

Conversatie generala in limba engleza

Greetings - Cum salutam

hello/hallo! – Buna!

Hi! – Salut!

(Good) morning! – Buna dimineata!

(Good) afternoon! – Buna ziua!

(Good) evening! – Buna seara!

How do you do? – Buna ziua!

I'm very glad to see you. – Ma bucur foarte mult sa te/va vad.

How are you? – Ce mai faci/faceti?

How are things? – Cum iti/va merge?

Very well, thank you! – Foarte bine, multumesc!

Can't complain. – Bine/ Nu ma plang.

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Madam – doamna

Miss – domnisoara

Sir – domnule

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"hello" este salutul cel mai frecvent si des folosit intre cunostinte, cat si de persoane care se intalnesc pentru prima data

"how are you" este in primul rand o formula de salut si rareori o interesare serioasa asupra starii de sanatate"

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Farewell – Cum ne luam la revedere

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Good-bye! – La revedere!

Bye/Bye-bye! – Pa!

Good night! – Noapte buna!

I'm sorry but I have to go now. – Imi pare rau, dar trebuie sa plec.

It's getting late. – E tarziu.

Till tomorrow then! – Atunci pe maine!

I'll ring you tomorrow. – Te sun maine.

See you tomorrow. – Pe maine.

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See you soon! – Pe curand!

See you around! – Pe curand!

All the best! – Toate cele bune!

Hope to see you soon! – Sper sa ne vedem in curand!

When could we meet again? – Cand ne mai putm vedea?

I'll take you to the.. – Te conduc pana la..

Give my regards to... – Transmite urarile mele...

Say hello to...for me. – Saluta pe...din partea mea.

It was lovely. – A fost minunat.

Thank you for a lovely evening. – Multumesc pt aceasta seara placuta/minunata.

I enjoyed it very much. – Mi-a placut f mult.

Thanks for coming. – Mulumesc ca ai venit.
Safe journey home! – Sa ajungeti cu bine acasa.

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Introductions – Cum ne prezentam

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My name is _____ – Numele meu este
Allow me to / let me introduce myself – Permiteti-mi sa ma prezint
This is my wife/husband – Aceasta este sotia mea/Acesta este sotul meu
Can I introduce you to... – As putea sa va prezint pe.....
I would like to introduce you to ...my daughter/son – As dori sa va prezint pe ..fiica mea/fiul meu
Nice to meet you! _____ – Ma bucur sa va cunosc!
I've heard so much about you! – Am auzit atat de multe despre dumneavoastra
What's your name? – Cum va cheama?
Could you tell me your name please? – Ati putea sa-mi spuneti numele d-vs, va rog?
Where are you from? – De unde sunteti?

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Age – Varsta

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How old are you? – Ce varsta aveti?
I am 20 (twenty). – Am 20 de ani.
When were you born? – Cand v-ati nascut?
What is your date of birth? – Care este data nasterii d-vs?
I was born in 1982. – M-am nascut in 1982.
You are younger than me. – Esti / suneti mai tanar/tanara decat mine.
I am older than you. – Sunt mai in varsta decat tine.
I am going on forty. – Merg pe 40 de ani/Ma indrept spre varsta de 40 de ani
I have turned 20. – Am implinit 20 de ani
I'm too old for this! – Sunt prea batran/batrana pt asta!
On the contrary, I think you are still young. – Cred, dimpotriva, ca sunteti inca tanar!
We have started to grow old now. – Inepem sa imbatranim.

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Language – Limba

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Do you speak English? – Vorbiti engleza?
No, I only speak German. – Nu , nu vorbesc decat germana.
Yes I do. – Da, vorbesc.

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Accommodation - Casa

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Where do you live? – Unde locuiti?
We live in a beautiful flat /house. – Locuim intr-un apartament frumos/ o casa frumoasa
I live in lodgings. – Stau cu chirie.
It's my own flat/house. – Este propriul meu apartament/casa.
I've been living here for a long time now. – Locuiesc deja de mult timp aici.
I haven't been here long. – Nu stau de mult aici.
I live on the ground floor. – Locuiesc la parter.

<u>I live on the second floor.</u>	– <u>Locuiesc la etajul doi.</u>
<u>I live in the centre of town.</u>	– <u>Locuiesc in centru.</u>
<u>I live in the suburbs.</u>	– <u>Locuiesc la periferie.</u>
<u>I live in the country.</u>	– <u>Locuiesc la tara.</u>
<u>I live in a very quiet/noisy street.</u>	– <u>Locuiesc pe o strada foarte linistita/zgomotoasa.</u>
<u>I like living in the city/country.</u>	– <u>Imi place sa locuiesc la oras/tara.</u>

– *In marea Britanie parterul este numit “ground floor” in timp ce in SUA parterul se numeste “first floor”, “second floor” corespunzand asadar etajului intai.

Work – Serviciul

– <u>What do you do?</u>	– <u>Cu ce te ocupi?</u>
<u>What do you do for a living?</u>	– <u>Cum iti castigi existenta?</u>
<u>What is your line of work?</u>	– <u>In ce domeniu lucrezi?</u>
<u>Do you work?</u>	– <u>Lucrezi?</u>
<u>What company do you work for?</u>	– <u>La ce companie lucrezi?</u>

Conversatie la telefon in limba engleza

Conversatie la telefon

<u>Where’s the nearest phone box?</u>	– <u>Unde este cea mai apropiata cabina telefonica?</u>
<u>Where can I make a telephone call?</u>	– <u>De unde pot da un telefon?</u>
<u>May I use your telephone?</u>	– <u>Pot sa dau un telefon?</u>
<u>I need to make a phone call.</u>	– <u>Trebuie sa dau un telefon.</u>
<u>I must call my friends.</u>	– <u>Trebuiesca-mi sun prietenii.</u>
<u>What number do I dial for...?</u>	– <u>Ce numar formez pentru...?</u>

– <u>I’d like to make a reversed charge call to Paris.</u>	– <u>As dori sa sun la Paris cu taxa inversa.</u>
<u>A long-distance call to..., please.</u>	– <u>O convorbire interurbana cu,...va rog.</u>
<u>What does a local call cost?</u>	– <u>Cat costa o convorbire locala?</u>
<u>What does a call to...cost?</u>	– <u>Cat costa o convorbire cu..?</u>
<u>What time does the cheap rate start?</u>	– <u>Cand incepe perioada de tarif redus?</u>
<u>What’s your number?</u>	– <u>Ce numar aveti?</u>
<u>I’ll call you back.</u>	– <u>Te sun eu inapoi.</u>
<u>Just a minute!</u>	– <u>O clipa!</u>
<u>Could you connect me with ...?</u>	– <u>Puteti sa-mi faceti legatura cu..?</u>
<u>Could I speak to..., please?</u>	– <u>As putea vorbi cu,...va rog?</u>
<u>I’d like to speak to...,please.</u>	– <u>As dori sa vorbesc cu,...va rog.</u>
<u>Directory Enquiries</u>	– <u>Informatii telefonice</u>

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Can you give me the phone directory, please ? – Puteti sa-mi dati cartea de telefon , va rog?

Could I have a word with...? – As putea vorbi cu...va rog?

This is ... speaking – Va vorbeste...

Who's speaking – Cine e la telefon?

Hold the line, please. – Asteptati , va rog.

Just a moment, please! – O clipa, va rog!

Hang on, please! – Nu inchideti, va rog!

I'll connect you/ I'll put you trough. – Va fac legatura.

The line is busy. – Linia e ocupata/Suna ocupat.

It's a bad line. – Se aude prost.

There's no reply. – Nu raspunde.

You've got the wrong number. – Ati gresit numarul.

I'll try again later. – Am sa revin mai tarziu.

Can I take a message, please? – Pot sa preiau un mesaj?

Do you have a mobile? – Aveti un numar de telefon mobil?

Text me. – Trimite-mi un SMS.

The area code – Prefixul

The extension number – interiorul

Vorbeste despre Romania

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Vorbeste despre Romania

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I'm just passing through Romania.

Sunt in trecere prin Romania.

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I'd like to go on a sightseeing tour.

As dori sa merg intr-un tur al tarii.

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This is a wonderful country.

Aceasta este o tara frumoasa.

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I'd like to go to the Black Sea.

As dor sa merg la Marea Neagra.

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What country are you from?

Din ce tara sunteti?

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I'm from Romania.
Sunt din Romania.

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Where are you travelling ?
Unde calatoriti?

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I'm traveling to Romania.
Calatoresc inspre Romania.

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Are you a Romanian citizen?
Sunteti cetatean roman?

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The Romanian people are hard-working citizens.
Locuitorii Romaniei sunt cetateni muncitori.

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Almost all of the Danube Delta is located within the Romanian territory.
Aproape toata Delta Dunarii este localizata in interiorul teritoriului romanesc.

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Did you know that Romania shares borders with Hungary, Serbia, Ukraine, Republic of Moldova and Bulgaria ?
Stiai ca Romania se invecineaza cu Ungaria, Serbia, Ucraina, Republica Moldova si Bulgaria?

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I'd like to visit Draculas's Castle.
As dori sa vizitez castelul lui Dracula.

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The main attractions of Romania are The Carpathian Mountains, The Danube Delta and The Black Sea.
Principalele atractii ale Romaniei sunt Muntii Carpati, Delta Dunarii si Marea Neagra.

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Where does the Danube flow and how the Danube Delta is formed?
Unde se varsa Dunarea si cum se formeaza Delta Dunarii?

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The Danube flows into the Black Sea within Romania's territory forming the Danube Delta.
Dunarea se varsa in Marea Neagra pe teritoriul Romaniei, formand Delta Dunarii.

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Romania is well known for the Wooden Churches of Maramures, Painted churches of northern Moldavia and Saxon villages with fortified churches in Transylvania.
Romania este vestita pentru Bisericile de lemn din Maramures, Bisericile pictate din nordul Moldovei si satele saxone cu bisericile fortificate din Transilvania.

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The city of Sibiu famous for its Brukenthal National Museum is the European Capital of Culture.
Orasul Sibiu , faimos pt Muzeul National Brukenthal, este capitala Europeana Culturala.

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Romania offers a rich tapestry of tourist attractions and vacation experiences.

Romania ofera o bogata varietate de atractii turistice si experiente pentru vacanta.

- You should definitely come and visit Romania!

Cu siguranta ar trebui sa veniti sa vizitati Romania!

La banca/ La casa de schimb valutar

La Banca – At the bank

Can I cash in this traveller's cheque here? – Pot sa incasez acest cec de calatorie aici?

Do you have an ID? – Aveti un act de identitate?

Please endorse the cheque. – Va rog sa semnati cecul aici.

I'd like to make a deposit. – As dori sa depun bani.

I'd like to take some money from my account. – Vreau sa scot bani.

Fill in this cheque. – Completati acest cec.

Do you have...? – Aveti...?

- A debit card – card de debit

- A credit card – card de credit

- A cheque book – carnet de cecuri

- A bank account – cont in banca

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I'd like to open an account with your bank. – As dori sa-mi deschid un cont la banca dumneavoastra.

I'd like to pay in 100 pounds, please. – As dori sa depun 100 de lire sterline, va rog.

Certainly. – Desigur.

I'd like a current account. – As dori un cont current.

One thousand euros were transferred to my account yesterday. – Au intrat 1000 de euro ieri in cont.

I'd like to close my account. – As dori sa-mi lichidez contul.

In this case, you must withdraw all of your money and write a letter stating that the balance is nil. – In acest caz, trebuie sa retrageti toti banii din cont sis a declarati ca soldul este zero.

I'd like to see a statement of account. – Vreau sa vad un extras de cont.

I'd like to make a transfer. – Vreau sa platesc prin virament.

Please fill in this paying-in slip. – Va rog sa completati acest bulletin de varsamant.

What is the interest rate? – Care este rata dobanzii?

