Nàlìngí nálià biléyì. (I would like to eat.)
Or Nàyókí kàmwá nzàlà. (I am quite hungry.)
Or Ópésá ngáyì náínù bilókò nálià. (Please give me some food.)

THE BUSINESS TRANSLATOR

I need sleep.

Nàlingí nàlálà nàínù.

OR Nàlingí kòlálà (I would like to sleep.)

OR Nàyókí pòngí (I feel sleepy.)

OR Làkísá ngáyì nàínù èsíká nàkòlálà (Would you please show me where I am sleeping.)

How much does the room cost for one night?

Sámbèlè yàkòlálà (nà òtélé) èzàlàkà tálò bóni nàbùtú mókó?

How much does the room cost for two nights?

Sámbèlè yàkòlálà (nà òtélé) èzàlàkà tálò bóni nàbùtú míbálé?

How much does the room cost for one week?

Sámbèlè yàkòlálà (nà òtélé) èzàlàkà tálò bóni nàpósó mókó tó mikòlò sàmbò?

I would like the room.

Nàlingí sàmbèlè óyò.

I would like the car.

Nàlingí mótùkà.

OR Nàlingí vwàtíléóyò.

I would not like the room.

Nàlingí sàmbèlè óyò té.

I would not like the car.

Nàlingí mótùkà óyò té.

OR Nàlingí vwátílé óyò té.

How do I get to...? (this is for asking directions to a place)

Ndéngé níni nà kòkí kòkómà nà...

OR Nzèlá níni nàkòkí kòzwà pó nàkómà nà...

Please draw me a map.

Sálélá ngáyì nàínù pùlá (plan) yà bà nzèlá (yà kòlàndà)

THE BUSINESS TRANSLATOR

Good-bye

Tikálá màlámù

Where can I rent a car?

Esíká nínì nàkòkì kòzwà mótùkà/vwátílè yàkòfútèlà?

How can our company help you?

Ndéngé nínì kòmpanì nàbísó èkòkí kòsálìsà yó?

We'll gladly submit an estimate at no obligation.

Tòkòsèpèlà kòpésà yó tálò yà pènè átà òkòsóm̀bà té.

We'll gladly submit our recommendations at no obligation.

Tòkòsèpèlà kòpésà yó ndéngé tòmóní átà òkòsóm̀bà té.

May we put together a proposal for you?

Tòkòkí kòkòmèlà yó ndéngé tètékèlàkà?

We would like to help you.

Tòlingí tósálìsà yò.

Is our price within your range?

Òmóní ndéngé nínì nà tálò nàbísò? (How do you feel about our price?)

Bóní tálò nàbísò, òsèpélí nà yàngó? (Does our price please you?)

When may we get to work on this project for you?

Mókóló nínì tòsèngélí kòbàndà m̀sálà nà yó óyò? (literally: What day may we start working?)

Do you have any concerns about our product?

Òmóní mikàkàtànò nà bilókò nà bísó?

Do you have any concerns about our service?

Òmóní mikàkàtànò nà m̀sálà nà bísó?

Do you have any concerns about our pricing?

Òmóní mikàkàtànò nà tálò nàbísò?

THE BUSINESS TRANSLATOR

May I call you back tomorrow?

Nàkòkí kòbéngà yó lóbí?

OR Bóngó nábéngà yó lóbí?

May I call you back next week?

Nàkòkí kòbéngà yó pòsò èkòyá?

May I call you back this afternoon?

Nàkòkí kòbéngà yó òsimà yà mìdí?

May I call you back in the morning?

Nàkòkí kòbéngà yó nàtóngó?

Who should be my contact within your company?

Nábéngàkà nání nàkòmpàni nàbínò pónà mòsàlà óyò?

NOTES:

Be careful about giving your business partners treats or gifts; they might start expecting it too much before doing what they are supposed to do well. In this case, gaining trust from them might become harder. An equivalent word for “please,” which is “naino,” is not often used. A direct command is what one gets instead. An apology, if it must be given, might come out in French as “Pardon” or “Excusez-moi.” These are the English for “Pardon me” and “Excuse me” or “Forgive me.” Car rental might not be common nowadays. It is important to rely on an American living in Kinshasa (or Brazzaville) for transportation, rather than hoping to rent a car at the airport.

See general comments on traveling in sub-Saharan Africa under **CHICHEWA**.

THE BUSINESS TRANSLATOR

LOZI (See SILOZI)

THE BUSINESS TRANSLATOR

LUNDA (Also called CHILUNDA)

Spoken by 310,000 people in Zambia, Democratic Republic of Congo, and Tanzania (but mostly in Zambia). The dialect used here is the Ndembu dialect, and so it is called LUNDA-NDEMBU.

Pronunciation Guide:

Consonants are pronounced as they are in English. Every letter is pronounced! The letter *Ź* is pronounced like the “ng” in the word “thing”, but it can come at the beginning of a word, unlike in English. “r” is trilled, like in Spanish.

Vowels:

“a” = the “a” in “father”

“e” = the “a” in “late”

“i” = the “ee” in “beet”

“o” = the “o” in “boat”

“u” = the “oo” in “cool”

Do not worry about stress. It will occur naturally as you say the words.

Hello, nice to meet you.

Shikenu, nidi muza alu ha kukumona.

I only speak English.

Ami na hosharḡa hohu Injilishi

I don't understand.

Hina chitiyishiku

What is this?

Chimanyi ichi?

THE BUSINESS TRANSLATOR

What is the time?
Mpinji yidi njahi?
What is the date?
Lelu ifukunyi?

Where is the nearest toilet?
Musalanyi widi kudihi kwakwihi?

Where is the nearest hotel?
Indi hotela yidi kudihi kwakwihi?

Where is the nearest airport?
Indi ibulu da ndeki didi kudihi?

Where is the nearest hospital?
Indi chipatela chidi kudihi kwakwihi?

Where is the nearest American restaurant ?
Indi itala da America kwadilanjawu did kudihi?

What do you need to make this work?
Hakwila ichi chizatiki kunakujekadi?

Who is the decision maker?
Kamanisha wa nsaju hinyi?

May I use the phone?
Nizatishuku foni yenu?

May I use the computer?
Nizatishuku kompyuta yenu?

May I speak alone with my partner for a moment?
Leka nihoshi nidi mukwetu chanti?

Let's make this deal happen today.
Tali ichi chituna kukeja kuzata chimenekani lelu.

THE BUSINESS TRANSLATOR

Yes

Eḡa

No

Nehi

Why

Muloḡanyi

How

Ḳahi

Maybe

Hamwaha

Thank you

Nasakilili

Sign here.

Wusayini aha.

Please

Pulizi

My name is...

Izhina dami yami...?

What is your name?

Izhina deyi yeyinyi?

Where can I find an interpreter?

Mukwakubalumuna mazu ni kumuwana kudihi?

I need a hotel room.

Nakukeḡa kapeka mwa kukama munu mu hotela.

THE BUSINESS TRANSLATOR

I need water.
Nyikuhu mezhi

I need food.
Na kukeŋa chakudya

I need sleep.
Nakukeŋa kuukama

How much does the room cost for one night?
Mwafweteshana mali anjahi ha kupeka hefuku?

How much does the room cost for two nights?
Mwafweteleshana mali anjahi ha mafuku ayedi?

How much does the room cost for one week?
Mwafweteshana mali anjahi ha mulungu wumu?

I would like the room.
Nakukeŋa kapeka.

I would like the car.
Nakukeŋa motoka.

I would not like the room.
Hina kukeŋa kapekaku.

I would not like the car.
Hina kukeŋa motokaku.

How do I get to...? (this is for asking directions to a place)
Iluŋa da did kudihi?

Please draw me a map.
Wunfundiluka mapu.

THE BUSINESS TRANSLATOR

Good-bye
Shalakuhu

Where can I rent a car?
Kudihi nukuwana motoka ya kuzatisha/yakufwetela?
How can our company help you?
Indi kampani yetu yikukukwashila mudihi?

We'll gladly submit an estimate at no obligation.
Twakatemesha esitimetri yetu.

We'll gladly submit our recommendations at no obligation.
Twakatemesha yitoŋozhoka yetu kedeyi.

May we put together a proposal for you?
Kweseka ohu tunateni?
OR Tali tushi yitoŋozheka kudeyi??

We would like to help you.
Tunakukwenya kukukwasha.

Is our price within your range?
Wuseya wetu wudi chachiwahi?

When may we get to work on this project for you?
Twakatachika mudimuwu ifukwanyu?

Do you have any concerns about our product?
Wadakamenaŋa ha yuma mwatuŋaŋa?

Do you have any concerns about our service?
Wadakamenaŋa ha nzatilu?

Do you have any concerns about our pricing?
Wadakamenaŋa ha mawuseya?

Who should be my contact within your company?

THE BUSINESS TRANSLATOR

Hinyi wemenanaku kampani yenu wa kuhosha?

NOTES: See comments on Zambia under **CHIBEMBA**. See also comments on other regions of sub-Saharan Africa under **CHICHEWA**.

THE BUSINESS TRANSLATOR

LUVALE

Spoken by over 350,000 people in Zambia (Northwestern and Western provinces) and Angola.

Pronunciation Guide:

Consonants are pronounced as they are in English. Every letter is pronounced! The letter Ž is pronounced like the “ng” in the word “thing”, but it can come at the beginning of a word, unlike in English. “r” is trilled, like in Spanish.

Vowels:

“a” = the “a” in “father”

“e” = the “a” in “late”

“i” = the “ee” in “beet”

“o” = the “o” in “boat”

“u” = the “oo” in “cool”

Do not worry about stress. It will occur naturally as you say the words.

Hello, nice to meet you.
Ewa, chinawahe hakuliwana nayove.

I only speak English.
Ami ngwahanjika Yingeleshi kaha.

I don't understand.
Kangwevwile koko.

What is this?
Chuma muke chi?

What is the time?
Lwola muka?

THE BUSINESS TRANSLATOR

What is the date?

Likumbi muka?

Where is the nearest toilet?

Chimbushi chamuka mwihi chilikulihi?

Where is the nearest hotel?

Wotela wamuka mwihi ulikulihi?

Where is the nearest airport?

Chivaza chandeki chamuka mwihi chilikulihi?

Where is the nearest hospital?

Chipatala chamuka mwihi chilikulihi?

Where is the nearest American restaurant?

Zuvo yakulila yaVamelika yamuka mwihi ilikulihi?

What do you need to make this work?

Muzanga vyuma muka numba chizachike?

Who is the decision maker?

Iya mukulwane mukakukasununa chihande?

May I use the phone?

Ngunahase kuzachisa fonyi?

May I use the computer?

Ngunahase kuzachisa kompyuta?

May I speak alone with my partner for a moment?

Ngunahase kuhanjika ukawami na sepa lyami kalwola

kakandende?

Let's make this deal happen today.

Kuvaanga chivwasano chachuma kana ichi chilovoke.

Yes

Eyo

THE BUSINESS TRANSLATOR

No
Nduma

Why
Mwomwo ika

How
Ngachilihi

Maybe
Pamo

Thank you
Nguna sakwila

Sign here.
Soneka aha.

Please
Mwane

My name is...
Lijina lyami yami...

What is your name?
Lijina lyove yoveya?

Where can I find an interpreter?
Nanguwana kulihi mutoloki?

I need a hotel room.
Nanguzanga zuvo yakusavala mu hotela.

I need water.
Ngunazange meya.

I need food.
Ngunazange kulya.

THE BUSINESS TRANSLATOR

I need sleep.
Ngunazange kusavala.

How much does the room cost for one night?
Mali angahi akufwetela kusavala ufuku umwe?

How much does the room cost for two nights?
Mali angahi akufwetela kusavala maufuku avali?

How much does the room cost for one week?
Mali angahi akufwetela kusabala chalumingo chimwe?

I would like the room.
Nangusaka zuwo yakusavala.

I would like the car.
Nangusaka minyau yakutambukila.

I would not like the room.
Kangweshi kusaka zuvo yakusavalako.

I would not like the car.
Kangweshi kusaka minyau yakutambukilako.

How do I get to...? (this is for asking directions to a place)
Nanguheta ngachilihi ku...?

Please draw me a map.
Mwane ngufunjilenuko hautalilo wa chifuchi.

Good-bye
Salenuho

Where can I rent a car?
Kulihi nanguwana minyau yakutambukila yakufwetela?

How can our company help you?
Kambanyi yenu nayikukafwa ngachilihi?

THE BUSINESS TRANSLATOR

We'll gladly submit an estimate at no obligation.
Natuwahilila kuhana chesekeso.

We'll gladly submit our recommendations at no obligation.
Natuwahilila kuhana kusangejeka chayetu nachipwa chakuhona kulishilaho.

May we put together a proposal for you?
Tunahase kukuhakila hamwe vishinganyeka vyetu?

We would like to help you.
Natusaka kukukafwako.

Is our price within your range?
Ndando yetu yinate musetoko yove?

When may we get to work on this project for you?
Mwaka uka natukaputuka kuzata hamulimo wove?

Do you have any concerns about our product?
Wuli navishinganyeka vimwe ha vyuma vyetunyi?

Do you have any concerns about our service?
Wuli navishinganyeka vimwe ha milimo yetunyi?

Do you have any concerns about our pricing?
Wuli navishinganyeka vimwe ha jindando jetunyi?

May I call you back tomorrow?
Ngunahase kukusanyika cheka hamene?

May I call you back next week?
Ngunahase kukusanyika chalumingo nachiza?

May I call you back this afternoon?
Ngunahase kukusanyika ha chingoloshi chalelo?

May I call you back in the morning?
Ngunahase kukusanyika nachimene?

THE BUSINESS TRANSLATOR

Who should be my contact within your company?

Mukambanyi yenu iya atela kupwa waku livwasana nayami?

NOTES:

See comments on Zambia under **CHIBEMBA**. See also comments on other regions of sub-Saharan Africa under **CHICHEWA**.

THE BUSINESS TRANSLATOR

NDEBELE

One of the official languages of South Africa. Spoken by 588,000 in South Africa (1.5% of the population) in the Transvaal region. This Ndebele is different from that spoken in Zimbabwe.

Pronunciation Guide:

“a” = the “a” in “father”

„e“ = the “ay” in “day”

“ɛ” = the “e” in “bed”

“i” = the “ee” in “beet”

“i” = the “i” in “bit”

“o” = the “o” in “boat”

“ɔ” = the “aw” in “lawn”

“u” = the “oo” in “boot”

“ʊ” = the “oo” in “book”

“ŋ” = the “ng” at the end of the word “thing.” This can occur at the beginning of a word.

“ɲ” = the “ni” in “onion”

“ʃ” = the “sh” in “share”

„tʃ“ = the “ch” in “change”

“z̄” = the “z” in “azure”

: = lengthen the vowel when it comes immediately afterwards

x = sound at the end of Scottish “loch”

Hello, nice to meet you.

lɔtʃhɪni, ŋgithokɔzɛla ukunazi.

[Lotjhani, ngithokozela ukunazi]

I only speak English.

ŋgikhuluma isiŋgisi kwaphela.

[Ngikhuluma isiNgisi kwaphela]

I don't understand.

THE BUSINESS TRANSLATOR

angizwisisi.

[Angizwisisi]

What is this?

kujini lokhu?

[Kuyini lokhu?]

What is the time?

sikhathi bani?

[Sikhathi bani?]

What is the date?

ziingaki namhlanje?

[Ziingaki namhlanje?]

Where is the nearest toilet?

ngingajitholaphi ithojeledi eduze?

[Ngingayitholaphi ithoyeledi eduze?]

Where is the nearest hotel?

ngingajitholaphi ihotela eduze

[Ngingayitholaphi ihotela eduze]

Where is the nearest airport?

ngingalitholaphi eduze idoyelo laboflayi?

[Ngingalitholaphi eduze idoyelo laboflayi?]

Where is the nearest hospital?

ngingasitholaphi isibhedlela eduze?

[Ngingasitholaphi isibhedlela eduze?]

Where is the nearest American restaurant?

ngingajitholaphi eduze irestjurenje ye-america?

[Ngingayitholaphi eduze irestjurenje ye-America?]

What do you need to make this work?

THE BUSINESS TRANSLATOR

jini ukufuneka ukwenza umsebenzi lo?
[Yini okufunekako ukwenza umsebenzi lo?]

Who is the decision maker?

ngubani olawulako la ?
[Ngubani olawulako la?]

May I use the phone?

ngibawa ukusebenzisa ifowuni?
[Ngibawa ukusebenzisa ifowuni?]

May I use the computer?

ngibawa ukusebenzisa i-computer?
[Ngibawa ukusebenzisa i-computer?]

May I speak alone with my partner for a moment?

ngingakhe ngizihlebe nomkhambisanami kan/ani?
[Ngingakhe ngizihlebe nomkhambisanami kancani?]

Let's make this deal happen today.

asisiqede namhlanje isivumelwanesi.
[Asisiqede namhlanje isivumelwanesi]

Yes

ije
[Iye]

No

awa
[Awa]

Why

kubayini?
[Kubayini?]

How

THE BUSINESS TRANSLATOR

ntjani?
[Njani?]

Maybe
mhamuŋe
[Mhlamunye]

Thank you
ngijathokoza
[Ngiyathokoza]

Sign here.
sajina la.
[Sayina la]

Please
ngijabawa
[Ngiyabawa]

My name is...
ibizo lami ngingu...
[Ibizo lami ngingu...]

What is your name?
ungubani ibizo lakho?
[Ungubani ibizo lakho?]

Where can I find an interpreter?
ngingamtholaphi utoligi?
[Ngingamtholaphi utoligi?]

I need a hotel room.
ngifuna ihotela
[Ngifuna ihotela]

I need water.

THE BUSINESS TRANSLATOR

ngibawa amanzi.
[Ngibawa amanzi]

I need food.
ngibawa ukudla.
[Ngibawa ukudla]

I need sleep.
ngibawa ukulala.
[Ngibawa ukulala]

How much does the room cost for one night?
kubiza malini ukulala ehotela?
[Kubiza malini ukulala ehotela?]

How much does the room cost for one night?
kubiza malini ukulala ubusuku bule ?
[Kubiza malini ukulala ubusuku bunye?]

How much does the room cost for two nights?
kubiza malini ukulala ubusuku obubili?
[Kubiza malini ukulala ubusuku obubili?]

How much does the room cost for one week?
kubiza malini ukulala iveke yoke?
[Kubiza malini ukulala iveke yoke?]

I would like the room.
ngingatha:nda indlu.
[Ngingathanda indlu]

I would like the car.
ngingatha:nda ikoloyi
[Ngingathanda ikoloyi]

I would not like the room.

THE BUSINESS TRANSLATOR

an̄geke ngikxh̄one ukulala kilen̄h̄u, ngijathok̄za.

[Angeke ngikghone ukulala kilendlu, ngiyathokoza]

I would not like the car.

an̄geke ngikxh̄one ukukhamba n̄gekol̄ji le, ngijathok̄za.

[Angeke ngikghone ukukhamba ngekoloyi le, ngiyathokoza]

How do I get to...? (this is for asking directions to a place)

ngibawa in̄l̄ela eja e...

[Ngibawa indlela eya e...]

Please draw me a map.

ngibawa un̄githalele umebhe.

[Ngibawa ungithalele umebhe]

Good-bye.

salani ku le.

[Salani kuhle]

Where can I rent a car?

ngingajitholaphi indawo e!at̄hisa iinkol̄ji?

[Ngingayitholaphi indawo eqatjhisa iinkoloyi?]

How can our company help you?

ikhamphani jethu ingakusiza ngani?

[Ikhamphani yethu ingakusiza ngani?]

We'll gladly submit an estimate.

singakupha isilinganis̄.

[Singakupha isilinganiso]

We'll gladly submit our recommendations at no obligation.

singakupha iimphakamis̄ ngaphandle kwesib̄oph̄.

[Singakupha iimphakamiso ngaphandle kwesibopho]

May we put together a proposal for you?

THE BUSINESS TRANSLATOR

siṅgakwenzela isiphakamisᵀ ?
[Singakwenzela isiphakamiso?]

We would like to help you.
siṅgatha:nda ukukusiza.
[Singathanda ukukusiza]

Is our price within your range?
intᵀṅᵀ jethu iyakhambisana nentᵀṅᵀ ᵀṅᵀgajikxhᵀna?
[Intengo yethu iyakhambisana nentengo ongayikghona?]

When may we get to work on this project for you?
siṅgakusebenzela iᵀelweleli ?
[Singakusebenzela ihlelweleli?]

Do you have any concerns about our product?
kukhᵀna ᵀrhᵀnᵀna ṅgakhᵀ ṅgepaᵀa jᵀ:thi?
[Kukhona orhonona ṅakho ṅgepahlā yethu?]

Do you have any concerns about our service?
kukhᵀna ᵀrhᵀnᵀna ṅgakhᵀ ṅᵀᵀmsebenzi esikwenzela wᵀ:na ?
[Kukhona orhonona ṅakho ṅgomsebenzi esikwenzela wona?]

Do you have any concerns about our pricing?
kukhᵀna ᵀrhᵀnᵀna ṅgakhᵀ ṅgentᵀṅwᵀthi?
[Kukhona orhonona ṅakho ṅgentᵀṅwᵀthi?]

May I call you back tomorrow?
ṅṅṅgabuja kuwe kusasa?
[Ngingabuya kuwe kusasa?]

May I call you back next week?
ṅṅṅgabuja kuwe ṅgeveke ezako?
[Ngingabuya kuwe ṅgeveke ezako?]

May I call you back this afternoon?

THE BUSINESS TRANSLATOR

ngingabuja kuwe namhlanje ngemva kwamadina?
[Ngingabuya kuwe namhlanje ngemva kwamadina?]

May I call you back in the morning?
ngingabuja kuwe kusasa ekuseni?
[Ngingabuya kuwe ekuseni?]

Who should be my contact within your company?
ngubani engizakuphele ngikhulumisane naje ekhamphanini jakho?
[Ngubani engizakuphele ngikhulumisane naye ekhamphanini yakho?]

NOTES:

1. Always remember to greet first before you can start with any request or question.
2. Avoid phrases like – Listen here! Look! Understand? Do you hear me?
3. Always remember to say **Please** when requesting for an assistance.
4. Be cautious if someone recommends that he will take you to the place you are looking for or if somebody is asking you where you come from.

THE BUSINESS TRANSLATOR

NEPALI

Nepali is the national language of Nepal. Around 16 million people speak it all over Nepal and in India. It is derived from Sanskrit and written using the Devanagari script .

See the **pronunciation guide** at the beginning of this book.

Some additional sounds:

n (small n) is pronounced as “n” in “name”

N (capital N) is the nasalized sound like the French “n” in “maison”

bh as “b” in “bake” but aspirated (a puff of breath with the sound)

chh as “ch” in “chair” but aspirated

th as the “th” in “thorn”

dh as “d” in “dull” but aspirated

Hello, nice to meet you.

नमस्ते, तपाईंलाई भेटेर खुशी लाग्यो ।

[nuhmuhstay, tuhpahinlahi bhehtehruh xhushi lahyoh]

I only speak English.

म खालि अंग्रेजी बोल्छु ।

[muh xhahli uhnggrayjee bohlehhu]

I don't understand.

मैले बुझिन ।

[muh-ileh buzhinuh]

What is this?

यो के हो

[yoh keh hoh?]

What is the time?

अहिले कति बज्यो ।

[uh-hileh kuhti buhjyoh?]

THE BUSINESS TRANSLATOR

What is the date?

आज कुन तारिख हो

[ahjuh kun tahrixh hoh?]

Where is the nearest toilet / hotel / airport / hospital / American restaurant?

नजिकको सौचालय/होटेल/एयरपोर्ट/ अमेरिकन रेस्तरां कहाँ

छ ?

[nuhjik koh suh-uchahluhyuh / hotel / airport / uhspuhtahl / american resturan kuh-hahN chhuh?]

What do you need to make this work?

यसलाई काम गराउन के चाहिन्छ ?

[yuhslahi kahm guhrahunuh keh chah-hinchhuh?]

Who is the decision maker?

यहाँ निर्णय गर्ने व्यक्ति को हुनुहुन्छ ?

[Yuh-hahn nir-nuhyeh guhneh byuhkti koh hunuhunchha?]

May I use the phone ?

एक चोटी फोन गरे पनि हुन्छ कि ?

[ehk chohti fohn guhreh puhni hunchhuh ki?]

May I use the computer?

एक चोटी कम्प्यूटर प्रयोग गरे पनि हुन्छ कि ?

[ehk chohti computer pruh-yoh-g guhreh puhni hunchhuh ki?]

May I speak alone with my partner for a moment?

म मेरो पार्टनरसंग एक चोटी एकलै कुरा गर्न चाहन्छु ।

[muh mehroh partner suhN-guh ehk chohti ehkluhi kurah guhrnuh chah-huhn-choo]

THE BUSINESS TRANSLATOR

Let's make this deal happen today.

यो सौदा आजै गरौं ।

[yoh suh-udah ahjuh-i guhruh-uN]

Yes

हो

[hoh]

No

होइन

[hoh-inuh]

Why

किन

[kinuh]

How

कसरी

[kuhsuhree]

Maybe

शायद

[sahyuhd]

Thank you

धन्यवाद

[dhuh-nyuh-bahd]

Sign here.

यहां सहि गर्नुहोस्

[yuh-hahn suh-hi guhr-nu hohs]

Please

कृपया

THE BUSINESS TRANSLATOR

[kripuhyah]

My name is...

मेरो नाम हो

[mehroh nahm...hoh]

What is your name?

तपाईंको नाम के हो ?

[tuh-pah-iN koh nahm keh hoh?]

Where can I find an interpreter?

यहाँ अनुवादक कहाँ पाउँछ ?

[yuh-hahn uhnuvahduhk kuh-hahn pah-un-chhuh?]

I need a hotel room.

मलाई एउटा होटेलको कोठा चाहिएको छ ।

[muh-lah-i eutah hotel koh kohthah chah-hi-yeh-koh chhuh]

I need water/food. (polite)

मलाई पानी/खाना चाहिएको छ ।

[muh-lah-i pahni / xhah-nah chah-hi-yehkoh chhuh]

I need sleep.

मलाई निद्रा लाग्यो ।

[muh-lah-i nindrah lah-gyoh]

How much does the room cost for one night / for two nights / for one week?

एक रात/दुई रात/एक हप्ताको लागि कोठाको भाडा कति हो ।

[Ehk raht/ dui raht/ ehk huhftah koh lahgi kohthah koh bhahdah kuhti hoh?]

THE BUSINESS TRANSLATOR

I would like the room.

म यो कोठामा बस्छु ।

[muh yoh kohthah mah bas-chhu]

I would like the car.

मलाई यो गाडी मनप्यो ।

[muh-lah-i yoh gahdi muhn pur-yoh]

I would not like the room / the car.

मलाई यो कोठा/ गाडी मन परेन ।

[muh-lah-i yoh kohthah/ gahdi muhn puhrehnuh]

How do I get to ...? (this is for asking directions to a place)

..... कसरी जाने हो ।

[...kuhsuhri jahneh hoh?]

Please draw me a map.

कृपया नक्सा लेखी दिनुस् ।

[kripuyah nuh-ksah lehxi dinus]

Good-bye.

नमस्ते

[Nuh-muh-stay]

Where can I rent a car?

गाडी कहाँ भाडामा लिन सकिन्छ ?

[Gahdi kuh-hahn bhahdah mah linuh suhkinchhuh?]

How can our company help you?

हाम्रो कम्पनीले तपाईंलाई कसरी मद्दत गर्न सक्छ होला ?

[Hahmroh company-leh tuh-pah-in lahi kuhsuhri

muhdduht guhrnuh suhkchhuh hohlah?]

THE BUSINESS TRANSLATOR

We'll gladly submit an estimate / our recommendations at no obligation.

तपाईंलाई कुनै वाध्यता नभएको एक प्रस्ताव / हाम्रा
सिफफरिस सहर्ष
पेश गर्ने छौं ।

[tuhpahinlahi kunuh-i bahdyuhtah nuhbhuh-ehkoh ehk
pruhstahb/ hahmrah sifahris suh-huhr-sha pay-sh guhrneh
chhaun]

May we put together a proposal for you?

तपाईंको लागि एक प्रस्ताव तयार गरौं कि ?

[Tuh-pah-in koh lahgi ehk pruhstahb tuhyahr guhraun kee?]

We would like to help you.

हामी तपाईंको मद्दत गर्न चाहन्छौं ।

[Hahmi tuh-pah-in koh muhd-duht guhr-nuh chah-huhn-
chaaun]

Is our price within your range?

के हाम्रो भाउ तपाईंले खोज्नु भएको भाउ भित्र पर्छ ?

[ke hahmroh bhahu tuh-pah-in leh khohjnu bhuhyekoh
bhahu bhitruh puhrchha?]

When may we get to work on this project for you?

हामीले तपाईंको लागि यस परियोजनामा कहिलेदेखि काम

शुरु गर्न पाइनेछ? [hahmileh tuh-pah-in kohlahgi yuhs
puhriyohjuhnahmah kuh-hileh dehxi kahm suru guhrna
pahineh chhuh?]

THE BUSINESS TRANSLATOR

Do you have any concerns about our product / service / pricing?

हाम्रो उत्पादन/सेवा/ भाउ बारे तपाईंको कुनै जिज्ञासा छ कि ?

[hahmroh uhtpahduhn/ sehwhah/ bhah-u bahreh tuh-pah-in koh kuneh-i jigyahsah chaah ki?]

May I call you back tomorrow/next week/ this afternoon/in the morning?

म तपाईंलाई भोली/ आउने हप्ता/ आज दिउंसो/ विहान फोन गरौं कि ?

[muh tuh-pah-in lah-i bhohli/ ah-uneh huhftahmah/ ahjuh diunsoh/ bihahnuh phone guhruh-uN ki?]

Who should be my contact within your company?

तपाईंको कम्पनीमा मैले कोसंग सम्पर्क गर्ने ?

[Tuh-pah-in koh company- mah muh-ileh koh suhN-guh suhmpurkuh guhrneh?]

THE BUSINESS TRANSLATOR

NORWEGIAN

Spoken by over 4 million people. National language of Norway.

See **pronunciation guide** at the beginning of this book. The “r” is similar to the English “r”. Stress is usually on the first syllable of a multi-syllable word.

Hello, nice to meet you.
Hei, det er rart at treffa deg.
[High, deh eh raht aht treh-fah day]

I only speak English.
Jeg taler kun engelsk.
[Yah tah-leh koon eng-elsk]

I don't understand.
Jeg forstår ikke.
[Yah foh-stoh eh-keh]

What is this?
Hva er dette?
[Vah eh deh-teh?]

What is the time?
Hva er klokken?
[Vah eh klaw-kehn?]

What is the date?
Hvilken dato har vi?
[Vil-kehn dah-toh hah vee?]

Where is the nearest toilet / hotel / airport / hospital / American restaurant?
Hvor er det / den nærmeste toalett / hotell / lufthavn / hospital / amerikansk restaurant?
[Voh eh deh / dehn nehr-mhes-teh toh-ah-leht / hoh-tehl / lohft-hown / hohs-pee-tahl / ah-meh-ree-kansk reh-stow-rahng?]

THE BUSINESS TRANSLATOR

What do you need to make this work?

Hva har du bru for, for at få dette til at virke?

[Vah hah doo broo foh, foh ah foh deht-teh teh ah veer-keh?]

Who is the decision maker?

Hvem er beslutningstageren?

[Vehm eh behs-loot-nings-tah-geh-rehn?]

May I use the phone / computer?

Må jeg bruke telefonen / computeren?

[Moh yah broo-keh teh-leh-foh-nehn / kohm-poo-teh-rehn?]

May I speak alone with my partner for a moment?

Må jeg snakke i enrom med min partner et øyeblikk?

[Moh yah snah-keh ee ehn-rohm meh meen paht-nah it er-yeh-blik?]

Let's make this deal happen today.

Lad os lade denne handel hende i dag.

[Lah ohs lahd-eh deh-neh hahn-duhl hehn-neh ee dah]

Yes

Ja

[Yah]

No

Nei

[Nay]

Why

Hvorfor

[Voh-foh]

How

Hvordan

[Voh-dahn]

THE BUSINESS TRANSLATOR

Maybe
Kanskje
[Kahns-kyeh]

Thank you
Mange tak
[Mahng-eh tahk]

Sign here.
Underskriv her.
[Oo-nah-skreev heh]

Please
Unnskyld
[Un-skih]

What is your name?
Hva er dit navn?
[Vah eh dehth nown?]

My name is...
Mit navn er...
[Mit nown eh...]

Where can I find an interpreter?
Hvor kan jag finne en tolk?
[Voh-uh kahn jah fin-nuh ehn tohlk?]

I need a hotel room.
Jag behøver et hotelværelse.
[Jah beh-her-voh eht hoh-tehl-veh-rehls-eh]

I need water/ food/ sleep (polite)
Jag behøver vatten/ mat/ søvn
[Jah beh-her-voh vaht-tehn/ mahth/ ser-un]

THE BUSINESS TRANSLATOR

How much does the room cost for one night/ two nights/ one week?

Vad koster detta værelse for en natt/ to netter/ en uke?

[Vah kohs-teh deht-teh veh-rehl-seh foh ehn naht / toh neh-teh / ehn oo-uh?]

I would like the room/ the car.

Jar tar værelset/ bilen.

[Jah tah veh-rehl-seht/ bee-lehn]

I would not like the room/ the car.

Jag tar ikke værelset/ bilen.

[Jah tah ig-guh veh-rehl-seht/ bee-lehn]

How do I get to? (this is for asking directions to a place)

Hvordan kommer jag til ...?

[Voh-dahn koh-mah jah teh ...?]

Please draw me a map.

Vennligst tegn mig et kort.

[Vehn-list tayn mah ehth koht]

Good-bye

Farvel

[Fah-vehl]

Where can I rent a car?

Hvor kan jag hyre en bila?

[Voh kahn jah hee-rah ehn bee-lah?]

How can our company help you?

Hvordan kan vårt selskap hjelpe Dem?

[Voh-dahn kahn vohth sehl-skahb yehl-peh dehm?]

THE BUSINESS TRANSLATOR

We'll gladly submit an estimate/our recommendations at no obligation.

Vi vil med glede gi et tilbud / våre anbefalinger uten forbindende

[Vee vil meh gleh-deh gee ehth tehl-bud / voh-reh ahn-buh-fah-lehn-gah oo-tehn foh-behn-dehn-nuh]

May we put together a proposal for you?

Må vi utarbeide et forslag til Dem?

[Moh vee oo-dhah-bay-duh eht foh-slah tehl dehm?]

We would like to help you.

Vi vil gjerne hjelpe Dem.

[Vee vil yehr-neh yehl-peh dehm]

Is our price within your range?

Er vår pris innenfor Deres spillerom?

[Eh voh prees in-ehn-foh deh-rehs spehl-eh-rum?]

When may we get to work on this project for you?

Når må vi begynne at arbeide for Dem på dette prosjekt?

[Noh moh vee beh-gee-neh aht ah-bay-deh foh dehm poh deh-teh proh-yehgt?]

Do you have any concerns about our product/ service/ pricing?

Har De noen spørsmål vedrørende vårt produkt/ service/ pris?

[Hah deh noh-ehn spers-mohl veh-dhrerr-ehn-eh voht proh-dugt/ sehr-vis/ prees?]

May I call you back tomorrow/ next week/ this afternoon/ in the morning?

Må jeg ringe Dem tilbake i morgen/ neste uke/ i ettermiddag/ i morgen tidlig?

[Moh jah ring-eh dehm til-bah-kuh ee moh-ehn/ neh-steh oo-keh /ee ehf-teh-mehd-dah/ ee moh-ehn tidh-li?]

Who should be my contact within your company?

Hvem vil være min kontakt i Deres selskap?

[Vehn vil veh-ah min kohn-tahkt ee deh-rehs sehl-skahb?]

THE BUSINESS TRANSLATOR

NYANJA (See CHICHEWA)

THE BUSINESS TRANSLATOR

POLISH

Spoken by around 44 million people in and around Poland.