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Where can I find a cash machine/cash dispenser? – Unde gasesc un bancomat?

My card is stuck in the cash machine. – Mi-a ramas cardul in bancomat

This cash machine doesn't work/This cash machine is out of order. – Acest bancomat nu functioneaza.

There's not much money left in my account. – Nu mai ma multi bani in cont.

Banking hours are... – Banca este deschisa intre orele...

To pay by banker's order – A plati prin ordin bancar

Amount – suma

To receive cash – a primi numerar

Bank note – bancnota

I'd like to transfer some money. – As dori sa transfer niste bani.

To which account? – In ce cont?

To what name? – Pe ce nume?

To which bank? – La ce banca?

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Please send me a bank statement once a month. – Va rog sa-mi trimiteti situatia financiara lunar.

Could you tell me my balance, please? – Ati putea sa-mi spuneti soldul, va rog?

Your telephone bill has already been deducted from your account. – Factura telefonica v-a fost deja dedusa din cont.

Which bank services will I be charged for? – Pentru ce servicii ale bancii se percep comisioane?

I'd like to apply for a short-term loan. – As dori sa cer un imprumut pe termen scurt.

How much would you need to borrow? – Cat doriti sa imprumutati?

Would it be possible for me to receive a cheque-book as well? – As putea sa primesc si un carnet de cecuri?

With this account you are automatically issued a cheque-book. – Impreuna cu acest cont primiti automat si un carnet de cecuri.

The bank charges a small fee for every cheque you write. – Banca percepe un mic comision pentru fiecare cec pe care-l completati.

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Casa de schimb valutar

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Where can I change money? – Unde pot schimba bani?

Is there an Exchange Office near here? – Este vreo casa de schimb prin apropiere?

I'd like to change 100 euro into..., please. – As dori sa schimb 100 de euro in..., va rog.

How much do I get for...? – Cat primesc pentru?

How would you like it? – Ce fel de bani doriti?

What's the rate of exchange? – Care este cursul de schimb?

Some small change too, please. – Si niste maruntis va rog.

I'd like a receipt, please. – As dori o chitanta, va rog.

The rate of exchange is.. – Cursul de schimb este...

We charge 3% commission. – Percepem comision de 3%.

Sign here, please. – Semnati aici, va rog.

Can you give me small change? – Puteti sa-mi dati maruntis?

I only have big denominations. – Nu am decat banknote mari.

I'd like to change some Swiss francs, can you give me euros instead? – Am cativa franci elvetieni, puteti sa mi-i schimbati in euro?

La hotel / motel

La hotel/ motel

Where is the...hotel/bed and breakfast? – Unde este hotelul sau pensiunea...?

**Could you recommend a good/ cheap hotel?
bun/ieftin?** – Puteti sa-mi recomandati un hotel

It's better to book in advance. – E mai bine sa rezervati dinainte

**I would like to reserve a double/single room from...to... – As dori sa rezerv o camera cu un
pat dublu/un singur pat, de la...pana la...**

**We'd like a single/double room with shower.
cu dus** – Am dori o camera cu un pat/un pat dublu

We'd prefer a room wich isn't too noisy. – Am prefer o camera fara prea mult zgomot

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We'd like a room wich doesn't look out onto the main street. – Am dori o camera care nu da
spre strada principal.

Could we have a room with a view of the...? – Am putea avea o camera cu vedere spre...?

When will you be arriving? – Cand sositi?

We'll be arriving on... – Sosim pe data de...

Would you mind filing out the registration form? – Ati putea sa completati formularul de
cazare, va rog?

Would you mind signing here, please? – Ati putea sa semnati aici, va rog?

Would you like some help with your bags/luggage? – Doriti sa va ajut la bagaje?

Room service is available. – Avem room service.

How many nights will you be staying? – Cate nopti veti sta?

We'll be leaving/checking out on... – Plecam pe data de...

How much does it cost per night? – Cat costa pe noapte?

Which meals are included? – Ce mese sunt incluse?

Do you have any vacancies? – Aveti camere libere?

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Do you have a double room? – Aveti o camera cu pat dublu?

Do you have a single room? – Aveti o camera cu un pat?
Do you have a twin room? – Aveti o camera cu 2 paturi?
Do you have a cot? – Aveti un pat de copil?
Is that with or without bathroom? – Este cu sau fara baie?
Could we have a wake-up call? – Ne puteti trezi cu telefonul?
Yes, we have vacancies. – Da, avem camera libere.
No, I'm afraid not. We're booked out. – Nu, mi-e teama ca nu. Nu mai avem nicio camera libera.
Yes, but only on the top floor. – Da, dar numai la ultimul etaj.
Could I see the room, please? – As putea sa vad camera, va rog?
Your room number is... – Numarul camerei d-vs este...
Here's your key. – Poftiti cheia dumneavoastra.
The porter will help you with your bags. – Portarul va va ajuta la bagaje.
Please do not disturb! – Va rog nu deranjati!
Is there air conditioning? – Este aer conditionat?
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Does the price include room and breakfast? – Micul dejun este inclus in pret?
Please have my luggage taken in my room. – As vrea sa mi se duca bagajele in camera.
I'd like to have these clothes laundered/ironed. – Vreau sad au la spalat /calcat aceste haine.
I'd like to have these towels changed, please. – As dori sa-mi schimbati prosoapele , rog.
Should anyone call for me, please tell them to leave a message. – Daca ma cauta cineva, rugati-l sa-mi lase un mesaj.
Is there a safe for valuables? – Aveti seif?
Yes, there is one, but you must pay extra for using the safe. – Da este, insa trebuie sa platiti extra, daca doriti sa-l folositi.
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**Este important sa nu confundam cuvintele "bath" si "bathroom". "Bath" inseamna pur si simplu "cada de baie" si "bathroom" inseamna "camera de baie"*
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Get directions

Get directions

Asking the way – Cum ne orientam
Where is/are ...? – Unde este/sunt...?
How do I get to..? – Cum ajung la...?
How far is it to the nearest....? – Cat de mult este pana la cel mai apropiat..?
Is this the road to..? – Acesta este drumul catre..?
Do I have to go....? – Trebuie sa merg...?
I've lost my way. – M-am ratacit.

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I'm having trouble finding my way round. – Nu ma prea descurc.

On/to the right – la dreapta

On/to the left – la stanga

Straight ahead/straight on – drept inainte

It's back there. – Este in spate.

It's here. – Este aici.

It's in this direction. – Este in aceasta directie.

It's around the corner. – Este dupa colt.

Go as far as... – Mergeti pana la...

It's near... – Este aproape de...

It's next to... – Este langa...

It's opposite... – Este vizavi de...

Is this the right way? – Sunt pe drumul cel bun?

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Go along... – Mergeti de-a lungul...

For how long? – Cat de mult?

Where (to)? – Unde?

How far is it to...? – Cat de departe este...?

How long will it take me to walk there? – Cat timp imi ia ca sa ajung acolo pe jos?

Turn right/left. – Luati-o la dreapta/stanga.

Go down the street till you reach the end. – Mergeti pana la capatul strazii.

Take the first/second road on the left. – Luati-o pe prima/a doua starda la stanga.

Could you show me on the map, please? – Ati putea sa-mi aratati pe harta, va rog?

Take the bus/ tube to... – Luati autobuzul/metroul pana la...

You can't miss it. – Nu aveti cum sa nu nimeriti.

I'm afraid you're wrong here. – Mi-e teama ca ati gresit.

Sorry, I don't know this area. – Imi pare rau, nu sunt din zona.

Why don't you buy a guide? – De ce nu cumparati un ghid?

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**"The tube" este expresia pt metroul londonez. In America metroul se numeste "subway". In fata unui nume de strada nu se pune niciodata un articol. Spunem simplu "in Mary Street" si nu "In the Mary Street".*

La vama

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La vama - Customs

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What country do you come from? – Din ce tara veniti/sunteti?

I come from Romania. – Vin din Romania.

Is this your first visit to the UK? – Este prima dumneavoastra vizita in Marea Britanie?

How long will you be staying in the UK? – Cat timp intentionati sa stati in Marea Britanie?

I'll be staying for two weeks/for a year. – Intentionez sa stau doua saptamani/un an.

What is the purpose of your visit? – Care este scopul vizitei dumneavoastra?

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Are you traveling as a tourist? – Este o vizita turistica?

Is it a business trip? – Este o vizita de afaceri?

Do you have anything to declare? – Aveti ceva de declarat?

Is this all your luggage? – Nu aveti decat aceste bagaje?

I have no other luggage. – Nu am alte bagaje.

You must pay customs duty. – Trebuie sa platiti o taxa vamala.

You must make a customs declaration. – Trebuie sa dati o declaratie vamala.

Do you carry any dutiable goods? – Aveti marfuri supuse taxelor vamale?

Please fill in this form. – Completati va rog acest formular.

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Surname – Nume

First name – Prenume

Nationality – Nationalitate

Place of birth – Locul nasterii

Date of birth – Data nasterii

This is my passport. – Acesta este pasaportul meu.

You need a visa. – Aveti nevoie de o viza.

You need a tourist/student visa. – Aveti nevoie de o viza de turist/de student.

Your passport is clear. – Pasaportul dumneavoastra este in ordine.

I'd like to apply for a visa extension. – As vrea sa-mi prelungesc viza.

Do you have foreign currency ? – Aveti valuta?

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I have 100 USD in cash. – Am 100 dolari in numerar.

I have 200 pounds in traveller's cheques. – Am cecuri de calatorie in valoare de 200 lire sterline.

I've lost my passport. – Mi-am pierdut pasaportul.

Please show me... – Va rog sa –mi aratati....

- Your invitation to the UK – invitatia

- A copy of your work contract – copia dupa contractual dumneavoastra de munca

- Your British employer's contact – datele de contact ale angajatorului d-vs din Mare Britanie

You may pass. – Puteti trece.

Complimente - Urari - Felicitari

Complimente - urari - felicitari

Compliments - Complimente

To pay somebody a compliment – A felicita pe cineva

This is absolutely delicious. – Este absolut delicios.

It's wonderful. – Este minunat.

It's marvellous. – Este uimitor

You've done this so well. – Te-ai descurcat atat de bine

I'm very impressed. – Sunt foarte impresionat

May I compliment you on...? – Imi dati voie sa va felicit?

You're a marvellous... – Esti o ...minunata

You've got a lovely... – Ai o.....draguta

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I love the way you.... – Imi place mult felul in care....

Well done! – Bravo!

I think the way you....is fantastic. – Cred ca felul in care ai...este uimitor.

What a nice.....you're wearing. – Ce..draguta porti.

I'm very pleased with ... – Sunt foarte multumit de....

It suits you perfectly. – Ti se potriveste de minune.

You look lovely. – Arati foarte bine.

That's very flattering. – Este foarte magulitor.

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Good wishes, Congratulations – Urari, felicitari

Welcome! – Bine ati venit!

Welcome to... – Bine ati venit la...

Congratulations! – Felicitari!

Congratulations on your success/anniversary! – Felicitari pentru succesul/aniversarea d-voastra!

Enjoy yourself/yourselfes! – Distractie placuta!

Enjoy your holiday! – Vacanta placuta!

Good luck! – Noroc!

Please give my best regards to your mother! – Transmite-i mamei dvs. cele mai bune urari din partea mea!

Speedy recovery! – Insanatosire grabnica!

Merry Christmas! – Craciun Fericit!

A happy New Year! – An nou fericit!

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A happy and prosperous new year! – Un an nou fericit si prosper!

Happy Easter! – Paste fericit!

Happy Birthday! – La multi ani (la ziua de nastere)

Many happy returns of the day! – La multi ani! (la onomastica)

Enjoy your holiday! – Sarbatori fericite!

Have a safe trip! – Drum bun!

Keep up the good work! – Spor la treaba !/Spor la treaba in continuare!

All the best! – Toate cele bune!

I'll keep my fingers crossed! – Iti tin pumnii!

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*la ziua de nastere se adreseaza urarile "Happy Birthday" si " Many happy returns of the day". Un fel plin de umor de a ura cuiva noroc este expresia "break a leg". Ea provine dintr-o veche superstitie a oamenilor de teatru potrivit careia a ura cuiva noroc aduce de fapt ghinion

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La magazin

La magazin

Where did you buy that lovely..? – De unde ai cumparat aceasta...draguta?

I bought it in... – Am cumparat-o la...

May I help you? – Pot sa va ajut?

I'm looking for a ... – Caut un...

Did you have anything particular in mind? – Va gandeti la ceva anume?

No, thank you .I'm just having a look around. – Nu, multumesc. Doar ma uit.

What size do you take?/What size are you? – Ce masura purati?/aveti?

I take size/I am size... – Port masura.../am masura

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This will probably fit you. – Aceasta vi s-ar potrivi.

Where can I try it? – Unde pot sa o probez?

I'd like to try it on. – As dori sa incerc.

It fits perfectly. – Se potriveste perfect.

It suits you! – Iti vine foarte bine!

It's very /not very flattering. – Te pune foarte bine in valoare/nu te pune foarte bine in valoare.

It doesn't go with my hair. – Nu se potriveste cu parul meu.

It's a bit too large/loose. – E putin prea stramta/larga.

Do you have it in a larger/smaller size? – Aveti o masura mai amre/mai mica?

Do you have trousers to match this jacket? – Aveti pantaloni asortati la aceasta jacheta?

Are these the only ones you have? – Acestea sunt singurele pe care le aveti?

I'd like a long –sleeved/short sleeved shirt, please. – As dori o camasa cu maneca lunga/scurta.

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How much does it cost? – Cat costa?

How should I wash it? – Cum ar trebui sa o spal?

You can machine-wash it. – Puteti sa o spalati cu masina.

You'll have to wash it separately. – Va trebui sa o spalati separat.

This dress is a real bargain. – Rochia aceasta este un adevarat chilipir.

The clearance sale begins this week. – Vanzarile cu prèt redus incep saptamana asta.

The sale begins on ... – Vanzarae incepe pe...

There's 20% off all our goods at the moment. – Acum avem o reducere de 20% la toate produsele.

It's sales time. – Este sezonul reducerilor.

This colour doesn't suit me. – Aceasta culoare nu mi se potriveste.

Where are the fitting rooms? – Unde sunt cabinele de proba?

Can I try it on a smaller size? – As putea sa probez o masura mai mica?

I'm sorry. I'm afraid we don't have this colour in size 40. – Imi pare rau. Mi-e teama ca nu avem aceasta culoare la masura 40.

This one fits much better. – Aceasta se potriveste mult mai bine.

I think I'll take it. – Cred ca am sa o iau.

I'm buying it. – O cumpar.

Can I pay by cheque? – Pot sa platesc cu un cec?

Do you accept credit cards? – Primiti carti de credit?

Thank you. You've been very helpful. – Multumesc. Mi-ati ofst de mare ajutor.

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La restaurant

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La restaurant

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Can you recommend a restaurant close to my hotel? – Puteti sa-mi indicati un restaurant apropiat de hotelul meu?

I'd like a table for three, please. – As dori o masa pentru trei persoane, va rog.

I'd like a table by the window, please. – As dori o masa langa feresatra, va rog.

This table is free/taken. – Aceasta masa e libera/ocupata.

I'd like to book a table please. – As dori sa rezerv o masa, va rog

I've booked a table under the name of John. – Am rezervat o masa pe numele John.

Here's the menu. – Poftiti meniul.

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I would recommend... – As recomanda...

Are you ready to order? – Doriti sa comandati?

We haven't decided yet. – Nu ne-am hotarat inca.

May I take your order now? – As putea sa va iau comanda acum?

What would you like to start with? – Cu ce ati dori sa incepeti?

Let's have some starters first. – Pentru inceput as lua niste aperitive.

I'll have the..., please. – Am sa iau..., va rog.

And for my wife/husband, the... – Si pentru sotia/sotul meu...

I'm a vegetarian. – Sunt vegetarian.

I'm on a diet. – Tin regim.

And for main course? – Si pentru felul principal?

And as a side-dish? – Si pentru garnitura?

And for dessert? – Si pentru desert?

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What would you like to drink? – Ce ati dori sa beti?

Could you bring us a bottle of...? – Ne puteti aduce o sticla de..?

Cheers! – Noroc!

Anything else, Sir/Madam? – Mai dorit ceva d-le/doamna?

That would be all, thank you. – Nu, asta e tot, multumim.

Could we pay, please? – Am putea plati, va rog?

Could we have the bill, please? – Ne puteti aduce nota de plata, va rog?

Did you enjoy your meal? – V-a placut mancarea?

Please keep the change. – Pastrati restul, va rog.

Have you been here before? – Ati mai fost aici?

It's one of my favourite restaurants. – Este unul dintre restaurantele mele preferate.

Let me order for you. – Lasa-ma sa comand pentru tine.

What would you recommend? – Ce mi-ati recomanda?

Allow me to pay. – Da-mi voie sa paltesc.

Thanks very much for inviting me. – Multumesc foarte mult ca m-ai invitat.

This is not what we ordered. – Ni s-a adus comanda gresita.

Waiter, we have been waiting for a long time. – Chelner, asteptam de mult timp.

La interviu

I'm here for the vacancy you advertised. – Am venit pentru postul pe care l-ati anuntat

What studies do you have? – Ce studii aveti?

I got my.... – Mi-am luat....

Bachelor's degree – licenta

Master's degree – masteratul in

I graduated.... – Am studii.....

Secondary school – liceale

From University – superioare

I did a three-month internship with X. – am facut un stagiul de 3 luni la compania X.

How long have you been working as a...? – Ce vechime aveti in aceasta activitate?

Are you available for project-based work? – Suneti disponibil/a pentru activitati sporadice in diverse proiecte?

This position requires excellent qualifications. – Acest post presupune un inalt nivel de calificare.

What are your qualifications ? – Ce nivel de calificare aveti?

I was trained in.... – Sunt calificat in domeniul...

What skills do you have? – Ce competente aveti?

I have ten years' experience in working with... – Am o experienta de 10 ani in lucrul cu...

I have good business experience. – Am o buna experienta in afaceri.

I'm computer literate and I have good clerical skills. – Stapanesc bine calculatorul si activitatile de secretariat.

I'm good at ... – Ma pricep bine la...

I'm unemployed now. – Acum sunt in somaj/somer.

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-
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Do you have any references from your previous employer? – Aveti niste recomandari din partea ultimului d-va angajator?

What are your expectations regarding payment? – Cu cat v-ati astepta sa fiti platit?

What are your working hours? – Ce program aveti?

Do I have to work in shifts? – Va trebui sa lucrez in schimburi?

This job is a real challenge. – Acest post este o adevarata provocare.

The atmosphere at work is very good in our company. – Atmosfera de lucru este foarte buna in intreprinderea noastra.

Are there good chances for promotion? – Sansele de promovare sunt bune?

You are hired. – Esti angajat.

I wish you all the best in finding something wich suits you better. – Va doresc mult success sa va gasiti ceva care sa vi se potriveasca mai bine.

-

La gara, autogara, aeroport

La gara – informatii despre tren

Where is the ticket booth? – Unde este casa de bilete?

A single ticket to...please. – Un bilet pana la ...va rog.

A return ticket to..please. – Un bilet dus-intors pana la ..va rog.

I'd like a ticket to..please. – As dori un bilet pana la...va rog.

Two and two halves to..please. – Doua bilete cu pret intreg si doua cu pret redus pana la ...va rog.

One way or return? – Dus sau dus-intors?

First class or second class? – Clasa intai sau a doua?

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Smoking or no-smoking? – Fumatori sau nefumatori?

A window or an aisle seat? – Un loc la fereastra sau la margine?

A non-smoking compartment, please. – Compartiment de nefumatori, va rog.

I'd like to reserve a sleeper for the night train to ... – As dori sa rezerv o cuseta la trenul de noapte catre...

I'd like to book a seat on the twelve o'clock train to...please. – As dori a rezerv un loc la trenul de ora 12 catre...va rog.

How long is the ticket valid? – Pe ce perioada este valabil biletul?

Do I have to pay supplement? – Trebuie sa platesc un supliment?

How much is a ticket to..? – Cat costa un bilet catre...?

I'd like a monthly ticket, please. – As dori un abonament pentru o luna ,va rog.

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Do you have some form of identification with you? – Aveti ceva acte de identitate asupra dumneavoastra?

Which platform does it leave from? – De la ce peron pleaca trenul?

Where do I have to change? – Unde trebuie sa schimb?

Is the train delayed? – Trenul are intarziere?

It will arrive 15 minutes late. – Intarzie 15 minute.

Departures – Plecari

Arrivals – Sosiri

Let me carry your suitcase! – Lasa-ma sa-ti duc geamantanul!

This is a smoking/non-smoking car. – Acest vagon este pentru fumatori/nefumatori.

Excuse me, is this seat taken? – Ma scuzati, locul acela este ocupat?

Let's go to the dining car, shall we? – Sa mergem la vagonul restaurant?

Your tickets please. – Biletele , va rog.

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In autogara – informatii despre autobuz

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Could you tell me where the nearest bus stop is? – Puteti sa-mi spuneti unde este cea mai apropiata statie de autobuz?

Does this bus go to..? – Acest autobuz ajunge la...?

Is this the number 45 bus? – Acesta este autobuzul numarul 45?

Which bus do I take to..? – Ce autobuz sa iau catre..?

Hurry up, there comes a bus! – Repede, vine un autobuz!

Is this the right bus for..? – Acesta este autobuzul catre...?

No, you'll have to get off at...and change. – Nu, trebuie sa coborati la ..si sa schimbati.

No, you're going in the wrong direction. – Nu, mergeti in directia gresita.

Do I have to pay the driver when boarding? – Trebuie sa platesc la sofer cand urc?

How much further is it? – Cat mai este de mers?

It' the next stop. – Pana la statia urmatoare.

A one way ticket to ... , please. – Un bilet dus pana la ..., va rog.

Buses run from here every fifteen minutes. – Autobuzele circula de aici din sfert in sfert de ora.

The bus is running ten minutes late. – Autobuzul are 10 minute intarziere.

**Numerele de autobuz, ca de exemplu "5" si "94" vor fi pronuntate "fifteen" si "ninety-four". Numerele mai lungi, ca de exemplu "127", vor fi pronuntate "one-two-seven"*

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In aeroport – informatii despre avion

I need to get to the airport. – Vreau sa ajung la aeroport.

When is the Paris flight? – Cand pleaca avionul spre Paris?

When is it supposed to take off? – Cand va decola avionul?

You can go to the check-in desk. – Puteti merge la check in.

Smoker or non-smoker? – Doriti un loc la fumatori sau nefumatori?

Show me your ticket and your passport, please. – Vreti sa-mi aratati biletul si pasaportul dumneavoastra ?

Here's your boarding pass. – Poftiti numarul de bord.

Excuse me, is this gate 8? – Ma scuzati, aceasta este poarta 8?

When are we taking off? – Cand decolam?

Passengers for flight 410 to Paris please go immediately to gate 8. – Pasagerii pentru cursa 410 in directia Paris sa mearga imediat la poarta 8.

The flight attendant is very nice. – Stewardesa este foarte amabila.

Please fasten your seat belts. – Fixati-va centura de siguranta.

I'm airsick. – Am rau de avion.

There are no stopovers. – Este o cursa fara escale.

We are landing. – Aterizam acum.

Your luggage has been checked. – Bagajul dumneavoastra a fost verificat.

Conversatii telefonice in limba engleza **- Talking on the phone -**

A dialogue between two persons that don't know each other.