See **pronunciation guide** at the beginning of this book – “ie” is pronounced as “ee.”

Hello, nice to meet you.

Cześć, miło cię poznać. (informal)

[tchehshtch MEEwoh tchie POHZnahtch]

Miło Pana/Panią poznać. (formal)

[MEEwohpahnah/pahnioⁿ POHZnahtch]

I only speak English.

Mówię tylko po angielsku.

[MOOVieh TILKaw paw ahnGIEHLskoo]

I don't understand.

Nie rozumiem.

[nieh rawZOOMiehm]

What is this?

Co to (jest)?

[tsaw taw (yehst)?]

What is the time?

Która godzina?

[ktoorah gawDZEENah?]

What is the date?

Jaki dziś dzień?

[yahkee dzeesh dzeen?]

THE BUSINESS TRANSLATOR

Where is the nearest toilet / hotel / airport / hospital / American restaurant?

Gdzie jest najbliższa toaleta / hotel / lotnisko / szpital / amerykańska restauracja?

[gdzee yehst nighBLEEZHshah tawahLEHtah / XHAWtehl / lohtNEESkoh / SHPEETahl / ahmehriKAHNskah rehstowRAHtsyah?]

What do you need to make this work?

Co jest potrzebne, aby to naprawić?

[tsaw yest pawtsSHEHBneh, ahbi taw nahPRAHvitch?]

Who is the decision maker?

Kto podejmuje decyzje?

[Ktaw pawdayMOOyeh deTSIZyeh?]

May I use the phone / computer?

Czy mogę skorzystać z telefonu / komputera?

[tchi MOGeh skoZHISTatch s tehlehFAWnoo / kompooTEHrah?]

May I speak alone with my partner for a moment?

Czy mogę porozmawiać z moim parterem na osobności?

[tchi MOGehⁿ pawrawzmahVIAHtch z moym pahrtNEHrehm nah awsawbNAWSHtchi?]

Let's make this deal happen today.

Postarajmy się zawrzeć ten kontrakt dzisiaj. (contract agreement)

[postahRIGHmi sieh ZAVzhetch tehn KAWNtrahkt DZHEEsigh]

Yes

Tak

[Tahk]

No

Nie

[nieh]

THE BUSINESS TRANSLATOR

Why
Dlaczego
[dlahTCHEHgaw]

How
Jak (but not always)
[Yahk]

Maybe
Być może
[bych MAWzheh]

Thank you.
Dziękuję
[dziehⁿKOOyeh]

Sign here.
Proszę tu podpisać.
[PRAWsheh too pawdPEEsahch]

Please
Proszę
[PRAWsheh]

My name is...
Nazywam się...
[NAHzivam sieh...]

What is your name?
Jak się Pan (male) / Pani (female) nazywa?
[YAHK sieh pahh / pahnee NAHzivah?]

Where can I find an interpreter?
Gdzie mogę znaleźć tłumacza?
[gdzieh MAWge tlehzhch twooMAHtchah?]

I need a hotel room.
Szukam pokoju w hotelu.
[SHOOKahm pawKAWyoo f xhawTEHloo]

THE BUSINESS TRANSLATOR

I need water / food / sleep. (polite)

Czy mogę dostać wodę / jedzenie / nocleg.

[tchi mawge DAWstah^{tch} VAWde / yehDZEHnieh /
NAWTSleh^g]

How much does the room cost for one night / for two nights / for
one week?

Ile kosztuje pokój na jedną dobę / dwie doby / cały tydzień?

[EEleh koshSHTOOyeh PAWkooy nah YEHdna DAWbeh /
dvieh DAWbi / tsahwi Tidziehn]

I would like the room / the car.

Chciałbym wynająć pokój / samochód.

[XHTSIAHwbim viNIGHyawⁿtch PAWkooy / sahMAWxhood]

I would not like the room / the car.

Nie podoba mi się ten pokój / samochód.

[nieh pawDAWbah mee sieh tehn PAWkooy / sahMAWxhood]

How do I get to...? (this is for asking directions to a place)

Jak się dostać do...?

[yahk sieh DAWstah^{tch} daw...?]

Please draw me a map.

Czy mógłby Pan, narysować mi mapę? (to a man)

[tchi MOOGWbi pahn nahriSAWvahtch mee MAHpe]

Czy mogłaby Pani, (same as above) (to a woman)

[tchi MOOGWahbi PAHNe^e nahriSAWvahtch mee MAHpe]

Good-bye

Do widzenia

[daw veeDZEHniah]

Where can I rent a car?

Gdzie mogę wynająć samochód?

[gdzieh MAWgeh viNIGHawⁿtch sahMAWxhood?]

THE BUSINESS TRANSLATOR

How can our company help you?

Jak nasza firma może Panu (male) / Pani (female) pomóc?
[yahk NAHshah FEERmah MAWzheh PAHnoo / PAHnee
PAWmoots?]

We'll gladly submit an estimate / our recommendations at no obligation.

Z przyjemnością dostarczymy szacunkowy kosztorys / nasze zalecenia bez żadnych zobowiązań.
[s pshiyehmNOSHtchioⁿ dawstahrTCHImi shahtsoonKAWvi kawSHTAWris / NAHSHeh zahlehTSEHniah behz ZHADnixh zawbawVIOⁿzahn]

May we put together a proposal for you?

Czy możemy przygotować dla Państwa ofertę?
[tchi mawZHEhmi pshigawTAWvatch dlah PAHNstfah awFEHRteh]

We would like to help you.

Chcielibyśmy Państwu pomóc.
[XHTSIEHleebismi PAHNstfoo PAWmoots]

Is our price within your range?

Czy nasza cena mieści się w Państwa oczekiwaniach?
[tchi NAHshah TSEHnah MIEHshtchee sieh f PANstfa otchehkeeVAHniahxh?]

When may we get to work on this project for you?

Kiedy będziemy mogli zacząć ten projekt?
[KIEHdi beⁿDZIEHmi MAWglee ZAHTCHOⁿtch tehn PROYehkt?]

Do you have any concerns about our product / service / pricing?

Czy mają Państwo jakieś uwagi dotyczące naszego produktu / usługi / ceny?
[tchi MAHjoⁿ PANstfaw YAHkiehsh ooVAHgee dawtiTCHOⁿtseh nahSHEHgaw prawDOOKtoo / osWOOgee / TSEHni?]

THE BUSINESS TRANSLATOR

May I call [you] back tomorrow / next week / this afternoon / in the morning?

Czy mogę do [Pana / Pani / Państwa] * zadzwonić jutro / w przyszłym tygodniu / dziś popołudniu / rano?

[tchi MAWgeh daw [PAHnah / PAHnee / PAHNstfa]
zahDZVAWneetch YOOtraw / f PSZlshwim tiGAWDnioo /
dzeesh pawpoWOODnioo / RAHnaw?]

Who should be my contact within your company?

Z kim się mam kontaktować w [Pana/Pani/Państwa]* firmie?

[s keem sieh mahm kawntahktOVats f PAHna / PAHni /
PAHNstfa FEERMieh?]

NOTES:

*- different forms of “you” – Pana (male, singular), Pani (singular, female), Państwa (addressing more than one person).

Generally the Polish don't use “you” as much as the Americans do when speaking in a polite way. You may literally translate English phrases with “you” – but this will be less polite. In some cases, especially when addressing older people or superiors (or simply prospects) it may even sound rude. On the other hand, the Polish are generally quite tolerant as far as wrong style registers are concerned when talking to foreigners.

THE BUSINESS TRANSLATOR

PORTUGUESE

Spoken as a first language by 176 million people. About 10 million of these are in Portugal, while most of the remainder are in Brazil.

Pronunciation Guide:

The variety of Portuguese here is Brazilian, since that is what is spoken by the most people, but it will be understood with no problem in Portugal, as well. Please see the **pronunciation guide** at the beginning of this book for explanation of the pronunciation line. The “r” in Portuguese is trilled, like the “r” in Italian and Spanish. Portuguese is a very nasal language, as you will see from the pronunciation line.

Hello, nice to meet you.

Bom dia, é um prazer encontrar você!

[Bohⁿ dyah, ay ooⁿ PRAY-zay ay-kohⁿ-TRAHR VOH-say]

I only speak English.

Só falo inglês!

[Soh FAH-loh een-GLAYS]

I don't understand.

Não percebo!

[Nowⁿ PAYR-say-boh]

What is this?

O que é isto?

[Oh kay ay EES-toh?]

What is the time?

Que horas são?

[Kay OH-rahs sowⁿ?]

What is the date?

Que dia é hoje?

[Kay dyah ay OH-zhay?]

THE BUSINESS TRANSLATOR

Where is the nearest toilet / hotel / airport / hospital / American restaurant?

Onde é o banheiro / hotel / aeroporto / hospital / restaurante americano mais próximo?

[OH^N-day ay oh bahⁿ-JAY-roh / hoh-TEHL / ay-roh-POHR-toh / ohs-pee-TAHL / rays-tow-RAH^N-tay ah-may-ree-KAH-noh MAH-eez PROH-shee-moh?]

What do you need to make this work?

O que é precisa para fazer isto trabalhar?

[Oh kay ay pray-SEE-zah PAH-rah FAH-zehr EES-toh trah-BAHL-yahr?]

Who is the decision maker?

Quem é que decide?

[Kay^m ay kay day-SEE-day?]

May I use the phone / computer?

Posso usar o telefone / computador?

[POH-soh OO-sahr oh tay-lay-FOH-nay / koh^m-poo-TAH-doh?]

May I speak alone with my partner for a moment?

Posso falar a sós com o meu colega por um momento?

[POH-soh FAH-lahr ah sohs koh^m oh mewⁿ koh-LAY-gah pohr ooⁿ moh-MEH^N-toh?]

Let's make this deal happen today.

Vamos fazer este negócio acontecer hoje!

[VAH-mohs FAH-zeh AYS-teh nay-GOH-see-oh ah-KOH^N-tay-sehr OH-zhay]

Yes

Sim

[Seeⁿ]

No

Não

[Nowⁿ]

THE BUSINESS TRANSLATOR

Why?
Porquê?
[Pohr-KAY?]

How?
Como?
[KOH-moh?]

Maybe
Talvez
[TAHL-vays]

Thank you
Muito obrigado
[MOO-ee-toh oh-bree-GAH-doh]

Sign here.
Assine aqui.
[Ah-SEE-nay ah-KEE]

Please
Por favor
[Pohr fah-VOHR.]

What is your name?
Qual o seu nome, por favor?
[Kahl oh sew NOH-may pohr fah-VOHR?]

My name is ...
O meu nome é ...
[Oh mew NOH-meh ay...]

Where can I find an interpreter?
Onde posso encontrar um intérprete?
[OH^N-day POHS-soh ayⁿ-kohⁿ-TRAHR ooⁿ eeⁿ-TAYR-pray-tay?]

I need a hotel room.
Preciso de um quarto de hotel.
[PRAY-see-soh day ooⁿ KAHR-toh day hoh-TEHL]

THE BUSINESS TRANSLATOR

I need water / food / sleep (polite)

Onde posso encontrar água / comida / pousada.

[OH^N-day POHS-soh ayⁿ-kohⁿ-TRAHR AH-gwah / KOH-mee-dah / poh-oo-SAH-dah]

How much does the room cost for one night / for two nights / for one week?

Qual preço do quarto por noite / duas noites / uma semana?

[Kahl PRAY-soh doh KAHR-toh pohr NOY-tay / DOO-ahs NOY-tays / OO-mah say-MAH-nah?]

I would like the room / the car.

Quero o quarto / o carro.

[KAY-roh oh KAHR-toh / oh KAHR-roh]

I would not like the room / the car.

Não quero o quarto / o carro.

[Nowⁿ KAY-roh oh KAHR-toh / oh KAHR-roh]

How do I get to ...? (this is for asking directions to a place)

Como se chega a ...?

[KOH-moh say SHAY-gah ah...?]

Please draw me a map.

Por favor faça-me um desenho.

[Pohr fah-VOHR FAH-sah-may ooⁿ day-SAYⁿ-hoh]

Good-bye

Adeus

[Ah-DAY-oos]

Where can I rent a car?

Onde posso alugar um carro?

[OH^N-day POH-soh ah-loo-GAHR ooⁿ KAHR-roh?]

How can our company help you?

Como pode a nossa empresa vos ajudar?

[KOH-moh POH-day ah NOH-sah ay^m PRAY-sah vohs ah-zhoo-DAHR?]

THE BUSINESS TRANSLATOR

We'll gladly submit an estimate / our recommendations at no obligation.

Com prazer entregaremos um orçamento / as nossas recomendações sem compromisso.

[Koh^m PRAH-zayr ayⁿ-tray-GAH-ray-mohs ooⁿ ohr-sah-MAYⁿ-toh / ahs NOH-sahs ray-koh-mayⁿ-dah-SOHⁿ-ays say^m koh^m-proh-MEE-soh]

May we put together a proposal for you?

Gostaríamos de vos apresentar uma proposta?

[Gohs-tah-REE-ah-mohs day vohs ah-pray-sayⁿ-TAHR OO-mah proh-POHS-tah]

We would like to help you.

Gostaríamos de vos ajudar.

[Gohs-tah-REE-ah-mohs day vohs ah-zhoo-DAHR]

Is our price within your range?

O nosso preço esta dentro do vosso espaço de manobra?

[Oh NOH-soh PRAY-soh AYS-tah DAYⁿ-troh doh VOH-soh ays-PAH-soh day mah-NOH-brah?]

When may we get to work on this project for you?

Quando poderemos começar a trabalhar neste projecto para os senhores?

[KAH^N-doh poh-day-RAY-moos koh-may-SAHR ah trah-bahl-YAHR NAYS-tay proh-ZHEHK-toh PAH-rah ohs sayⁿ-HOH-rays?]

Do you have any concerns about our product / service / pricing?

Têm qualquer questão sobre os nossos produtos / serviços / preços?

[Tay^m KAHL-kayr kays-TAHⁿ-oh SOH-bray ohs NOH-sohs proh-DOO-tohs / sehr-VEE-sohs / PRAY-sohs?]

THE BUSINESS TRANSLATOR

May I call you back tomorrow / next week / this afternoon / in the morning?

Podemos voltar a vos contactar amanhã / na próxima semana / esta tarde / amanhã de manhã?

[Poh-DAY-mohs vohl-TAHR ah vohs kohn-tahk-TAHR ah-mahⁿ-HAHⁿ / nah PROH-shee-mah say-MAH-nah / AYS-tah TAHR-day / ah-mahⁿ-HAHⁿ day mahⁿ-HAHⁿ?]

Who should be my contact within your company?

Quem será o nosso contacto na vossa empresa?

[Kay^m SAY-rah oh NOH-soh kohⁿ-TAHK-toh nah VOH-sah ay^m-PRAY-sah?]

THE BUSINESS TRANSLATOR

QUECHUA

There are several million Quechua speakers in Peru, different dialects, many of them monolingual (only speak Quechua). Most are bilingual in Spanish.

See the **pronunciation guide** at the beginning of this book.
Double letters are pronounced longer than single letters.

Hello, nice to meet you.

Allillanchu, mamay kamachinaykipaq. (When talking with a woman)

[Ah-lee-LYAAN-choo, mah-MAAY kah-mah-chee-NAAY-kee-pahch]

Allillanchu, tatay kamachinaykipaq. (When talking with a man)

[Ah-lee-LYAAN-choo, tah-TAAY kah-mah-chee-NAAY-kee-pahch]

I only speak English.

Noqa rimani Inglesta.

[NOH-qah ree-MAH-nee een-GLEHS-tah]

I don't understand.

Mana yuyanichu.

[MAA-nah zhoo-yah-NEE-choo]

What is this?

Iman kay?

[EE-mahn KAAAY?]

What is the time/date?

Ima urasmi kashan?

[EE-mah oo-RAAS-mee kah-SHEE-ahn?]

Ima kunan p'unchay kashan?

[EE-mah KOO-nahn poon-CHAAAY kah-SHEE-ahn?]

THE BUSINESS TRANSLATOR

Where is the nearest toilet/hotel/airport/hospital/American restaurant?

Maypin bañu?

[MAAY-peen BAA-gnoo?]

Where is the nearest hotel?

Maypin qorpachana wasi?

[MAAY-peen kohr-pah-CHAA-nah WAA-see?]

Where is the nearest airport?

Maypin awiyun wasi?

[MAAY-peen ah-wee-YOON WAA-see?]

Where is the nearest hospital?

Maypin uspital?

[MAAY-peen OOS-pee-tahl?]

Where is the nearest American restaurant?

Maypin gringo mikhuna wasi?

[MAAY-peen GREEN-goh mee-KOO-nah WAA-see?]

Who is the decision maker?

Uma kay pin?

[OO-mah KAAY PEEN?]

May I use the phone?

Paqta telefunuta mañawankimanchu?

[PAACH-tah tay-lay-foo-NOO-tah mah-nyah-wahn-kee-MAAN-choo?]

May I use the computer?

Paqta computadurata mañawankimanchu?

[PAACH-tah kohm-poo-tah-doo-RAA-tah mah-nyah-wahn-kee-MAAN-choo?]

May I speak alone with my partner for a moment?

Paqta masiwan rimani?

[Paach-tah mah-see-ee-WAAN ree-MAA-nee?]

THE BUSINESS TRANSLATOR

Yes

Arí

[Ah-ree]

No

Manan

[MAA-nahn]

Why

Imanaqtin

[Ee-mah-naach-TEEN]

How

Imayna

[Ee-MAAY-nah]

Maybe

Icha

[EE-chah]

Thank you

Yusulpayki

[Yoo-sool-PAH-EE-kee]

Sign here.

Seq'ey kaypi.

[Say-KEHY KAAy-pee]

Please

Allichu

[Ah-LYEE-choo]

My name is...

Sutiymi...

[Soo-TEEY-mee...]

THE BUSINESS TRANSLATOR

What is your name?

Iman sutyiki?

[EE-mahn soo-teey-kee?]

Where can I find an interpreter?

Kanchu pipas Inglespi rimayta yachaq?

[KAAN-choo PEE-pahs Een-GLEHS-pee ree-MAAY-tah yaah-CHACH?]

I need a hotel room.

Samakunata maskhachiani?

[Sah-mah-koo-NAA-ta mahs-kaa-CHEE-ah-nee?]

I need water. (polite)

Timpusqa unuta qoriwankimanchu?

[Teem-POOS-haah oo-NOO-ta koh-ree-wahn-kee-MAAN-choo?]

I need food. (polite)

Mikhunata qoriwankimanchu?

[Mee-koo-NAA-tah koh-ree-wahn-kee-MAAN-choo?]

I need sleep. (polite)

Kanchu ima wasipas puñunaypaq?

[Kaan-choo ee-mah wah-see-pahs poo-nyoo-nahy-pahch?]

How much does the room cost for one night?

Hayk'an valin sapa tutan?

[Hahy-KAAN VAA-leen SAA-pah too-TAAN?]

How much does the room cost for two nights?

Hayk'an valin iskay tutan?

[Hahy-KAAN VAA-leen EES-kahy too-TAAN?]

How much does the room cost for one week?

Hayk'an valin qanchis tutan?

[Hahy-KAAN VAA-leen KAAN-chees too-TAAN?]

THE BUSINESS TRANSLATOR

I would like the room.
Puñaywasita munani.
[Poo-NYAH-ee-wah-see-tah moo-NAA-nee]

I would like the car.
Awtuta munani.
[Ahw-TOO-tah moo-NAA-nee]

I would not like the room.
Manan munanichu puñaywasita.
[MAA-nahn moo-nah-NEE-choo poo-nya-ee-wah-SEE-tah]

I would not like the car.
Manan munanichu awtuta.
[MAA-nahn moo-nah-NEE-choo ahw-TOO-tah]

How do I get to...? (this is for asking directions to a place)
Maypin...?
[Maa-EE-peen...?]
OR
Maynintan rin?
[Maa-EE-noon-tahn... reen?]

Please draw me a map.
Allichu, mapata seq'echawanki.
[Ah-LYEE-choo, mah-PAA-tah sayh-kahy-chah-WAAN-kee]

Good-bye
Allinllaña (farewell)
[Ah-lyeen-LYAA-nyah]
OR
Tupananchiskama (until next time we meet)
[Too-pah-nahn-chees-KAA-mah]

Where can I rent a car?
Awto alkilay munayku
[AHW-too ahl-kee-LAA-ee moo-NAA-ee-koo]

THE BUSINESS TRANSLATOR

Use Spanish for the following sentences

How can our company help you?

We'll gladly submit an estimate/our recommendations at no obligation.

May we put together a proposal for you?

We would like to help you.

Is our price within your range?

When may we get to work on this project for you?

Do you have any concerns about our product / service / pricing?

What do you need to make this work?

Let's make this deal happen today.

May I call you back tomorrow/next week/ this afternoon/in the morning?

Who should be my contact within your company?

NOTES:

Today, most Quechua speakers are bilingual (Spanish-Quechua) specially those who are literate. Also, they use Spanish for those words that their native language (Quechua) does not have a specific term.

Dangers: Don't pay in full for any transaction -- pay 50% in advance and the balance when you receive the complete service/merchandise.

THE BUSINESS TRANSLATOR

Andean people are very humble and shy, especially those who live in remote areas, and they are always are willing to help foreign people.

THE BUSINESS TRANSLATOR

ROMANIAN

Spoken by 26 million people in Romania and the surrounding area.

Pronunciation Guide:

Romanian is a Romance (Latin-based) language, like French or Italian; in fact, knowing Italian helps in pronouncing Romanian. The particularity of the Romanian language is the fact that it includes a number of letters with diacritics, as follows:

“ă” = an a with a semi-circular curve above it, is pronounced like the English preposition “a”

“î” = an i with a circumflex above it, is pronounced similar to e in French je (English “uh”)

“â” = an a with a circumflex above it, same as î

“ș” = an s with a cedille below it, pronounced as sh

“ț” = a t with a cedille below it, pronounced as in pants (ts)

In the pronunciation line:

a, ah = “a” as in “father”

e, eh = “e” as in “bed”

o = “o” in “on”

The remainder are the same as in the **pronunciation guide** at the beginning of this book.

To make it easier to understand the pronunciation, each word in the pronunciation guidelines is separated in syllables.

Hello, nice to meet you.

Bună, mă bucur să vă cunosc.

[BOO-nuh, muh BOO-coorh ser ver KOO-nosk]

I only speak English.

Vorbesc numai engleza

[VORH-besque noo-my en-glehzah]

THE BUSINESS TRANSLATOR

I don't understand.

Nu înțeleg.

[Noo in-tse-leg]

What is this?

Ce e asta?

[Che ye AHS-tah?]

What is the time/date?

Cât e ceasul? / Ce dată e?

[Kit ye chea-sool / Che dather ye?]

Where is the nearest toilet?

Unde este cea mai apropiată toaletă?

[OOHN-deh YES-teh chea my ah-PRO-pee-ah-ther to-AH-leterh?]

Where is the nearest hotel/airport/hospital/American restaurant?

Unde este cel mai apropiat hotel/aeroport/spital/restaurant american?

[OOHN-deh YES-teh chelh my ah-PRO-pee-ath HOH-tel / AH-eroh-port / SPEE-thalh / res-TAH-oorahnth AH-meh-RI-cahn?]

What do you need to make this work?

De ce aveți nevoie pentru a repara aceasta?

[Deh che AH-ve-tsi neh-VO-ye PEN-true ah re-PAH-rah AH-cheas-tah?]

Who is the decision maker?

Cine este persoana care poate lua decizii?

[CHEE-neh YES-teh per-SWA-nah KAH-re PWA-teh looah de-CHEE-zee?]

May I use the phone/computer?

Pot folosi telefonul/computerul?

[Pot foh-LOH-sih teh-leh-FOH-nool / kohm-POO-teh-rool?]

THE BUSINESS TRANSLATOR

May I speak alone with my partner for a moment?

Pot să vorbesc un moment în particular cu partenerul meu?

[Pot ser vor-BESQUE oonh moh-MEHNTH in parh-TEE-COO-larh coo parh-TE-neh-rule mehuh?]

Let's make this deal happen today.

Hai sa încheiem afacerea astăzi.

[Hi ser in-keh-yehm AH-fah-cheh-reah AHS-ter-zee]

Yes

Da

[Dah]

No

Nu

[Noo]

Why

De ce

[Deh che]

How

Cum

[Koom]

Maybe

Poate

[Pwa-te]

Thank you

Mulțumesc

[Mool-tsoo-mehsk]

Sign here.

Semnați aici

[Semh-nahts' ah-ichy]

THE BUSINESS TRANSLATOR

Please
Vă rog
[Ver rog]

My name is...
Mă numesc...
[Mer noo-mesc...]

What is your name?
Cum vă numiți?
[Koom ver noo-meets?]

Where can I find an interpreter?
Unde pot găsi un translator?
[OOHN-deh pot guh-see oohn trahn-SLAH-torh?]

I need a hotel room.
Aș avea nevoie de o cameră la hotel.
[Ahsh AH-veah neh-vohye deh o cah-meh-ruh lah HOH-tel]

I need water/food/sleep.
Aș avea nevoie de apă / mâncare / cazare.
[Ahsh AH-veah neh-voye deh AH-puh / muhn-kah-re / ka-zah-re]

How much does the room cost for one night / for two nights / for one week?
Cât costă camera pentru o noapte? / Cât costă camera pentru două nopți? / Cât costă camera pentru o săptămână?
[Kit kos-tuh ka-meh-rah PEN-true oh NWAP-teh? / Kit kos-tuh ka-meh-rah PEN-true do-wuh nohpts'? / Kit kos-tuh ka-meh-rah PEN-true oh suhp-TER-MUH-nuh?]

I would like the room / the car.
Doresc camera / mașina.
[Do-resque ka-meh-rah / mah-SHEE-nah]

I would not like the room / the car.
Nu doresc camera / mașina
[NOO do-resque ka-meh-rah / mah-SHEE-nah]

THE BUSINESS TRANSLATOR

How do I get to...?
Cum ajung la...?
[Koom a-zhoongh lah...?]

Please draw me a map.
Vă rog desenați-mi o hartă
[Ver rog deh-seh-NAH-TSI-me oh harh-tuh]

Good-bye
La revedere
[Lah re-ve-de-reh]

Where can I rent a car?
De unde pot închiria o mașină?
[Deh OOHN-deh pot in-KEE-ryah oh mah-SHEE-nuh?]

How can our company help you?
Cu ce vă poate ajuta firma noastră?
[KOO che ver PWA-teh ah-zhoo-tah phir-mah nwas-truh?]

We'll gladly submit an estimate/our recommendations at no obligation.
Vă prezentăm bucuroși o estimatie fără nici o obligație / Vă prezentăm bucuroși recomandarea noastră fără nici o obligație.
[Ver pre-ZEHN-thum bu-coo-roshi oh es-ti-MAH-TSIEH FER-ruh ni-chy oh oh-blee-GAH-TSIEH / Ver pre-ZEHN-thum bu-coo-roshi re-COH-MAHN-dahreah nwas-truh FER-ruh ni-chy oh oh-blee-GAH-TSIEH]

May we put together a proposal for you?
Doriți să vă întocmim o propunere?
[Do-rytsi ser ver in-TOK-mimh oh pro-POO-neh-reh?]

We would like to help you.
Am dori să vă ajutăm.
[Ahm do-ry ser ver ah-zhoo-tuhm]

THE BUSINESS TRANSLATOR

Is our price within your range?

Este prețul nostru între parametrii dumneavoastră?

[Yes-teh pre-TSOOL nos-true in-TREH pah-rah-MEH-tree
doom-neah-VWAHS-truh?]

When may we get to work on this project for you?

Când putem începe să lucrăm pentru dumneavoastră la acest proiect?

[Kundh poo-tehm in-che-peh ser loo-Kruhm pen-true doom-
neah-VWAHS-truh lah ah-chest pro-yehkt?]

Do you have any concerns about our product / service / pricing?

Sunt ceva probleme cu produsele noastre? / Sunt ceva probleme

cu serviciile noastre? / Sunt ceva probleme cu prețurile noastre?

[Sunt che-vah pro-BLEH-meh koo pro-DOO-seh-leh nwahs-treh?

/Sunt che-vah pro-BLEH-meh koo sehr-vee-chee-leh nwahs-treh?

/Sunt che-vah pro-BLEH-meh koo pre-TSOO-ree-leh nwahs-
treh?]

May I call you back tomorrow/next week/ this afternoon/in the morning?

Pot să vă sun înapoi mâine / Pot să vă sun înapoi săptămâna

viitoare / Pot să vă sun înapoi după amiază / Pot să vă sun înapoi
dimineață?

[Pot ser ver soon inah-poy muh-neh? / Pot ser ver soon inah-poy

suhp-TER-MUH-nah vee-twahre? / Pot ser ver soon inah-poz

DUOO-puh AH-myah-zuh? / Pot ser ver soon inah-poy dee-me-
NEAH-tzuh?]

Who should be my contact within your company?

Cine va fi persoana mea de contact din cadrul firmei
dumneavoastră?

[Che-neh vah fi pehr-SWAHNA meah deh con-tahct dean kah-
drool feer-may doom-neah-VWAHS-truh?]

NOTES:

The business customs in Romania are very similar to those in the Western European countries and USA.

THE BUSINESS TRANSLATOR

RUSSIAN

Spoken by 167 million people as a first language. Spoken by a total of 277 million people if including those who use it as a second language.

Pronunciation Guide:

Russian Letter	Pronunciation	Russian Letter	Pronunciation
А – а	“Ah!” but short	Р – r	“r” as in Scots “run”
Б – b	“b” as in “bet”	С – s	“s” as in “set”
В – v	“v” as in “Vette”	Т – t	“t” as in “Tet”
Г – g	“g” as in “Gucci”	У – u	“Oo!” but short
Д – d	“d” as in “Dad”	Ф – f	“f” as in “fifty”
Е – e	“Yay!” but short	Х – kh	“kh” in Scots “loch”
Ё – yo	“Yo!” as in “Yo, dude!”	Ц – ts	“ts” as in “lets”
Ж – zh	“zh” as in “azure”	Ч – ch	“ch” as in “church”
З – z	“z” as in “zit”	Ш – sh	“sh” as in “shush”
И – i	“ee” but short	Щ – shch	“shch” “fresh cheese”
Й – j	“y” as in “Yuck!”	Ъ – y (â)	hard sign
К – k	“k” as in “kit”	Ы – y	between “i” and “u”
Л – l	“l” as in “let”	Ь – ‘	soft sign
М – m	“m” as in “met”	Э – e	“Eh?” (short)
Н – n	“n” as in “net”	Ю – yu	“yu” as in “you”
О – o	“Oh!” but short	Я – ya	“ya” as in “yacht”
П – p	“p” as in “pet”		

An apostrophe after a syllable means that the syllable is stressed.

THE BUSINESS TRANSLATOR

Hello, nice to meet you.

Здравствуйте! Приятно познакомиться.

[Zdra'vstvuyte! Priya'tno poznaako'mitsya]

I only speak English.

Я говорю только по-английски.

[Ya gavaryu' to'lyka pa-angliy'ski]

I don't understand.

Я не понимаю.

[Ya nye panima'yuy]

What is this?

Что это?

[Chto e'ta?]

What is the time?

Какой час?

[Kato'ryi chas?]

What is the date?

Какое сегодня число?

[Kako'e sevo'dnya chislo'']

Where is the nearest toilet?

Не подскажите, где самый близкий туалет?

[Nye podskazhi'te, gdye sa'myi bli'zkii tuale't?]

Where is the nearest hotel?

Не подскажите, где самая близкая гостиница?

[Nye podskazhi'te, gdye sa'maya bli'zkaya gasti'nitsa?]

Where is the nearest airport?

Не подскажите, где самый близкий аэропорт?

[Nye podskazhi'te, gdye sa'myi bli'zkii aerapo'rt?]

Where is the nearest hospital?

Не подскажите, где самый близкий госпиталь?

[Nye podskazhi'te, gdye sa'myi bli'zkii go'spitaly?]

THE BUSINESS TRANSLATOR

Where is the nearest American restaurant?

Не подскажите, где самый близкий американский ресторан?
[Nye podskazhi'te, gde sa'myi bli'zkii amerika'nskii restora'n?]

What do you need to make this work?

Что Вам нужно, чтобы сделать это?
[Chto Vam nuzhno'. chto'by sdye'laty e'ta?]

Who is the decision maker?

Кто здесь принимает решения?
[Kto zdyesy prinima'et reshe'niya?]

May I use the phone / computer?

Можно использовать телефон / компьютер?
[Mo'zhna ispo'lyzavaty telefo'n / kampyu'ter?]

May I speak alone with my partner for a moment?

Можно поговорить с моим партнером наедине на минутку?
[Mo'zhna pagavari'ty s mai'm pa'rtnerom nayedi'ne na minu'tku?]

Let's make this deal happen today.

Давайте закончим это дело сегодня.
[Dava'yte zako'nchim e'ta de'la sevo'dnya]

Yes

Да
[Da]

No

Нет
[Nyet]

Why

Почему
[Pachemu']

THE BUSINESS TRANSLATOR

How
Как
[Kak]

Maybe
Возможно
[Vazmo'zhno]

Thank you
Спасибо
[Spasi'ba]

Sign here.
Подпишите здесь.
[Podpishi'te zdyesy]

Please
[Пожалуйста]
[Pazha'lujsta]

My name is...
Меня зовут...
[Menya'zavu't...]

What is your name?
Как вас зовут?
[Kak vas zavu't?]

Where can I find an interpreter?
Где можно найти переводчика?
[Gde mo'zhna najti' perevo'dchika?]

I need a hotel room.
Мне нужен номер в гостинице.
[Mne nu'zhen no'mer v gasti'nitse]

I need water. (polite)
Можно попросить немного воды?
[Mo'zhna poprosi't' nemno'ga vody?]

THE BUSINESS TRANSLATOR

I need food. (polite)

Можно здесь поесть что-нибудь?

[Mo'zhna zdes' poe'st' chto'-nibu'd?]

I need sleep. (polite)

Мне надо поспать.

[Mne na'da paspa't']

How much does the room cost for one night / for two nights / for one week?

Сколько стоит этот номер на сутки / на двое суток / на неделю?

[Sko'l'ka sto'it e'tat no'mer na su'tki / na dvo'e su'tak / na nede'lyu?]

I would like the room / the car.

Я беру номер / машину.

[Ya beru' no'mer / mashi'nu]

I would not like the room / the car.

[Этот номер] / [эта машина] мне не нравится.

[E'tat no'mer / e'ta mashi'na mne ne nra'vitsa]

How do I get to...? (this is for asking directions to a place)

Не подскажете, как мне дойти до...

[Ne podska'zhetе, kak mne dojti' do...]

Please draw me a map.

Начертите мне, пожалуйста, карту.

[Nacherti'te mne, pazha'lujsta, ka'rtu]

Good-bye

До свидания.

[Do svida'nya]

Where can I rent a car?

Не подскажете, где можно нанять машину?

[Ne podska'zhetе, gde mo'zhna na'nyat' mashi'nu?]

How can our company help you?

THE BUSINESS TRANSLATOR

Может ли наша компания помочь Вам чем-нибудь?
[Mo'zhet li na'sha kampa'niya pamo'ch vam chem.-nibu'd'']

We'll gladly submit an estimate/our recommendations at no obligation.

Мы с удовольствием представим Вам [смету] / [наши рекомендации] без всякого обязательства.
[My s udovo'l'stvиеm predsta'vim vam sme'tu / na'shi rekomenda'tsii bez vsya'kava obyaza'tel'stva]

May we put together a proposal for you?

Можем ли мы представить Вам наше предложение?
[Mo'zhem li my predsta'vit' vam na'she predlazhe'nie?]

We would like to help you.

Мы с удовольствием поможем Вам.
[My s udavo'l'stvиеm pamo'zhem vam]

Is our price within your range?

Устраивает ли Вас наша цена?
[Ustra'ivaet li vas na'sha tsena'']

When may we get to work on this project for you?

Когда можем начать работу для Вас по этому проекту?
[Kogda' mo'zhem nacha't' rabo'tu dlya vas po e'tamu prae'ktu?]

Do you have any concerns about our product / service / pricing?

Есть ли у Вас какие-нибудь сомнения в связи с [нашим продуктом] / [нашей услугой] / [нашей ценой]?
[Est' li u vas kaki'e-nibu'd' samne'niya v svyazi' s na'shim pradu'ktom / [na'shej uslu'goj] / [na'shej tseno'j]']?

May I call you back tomorrow / next week / this afternoon / in the morning?

Могу ли я позвонить Вам опять [завтра] / [на следующей неделе] / [сегодня после обеда] / [завтра утром]?
[Mogu' li ya pazvani't' vam [za'vtra] / [na sle'duyushchej nede'le] / [sevo'dnya po'sle abe'da] / [za'vtra u'tram]']?

Who should be my contact within your company?

THE BUSINESS TRANSLATOR

С кем я должен / должна я поддерживать связь в Вашей компании?

[S kem do' lzhen / dolzhna' ya padde' rzhivat' svyaz' v va' shej kampa' nii?]

NOTES:

Useful numbers in all the cities:

Fire	01
Police (Milicia)	02
Ambulance	03
Gas Leaks	04
Inter-City/ International Phone Calls	07, 071, 072, 073, 074
Directory Assistance (in Russian)	09
United States Consulate General	7(4232)268458
US Cosulate General, Info Department	7(4232)267017

Money - Overall, the cost of living in Russia is very low. Use Rubles at all times, but take US Dollars with you for exchange at banks or at your hotel. Avoid street-based money changers: let your guide change money for you if you must make an exchange outside office hours. Changing older (pre-1991) US dollar bills can be a problem. Traveler's checks are useless in Russia, and marginally useful on the way there. The bigger shops and hotels accept Visa/Mastercard.

Language - Russian. But you'll be surprised how many people speak some English.

THE BUSINESS TRANSLATOR

ID - While in the country, visitors must carry ID (valid passport) at all times. Rather than carry original documents, it is advisable to carry photocopies of passports and visas, which will facilitate replacement should either be stolen.

Communication with the outside world - Though most newspapers and magazines are in Russian, the best hotels have CNN news channel. There are internet cafes in big cities.

Telephones - You can purchase telephone cards at any post office to make international and inter-city calls from pay phones.

Russian Cuisine - Try traditional Russian *pelmeni* (meat dumplings), *blinnis* (pancakes) which you can combine with honey, herring or black/red caviar, *borsch* (beet-root soup) and many other local delicacies.

Drinking water - Running water isn't drinkable, but you can easily purchase mineral water in all the shops. Please make sure to emphasize that you want plain mineral water without bubbles when you order at a restaurant.

Tipping - There is no standard tipping policy in Russia. You can pay tips as large as you want if you find service good.

Valuables - Leave things like unnecessary credit cards and expensive jewelry at home. Use a money belt or concealed pouch for your passport, cash and other valuables.

THE BUSINESS TRANSLATOR

SOTHO, SOUTHERN (See SESOTHO)

THE BUSINESS TRANSLATOR

SERBIAN (See SERBO-CROATIAN)

THE BUSINESS TRANSLATOR

SERBO-CROATIAN

Spoken by 21 million people in Yugoslavia, Macedonia, Bosnia, Croatia, and the surrounding area. There three major dialects, Serbian, Bosnian, and Croatian, which are listed in the translation.

Pronunciation Guide:

Consonants sound as English do in the pronunciation line.

Vowels:

- “a,ah” = the “a” in “father”
- “ee” = the “e” in “bed”
- “ee” = the “ee” in “beet”
- “i” = the “i” in “bit”
- “o,oh” = the “o” in “boat”
- “oo” = the “oo” in “boot”
- “u” = the “oo” in “book”

Accent: An apostrophe (‘) means that the syllable FOLLOWING it is accented.

Hello, nice to meet you.

Croatian: Zdravo, drago mi je da smo se upoznali.

[Zdra’vo, drago mee ye dah smo se ‘oopoznalee]

Bosnian: Zdravo, drago mi je da smo se upoznali.

[Zdra’vo, drago mee ye dah smo se ‘oopoznalee]

Serbian: Здраво, драго ми је да смо се упознали.

[Zdra’vo, drago mee ye dah smo se ‘oopoznalee]

I only speak English.

Croatian: Ja govorim samo engleski.

[Ya govoreem samo engleskee]

Bosnian: Ja govorim samo engleski.

[Ya govoreem samo engleskee]

Serbian: Ја говорим само енглески.

[Ya govoreem samo engleskee]

THE BUSINESS TRANSLATOR

I don't understand.

Croatian: Ne razumijem.

[Ne razoomeeeyem]

Bosnian: Ne razumijem.

[Ne razoomeeeyem]

Serbian: Не разумем.

[Ne razoomem]

What is this?

Croatian: Što je ovo?

[Shto ye ovo?]

Bosnian: Šta je ovo?

[Shta ye ovo?]

Serbian: Шта је ово?

[Shta ye ovo?]

What is the time/date?

Croatian: Koliko je sati?

[Koleeko ye saatee?]

Bosnian: Koliko je sati?

[Koleeko ye saatee?]

Serbian: Колико је часова?

[Koleeko ye chasova?]

Where is the nearest toilet / airport / hospital / American restaurant?

Croatian: Gdje je najbliži toalet? (toilet)

[G'dye ye naybleezhee toalet?]

Gdje je najbliži aerodrom? (airport)

[G'dye ye naybleezhee aaero'drom?]

Gdje je najbliža bolnica? (hospital)

[G'dye ye naybleezha bolneetsa?]

Gdje je najbliži američki restoran? (American restaurant)

[G'dye ye naybleezhee amereechkee res'toran?]

THE BUSINESS TRANSLATOR

Bosnian: Gdje je najbliži toalet? (toilet)
[G'dye ye naybleezhee toalet?]
Gdje je najbliži aerodrom? (airport)
[G'dye ye naybleezhee aaero'drom?]
Gdje je najbliža bolnica? (hospital)
[G'dye ye naybleezha bolneetsa?]
Gdje je najbliži američki restoran? (American
restaurant)
[G'dye ye naybleezhee amereechkee res'toran?]

Serbian: Где је најближи тоалет? (toilet)
G'de ye naybleezhee toalet?
Где је најближи аеродром? (airport)
[G'de ye naybleezhee aaero'drom?]
Где је најближа болница? (hospital)
[G'de ye naybleezha bolneetsa?]
Где је најближи амерички ресторан? (American
restaurant)
[G'de ye naybleezhee amereechhee res'toran?]

What do you need to make this work?

Croatian: Što treba da ovo uspije?
[Shto tre'ba dah ovo oospeeeye?]

Bosnian: Šta treba da ovo uspije?
[Shta tre'ba dah ovo oospeeeye?]

Serbian: Шта треба да ово успије?
[Shta tre'ba dah ovo oospe?]

Who is the decision maker?

Croatian: Tko odlučuje o ovome?
[T'ko odloochooye o' ovome?]

Bosnian: Ko odlučuje o ovome?
[Ko odloochooye o' ovome?]

Serbian: Ко одлучује о овоме?
[Ko odloochooye o' ovome?]

THE BUSINESS TRANSLATOR

May I use the phone/computer?

Croatian: Mogu li se poslužiti telefonom? (telephone)

[Mogoo lee se pos'loozheetee telefonom?]

Mogu li se poslužiti kompjuterom? (computer)

[Mogoo lee se pos'loozhetee komp'yooterom?]

Bosnian: Da li mogu da se poslužim telfonom? (telephone)

[Da lee mogoo dah se pos'loozheem telefonom?]

Da li mogu da se poslužim kompjutorom? (computer)

[Da lee mogoo dah se pos'loozheem komp'yootorom?]

Serbian: Да ли могу да се послужим телефоном? (telephone)

[Da lee mogoo dah se pos'loozheem telefonom?]

Да ли могу да се послужим компјутором? (computer)

[Da lee mogoo dah se pos'loozheem komp'yootorom?]

May I speak alone with my partner for a moment?

Croatian: Mogu li na trenutak nasamo razgovarati sa svojim partnerom?

[Mogoo lee na trenootak nasamo razgovaaratee sa svoyeem part'nerom?]

Bosnian: Da li mogu na kratko nasamo razgovarati sa svojim partnerom?

[Dah lee mogoo na krat'ko nasamo razgovaaratee sa svoyeem part'nerom?]

Serbian: Да ли могу на кратко насамо да разговарам са својим партнером?

[Dah lee mogoo na krat'ko nasamo dah raz'govaram sa svoyeem part'nerom?]

Let's make this deal happen today.

Croatian: Hajde da danas postignemo dogovor

[Hayde dah danas pos'teegnemo dogovor]

Bosnian: Hajde da danas postignemo dogovor

[Hayde dah danas pos'teegnemo dogovor]

Serbian: Хајде да данас постигнемо договор.

[Hayde dah danas pos'teegnemo dogovor]

THE BUSINESS TRANSLATOR

Yes

Croatian: Da
[Dah]

Bosnian: Da
[Dah]

Serbian: Да
[Dah]

No

Croatian: Ne
[Neh]

Bosnian: Ne
[Neh]

Serbian: Не
[Neh]

Why

Croatian: Zašto?
[Zaa'shto?]

Bosnian: Zašto?
[Zaa'shto?]

Serbian: Зашто?
[Zaa'shto?]

How

Croatian: Kako?
[Kaakoh?]

Bosnian: Kako?
[Kaakoh?]

Serbian: Како?
[Kaakoh?]

Maybe

Croatian: Možda
[Mozhda]

Bosnian: Možda
[Mozhda]

Serbian: Можда
[Mozhda]

THE BUSINESS TRANSLATOR

Thank you.

Croatian: Hvala

[H'vaala]

Bosnian: Hvala

[H'vaala]

Serbian: Хвала

[H'vaala]

Sign here.

Croatian: Potpišite se ovdje

[Pot'peesheete se ovdye]

Bosnian: Potpišite se ovdje

[Pot'peesheete se ovdye]

Serbian: ПОТПИШИТЕ СЕ ОВДЕ

[Pot'peesheete se ovde]

Please

Croatian: Molim

[Mo'leem]

Bosnian: Molim

[Mo'leem]

Serbian: МОЛИМ

[Mo'leem]

My name is...

Croatian: Moje ime je...

[Moye imeh ye...]

Bosnian: Moje ime je...

[Moye imeh ye...]

Serbian: Моје име је...

[Moye imeh ye...]

What is your name?

Croatian: Kako je vaše ime?

[Kakoh ye vashe eeme?]

Bosnian: Kako je vaše ime?

[Kakoh ye vashe eeme?]

Serbian: Како је ваше име?

[Kakoh ye vashe eeme?]

THE BUSINESS TRANSLATOR

Where can I find an interpreter?

Croatian: Gdje mogu pronaći prevoditelja?

[G'dye mogoo pro'natyee pre'vodeetelyah?]

Bosnian: Gdje mogu da nađem prevodioca?

[G'dye mogoo da nadyem pre'vodeeotsa?]

Serbian: Где могу да нађем преводиоца?

[G'de mogoo da nadyem pre'vodeeotsa?]

I need a hotel room.

Croatian: Trebam hotelsku sobu.

[Tre'bam hotel'skoo soboo]

Bosnian: Trebam hotelsku sobu.

[Tre'bam hotel'skoo soboo]

Serbian: Треба́м хотелску собу.

[Tre'bam hotel'skoo soboo]

I need water / food / sleep (polite)

Croatian: Mogu li dobiti vode? (water)

[Mogoo lee dobeetee vo'de?]

Mogu li nešto pojesti? (food)

[Mogoo lee neshto poyestee?]

Trebaobih prespavati. (sleep)

[Treba'o bee pres'pavatee]

Bosnian: Mogu li dobiti vode? (water)

[Mogoo lee dobeetee vo'de?]

Mogu li nešto pojesti? (food)

[Mogoo lee neshto poyestee?]

Trebaobih prespavati. (sleep)

[Treba'o bee pres'pavatee]

Serbian: Могу ли да добијем водс? (water)

[Mogoo lee dah dobeeyem vo'de?]

Могу ли нешто да једем? (food)

[Mogoo lee neshto dah yedem?]

Требао би преспавати. (sleep)

[Treba'o bee pres'pavatee]

THE BUSINESS TRANSLATOR

How much does the room cost for one night / for two nights / for one week?

Croatian: Koliko košta soba za jednu noć? (one night)
[Koleeko koshta soba zaa yednoo noch?]
Koliko košta soba za dvije noći? (two nights)
[Koleeko koshta soba zaa d'veeye nochee?]
Koliko košta soba za tjedan dana? (one week)
[Koleeko koshta soba zaa t'yedan daana?]

Bosnian: Koliko košta soba za jednu noć? (one night)
[Koleeko koshta soba zaa yednoo noch?]
Koliko košta soba za dvije noći? (two nights)
[Koleeko koshta soba zaa d'veeye nochee?]
Koliko košta soba za jednu sedmicu? (one week)
[Koleeko koshta soba zaa yednoo sedmeetsoo?]

Serbian: Колико кошта соба за једну ноћ? (one night)
[Koleeko koshta soba zaa yednoo noch?]
Колико кошта соба за две ноћи? (two nights)
[Koleeko koshta soba zaa d'veh nochee?]
Колико кошта соба за једну седмицу? (one week)
[Koleeko koshta soba zaa yednoo sedmeetsoo?]

I would like the room / the car.

Croatian: Може ова соба. (room)
[Mozhe ovah soba]
Може овај ауто. (car)
[Mozhe ovay aaoto]

Bosnian: Може ова соба. (room)
[Mozhe ovah soba]
Може овај ауто. (car)
[Mozhe ovay aaoto]

Serbian: Може ова соба. (room)
[Mozhe ovah soba]
Може овај ауто. (car)
[Mozhe ovay aaoto]

THE BUSINESS TRANSLATOR

I would not like the room / the car.

Croatian: Neću ovu sobu. (room)

[Nechoo owoo soboo]

Neću ovaj auto. (car)

[Nechoo ovay aooto]

Bosnian: Neću ovu sobu. (room)

[Nechoo owoo soboo]

Neću ovaj auto. (car)

[Nechoo ovay aooto]

Serbian: Нећу ову собау. (room)

[Nechoo owoo soboo]

Нећу овај ауто. (car)

[Nechoo ovay aooto]

How do I get to? (this is for asking directions to a place)

Croatian: Kako da stignem do....?

[Kakoh daa s'teegnem doh...?]

Bosnian: Kako da stignem do....?

[Kakoh daa s'teegnem doh...?]

Serbian: Како да стигнем до...?

[Kakoh daa s'teegnem doh...?]

Please draw me a map.

Croatian: Molim vas nacrtajte mi kartu.

[Moleem vas nats'ertayteh mee kartoo]

Bosnian: Molim vas nacrtajte mi kartu.

[Moleem vas nats'ertayteh mee kartoo]

Serbian: Молим вас нацртајте ми карту.

[Moleem vas nats'ertayteh mee kartoo]

Good-bye.

Croatian: Doviđenja.

[Dovee'dyenyua]

Bosnian: Doviđenja.

[Dovee'dyenyua]

Serbian: Довиђења.

[Dovee'dyenyua]

THE BUSINESS TRANSLATOR

Where can I rent a car?

Croatian: Gdje mogu unajmiti auto?

[G'dye mogoo oonaymeetee aoto?]

Bosnian: Gdje mogu da unajmim auto?

[G'dye mogoo dah oonaymeem aoto?]

Serbian: Где могу да унајмим ауто?

[G'de mogoo dah oonaymeem aoto?]

How can our company help you?

Croatian: Kako vam naša firma može pomoći?

[Kakoh vam nasha feerma mozhe pomochee?]

Bosnian: Kako naše preduzeće može da vam pomogne?

[Kakoh nashe predoozeche mozhe dah vam po'mogne?]

Serbian: Како наше предузеће може да вам помогне?

[Kakoh nashe predoozeche mozhe dah vam po'mogne?]

We'll gladly submit an estimate/our recommendations at no obligation.

Croatian: Rado bismo vam dali procjenu. (estimate)

[Radoh beesmo vam daalee pro'tsyenoo]

Rado bismo vam dali preporuku bez obaveze.

(recommendation)

[Radoh beesmo vam daalee pre'porookoo bez

obaavezeh]

Bosnian: Rado bismo vam dali procjenu. (estimate)

[Radoh beesmo vam daalee pro'tsyenoo]

Rado bismo vam dali preporuku bez obaveze.

(recommendation)

[Radoh beesmo vam daalee pre'porookoo bez

obaavezeh]

Serbian: Радо би вам дали процену. (estimate)

[Radoh bee vam daalee pro'tsenoo]

Радо би вам дали препоруку без обавезе.

(recommendation)

[Radoh bee vam daalee pre'porookoo bez obaavezeh]

THE BUSINESS TRANSLATOR

May we put together a proposal for you?

Croatian: Možemo li vam dati prijedlog?

[Mozhemo lee vam datee preeyed'log?]

Bosnian: Možemo li vam dati prijedlog?

[Mozhemo lee vam datee preeyed'log?]

Serbian: Да ли можемо да вам дамо предлог?

[Dah lee mozhemo dah vam damo pred'log?]

We would like to help you.

Croatian: Željeli bismo vam pomoći.

[Zhelyelee beesmo vam pomochee]

Bosnian: Željeli bi da vam pomognemo.

[Zhelyelee bee dah vam pomognemoh]

Serbian: Желели би да вам помогнем.

[Zhelelee bee dah vam pomognemoh]

Is our price within your range?

Croatian: Je li naša cijena za vas prihvatljiva?

[Ye lee nasha tseeeyena zaa vas preeh'vatlyeeva?]

Bosnian: Da li je naša cijena za vas prihvatljiva?

[Dah lee ye nasha tseeeyena zaa vas preeh'vatlyeeva?]

Serbian: Да ли је наша цена за вас прихватљива?

[Dah lee ye nasha tsena zaa vas preeh'vatlyeeva?]

When may we get to work on this project for you?

Croatian: Kad možemo početi raditi za vas na ovom projektu?

[Kad mozhemo pochetee radeetee zaa vas naa ovom pro'yektoo?]

Bosnian: Kad možemo početi raditi za vas na ovom projektu?

[Kad mozhemo pochetee radeetee zaa vas naa ovom pro'yektoo?]

Serbian: Кад можемо почети да радимо за вас на овом пројекту?

[Kad mozhemo pochetee da radeemo zaa vas naa ovom pro'yektoo?]

THE BUSINESS TRANSLATOR

Do you have any concerns about our product / service / pricing?

Croatian: Brine li vas nešto u vezi sa našim proizvodom?

(product)

[Breene lee vas neshto oo vezee sa nasheem proeezvodom?]

Brine li vas nešto u vezi sa našom uslugom? (service)

[Breene lee vas neshto oo vezee sa nashom oosloogom?]

Brine li vas nešto u vezi sa našim cijenama? (pricing)

[Breene lee vas neshto oo vezee sa nasheem tseeyenama?]

Bosnian: Brine li vas nešto u vezi sa našim proizvodom?

(product)

[Breene lee vas neshto oo vezee sa nasheem proeezvodom?]

Brine li vas nešto u vezi sa našom uslugom? (service)

[Breene lee vas neshto oo vezee sa nashom oosloogom?]

Brine li vas nešto u vezi sa našim cijenama? (pricing)

[Breene lee vas neshto oo vezee sa nasheem tseeyenama?]

Serbian: Да ли вас брине нешто у вези са нашим производом?

(product)

[Dah lee vas breene neshto oo vezee sa nasheem proeezvodom?]

Да ли вас брине нешто у вези са нашим услугом?

(service)

[Dah lee vas breene neshto oo vezee sa nashom oosloogom?]

Да ли вас брине нешто у вези са нашим ценама?

(pricing)

[Dah lee vas breene neshto oo vezee sa nasheem tsenama?]

THE BUSINESS TRANSLATOR

May I call you back tomorrow/next week/ this afternoon/in the morning?

Croatian: Mogu li vas nazvati sutra? (tomorrow)

[Mogoo lee vas nazvaatee sootra?]

Mogu li vas nazvati sljedeći tjedan? (next week)

[Mogoo lee vas nazvaatee slyedechee tyedan?]

Mogu li vas nazvati poslijepodne? (this afternoon)

[Mogoo lee vas nazvaatee posleeye'podne?]

Mogu li vas nazvati ujutro? (in the morning)

[Mogoo lee vas nazvaatee ooyootro?]

Bosnian: Mogu li vas nazvati sutra? (tomorrow)

[Mogoo lee vas nazvaatee sootra?]

Mogu li vas nazvati sljedeće sedmice? (next week)

[Mogoo lee vas nazvaatee slyedeche sedmeetse?]

Mogu li vas nazvati poslijepodne? (this afternoon)

[Mogoo lee vas nazvaatee posleeye'podne?]

Mogu li vas nazvati ujutro? (in the morning)

[Mogoo lee vas nazvaatee ooyootro?]

Serbian: Да ли вас могу назвати сутра? (tomorrow)

[Dah lee vas mogoo nazvaatee sootra?]

Да ли вас могу назвати следеће седмице? (next week)

[Dah lee vas mogoo nazvaatee sledeche sedmice?]

Да ли вас могу назвати следеће седмице? (this afternoon)

[Dah lee vas mogoo nazvaatee posle'podne?]

Да ли вас могу назвати ујутру? (in the morning)

[Dah lee vas mogoo nazvaatee ooyootro?]

[Ah moond t' yoo theeree n' mengyes?]

THE BUSINESS TRANSLATOR

Who should be my contact within your company?

Croatian: Tko će iz vaše firme kontaktirati sa mnom?

[T'ko che eez vashe feerme kon'tak'teeratee sa m'nom?]

Bosnian: Ko će iz vašeg preduzeća biti u kontaktu sa mnom?

[Ko che eez vasheg predoozecha beetee oo kon'tak'too sa m'nom?]

Serbian: Ко ће из вашег предузећа да буде у контакту са мном?

[Ko che eez vasheg predoozecha dah boode oo kon'tak'too sa m'nom?]

Croatia - Croats take great pride in their nation. Do NOT confuse them with Serbs or Yugoslavs, nor their country with Serbia or Yugoslavia. History has its course and people here expect other people to respect it. If you want to discuss any plans, hopes or proposals and you still want it to be informal, it would be best to invite people for a “cup of coffee” in a nice restaurant or a cafe terrace. Croats have a custom of drinking coffee in a cafe, or in their homes, or in business buildings.

Bosnia - Bosnians, just as Croats, have a custom of drinking coffee. They are open in meeting people from abroad, but as the country is drowning in financial problems after the war, they will probably focus on their financial gain in any project they are presented with. Nowadays it is VERY important to pay attention to nations in Bosnia- do not talk about any nation or politics in a way that is insulting, because people are very sensitive after the war they had to go through. If you don't know something, it's better to ask than to assume. Bosnia is a country of three major nations: Croats (who are Catholics), Serbs (who are Orthodox) and Bosniacs (who are Muslims). They've all been in war against each other. Recommendation: take a Balkan history class or a book along with you prior to visiting Bosnia.

Serbia - Serbs are very friendly when meeting people. If they have any concerns or prejudices, they do not show them. You will probably be offered a drink, which is smart not to refuse. Young people are more open for new ideas. Try them first.

THE BUSINESS TRANSLATOR

SESOTHO (Also called SOUTHERN SOTHO)

Spoken by nearly 1.5 million people in Lesotho and by almost 3 million more in South Africa and Botswana. One of the official languages of South Africa.

Pronunciation Guide:

“a” = the “a” in “father”

“e” = the “ay” in “day”

“ē” = the “e” in “bed”

“i” = the “ee” in “beet”

“i” = the “i” in “bit”

“o” = the “o” in “boat”

“ō” = the “aw” in “lawn”

“u” = the “oo” in “boot”

“ū” = the “oo” in “book”

“ŋ” = “ng” at the end of the word “thing.” This can occur at the beginning of a word.

“ɲ” = “ni” in “onion”

“ʃ” = “sh” in “share”

“tʃ” = “ch” in “change”

“z” = “z” in “azure”

ː = signifies to lengthen the vowel when it comes immediately afterwards

“x” = same as the sound at the end of Scottish “loch”

Hello, nice to meet you.

dumela, ke thabela ho o tseba.

[Dumela, ke thabela ho o tseba]

I only speak English.

ke bua sešesemane fela.

[Ke bua Senyesemane feela]

I don't understand.

THE BUSINESS TRANSLATOR

ĥa ke utlwisise
[Ha ke utlwisise]

What is this?
ke enĥ ena?
[Ke eng ena?]

What is the time?
ke nakō maŋ?
[Ke nako mang?]

What is the date?
ke di kae?
[Ke di kae?]

Where is the nearest toilet?
ntlwana e ĥaufi e ĥo kae ?
[Ntlwana e haufi e ho kae?]

Where is the nearest hotel?
hōtele e ĥaufi e ĥo kae?
[Hotele e haufi e ho kae?]

Where is the nearest airport?
boemafofane bo ĥaufi bo ĥo kae?
[Boemafofane bo haufi bo ho kae?]

Where is the nearest hospital?
sepetlele se ĥaufi se ĥo kae?
[Sepetlele se haufi se ho kae?]

Where is the nearest American restaurant?
restjūrente e rekisaŋ diĥo tsa Amērika e ĥaufi e ĥo kae?
[Restjuren-te e rekisang diĥo tsa Amerika e haufi e ho kae?]

What do you need to make this work?

THE BUSINESS TRANSLATOR

o ǀǀka enǀ bakeng sa ǀno etsa mosebetsi ǀna?
[O hloka eng bakeng sa ho etsa mosebetsi ona?]

Who is the decision maker?

ke manǀ ja etsanǀ di//etǀǀ?
[Ke mang ya etsang diqeto?]

May I use the phone?

ke kopa ǀno sebedisa thelefǀunu?
[Ke kopa ho sebedisa thelefounu?]

May I use the computer?

ke kopa ǀno sebedisa khǀmputara?
[Ke kopa ho sebedisa khomputara?]

May I speak alone with my partner for a moment?

ke kopa ǀno buela sephirǀ le molekane wa ka bakeng sa motsotswana?
[Ke kopa ho buela sephiring le molekane wa ka bakeng sa
motsotswana?]

Let's make this deal happen today.

ǀna re etsenǀ ǀnore ntho eo e phethahale kajeno.
[Ha re etseng hore ntho eo e phethahale kajeno.]

Yes

ee
[Ee]

No

ǀe
[The]

Why

ǀobaneng
[Hobaneng]

How

THE BUSINESS TRANSLATOR

ḽwan
[Jwang]

Maybe
moḽmon
[Mohlomong]

Thank you
ke a leboha
[Ke a leboha]

Sign here.
saena mḽna.
[Saena mona]

Please
ka kopḽ
[Ka kopo]

My name is...
lebitsḽ la ka ke ...
[Lebitso la ka ke ...]

What is your name?
lebitsḽ la ḽao o maḽ?
[Lebitso la hao o mang?]

Where can I find an interpreter?
naḽka fumana tḽḽkḽ ḽo kae?
[Na nka fumana toloko ho kae?]

I need a hotel room.
ke batla phapusi ja ḽḽteḽ.
[Ke batla phaposi ya hotele]

I need water.

THE BUSINESS TRANSLATOR

ke kopa metsi.
[Ke kopa metsi]

I need food.
ke kopa dijo.
[Ke kopa dijo]

I need sleep. (polite)
ke kopa ho robala.
[Ke kopa ho robala]

How much does the room cost for one night?
na phapusi e bitsa bokae bakeng sa bosiu bo le bong?
[Na phaposi e bitsa bokae bakeng sa bosiu bo le bong?]

How much does the room cost for two nights?
na phapusi e bitsa bokae bakeng sa masiu a mabedi?
[Na phaposi e bitsa bokae bakeng sa masiu a mabedi?]

How much does the room cost for one week?
na phapusi e bitsa bokae bakeng sa beke e le nngwe?
[Na phaposi e bitsa bokae bakeng sa beke e le nngwe?]

I would like the room.
ke batla phapusi.
[Ke batla phaposi]

I would like the car.
ke batla koloi.
[Ke batla koloi]

I would not like the room.
ha ke batle phapusi.
[Ha ke batle phaposi]

I would not like the car.

THE BUSINESS TRANSLATOR

Ĥa ke batle kolōi.
[Ha ke batle koloi]

How do I get to? (this is for asking directions to a place)
na ke efe tsela e jaŋ...?
[Na ke efe tsela e yang...?]

Please draw me a map.
ke kopa ĥore o ōlle mmapa.
[Ke kopa hore o nngolle mmapa]

Good-bye
sala hantle
[Sala hantle]

Where can I rent a car?
naŋka ĥira kolōi ĥo kae?
[Na nka hira koloi ho kae?]

How can our company help you?
na khampani ja rona e ka ĥo thusa ĥaŋ?
[Na khampani ya rona e ka ho thusa jwang?]

We'll gladly submit an estimate.
re tla thabela ĥo o romela teka[etso].
[Re tla thabela ho o romela tekanyetso]

We'll gladly submit our recommendations at no obligation.
re tla thabela ĥo o romela dikgōthaletso tsa rona ntle le tefo.
[Re tla thabela ho o romela dikgothaletso tsa rona ntle le tefo]

May we put together a proposal for you?
na re ka ĥo ĥahisetsa t[isi]ō?
[Na re ka ho hlahisetsa tshisinyo?]

We would like to help you.

THE BUSINESS TRANSLATOR

re rata ho o thusa.

[Re rata ho o thusa]

Is our price within your range?

na theko ja rona e tsamaelana le mosebetsi wa rona?

[Na theko ya rona e tsamaelana le mosebetsi wa rona?]

When may we get to work on this project for you?

na re tla qala neng ho sebetsa ka porojeke ena bakeng sa hao?

[Na re tla qala neng ho sebetsa ka porojeke ena bakeng sa hao?]

Do you have any concerns about our product?

na o na le matshwenyeho a itseng ka sehlahiswa sa rona ?

[Na o na le matshwenyeho a itseng ka sehlahiswa sa rona ?]

Do you have any concerns about our service?

na o na le matshwenyeho a itseng ka tshebeletso ja rona?

[Na o na le matshwenyeho a itseng ka tshebeletso ya rona?]

Do you have any concerns about our pricing?

na o na le matshwenyeho a itseng ka ditheko tsa rona?

[Na o na le matshwenyeho a itseng ka ditheko tsa rona?]

May I call you back tomorrow?

ke kopa ho o letsetsa hape hosane?

[Ke kopa ho o letsetsa hape hosane?]

May I call you back next week?

ke kopa ho o letsetsa hape bekeng e tlang?

[Ke kopa ho o letsetsa hape bekeng e tlang?]

May I call you back this afternoon?

ke kopa ho o letsetsa hape mantsiboyeng ana?

[Ke kopa ho o letsetsa hape mantsiboyeng ana?]

May I call you back in the morning?

THE BUSINESS TRANSLATOR

ke kopa hō o letssetsa hape hosing?
[Ke kopa ho o letssetsa hape hosing?]

Who should be my contact within your company?
na ke tšwanela ho iteanya le mang khampani ja lona?
[Na ke tshwanela ho iteanya le mang khampaning ya lona?]

NOTES:

1. Always remember to greet first before you can start with any request or question.
2. Avoid phrases like – Listen here! Look! Understand? Do you hear me?
3. Always remember to say “*Please*” when requesting for an assistance.
4. Be cautious if someone recommends that he will take you to the place you are looking for or if somebody is asking you where you come from.
5. “*May I...*” should in Sesotho not be regarded as a question, but should rather be seen as a statement. Therefore, there are no question marks.

THE BUSINESS TRANSLATOR

SETSWANA (Also called TSWANA)

One of the 11 official languages of South Africa.

Pronunciation Guide:

“a” = the “a” in “father”

“e” = the “ay” in “day”

“ɛ” = the “e” in “bed”

“i” = the “ee” in “beet”

“ɪ” = the “i” in “bit”

“o” = the “o” in “boat”

“ɔ” = the “aw” in “lawn”

“u” = the “oo” in “boot”

“ʊ” = the “oo” in “book”

“ŋ” = the “ng” at the end of the word “thing.” This can occur at the beginning of a word.

“ɹ” = the “ni” in “onion”

“ʃ” = the “sh” in “share”

“tʃ” = the “ch” in “change”

“z” = the “z” in “azure”

“:” means to lengthen the vowel when it comes immediately afterwards

“x” signifies the sound at the end of Scottish “loch”

Hello, nice to meet you.

axEE, ke itumELEla xo k(pana le wENA.

[Agee, ke itumelela go kopana le wena]

I only speak English.

ke bua seESimane fELA.

[Ke bua Seesimane fela]

I don't understand.

xa ke tlhal(xa e.

[Ga ke tlhaloganye]

THE BUSINESS TRANSLATOR

What is this?
ke eŋ se?
[Ke eng se?]

What is the date?
ke nak(maŋ?
[Ke nako mang?]

What is the date?
ke di kae?
[Ke di kae?]

Where is the nearest toilet?
ntlwana e e xaufi e kae?
[Ntlwana e e gaufi e kae?]

Where is the nearest hotel?
h(tele e e xaufi e kae?
[Hotele e e gaufi e kae?]

Where is the nearest airport?
boemafofane jo bo xaufi bo kae?
[Boemafofane jo bo gaufi bo kae?]

Where is the nearest hospital?
bo(kel(jo bo xaufi bo kae?
[Bookelo jo bo gaufi bo kae?]

Where is the nearest American restaurant?
reset[uranta ja amerika e e xaufi e kae?
[Resetšhuranta ya Amerika e e gaufi kae?]

What do you need to make this work?
o tlh(ka eŋ xo dira tir(e?
[O tlhoka eng go dira tiro e?]

Who is the decision maker?
ke maŋ a tsajaŋ dit[wets(?
[Ke mang a tsayang ditshwetso?]

THE BUSINESS TRANSLATOR

May I use the phone?

an̩ka dirisa ʃ(u)nu?

[A nka dirisa founu?]

May I use the computer?

an̩ka dirisa k(mputara?

[A nka dirisa komputara?]

May I speak alone with my partner for a moment?

an̩ka bua le m(lekane wa me ke le n(si?

[A nka bua le molekane wa me ke le nosi?]

Let's make this deal happen today.

are dire x(re tumalan(ε e diraxale x(mpien(.

[A re dire gore tumalelano e e diragale gompieno]

Yes

εε

[Ee]

No

la

[Nya]

Why

x(ɾεŋ

[Goreng]

How

laŋ

[Jang]

Maybe

motlh(ɔmɔŋwe

[Motlhomongwe]

THE BUSINESS TRANSLATOR

Thank you
ke a leb(xa
[Ke a leboga]

Sign here.
saena fa.
[Saena fa]

Please
tswetse
[Tswetse]

My name is...
leina la me ke...
[Leina la me ke...]

What is your name?
leina la xaxo ke maŋ?
[Leina la gago ke mang?]

Where can I find an interpreter?
ke b(na kae motšomol(di?
[Ke bona kae motshomolodi?]

I need a hotel room.
ke batla phapusi ja h(tle.
[Ke batla phaposi ya hotele]

I need water.
ke batla metsi.
[Ke batla metsi]

I need food.
ke batla di].
[Ke batla dijo]

I need sleep. (polite)
ke batla mar(bal(.
[Ke batla marobalo]

THE BUSINESS TRANSLATOR

How much does the room cost for one night?
phapusi ke b(kae busixo bo le boṅwe?
[Phaposi ke bokae bosigo bo le bongwe?]

How much does the room cost for two nights?
phapusi ke b(kae masixo a le mabedi?
[Phaposi ke bokae mosigo a le mabedi?]

How much does the room cost for one week?
phapusi ke bokae beke e le nwe?
[Phaposi ke bokae beke e le nngwe?]