Un dialog intre doua persoane care nu se cunosc.

Andy: **Hello, I'm Andy, I would like to speak to George, please!**

Buna, sunt Andy, as dori sa vorbesc cu George, va rog!

Mike: **Hello, George is taking a shower right now. If you wish, please call him later.**

Buna, George face dus acum. Daca doriti, sunati-l va rog mai tarziu.

Andy: **Ok, thank you, have a good day!**

Bine, multumesc, o zi buna va doresc!

Mike: **Thank you, you, too! Good bye!**

Multumesc, la fel va doresc! La revedere!

Andy: **Good bye!**

La revedere!

A dialogue between two persons that know each other.

Un dialog intre doua persoane care se cunosc.

Laura: **Hi, Melinda! How are you?**

Buna, Melinda! Ce faci?

Melinda: **Hi, Melinda! I'm cooking some pancakes.**

Buna, Melinda! Fac niste clatite.

Laura: **I have tried to call you earlier, but the line was busy.**

Am incercat sa te sun si mai devreme, dar linia era ocupata.

Melinda: **Well, I heard the phone ringing, I picked up the receiver, and at the other end of the line was my aunt, and I talked to her.**

Pai, am auzit telefonul sunand, am ridicat receptorul si

la celalalt capat al firului era matusa mea si am vorbit cu ea.

Laura: **Wait a second, please, my mother is calling me on the cell.**

Asteapta, te rog, o secunda, ma suna mama pe celular.

Melinda: **Ok, talk to you later.**

Bine, vorbim mai tarziu.

Laura: **Ok, bye!**

Bine, pa!

Melinda: **Bye!**

Pa!

A dialogue between a secretary and someone that is calling at the company.

Un dialog intre o secretara si cineva care suna la companie.

The secretary: **Hello? Dacia Servicing here, what can I do for you?**

Alo! Dacia Service, cu ce va pot ajuta?

Mr. Brown: **Hello, is Mr. Fred there, I have to speak with him?**

Buna, domnul Fred este, as vrea sa vorbesc cu dumnealui?

The secretary: **Mr Fred is busy now, shall I take a message for him?**

Domnul Fred este ocupat acum, doriti sa preiau un mesaj sa ii transmit?

Mr. Brown: **Hello, I can't hear you anymore... are you still there?**

Alo, nu va mai aud, mai sunteti?

The secretary: **Yes, who is speaking?**

Da, cine este la telefon?

Mr. Brown: **It's me, the one that was looking for Mr. Fred.**

Sunt eu, cel care il cautam pe domnul Fred.

The secretary: **Oh, i'm sorry, please try another extension, the phone is broken here, that is why you can hear me good.**

Oh, imi pare rau, va rog incercati un alt interior, telefonul este stricat aici, de aceea nu ma puteti auzi bine.

Mr Brown: **Ok. Thank you.**

Bine, multumesc.

The secretary: **And if an answering machine will answer, please leave there a message.**

Si daca va va raspunde robotul, lasati acolo un mesaj.

Mr Brown: **Ok, Good bye!**

Ok, la revedere!

The secretary: **Good bye!**

La revedere!

La restaurant / rezervarea unei mese

- In a Restaurant / Reserve a table -

A dialogue between someone that wants to reserve a table and the employee from the restaurant; and then a dialogue between two persons that eat in the restaurant.

Un dialog între cineva care vrea să rezerve o masă și un angajat al restaurantului; și apoi un dialog între două persoane care mănâncă în restaurant.

- Mr. Olsen: Good afternoon!

Buna ziua!

- Waiter: Good afternoon, Sir!

Buna ziua, domnule!

- Mr. Olsen: I would like to reserve a table for tonight.

As dori să rezerv o masă pentru diseară.

- Waiter: Of course, Sir. For how many persons?

Desigur, domnule. Pentru câte persoane?

- Mr. Olsen: Could we have a table for two?

Putem sta la o masă de două locuri?

- Waiter: I'm sorry, sir, but the tables for two are fully booked until 8 p.m.

Imi pare rău, domnule, dar mesele de două persoane sunt toate rezervate până la 8 p.m.

- Mr. Olsen: No problem, for I would like a table for 9 p.m., in fact, I would like our usual table.

Nicio problemă, eu as dori o masă pentru ora 9 p.m., de fapt, as dori masa noastră obișnuită.

- Waiter: Of course, sir.

Desigur, domnule.

- Mr. Olsen: Thank you.

Mulumesc.

- After several hours.

Dupa cateva ore.

- Waiter: Good evening!

Buna seara!

- Mr. Olsen: Good evening!

Buna seara!

- Waiter: Have you made a reservation, sir?

Ati facut o rezervare, domnule?

- Mr. Olsen: Yes I had, several hours ago; don't you remember?

Da, am facut; nu va amintiti?

- Waiter: Oh, i'm sorry, sir, I do remember; please follow me.

Oh, imi pare rău, domnule, imi amintesc; urmati-ma, va rog.

- Mr. Olsen: Thank you.

Mulumesc.

- Waiter: Would you like a drink before your meal?

Doriti să bei ceva înainte de masă?

- Mr. Olsen: No, we'll order the meal.

Nu, vom comanda direct.

- Waiter: Yes, please...

Da, va rog...

Mr. Olsen: I would like roast lamb with mint sauce and for my partner, pork chop with mustard sauce and two glasses of white wine.

As dori o friptura de miel cu sos de menta, iar pentru partenerul meu cotlet de porc cu sos de mustar si doua pahare de vin alb.

Waiter: That would be all, sir?

Asta e tot, domnule?

Mr. Olsen: Yes.

Da.

Waiter: Very good, sir.

Bine, domnule.

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With several minutes before leaving the restaurant.

Cu cateva minute inainte de a parasii restaurantul.

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Mr. Olsen: Waiter, can you bring us the bill, please?

Chelner, nota de plata, va rog.

Waiter: Yes, sir, One moment, please.

Da, domnule. Un moment, va rog.

Waiter: Do you want to pay separately or do you want it all on the same bill?

Doriti sa platiti separate sau sa fie trecut totul pe o singura nota de plata?

Mr. Olsen: This gentleman is my guest.

Domnul este invitatul meu.

Waiter: That will be 300 lei altogether.

Asta inseamna in total 300 lei.

Mr. Olsen: We enjoyed our dinner very much.

Ne-a facut placere sa cinam aici.

Waiter: Thank you, sir. I hope you'll come again.

Multumim, domnule. Sper sa mai veniti.

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La hipermarket

- In a hypermarket -

-

A dialogue between a buyer and an area responsible in a hypermarket.

Un dialog intre un comparator si un responsabil de raion intr-un hypermarket.

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The buyer: Would you be so kind and tell me where is the pastry department?

Fiti amabil, unde este raionul de patiserie?

The area responsible: It is right after the corner. But what do you want to buy from there?

Este exact dupa colt. Dar ce doriti sa cumparati de acolo?

The buyer: I want to buy some pretzels.

Doresc sa cumpar niste covrigei.

The area responsible: **I'm afraid that we ran out of pretzels.**

Ma tem ca nu mai avem covrigei.

The buyer: **Oh..too bad!**

Oh.. ce pacat!

The area responsible: **I'm sorry. Have a good day!**

Imi pare rau, o zi buna sa aveti!

The buyer: **Thank you, you, too.**

Multumesc, asemenea.

Cum pariem - Gambling -

Two friends meet at a horse racing.

Doi prieteni se intalnesc la o cursa de cai.

Dan: **Lary, do you think Snoop will win this time?**

Lary, crezi ca Snoop va castiga de data asta?

Lary: **Not a chance, Dan.. He is not so good.**

Nicio sansa, Dan.. Nu este asa de bun.

Dan: **Wanna bet?**

Vrei sa pariem?

Lary: **You know I do not gamble.**

Stii bine ca nu fac pariuri.

Dan: **Just this time, please.**

Doar de data asta, te rog.

Lary: **All right. I'll go for it.**

Bine. Intru in joc.

Dan: **Good.**

Bine.

Lary: **But let me ask you: What do you think about Blacky?**

Dar sa te intreb: ce parere ai despre Blacky?

Dan: **He could win, yes.**

Ar putea castiga, da.

Lary: **Let's call John and convince him to bet.**

Hai sa-l sunam pe John sis a il convingem sa parieze si el.

Dan: You won't succeed, he is one of a kind, he won't agree.

Nu vei avea succes, el este mai altfel, nu va fi de acord.

Lary: Ok. Let's watch the race then.

Ok. Hai sa urmarim cursa atunci.

Dan: Right. Good luck!

Bine. Bafta!

Lary: You, too.

Si tu.

Cum ne impacam cu cineva - Reconcile -

A dialogue between two friends; one of them did something wrong and hurt the other.
Un dialog intre doi prieteni; unul dintre ei a gresit si l-a ranit pe celalalt.

Lary: Mike, I hope that you know that what I did I did it for you; I hope you aren't holding grudge against me anymore...

Mike, sper ca esti constient ca ceea ce am facut am facut pentru tine; sper ca nu mai imi porti pica...

Mike: Well, what you did was very inappropriate, I did not expected that from you.

Pai, ceea ce ai facut a fost foarte nelalocul lui, nu ma asteptam la asta din partea ta.

Lary: So.. you are telling me that you are still upset on me??

Asadar.. vrei sa spui ca esti inca suparat pe mine??

Mike: But you did sign a document on my behalf, Lary, do you think this is a little thing?

Ai semnat un act in numele meu, Lary.. ti se pare putin?

Lary: I'm sorry.. I really am..

Imi pare rau.. chiar imi pare..

Mike: Hmm...

Hmm ...

Lary: What can I do so that we can make it up?

Ce pot sa fac sa ne impacam?

Mike: You could go to the manager and say the truth..that all was Mirela's idea.

Ai putea merge la director si sa ii spui adevarul.. ca a fost doar ideea Mirelei.

Lary: I'm so sorry that you are so affected.. I will do that for the good of our friendship.

Imi pare foarte rau ca esti asa de afectat.. voi face asta pentru binele prieteniei noastre.

Mike: **You do that!**

Asa sa faci!

Lary: **I promise that, but tell me that all your anger is gone.. I do apologize again, my friend.**

Iti promit, dar spune-mi ca nu mai esti manios.. te rog inca o data sa ma ierti, prietene.

Mike: **It's all right, it will pass.**

E in regula, imi va trece.

Lary: **Good. Talk to you later, now I have to go.**

Bine. Vorbim mai tarziu, trebuie sa plec acum.

Mike: **Ok. Bye!**

Bine. Pa!

Conversatie in engleza: Consolarea **- Consolation -**

A dialogue between two friends, Clara and Paula.

Un dialog intre doi prieteni, Clara si Paula.

Clara: **Paula, i'm so glad that you came so quickly after I had called you.**

Paula, ma bucur tare mult ca ai venit asa devreme, imediat dupa ce te-am sunat.

Paula: **Clara, tell me.. what's wrong?**

Clara, spune-mi.. ce s-a intamplat?

Clara: **My dear friend, a month ago I received a beautiful present.. a cat.**

Draga mea prietena, acum o luna am primit un cadou minunat.. o pisica.

Paula: **Yes, I know, you were so happy..**

Da, stiu, erai asa de fericita..

Clara: **Well.. my cat got sick... and I am so scared.**

Ei bine, pisica mea s-a imbolnavit.. si sunt asa de sperziata.

Paula: **Oh.. i'm so sorry.. we have to take her to the doctor.. I am with my car..**

but don't worry.. i'm sure that is something minor.

Oh.. imi pare tare rau.. trebuie sa o ducem la doctor. Eu sunt cu masina..

dar nu iti face griji.. sunt sigura ca nu e nimic grav.

Clara: **No, dear, my cat is already at the doctor, my father took her.**

Nu, draga, pisica este deja la doctor, tatal meu a dus-o.