I would like the room.
ke batla phapusi.
[Ke batla phaposi]

I would like the car.
ke batla se sanaxa.
[Ke batla sejanaga]

I would not like the room.
xa ke rate phapusi.
[Ga ke rate phaposi]

I would not like the car.
xa ke rate se sanaxa.
[Ga ke rate sejanaga]

How do I get to...? (this is for asking directions to a place)
ke ja jang ko...?
[Ke ya jang koo...?]

Please draw me a map.
twetswe nthalle mmepe.
[Tswetswe nthalele mmepe]

Good-bye

THE BUSINESS TRANSLATOR

sala sentle

[Sala sentle]

Where can I rent a car?

nka hira sejanaga kae?

[Nka hira sejanaga kae?]

How can our company help you?

setlamo sa rona se ka go thusa jang?

[Setlamo sa rona se ka go thusa jang?]

We'll gladly submit an estimate.

re tla go fa tekanyetso ka boitumelo.

[Re tla go fa tekanyetso ka boitumelo]

We'll gladly submit our recommendations at no obligation.

re tla go fa ka katlanegiso ja rona kwa ntle ga pateletso epe.

[Re tla go fa ka katlanegiso ya rona kwa ntle ga pateletso epe]

May we put together a proposal for you?

are ka go direla tshikinyo?

[A re ka go direla tshikinyo?]

We would like to help you.

re rata go go thusa.

[Re rata go go thusa]

Is our price within your range?

a tlhotlhwa ya rona e tla go siamela?

[A tlhotlhwa ya rona e tla go siamela?]

When may we get to work on this project for you?

re ka simolla leng xo go direla tiro e?

[Re ka simolola leng go go direla tiro e?]

Do you have any concerns about our product?

ao tswela ka kum ja rona?

THE BUSINESS TRANSLATOR

[A o tshwenyega ka kumo ya rona?]

Do you have any concerns about our service?

ao tšwēḽexa ka tšrēl(ja r(ḽa?

[A o tshwenyega ka tirelo ya rona?]

Do you have any concerns about our pricing?

ao tšwēḽexa ka tšh(tšhwa ja r(ḽa?

[A o tshwenyega ka tšhotšhwa ya rona?]

May I call you back tomorrow?

aḽka xo letšetsa ka mos(?]

[A nka go letsetsa ka moso?]

May I call you back next week?

aḽka xo letšetsa beke e e tšar?

[A nka go letsetsa beke e e tšang?]

May I call you back this afternoon?

aḽka xo letšetsa mo tšok(l(xoḽ?

[A nka go letsetsa mo mo tšhokologong?]

May I call you back in the morning?

aḽka xo letšetsa mo mos(ḽ?

[A nka go letsetsa mo mosong?]

Who should be my contact within your company?

nka buisana le maḽ mo setlamonḽ sa xaxo?

[Nka buisana le mang mo setlamong sa gago?]

NOTES:

THE BUSINESS TRANSLATOR

1. Always remember to greet first before you can start with any request or question.
2. Avoid phrases like – Listen here! Look! Understand? Do you hear me?
3. Always remember to say Please when requesting for an assistance.
4. Be cautious if someone recommends that he will take you to the place you are looking for or if somebody is asking you where you come from.

THE BUSINESS TRANSLATOR

SILOZI (Also called LOZI)

Spoken by nearly 500,000 people in Zambia (5.6% of the population). Also spoken in Botswana, Namibia, and Zimbabwe.

Pronunciation Guide:

Consonants are pronounced as they are in English. Every letter is pronounced! The letter Ž is pronounced like the “ng” in the word “thing,” but it can come at the beginning of a word, unlike in English. “r” is trilled, like in Spanish.

Vowels:

“a” = the “a” in “father”

“e” = the “a” in “late”

“i” = the “ee” in “beet”

“o” = the “o” in “boat”

“u” = the “oo” in “cool”

Do not worry about stress. It will occur naturally as you say the words.

Hello, nice to meet you.

Halo, Kitabo kukopana ni mina.

I only speak English.

Ni bulela feela Sikuwa.

I don't understand.

Ani utwi sisi.

What is this?

Ki sikamani se?

What is the time?

Kinako mani ye?

What is the date?

Kilizazi mani?

Where is the nearest toilet?

Ki sifi simbuzi sesi inzi fakaufi?

THE BUSINESS TRANSLATOR

Where is the nearest hotel?
Ki ifi hotela ye inzi fakaufi?

Where is the nearest airport?
Ki lifi lilulelo la fulai lelili fakaufi?

Where is the nearest hospital ?
Kisifi sipatela sesi fakaufi?

Where is the nearest American restaurant ?
Ki lifi licelo la ma American lelili fakaufi?

What do you need to make this work?
Kuto kwahala likamani kuli musebezi wo upetahale?

Who is the decision maker?
Kimani mutomi wa mulalo?

May I use the phone?
Ni kupa kuitusisa luwaile?

May I use the computer?
Ni kupa kuitusisa komputa?

May I speak alone with my partner for a moment?
Ni kupa nako ya kuambola ni mutu waka kwamukunda?

Let's make this deal happen today.
Halulumelelane kuli kezo ipetahale.

Yes
Eni sha

No
Batili sha

Why
Kalibaka lifi

How
Kamukwa ufi

THE BUSINESS TRANSLATOR

Maybe
Mwendi

Thank you
Luitumezi sha

Sign here.
Hamu saine fa.

Please
Bo pilisi

My name is...
Libizo laka kina...

What is your name?
Kiwena mani libizo?
OR Libizo lahao ki wena mani?

Where can I find an interpreter?
Nika fumana kai mutoloki?

I need a hotel room.
Nibata sibaka mwa hotela.

I need water.
Ni kupa mezi.

I need food.
Ni kupa lico.

I need sleep.
Ni kupa ni malobalo.

How much does the room cost for one night?
Kibukai tifo ya masheleni kulobala mwa sibaka lizazi lili limu?

How much does the room cost for two nights?
Kibukai tifo ya masheleni kulobala mwa sibaka mazazi amabeli?

THE BUSINESS TRANSLATOR

How much does the room cost for one week?
Kibukai tifo ya masheleni kulobala mwa sibaka kapa aketalizoho
kamba sunda?

I would like the room.
Ni katabela kufiwa ndandulo.

I would like the car.
Ni katabela kufiwa motikala.

I would not like the room.
Anina kutabela kunifa ndandulo.

I would not like the car.
Anina kutabela kunifa motikala.

How do I get to...? (this is for asking directions to a place)
Ni kona kufita cwani...?

Please draw me a map.
Amuuni swaniseze mapa.

Good-bye
Kihona
OR Musiyale hande

Where can I rent a car?
Nikona ku fumana kayi motikala ya ku telela?

How can our company help you?
Katengo kaluna ka kona ku mitusa cwani?

We'll gladly submit an estimate/our recommendations at no
obligation.
Likafitisa bwi tamo bwaluna kusina tumelelano.

May we put together a proposal for you?
Likona ku eza bukai liteko abeya ha moho?

We would like to help you.
Ne lukatabela ku mi tusa.

THE BUSINESS TRANSLATOR

Is our price within your range?

Kana teko yaluna ya lumelana ni yamina nji?

When may we get to work on this project for you?

Lukakala lili musebezi wo?

Do you have any concerns about our product?

Mukaba nitakazo yalika zoluka eza?

Do you have any concerns about our service?

Mukaba nitakazo yalika musebelezo eza?

Do you have any concerns about our pricing?

Mukaba nitakazo yalika ni liteko eza?

May I call you back tomorrow?

Kaana na kona kumibiza kamuso?

May I call you back next week?

Kaana na kona kumibiza sunda yetaha?

May I call you back this afternoon?

Kaana na kona kumibiza mazibwani?

May I call you back in the morning?

Kaana na kona kumibiza ni kaku sasani?

Who should be my contact within your company?

Kimani yo likona kubuhisana niyena mwa katengo?

NOTES:

See comments on Zambia under **CHIBEMBA**. See also comments on other regions of sub-Saharan Africa under **CHICHEWA**.

THE BUSINESS TRANSLATOR

SOMALI

Spoken by over 10 million people, mostly in Somalia, but also in other countries including Djibouti, Ethiopia, and Yemen.

Somali is pronounced as it is written.

Vowels:

“a, aa” = the “a” as in English “father”

“e, ee” = the “e” as in English “bed”

“i, ii” = the “ee” as in English “beet”

“o, oo” = the “o” as in English “on”

“u, uu” = the “oo” as in English “boot”

NOTE:

Double vowels and double consonants are pronounced longer than single vowels or single consonants. Consonants are pronounced the same as in English, with the following exceptions:

“c” is not like English “c” at all. It is the equivalent of the Arabic ‘ayn, which is very deep in the throat. English speakers usually substitute a glottal stop – like the cockney English substitution for “t” in “bo’l” (bottle). Another alternative is to simply consider the “c” silent and not pronounce it – you’ll still be understood.

“dh” is like regular English “d,” but the tongue is raised in the back of the mouth.

“kh” is like the “ch” in Scottish “loch”

“q” is like English “k” but very deep in the back of the throat

“r” is like the Spanish or Italian “r”

“x” is like English “h” but is much harsher, in the back of the throat

THE BUSINESS TRANSLATOR

Hello, nice to meet you.
Haye, Barasho wanaagsan.

I only speak English.
Waxaa keliya oo aan ki hadlaa Ingiriis.

I don't understand.
Ma fahamsani.

What is this?
Waa maxay kani?

What is the time?
Waa imisa waqtigu?

What is the date?
Waa imisa taariikhdu?

Where is the nearest toilet?
Waxaa xaggee musqusha ugu dhow?

Where is the nearest hotel?
Waxaa xaggee musqusha ugu hotelka?

Where is the nearest airport?
Waxaa xaggee musqusha ugu garoonka diyaaradaha?

Where is the nearest hospital?
Waxaa xaggee musqusha ugu dhaqtarka?

Where is the nearest American restaurant?
Waxaa xaggee musqusha ugu Maqaayadda Mareykanka?

What do you need to make this work?
Maxaad uga baahan tahay inaad sameyso shaqadan?

Who is the decision maker?
Yaa go'aanka sameeya?

THE BUSINESS TRANSLATOR

May I use the phone?
Ma isticmaali karaa telefoonka?

May I use the computer?
Ma isticmaali karaa computerka?

May I speak alone with my partner for a moment?
Ma la hadli karaa hal daqiiqo oo keliya dhigeyga?

Let's make this deal happen today.
Aan ka gorgortano wixii dhacay maanta.

Yes
Haa

No
Maya

Why
Sababtee

How
Sidee

Maybe.
Laga Yaabee.

Thank you
Mahadsanid

Sign here.
Saxlix halkaan.

Please
Fadlan

My name is ...
Magacaygu waa ...

THE BUSINESS TRANSLATOR

What is your name?

Magacaa?

Where can I find an interpreter?

Xaggeen ka heli karaa turjumaan?

I need a hotel room.

Waxaan u baahanahay qol hotel.

I need water.

Waxaan u baahanahay biyo

I need food.

Waxaan u baahanahay cunto.

I need sleep.

Waxaan u baahanahay hurdo. (asluub leh)

How much does the room cost for one night?

Waa imisa qiimaha hal qol habeenkii?

I would like the room.

Waxaan jeclaan lahaa qolka.

I would like the car.

Waxaan jeclaan lahaa baabuurka.

I would not like the room.

Ma jeclaan lahayn qolka.

I would not like the car.

Ma jeclaan lahayn baabuurka.

How do I get to...? (for asking directions to a place)

Sideen ku gaari karaa...?

Please draw me a map.

Fadlan ii sawir map.

THE BUSINESS TRANSLATOR

Good-bye
Nabadgelyo

Where can I rent a car?
Xaggeen baabuur ka kireysan karaa?

How can our company help you?
Sidee shirkaddeenu kuu caawin kartaa?

We'll gladly submit an estimate, our recommendations at no obligation.
Waxaanu si farxad leh u soo Gudbin doonaa qiimaha, codsiyadeena oo aysan ku jirin deyn.

May we put together a proposal for you?
Ma isugu kaa dari karnaa qorshaha?

We would like to help you.
Waxaan jecelaan laheyn inaan ku caawino.

Is our price within your range?
Miyaa qiimaheenu ku jiraa taxanabaaga?

When may we get to work on this project for you?
Goormeynu kuu shaqo gelin karnaa mashruucan?

Do you have any concerns about our product / service / pricing?
Wel-wel miyaad ka qabtaa wax saarkeenna / howsheena / qiimeynteenna?

May I call you back tomorrow / next week / this afternoon / in the morning?
Berri dib ma kuu soo wici Karaa / toddobaadka xiga / galabta / subaxdii?

Who should be my contact within your company?
Kee boo noqonayaa xiriirkeyga shirkaddaada?

THE BUSINESS TRANSLATOR

CULTURAL NOTES:

Things to Do

- Shake hands whenever you meet or bid farewell to a Somali.
- Always offer your right hand; the left hand symbolizes uncleanness and is used for personal hygiene, while the right hand is used for eating.
- Rise to show respect whenever an important person enters the room.
- Be aware that it is customary for Somali men to greet each other with a hug and a kiss on the cheek. This is a sign of friendship.
- Open conversations with small talk. Maintain eye contact while talking. Showing photographs of your family during conversations is good.
- If given a gift, give a gift back at a later date (of slightly lesser value).
- When invited to a home, thank your guest profusely for his hospitality and good conversation. If playing the host, be sure you accompany your host outside the door or gate. Don't feel obligated to bring a gift when visiting in a Somali home, but if you do bring a gift, it should be for the children. Don't praise any of your host's possessions too much, or he may give it to you, and then you will be expected to give something in return. Don't appear hasty to leave.

Things to Avoid

- Crossing your legs when sitting in a chair or showing the soles of your shoes. Place your feet flat on the floor if you are sitting on a chair, or fold them under you if you are sitting on the floor.

THE BUSINESS TRANSLATOR

- Arguments and political discussions.
- Showing impatience or undue haste.
- Asking direct or personal questions, especially about female family members.
- Criticizing a Somali directly. This will cause him to lose face and respect for you. Do not patronize or talk down to a Somali, even if he does not speak English very well (By the way, this is a good rule when dealing with anyone!)
- Moving away from a Somali who stands "close" to you during conversation. It is customary for a Somali to stand about one foot away.

About Religion

- Try to understand and respect the devotions of Muslims. Do not enter a mosque unless invited, and then remove your shoes before entering. Never pass in front of a prayer rug while a Muslim is in prayer, or take photographs of a Muslim while he is in prayer or stare at them while praying. During the holy month of Ramadan, do not eat, smoke, or drink in public from sunrise to sunset or offer food, beverages, or tobacco products to Muslims.

About Khat

Khat (miraa, kat, gat, chat) is a plant whose active ingredient is related to amphetamine and has a similar effect. Khat chewing is a widespread habit in Somalia and Yemen and induces intense wakefulness. It's use is widespread, but it is nevertheless illegal, and you should refuse it.

THE BUSINESS TRANSLATOR

SPANISH

Spoken by over 350 million people in the world as their first language. About 28 million in Spain, the remainder in 43 other countries, including Andorra, Argentina, Aruba, Belize, Bolivia, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, El Salvador, Equatorial Guinea, Guatamala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Puerto Rico, Uruguay, USA (over 22 million first language speakers), Venezuela.

See the **pronunciation guide** at the beginning of this book. The “r” is trilled. The Latin American version is used here, but international wording has purposely been chosen.

Hello, nice to meet you.

Hola, es un placer conocerlo.

[OH-lah, ehs oon plah-SEHR coh-noh-SAYR-loh]

I only speak English.

Solamente hablo ingles.

[Soh-lah-MAYN-tay AHB-loh in-GLAYS]

I don't understand.

No entiendo.

[No ayn-tee-AYN-doh]

What is this?

¿Qué es esto?

[kay ehs EHS-toh]

What is the date?

¿Cuál es la fecha?

[kwahl ehs lah FAY-chah]

What is the time?

¿Cuál es la hora?

[kwahl ehs lah OH-rah]

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Where is the nearest toilet / hotel / airport / hospital / American restaurant?

¿Dónde se encuentra el baño / hotel / aeropuerto / hospital / restaurante Americano más cercano?

[DOHN-day say ayn-coo-AYN-trah ehl BAH-nyoh / oh-TEHL / igh-roh-poo-EHR-toh / hohs-pee-TAHL / rehs-tow-RAHN-tay ah-meh-ree-KAH-noh mahs sehr-KAH-noh?]

In asking for a toilet, you can also use: **¿Dónde se encuentran los sanitarios más cercanos?** which is more international Spanish. (sanitarios)

[DOHN-day say ayn-coo-AYN-trah lohs sah-nee-TAH-ree-ohs mahs sehr-KAH-nohs]

What do you need to make this work?

¿Qué necesita para hacer que esto funcione?

[kay nay-say-SEE-tah PAH-rah AH-sehr kay EHS-toh foon-see-OH-nay?]

Who is the decision maker?

¿Quién toma las decisiones?

[Kee-AYN TOH-mah lahs day-see-zee-OH-nehs?]

May I use the phone / computer?

¿Puedo utilizar el teléfono/la computadora?

[Poo-AY-doh oo-tee-lee-ZAHR ehl tay-LAY-foh-noh / lah kohm-poo-tah-DOH-rah?]

May I speak alone with my (business) partner for a moment?

¿Puedo hablar un momento a solas con mi socio?

[Poo-AY-doh ahb-LAHR oon moh-MEHN-toh ah SOH-lahs kohn mee SOH-see-oh]

Let's make this deal happen today.

Cerremos el trato hoy.

[Sehr-RAY-mohs ehl TRAH-toh oy]

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Yes
Si
[see]

No
No
[noh]

Why
Porqué
[Pohr-KAY]

How
Cómo
[KOH-moh]

Maybe
Quizás
[Kee-ZAHS]

Thank you
Gracias
[GRAH-see-ahs]

Sign here.
Firme aquí.
[FIR-may ah-KEE]

Please
Por favor
[Pohr FAH-vohr]

My name is...
Me llamo...
[may YAH-moh...]

What is your name?
¿Cómo se llama?
[KOH-moh say YAH-mah?]

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Where can I find an interpreter?

¿Dónde puedo encontrar a un intérprete?

[DOHN-day POO-ay-doh ayn-kohn-TRAHR ah oon een-TAYR-pray-tay?]

I need a hotel room.

Necesito una habitación en un hotel.

[Nay-SAY-see-toh OO-nah hah-bee-tah-see-OHN ayn oon hoh-TEHL]

I need water / food / sleep. (polite)

Necesito agua / comer / dormir.

[Nay-SAY-see-toh AH-gwah / koh-MEHR / dohr-MEER]

How much does the room cost for one night / for two nights / for one week?

¿Cuánto cuesta una habitación por una noche? / dos noches? / una semana?

[KWAHN-toh KWEHS-tah OO-nah hah-bee-tah-SYOHN pohr OO-nah NOH-chay? /dohs NOH-chays? / OO-nah say-MAH-nah?]

I would like the room / the car.

Me gustaría esta habitación / este automóvil.

[May goos-tah-REE-ah AYS-tah hah-bee-tah-SYOHN /AYS-tay ow-toh-MOH-veel]

Note: There are different colloquial translations for “car” depending on the country: coche, carro, auto. The term automóvil is understandable everywhere.

I would not like the room / the car.

No me agrada esta habitación / este automóvil.

[Noh may AH-grah-day AYS-tah hah-bee-tah-SYOHN /AYS-tay ow-toh-MOH-veel]

How do I get to...? (this is for asking directions to a place)

¿Cómo llego a...?

[KOH-moh YAY-goh ah ...?]

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Please draw me a map.

Por favor dibújeme un mapa.

[Pohr FAH-vohr dee-BOO-xhay-may oon MAH-pah]

Good-bye

Hasta la vista

[AH-stah lah VEE-stah.]

Where can I rent a car?

¿Dónde puedo alquilar un automóvil?

[DOHN-day poo-AY-doh ahl-kee-LAHR oon ow-toh-MOH-veel?]

How can our company help you?

¿Cómo puede ayudarle nuestra compañía?

[KOH-moh POO-ay-day ah-yoo-DAHR-lay noo-AYS-trah kohm-PAH-nyah?]

We'll gladly submit an estimate/our recommendations at no obligation.

Con gusto le presentaremos una oferta estimativa.

[Kohn GOO-stoh lay pray-sayn-tah-RAY-mohs OO-nah oh-FEHR-tah ehs-tee-mah-TEE-vah]

May we put together a proposal for you?

¿Podemos formularle una propuesta?

[poh-DAY-mohs fohr-moo-LAHR-lay OO-nay proh-POO-ehs-tah?]

We would like to help you.

Nos gustaría ayudarle.

[Nos gusta.rla ayuda.rle]

Is our price within your range?

Están nuestros precios a su alcance?

[estA:n nuEstros pre:sios a su a:lcAnse?]

THE BUSINESS TRANSLATOR

When may we get to work on this project for you?
Cuando podremos trabajar para usted en este proyecto?
[Cua:ndo podrEmos trabajAr pa:ra uste:d en Este proyEcto?]

Do you have any concerns about our product / service / pricing?
¿Tiene dudas acerca de nuestro producto? / nuestro servicio? /
nuestros precios?
[Tee-AY-nay DOO-dahs ah-SEHR-kah day noo-EHS-troh proh-
DOOK-toh? / noo-EHS-troh sehr-VEE-see-oh?/ noo-EHS-trohs
PRAY-see-ohs?]

May I call you back tomorrow / next week / this afternoon / in
the morning?
Puedo llamarlo mañana / la semana próxima / ésta tarde / de
mañana?
[Poo-AY-doh yah-MAHR-loh mah-NYAH-nah / lah say-MAH-
nah PROHK-see-mah / EHS-tah TAHR-day / day mah-NYAH-
nah?]

Who should be my contact within your company?
¿Con quién debo contactarme en su compañía?
[Kohn kee-AYN DAY-boh kohn-tahk-TAHR-may ayn soo
kohm-pah-NYEE-ah?]

NOTES:

Spanish pronunciation and colloquial language varies from country to country. The terms used in this translation are mostly international. Some may not be those commonly used in some countries, but they will be understood anywhere.

For example the translation for “Good-bye” mostly used in northern American countries will be “Hasta la vista”, but this is almost never used in Argentina or Uruguay, where the common expression is “hasta pronto.” Spanish is a very rich language, and Spanish speaking people like to use metaphors, so don’t be surprised if they translate metaphors into English. Most Spanish-speaking business people also speak English.

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TAGALOG

Spoken as a first language by about 17 million people (24% of the population in the Philippines), but used by many more as a second language.

We do not have as Tagalog as of the other languages, but there is enough here to prove helpful. Try it if you are in the Phillipines.

Pronunciation Guide

Tagalog Example	Pronunciation
<i>anak</i> [ä-näk] <i>tao</i> [tä-o]	[ä] like a of father; o of mother
<i>bahay</i> [bä-hai]	[ai] like i of ride
<i>matsakaw</i> [mät-sä-kau]	[au] like ou of house
<i>biyahe</i> [bee-yä-heh]	[eh] like e of met
<i>reynaldo</i> [rei-näl-doh]	[ei] like a of may, clay
<i>aligaya</i> [mä-lee-gä-yä]	[ee] like e of he
<i>amerikano</i> [ä-meh-ree-kä-noh]	[oh] like o of no
<i>baboy</i> [bä-boi]	[oi] like oi of coin, destroy, voice
<i>kubo</i> [koo-boh]	[oo] like u of rule
<i>babae</i> [bä-bä-eh]	[b] like b of bed
<i>kabaong</i> [kä-bä-ohng]	[k] like c of can
<i>diwata</i> [dee-wä-tä]	[d] like d of door
<i>fandango</i> [fä-däng-goh]	[f] like f of fat
<i>garapal</i> [gä-rä-päl]	[g] like g of go
<i>harabas</i> [hä-rä-bäs]	[h] like h in heart (like the <i>ch</i> in Scottish loch or German Bach).
<i>labas</i> [lä-bäs]	[l] like l in love
<i>callejon</i> [kä-lyeh-hohn]	[ly] like ll of billion (a distinctly Spanish sound as in <i>caballo</i>).
<i>maganda</i> [mä-gän-dä]	[m] like m of more
<i>nasaan</i> [nä-sä-än]	[n] like n of nest
<i>bangko</i> [bäng-koh]	[ng] like ng of song
<i>palito</i> [pä-lee-toh]	[p] like p of pen
<i>Reyes</i> [rei-yes]	[r] like r of run, it is often trilled I
<i>santol</i> [sän-tohl]	[s] like s of sun
<i>taranta</i> [tä-rän-tä]	[t] like t of tea
<i>kutsara</i> [koo-tshä-rä]	[tsh] like ch of much
<i>waray</i> [wä-rai]	[w] like w of we, away
<i>kabayo</i> [kä-bä-yoh]	[y] like y in yard, year, young
<i>Rizal</i> [ree-zäl]	[z] like z of zeal, zone

THE BUSINESS TRANSLATOR

Please
Paki

My name is...
Ako si

What is your name?
Anong pangalan ninyo?

Where can I find an interpreter?
Saan ako makakakita ng taga-salin?

I need a hotel room.
Kailangan ko ng isang kuwarto sa hotel.

I need water.
Kailangan ko ng tubig.

I need food.
Kailangan ko ng pagkain.

I need sleep.
Kailangan ko ng tulog.

How much does the room cost for one night?
Magkano ang kuwartong ito sa isang gabi?

How much does the room cost for two nights?
Magkano ang kuwartong ito sa dalawang gabi?

How much does the room cost for one week?
Magkano ang kuwartong ito sa isang linggo?

I would like the room.
Gusto kong kunin ang kuwartong ito.

I would like the car.
Gusto kong kunin ang kotseng ito.

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I would not like the room.

Hindî ko gustong kunin ang kuwartong ito.

I would not like the car.

Hindî ko gustong kunin ang kotseng ito.

How do I get to...? (this is for asking directions to a place.)

Paano makapunta sa...?

Please draw a map.

Pakigawa ng mapa.

Good-bye

Paalam

Where can I rent a car?

Saan ako makakarenta ng kotse?

How can our company help you?

Paano po makakatulong ang kumpanya namin sa inyo?

We'll gladly submit an estimate at no obligation.

Ikagagalak naming magbigay ng aming tantiya na walang bayad.

We'll gladly submit our recommendations at no obligation.

Ikagagalak naming magbigay ng aming rekomendasyon na walang bayad.

May we put together a proposal for you?

Puwede po ba kaming gumawa ng panukala para sa inyo?

We would like to help you.

Ibig naming makatulong sa inyo.

Is our price within your reach?

Kaya niyo ho ba ang presyo?

When may we get to work on this project for you?

Kailan kami makakatrabaho nitong proyektong para sa inyo?

THE BUSINESS TRANSLATOR

Do you have any concerns about our product?
Mayroon ba kayong ibig itanong ukol sa aming produkto?

Do you have any concerns about our service?
Mayroon ba kayong ibig itanong ukol sa aming serbisyo?

Do you have any concern about our pricing?
Mayroon ba kayong ibig itanong ukol sa aming presyo?

May I call you back tomorrow?
Puwede ba akong makatawag muli bukas?

May I call you back next week?
Puwede ba akong makatawag muli sa susunod na linggo?

May I call you back this afternoon?
Puwede ba akong makatawag muli mamayang hapon?

May I call you back in the morning?
Puwede ba akong makatawag muli sa umaga?

Who should be my contact within your company?
Sino ang dapat kong magiging kontak sa loob ng inyong kumpanya?

NOTES:

Translator's tip – for tips on doing business in the Philippines, please go to this URL:

<http://www.worldbiz.com/philippines.html>

THE BUSINESS TRANSLATOR

TONGA, PLATEAU (See CITONGA)

THE BUSINESS TRANSLATOR

TSONGA (See XITSONGA)

THE BUSINESS TRANSLATOR

TSWANA (See SETSWANA)

THE BUSINESS TRANSLATOR

TUMBUKA (See CHITUMBUKA)

THE BUSINESS TRANSLATOR

TURKISH

Spoken by 61 million people in Turkey and 35 other countries.

Pronunciation Guide:

Turkish is generally pronounced as it was written , since its alphabet is similar to a phonetic alphabet.

“e” = the “e” in “bed”

“o” = the “o” in “boat”

“u” = the “oo” in “boot”

“ı” = the “a” in “along”

“a” = the “u” in “such”

“ç” = the “ch” in “chalk”

“ö” = the French “œ” in “œuvre”

“ü” = the French “u” in “plume”

“ş” = the “sh” in “she”

“ğ” lengthens the preceding vowel

˙ lengthens the preceding vowel

Accent: An apostrophe means that the syllable BEFORE it is accented.

Hello, nice to meet you.

Merhaba, sizinle tanıştığımıza memnun oldum.

[Merha'ba:, si:z'inle: ta'nış'tı:ma mem'nun oldum']

I only speak English.

Sadece İngilizce konuşuyorum.

[Sa:de'ce İngiliz'ce konu'şu'yo:rum]

I don't understand.

Anlamıyorum.

[Anla'mıyo:rum]

What is this?

Bu nedir?

[Bu nedir'?]

THE BUSINESS TRANSLATOR

What is the time/date?

Saat kaç? / Bugünün tarihi nedir?

[Saat' kaç? / Bugünün' ta:rihi' ne'dir?]

Where is the nearest toilet / hotel / airport / hospital / American restaurant?

En yakın tuvalet nerede? / En yakın otel nerede? / En yakın

havaalanı nerede? / En yakın hastane nerede? / En yakın

Amerikan restoranı nerede?

[En yakın' tuva:let' ne'rede? / En yakın' o:tel' ne'rede? / En

yakın' hava:alanı' ne'rede? / En yakın' hasta:ne' ne'rede? / En

yakın' A'merikan resto'ranı ne'rede?]

What do you need to make this work?

Bunu yürütmek için neye ihtiyacınız var?

[Bunu yürüt'mek için' ne'ye ihti'ya:cınız var?]

Who is the decision maker?

Kararları kim alıyor?

[Kararları' kim alı'yor?]

May I use the phone/computer?

Telefonu kullanabilir miyim? / Bilgisayarı kullanabilir miyim?

[Telefonu' kul'lana:bilir miyim? / Bilgi'saya:rı kul'lana:bilir miyim?]

May I speak alone with my partner for a moment?

Ortağım ile biraz yalnız konuşabilir miyim?

[O:rta:ım'la biraz' yal'nız ko:nuşa'bilir miyim?]

Let's make this deal happen today.

Gelin bu işi bugün bitirelim.

[Gelin' bu işi' bugün' bitirelim']

Yes

Evet

[Evet']

THE BUSINESS TRANSLATOR

No
Hayır
[Ha'yır]

Why
Neden
[Neden']

How
Nasıl
[Na'sıl]

Maybe
Belki
[Be:lki]

Thank you
Teşekkür ederim
[Teşek'kür e:de'rim]

Sign here.
Burayı imzalayın.
[Burayı' imza:lay'ın]

Please
Lütfen
[Lütfen]

My name is...
Adım ...
[Adım'...]

What is your name?
Adınız nedir?
[Adınız' nedir?]

Where can I find an interpreter?
Nerede bir tercüman bulabilirim?
[Ne'rede bir tercüman' bula:'bilirim?]

THE BUSINESS TRANSLATOR

I need a hotel room.

Bir otel odasına ihtiyacım var.

[Bir otel' odası'na ihti'yacım var]

I need water/food/sleep. (polite)

Biraz su alabilir miyim? / Yiyecek bir şey alabilir miyim? /

Uyumak istiyorum.

[Biraz su alabilir' miyim? / Yiyecek' bir şey alabilir' miyim? /

Uyumak' isti'yorum]

How much does the room cost for one night / for two nights / for one week?

Bu odanın bir gecelik fiyatı nedir? / Bu odanın iki gecelik fiyatı nedir? / Bu odanın bir haftalık fiyatı nedir?

[Bu odanın' bir gecelik' fiyatı' nedir? / Bu odanın' ik'i gecelik' fiyatı' nedir? / Bu odanın' bir haftalık' fiyatı' nedir?]

I would like the room / the car.

Odayı tutuyorum / Arabayı kiraliyorum.

[Odayı' tutu'yorum / Ara'bayı kira:'lıyorum]

I would not like the room / the car.

Odayı istemiyorum / Arabayı istemiyorum.

[Odayı' iste'miyorum / Ara'bayı iste'miyorum]

How do I get to...? (this is for asking directions to a place)

... 'a nasıl gidebilirim? / ... 'ya nasıl gidebilirim?

... 'a nasıl' gide'bilirim? / ... 'ya nasıl' gide'bilirim?

(depends on the last syllable of the place's name)

(If the last syllable of the word includes vowels "a,ı,o,u" then the suffix "(y)a" is used. If the last syllable of the word includes vowels "e,i,ö,ü" then the suffix "(y)e" is used. Ex: Ankara'ya nasıl gidebilirim? / İstanbul'a nasıl gidebilirim? / Edirne'ye nasıl gidebilirim? / İzmit'e nasıl gidebilirim?)

Please draw me a map.

Lütfen bana bir kroki çizin.

[Lüt'fen ba'na bir kroki' çizin']

THE BUSINESS TRANSLATOR

Good-bye
Güle güle.
[Gü'le gü'le]

Where can I rent a car?
Nereden araba kiralayabilirim?
[Nereden' ara'ba kiralaya'bilirim?]

How can our company help you?
Şirketimiz size nasıl yardımcı olabilir?
[Şirketimiz' size' na'sıl yardımcı ola'bilir?]

We'll gladly submit an estimate/our recommendations at no obligation.
Tahminlerimizi sunmaktan memnuniyet duyarız / Önerilerimizi sunmaktan memnuniyet duyarız.
[Tahmin'lerimizi sunmaktan' memnu:ni:yet duya:rız' / Öneri'lerimizi sunmaktan' memnu:ni:yet duya:rız']

May we put together a proposal for you?
Birlikte sizin için bir teklif hazırlayalım mı?
[Birlikte' sizin' için' bir teklif' hazır'layalım mı?]

We would like to help you.
Size yardımcı olmayı isteriz.
[Size' yardımcı' olma'yı isteriz']

Is our price within your range?
Fiyatımız limitleriniz içinde mi?
[Fiyatı'mız limitleriniz' içinde' mi?]

When may we get to work on this project for you?
Sizin için bu proje üzerinde ne zaman çalışmaya başlayabiliriz?
[Sizin' için' bu pro'je üzerin'de: ne zaman çalışmaya' baş'layabiliriz?]

THE BUSINESS TRANSLATOR

Do you have any concerns about our product / service / pricing?
Ürünümüzle ilgili bir sorunuz var mı? / Hizmetimizle ilgili bir sorunuz var mı? / Fiyatlarımızla ilgili bir sorunuz var mı?
[Ürünümüzle' ilgili' bir sorunuz' var mı? / Hizmetimizle' ilgili' bir sorunuz' var mı? / Fiyatlarımızla' ilgili' bir sorunuz' var mı?]

May I call you back tomorrow / next week / this afternoon / in the morning?

Sizi yarın arayayım mı? / Sizi haftaya arayayım mı? / Sizi öğleden sonra arayayım mı? / Sizi yarın sabah arayayım mı?
[Sizi ya' rın arayayım' mı? / Sizi haftaya arayayım' mı? / Sizi ö:leden' sonra arayayım' mı? / Sizi yarın sabah arayayım' mı?]

Who should be my contact within your company?

Şirketinizde kiminle görüşeceğim?
[Şirketi' nizde kimin' le görüşece' ğim?]

THE BUSINESS TRANSLATOR

TWI (See AKAN)

THE BUSINESS TRANSLATOR

XHOSA

Spoken by nearly 7 million people in South Africa, Botswana, and Lesotho. One of the 11 official languages of South Africa.