Paula: **Then we have to wait news from him, he'll call you.**

Atunci, trebuie sa asteptam vesti de la el, te va suna.

The phone is ringing and after a few seconds of conversation Clara starts to smile.

Telefonul suna, iar dupa cateva secunde de conversatie Clara incepe sa zambeasca.

Paula: **Well.. tell me.. you are smiling.. what is it?**

Ei bine.. spune-mi.. zambesti.. ce e?

Clara: **My father called me and told me that my cat is all right, it was just an indigestion.**

M-a sunat tata si mi-a spus ca pisica este bine, a fost doar o indigestie.

Paula: **Haven't I told you?! It's not the end of the world, everything is all right.**

Nu ti-am spus?! Nu este capatul lumii, totul este in regula.

Oh.. i'm so glad!

Oh.. ma bucura tare mult!

Clara: **Me, too.**

Si eu.

Paula: **Let's go and have an orange juice.**

Hai sa mergem sa bem un suc de portocale.

Clara: **Good idea!**

Buna idee!

La vama - At the custom -

A dialogue between a tourist and a custom officer in Hungary.

Un dialog intre un turist si un ofiter vamal in Ungaria.

The officer: **Have your passport ready.**

Pregatiti-va pasaportul.

The tourist: **Here you have.**

Poftiti pasaportul.

The officer: **Where are you coming from?**

De unde veniti?

The tourist: **I come from Timisoara.**

Vin din Timisoara.

The officer: **What nationality are you?**

Nationalitatea dv.?

The tourist: **Romanian.**

Romana.

The officer: **Where are you going?**

Unde doriti sa mergeti?

The tourist: **I am going to Austria.**

Merg in Austria.

The officer: **How long do you plan to stay there?**

Cat veti sta acolo?

The tourist: **Just 10 days.**

Doar 10 zile.

The officer: **Is this all your luggage?**

Acestea sunt toate bagajele dumneavoastra?

The tourist: **I have also a trunk in the luggage van.**

Mai am un cufar la vagonul de bagaje.

The officer: **Do you have anything else to declare?**

Aveti altceva de declarat?

The tourist: **No, sir.**

Nu, domnule.

The officer: **Have you got any foreign currency about you?**

Aveti valuta asupra dumneavoastra?

The tourist: **Only a few euros..**

Doar cativa euro..

The officer: **What have you got in this suitcase?**

Ce aveti in acest geamantan?

-

-

-

The tourist: **Only articles of clothing.**

Doar articole de imbracaminte.

The officer: **Shall I open it?**

Sa il deschid?

The tourist: **Please.**

Va rog.

The officer: **It's ok. You can pass on.**

Este in regula. Puteti trece mai departe.

Cum incercam haine - Trying clothes -

A dialogue between an employee of a shop and a gentleman.

Un dialog intre un angajat al unui magazin si un domn.

-

The employee: **May I help you, sir?**

Pot sa va fiu de folos, domnule?

The gentleman: **Yes, please, I am looking for a jacket with long lapels.**

Da, va rog, caut o haina cu revere lungi.

The employee: **This kind of clothes are just around the corner, follow me.**

Acest tip de haine le gasiti imediat dupa colt, urmati-ma.

The gentleman: **Thank you.**

Multumesc.

The employee: **But you aren't allowed to enter in the fitting room with more than one piece of clothing.**

Dar nu aveti voie sa intrati in cabina de proba cu mai mult de un articol de imbracaminte.

The gentleman: **All right.**

Bine.

The employee: **Should I look for something else for you, sir?**

Sa caut si altceva pentru dumneavoastra, domnule?

The gentleman: **Yes, I also want to buy a shirt.**

As dori sa cumpar si o camasa.

The employee: **What color?**

Ce culoare?

The gentleman: **A bright color, something greenish..**

O culoare deschisa, ceva verzui..

-
-
-

The employee: **What size are you?**

Ce marime aveti?

The gentleman: **I take size 42.**

Port marimea 42.

The employee: **Is this one good?**

Este buna aceasta?

The gentleman: **No, is too tight.**

Nu, este prea stramta.

The employee: **Ok, i'll bring you another one but another color, a yellow one.**

Ok, o sa va aduc alta dar alta culoare, una galbena.

The gentleman: **Is all right.**

Este in regula.

The employee: **How are the clothes, sir?**

Cum sunt hainele, domnule?

The gentleman: **I'm still trying on, but... they fit me.**

Inca probez, dar.. vad ca imi sunt bune.

The employee: **I'm glad, sir.**

Ma bucur, domnule.

The gentleman: **I'll buy both.**

Cumpar ambele articole.

The employee: **That will be 50 euros.**

Va costa 50 de euro.

The gentleman: **Thank you.**

Multumesc.

The employee: **We thank you, sir.**

Noi va multumim, domnule.

Cum inapoiem un obiect cumparat **- Return merchandise -**

A dialogue between a seller and a client.

Un dialog intre un vanzator si un client.

-
-

The seller: **Good afternoon! Can I help you?**

Buna ziua! Cu ce va pot ajuta?

The client: **Good afternoon! Yes.. yesterday I bought a TV from here and now programs commuter is broken.**

Buna ziua! Da.. ieri am cumparat un TV de aici si acum nu mai functioneaza comutatorul de programe.

The seller: **And...?**

Si...?

The client: **And I would like to return it.**

Si as vrea sa il returnez.

The seller: **Sir, i'm afraid that that isn't possible. We do not accept merchandise back.**

Domnule, ma tem ca nu se poate. Marfa vanduta nu o mai acceptam inapoi.

The client: **Can I exchange the TV with something else?**

-
-
-

Pot schimba TV-ul cu altceva?

The seller: **Yes, that is possible, and if the new product is more expensive you have to pay the difference.**

Da, acest lucru este posibil, iar daca produsul nou este mai scump trebuie sa platiti diferenta.

The client: **I agree. Let me take a tour of the shop and see what I can choose.**

De accord. Lasati-ma sa fac un tur al magazinului sa vad ce pot sa aleg.

The seller: **Sure, Sir, please do so.**

Desigur, domnule, va rog.

The client: **Thank you.**

Mulumesc.

The seller: **Not at all.**

Pentru putin.

La restaurant - At the restaurant -

A dialogue between a lady and the waiter in "Pasarea Paradisului Restaurant."

Un dialog intre o doamna si un ospatar in restaurantul "Pasarea Paradisului."

The lady: **At what time is lunch served?**

La ce ora se serveste pranzul?

The waiter: **Lunch is served at one o'clock.**

Pranzul se serveste la ora unu.

The lady: **Oh.. just on time.**

Oh.. exact la timp am ajuns.

The waiter: **Yes, Madame, can I take your coat?**

Da, doamna, pot sa va iau haina?

The lady: **Yes, please.**

Da, va rog.

I'm looking for a table near the window.

Caut o masa langa fereastra.

The waiter: **Of course, Madame, follow me.**
Desigur, doamna, urmati-ma.

What does the lady want to serve?
Ce doresti doamna sa serveasca?

The lady: **Can I have a menu card first?**
Imi puteti aduce mai intai meniul?

The waiter: **Here you are.**
Poftiti.

The lady: **Thank you.**
Multumesc.

-
-
The waiter: **Have you decided, Madame?**

V-ati decis, doamna?

The lady: **Yes, Tomato soup for one.**

Da, o data supa de rosii.

The waiter: **And for the second plate?**

Si pentru felul doi?

The lady: **I would like a roast duck with cabbage.**

As dori o rata pe varza.

The waiter: **What do you wish for garnish?**

Ce garniture preferati?

The lady: **Nothing, just the steak.**

Nimic, doar friptura.

The waiter: **Ok. What do you want to order for desert?**

Ok. Ce doriti sa serviti la desert?

The lady: **Have you got apple-pie with custard?**

Aveti placinta de mere cu crema de vanilie?

The waiter: **Yes, Madame.**

Da, doamna.

The lady: **Ok. And a glass of mineral water.**

Ok. Si un pahar de apa minerala.

The waiter: **Sure, Madame.**

Desigur, doamana.

-
-
-
After a while.

Dupa ceva timp.

-
The lady: **Waiter, the bill, please.**

Ospatar, nota, te rog.

The waiter: **Twenty euros in all.**

Douazeci de euro in total.

The lady: **Here you are, keep the change.**

Poftim, pastreaza restul.

The waiter: **Thank you, Madame, we hope you come back soon.**

Multumim, doamna, speram sa reveniti curand.

The lady: **Thank you, good bye!**

Multumesc, la revedere!

The waiter: **Good bye!**

La revedere!

Cum attentionam pe cineva **- Warning -**

A dialogue between a child and his father while walking on the street.

Un dialog intre copil si tatal sau in timp ce mergeau pe strada.

-

The child: **Daddy, I want to go in the park.**

Tati, as vrea sa merg in parc.

The father: **Ok, dear, but first let`s enter this shop and buy a book for your mum.**

Bine, dragul meu, dar mai intai hai sa intram in magazinul asta si sa cumparam o carte pentru mama ta.

The child: **Ok.**

Bine.

The father: **Son, take care! Do not try to cross the street again when the light is red!**

Fiule, ai grija! Nu mai incerca sa traversezi strada cand semaforul este pe culoarea rosie!

The child: **Oh.. I wasn't paying attention..**

Oh.. nu eram atent.

The father: **Look out, son! The bicycle.. oh.. dear you scare me!**

Fii atent, fiule! Bicicleta.. off.. draga ma sperii!

The child: **I'm sorry daddy, that was close.**

Imi pare rau, tati, era cat pe ce sa...

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A dialogue between two colleagues.

Un dialog intre doi colegi.

-

George: **Dan, what happened at the meeting, the boss got out very irritated?**

Dan, ce s-a intamplat la sedinta, seful a iesit foarte iritat de acolo?

Dan: **We've talked about the turnover for 2008 and I had a fight with him...**

he told me that I did not calculate it well.

Am vorbit despre cifra de afaceri pe 2008 si m-am certat cu el...

mi-a spus ca nu am calculate-o bine.

George: **You should take care how you talk to the boss, you can get fired.**

Ar trebui sa ai grija cum vorbesti cu seful, ai putea fi concediat.

Dan: **Thank you for the warning, but it's too late, I have just quit.**

Multumesc pentru atentionare, dar este prea tarziu, tocmai am demisionat.

George: **Oh.. I'm so sorry.**

Oh.. imi pare asa de rau.

Dan: **It's ok.**

Este in regula.

Cum cautam pe cineva **- Looking for someone -**

A dialogue between the manager of a company and some employees.

Un dialog intre directorul unei companii si cativa angajati.

-

The manager addressing to the secretary: **Please call John and tell him that he has to do some**

calculations for January.

Managerul adresandu-se secretarei: *Te rog suna-l pe John si spune-i ca trebuie sa faca niste*

calculce pentru luna ianuarie.

The secretary: **He isn't in the office.**

Secretara: *Nu e in birou.*

The manager addressing to an employee: **Have you seen John? I urgently need to talk to him.**

Managerul adresandu-se unui angajat: *L-ai vazut pe John? Trebuie sa vorbesc urgent cu el.*

The employee: **No I haven't, but wait just a second...**

Nu, nu l-am vazut, dar asteapta o secunda ...

The employee addressing to the guard man: **If you see John, can you tell him to go to the boss' office as soon as possible?**

A ngajatul adresandu-se omului de la paza: *Daca il vezi pe John, poti sa ii spui sa mearga in biroul sefului cat mai repede?*

The guard man: **Of course.**

Omul de la paza: *Desigur.*

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-

The manager: So.. please tell John, if you happen to see him,
that i really have to see him.

Asadar.. spune-I lui John, daca se intampla s ail
intalnesti,

ca trebuie sa ii vorbesc neparat.

The employee: Oh.. I forgot.. he won't be here till Friday, he is
on vacation.

Oh.. am uitat, nu va fi aici pana vineri, e in
concediu.

The manager: All right then, you'll do his job.

In regula, atunci, o sa faci tu ceea ce trebuia sa
faca el.

The employee: Ok, Sir.

Bine, domnule.

Urari de bine in limba engleza **- Well wishes -**

A dialogue between Tom and his cousin.

Un dialog intre Tom si verisorul sau.

Tom: Hy! I heard from your mother that you have a difficult exam tomorrow.

Buna! Am auzit de la mama ta ca maine ai un examen dificil.

His cousin: Yes, and I have two more chapters to learn.

Da, si mai am doua capitole de invatat.

Tom: Come on, I have no doubt that you will do very well.

Haide acum, nu am nici cea mai mica indoiala ca o sa fie foarte bine.

His cousin: Well.. I must say that I am quite worried about this exam because we have
a very exigent teacher.

Pai.. trebuie sa iti marturisesc ca sunt destul de ingrijorat fiindca avem o
profesoara foarte exigenta.

Tom: If you have studied the exam material with attention, you won't have any
problem.

Daca ai studiat cu atentie materialul pentru examen, nu vei intampina nicio
problema.

His cousin: I hope it will be all right.

Sper ca totul sa fie bine.

Tom: I'll keep my fingers crossed for you.

O sa iti tin pumnii.

His cousin: Thank you.

Multumesc.

Tom: Call me tomorrow to tell me the result.

Suna-ma maine sa imi spui rezultatul.

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His cousin: Of course.

Desigur.

Tom: Have to go, I wish you luck!

Trebuie sa plec, iti urez noroc!

His cousin: Thanks, Tom.

Mersi, Tom.

Tom: Bye!

Pa!

His cousin: Bye!

Pa!

Este liber acest loc (sau nu) ?

- Ask for the seat -

A discussion between a lady and a gentleman in a train.

Un dialog intre o doamna si un gentleman intr-un tren.

The lady: Good afternoon!

Buna ziua!

The gentleman: Good afternoon!

Buna ziua!

The lady: What a crowded train!

Ce aglomeratie este in tren!

The gentleman: Yes.

Da.

The lady: Excuse me, does anyone sit there?

Scuzati-ma, sta cineva pe locul acela?

Excuse me, is that seat taken?

Scuzati-ma, locul acela este ocupat?

The gentleman: No, please ... My friend was sitting there but he got off the train at the last station.

Nu, va rog...Prietenul meu statea acolo, dar a coborat la ultima statie.

-

-

The lady: Thank you.

Mulumesc.

The gentleman: Not at all.

Nu aveti pentru ce.

Cum imprumutam bani

- Borrow money -

A dialogue between two office colleagues.

Un dialog intre doi colegi de birou.

Frank: Good morning, Dan!

Buna dimineata, Dan!

Dan: Good morning, Frank!

Buna dimineata, Frank!

Frank: What a terrible weather outside!

Ce vreme urata e afara!

Dan: Indeed!

Intr-adevar!

Frank: Dan, it's hard for me to say this, but can you lend me some money, I'm broke?

Dan, imi vine greu sa iti spun asta, dar ai putea sa imi imprumuti ceva bani, sunt falit?

Dan, it's hard for me to say this, but can I borrow some money from you, I'm broke?

Dan, imi vine greu sa iti spun asta, dar as putea sa imprumut ceva bani de la tine, sunt falit?

Dan: Frank, of course... how much money do you need?

Frank, desigur... de cati bani ai nevoie?

Frank: Well.. let's say 100 euro.

Pai in jur de 100 euro.

-

-

-

Dan: **And for what period of time?**

Si pentru ce perioada de timp?

Frank: **For one month if you can.**

Pentru o luna de zile, daca poti.

Dan: **Sure, tomorrow i'll bring you the money.**

Sigur, maine o sa iti aduc banii.

Frank: **Thanks, Dan, thanks a lot, my friend.**

Multumesc, Dan, multumesc mult, prietene.

Dan: **No problem, see you at the coffee break.**

Nicio problema, ne vedem in pauza de cafea.

Frank: **Ok. See you!**

Ok. Pe curand!

Calatorind cu o masina de ocazie - Ask for a ride

A man on the roadside, hitchhiking.

Un barbat pe marginea drumului, asteptand pentru o masina de ocazie.

A car stops.

O masina opreste.

The man: **Good afternoon! Can you take me for a ride, please?**

Buna ziua! Ma puteti lua si pe mine cu masina, va rog?

The driver: **Good afternoon! Yes, but let me tell you that i'm going no far than Brasov.**

Buna ziua! Da, dar dati-mi voie sa va spun ca nu merg mai departe de Brasov.

Where do you want to go?

Dumneavoastra unde doriti sa mergeti?

The man: **That is good, I go to Brasov, too.**

Este in regula, in Brasov merg si eu.

The driver: **Ok, please come in the car then.**

Bine, intrati, va rog, in masina, atunci.

You are lucky because few minutes ago my car was full, there was no room left in my car,

I was with some colleagues.

Sunteti norocos fiindca acum cateva minute masina mea a fost plina, nu mai era niciun loc gol,

eram cu niste colegi.

Let me ask you: even if this is a main road, aren't you afraid to hitchhike?

Sa va intreb: chiar daca este un drum principal/ foarte circulat, nu va e frica sa stati sa asteptati

o masina de ocazie?

The man: **Well.. it's a solution at the last resort.**

Pai.. este o solutie de ultima instanta.

The driver: **Please do not forget to put on your seatbelt.**

Va rog nu uitati sa va puneti centura de siguranta.

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After an hour.

Dupa o ora.

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-
The driver: **We arrived in Brasov, where shall I leave you?**

Am ajuns in Brasov, unde va las?

The man: **It would be too much to turn left at the first crossroads and then to drive 200 m on a one- way street and at the first house to stop?**

Ar fi prea mult daca v-as ruga sa o luati pe prima strada la stanga la prima intersectie,

mergeti 200 m pe o strada cu sens unic si apoi la prima casa sa opriti?

The driver: **Honestly, I'm in a hurry. I can't.**

Sincer, ma grabesc. Nu pot.

The man: **No problem, thank you.**

Nicio problema, multumesc.

The driver: **Have a good day! Good bye!**

O zi buna! La revedere!

The man: **Thank you, you, too. Good bye!**

Multumesc, asemenea! La revedere!

Schimb valutar **- Currency exchange -**

A dialogue between Mr. Hil and an employee.

Un dialog intre Dl. Hil si un angajat.

-

Mr. Hil: **I have some money in foreign currency and I would like to exchange it into pounds.**

Am niste bani in valuta straina si as dori sa ii schimb in lire.

The employee: **Sure, sir.**

Sigur domnule.

Mr. Hil: **What is the day's exchange rate?**

Care este cursul de schimb de azi?

The employee: **The pound is 2 euros.**

Lira este 2 euro.

Mr. Hil: **I want to know if you charge commissions.**

As vrea sa stiu daca percepeti comisioane.

The employee: **No, Sir.**

Nu, domnule.

Mr. Hil: **Ok. I would like to change 30 euros.**

Ok. As vrea sa schimb 30 de euro.

The employee: **Here you have the money.**

Aici aveti banii.

Mr. Hil: **Please let me have notes of convenient amounts.**

Va rog dati-mi banknote de diferite valori.

The employee: **No problem.**

Nicio problema.

Mr. Hil: **You gave me a note that has its watermark gone.**

Mi-ati dat o bancnota care nu mai are insemnul de protectie.

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The employee: **I regret that, sir. I'll give you a new one.**

Regret, domnule. Va dau una noua.

Mr. Hil: Thank you. Good bye!

Multumesc. La revedere!

The employee: Good bye, sir!

La revedere, domnule!

um amintim cuiva ceva in limba engleza **- Reminding -**

A dialogue between a husband (Mike) and a wife (Gina).

Un dialog intre un sot (Mike) si o sotie (Gina).

-

Gina: Darling, tomorrow before you go to office, please, do not forget to pay the gas bill.

Dragule, inainte sa mergi la birou, te rog, sa nu uiti sa platesti factura de gaz.

Mike: Of course, dear. But we have time one more week.

Desigur, draga. Dar mai avem timp o saptamana.

Gina: Ok. You are right.

Ok. Ai dreptate.

Oh.. thanks God that I remembered, you also have to take John to gym.

Oh.. multumesc lui Dumnezeu ca mi-am amintit, trebuie s ail duci sip e John la gimnastica.

Mike: Oh... good that you reminded me.

Oh... bine ca mi-ai amintit.

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The phone is ringing.

Telefonul suna.

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Gina: Hello!?

Alo!?

The voice: Hello, Gina! I'm Frank, I just called to remind Mike that tomorrow we have tennis from 18:00 to 19:00 p.m. Please do remind him that. Thank you.

Vocea: Buna, Gina! Sunt Frank, am sunat doar ca sa ii aduc aminte lui Mike ca maine avem tenis de la 18:00 la 19:00 p.m. Te rog aminteste-i asta. Multumesc.

Gina: Sure, Frank! Bye!

Sigur, Frank! Pa!

The voice: Bye!

Pa!

-

Conversatie, exemple

Exercitii, traduceri

- a obtine o slujba= to get a job;
- salariul= the wages;
- el si-a pierdut serviciul= he has lost his job;
- el este fara serviciu (somer)= he is jobless;
- a angaja pe cineva= to hire somebody;
- a concedia pe cineva= to fire somebody, to dismiss somebody;
- seful, patronul= the boss;
- a castiga bani= to earn money;
- o fabrica, o uzina= a factory, a plant;
- un atelier= a workshop;
- o companie de asigurari= an insurance company;
- un angajat, un salariat= an employee;
- un functionar= a clerk;
- un director= an executive [ig'zekjutiv];
- un director general= a top executive;
- o secretara= a secretary;
- un stagiar= a trainee ['treini:];
- personalul= the staff;
- procesare de date= data processing, computing;
- o unealta= a tool [tu:l];
- biroul= the office;

Exercitii, traduceti in romana, traduceti in engleza, ghid roman-englez

Traduceti in romana:	Traduceti in engleza:
1. He would like to get a job. El ar dori sa obtina o slujba.	1. Patronul meu nu vrea sa angajeze un muncitor nou.
2. Do you think the boss will fire me? Crezi ca seful ma va concedia?	My boss doesn't want to hire a new worker.
3. Our employer wants to hire two new clerks. Patronul nostru vrea sa angajeze doi noi functionari.	2. Un bun muncitor are intotdeauna uneltele lui. A good worker always has his tools.
4. I have lost all my tools. Mi-am pierdut toate uneltele.	3. Sunt prea multi functionari in aceasta companie de asigurari. There are too many clerks in this insurance company.
5. Are you good at data processing? Te pricepi la procesare de date?	4. De cat timp este el fara serviciu (somer)? How long he has been jobless?
6. This trainee wants to be a salesman. Acest stagiar vrea sa fie vanzator.	5. De ce te-a concediat seful? Why has the boss fired you?
	6. Seful nostru nu se descurca fara calculatorul sau. Our chief can't do without his

<p>7. If you want to earn more money, you must work more. Daca vrei sa castigi mai multi bani, trebuie sa muncesti mai mult.</p> <p>8. He is only seventeen; he can't earn much money. El are numai saptesprezece ani; nu poate castiga multi bani.</p> <p>9. There are six clerks in our office. In biroul nostru sunt sase functionari.</p> <p>10. How long have you been working in this bank? De cat timp lucrezi in aceasta banca?</p>	<p>calculator.</p>
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Cand...? / La ce ora...? "When...?/ What time...?", ghid roman englez

[Conversatie, exemple](#)

[Gramatica limbii engleze](#)

[Exercitii, traduceri](#)

- **Cand va veni ea?**
When will she come?
- **Cand pleaca trenul spre...?**
When does the train leave for...?
- **Cand vrei sa vii?**
When do you want to come?
- **Cand te-ai nascut?**
When were you born?
- **Cand ai fost acolo?**
When did you go there?
- **Cand i-ai vazut?**
When did you see them?
- **La ce ora vor sosi ei?**
(At) what time will they come?
- **La ce ora este avionul?**
(At) what time is the plane?
- **La ce ora ai plecat?**
(At) what time did you leave?
- **La ce ora incepe?**
(At) what time does it begin? [bi'gin]
- **La ce ora inchide?**
(At) what time does it close?
- **La ce ora pleaca trenul?**
(At) what time does the train leave?