Please see the **pronunciation guide** at the beginning of this book. The syllable in bold is the stressed syllable. The **pronunciation guide** is only an approximation for English speakers. Xhosa also has clicks, which are explained below:

CLICKS

C – dental click (place the tip of the tongue behind your top front teeth and withdraw your tongue with a sucking movement (producing a disappointment/pity or annoyance sound)

Q – palatal click (place the tip of your tongue at the front of your palate and raise your tongue into your palate and withdraw your tongue, producing a sound like the popping of a champagne cork)

X – lateral click – (move along horse sound) Raise your tongue so that it touches your back teeth and withdraw it with a sucking movement like a clucking sound.

Editor’s Note: If you want to hear a language with lots of clicks, rent a copy of “The Gods Must Be Crazy” or “The Gods Must Be Crazy II,” both set in South Africa.

Hello, nice to meet you.

Molo, ndiyavuya ukudibana nawe / ukukwazi. (one person)
[**Maw-law**, ndee-yah-**voo**-yah oo-koo-dee-**bah**-nah **nah**-weh
/ oo-Koo-**Kwah**-zee]

Molweni, ndiyavuya ukudibana nani / ukunazi. (many people)
[**Mawl-weh**-nee, ndee-yah-**voo**-yah oo-koo-dee-**bah**-nah nah-
nee / oo-Koo-**nah**-zee]

THE BUSINESS TRANSLATOR

I only speak English.
Ndithetha isiNgesi qha.
[Ndee-**teh**-tah ee-see-**ngeh**-see q!ah]

I don't understand.
Andiva.
[Ah-**ndee**-vah]
OR Andiqondi.
[Ah-ndee-**Q!on**-dee]

What is this?
Yintoni le?
[Yin-**taw**-nee leh?]

What is the time?
Ngubani ixesha?
[Ngoo-**bah**-nee ee-**x!esh**-shah?]

What is the date?
Ngumhla wesingaphi?
[Ngoo-mhlah weh-see-**ngah**-phee?]

Where is the nearest toilet?
Iphi indlu yangasese ekufutshane?
[Ee-pee in-ndloo yah-ngah-**seh**-seh eh-koo-foo-**Tshah**-neh?]

Where is the nearest hotel?
Iphi ihotele ekufutshane?
[Ee-pee ee-hoh-**te**-leh eh-koo-foo-**Tshah**-neh?]

Where is the nearest hospital?
Siphi isibhedlele esikufutshane?
[See-pee ee-see-beh-**dleh**-leh eh-see-koo-foo-**Tshah**-neh?]

Where is the nearest American restaurant?
Iphi indawo yokutyela yaseMelika?
[Ee-pee ee-**ndaw**-oh yo-Koo-**Tjeh**-lah ya-seh-meh-**lee**-Kah eh-
koo-foo-**Tshah**-neh?]

THE BUSINESS TRANSLATOR

What do you need to make this work?

Udinga ntoni ukuze isebenze le nto?

[Oo-deen-gah **ntaw**-nee oo-Koo-zeh ee-seh-**beh**-nzeh le ntaw?]

Who is the decision maker?

Ngubani othatha isigqibo?

[Ngoo-**Bah**-nee oh-**tah**-tah ee-see-**gQee!h**-boh?]

May I use the phone?

Ndingayisebenzisa ifoni?

[Ndee-ngah-yee-seh-beh-**nzee**-sah ee-**faw**-nee?]

May I use the computer?

Ndingayisebenzisa ikhompyutha?

[Ndee-ngah-yee-seh-beh-**nzee**-sah ee-kho-mph-**yoo**-thah?]

May I speak alone with my partner for a moment?

Ndingathetha nomlingane wakho yedwa okomzuzwana?

[Ndee-ngah-**teh**-tah noh-mlee-**ngah**-neh wa-kawh o-kaw-mzoo-**zwa**-nah?]

Let's make this deal happen today.

Masiwuqabelise namhlanje lo mcimbi.

[Mah-see-woo-Q!a-beh-**lee**-seh nam-**hlah**-njeh loh mh-**c!ee**-mbee]

Yes

Ewe

[eh-weh]

No

Hayi

[Haai]

Why

Ngoba

[Ngoh-baah]

THE BUSINESS TRANSLATOR

How
njani
[nja-nee]

Maybe
Mhlawumbi
[Mh-hla-**woo**-mbee]

Thank you
Enkosi
[ehn-**Kaw**-see]

Sign here.
Sayina apha.
[Sah-**yee**-nah ah-pah]

Please
Nceda
[n**C!eh**-dah]

Please
Ndicela
[Ndee-**C!eh**-lah]

My name is...
Igama lam ngu...
[Ee-**gah**-mah lahm ngoo...]

What is your name?
Ngubani igama lakho?
[Ngoo-**Bah**-nee ee-**gah**-mah lah-kaw?]

Where can I find an interpreter?
Ndingayifumana phi itoliki?
[Ndee-ngah-yee-foo-**mah**-na pee ee-toh-**lee**-kee?]

I need a hotel room.
Ndifuna igumbi lokulala ehotele
[Ndee-**foo**-nah ee-**goom**-bee loh-Koo-**lah-lah** ehoh-**te**-leh]

THE BUSINESS TRANSLATOR

I need water (polite)

Ndicela amanzi

[Ndee-C!eh-lah ah-**mah**-nzeeh]

I need food (polite)

Ndicela ukutya

[Ndee-C!eh-lah oo-**Koo**-tya]

I need sleep (polite)

Ndicela ukulala

[Ndee-C!eh-lah oo-**Koo**-lah-lah]

How much does the room cost for one night?

Yimalini ngobusuku obunye igumbi?

[Yee-mah-**lee**-nee ngoh-boo-**soo**-koo oboo-nyeh ee-**goom**-Bee?]

How much does the room cost for two nights?

Yimalini ngeentsuku ezimbini igumbi?

[Yee-mah-**lee**-nee ngeeh-ntsoo-koo eh-zee-**mbeeh**-nee ee-**goom**-Bee?]

How much does the room cost for one week?

Yimalini ngeveki igumbi?

[Yee-mah-**lee**-nee ee-**goom**-Bee ngeh-**veh**-Kee?]

I would like the room.

Ndingalithanda igumbi.

[Ndee-ngah-lee-**tahn**-dah ee-**goom**-Bee]

I would like the car.

Ndingayithanda imoto.

[Ndee-ngah-yee-**tahn**-dah ee-**moh**-taw]

I would not like the room.

Andilifuni igumbi.

[Ah-ndee-lee-**foo**-nee ee-**goom**-bee]

THE BUSINESS TRANSLATOR

I would not like the car.

Andiyifuni imoto.

[Ah-ndee-yee-**foo**-nee ee-**maw**-taw]

How do I get to? (this is for asking directions to a place)

Ndicela undolathise indlela eya e

[Ndee-**C!eh**-lah oo-ndoh-lah-**tee**-seh ee-ndleh-lah eh-yah e]

Please draw me a map.

Ndicela undizobele imephu.

[Ndee-**C!eh**-lah oo-ndee-zaw-**beh**-leh ee-**meh**-poo]

Good-bye

Hamba kakuhle (to person going)

[**hahm**-bah Kah-**Koo**-hleh]

Sala kakuhle (to person remaining behind)

[sah-lah Kah-**Koo**- hleh]

Where can I rent a car?

Ndingayiqesha phi imoto

[Ndee-ngah-yee-**Q!eh**-sha pee ee-**maw**-Taw]

How can our company help you?

Inkampani yethu ingakunceda kanjani?(one person)

[Ee-nkah-**mpah**-nee yeh-too ee-nga-koo-**nC!eh**-dah kah-**njah**-nee]

OR Inkampani yethu inganinceda kanjani?(many people)

[Ee-nkah-**mpah**-nee yeh-too ee-nga-nee-**nC!eh**-dah kah-**njah**-nee]

We'll gladly submit an estimate / our recommendations at no obligation.

Singaninikeza intelekelelo / iingcebiso zethu

ezinganibophelelilyo

[See-ngah-nee-nee-**Keh**-zah ee-nteh-leh-keh-**lehl**-law / ee-nng**C!eh**-**Bee**-saw zeh-tooh eh-zee-ngah-nee-boh-peh-leh-**lee**-yoh]

THE BUSINESS TRANSLATOR

May we put together a proposal for you?

Singanibhalela phantsi esikucebayo?

[See-ngah-nee-bah-**leh**-lah pah-nTsee eh-see-koo-ceh-**bah**-yoh]

We would like to help you.

(one person) Singathanda ukukunceda See-ngah-**tahn**-dah –oo-Koo-koo-**nC!eh**-dah.

(many people) Singathanda ukuninceda.

[See-ngah-**tahn**-dah –oo-Koo-nee-**nC!eh**-dah]

Is our price within your range?

(one person) Ingaba ixabiso lethu liyafikeleleka na kuwe?

[Ee-**ngah**-bah ee-X!ah-**Bee**-saw leh-too lee-yah-fee-Keh-leh-**leh**-kah nah koo-weh]

(many people) Ingaba ixabiso lethu liyafikeleleka na kuni?

[Ee-**ngah**-bah ee-X!ah-**Bee**-saw leh-too lee-yah-fee-Keh-leh-**leh**-kah nah koo-nee]

When may we get to work on this project for you?

(one person) Singakwenzela nini le projekthi?

[See-ngah-kweh-**nzeh**-lah nee-nee leh proh-**jekh**-tee]

(many people) Singanenzela nini le projekthi?

[See-ngah-neh-**nzeh**-lah nee-nee leh proh-**jekh**-tee]

Do you have any concerns about our product?

(one person) Ingaba kukhona okukuxhalabisayo ngento esiyithengisayo

[Ee-**ngah**-bah koo-**Kaw**-nah oh-koo-koo-X!hala-Bee-**sah**-yoh ngeh-ntaw eh-see-yee-ten-ngee-**sah**-yoh]

Do you have any concerns about our service?

Ingaba kukhona okukuxhalabisayo ngenkonzo yethu?

[Ee-**ngah**-bah koo-**Kaw**-nah oh-koo-koo-X!hala-Bee-**sah**-yoh ngeh-**nkaw-nzaw** yeh-too]

THE BUSINESS TRANSLATOR

Do you have any concerns about our pricing?

Ingaba kukhona okukuxhalabisayo ngamaxabiso ethu?

[Ee-**ngah**-bah koo-Kaw-nah oh-koo-koo-X!hala-Bee-**sah**-yoh
ah-mah-X!ah-bee-saw eh-too]

(Many people) – same as above but okunixhalabisayo

[oh-koo-nee-X!hala-Bee-**sah**-yoh]

May I call you back tomorrow?

Ndingakufonela na ngomso?

[Ndee-ngah-koo-faw-**neh**-lah nah ngoh-mhsaw?]

May I call you back this afternoon?

Ndingakufonela na emva kwemini?

[Ndee-ngah-koo-faw-**neh**-lah nah eh-mvah kwe-**mee**-nee?]

May I call you back next week?

Ndingakufonela na kule veki izayo?

[Ndee-ngah-koo-faw-**neh**-lah nah koo-leh veh-Kee ee-zah-yaw?]

May I call you back in the morning?

Ndingakufonela na ekuseni?

[Ndee-ngah-koo-faw-**neh**-lah nah eh-Koo-seh-nee?]

(Many people) – same as above but ndinganifonela

[Ndee-ngah-nee-faw-**neh**-lah]

Who should be my contact within your company?

(one person) Ngubani endinokuqhagamshelana naye
enkampanini yakho?

[Ngoo-**bah**-nee eh-ndee-noh-Koo-Q!hah-gah-msheh-**lah**-nah
nah-yeh- eh-nkah-**mpah**-nee-nee yah-Kaw?]

(many people) Ngubani endinokuqhagamshelana naye
enkampanini yenu?

[Ngoo-**bah**-nee eh-ndee-noh-Koo-Q!hah-gah-msheh-**lah**-nah
nah-yeh- eh-nkah-**mpah**-nee-nee yeh-noo?]

THE BUSINESS TRANSLATOR

Additional phrases which may be useful:

I come from America.

Ndivela eMelika.

[ndee-**veh**-lah eh-meh-**lee**-Kah]

Excuse me/sorry

Uxolo

[oo-X!aw-law]

How are you?

Unjani?

[Oo-**njah**-nee?]

I am fine, thanks.

Ndiphilile, enkosi.

[Ndee-pee-**lee**-leh, ehn-**Kaw**-see]

I don't know.

Andazi.

[ah-**ndah**-zee]

All right.

Kulungile.

[koo-loo-**ngee**-leh]

I am lost.

ndilahlekile

[Ndee-lah-hleh-**Kee**-leh]

Can you tell me?

Ungandixelesa?

[Oo-ngag-ndee-X!eh-**leh**-lah?]

Sorry, I don't understand Xhosa well.

Uxolo andisazi kakuhle isiXhosa.

[Oo**X!aw**-law – ah-ndee-sah-zee Kah-**koo**-hleh ee-see-**x!aw**-sah]

THE BUSINESS TRANSLATOR

NOTES:

Etiquette

It is very important to greet a person (shake hands) and to ask how they are even if you do not know them well. It is also very rude to refuse their hospitality if they offer you something to eat or drink, but because the people the businessmen will be dealing with are professional, they will probably understand and excuse them.

Nothing excites an African person more than a person who tries to speak a word or two of their language, even if they are not pronouncing it well. It is also a very good icebreaker and shows respect for the person you are dealing with.

Editor's Note: Also see the entries under **CHICHEWA** and other South African languages such as **XITSONGA**.

THE BUSINESS TRANSLATOR

XITSONGA (Also called TSONGA)

One of the official languages of South Africa. Spoken by 1,646,000 people in South Africa (4.2% of the population – Transvaal region). Spoken by a total of 3,165,000 people in South Africa, Mozambique, Swaziland, and Zimbabwe.

Pronunciation Guide:

“a” = the “a” in “father”

“e” = the “ay” in “day”

“ɛ” = the “e” in “bed”

“i” = the “ee” in “beet”

“ɪ” = the “i” in “bit”

“o” = the “o” in “boat”

“ɔ” = the “aw” in “lawn”

“u” = the “oo” in “boot”

“ʊ” = the “oo” in “book”

“ŋ” = the “ng” at the end of the word “thing.” This can occur at the beginning of a word.

“ʃ” = the “sh” in “share”

“tʃ” = the “ch” in “change”

“z̄” = the “z” in “azure”

: means to lengthen the vowel when it comes immediately afterwards

Hello, nice to meet you.

hah-lo, ndzi tsakile ku hangana na wena.

[Hallo, ndzi tsakile ku hlangana na wena]

I only speak English.

ndzi bulabula Xinghezi ntsena.

[Ndzi vulavula Xinghezi ntsena]

I don't understand.

a ndzi swi twisisi.

[A ndzi swi twisisi]

THE BUSINESS TRANSLATOR

What is this?
i jini le:ʃi?
[I yini lexi?]

What is the time?
i nkarhi muni?
[I nkarhi muni?]

What is the date?
i siku ra ti mani?
[I siku ra ti mani?]

Where is the nearest toilet?
ʃana ʃihambukelo ʃile kwihi?
[Xana xihambukelo xile kwihi?]

Where is the nearest hotel?
ʃana ʃhodela yile kwihi?
[Xana hodela yile kwihi?]

Where is the nearest airport?
ʃana rivala ra swihahampfhuka rile kwihi?
[Xana rivala ra swihahampfhuka rile kwihi?]

Where is the nearest hospital?
ʃana ʃibedhlele ʃi le kwihi?
[Xana xibedhlele xi le kwihi?]

Where is the American restaurant?
ʃana swakudja swa ʃi-amerika swi ʃavisiwa kwihi?
[Xana swakudya swa xi-Amerika swi xavisiwa kwihi?]

What do you need to make this work?
ʃana i jini ʃi labekaku ku endlela leswaku le:ʃi ʃi tirha?
[Xana i yini xi lavekaku ku endlela leswaku lexi xi tirha?]

Who is the decision maker?

THE BUSINESS TRANSLATOR

Ĵana i mani a lawulaku?
[Xana i mani a lawulaku?]

May I use the phone?
nzi kombela ku tirhisa ri//iqhō?
[Ndzi kombela ku tirhisa riqingho?]

May I use the computer?
ndzi kombela ku tirhisa khōmpjutara?
[Ndzi kombela ku tirhisa khompyutara?]

May I speak alone with my partner for a moment?
ndzi nga bulabula na munhu wa mina Ĵikarhana ana?
[Ndzi nga vulavula na munhu wa mina xikarhananyana?]

Let's make this deal happen today.
a hi endli leswaku Ĵibōho Ĵa hina Ĵi humelela namuntlha
[A hi endli leswaku xiboho xa hina xi humelela namuntlha]

Yes
e
[E]

No
εe
[E-e]

Why
hikwalaho ka jini?
[Hikwalaho ka yini?]

How
hi mukhuba wihi?
[Hi mukhuva wihi?]

Maybe

THE BUSINESS TRANSLATOR

kumbe[ani
[Kumbexani]

Thank you
ndza nkhesa
[Ndza nkhesa]

Sign here.
sajina la.
[Sayina la]

Please
ndza kombela
[Ndza kombela]

My name is...
bito ra mina ndzi...
[Vito ra mina ndzi ...]

What is your name?
hi wena mani?
[Hi wena mani?]

Where can I find an interpreter?
[ana toloki ndzi nga ji kuma kwihhi?
[Xana toloki ndzi nga yi kuma kwihhi?]

I need a hotel room.
ndzi laba kamara ra hodela.
[Ndzi lava kamara ra hodela]

I need water.
ndzi laba mati.
[Ndzi lava mati]

I need food.

THE BUSINESS TRANSLATOR

ndzi laba swakudja.

[Ndzi lava swakudya]

I need sleep.

ndzi laba ku etlela.

[Ndzi lava ku etlela]

How much does the room cost for one night?

Ĵana kamara i mali muni hi siku rin'we?

[Xana kamara i mali muni hi siku rin'we?]

How much does the room cost for two nights?

Ĵana kamara i mali muni hi masiku mambirhi?

[Xana kamara i mali muni hi masiku mambirhi?]

How much does the room cost for one week?

Ĵana kamara i mali muni hi vhiki rin'we?

[Xana kamara i mali muni hi vhiki rin'we?]

I would like the room.

ndzi ta laba kamara.

[Ndzi ta lava kamara]

I would like car.

ndzi ta laba movha.

[Ndzi ta lava movha]

I would not like the room.

a ndzi ta laba kamara.

[A ndzi ta lava kamara]

I would not like the car.

a ndzi ta laba mova.

[A ndzi ta lava movha]

How do I get to? (this is for asking directions to a place)

Ĵana ndzi ja njhani e....?

[Xana ndzi ya njhani e....?]

Please draw me a map.

THE BUSINESS TRANSLATOR

ndzi k**ombela** u ni dir**owela** mepe.
[Ndzi kombela u ni dirowela mepe]

Good-bye
sala ka**le**
[Sala kahle]

Where can I rent a car?
Iana ndzi nga yi rhenta kwihi movha?
[Xana ndzi nga yi rhenta kwihi movha?]

How can our company help you?
Iana khamphani ja hina ji nga ku funa n**h**ani?
[Xana khamphani ya hina yi nga ku pfuna njhani?]

We'll gladly submit an estimate.
hi ta tsakela ku ku rhumela mpima**le**?
[Hi ta tsakela ku ku rhumela mpimanyeto?]

We'll gladly submit our recommendations at no obligation.
hi ta tsakela ku ku rhumela mpima**le** ehandle ka lib**h**?
[Hi ta tsakela ku ku rhumela mpimanyeto ehandle ka xiboho?]

May we put together a proposal for you?
Iana hi nga ku endlela jiga**ng**isa na?
[Xana hi nga ku endlela xigangiso na?]

We would like to help you.
hi ta rhandza ku ku funa.
[Hi ta rhandza ku ku pfuna]

Is our price within your range?
Iana nt**eng**o wa hina wa ku enerisa ke?
[Xana ntsengo wa hina wa ku enerisa ke?]

When may we get to work on this project for you?

THE BUSINESS TRANSLATOR

Īana hi ta sungula rini ku endla prōjekete leji ja wena?
[Xana hi ta sungula rini ku endla projeke leyi ya wena?]

Do you have any concerns about our product?

Īana u na swibilelo hi tšumu wa hina?
[Xana u na swivilelo hi chumu wa hina?]

Do you have any concerns about our service?

Īana u na swibilelo hi ntirho wa hina?
[Xana u na swivilelo hi ntirho wa hina?]

Do you have any concerns about our pricing?

Īana u na swibilelo hi ntšengwa wa hina?
[Xana u na swivilelo hi ntsengo wa hina?]

May I call you back tomorrow?

Īana ndzi nga ku foyinela mundzuku?
[Xana ndzi nga ku foyinela mundzuku?]

May I call you back next week?

Īana ndzi nga ku foyinela vhiki leri taka?
[Xana ndzi nga ku foyinela vhiki leri taka?]

May I call you back this afternoon?

Īana ndzi nga ku foyinela nhlakanhi lowu?
[Xana ndzi nga ku foyinela nhlikanhi lowu?]

May I call you back in the morning?

Īana ndzi nga ku foyinela na mpundzu?
[Xana ndzi nga ku foyinela na mpundzu?]

Who should be my contact within your company?

Īana ndzi ti hlanganisa na mani eka khampani ja nwi:na?
[Xana ndzi ti hlanganisa na mani eka khampani ya n'wina?]

NOTES:

THE BUSINESS TRANSLATOR

1. Always remember to greet first before you can start with any request or question.
2. Avoid phrases like – Listen here! Look! Understand? Do you hear me?
3. Always remember to say **Please** when requesting assistance.
4. Be cautious if someone recommends that he will take you to the place you are looking for or if somebody is asking you where you come from.

THE BUSINESS TRANSLATOR

ZAMBESI (See CITONGA)

THE BUSINESS TRANSLATOR

ZULU

Spoken by over 9 million people in South Africa, Botswana, Lesotho, Malawi, Mozambique, Swaziland. One of the 11 official languages of South Africa.

Pronunciation Guide:

Zulu and a number of the other languages in this book use what are called “clicks”, and those are described as they occur below. If you want to hear a language with clicks, a fun introduction is one of the movies “The Gods Must Be Crazy” or “The Gods Must Be Crazy II”, which both take place in South Africa.

The transcription for Zulu uses special phonetic symbols. The rough equivalents are given below:

“a” = the “a” in “father”

“e” = the “ay” in “day”

“ɛ” = the “e” in “bed”

“i” = the “ee” in “beet”

“ɪ” = the “i” in “bit”

“o” = the “o” in “boat”

“ɔ” = the “aw” in “lawn”

“u” = the “oo” in “boot”

“ʊ” = the “oo” in “book”

“ŋ” = the “ng” at the end of the word “thing.” This can occur at the beginning of a word.

“tʃ” = the “ch” in “change”

“z̄” = the “z” in “azure”

: means to lengthen the vowel when it comes immediately afterwards

THE BUSINESS TRANSLATOR

Hello, nice to meet you.

sa:wɔ:bona: ŋiya:dʒa:bɔla: ukukwa:zi

[Sawubona, ngiyajabula ukukwazi]

I only speak English.

ŋikhuluma: i:si:ŋisi kupela:

[Ngikhuluma isiNgisi kuphela]

I don't understand.

a: ŋizwisi:si

[Angizwisisi]

What is this?

yi:ni lena:

[Yini lena?]

What is the time?

ɔba:ni i:sika:ti

[Ubani isikhathi?]

What is the date?

i:ziŋa:ki na:mɔ

[Izingaki namuhla?] (*hl)a: (*when pronounced 'hl' resembles the sound of a frying pan)

Where is the nearest toilet?

ŋiŋa:yitola:pi in(*dl)ɔ ya: ŋa:sese la:pa:

[Ngingayitholaphi indlu yangasese lapha?] (*'dl' is the voiced form of 'hl' which when pronounced resembles the sound of a frying pan.)

Where is the nearest hotel?

ŋiŋga:litolapi i:hotela: la:pa:

[Ngingalitholaphi ihhotela lapha?]

THE BUSINESS TRANSLATOR

Where is the nearest airport?

ηηηα:ϑιτολαρι ι:νδα:ωο yokugibela: izindiza:

[Ngingayitholaphi indawo yokugibela izindiza?]

Where is the nearest hospital?

ηηηα:σιτολαρι ι:σι:βε(*dl)ela: la:pa:

[Ngingasitholaphi isibhedlela lapha?] (*‘**dl**’ is the voiced form of ‘hl’ which when pronounced resembles the sound of a frying pan.)

Where is the nearest American restaurant?

ηηηα:ϑιτολα:ρι ι:νδα:ωο etenγisa: uk(*dl)a: kwesi:lungu

[Ngingayitholaphi indawo ethengisa ukudla kwesilungu?]

(*‘**dl**’ is the voiced form of ‘hl’ which when pronounced resembles the sound of a frying pan.)

What do you need to make this work?

υδιηηα:νι ukuze wenze lomsebenzi

[Udingani ukuze wenze lomsebenzi]

Who is the decision maker?

υβα:νι owenza: ι:zi(*nq)umo la:pa:

[Ubani owenza izinqumo?] (* ‘**nq**’ is the nasal form of ‘q’ pronounced by placing the tip of the tongue firmly against the division between teeth ridge and hard palate, centre of tongue depressed and then the tip of the tongue is drawn sharply downwards.)

May I use the phone?

ηι(*c)ela: υ kusebenzisa: υ(*c)uηo

[Ngicela ukusebenzisa ucingo.] (* ‘**c**’ is pronounced with the tip of the tongue placed lightly against upper front teeth and gums, centre of tongue depressed, and then the tip of the tongue is drawn backwards.)

THE BUSINESS TRANSLATOR

May I use the computer?

ŋi(*c)ela: ʊ kʊsebenzisa: i:-computer.

[Ngcicela ukusebenzisa i-computer.] (*‘c’ is pronounced with the tip of the tongue placed lightly against upper front teeth and gums, centre of tongue depressed, and then the tip of the tongue is drawn backwards.)

May I speak alone with my partner for a moment?

ŋi(*c)ela: ʊ kʊ(#hl)eba: ka:n(*c)ane nomli:ŋa:ne wa:mi

[Ngcicela ukuhleba kancane nomlingane wami.] (*‘c’ is pronounced with the tip of the tongue placed lightly against upper front teeth and gums, centre of tongue depressed, and then the tip of the tongue is drawn backwards.)

(#when pronounced ‘hl’ resembles the sound of a frying pan.)

Let's make this deal happen today.

Ma:si:li(*q)a:le na:mʊ(#hl)a lelibizinisi

[Masiliqale namuhla lelibhizinisi] (*‘q’ is pronounced by placing the tip of the tongue firmly against the division between teeth ridge and hard palate, centre of tongue depressed and then the tip of the tongue is drawn sharply downwards.) (#when pronounced ‘hl’ resembles the sound of a frying pan)

Yes

Yebo

[Yebo]

No

(*Ch)a: (*‘ch’ is the aspirated form of ‘c’ which is pronounced with the tip of the tongue placed lightly against upper front teeth and gums, centre of tongue depressed, and then the tip of the tongue is drawn backwards.)

Why

kʊŋa:ni

[Kungani]

THE BUSINESS TRANSLATOR

How

Ka:nʒa:nɪ
[Kanjani]

Maybe

M(*hl)a:wʊmbe
[Mhlawumbe] (*when pronounced ‘hl’ resembles the sound of a frying pan)

Thank you.

ŋɪya:boŋa:
[Ngiyabonga]

Sign here.

sa: yi:na: la:pa:
[Sayina lapha]

Please

ŋɪya:(*c)ela:
[Ngiyacela] (* ‘c’ is pronounced with the tip of the tongue placed lightly against upper front teeth and gums, center of tongue depressed, and then the tip of the tongue is drawn backwards.)

My name is...

lga:ma: la:mɪ ʊ....
[Igama lami u...]

What is your name?

ʊba:nɪ ɪga:ma: la:ko ?
[Ubani igama lakho?]

Where can I find an interpreter?

ŋɪŋa:mtola:pi ʊmhʊmʊshi
[Ngingamtholaphi umhumushi?]

THE BUSINESS TRANSLATOR

I need a hotel room.

ηιδιηα: ihotela:

[Ngidinga ihhotela]

I need water.

ηιδιηα: a:ma:nzi

[Ngidinga amanzi]

I need food.

ηιδιηα: ukɔ(*dl)a:

[Ngidinga ukudla] (*‘dl’ is the voiced form of ‘hl’ which when pronounced resembles the sound of a frying pan.)

I need sleep.

ηιδιηα: ukɔla:la:

[Ngidinga ukulala]

How much does the room cost for one night?

libiza: ma:lini ika:melo ηobusuku obubodwa:

[Libiza malini ikamelo ngobusuku obubodwa?]

How much does the room cost for two nights?

libiza: ma:lini ika:melo ηezinsuku ezimbili

[Libiza malini ikamelo ngezinsuku ezimbili?]

How much does the room cost for one week?

libiza: ma:lini ika:melo ηesonto elilodwa:

[Libiza malini ikamelo ngesonto elilodwa?]

I would like the room.

ηιηα:ta:nda: ukɔlisebenzisa: ika:melo

[Ngingathanda ukulisebenzisa ikamelo]

I would like the car.

ηιηα:ta:nda: ukuyisebenzisa: imoto

[Ngingathanda ukuyisebenzisa imoto]

THE BUSINESS TRANSLATOR

I would not like the room.

ηεke ηilisebenzise ika:melo

[Ngeke ngilisebenzise ikamelo]

I would not like the car.

ηεke ηiyisebenzise imoto

[Ngeke ngiyisebenzise imoto]

How do I get to...?

ηηηa:ya: ka:nʒa:nɪ e...?

[Ngingaya kanjani e...?]

Please draw me a map.

ηɪ(*c)ela: ʊηɪdwebele iba:la:zwe

[Ngicela ungidwebele ibalazwe] (* ‘c’ is pronounced with the tip of the tongue placed lightly against upper front teeth and gums, centre of tongue depressed, and then the tip of the tongue is drawn backwards.)

Good-bye

sa:la: ka:(*hl)e

[Sala kahle] (*when pronounced ‘hl’ resembles the sound of a frying pan)

Where can I rent a car?

ηηηa:yɪ (*q)a(#sh)a: imoto

[Ngingayiqasha kuphi imoto?] (‘q’ is pronounced by placing the tip of the tongue firmly against the division between teeth ridge and hard palate, centre of tongue depressed and then the tip of the tongue is drawn sharply downwards.) (# ‘sh’ is pronounced as ‘ship’ in English)

How can our company help you?

inka:mpa:ne yetʊ ηηa:kʊsɪza: ka:nʒa:nɪ

[Inkampane yethu ingakusiza kanjani?]

THE BUSINESS TRANSLATOR

We'll gladly submit an estimate at no obligation.

sizokuba:bulala: ukukunikeza: a:ma:na:ni esiwa(*c)a:ba:nela:yo

na:pa:n(#dl)e kokuba: uzibope

[Sizokujabulela ukukunikeza amanani esiwacabangelayo ngaphandle kokuba uzibophe] (* 'c' is pronounced with the tip of the tongue placed lightly against upper front teeth and gums, center of tongue depressed, and then the tip of the tongue is drawn backwards.) (#'dl' is the voiced form of 'hl' which when pronounced resembles the sound of a frying pan.)

We'll gladly submit our recommendations at no obligation.

sizokuba:bulala: ukukunikeza: esikusikisela:yo na:pa:n(#dl)e

kokuba: uzibope

[Sizokujabulela ukukunika esikusikiselayo ngaphandle kokuba uzibophe]

May we put together a proposal for you?

si(*c)ela: ituba: lokuveza: loko esiku(#hl)osile

[Sicela ithuba lokuveza lokho esikuhlosile] (* 'c' is pronounced with the tip of the tongue placed lightly against upper front teeth and gums, centre of tongue depressed, and then the tip of the tongue is drawn backwards.) (#when pronounced 'hl' resembles the sound of a frying pan)

We would like to help you.

singatha:nda: ukusiza:

[Singathanda ukusiza]

Is our price within your range?

ingabe ungakwazi ukulifinyelela: inani?

[Ingabe ungakwazi ukulifinyelela inani lethu?]

THE BUSINESS TRANSLATOR

When may we get to work on this project for you?

sinqa (*q)a:la: nini ukukwenzela lomsebenzi

[Singaqala nini ukukwenzela lomsebenzi?] (‘q’ is pronounced by placing the tip of the tongue firmly against the division between teeth ridge and hard palate, centre of tongue depressed and then the tip of the tongue is drawn sharply downwards.)

Do you have any concerns about our product?

kukona: yini okukuka:ta:za:yo ngomkhiqizo wethu

[Kukhona yini okukukhathazayo ngomkhiqizo wethu?] (‘q’ is pronounced by placing the tip of the tongue firmly against the division between teeth ridge and hard palate, centre of tongue depressed and then the tip of the tongue is drawn sharply downwards.)

Do you have any concerns about our service?

kukona: yini okukuka:ta:za:yo ngomsebenzi wethu

[Kukhona yini okukukhathazayo ngomsebenzi yethu?]

Do you have any concerns about our pricing?

kukona: yini okukuka:ta:za:yo ngama:na:ni ethu

[Kukhona yini okukukhathazayo ngamanani ethu?]

May I call you back tomorrow?

ngingakushayela: yini u(#c)ingokusasa:

[Ngingakushayela yini ucingo kusasa?] (*‘sh’ is pronounced as ‘ship’ in English) (# ‘c’ is pronounced with the tip of the tongue placed lightly against upper front teeth and gums, centre of tongue depressed, and then the tip of the tongue is drawn backwards.)

THE BUSINESS TRANSLATOR

May I call you back next week?

ŋŋa:kʊ(*sh)a:yela: yini ʊ(#c)ŋo ŋesonto eliza:yo

[Ngingakushayela yini ucingo ngesonto elizayo?] (*‘sh’ is pronounced as ‘ship’ in English) (# ‘c’ is pronounced with the tip of the tongue placed lightly against upper front teeth and gums, centre of tongue depressed, and then the tip of the tongue is drawn backwards.)

May I call you back this afternoon?

ŋŋa:kʊ(*sh)a:yela: yini ʊ(#c)ŋo nta:mba:ma:

[Ngingakushayela yini ucingo ntambama?] (*‘sh’ is pronounced as ‘ship’ in English) (# ‘c’ is pronounced with the tip of the tongue placed lightly against upper front teeth and gums, centre of tongue depressed, and then the tip of the tongue is drawn backwards.)

May I call you back in the morning?

ŋŋa:kʊ(*sh)a:yela: yini ʊ(#c)ŋo ekuseni

[Ngingakushayela yini ucingo ekuseni?] (*‘sh’ is pronounced as ‘ship’ in English) (# ‘c’ is pronounced with the tip of the tongue placed lightly against upper front teeth and gums, centre of tongue depressed, and then the tip of the tongue is drawn backwards.)

Who should be my contact within your company?

ʊba:ni okʊfa:nele ŋitinta:ne na:ye kʊlenka:mpa:ne

[Ubani okufanele ngithintane naye kulenkampane?]

NOTES:

For advice on traveling in Africa, and cultural tips, see the entries under **CHICHEWA**, **XHOSA**, and other South African languages such as Xitsonga.

See notes under **CHICHEWA** as well as other South African languages such as **XITSONGA** and **SEPEDI**, for Africa and South Africa in general.

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LANGUAGES OF THE WORLD AS SPOKEN IN EACH COUNTRY

(along with a listing of US Embassies in each country)

It would be impossible to cover all the languages of the world in this chapter. According to the *Ethnologue* published by the Summer Institute of Linguistics, there are about 6800 languages spoken in the world, and this number does not include the many dialects that may exist within each language. But less than 1000 languages in the world actually have a writing system. So what we will provide in this chapter is the a list of the official languages of each country, along with the names of some of the other languages that are spoken within that country in certain areas. It is impossible to list all the languages, but this list will provide you with a small glimpse of the diversity that exists. For more information, you can explore the vast wealth of information provided by the Summer Institute of Linguistics at www.ethnologue.com. The Ethnologue also has maps online. A fantastic site for maps of the world is also www.nationalgeographic.com/mapmachine/. For more information on embassies worldwide and their websites, go to www.embassyworld.com. We have tried to be as accurate as possible and provide up-to-date information on embassy locations and contact information, but it is a good idea to check for any changes in the CIA Factbook on line at www.cia.gov/cia/publications/factbook. Travel advisories from the State Department on individual countries can also be accessed at <http://travel.state.gov>.

AFGHANISTAN

Official or national language(s): Eastern Farsi, Southern Pashto

Other languages spoken: Hazaragi, Southern Uzbek (45 languages in all)

No embassy or consulate

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ALBANIA

Official or national language(s): Tosk Albanian

Other languages spoken: Greek, Macedonian, Romanian, Romani (Gypsy)

Embassy of the United States

Street/Mailing Address: Rruga Elbasanit, Nr. 103 Tirana, Albania

Tel: +355 4 247285 Fax: +355 4 232222

ALGERIA

Official or national language(s): Arabic

Other languages spoken: Chaouia, French, Kabyle

American Embassy Algiers

Workweek: Saturday-Wednesday

Street Address: 4 Chemin Cheich, Bachir Brahimi

Mailing Address: U.S. Dept. of State (Algiers), Washington, DC 20521-6030

Tel: 011-213-2-60-39-73 Fax: 011-213-2-69-39-79

AMERICAN SAMOA

Official or national language(s): English

Other languages spoken: Samoan (spoken by many more people than English)

No embassy – belongs to the U.S.

ANDORRA

Official or national languages: Catalan, French

Other languages spoken: Spanish

No separate embassy- see Spain

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ANGUILLA

Official or national language(s): English

Other languages spoken: Leeward Caribbean Creole English

No separate embassy – Anguilla is a self-governing overseas territory belonging to the U.K.

ANGOLA

Official or national language(s): Portuguese

Other languages spoken: Chokwe, Kongo, Kwanyama, Luchazi, Lunda, Luvale, Mbunda, Mbundu, Mbwela, Nkhumbi, Nyaneka, Nyemba, Umbundu and 27 other languages

Embassy of the United State of America

Rua Houari Boumedienne No. 32, Miramar, Luanda

International Mail: Caixa Postal 6484, Luanda, Angola, or

Pouch: American Embassy Luanda, Dept. of State, Washington, D.C., 20521-2550

Consulate Phone: 244-2-371-645 Embassy Phone (Miramar): 244-2-445-481

Fax: 244-2 -390-515 (Consulate) or 244-2-446-924 (Embassy)

ANTIGUA AND BARBUDA

Official or national language(s): English

Other languages spoken: Leeward Caribbean Creole English

No separate embassy—See Barbados

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ARGENTINA

Official or national language(s): Spanish

Other languages spoken: Quechua and 23 other languages

American Embassy Buenos Aires

Street Address: Avenida Colombia 4300, Bs. As.

Mailing Address: Unit 4334, APO AA 34034

Tel: 011-54-11-5777-4533 Fax: 011-54-11-5777-4240

ARMENIA

Official or national language(s): Armenian

Other languages spoken: Azerbaijani/Azeri

American Embassy Yerevan

Street Address: 18 Gen Bagramian

Mailing Address: U.S. Dept. of State (Yerevan)

Washington, DC 20521-7020

Tel: 011-3742-151-144 Fax: 011-3742-151-138

ARUBA

Official or national language(s): Dutch

Other languages spoken: English, Papiamentu

No separate embassy - see Netherlands Antilles for Diplomatic Mission

AUSTRALIA

Official or national language(s): English

Other languages spoken: Over 200 aboriginal languages spoken, but none by very large numbers of people

American Consulate General Sydney

Street Address: Hyde Park Tower--36th Fl, Park & Elizabeth Sts.

Mailing Address: Unit 11024, APO AP 96554-0002

Tel: 011-612-9373-9200 Fax: 011-612-9221-0573

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American Consulate Canberra

Street Address: Moonah Place, Yarralumla ACT 2600

Mailing Address: APO AP 96549-0002

Tel: 011-61-2-6214-5600 Fax: 011-61-2-6214-5970

American Consulate General Melbourne

Street Address: 553 St. Kilda Road

Mailing Address: Unit 11011, APO AP 96551-0002

Tel: 011-613-9526-5925 Fax: 011-613-9510-4660

American Consulate General Perth

Street Address: 16 St. George's Terrace, 13th Floor

Mailing Address: Unit 11021, APO AP 96553-0002

Tel: 011-61-9-231-9410 Fax: 011-61-9-231-9444

AUSTRIA

Official or national language(s): German, Slovenian (regional)

Other languages spoken: Hungarian, Serbo-Croatian

American Embassy Vienna

Street Address: Boltzmanngasse 16 A-1091, Wien - Austria

Tel: 011-431-313-39-2296 Fax: 011-431-310-6917

AZERBAIJAN

Official or national language(s): Azerbaijani

Other languages spoken: Talysh

American Embassy Baku

Street Address: Azadliq Prospekti 83

*Mailing Address: U.S. Dept. of State (Baku) Washington, D.C.
20521-7050*

Tel: 011-9-9412-98-03-35 Fax: 011-9-9412-96-04-69

BAHAMAS

Official or national language(s): English

Other languages spoken: Bahamas Creole English

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United States Embassy at Nassau, Bahamas
Mailing Address: P.O. Box N-8197, Nassau, Bahamas
Tel: 242-322-1181

BAHRAIN

Official or national language(s): Arabic
Other languages spoken: Farsi, Urdu

Embassy of the United States of America - Manama, Bahrain
Bldg 979, Road 3119, Block 321, Zinj, Manama, Bahrain
Tel: (973) 273 300

BANGLADESH

Official or national language(s): Bengali
Other languages spoken: Chittagonian, Sylhetti and 35 other languages

U.S. Mission Dhaka
Madani Avenue, Baridhara, Dhaka 1212
Tel: (880) (2) 882-4700/22 Fax: (880) (2) 882-3744 (U.S. Trade Center.) 882-4449 (Consular)
Email: USTC-Dhaka@state.gov (U.S. Trade Center)
dhaka@pd.state.gov (Consular)

BARBADOS

Official or national language(s): English
Other languages spoken: Barbadian Creole English

United States Embassy to the Eastern Caribbean
Mailing Address: P.O. Box 302, Bridgetown, Barbados, W.I.
From the U.S.: (Department Name), CMR 1014, APO AA 34055
Tel: (246) 436-4950 Fax: (246) 429-5246
Email: consularbridge2@state.gov
(Also serving Antigua and Barbuda, Barbados, Dominica, Grenada, St. Kitts/Nevis, Saint Lucia, St. Vincent and the Grenadines)

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BELARUS

Official or national language(s): Belarusian

Other languages spoken: Lithuanian, Polish, Russian, Tatar, Ukrainian, Yiddish

American Embassy Minsk

Street Address: Starivilenskaya 346-220002

Mailing Address from the U.S.: U.S. Dept. of State (Minsk)

Washington, D.C. 20521-7010

Tel: 011-375-172-31-50-00 Fax: 011-375-172-34-78-53

BELGIUM

Official or national language(s): Dutch, French, German

Other languages spoken: Arabic, Italian, Luxembourgish, Portuguese, Spanish, Turkish, Vlaams

American Embassy Brussels

Street Address: 27 Boulevard du Regent

Mailing Address from the U.S.: PSC 82, Box 002, APO AE 09724-1015

Tel: 011-32-2-508-2425 Fax: 011-32-2-512-6653

BELIZE

Official or national language(s): English

Other languages spoken: Belize Creole English, Spanish

Embassy of the United States of America in Belize City, Belize

29 Gabourel Lane, P.O. Box 286, Belize City, Belize

Tel: 2-77161 Fax: 2-30802

E-mail: embbelize@state.gov

BENIN

Official or national language(s): French

Other languages spoken: Aja-Gbe, Ayizo-Gbe, Bariba, Fon-Gbe, Peul, Gen-Gbe(Mina), Gun-Gbe(Goun), Nago, Waci-Gbe, Yoruba and about 40 other languages

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*Embassy of the United States of America in Cotonou, Benin
Rue Caporal Bernard Anani, BP 2012, Cotonou.
Tel: 30 06 50, 30 05 13, 30 17 92 Fax: 30 14 39, 30 19 74*

BERMUDA

Official language: English

*U.S. Diplomatic Mission to Bermuda
Hamilton (CG), Crown Hill, 16 Middle Road, Devonshire
P.O. Box HM325, Hamilton HMBX, Bermuda,
or AmConGen Hamilton, Department of State, Wash., D.C.
20520-5300
Tel: [441] 295-1342 Fax: 295-1592 or 296-9233*

BHUTAN

Official or national language(s): Dzongkha
Other languages spoken: Nepali, Tshangla, Assamese, Tamang
and 19 other languages

*No formal diplomatic relations with the U.S., but informal
contact is maintained between the Bhutanese and US Embassy in
New Delhi (India).*

BOLIVIA

Official or national language(s): Spanish
Other languages spoken: Aymara and 35 other languages

*Embassy of the United States of America in La Paz, Bolivia
Avenida Arce No. 2780 La Paz, Bolivia
Tel: 43-3812, 432051
E-mail: locampo@usia.gov*

BOSNIA-HERZEGOVINA

Official or national language(s): Bosnian, Croatian, Serbian (all
of these are dialects of the language known as Serbo-Croatian)

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Other languages spoken: Romani(Gypsy), German, Italian, Romanian, Turkish, Albanian

U.S. Embassy, Sarajevo

Alipašina 43

Tel: +387 33 445-700 Fax: +387 33 659-722

Branch Office, Banja Luka

Jovana Ducica 5

Tel: +387 51 211-500 Fax: +387 51 218-291

Branch Office, Mostar

Most. Bataljona b.b.

Tel: +387 36 580-580 Fax: +387 36 580-581

For American citizen services call 387 33 445-700, then press 0

BOTSWANA

Official or national language(s): English, Setswana

Other languages spoken: Afrikaans, Herero, Kalanga, Kgalagadi, Yeyi and 19 other languages

U.S. Diplomatic Mission to Botswana, Gaborone

P.O. Box 90, Gaborone, Botswana

Tel: [267] 353-982, afterhours Tel: 357-111 or 374-498 Fax 356-947

Email: usembgab@global.co.za

BRAZIL

Official or national language(s): Portuguese (Brazilian)

Other languages spoken: German, Italian, Japanese and many Indian languages – 192 languages total in Brazil

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American Consulate General Sao Paulo

Street Address: Rua Estados Unidos 1812

Mailing Address from the U.S.: APO AA 34030-0002

Tel: 011-55-11-853-2811 Fax: 011-55-11-853-2744

American Consular Agency Belem

Mailing Address from the U.S.: APO AA 34030

Tel: 011-55-91-223-0800 Fax: 011-55-91-223-0413

American Consular Agency - Belo Horizonte

Mailing Address from the U.S.: APO AA 34030-3505

Street Address: Minas Trade Center, Rua Timbiras, 1200, 7th Floor

Tel: 011-55-31-213-1571 Fax: 011-55-31-213-1575

American Embassy Brasilia

Street Address: Avenida das Nacoes, Lote 3

Mailing Address: Unit 3500, APO AA 34030

Tel: 011-55-61-321-7272 Fax: 011-55-61-225-3981

American Consulate General - Rio de Janeiro

Street Address: Avenida Presidente Wilson, 147 Castelo

Mailing Address: APO AA 34030

Tel: 011-55-21-292-7117 Fax: 011-55-21-240-9738

BRITISH INDIAN OCEAN TERRITORY

Official language: English

No embassy—belongs to U.K.

BRITISH VIRGIN ISLANDS

Official language: English

Other language: Virgin Islands Creole English

No embassy – belongs to U.K.

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BRUNEI

Official or national language(s): English, Malay
Other languages spoken: Korean, Nepali, Brunei, Chinese,
Tutong and 10 other languages

U.S. Diplomatic Mission to Brunei
Bandar Seri Begawan, Third Floor - Teck Guan Plaza, Jalan
Sultan, Bandar Seri Begawan, Brunei Darussalam
Tel: [673] (2) 220-384, 229-670 Fax: [673] (2) 225-293
E-mail: amembbsb@brunet.bn
Embassy website: <http://members.xoom.com/amembrunei>

BULGARIA

Official or national language(s): Bulgarian, Turkish
Other languages spoken: Armenian, Czech, Greek, Russian,
Serbo-Croatian, Macedonian, Romany (Gypsy)

American Embassy Sofia
Street Address: 1 Saborna Street
Mailing Address from the U.S.: Unit 1335, APO AE 09213-1335
Tel: 011-359-2-980-5241 Fax: 011-359-2-980-68-50

BURKINA FASO

Official or national language(s): French, Mooré, Jula, Fulfulde
Other languages spoken: Birifor, Bissa, Bobo, Bwamu, Dagaare,
Dogon, Kasem, Koromfé, Lobi, Nuni and 52 other languages

Embassy of the Unites States of America in Ouagadougou,
Burkina Faso
602 Avenue Raoul Follereau, Koulouba, Secteur 4
Tel: (226) 30-67-23 Fax: (226) 31-26-60 or 31-27-07
E-mail: amembouaga@state.gov

BURMA (See MYANMAR)

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BURUNDI

Official or national language(s): French, Rundi

Other languages spoken: Swahili

U.S. Diplomatic Mission to Burundi

Bujumbura, B.P. 1720, Avenue Des Etas-Unis

Tel [257] 22-34-54, afterhours Tel 21-48-53, Fax 22-29-26

CAMBODIA

Official or national language(s): Khmer

Other languages spoken: Chinese, Lao, Vietnamese, Cham and 14 other languages

Embassy of the United States of America

*16, Street 228 (between streets 51 and 63), Phnom Penh,
Cambodia*

Tel: (855-23) 216 436 Fax: (855-23) 216 437

CAMEROON

Official or national language(s): English, French

Other languages spoken: Bamun, Basaa, Beti, Bulu, Duala, Ewondo, Fulfulde, Ghomala, Medumba, Cameroon Pidgin, Yemba and 266 other languages!

U.S. Diplomatic Mission to Cameroon - Yaounde

rue Nachtigal, B.P. 817

Tel (237) 23-40-14, and (237) 23-05-12

*Pouch address: American Embassy, Dept. of State, Washington,
D.C. 20521-2520*

Tel [237] 23-45-52 Fax 23-07-53

Email: yaounde@youndeb.us-state.gov

CANADA

Official languages: English, French

Other languages spoken: many American Indian and Eskimo languages – total of 85 languages for Canada.

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American Embassy Ottawa

*Street Address: World Exchange Plaza, 45 O'Connor, Suite 1140,
Postal Code K1P-1A4*

Mailing Address: P.O. Box 5000, Ogdensburg, NY 13669-0430

Tel: 1-613-238-5335 Fax: 1-613-238-5999

American Consulate General Calgary

Street Address: 615 MacLeod, Trail S.E. Room 1050

*Mailing Address: c/o AmEmbassy Ottawa, P.O. Box 5000,
Ogdensburg, NY 13669*

Tel: 1-403-266-8962 Fax: 1-403-266-6630

American Consulate General Halifax

*Street Address: Suite 910, Cogswell Tower Scotia Square,
Halifax Nova Scotia B3J 3K1*

*Mailing Address: c/o AmEmbassy Ottawa, P.O. Box 5000,
Ogdensburg, NY 13669*

Tel: 1-902-429-2480 Fax: 1-902-429-7690

American Consulate General Montreal

*Street Address: 455 Rene Levesque Blvd., 19th Floor,
Montreal, Quebec, H2Z-1Z2*

Mailing Address: P.O. Box 847, Champlain, NY 12919-0847

Tel: 1-514-398-9695 Fax: 1-514-398-0711

American Consulate General Toronto

*Street Address: 360 University Avenue, Suite 602, Toronto,
Ontario, M5G-1S4*

Mailing Address: P.O. Box 135, Lewiston, NY 14092

Tel: 1-416-595-1700 Fax: 1-416-595-0051

American Consulate General Vancouver

*Street Address: 1095 West Pender Street, 20th Floor, Vancouver,
British Columbia, V6E-2M6*

*Mailing Address: P.O. Box 5002, Point Roberts, Washington
98281-5002*

Tel: 1-604-685-4311 Fax: 1-604-687-6095

THE BUSINESS TRANSLATOR

CANARY ISLANDS

Official languages: Spanish

No separate embassy – see Spain

CAPE VERDE ISLANDS

Official languages: Portuguese, Kabuverdianu

U.S. Diplomatic Mission to Cape Verde - Praia

Rua Abilio Macedo 81, C.P. 201

Tel [238] 61-56-16 Fax 61-13-55

CAYMAN ISLANDS

Official language: English

Other languages spoken: Haitian Creole French, Spanish,
Cayman Islands English

No separate embassy – belongs to the United Kingdom

CENTRAL AFRICAN REPUBLIC

Official or national language(s): French, Sango

Other languages spoken: Bunda (many dialects), Gbuya (many
dialects) and others – total of 68 languages for the Central
African Republic

U.S. Diplomatic Mission to Central African Republic – Bangui

Avenue David Dacko, B.P. 924

Tel [236] 61-02-00, 61-02-10, 65-25-78 Fax 61-44-94

Duty phone (236) 50-12-08

CHAD

Official or national language(s): Arabic, French

Other languages spoken: Hausa, Fulfulde, Kanembu, Maba,
Naba, Ngambay and 124 other languages.

THE BUSINESS TRANSLATOR

U.S. Diplomatic Mission to Chad - N'Djamena

Ave. Felix Eboué, B.P. 413

*Tel [235] (51) 70-09, 51-90-52, 51-92-33 Fax 51-56-54, or
56-54*

Email: paschallrc@ndjamenab.us-state.gov

CHILE

Official or national language(s): Spanish

Other languages spoken: Mapudungun, Quechua

American Embassy Santiago

Street Address: Andres Bello 2800, Los Condes

Mailing Address: Unit 4111, APO AA 34033

Tel: 011-56-2-330-3310 Fax: 011-56-2-330-3172

CHINA

Official language: Mandarin Chinese

Other languages spoken: many different “dialects” of Chinese which are actually separate languages, Bouyei, Dong, Hmong, Kazakh, Korean, Mongolian, Tibetan, Uyghur, Yi, Zhuang – total of 201 languages for China

American Embassy Beijing

Street Address: Xiu Shui Bei Jie 3

Mailing Address: PSC 461 Box 50, FPO AP 96521-0002

Tel: 011-86-10-6532-6924 Fax: 011-86-10-6532-3297

American Consulate General Chengdu

Street Address: No. 1 South Shamian St., Shamian Island

Mailing Address: PSC 461 Box 100, FPO AP 96521-0002

Tel: 011-86-28-558-9642 Fax: 011-86-28-558-9221

American Consulate General Guangzhou

Street Address: China Hotel, 14/F Liu Hua Road

Mailing Address: PSC 461 Box 100, FPO AP 96521-0002

Tel: 011-86-20-8667-4011 Fax: 011-86-20-8666-6409

THE BUSINESS TRANSLATOR

American Consulate General Shanghai

Street Address: 1469 Huai Hai Middle Road

Mailing Address: PSC 461 Box 200, FPO AP 96521-0002

Tel: 011-86-21-6279-7630 Fax: 011-86-21-6279-7639

U.S. Commercial Center Shanghai

Street Address: Shanghai Centre Suite 631, East Tower 1376

Nanjing Xi Lu

Tel: 011-86-21-6279-7640 Fax: 011-86-21-6279-7639

American Consulate General Shenyang

Street Address: 40 Lane 4, Section 5, Sanjing Street, Heping District

Mailing Address: PSC 461 Box 45, FPO AP 96521-0002

Tel: 011-86-21-6279-7640 Fax: 011-86-21-6279-7649

COLOMBIA

Official or national language(s): Spanish

Other languages spoken: dozens of American Indian languages

American Embassy Bogota

Street Address: Calle 22 D bis No. 47-51, Santa Fe de Bogota

Mailing Address: Unit 5120 APO AA 34038

Tel: 011-57-1-315-2126 X2684 Fax: 011-57-1-315-2171

COMOROS ISLANDS

Official language: French

Other language: Comorian

See Mauritius for embassy

CONGO, REPUBLIC OF

Official or national language(s): French, Lingala, Munukutuba

Other languages spoken: Mbosi, Teke and 56 other languages

THE BUSINESS TRANSLATOR

U.S. Diplomatic Mission to Republic of Congo -- Brazzaville
The Brazzaville Embassy Office is co-located with Embassy
Kinshasa at 310 Avenue Des Aviateurs, Kinshasa, DRC
Tel [243] (88) 43608 Fax (88) 41036.
Address/phone of temporary office in Brazzaville: 70 rue
Bayardelle, Tel [242] 81-14-72; additional information: [243]
(88) 40520 or (88) 40252

COOK ISLANDS

Official or national language(s): English
Other languages spoken: Penrhyn, Pukapuka, Rakahanga-
Manihiki, Rarotongan

No embassy – the Cook Islands are a self-governing territory of
New Zealand. See New Zealand.

COSTA RICA

Official or national language(s): Spanish
Other languages spoken: Caribbean Creole English

American Embassy San Jose
Street Address: Commercial del Oeste, Unit 2508, Pavas, San
Jose, Costa Rica
Mailing Address from the U.S.: APO AA 34020
Tel: 011-506-220-2454/3939 Fax: 011-506-231-4783

CÔTE D'IVOIRE

Official or national language(s): French
Other languages spoken: Abé, Abron, Anyin, Baoulé, Bété, Dan,
Dida, Guro, Jula, Kulango, Lobi, Mahou, Senoufo, Soninke, Wè
and 61 other languages.

THE BUSINESS TRANSLATOR

American Embassy Abidjan

Street Address: Rue Jesse Owens, 01 B.P. 1712

*Mailing Address: U.S. Dept of State (Abidjan), Washington DC
20521-2010*

Tel: 011-225-21-4616 Fax: 011-225-22-2437

CROATIA

Official or national language(s): Croatian (dialect of Serbo-Croatian), Italian

Other languages spoken: Venetian and several others

American Embassy Zagreb

Street Address: Andrije Hebranga 2

Mailing Address: Unit 345 APO AE 09213-1345

Tel: 011-359-2-980-5241 Fax: 011-359-2-981-8977

CUBA

Official or national language(s): Spanish

Interests Section, Havana

Calzada between L & M Streets, Vedado, Havana

Phone: (53-7) 33-3551/59 Fax: 33-1084

Public Affairs Office: 33-3967 Fax: 33-3869

Hours: 8:30 a.m. to 5:00 p.m

Emergencies/After Hours: 33-3026

CYPRUS

Official or national language(s): Greek, Turkish

Other languages spoken: Arabic, Armenian

Embassy of the United States of America, Nicosia, Cyprus

Metochiou & Ploutarchou Street, Engomi – 2407 Nicosia –

Cyprus, P.O.Box 24536

Telephone: 357-22-776400 Fax: 357-22-780944

THE BUSINESS TRANSLATOR

CZECH REPUBLIC

Official or national language(s): Czech

Other languages spoken: German, Polish, Romany(Gypsy)

American Embassy Prague

Street Address: Hybernska 7a, 117 16 Praha 1

*Mailing Address: U.S. Dept. of State (Prague), Washington, D.C.
20521-5630*

Tel: 011-422-2421-9844 Fax: 011-422-2421-9965

DEMOCRATIC REPUBLIC OF CONGO

Official or national language(s): French, Kongo, Lingala, Luba-Kasai, Congo Swahili

Other languages spoken: 212 other languages!

Embassy of the United States of America – Kinshasa

*310, Avenue des Aviateurs, Kinshasa – Gombe, République
Démocratique du Congo*

Tel: (243) 88 43608 Fax: (243) 88 43467

DENMARK

Official or national language(s): Danish, German

Other languages spoken: Faroese, Inuktitut

American Embassy Copenhagen

Street Address: Dag Hammarskjolds Alle 24

Mailing Address: APO AE 09176

Tel: 011-45-3142-3144 Fax: 011-45-3142-0175

Email: usis@usis.dk

DJIBOUTI

Official or national language(s): French

Other languages spoken: Afar, Somali, Arabic

THE BUSINESS TRANSLATOR

*U.S. Diplomatic Mission to Djibouti -- Djibouti
Plateau du Serpent, Blvd. Marechal Joffre, B.P. 185
Tel [253] 35-39-95 Fax 35-39-40, afterhours 35-13-43*

DOMINICA

Official or national language(s): English
Other languages spoken: Caribbean Creole English, Lesser Antillean Creole French

No separate embassy – see Barbados

DOMINICAN REPUBLIC

Official or national language(s): Spanish
Other languages spoken: Haitian Creole French, Samaná English

*American Embassy Santo Domingo
Street Address: Corner of Calle Cesar Nicolas, Penson & Calle
Leopoldo Navarro
Mailing Address: Unit 5515, APO AA 34041-0008
Tel: 1-809-221-2171 Fax: 1-809-688-4838*

EASTER ISLAND

Official or national language(s): Easter Island is a dependency of Chile, so the official language is Spanish, but natives of the island speak a language called Rapa Nui.

See Chile for embassies.

ECUADOR

Official or national language(s): Spanish
Other languages spoken: Several dialects of Quichua and other American Indian languages – a total of 22 languages for Ecuador.

THE BUSINESS TRANSLATOR

American Consulate General Guayaquil

Street Address: 9 de Octubre y Garcia Moreno

Mailing Address from the U.S.: APO AA 34039

Tel: 011-593-4-323-570 Fax: 011-593-4-325-286

American Embassy Quito

Street Address: Avenida 12 de Octubre, y Avenida Patria

Mailing Address from the U.S.: Unit 5334, APO AA 34039-3420

Tel: 011-593-2-561-404 Fax: 011-593-2-504-550

EGYPT

Official or national language(s): Arabic

Other languages spoken: Domari, Nobiin, and 7 other languages

American Consulate General Alexandria

Street Address: 3 El Faranna Street

Mailing Address: Unit 64900, Box 24, FPO AE 09839-4900

Tel: 011-20-3-482-5607 Fax: 011-20-3-482-9199

American Embassy Cairo

Workweek: Sunday-Thursday

Street Address: 3 Lazougi Street Garden City, Cairo

Mailing Address from the U.S.: Unit 64900 Box 11, APO AE 09839-4900

Tel: 011-20-2-357-2340 Fax: 011-20-2-355-8368

EL SALVADOR

Official or national language(s): Spanish

Other languages spoken: Kekchí, Lenca

Embajada de Los Estados Unidos

*Boulevard Santa Elena Final, Antiguo Cuscatlán, La Libertad,
El Salvador*

Telephone: (011) [503] 278-4444 Fax: (011) [503] 278-6011

THE BUSINESS TRANSLATOR

EQUATORIAL GUINEA

Official or national language(s): Spanish

Other languages spoken: Fang and 11 other languages

The U.S. does not have an embassy in Equatorial Guinea – U.S. interests are overseen by the U.S. Embassy in Cameroon.

ERITREA

Official or national language(s): English

Other languages spoken: Arabic, Afar, Bedawi, Tigré, Tigrinya and at least 5 other languages.

*U.S. Diplomatic Mission to Eritrea - Asmara
Franklin D. Roosevelt St. -- P.O. Box 211, Asmara, Eritrea
Tel [291] (1) 120004 Fax 127584*

ESTONIA

Official or national language(s): Estonian

Other languages spoken: Belarusian, Finnish, Russian, Ukrainian

*The Embassy of the United States of America
Kentmanni 20, 15099 Tallinn, Estonia.
Phone: (372) 668 8100, Fax: (372) 668 8134
E-mail: tallinn@usemb.ee*

ETHIOPIA

Official or national language(s): Amharic, Tigrinya, English

Other languages spoken: Afar, Gedeo, Gurage, Hadiyya, Oromo, Sidamo, Somali and 72 other languages.

*United States Embassy in Ethiopia
P.O. Box 1014, Addis Ababa, Ethiopia
Tel: 251-1-550666 Fax: 251-1-551328
Email: usemaddis@state.gov*

THE BUSINESS TRANSLATOR

FALKLAND ISLANDS

Official or national language(s): English

No embassy – this is a dependency of the U.K.

FIJI

Official or national language(s): Fijian, Fijian Hindustani, English

Other languages spoken: Kiribati, Lauan, Rotuman

American Embassy

31 Loftus Street, P.O. Box 218, Suva, Fiji

Telephone: (679) 314-466 Fax: (679) 300-081

(The embassy in Fiji is also responsible for French Polynesia, Nauru, New Caledonia, Tonga, Tuvalu, and Wallis & Futuna)

FINLAND

Official or national language(s): Finnish, Swedish

Other languages spoken: Estonian, Karelian, Romany(Gypsy), Lapp

American Embassy Helsinki

Street Address: Itainen Puistotie 14ASF

Mailing Address from the U.S.: APO AE 09723

Tel: 011-358-9-171-931 Fax: 011-358-9-635-332

FRANCE

Official or national language(s): French

Other languages spoken: Alemannisch, Basque, Breton, Catalan, Corsican, Dutch, Provencal, Gascon, Italian, Portuguese, Romany (Gypsy), Arabic

THE BUSINESS TRANSLATOR

American Embassy Paris

Street Address: 2 Avenue Gabriel

Mailing Address from the U.S.: APO AE 09777

Tel: 011-33-1-4312-2370 Fax: 011-33-1-4312-2172

US Mission to the OECD (Paris)

Street Address: 19 Rue de Franqueville, 75016 Paris

Mailing Address from the U.S.: APO AE 09777

Tel: 011-33-1-4524-7437 Fax: 011-33-1-4524-7410

American Consulate General Lyon

Street Address: 7 Quai General Sarrail

*Mailing Address from the U.S.: c/o American Embassy Paris,
APO AE 09777*

Tel: 011-33-472-407-220 Fax: 011-33-478-391-409

American Consulate General Marseille

Street Address: 12 Boulevard Paul Peytral

*Mailing Address from the U.S.: c/o American Embassy Paris,
APO AE 09777*

Tel: 011-33-491-549-200 Fax: 011-33-491-550-947

American Consulate General Strasbourg

Street Address: 15 Avenue d'Alsace

*Mailing Address from the U.S.: c/o American Embassy Paris,
Unit 21551 APO AE 09777*

Tel: 011-33-88-35-31-04 Fax: 011-33-88-24-06-95

FRENCH GUIANA

Official or national language(s): French

Other languages spoken: Arawak, Carib, Chinese, Emerillon,
French Guianese Creole, Caribbean Javanese, Palikúr, Wayampi,
Wayana, Arabic, Aukan, Haitian Creole French, Hmong,
Saramaccan

*No embassy – French Guiana is an overseas Department of
France.*

THE BUSINESS TRANSLATOR

FRENCH POLYNESIA

Official or national language(s): French, Tahitian

Other languages spoken: Austral, Chinese, Mangareva, Marquesan, Rapa, Tahitian, Tuamotuan

No separate embassy – French Polynesia is an Overseas Territory of France, and U.S. interests are represented by the U.S. Embassy in Fiji.

GABON

Official or national language(s): French

Other languages spoken: Fang, Myene, Njemi, Punu and 36 other languages.

Embassy of the United States, Libreville, Gabon

Bld. De la Mer, B.P. 4000, Libreville Gabon

Tel: (241) 76.20.03 or (2004/1241) After Hours: (241) 74-34-92 Fax: (241) 74.55.07

GAMBIA

Official or national language(s): English

Other languages spoken: Mandinka, Pulaar, Soninke, Wolof and 5 other languages.

U.S. Diplomatic Mission to Gambia - Banjul

Fajara, Kairaba Ave., P.M.B. 19, Banjul

Tel (220) 392-856, 392-858, 391-970, 391-971 Fax 392-475

GEORGIA

Official or national language(s): Georgian

Other languages spoken: Armenian, Azeri, Russian, Abkhaz

THE BUSINESS TRANSLATOR

American Embassy Tbilisi

Street Address: 25 Atoneli

*Mailing Address: U.S. Dept. of State (Tbilisi), Washington, D.C.
20521-7060*

Tel: 011-995-32-98-9967/68 Fax: 011-995-32-93-3759

GERMANY

Official or national language(s): German

Other languages spoken: Danish, Polish, Saxon, Turkish and many others

American Embassy Bonn

Street Address: Deichmanns Ave 29

Mailing Address.: Unit 21701 Box 53170 Bonn

APO AE 09080 PSC 117

Tel: 011-49-228-339-2895 Fax: 011-49-228-334-649

American Embassy Office Berlin

Street Address: Neustaedtische Kirchstrasse 4-5, 10117 Berlin

Mailing Address: Unit 10117, APO AE 09235-5500

Tel: 011-49-30-238-5174 Fax: 011-49-30-238-6290

U.S. Commercial Office Düsseldorf

Willi-Becker-Allee 10, 40227 Düsseldorf

Street Address: Emmanuel Lutz Str. 1B

Mailing Address: Unit 21701 Box 30

APO AE 09080

Tel: 011-49-211-788-8927 Fax: 011-49-211-788-8938

American Consulate General Frankfurt

Street Address: Platenstrasse 1, 60320 Frankfurt/Main

Mailing Address: PSC 115, APO AE 09213-0115

Tel: 011-49-69-956-79-013 Fax: 011-49-69-561-114

THE BUSINESS TRANSLATOR

American Consulate General Hamburg

Street Address: Alsterufer 27/28, 20354

*Mailing Address: U.S. Dept. of State (Hamburg), Washington,
D.C. 20521-5180*

Tel: 011-49-40-4117-1304 Fax: 011-49-40-410-6598

American Consulate General Leipzig

Street Address: Wilhelm-Seyfferth-Strasse 4, 04107 Leipzig

Mailing Address: PSC 120, Box 1000, APO AE 09265

Tel: 011-49-341-213-8421 Fax: 011-49-341-213-8441

American Consulate General Munich

*Street Address: Königinstraße 5, 80539 Munich, Federal
Republic of Germany*

Mailing Address: APO AE 09178

Tel: 011-49-89-2888-748 Fax: 011-49-89-285-261

GHANA

Official or national language(s): English, Akan, Éwé, Ga,
Nzema, Dagbani, Dagaare, Kasem

Other languages spoken: Frafia, Buli, Kusaal, Sisaata, Gonja,
Abron, Dangme, Konkomba, Wasa and 62 other languages

U.S. Diplomatic Mission to Ghana - Accra

Ring Road East -- P.O. Box 194

Tel [233] (21) 775-348, Annex Tel 776-601, Fax 776-008

Website: <http://www.usembassy.org.gh>

GIBRALTER

Official or national language(s): English

Other languages spoken: Spanish, Arabic

No embassy – Gibraltar is a dependency of the U.K.

THE BUSINESS TRANSLATOR

GREECE

Official or national language(s): Greek

Other languages spoken: Pontic, Romany(Gypsy), Romanian, Turkish, Albanian

American Embassy Athens

Street Address: 91 Vasilissia Sophias Blvd.

Mailing Address from the U.S.: PSC 108 APO AE 09482

Tel: 011-30-1-729-4302 Fax: 011-30-1-721-8660

GREENLAND

Official or national language(s): Danish, Greenlandic Inuktitut

See Denmark for embassies – Greenland is a self-governing dependency of Denmark.

GRENADA

Official or national language(s): English

Other languages spoken: Lesser Antillean Creole French, Windward Caribbean Creole English

U.S. Diplomatic Mission to Grenada - St. George's

P.O. Box 54, St. George's, Grenada, W.I.

Tel [473] 444-1173/6 Fax 444-4820.

E-mail: usemb-gd@caribsurf.com

GUADALOUPE

Official or national language(s): French

Other languages spoken: Lesser Antillean Creole French, Virgin Islands Creole English

No separate embassy – go to Barbados. Guadeloupe is an Overseas Department of France..

THE BUSINESS TRANSLATOR

GUAM

Official or national language(s): Chamorro, English

No embassy – Guam is a territory of the U.S.