- **La ce ora se serveste cina?**
(At) what time is dinner served?
- **La ce ora se deschid magazinele?**
(At) what time do the stores open? [sto:z]
- **Cat este ora/ ceasul? Este 8.00 (ora opt dimineata).**
What time is it? It is eight a.m. [eit ei em]
- **Cat este ora/ ceasul? Este 9.30 (ora noua si jumatate).**
What time is it? It is half past nine.
- **Cat este ora/ ceasul? Este 10.45 (ora zece si patruzeci si cinci).**
What time is it? It is a quarter to eleven.
- **Cat este ora/ ceasul? Este 14.00 (ora paisprezece).**
What time is it? It is two p.m. [tu: pi em]
- **Cat este ora/ ceasul? Este 12.00 (ora douasprezece/ pranzul).**
What time is it? It is twelve o'clock/ noon. [nu:n]
- **Cat este ora/ ceasul? Este 15.40 (ora cincisprezece si patruzeci).**
What time is it? It is twenty to four p.m. ['twenty tu: fo:]
- **Cat este ora/ ceasul? Este 19.15 (ora nouasprezece si cincisprezece).**
What time is it? It is a quarter past seven.
- **Cat este ora/ ceasul? Este 24.00 (miezul noptii).**
What time is it? It is midnight. ['midnait]

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Gramatica limbii engleze, ghid de conversatie roman-englez

- were **este forma de trecut a verbului** a fi (was, am fost/ were, ai fost)
- what? = ce, care, pe care
- **pentru a pune un verb la timpul viitor se foloseste verbul auxiliar**
will + verb (fara to)
Ex:
I will come. Eu voi veni.
He will stay. El va sta.
- **pentru a pune o intrebare se inverseaza ordinea:**
Will you come? Vei veni?
- **pentru a pune o intrebare se foloseste constructia:**
do + subiect + verb
- **la persoana a III-a singular:** do devine does
Ex:
Does he like tea? Lui ii place ceaiul?
- **Pentru a pune o intrebare la trecut se foloseste constructia:**
did + subiect + verb
Ex:
I-ai vazut pe ei? Did you see them?
Ea a vorbit cu tine? Did she speak to you?

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Exercitii la "When? What time?", traduceti in engleza, in romana

Traduceti in romana:	Traduceti in engleza:
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<ol style="list-style-type: none"> 1. When does she come? Cand vine ea? 2. When does she want to come? Cand vrea ea sa vina? 3. When can she come? Cand poate ea sa vina? 4. When did she come? Cand a venit ea? 5. When will she come? Cand va veni ea? 6. It's three p.m. Este ora cincisprezece. 7. It's nine a.m. Este ora noua dimineata. 8. It's ten past ten. Este ora zece si zece. 9. It's a quarter to nine. Este ora noua fara un sfert. 10. It's half past twelve. Este ora douasprezece si jumatate. 	<ol style="list-style-type: none"> 1. Cat este ceasul? What time is it? 2. Este ora zece dimineata. It's ten a.m. 3. La ce ora inchide? What time does it close? 4. Care este slujba lui/ ei? What's his/ her job? 5. Cand pleci? When do you leave? 6. Care este adresa ta? What is your address? 7. Este ora douazeci si unu. It's nine p.m. 8. Este ora douasprezece fara un sfert. It's a quarter to twelve a.m. 9. Este ora optsprezece fara zece minute. It's ten to six p.m. 10. Este patru si jumatate. It's half past four.
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Completati la alegere cu (a), (b), (c) sau (d):

1. What ... your name?
(a) **do** (b) **will** (c) **is** (d) **does**
What is your name?
2. When . you born?
(a) **are** (b) **have** (c) **did** (d) **were**
When were you born?
3. What time . it?
(a) **will** (b) **did** (c) **were** (d) **is**
What time is it?
4. What time . it begin?
(a) **do** (b) **is** (c) **does** (d) **have**
What time does it begin?

Lectia: Cat? / Cati?/ Cate? "How much?/ How many?"

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- **Cat costa?**
How much is it/ does it cost?
- **Cat de multi bani vrei?**
How much money do you want?

- **Cat poate plati el?**
How much can he pay?
- **Cat castiga el?**
How much does he earn?
- **Cati frati si surori ai?**
How many brothers and sisters have you got?
- **Cati/ Cate vrei?**
How many do you want?
- **Cate bilete vrei?**
How many tickets do you want?
- **Cati copii ai?**
How many children have you got?
- **Cate carciuni sunt in orasul asta?**
How many pubs are there in this village?
- **Cati/ Cate sunteti/ veti fi?**
How many people are expected? [iks'pektid]
- **Cate ziare sunt in aceasta tara?**
How many newspapers are there in this country?
- **Cat (timp) vei sta?**
How long will you stay?
- **Cat (timp) ai?**
How long have you got?
- **Cat (timp) dureaza?**
How long does it last?
- **Cat (timp) tine?**
How long does it take? [teik]
- **De cat timp astepti?**
How long have you been waiting?
- **De cat timp esti casatorit?**
How long have you been married? [ˈmarid]
- **De cat timp lucreaza ea la New York?**
How long has she worked in New York?
- **Cat de departe este gara?**
How far is the station?
- **Cat de rapid poate merge aceasta masina?**
How fast can this car go? [g?u]
- **Cat de repede conducea el?**
How fast was he driving?

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Gramatica limbii engleze, ghid de conversatie roman-englez

- how much = **cat de mult, in fata unui substantiv la singular**
Ex:
Cat de multi bani? How much money?
- how many = **se pune in fata unui substantive la plural:**
Ex:
Cate vrei? How much do you want?

- how long = **cat timp?, de cat timp?, de cand?, cat dureaza?**

Ex:

Cat timp vor sta? How long will they stay?

- how fast = **cat de repede?, cu ce viteza?**

Ex:

Cu ce viteza conducea el? How fast was he driving ?

Exercitii la "How much? How many?", traduceti in engleza, in romana

Traduceti in engleza:	Puneti intrebari incepand cu how:
1. Cati ani are el? How old is he?	1. I am 25 (twenty-five). How old are you?
2. Cat costa asta? How much is it?	2. The station is 2 miles from here. How far is the station?
3. Cat de departe este gara? How far is the station?	3. I have been here for an hour. How long have you been here?
4. Cate (prajituri) vrei? How many (cakes) do you want?	4. She was driving at 80 miles per hour. How fast was she driving?
5. Cat dureaza? How long is it?	5. We will stay a week. How long will you stay?
6. De cand te afli aici? How long have you been here?	

Completati:

1. How ... do you want?
How much do you want?
How many do you want?
2. I am 34. How ... are you?
I am 34. how old are you?
3. How ... money do you have?
How much money do you have?
4. How...does it cost?
How much does it cost?
5. How ...days will you stay?
How many days will you stay?

Ghid de conversatie roman englez: "Cum? De ce?" "How? Why?"

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- **Cum iti (mai) merge? / Ce mai faci?**
How are you? [hau]
- **Cum ii (mai) merge tatalui tau? / Ce mai face tatal tau?**
How is your father?

- **Cum il faci sa mearga/ functioneze?**
How do you make it work?
- **Cum le (mai) merge? / Ce mai fac ei?**
How are they?
- **Cum se face (ca)...?**
How is it (that) ...?
- **Cum functioneaza?**
How does it work?
- **Cum se face ca el este atat de prost?**
How is it (that) he is so stupid? ['stju:pid]
- **Cum se face ca este asa de timid?**
How is it (that) he is so shy?
- **Cum se face ca este asa trista?**
How is it (that) she is so sad?
- **Cum te numesti?**
What's your name?
- **Cum sa-ti multumesc?**
I don't know how to thank you.
- **De ce nu vii cu noi?**
Why don't you come with us?
- **De ce este el suparat?**
Why is he angry?
- **De ce nu ramai diseara?**
Why don't you stay tonight?
- **De ce esti suparat pe ei?**
Why are you angry with them?
- **De ce el nu a venit?**
Why didn't he come?
- **De ce el nu a telefonat?**
Why didn't he telephone?
- **Nu stiu de ce.**
I don't know why.
- **A spus ea de ce?**
Did she say why?
- **Ti-a spus el de ce?**
Did he tell you why?
- **El nu a spus de ce.**
He didn't say why.
- **De ce nu?**
Why not?

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Exercitii la "How ? Why ?", traduceti in engleza, in romana

Traduceti in engleza:	Treceti la trecut:
1. Cum se face ca el intarzie? How is it (that) he is late? 2. Tu stii de ce?	1. I don't know. I didn't know. 2. Why doesn't he phone?

<p>Do you know why?</p> <p>3. Cum ai intalnit-o? How did you meet her?</p> <p>4. Ei nu mi-a spus de ce. They didn't tell me why.</p> <p>5. Cum te simti? How do you feel?</p> <p>6. De ce nu au venit? Why didn't they come?</p> <p>7. Ce mai fac copiii tai? How are your children?</p> <p>8. Nu stiu cum functioneaza. I don't know how it works.</p>	<p>Why didn't he phone?</p> <p>3. It doesn't work. It didn't work.</p> <p>4. He doesn't like our whisky. He didn't like our whisky.</p> <p>5. Why don't they stay? Why didn't they stay?</p> <p>6. Do you like this museum? Did you like this museum?</p>
---	---

Completati cu forma potrivita:

1. How... it work? Does sau do
How does it work?
2. I don't know how...it work. To make sau make
I don't know how to make it work.
3. Did he...you why? Tells sau tell
Did he tell you why?
4. I... know how to thank you. Don't sau doesn't
I don't know how to thank you.
5. Why...you come with us? Doesn't sau don't
Why don't you come with us?

Lectia: Este ...?/ Exista ...?/ Ce...? "Is it ...?/ What ...?"

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[Exercitii, traduceri](#)

- **Este (oare) adevarat?**
Is it true? [tru:]
- **Este (oare) permis?**
Is it allowed?
- **Este (oare) scump?**
Is it expensive?
- **Este (oare) posibil?**
Is it possible?
- **Este (oare) dificil?**
Is it difficult?
- **Exista vreo posibilitate de a telefona?**
Can I phone? May I phone?
- **Exista vreo posibilitate sa vindeti...?**
Do you sell...?
- **Exista vreo posibilitate de a accepta carti de credit?**
Do you accept credit cards?
- **Exista vreo posibilitate sa aveti ...?**
Have you got...?

- **Ce este asta?**
What is it?
- **Ce s-a intamplat?**
What happened?
- **Ce meserie are ea?**
What is her job?
- **Ce fac ei? (ce pun la cale?)**
What are they doing? (what are they up to?)
- **Ce vrei sa cumperi/ servesti?**
What will you have?
- **Ce vor ei?**
What do they want?
- **Ce preferi?**
What do you prefer?
- **Ce asteptam?**
What are we waiting for?
- **Ce e de facut?**
What can be done?
- **Ce a spus el?**
What did he say?