GUATEMALA

Official or national language(s): Spanish

Other languages spoken: Cakchiquel, Jacalteco, Kanjobal – total number of languages for Guatemala is 54.

Embassy of the United States

Avenida Reforma 7-01, Zona 10, Guatemala Ciudad, Guatemala

Tel : (502) 331-1541/5 Fax : (502) 334-8477

GUINEA

Official or national language(s): Fuuta Jalon, French

Other languages spoken: Kissi, Kpelle, Maninka, Susu, Toma and 26 other languages.

U.S. Diplomatic Mission to Guinea – Conakry

rue KA 038, B.P. 603

Tel [224] 41-15-20, 41-15-21, or 41-15-23 Fax 41-15-22

AMB cellular Tel [224] 21-86-26

E-mail addresses: amemconakry.adm@eti-bull.net;

amemconakry.cons@etibull.net.

Website: www.eti-bull.net/usembass

GUINEA-BISSAU

Official or national language(s): Portuguese

Other languages spoken: Crioula, Mandinka, Pulaar, and 16 other languages.

No embassy. The US Embassy suspended operations on June 14, 1998 because of violence within the country.

THE BUSINESS TRANSLATOR

GUYANA

Official or national language(s): English

Other languages spoken: Guyanese Creole English, Caribbean Hindustani and 10 other languages.

U.S. Diplomatic Mission to Guyana – Georgetown

*100 Young and Duke Streets, Kingston, Georgetown, Guyana --
P.O. Box 10507*

Tel [592] (2) 54900-9, and 57961-3, Fax 58497 and 57968

Website: www.usembguyana.com

HAITI

Official or national language(s): French, Haitian Creole French

Other languages spoken: Haitian Vodoun Culture Language

Embassy of the United States of America

5, Boulevard Harry S Truman

Telephone [509] 222-0200, 222-0354, 222-0269, 222-0327

Fax [509] 223-1641 or 222-0200 ext. 460

- Hours: Monday - Friday, 7:00 a.m. - 3:30 p.m.

- After Hours (Emergencies Only): Tel. [509] 223-0955, 222-0200

HONDURAS

Official or national language(s): Spanish

Other languages spoken: Garífuna, Miskito and 8 other languages

Embajada de los Estados Unidos de América

*Avenida La Paz Apartado, Postal No. 3453, Tegucigalpa,
Honduras*

Tel : (504) 236-9320, (504) 238-5114 Fax : (504) 236-9037

HONG KONG (part of CHINA)

Official or national language(s): see China

Other languages spoken: see China

THE BUSINESS TRANSLATOR

*American Consulate General Hong Kong
Street Address: 26 Garden Road 17th Floor
Mailing Address: PSC 464 Box 30
FPO AP 96522-0002
Tel: 011-85-22-521-1467 Fax: 011-85-22-845-9800*

HUNGARY

Official or national language(s): Hungarian
Other languages spoken: German, Romany(Gypsy), Romanian, Ukrainian,etc.

*American Embassy Budapest
Street Address: V. Szabadsag Ter 7
Mailing Address: U.S. Dept. of State (Budapest), Washington,
D.C. 20521-5270
Tel: 011-36-1-302-6100 Fax: 011-36-1-302-0089 or 0091*

ICELAND

Official language: Icelandic

*The Embassy of the United States of America
Laufasvegur 21, 101 Reykjavik, Iceland
Telephone: +354 5629100 Fax: +354 5629123
E-mail on consular issues: consularreykja@state.gov
E-mail on commercial issues: econ-comm@usa.is
E-mail on general information: public-affairs@usa.is
E-mail on technical issues: webmaster@usa.is*

INDIA

Official or national languages: English, Assamese, Bengali, Gujarati, Hindi, Kannada, Kashmiri, Malayalam, Marathi, Oriya, Panjabi, Sanskrit, Sindhi, Tamil, Telugu, Urdu (All of these are official languages!)

Other languages spoken: Besides the 16 official languages, there are 371 other languages spoken in India.

THE BUSINESS TRANSLATOR

American Embassy New Delhi

Street Address: Shanti Path, Chanakyapuri 110021

Mailing Address: U.S. Dept. of State (New Delhi), Washington, DC 20521-9000

Tel: 011-91-11-611-3033 Fax: 011-91-11-419-0025

Commercial Office, US&FCS Bangalore

Street Address: W-202, 2nd Floor, West Wing, Sunrise

Chambers 22 Ulsoor Road,

Bangalore 560 042

Tel: 011-91-80-558-1452 Fax: 011-91-80-558-3630

American Consulate General Calcutta

Street Address: 5/1 Ho Chi Minh Sarani, Calcutta 700071

Mailing Address: U.S. Dept. of State (Calcutta), Washington, DC 20521-6250

Tel: 011-91-33-242-1074 Fax: 011-91-33-242-2335

American Consulate General Chennai

Street Address: 220 Mount Road, Chennai 600006

Mailing Address: U.S. Dept. of State (Chennai), Washington, DC 20521-6260

Tel: 011-91-44-827-7542 Fax: 011-91-44-827-0240

American Consulate General Mumbai (Formerly Bombay)

Street Address: 4, New Marine Lines, Mumbai 400020

Mailing Address: U.S. Dept. of State (Bombay), Washington, DC 20521-6240

Tel: 011-91-22-265-2511 Fax: 011-91-22-262-3851/3850

INDONESIA

Official or national language(s): Indonesian

Other languages spoken: Bali, Betawi, Javanese, Chinese dialects, Madura, Sunda, Banjar, Sasak, Aceh, Bataki, Malay, Minangkabau, Rejang, Bugis, etc, etc, etc. There are a total of 726 languages spoken in Indonesia.

THE BUSINESS TRANSLATOR

American Embassy Jakarta

Street Address: Medan Merdeka Selatan 5

Mailing Address: Box 1 APO AP 96520

Tel: 011-62-21-344-2211 Fax: 011-62-21-385-1632

U.S. Commercial Center Jakarta

Street Address: World Trade Center Wisma Metropolitan II

3rd Floor Jalan Jenral Sudiman 29-31, Jakarta 12920

Tel: 011-62-21-526-2850 Fax: 011-62-21-526-2855

American Consulate General Surabaya

Street Address: Jalan Raya Dr. Sutomo 33, Box 18131

Mailing Address: APO AP 96520

*Tel: 011-62-31-561923/5676880 Fax: 011-62-31-567
7748/5674492*

IRAN

Official or national language(s): Western Farsi

Other languages spoken: Aimaq, Armenian, Azerbaijani(Azeri), Balochi, Gilaki, Kurdi, Luri, Mazanderanit, Qashqa'i, Turkmen and over 50 other languages.

No embassy – Go to the Swiss embassy if necessary.

The U.S. Interests Section at the Swiss Embassy

Africa Avenue, West Farzan Street, no. 59, Tehran.

Local Tel: 878-2964 and 879-2364 Fax 877-3265.

Workweek: Sunday through Thursday

Public service hours: 8:00 a.m. - 11:00 a.m.

IRAQ

Official or national language(s): Arabic, Kurdi

Other languages spoken: Azerbaijani, Farsi. Total number of languages for Iraq is 23.

No embassy. The US has an Interests Section in the Polish

Embassy in Baghdad; address: P. O. Box 2051 Hay Babel,

Baghdad; Tel: [964] (1) 718-9267; Fax: [964] (1) 718-9297

THE BUSINESS TRANSLATOR

IRELAND

Official or national language(s): Irish Gaelic, English

Other languages spoken: Scots, Shelta

American Embassy Dublin

Street Address: 42 Elgin Rd., Dublin 4

*Mailing Address: U.S. Dept. of State (Dublin), Washington, DC
20521-5290*

*Telephone: 011-353-1-668-8777/7122 Fax: 011-353-1-668-
9946*

ISRAEL

Official or national language(s): Hebrew, Standard Arabic,
English

Other languages spoken: Amharic, Bukharic, Dzhidi, Russian,
Yiddish and 28 other languages

American Embassy Tel Aviv

Street Address: 71 Rehov, Tel Aviv 63432

Mailing Address: PSC 98, Box 100, APO AE 09830

Tel: 011-972-3-519-7327 Fax: 011-972-3-510-7215

ITALY

Official or national language(s): Italian, French (regional),
Standard German (regional), Serbo-Croatian (regional)

Other languages spoken: Emiliano-Romagnolo, Friulian,
Ligurian, Lombard, Napoletano-Calabrese, Piemontese,
Sardinian, Sicilian, Venetian, etc. There are a total of 32
languages spoken in Italy.

American Embassy Rome

Street Address: Via Veneto 119/A

Mailing Address: PSC 59 APO AE 09624

Tel: 011-39-6-46741 Fax: 011-4674-2113

THE BUSINESS TRANSLATOR

American Consulate General Florence

Street Address: Lungarno Amerigo Vespucci 38

Mailing Address: APO AE 09624

Tel: 011-39-55-211-676 Fax: 011-39-55-283-780

American Consulate General Genoa

Street Address: Banca d'America e d'Italia, Building Piazza Portello

Mailing Address: PSC 59 Box G, APO AE 09624

Tel: 011-39-10-247-1412 Fax: 011-39-10-290-027

American Consulate General Milan

Street Address: Via Principe Amerdeo 2/10, 20121 Milano

Mailing Address: PSC 59 Box M, APO AE 09624

Tel: 011-39-2-6592-260 Fax: 011-39-2-6592-561

American Consulate General Naples

Street Address: Piazza della Repubblica

Mailing Address: PSC 810 Box 18, FPO AE 09619-0002

Tel: 011-39-81-761-1592 Fax: 011-39-81-761-1869

IVORY COAST (See CÔTE D'IVOIRE)

JAMAICA

Official or national language(s): English

Other languages spoken: Southwestern Caribbean Creole

English (called Patois by Jamaican speakers)

American Embassy Kingston

Street Address: Jamaica Mutual Life Center 2, Oxford Road 3rd Floor, Kingston 5

Mailing Address: U.S. Dept. of State (Kingston), Washington DC 20521-3210

Tel: 1-876-926-8115 Fax: 1-809-920-2580

THE BUSINESS TRANSLATOR

JAPAN

Official or national language(s): Japanese

Other languages spoken: Korean, Okinawan, and 11 other languages

American Embassy Tokyo

Street Address: 1-10-5 Akasaka, 1-chome Minato-ku (107)

Mailing Address: Unit 45004 Box 204, APO AP 96337-5004

Tel: 011-81-3-3224-5060 Fax: 011-81-3-3589-4235

Trade Center Tokyo

Street Address: 7th Fl., World Import Mart 1-3, Higoshi

Ikebukuro 3-chome Toshima-ku, Tokyo 170

Mailing Address: Unit 45004 Box 258, APO AP 96337-0001

Tel: 011-81-3-3987-2441 Fax: 011-81-3-3987-2447

American Consulate Fukuoka

Street Address: 5-26 Ohori 2-chome, Chuo-ku Fukuoka-810

Mailing Address: Box 10, FPO AP 98766

Tel: 011-81-92-751-9331 Fax: 011-81-92-713-9222

American Consulate Nagoya

*Street Address: 10-33 Nishiki 3-chome Naka-ku, Nagoya 460,
Japan*

*Mailing Address: c/o AmEmbassy Tokyo Unit 45004, Box 280
APO AP 96337-0001*

Tel: 011-81-52-203-4277 Fax: 011-81-52-201-4612

American Consulate General Osaka-Kobe

Street Address: 11-5, Nishitnma 2, Chrome Kita-Ku Osaka (530)

Mailing Address: Unit 45004 Box 239 APO AP 96337-0002

Tel: 011-81-6-315-5957 Fax: 011-81-6-315-5963

American Consulate Sapporo

Street Address: Kita 1-Jo Nishi 28-chome, Chuoku Sapporo 064

Mailing Address: APO AP 96337-0003

Tel: 011-81-11-641-1115 Fax: 011-81-11-643-1283

THE BUSINESS TRANSLATOR

JORDAN

Official or national languages: Standard Arabic

Other languages spoken: other dialects of Arabic, Adyghe, Armenian, Chechen, Domari (Middle Eastern Gypsy).

U.S. Diplomatic Mission to Jordan - Amman

P.O. Box 354, Amman 11118 Jordan -- APO AE 09892-0200

Tel [962] (6) 592-0101, direct line to Post 1 [962] (6) 592-2500

Fax 592-0163

Website: <http://www.usembassy-Amman.org.jo>

KAZAKHSTAN

Official or national language(s): Kazakh

Other languages spoken: German, Ili Turki, Plautdietsch, Sinte Romani, Uyghur

American Embassy Almaty

Street Address: 99/97 Furmanova, Street Almaty 480012

Mailing Address: U.S. Dept. of State (Almaty), Washington, D.C. 20521-7030

Tel: 011-7-3275-81-15-77 Fax: 011-7-3275-81-15-76

KENYA

Official or national language(s): Swahili, English

Other languages spoken: Bukusu, Digo, Embu, Gikuyu, Giriyama, Kalenjin, Kamba, Luo, Luyia, Maasai, Meru, Somali, Tswana and about 45 other languages

American Embassy Nairobi

Street Address: Moi/Haile Selassie Ave.

Mailing Address: P.O. Box 30137, Unit 64100 APO AE 09831

Tel: 011-254-2-212-354 Fax: 011-254-2-216-648

THE BUSINESS TRANSLATOR

KIRIBATI

Official or national language(s): English, Kiribati

No separate embassy – see Marshall Islands

KOREA, NORTH

Official or national language(s): Korean

No embassy - Swedish Embassy in P'yongyang represents the US as consular protecting power

The Embassy of Sweden is located in the Munsu-Dong District, P'yongyang.

Tel. (850-2) 381-7908; Fax (850-2) 381-7258

(These are frequently out of order because of poor telecommunications in North Korea).

KOREA, SOUTH

Official or national language(s): Korean

American Embassy Seoul

Street Address: 82 Sejong-Ro, Chongro-Ku

Mailing Address: Unit 15550, APO AP 96205-0001

Tel: 011-82-2-397-4535 Fax: 011-82-2-739-1628

KOSOVO (Part of Serbia)

Official or national language(s): Serbo-Croatian

U.S. Office

Arberia/Dragodan, Nazim Hikmet 30, Pristina, Kosovo

Tel: + 381 38 549 516 Fax: + 381 38 549 890

KUWAIT

Official or national language(s): Standard Arabic

Other languages spoken: Arabic dialects, Mehri

THE BUSINESS TRANSLATOR

American Embassy Kuwait

Workweek: Saturday-Wednesday

*Street Address: Al Masjeed Al Aqsa Street Plot 14, Block 14,
Bayan Plan 3602*

Mailing Address: Unit 6900 Box 10, APO AE 09880-9000

Tel: 011-965-539-6362/5307 Fax: 011-965-538-0281

KYRGYZSTAN

Official or national language(s): Kirghiz

Other languages spoken: Dungan

U.S. Diplomatic Mission to Kyrgyzstan – Bishkek

171 Prospect Mira, Bishkek 720016, The Kyrgyz Republic

*Tel [996] (312) 551-241, [996] (517) 777-217, Fax [996] (312)
551-264*

*Night/emergency numbers [996] (312) 551-262 (postone-
marines)*

LAOS

Official or national language(s): Lao

Other languages spoken: Khmu, Tai Nüa, Sô, Phuan, Phu Thai,
and 76 other languages.

U.S. Diplomatic Mission to Laos - Vientiane

rue Bartholonie, P.O. 114 -- Box V, APO AP 96546

*Tel [856] (21) 212581/582/585, afterhours Tel 212581, Fax
212584*

LATVIA

Official or national language(s): Latvian

Other languages spoken: Romani (Gypsy), Yiddish, Liv

U.S. Diplomatic Mission to Latvia – Riga

Raina Boulevard 7, LV-1510, Riga, Latvia

*Tel [371] 721-0005, afterhours Tel [371] 722-2349, Fax 782-
0047*

THE BUSINESS TRANSLATOR

LEBANON

Official or national language(s): Standard Arabic, French
Other languages spoken: Arabic dialects, Armenian

U.S. Diplomatic Mission to Lebanon - Beirut
Antelias -- P.O. Box 70-840, or PSC 815, Box 2, FPO AE 09836-0002
Tel [961] (4) 543-600, 542-600, 544-130/131/133, Fax 544-136

LESOTHO

Official or national language(s): South Sotho, English

U.S. Diplomatic Mission to Lesotho – Maseru
P.O. Box 333, Maseru 100 Lesotho
Tel [266] 312-666 Fax 310-116
E-mail: amles@lesoff.co.za

LIBERIA

Official or national language(s): English
Other languages spoken: Bassa, Dan, Gola, Kisi, Klao, Kpelle, Liberian English, Loma, Mano and 19 other languages.

U.S. Diplomatic Mission to Liberia – Monrovia
111 United Nations Dr., P.O. Box 10-0098, Mamba Point
Tel [231] 226-370-380, Front Office 220-150; Fax 226-148,
Front Office 226-154

LIBYA

Official or national language(s): Standard Arabic
Other languages spoken: Libyan Arabic, Awjilah, Domari, Ghadamès, Nafusi, Sawknah, Tahaggart Tamahaq

No embassy since May 2, 1980. No other representation at all.

THE BUSINESS TRANSLATOR

LIECHTENSTEIN

Official or national language(s): Standard German

Other languages spoken: Alemannisch, Walser

No separate embassy – see Switzerland.

LITHUANIA

Official or national language(s): Lithuanian

Other languages spoken: Karaim, Romany (Gypsy)

United States Embassy

2600 Akmenu 6, Vilnius, Lithuania

Tel: (370-2) 665500 Fax: (370-2) 665510

Email: mail@usembassy.lt

LUXEMBOURG

Official or national language(s): French, Standard German,
Luxembourgeois

U.S. Diplomatic Mission to Luxembourg – Luxembourg

22 Blvd. Emmanuel-Servais, 2535 Lembourg

*Official mail: name/office, American Embassy Luxembourg, Unit
1410, APO AE 09126-1410*

*Personal mail: name, American Embassy Luxembourg, PSC 9,
Box 9500, APO AE 09123*

Tel [352] 460123 Fax 46 14 01

MACEDONIA

Official or national language(s): Macedonian

Other languages spoken: Adyge, Albanian, Turkish, Romany
(Gypsy), Romanian, Serbo-Croatian

Embassy of the United States, Skopje, Macedonia

bul. Ilinden bb 1000, Skopje, Macedonia

Tel: +389 2 116 180 Fax: +389 2 117 103

Email: irc@usembassy.mpt.com.mk

THE BUSINESS TRANSLATOR

MADAGASCAR

Official or national language(s): Malagasy, French

Other languages spoken: Bushi, Comorian

*U.S. Diplomatic Mission to the Republic of Madagascar –
Antananarivo*

*14 & 16, rue Rainitovo Antsahavola Antananarivo 101, Republic
of Madagascar*

*Tel [261] (20) 22 21257 or (20) 22 20956, Cellular [261] 030 23
80900, Fax (20) 22 34539*

MALAYSIA

Official or national language(s): Malay

Other languages spoken: Chinese dialects, Iban, Banjar, Dusun,
Javanese, Tausug, and many others. The total language count
for Malaysia is 139.

American Embassy Kuala Lumpur

Street Address: 376 Jalan Tun Razak

Mailing Address: APO AP 96535-5000

Tel: 011-603-457-2724 Fax: 011-603-242-1866

MALAWI

Official or national language(s) : Nyanja (Chewa), Tumbuka,
English

Other languages spoken: Afrikaans, Kachchi, Kokola, Lambya,
Lomwe, Mpoto, Ngoni, Nyakyusa-Ngonde, Malawi Sena,
Kitonga, Yao, Zulu

U.S. Diplomatic Mission to Malawi - Lilongwe

P.O. Box 30016, Lilongwe 3, Malawi

Tel [265] 783-166, Telex 44627, Fax 780-471, access code 835

THE BUSINESS TRANSLATOR

MALDIVES

Official or national language(s) : Maldivian (Divehi)

No separate embassy – attributed to the embassy in Sri Lanka.

MALI

Official or national language(s) : Bamanankan, Bomu, Bozo, Dogoso, Fulfulde, Hasanya, Mamara, Maninkakan, Soninke, Sonoy, Syenara, Tamasayt, Xaasongaxanno, French
Other languages spoken : Arabic and 25 other languages

*U.S. Diplomatic Mission to Mali - Bamako
rue Rochester NY and rue Mohamed V, B.P. 34
Tel [223] 22-54-70, afterhours Tel 22-38-33, Telex 2448
AMEMB MJ, Fax 223712
Email: ipc@usa.org.ml*

MALTA

Official or national language(s) : Maltese, English

*U.S. Diplomatic Mission to Malta - Valletta
3rd Fl., Development House, St. Anne St., Floriana, Malta -- P.O.
Box 535, Valletta
Tel [356] 235-960, Fax (EXO) [356] 223-322
Email: usembassy@kemmumet.net.mt*

MARSHALL ISLANDS

Official or national languages: Marshallese
Other languages spoken: English

*U.S. Embassy Majuro
P.O. Box 1379
Majuro, MH 96960
Tel: (692) 247-4011 Fax: (692) 247-4012*

MARTINIQUE

THE BUSINESS TRANSLATOR

Official or national language(s): French

Other languages spoken: Lesser Antillean Creole French

No embassy – this is an Overseas Department of France.

MAURITANIA

Official or national language(s) : Arabic

Other languages spoken: Hassaniyya, Imeraguen, Pulaar, Soninke, Wolof, Zenaga

U.S. Diplomatic Mission to Mauritania - Nouakchott

rue Abdallaye, Nouakchott, B.P. 222

Tel (222) 25-26-60, 25-26-63, 25-11-41 or 25-11-45, Fax 25-15-92

Email: aemnouak@opt.mr

MAURITIUS

Official language(s): English

Other languages spoken: Bhojpuri, French, Morisyen, Tamil, Urdu

U.S. Diplomatic Mission to Mauritius - Port Louis

Rogers House (4th Fl.), John Kennedy St.

Int'l. mail: P.O. Box 544, Port Louis, Mauritius

U.S. mail: Am. Emb., Port Louis, Dept. of State, Wash., D.C. 20521-2450

Tel [230] 208-2347, 208-2354, 208-9763 thru 9767, Fax 208-9534

Email: usembass@intnet.mu

This mission is also responsible for Comoros and Seychelles.

MAYOTTE

THE BUSINESS TRANSLATOR

Official or national language(s): French
Other languages spoken: Bushi, Comorian, Swahili

No U.S. embassy – Mayotte is a territorial collectivity of France.

MEXICO

Official or national language(s): Spanish
Other languages spoken: Dialects of Chinanteco, Mayan, Mazahua, Mazateco, Mixe, Mixteco, Nahuatl, Otomí, Tarahumara, Zapoteco and many other American Indian languages. The total number of languages spoken in Mexico is 288.

American Embassy Mexico

Street Address: Paseo de la Reforma 305, Colonia Cuauhtemoc, 06500 Mexico, D.F. Mexico

Mailing Address: P.O. Box 3087 Laredo, TX 78 044-3087

Tel: 011-52-5-209-9100 Fax: 011-52-5-207-8837

U.S. Trade Center Mexico

Street Address: Liverpool 31, Co. Juarez, 06600 Mexico, D.F. Mexico

Mailing Address: P.O. Box 3087 Laredo, TX 78044-3087

Tel: 011-52-5-591-0155 Fax: 011-52-5-566-1115

American Consulate General Guadalajara

Street Address: Progreso 175, Jallisco C.P. 44100

Mailing Address: P.O. Box 3088 Laredo, TX 78044-3098

Tel: 011-52-3-825-2700, X371/52-3-827-0258 Fax: 011-52-3-826-3576

American Consulate General Monterrey

Street Address: Ave. Constitucion 411 Pte., Monterrey NL 64000 Mexico

Mailing Address: P.O. Box 3098 Laredo, TX 78044-3098

Tel: 011-52-83-45-2120 Fax: 011-52-83-45-5172/343-4440

MICRONESIA

THE BUSINESS TRANSLATOR

Official or national language(s): Chuuk, Kosraean, Ponapean, Yapese, English

Other languages spoken: Kapingamarangi, Mokilese, Mortlockese, Namonuito, Ngatik Men's Creole, Nukuoro, Pááfang, Pingelapese, Puluwatase, Satawalese, Ulithian, Woleaian

U.S. Diplomatic Mission to the Federated States of Micronesia - Kolonia

*P.O. Box 1286, Pohnpei, Federated States of Micronesia 96941
Tel [691] 320-2187 Fax 320-2186*

MIDWAY ISLANDS

Official or national language(s): English

No embassy – U.S. possession

MOLDAVA

Official or national language(s): Moldavan Romanian

Other languages spoken: Bulgarian, Gagauz, Romany(Gypsy)

U.S. Diplomatic Mission to Moldova - Chisinau

Strada Alexei Mateevici, No. 103, 2009

Tel [373] (2) 233-772, afterhours Tel 237-345, Fax 233-044

Email: chisinau@amemb.mldnet.com. Email:

angel.ac@owh.moldnet.md.

State Dept. email: clo33123@state.gov

MONACO

Official or national language(s): French

Other languages spoken: Ligurian, Provençal

No separate embassy. U.S. interests in Monaco are overseen by US Consul General in Marseille, France.

MONGOLIA

THE BUSINESS TRANSLATOR

Official or national language(s): Halh Mongolian
Other languages spoken: Kalmyk-Oirat, Kazakh and 9 other languages.

*U.S. Embassy, Ulaanbaatar, Mongolia
(Located in the north-east part of Ikh Toiruu (Big Ring) Road,
near the Tuul River)*

*P.O. Box 1021, Ulaanbaatar-13, MONGOLIA
Tel: (976-11) 99114168 Fax: (976-11) 320776
Website: <http://us-mongolia.com>*

MOROCCO

Official or national language(s): Standard Arabic
Other languages spoken: dialects of Arabic, Spanish, Tachelhit, Tamazight, Tarafit

*International Mailing Address: Embassy of the United States of
America, Rabat*

*2 Avenue de Mohamed El Fassi, Rabat, Morocco
APO Address : Embassy, PSD 74 Box 021, APO AE 09718
Tel: (212 37) 76-22-65 Fax: (212 37) 76-56-61
After-hours telephone: (212 37) 76-96-39*

*Consulate General of the United States of America, Casablanca
8 Boulevard Moulay Youssef*

*Casablanca, Morocco
Tel: (212 22)-26-45-50 Fax: (212 22)-20-41-27*

MONTserrat

Official or national language(s): English
Other languages spoken: Leeward Caribbean Creole English

No embassy. Montserrat is an overseas territory of the U.K.

MOZAMBIQUE

THE BUSINESS TRANSLATOR

Official or national language(s): Portuguese

Other languages spoken: Chopi, Chuwabo, Gitonga, Lomwe, Makhuwa, Nyanja, Ronga, Sena, Tshwa, Tsonga and 28 other languages

U.S. Diplomatic Mission to Mozambique - Maputo

Avenida Kenneth Kaunda 193 -- P.O. Box 783

Tel [258] (1) 49-27-97, afterhours Tel 49-07-23, Telex 6-143

AMEMB MO, Fax 49-01-14

Email: usacomm@mail.tropical.co.mz

MYANMAR

Official or national language(s): Burmese

Other languages spoken: Arakanese, Chin, Karen, Palaung, Shan, and many others. The total number of languages listed for Myanmar (formerly Burma) is 107.

U.S. Diplomatic Mission to Burma

Rangoon, 581 Merchant St. (GPO 521)

Tel: [95] (1) 282055, 282182 Fax: [95] (1) 280409

Email: Embassy.info-rangoon@dos.us-state.gov

NAMIBIA

Official or national language(s): English

Other languages spoken: Herero, Kwanyama, Nama, Ndonga, and 24 other languages.

U.S. Diplomatic Mission to Namibia – Windhoek

Ausplan Building, 14 Lossen St., Private Bag 12029

Ausspannplatz, Windhoek, Namibia

Tel [264] (61) 221-601, Fax 229-792

Website: www.usemb.org.na

NAURU

THE BUSINESS TRANSLATOR

Official or national language(s): Nauruan, English

Other languages spoken: Chinese, Pidgin, English

No separate embassy – U.S. Embassy in Fiji takes care of Nauru as well.

NEPAL

Official or national language(s): Nepali, Gurung

Other languages spoken: Bhojpuri, Maithili, Newari, Tamang, Tharu, Tibetan, and many others. Total number of spoken languages for Nepal is 119.

U.S. Embassy,

Panipokhari, Kathmandu, Nepal

Tel: +977 1 411179 Fax: +977 1 419963

Email : amemb@cons.col.com.np

NETHERLANDS

Official or national language(s): Dutch, West Frisian, Drents, Gronings, Westerwolds

Other languages spoken: Romany (Gypsy), Vlaams, and 8 other languages.

American Embassy The Hague

Street Address: Lange Voorhout 102

Mailing Address: PSC 71 Box 1000, APO AE 09715

Tel: 011-31-70-310-9417 Fax: 011-31-70-363-2985

American Consulate General Amsterdam

Street Address: Museumplein 19

Mailing Address: Box 1000, APO AE 09715

Tel: 011-31-20-575-5351 Fax: 011-31-20-575-5350

NETHERLANDS ANTILLES

THE BUSINESS TRANSLATOR

Official or national language(s): Dutch

Other languages spoken: English, Papiamentu, Virgin Islands Creole English

U.S. Diplomatic Mission to Netherlands Antilles – Curacao

J.B. Gorsiraweg #1 -- P.O. Box 158, Willemstad, Curacao

Tel [599] (9) 461-3066, Fax 461-6489, Duty Tel 560-6870

Email: cgcuraco@interneeds.net

Aruba (INS), Queen Beatrix Airport, Oranjestad, Aruba, Tel.

[297] (8) 31316, Fax 31665

NEW CALEDONIA

Official language(s): French

Other languages spoken: Dehu, Javanese, and 35 other languages

See Fiji for responsible U.S. Embassy.

NEW ZEALAND

Official language(s): English, Maori

Other languages spoken: Pitcairn-Norfolk

American Consulate General Auckland

Street Address: 4th Floor Yorkshire General Bldg, Shortland and O'Connell Streets

Mailing Address: PSC 467 Box 99, FPO AP 96531-1099

Tel: 011-649-303-2038 Fax: 011-649-302-3156

American Embassy Wellington

Street Address: 29 Fitzherbert Terr., Thorndon

Mailing Address: PSC 467 Box 1, FPO AP 96531-1001

Tel: 011-644-472-2068 Fax: 011-644-471-2380

NICARAGUA

THE BUSINESS TRANSLATOR

Official or national language(s): Spanish
Other languages spoken: Garífuna, Mískito, North Central
American Creole English, Rama, Sumo Tawahka

American Embassy Managua
Street Address: Km 4 1/2 Carretera Sur
Mailing Address: P.O. Box 327; Unit 2713, Box 10
Tel: 011-505-268-0123 Fax: 011--505-266-9943

NIGER

Official or national language(s): Official – French, National -
Arabic, Fulfulde, Gourmanchéma, Hausa, Kanuri, Tamajaq,
Tubu, Zarma
Other languages spoken: Total number of languages listed for
Niger is 20.

U.S. Diplomatic Mission to Niger - Niamey
rue Des Ambassades, B.P. 11201
Tel [227] 72-26-61 thru 4, afterhours Tel 72-31-41, Fax 73-31-
67
Email: usemb@intnet.ne

NIGERIA

Official or national language(s): Edo, Efik, Adamawa Fulfulde,
Hausa, Idoma, Igbo, Yerwa Kanuri, Yoruba, English
Other languages spoken: 498 other languages

American Embassy Lagos
Street Address: 2 Eleke Crescent, Victoria Island
Mailing Address: U.S. Dept. of State (Lagos), Washington DC
20521-8300
Tel: 011-234-1-261-0078 X383 Fax: 011-234-1-261-9856

NIUE

THE BUSINESS TRANSLATOR

Official or national language(s): English

Other languages spoken: Niue (mother tongue of most inhabitants).

Niue is a self-governing territory of New Zealand – see New Zealand for Embassy.

NORFOLK ISLAND

Official language(s): English

Other languages spoken: Pitcairn-Norfolk

Norfolk Island is a territory of Australia – see Australia for Embassies.

NORTHERN MARIANA ISLANDS

Official language(s): Carolinian, Chamorro, English

Other languages spoken: Tanapag

No embassy – these islands are a commonwealth of the U.S.

NORWAY

Official or national language(s): Norwegian

Other languages spoken: Finnish, Romany (Gypsy), Saami (Lapp)

American Embassy Oslo

Street Address: Drammensveien 18

Mailing Address: PSC 69 Box 1000, APO AE 09707

Tel: 011-47-22-44-8550 Fax: 011-47-22-55-8803

OMAN

Official or national language(s): Standard Arabic

Other languages spoken: different dialects of Arabic, Balochi, Farsi, Harsusi, Hobyót, Jibbali, Kumzari, Luwati, Mehri

U.S. Diplomatic Mission to Oman - Muscat

THE BUSINESS TRANSLATOR

*P.O. Box 202, Code No. 115, Medinat Qaboos
Tel. [968] 698-989, afterhours Tel [968] 699-049
Email: aemctgnr@gto.net.om
Website: <http://www.usia.gov/posts/muscat/>*

PALAU

Official or national language(s): Palauan, English
Other languages spoken: Sonsorol, Tobian

*U.S. Diplomatic Mission to Palau – Koror
P.O. Box 6028, Republic of Palau 96940
Tel (680) 488-2920/2990, Fax 488-2911
Email: usembassykoror@palaunet.com*

PAKISTAN

Official or national language(s): Urdu, Sindhi, English
Other languages spoken: Balochi, Hindko, Koli, Panjabi, Pashto, Saraiki, Urdu, and many others. Total number of languages for Pakistan is 68.

*American Embassy Islamabad
Workweek: Sunday-Thursday
Street Address: Diplomatic Enclave, Ramna 5
Mailing Address: P.O. Box 1048, Unit 6220 APO AE 09812-2200
Tel: 011-92-51-826-161 Fax: 011-92-51-823-981*

*American Consulate General Lahore
Workweek: Sunday-Thursday
Street Address: 50 Shahrah-E-Bin Badees
Mailing Address: Unit 62216, APO AE 09812-2216
Tel: 011-92-42-636-5530 Fax: 011-92-42-630-4836*

PALESTINIAN WEST BANK AND GAZA

THE BUSINESS TRANSLATOR

Official or national language(s): Standard Arabic
Other languages spoken: dialects of Arabic, Domari (Middle Eastern Gypsy)

American Embassy, USAID

Mailing Address from US: PSC 98/ BOX 0026, APO AE 09830

Mailing Address from other countries and for courier deliveries: 71 HaYarkon Street, Tel Aviv, Israel

Tel: 972-3-511-4848 Fax: 972-3-511-4888

Email: wbg@usaid.gov

Website: [http:// www.usaid.gov/wbg](http://www.usaid.gov/wbg)

PANAMA

Official or national language(s): Spanish
Other languages spoken: Buglere, Hakka and Yue Chinese, Emberá, Kuna, Ngäbere, San Miguel Creole French, Southwestern Caribbean Creole English, Teribe, Woun Meu

American Embassy Panama

Street Address: Avenida Balboa Y Calle 38, Apartado 6959

Mailing Address: Unit 0945 APO AA 34002

Tel: 011-507-227-1777 Fax: 011-507-227-1713

PAPUA NEW GUINEA

Official or national language(s): Hiri Motu, Tok Pisin, English
Other languages spoken: 823 languages in all! Papua New Guinea is the most linguistically diverse area in the world.

U.S. Diplomatic Mission to Papua New Guinea - Port Moresby

Douglas St. -- P.O. Box 1492

Tel [675] 321-1455, Fax 321-3423

PARAGUAY

THE BUSINESS TRANSLATOR

Official or national language(s): Paraguayan Guaraní, Spanish
Other languages spoken: 18 other languages, most of them
American Indian languages.

The U.S. Embassy in Asuncion

*1776 Mariscal Lopez Avenue, Casilla Postal 402, Asunción,
Paraguay*

The APO mailing address is: Unit 4711, APO AA 34036-0001

Tel: 595 21 213-715 Fax: 595 21 213-728

PERU

Official or national language(s): Spanish, Quechua

Other languages spoken: 90 other American Indian languages

American Embassy Lima

Street Address: Ave. la Encalada Cuadro 17, Lima 33

Mailing Address: Unit 3780, APO AA 34031

Tel: 011-51-1-434-3040 Fax: 011-51-1-434-3041

PHILIPPINES

Official or national language(s) : Tagalog, English

Other languages spoken: Bicolano, Cebuano, Hiligaynon,
Ilocano, Manobo, Pampangan, Sama, and many others. There
are 169 languages spoken in the Philippines.

American Embassy Manila

Street Address: 1204 Roxas Blvd, Ermita 1000, Manila

Mailing Address: APO AP 96440

E-mail Address: OManila@doc.gov

Tel: 011-632-523-1001 Fax: 011-632-522-4361

PITCAIRN

THE BUSINESS TRANSLATOR

Official or national language(s) : English
Other languages spoken: Pitcairn-Norfolk

No embassy – Pitcairn is a British colony.

POLAND

Official or national language(s) : Polish
Other languages spoken: Belarusian, German, Kashubian,
Romany (Gypsy), Silesian, Ukrainian

American Embassy Warsaw

Street Address: Aleje Ujazdowskie 29/31

*Mailing Address: c/o AmConGen (WAW), Unit 1340, APO AE
09213-1340*

Tel: 011-48-2-628-3041 Fax: 011-48-2-628-8298

U.S. Trade Center Warsaw

Street Address: Aleje Jerozolimski 56C

IKEA Building, 2nd Floor 00-803 Warsaw

Tel: 011-48-2-621-4515 Fax: 011-48-2-621-6327

PORTUGAL

Official or national language(s): Portuguese
Other languages spoken: Asturian, Caló, Galician, Miranda do
Douro, Romany (Gypsy)

American Embassy Lisbon

Street Address: Avenida das Forças Armadas

Mailing Address: PSC 83 Box FCS, APO AE 09726

Tel: 011-351-1-727-5086 Fax: 011-351-1-726-8914

American Business Center Oporto

Street Address: Apartado No. 88, Rua Julio Dinis 826 3rd Floor

Mailing Address: c/o AmEmbassy Lisbon, APO AE 09726

Tel: 011-351-2-606-3094 Fax: 011-351-2-600-2737

PUERTO RICO

THE BUSINESS TRANSLATOR

Official or national language(s) : Spanish, English

No embassy – a self-governing part of the U.S.

QATAR

Official or national language(s) : Arabic

Other languages spoken: Western Farsi

U.S. Embassy, Qatar

P.O. Box 2399, Doha, Qatar

Tel: (974) 488-4101, Fax: (974) 488-4298

REUNION

Official or national language(s) : French

Other languages spoken: Réunion Creole French, Tamil

No embassy – Réunion is an Overseas Department of France.

ROMANIA

Official or national language(s) : Romanian

Other languages spoken: Bulgarian, Turkish, Hungarian and 10 other languages

American Embassy Bucharest

Street Address: Strada Tudor Arghezi 7-9

*Mailing Address: The Commercial Service U.S. Embassy,
(Bucharest-5260) C/O U.S. Department of State Washington,
D.C. 20521-5260*

Tel: 011-40-1-210-4042 Fax: 011-40-1-210-0690

RUSSIA

THE BUSINESS TRANSLATOR

Official or national language(s) : Russian
Other languages spoken: There are approximately 100 languages listed for Russian which include Aleut, Buriat, Yakut, Adyghe, Bashkir, Chechen, Chuvash, and Tatar.

American Embassy Moscow

Street Address: Novinsky Bulvar 19/23

Mailing Address: APO AE 09721

Tel: 011-7-502-224-1105 Fax: 011-7-402-224-1106

American Consulate General St. Petersburg

Street Address: Furshatskaya 15

Mailing Address: Box L APO AE 09723

Tel: 011-7-812-850-1902 Fax: 011-7-812-850-1903

American Consulate General Vladivostok

Street Address: Ulitsa Mordovtseva 12

Mailing Address: APO AE 09721

Tel: 011-7-4232-268-458 Fax: 011-7-4232-268-445

RWANDA

Official or national language(s) : Rwanda, English, French

U.S. Diplomatic Mission to Rwanda - Kigali

Bld. de la Revolution, B.P. 28

Tel: (250) 75601/2/3, (250) 72126, (250) 77147 Fax 419-710-9346

Afterhours, contact will be AMB res, 83219; DCM res. 75314; POL 75632; DIR res. 75981

Email: amembkigali@hotmail.com

SAMOA, INDEPENDENT STATE OF (WESTERN SAMOA)

Official or national language(s): Samoan, English

U.S. Diplomatic Mission to Samoa – Apia

THE BUSINESS TRANSLATOR

P.O. Box 3430, Apia

Tel [685] 21-631, afterhours Tel 23-617, Fax 22-030, Mobile Tel [685] 7-1776.

Email: usembassy@samoa.net

SAN MARINO

Official or national language(s) : Italian

Other languages spoken: Emiliano-Romagnolo

No separate embassy. The US Consul General in Florence (Italy) is accredited to San Marino.

SÃO TOMÉ E PRÍNCIPE

Official or national language(s) : Portuguese, Sãotomense, Principense

Other languages spoken: Angolar

No embassy. The Ambassador to Gabon is accredited to São Tomé e Príncipe on a nonresident basis and makes periodic visits to the islands.

SAUDI ARABIA

Official or national language(s): Arabic

American Consulate General – Dhahran, Saudi Arabia

P.O. Box 38955, Dhahran Airport 31942 Saudi Arabia

Tel: (966-3) 330-3200 Fax: (966-3) 330-0464

American Consulate General – Jeddah, Saudi Arabia

P.O. Box 149, Jeddah 21411

Tel: (966-2) 667-0080 Fax: (966-2) 660-2567

American Embassy, Riyadh

P.O. Box 94309, Riyadh 11693

Tel: (966-1)488-3800 Fax: (966-1) 488-7360

THE BUSINESS TRANSLATOR

SENEGAL

Official or national language(s) : Official – French, National - Jola-Fogny, Malinke, Mandinka, Pulaar, Serere-Sine, Soninke, Wolof

Other languages spoken: 28 other languages

U.S. Diplomatic Mission to Senegal – Dakar

B.P. 49, Avenue Jean XXIII

Tel [221] 823-4296 or 823-7384 Fax 822-2991

E-mail user last name and initials, i.e.: doejt@state.gov

SERBIA (See YUGOSLAVIA)

SEYCHELLES

Official or national language(s) : English, French

Other languages spoken: Seselwa Creole French

No embassy. The ambassador to Mauritius is accredited to Seychelles.

SIERRA LEONE

Official or national language(s) : English

Other languages spoken: Fuuta Jalon, Kono, Krio, Limba, Mende, Themne. There are 23 languages in all listed for Sierra Leone.

*U.S. Diplomatic Mission to Sierra Leone – Freetown
corner of Walpole and Siaka Stevens Sts.*

*Tel [232] (22) 226-481 through 226-485, AMB Tel 226-155,
DCM Tel 227-192, Fax 225-471*

SINGAPORE

Official or national language(s) : Bengali, Mandarin Chinese, Malay, Tamil, English

Other languages spoken: 16 other languages

THE BUSINESS TRANSLATOR

American Embassy Singapore

Street Address: 27 Napier Road

Mailing Address: FPO AP 96534-0001

Tel: 011-65-476-9037 Fax: 011-65-476-9080

SLOVAKIA (SLOVAK REPUBLIC)

Official or national language(s): Slovak

Other languages spoken: German, Hungarian, Polish, Romany (Gypsy), Rusyn, Serbo-Croatian, Ukrainian

American Embassy Bratislava

Street Address: Hviezdoslavovo Namestie 4 , 81102 Bratislava

Mailing Address: U.D. Dept. of State (Bratislava), Washington, D.C. 20521-5840

Tel: 011-421-7-533-0861 Fax: 011-421-7-335-096

American Business Center Bratislava

Street Address: Grosslingova 35, 81109 Bratislava

Tel: 011-421-7-361-079 Fax: 011-421-7-361-085

SLOVENIA

Official or national language(s) : Slovenian, Hungarian, Italian

U.S. Diplomatic Mission to Slovenia - Ljubljana

Presernova 31, 1000 Ljubljana

OR

AmEmbassy Ljubljana, Dept. of State, Washington, D.C. 20521-7140

Tel [386] (61) 200-5000, Fax 200-5555

Email: us-embassy@usis.si

SOLOMON ISLANDS

Official or national language(s): English

Other languages spoken: 'Are'are, Kwaio, Kwara'ae, Lao, Pijin, To'abaita, and 62 other languages.

THE BUSINESS TRANSLATOR

No embassy since July 1993. The ambassador to Papua New Guinea is accredited to the Solomon Islands.

SOMALIA

Official or national language(s): Somali, Standard Arabic, English

Other languages spoken: Dabarre, Garre, Jiddu, Maay, Mushungulu, Oromo, Swahili, Tunni

No embassy. US interests are represented by the US Embassy in Nairobi (Kenya) at Moi Avenue and Haile Selassie Avenue

Mailing Address: P. O. Box 30137, Unit 64100, Nairobi; APO AE 09831

Tel: [254] (2) 334141 Fax [254] (2) 340838

SOUTH AFRICA

Official or national language(s): Afrikaans, Ndebele, Northern Sotho, Southern Sotho, Swati, Tsonga, Tswana, Venda, Xhosa, Zulu, English

Other languages spoken: 17 other languages

American Consulate General Johannesburg

St. Address: 1 Commercial Service Office, 15 Chaplin Road, Illovo 2196

Mailing Address (Pouch): U.S. Dept. of State (Johannesburg), Washington DC 20521-2500

Mailing Address (Int'l): P.O. Box 2155, Johannesburg 2000, South Africa

Tel: 011-27-11-442-3571 Fax: 011-27-11-442-3770

THE BUSINESS TRANSLATOR

American Consulate General Cape Town

*Street Address: Broadway Industries Center, Herrengracht,
Foreshore*

*Mailing Address: U.S. Dept. of State (Cape Town), Washington
DC 20521-2480*

Tel: 011-27-21-214-269 Fax: 011-27-21-254-151

SPAIN

Official or national language(s): Spanish, Basque, Galician,
Gascon (Aranese), Catalan (regional)

Other languages spoken: Aragonese, Asturian, Caló,
Extremaduran, Fala, Quinqui

American Consulate General Barcelona

*Street Address: Paseo Leina Elisenda, 23, 08034 Barcelona,
Spain*

Mailing Address: PSC 61, Box 0005, APO AE 09642

Tel: 011-34-93-280-2227 Fax: 011-34-93-205-7705

American Embassy Madrid

Street Address: Serrano 75

Mailing Address: PSC 61 Box 0021, APO AE 09642

Tel: 011-34-91-564-8976 Fax: 011-34-91-563-0859

SRI LANKA

Official or national language(s): Sinhala

Other languages spoken: English, Indo-Portuguese, Sri Lankan
Creole Malay, Tamil, Veddah

U.S. Diplomatic Mission to Sri Lanka – Colombo

210 Galle Road, Colombo 3

Tel [94] (1) 448007 Fax 437345, 4446013

*Email: http://www.usia.gov/posts/sri_lanka. COM E-mail
address: com@eureka.lk.*

Information Resource Center E-mail address:

amcenter@sri.lanka.net

THE BUSINESS TRANSLATOR

ST. HELENA

Official or national language(s): English

No embassy – overseas territory of the U.K.

ST. KITTS-NEVIS

Official or national language(s): English

Other languages spoken: Leeward Caribbean Creole English.

No separate embassy – The US Ambassador in Barbados is accredited to Saint Kitts and Nevis.

ST. LUCIA

Official or national language(s): English

Other languages spoken: Lesser Antillean Creole French

No separate embassy – The US Ambassador in Barbados is accredited to St. Lucia.

ST. PIERRE AND MIQUELON

Official or national language(s): French

Other languages spoken: English

No embassy. The islands are a territorial collectivity of France.

ST. VINCENT AND THE GRENADINES

Official or national language(s): English

Other languages spoken: Leeward Caribbean Creole English

No separate embassy. The US Ambassador in Barbados is accredited to Saint Vincent and the Grenadines.

THE BUSINESS TRANSLATOR

SUDAN

Official or national language(s): Standard Arabic

Other languages spoken: Banda, Bedawi, Dinka, Hausa, Nuer, and many, many others. Total number of languages for Sudan is 134.

U.S. Diplomatic Mission to Sudan - Khartoum

Sharia Ali Abdul Latif -- P.O. Box 699, APO AE 09829

Tel [249] (11) 774611 or 77-47-00 Fax [249] (11) 774137

SURINAME

Official or national language(s): Dutch

Other languages spoken: Caribbean Hindustani, Caribbean Javanese, Guyanese Creole English, Sranan, and 10 other languages.

U.S. Diplomatic Mission to Suriname – Paramaribo

Dr. Sophie Redmondstraat 129 -- P.O. Box 1821

OR

*AmEmbassy Paramaribo, Dept. of State, Washington, D.C.,
20521-3390*

Tel [597] 472900, 477881, 476459 Fax 420800

Email: embuscen@sr.net

SWAZILAND

Official language(s): Swati, English

Other languages spoken: Tsonga, Zulu

U.S. Diplomatic Mission to Swaziland

Central Bank Building, Warner Street, Mbabane

P. O. Box 199, Mbabane

Tel: [268] 404-6441 through 404-6445 Fax: [268] 404-5959

THE BUSINESS TRANSLATOR

SWEDEN

Official or national language(s): Swedish

Other language spoken: Dalecardian, Finnish, Jamska, Romany (Gypsy), Saami (Lapp), Skåne

American Embassy Stockholm

Street Address: Strandvagen 101

Mailing Address: U.S. Dept. of State (Stockholm), Washington DC 20521-5750

Tel: 011-46-8-783-5346 Fax: 011-46-8-660-9181

SWITZERLAND

Official or national language(s): French, Standard German, Italian, Rheto-Romance

Other languages spoken: Alemannisch, Franco-Provencal, Lombard, Romany (Gypsy), Walser

American Embassy Bern

Street Address: Jubiläumsstrasse 93, 3001 Bern

Mailing Address: U.S. Dept. of State (Bern), Washington DC 20521-5110

Tel: 011-41-31-357-7011 Fax: 011-41-31-357-7344

US Mission to the GATT (Geneva)

Street Address: World Trade Center, IBC-Building, 29 rte de Pre-Bois

Mailing Address: U.S. Dept. of State (Geneva), Washington, DC 20521-5130

Tel: 011-41-22-798 16 15 Fax: 011-41-22-798 16 30

American Consulate General Zurich

Street Address: Dufourstrasse 101, 3rd floor

Mailing Address: U.S. Dept. of State (Zurich), Washington DC 20521-5130

Tel: 011-41-1-422 25 66 Fax: 011-41-1-383 89 14

THE BUSINESS TRANSLATOR

SYRIA

Official or national language(s): Standard Arabic

Other languages spoken: several dialects of Arabic, Adyghe, Armenian, Assyrian Neo-Aramaic, Azerbaijani, Domari, Kurmanji, Lomavren, Turoyo, Western Neo-Aramaic

U.S. Diplomatic Mission to Syria – Damascus

Abou Roumaneh, Al-Mansur St., No. 2 -- P.O. Box 29, Damascus, Syria

Tel [963] (11) 333-1342 Fax 224-7938; 24 hours: 333-3232

TAIWAN

Official or national language(s): Mandarin Chinese

Other languages spoken: 22 other languages, most of them indigenous to these islands

American Institute in Taiwan – Taipei Office

Street Address: 600 Min Chuan East Road, Taipei - TAIWAN

Mailing Address: American Institute in Taiwan

Commercial Unit Dept. of State (Taipei), Washington D.C. 20521

Tel: 011-886-2-720-1550 Fax: 011-886-2-757-7162

American Institute in Taiwan - Kaohsiung Office

St Address: 3d Fl., #2 Chung Cheng 3d Rd, Kaohsiung - TAIWAN

Mailing Address: American Institute in Taiwan

Commercial Unit Dept. of State (Kaohsiung), Washington DC 20521

Tel: 011-886-7-224-0154 Fax: 011-886-7-223-8237

TAJIKISTAN

Official or national language(s): Tajik

Other languages spoken: Arabic, Western Farsi, Parya, Sanglechi-Ishkashimi, Shughni, Wakhi, Yagnobi, Yazgulyam

THE BUSINESS TRANSLATOR

*U.S. Diplomatic Mission to Tajikistan – Dushanbe
Octyabrskaya Hotel, 105A Prospect Rudaki, Dushanbe,
Tajikistan 734001
Tel [7] (3772) 21-03-56 Fax [7] (3772) 21-03-62
Email: amemb@usis.td.silk.org*

TANZANIA

Official or national language(s): Swahili
Other languages spoken: Gogo, Gorowa, Haya, Maasai,
Makonde, Nyakyusa-Ngonde, Nyamwezi, Sukuma, Tumbuka,
and 125 other languages.

*U.S. Diplomatic Mission to Tanzania - Dar Es Salaam
140 Mseke Road, Kinondoni District -- P.O. Box 9123
Tel [255] (51) 666010-5 Fax 666701
Email: usembassy-dar2@cats-net.com*

THAILAND

Official or national language(s): Thai
Other languages spoken: Chinese, Karen, Khmer, Malay, and
many others. Total number of languages for Thailand is 75.

*American Embassy Bangkok
Street Address: Diethelm 93/1, Wireless Road, Towers Bldg.
Mailing Address: APO AP 96546
Tel: 011-662-255-4365 Fax: 011-662-255-2915*

TIMOR LOROSAE

Official or national language(s): Official – Portuguese, National
– Tetun
Other languages spoken: Makasae, Mambae, and 15 other
languages

No embassy yet. Timor Lorosae is a newly independent country.

THE BUSINESS TRANSLATOR

TOGO

Official or national language(s): Éwé, Kabiye, French
Other languages spoken: Aja-Gbe, Gen-Gbe, Hausa, Lama,
Moba, Nawdm, Ntcham, Tem, Waci-Gbe, and 30 other
languages.

Embassy of the United States of America, Lome, Togo
Angle Rue Kouenou et Rue 15 Beniglato
B.P. 852, Lome, Republic of Togo
Tel: (228) 221 29 94 Fax: (228) 221 79 52

TOKELAU

Official or national language(s): English
Other languages spoken: Tokelauan

*No embassy – Tokelau is a self-governing territory of New
Zealand.*

TONGA

Official or national language(s): Tongan, English
Other languages spoken: Niufo'ou

No embassy. See Fiji for the responsible embassy.

TRINIDAD AND TOBAGO

Official or national language(s): English
Other languages spoken: Caribbean Hindustani, Lesser
Antillean Creole French, Spanish, Tobagonian Creole English,
Trinidadian Creole English

*Embassy of the United States of America, Port of Spain, Trinidad
& Tobago*
15 Queen's Park West, Port of Spain, Trinidad & Tobago
Tel: (868) 622-6371/6 Fax: (868) 628-5462

THE BUSINESS TRANSLATOR

TUNISIA

Official or national language(s): Standard Arabic

Other languages spoken: Arabic dialects, Djerbi, French

American Embassy, Tunis

144 Avenue de la Liberté 1002 Tunis Belvedere Tunisia

Tel: (216) 71 782.566 Fax: (216) 71 789 719

TURKEY

Official or national language(s): Turkish

Other languages spoken: Armenian, Bulgarian, Arabic, Azerbaijani and 29 other languages

American Embassy Ankara

Street Address: 110 Ataturk Blvd

Mailing Address: PSC 93 Box 5000, APO AE 09823

Tel: 011-90-312-467-0949 Fax: 011-90-312-467-1366

American Consulate General Istanbul

Street Address: 104-108 Mesrutiyet Caddesi Tepebasi

Mailing Address: PSC 97 Box 0002, APO AE 09827-0002

Tel: 011-90-1-251-1651 Fax: 011-90-1-252-2417

American Consulate General Izmir

Street Address: 92 Ataturk Caddesi (3rd Fl)

Mailing Address: PSC 88, Box 5000, APO AE 09821

Tel: 011-90-232-421-3643 Fax: 011-90-232-463-5040

TURKMENISTAN

Official or national language(s): Turkmen

Other languages spoken: Western Balochi

THE BUSINESS TRANSLATOR

American Embassy Ashgabat

Street Address: 9 Pushkin Street

*Mailing Address: U.S. Dept. of State (Ashgabat), Washington,
D.C. 20521-7070*

Tel: 011-9-7-3632-35-00-45 Fax: 011-9-7-3632-51-13-05

TURKS AND CAICOS ISLANDS

Official or national language(s): English

Other languages spoken: Turks and Caicos Creole English

No embassy – overseas territory of the U.K.

TUVALU

Official or national language(s): Tuvaluan

Other languages spoken: Kiribati

No separate embassy - see Fiji

UGANDA

Official or national language(s): English

Other languages spoken: Acholi, Chiga, Ganda, Lango, Masaba,
Soga, Teso and 35 other languages

U.S. Diplomatic Mission to Uganda – Kampala

Parliament Ave. -- P.O. Box 7007

Tel [256] (41) 259792/3/5 Fax 259794

UKRAINE

Official or national language(s): Ukrainian

Other languages spoken: Hungarian, Jakati, Karaim, Romany
(Gypsy), Romanian, Rusyn, Urum

THE BUSINESS TRANSLATOR

American Embassy Kiev

Street Address: 10 Yuria Kotsyubinskono

*Mailing Address: U.S. Dept. of State (Kiev), Washington DC
20521-5850*

Tel: 011-380-44-417-2669 Fax: 011-380-44-417-1419

UNITED ARAB EMIRATES

Official or national language(s): Standard Arabic

Other languages spoken: Arabic dialects, Balochi, Farsi, Pashto

American Consulate General Dubai

Workweek: Saturday-Wednesday

Street Address: Dubai International, Trade Center, 21st Floor

*Mailing Address: U.S. Dept. of State (Dubai), Washington DC
20521-6020*

Tel: 011-971-4-313-584 Fax: 011-971-4-313-121

American Embassy Abu Dhabi

Workweek: Saturday-Wednesday

*Street Address: 8th Floor, Blue Tower Bldg, Shaikh Khalifa Bin
Zayed St.*

*Mailing Address: U.S. Dept. of State (Abu Dhabi), Washington
DC 20521-6010*

Tel: 011-971-2-273-666 Fax: 011-971-2-271-377

UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND

Official or national language(s): English, Welsh, French
(regional)

Other languages spoken: Romany dialects (Gypsy), Cornish,
Irish Gaelic, Scots Gaelic, Polari, Scots

American Embassy London

Street Address: 24-31 Grosvenor Square

Mailing Address: PSC 801 Box 40 FPO AE 09498-4040

Tel: 011-44-71-408-8019 Fax: 011-44-71-408-8020

THE BUSINESS TRANSLATOR

The U.S. Consulate General, Edinburgh
3 Regent Terrace , Edinburgh EH7 5BW
Tel: [44] (0)131 556 8315 Fax: [44] (0)131 557 6023
info@congenedinburgh.demon.co.uk

USA

Official or national language(s): English, Hawaiian (in Hawaii), Spanish (in New Mexico)

Other languages spoken: The total number of languages for the USA is 176. Most of these are American Indian languages such as Navajo, Cherokee, Chickasaw, Cree, Apache, Blackfoot, Choctaw, etc.

U. S. VIRGIN ISLANDS

Official or national language(s): English

Other languages spoken: Virgin Islands Creole English

Belongs to U.S.

URUGUAY

Official or national language(s): Spanish

American Embassy Montevideo
Street Address: Lauro Muller 1776
Mailing Address: Lauro Muller 1776, 11200 Montevideo, U.S.
Dept. of State (Montevideo) Washington, D.C. 20521-7110
Tel: 011-598-2-418-7777 Fax: 011-598-2-418-8611

UZBEKISTAN

Official or national language(s): Uzbek

Other languages spoken: Arabic, Bukharic, Crimean Turkish, Judeo-Crimean Tatar, Karakalpak, Turkish

THE BUSINESS TRANSLATOR

U.S. Diplomatic Mission to Uzbekistan – Tashkent
82 Chilanzarskaya
Tel [998] 71 120-5450 Fax 120-6335
Duty officer cellular Tel [998] (71) 180-4060

VANUATU

Official or national language(s): Bislama, English, French
Other languages spoken: Ambae, Efate, Lenakel, Paama, Taana, Uripiv-Wala-Rano-Atchin, and 97 other languages.

No separate embassy. The ambassador to Papua New Guinea is accredited to Vanuatu.

VATICAN STATE

Official language: Latin
Other languages: Italian, Monastic Sign Language

*American Embassy to the Holy See, via delle Terme Deciane, 26
00162 - Rome, Italy, Tel: (+39) 06-4674-3428, Fax: (+39) 06-
575-8346*

VENEZUELA

Official or national language(s): Spanish
Other languages spoken: Carib, Guahibo, Maquiritari, Peman, Piaroa, Warao, Wayuu, Yanomamö, and 31 other languages.

American Embassy Caracas
Calle F con Calle Suapure Colinas de Valle Arriba
Codigo Postal 1060 - Venezuela
Mailing Address: Unit 4958 APO AA 34037
Tel: 011-58-2-977-2792 Fax: 011-58-2-977-2177

THE BUSINESS TRANSLATOR

VIET NAM

Official or national language(s): Vietnamese

Other languages spoken: Yue Chinese, Khmer, Muong, Nung, Tai Dam, Tày, and 86 other languages.

Commercial Service Hanoi

Street Address: U.S. Commercial Center, 31 Hai Ba Trung 4th Floor, Hanoi - Vietnam

Tel: 011-844-824-2422 Fax: 011-844-824-2421

WAKE ISLAND

Official or national language(s): English

Belongs to U.S.

WALLIS AND FUTUNA

Official or national language(s): French

Other languages spoken: Futuna, Wallisian

No embassy – an Overseas Territory of France

YEMEN

Official or national language(s): Standard Arabic

Other languages spoken: Arabic dialects, Mehri, Soqotri

Embassy of the United States of America

Sanaa – Republic of Yemen

consularsanaa@state.gov

Tel: 967-1-303-155 Fax: 967-1-303-175

YUGOSLAVIA (Includes Serbia, Montenegro, and Kosovo)

Official or national language(s): Serbian, Hungarian (regional)

Other languages spoken: Albanian, Bulgarian, Romany (Gypsy), Romanian, Romano-Serbian, Slovak

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American Embassy Belgrade*

U.S. Department of State, Washington, D.C. 20521-5070

Tel [381] (11) 645-655, afterhours Tel 646-481, tie line (8) 754-0000, Fax [381] (11) 645-221

Email: amembassybelgrade@dos.us-state.gov

(Operations temporarily suspended)./ Pristina (USOP),

Dragodan – Nazim Hikmet 30, 38000 Pristina, Kosovo Province

-- Pouch address: Embassy Skopje, Department of State,

Washington, DC 20521-7120, Satellite phone 873 762 029 525,

Fax 873 762 029 526

ZAIRE (See Democratic Republic of Congo)

ZAMBIA

Official or national language(s): English

Other languages spoken: Cibemba, Kikaonde, Silozi, Lunda, Luvale, Nyanja, Citonga, Citumbuka, Chichewa and 31 other languages

U.S. Diplomatic Mission to Zambia – Lusaka

Corner of Independence and United Nations Aves. -- P.O. Box 31617

Tel [260] (1) 250-955 or 252-230, front office Tel 254-301, afterhours Tel 252-234

ZIMBABWE

Official or national language(s): English

Other languages spoken: Kalanga, Silozi, Manyika, Ndau, Ndebele, Nyanja, Shona, Citonga and 10 other languages

Embassy of the United States of America, Harare, Zimbabwe

172 Herbert Chitepo Avenue, Harare, Zimbabwe

P.O. Box 3340, Harare, Zimbabwe

Tel. 263-4-250593/4 Fax: 263-4-796488

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COMPUTER TIPS FOR TRAVELERS

Traveling abroad and maintaining contact through the Internet and email can be a hassle, but here are some tips that should make it easier.

1. **MAKE SURE YOU HAVE AN ISP WHEREVER YOU ARE.** Before you go abroad, find out if your ISP has local access numbers in the country/countries to which you are traveling, and be sure you have those numbers in a safe place so that you can refer to them when you need to. Both AOL and Compuserve, as well as many other ISPs now have local access numbers in most countries, and if you plan to be moving around the world a lot, a global provider like one of these is your best bet. If you are going somewhere where such a service is not available, make sure you have a number that can be accessed by international call. This is expensive, but you can limit your time to downloading and uploading email. Then, once you are at your destination, and if you are going to be there for an extended period, you can find a local provider recommended by the locals. You should know how to access your email from anywhere on the web – make sure you have instructions from your ISP if you don't know how to do this already.

2. **CAREFULLY ASSESS YOUR NEED TO CARRY A PRINTER ALONG.** Many, if not most, of the hotels that cater to business travelers now have Internet connections and printers for laptops available in the hotel, sometimes even in the rooms. There are also alternatives, such as emailing documents back home to the office for safekeeping, etc. But if you are traveling with your own laptop and want to make sure you have a printer available at all times, there are a number of portable printers now made just for laptops. There are even carrying cases especially made for carrying both the computer and the printer, such as those offered by the Allitech Corporation (www.allitech.com/en/accueil.html). But it is probably better to avoid carrying along a printer unless you know that you will always need one with you outside of your hotel – the portable

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printers tend not to work quite as well as the “regular” printers and can be quite frustrating at times.

3. **PAY ATTENTION TO VOLTAGE.** In the US, we use 110V-120V outlets. In Great Britain, it's 240V. In mainland Europe, it's 220V. Most countries in the world have a different system other than the one we use in the US, and almost all electrical plug-in devices made here will be severely damaged if plugged into an outlet that delivers more than 110-120V. Many of the newer computers have “universal power supplies” which adjust automatically to differences in voltage and frequency, but you need to check your laptop's power supply carefully. If it doesn't say that it will work from 110-220 volts, you'll need a power converter.

If you are planning to travel abroad, your best bet is to buy a kit with all the power converters and plug adaptors for the different types of plugs and voltages used in the different countries of the world. You can go to an electronics or office supply store like Radio Shack, Staples or Office Max, or even Walmart and buy these kits fairly inexpensively. They are also available on the Internet from suppliers such as www.laptoptravel.com and www.iGo.com. These adaptors will come in handy for things like hairdryers and electric razors, too, of course. Remember that if you have both a laptop and a printer, you will need a power converter(s) that work for both at the same time!

4. **PAY ATTENTION TO FREQUENCY.** In the United States, the rest of North and Central America and most of South America, the standard for the frequency of AC power is 60 Herz or 60 cycles per second. This means that the AC power source changes polarity (or "alternates") 60 times per second. In Europe and most other countries in the world, AC power changes polarity at a frequency of 50 Herz or 50 cycles per second. Check your power supply to make sure that it will work with both 50 and 60 Herz frequencies. Most power converters do not convert frequency as well.

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5. **PAY ATTENTION TO PLUG TYPE.** You'll need to make sure you have the right type of plugs to adapt your plug to local wall outlets. Adapter kits are very easy to find. Wal-Mart sells one for around \$10. Despite the fact that more than a dozen different types of plugs are in use, a typical travel adapter kit usually contains about five adapters, which are capable of dealing with most of the outlets used in different countries. Adapter kits often manage this versatility by bypassing the ground/earth wire. But a plug adaptor kit can be bought along with power convertors in larger kits for about \$30 - \$40.

6. **IN SOME COUNTRIES YOU WILL NEED A STABILIZER.** You may have to buy these in-country if your computer does not already have one built in (check with your manufacturer). In some countries outside of North America and Europe, the electrical current varies to the extent that it will damage your computer even if you use the power convertor. The editor's daughter, for instance, has one that is a combination stabilizer and UPS that also backs up the power supply for 15 minutes if the power goes out. It was bought in Bangalore, India for the rough equivalent of \$100.

7. **PAY ATTENTION TO PHONE PLUG/JACK TYPES.** The standard U.S. type phone jack (RJ-11) is being used more and more around the world, but there is still a lot of variation in phone jack types around the world. But you can buy telephone adaptors for all countries from PC catalog companies or from the Internet vendors mentioned above. If you are going to be traveling all over the world, just purchase a kit with all of them.

8. **BE AWARE OF THE DIFFERENCE BETWEEN DIGITAL AND ANALOG LINES.** Your PC's modem may only be designed to operate with standard analog phone lines, like those found in most homes. But many hotels and office buildings use digital systems (PBX), which operate at a higher electrical current than analog lines and can cause irreversible damage to your modem, and potentially your laptop. Please include a "Modem Saver" in your laptop accessories. The modem saver detects excess current, reversed polarity, and AC

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current in a phone jack. It will also tell you whether it's safe to connect your modem. These can be purchased from PC catalog companies or from the Internet merchants mentioned above.

9. BE AWARE OF THINGS LIKE TAX IMPULSES. Tax impulsing is a connection-disrupting noise pulse found in Austria, Belgium, the Czech Republic, Germany, Slovakia, Spain, and Switzerland. It is used in these countries to monitor the length of telephone calls for billing purposes, but it can cause data errors or even disconnects. To avoid this problem, purchase a *tax impulse filter*. Many *modem savers* are equipped with tax impulse filters. Again, these are available from the vendors mentioned above.

10. CONSIDER A FAX-TO-EMAIL SERVICE. This will allow you to receive faxes as TIFF files in your email. A fax-to-email service gives you your own dedicated fax number free of charge – if you only want to be able to receive faxes. If you want to also be able to send faxes of documents directly from your computer, there is a small monthly charge plus a charge for each fax sent. The most popular provider of this type is www.efax.com, but there are many others as well. Just search on the Internet under “fax to email.”

11. MAKE SURE YOUR CELL PHONE WILL WORK OVERSEAS. There is a section at www.laptoptravel.com that deals with global wireless phone rentals, and some mobile phone service providers now provide service that works worldwide. Check them out.

12. EDUCATE YOURSELF AND GET THE INFORMATION YOU NEED AHEAD OF TIME. The following websites should provide invaluable information for those who need to stay connected while traveling overseas.

<http://www.tips4trips.com/Trips/laptops.htm> -- tips on traveling with a laptop

<http://kropla.com> – “one of the most comprehensive listings of worldwide electrical and telephone information”

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<http://kropla.com/dialcode.htm> -- international dialing codes
<http://kropla.com/electric2.htm> -- table summarizing information on the electrical systems in use in most countries of the world
<http://kropla.com/phones.htm> -- a “World Wide Phone Guide – What you need to hook up your modem just about anywhere”
<http://kropla.com/phones2.htm> -- telephone plug types by country

And please visit www.worldbiz.com to learn about business customs in countries all over the world.

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Data on languages, countries in which they are spoken, and numbers of speakers are taken from the Ethnologue, published by the Summer Institute of Linguistics (www.ethnologue.com).



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About The Author

I discovered my love for languages when I was a student at the University of Memphis in Memphis, Tennessee, where I graduated with a B.A. in French and German. I received my M.A. in German from the University of Mississippi in 1987 (which included a year at the Free University of Berlin in Berlin, Germany) and began a teaching career. My teaching experience includes German, French, English Composition, and English as a Foreign Language. From 1990 – 1994, I studied applied linguistics in the doctoral program at Ball State University in Muncie, Indiana. In 2000 I accomplished a long-held dream and became a full time translator, and then started the translation agency A Thousand Tongues Translations.

I live in Yorktown, Indiana with my husband and two children, all of whom are in college at the moment. I help run a small organic produce cooperative on weekends in Muncie and enjoy organic gardening, weaving, and long walks in the countryside.

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- F: How many hours do you spend reading business intelligence (books, articles, speeches, interviews) every week? Every month?
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