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Gramatica limbii engleze, ghid de conversatie roman-englez

- Este...? **folosit pentru lucruri si animale se traduce in engleza prin is it**
- Ce....? **folosit pentru lucruri se traduce in engleza what?**

Exercitii la "Is it...? What...?", traduceti in engleza, in romana

Traduceti in engleza:	Traduceti in romana:
1. Este scump? Is it expensive?	1. What is your phone number? Care este numarul tau de telefon?
2. Ce spun ei? What do they say?	2. What did you buy? Ce ai cumparat?
3. Este posibil? Is it possible?	3. What does it cost? Cat costa asta?
4. Ce este? What is it?	4. What do you know about them? Ce stii despre ei?
5. Pot/ se poate da un telefon? Can/ may i phone?	5. What can they do? Ce pot face ei?
6. Ce prefera ea? What does she prefer?	6. What did you see? Ce ai vazut?
7. Acceptati carti de credit? Do you take credit cards?	7. What will she say? Ce va spune ea?
8. Ce vrei?	8. What did he eat? Ce a mancat el?

What do you want?	
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Eu nu sunt /Eu nu am/ Nu este - "I am not/ I haven't got sau I've got no"

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[Exercitii, traduceri](#)

- **Eu nu sunt sigur(a).**
I am (sau I'm) not sure.
- **Eu nu sunt francez/ frantuzoaica.**
I am (sau I'm) not French.
- **Eu nu sunt gata.**
I am (sau I'm) not ready.
- **Eu nu sunt obosit(a).**
I am (sau I'm) not tired.
- **El/ Ea nu este multumit(a).**
He/ She is not (sau isn't) pleased. [pli:zd]
- **El/ Ea nu este in intarziere.**
He/ She is not (sau isn't) late. [leit]
- **El/ Ea nu este grabit(a).**
He/ She is not (sau isn't) in a hurry.
- **El/ Ea nu este englez(oaica).**
He/ She is not (sau isn't) English.
- **Nu este simplu/ usor.**
It is not (sau It's not) easy. [ˈi:zi]
- **Nu este posibil.**
It is not (sau It's not) possible.
- **Nu este permis.**
It is not (sau It's not) allowed.
- **Nu este dificil.**
It is not (sau It's not) difficult.
- **Nu imi este/ Nu mi-e somn.**
I am not/ I'm not sleepy. ['sli:pi]
- **Nu imi este/ Nu mi-e sete.**
I am not/ I'm not thirsty.
- **Nu imi este/ Nu mi-e foame.**
I am not/ I'm not hungry.
- **Noi nu avem bani.**
We have got not/ We've got no money.
- **Noi nu avem pisica.**
We have got not/ We've got no cat. [kat]
- **Noi nu avem timp.**
We have got not/ We've got no time.
- **Noi nu avem caine.**
We have got not/ We've got no dog.
- **Noi nu avem copii.**
We have got not/ We've got no children/ kids.

Gramatica - in vorbire anumite forme verbale se "restrang", ca de exemplu:

I am	I'm	I am not	I'm not
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You are	You're	You are not	You're not
He is	He's	He is not	He's not
She is	She's	She is not	She's not
It is	It's	It is not	It isn't
We are	We're	We are not	We're not
They are	They're	They are not	They're not
I have	I've	I have not	I've not

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Exercitii "I am not/ I have not": traduceti in romana, engleza

<p>Completati cu "to be" sau "to have" la forma potrivita:</p> <ol style="list-style-type: none"> I ... hungry. I am hungry. It ... not easy. It is not easy. She ... thirsty. She is thirsty. ... you tired? Are you tired? We ... no money. We have no money. They ... a cat. They have a cat. 	<p>Traduceti in engleza:</p> <ol style="list-style-type: none"> Sper ca este multumit. I hope he is pleased. Sper ca este permis. I hope it is allowed. Sper ca nu este obosita. I hope she is not tired. Sper ca este posibil. I hope it is possible. Sper ca nu sunteti grabiti. I hope you are not in a hurry. Sper ca este usor. I hope it is easy. 																
<p>Alegeti pronuntia corecta: (a), (b) sau (c):</p> <table> <tr> <td>1. time</td> <td>(a) [tim]</td> <td>(b) [taim]</td> <td>(c) [time]</td> </tr> <tr> <td>2. late</td> <td>(a) [let]</td> <td>(b) [lat]</td> <td>(c) [leit]</td> </tr> <tr> <td>3. tired</td> <td>(a) [taiard]</td> <td>(b) [taid]</td> <td>(c) [tairad]</td> </tr> <tr> <td>4. hope</td> <td>(a) [hop]</td> <td>(b) [haup]</td> <td>(c) [hope]</td> </tr> </table> <p>1. (b) 2. (c) 3. (a) 4. (b)</p>		1. time	(a) [tim]	(b) [taim]	(c) [time]	2. late	(a) [let]	(b) [lat]	(c) [leit]	3. tired	(a) [taiard]	(b) [taid]	(c) [tairad]	4. hope	(a) [hop]	(b) [haup]	(c) [hope]
1. time	(a) [tim]	(b) [taim]	(c) [time]														
2. late	(a) [let]	(b) [lat]	(c) [leit]														
3. tired	(a) [taiard]	(b) [taid]	(c) [tairad]														
4. hope	(a) [hop]	(b) [haup]	(c) [hope]														

Eu stiu / Tu stii? / Eu cred "I know/ Do you know? I think"

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[Gramatica limbii engleze](#)

[Exercitii, traduceri](#)

- **Eu stiu raspunsul.**
I know the answer.
- **Eu stiu ca-ti place fotbalul.**
I know you like soccer.
- **Eu stiu multe lucruri despre acest subiect.**
I know a lot about it.
- **Eu stiu ca-l iubesti.**
I know you love him.

- **Eu stiu ca lui nu-i place ploaia.**
I know he doesn't like rain.
- **Eu stiu ca nu ai dreptate/ ca ai gresit.**
I know (that) you are wrong.
- **Eu nu stiu nimic.**
I know nothing.
- **(Tu) stii la ce ora ajungem?**
Do you know at what time we arrive?
- **(Tu) stii daca ea vine?**
Do you know if she is coming?
- **(Tu) stii daca este drept inainte?**
Do you know if it's straight on? [streit]
- **(Tu) stii de ce este el suparat?**
Do you know why he is angry?
- **(Tu) stii daca este mai departe?**
Do you know if it's farther on?
- **(Tu) stii unde lucreaza el?**
Do you know where he works?
- **(Tu) stii cine va fi acolo?**
Do you know who will be there?
- **(Tu) stii cine a castigat?**
Do you know who won?
- **(Tu) stii cine este acest barbat?**
Do you know who is this man?
- **Cred ca va ploua.**
I think it's going to rain.
- **Cred ca el a plecat.**
I think he has gone/ he is gone.
- **Cred ca el are dreptate.**
I think he is right.
- **Cred ca ea il iubeste.**
I think she loves him.
- **Cred ca el a gresit.**
I think he is wrong.

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Gramatica limbii engleze, ghid de conversatie roman-englez

- who = **cine, care, pe cine, pe care**
- about = **despre** (Ex: What do you think about him? Ce crezi despre el?)
- to think of = **a se gandi la** (Ex: Ma gandesc la ea. I think of her)
- to believe = **a crede** (Ex:I don't believe you. Nu te cred)

Exercitii la "I know/ I think", traduceti in engleza, in romana

Traduceti in romana:	Traduceti in engleza:
1. Do you think he is here? Crezi ca el este aici?	1. Nu stiu cine a castigat meciul. I don't know who won the match.
	2. Cred ca este posibil.

<p>2. I know you are tired Stiu ca esti obosit..</p> <p>3. What do you know about the problem? Ce stii despre problema?</p> <p>4. I think she loves him. Cred ca ea il iubeste.</p> <p>5. I think I know but I'm not sure. Cred ca stiu dar nu sunt sigur.</p> <p>6. I think it's farther on. Cred ca este mai departe.</p>	<p>I think it is possible.</p> <p>3. Stiti daca el pleaca saptamana viitoare? Do you know if he leaves next week?</p> <p>4. Nu cred ca el are dreptate. I don't think he is right.</p> <p>5. Il stii pe sotul ei? Do you know her husband?</p> <p>6. Gandeste-te la mine cum ma gandesc eu la tine. Think of me as i think of you.</p> <p>7. Ce crezi despre aceasta carte? What do you think of this book?</p> <p>8. Cred ca ea nu se gandeste la noi. I think she does not think at us.</p> <p>9. El crede ca stie toate raspunsurile. He thinks he knows all the answers.</p>
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Aranjati cuvintele in ordine:

1. knows I he right am.
He knows I am right.
2. you do about beer what think English?
What do you think about English beer?
3. I soccer she likes knows.
She knows I like soccer

Eu sunt/ Imi este/ Am - "I am": [exemple](#), [conjugare](#), [exercitii](#)

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[Exercitii, traduceri](#)

- **Eu sunt francez (frantuzoaica).**
I am French. [ai am]
- **Eu sunt multumit/ fericit.**
I am glad/ happy. [ai am] ['hapi]
- **Eu sunt incantat(a).**
I am delighted. [ai am] [di'laitid]
- **Eu sunt oboist(a).**
I am tired. [ai am]
- **Eu sunt mirat(a).**
I am surprised. [ai am]
- **Eu sunt interesat(a).**
I am interested. [ai am]
- **Eu sunt bolnav(a).**
I am sick. [ai am] [sik]
- **Eu sunt casatorit(a).**
I am married. [ai am] ['marid]
- **Eu sunt in vacanta.**
I am on holiday. [ai am] [on 'holidei]
- **Eu sunt celibatar(a).**
I am single. [ai am]

- **Imi este teama.**
I am afraid. [ai am]
- **Imi este foame.**
I am hungry. [ai am]
- **Imi este frig.**
I am cold. [ai am]
- **Imi este sete.**
I am thirsty. [ai am]
- **Am gresit.**
I am wrong. [ai am]
- **Am dreptate.**
I am right. [ai am] [rait]
- **Am douazeci de ani.**
I am twenty. [ai am] ['twenti]
- **Am venit tarziu.**
I am late. [ai am] [leit]
- **Am venit devreme.**
I am early.

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Ghid conversatie roman-englez, englez-roman, gramatica limbii engleze

Forma interogativa - pentru a pune o intrebare, trebuie inversata ordinea:
subiect + verb esti? are you?

- **Esti obosit?** Are you tired?
- **Esti bolnav?** Are you sick?
- **Iti este frig?** Are you cold?

I am (forma a verbului to be, a fi)

eu sunt	I am	[ai am]
tu esti	you are	[ju: a:]
el este (persoana)	he is	[hi: iz]
ea este (persoana)	she is	[?i: iz]
el/ea este - lucru	it is	[it iz]
noi sutem	we are	[wi: a:]
voi sunteti	you are	[ju: a:]
ei sunt	they are	[?ei a:]

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Exercitii cu "I am": traduceti in romana, traduceti in engleza

Traduceti in romana:	Traduceti in engleza:
1. She is sorry. Ei ii pare rau.	1. Sunt obosit. I am tired.
2. We are delighted.	2. El este furios.

<p>Noi suntem incantati.</p> <p>3. Are they hungry? Lor le este foame?</p> <p>4. He is right. El are dreptate.</p> <p>5. Am I late? Am intarziat?</p> <p>6. You are right. Tu ai dreptate.</p> <p>7. Are you afraid? Ti-e frica?</p> <p>8. Is she thirsty? Ei ii este sete?</p>	<p>He is angry.</p> <p>3. Va este frig? Are you cold?</p> <p>4. Ea are noroc. She is lucky.</p> <p>5. Ei sunt multumiti? Are they glad?</p> <p>6. Ati gresit. You are wrong.</p> <p>7. Ei au dreptate? Are they right?</p> <p>8. Noi suntem uimiti. We are surprised.</p>
---	---

Traduceti in engleza trecand toate verbele la forma interogativa:

1. Eu sunt bucuros.
Are you glad?
2. Ma intereseaza.
Are you interested?
3. Eu sunt bolnav.
Are you sick?
4. Am venit devreme.
Are you early?
5. Mi-e frig.
Are you cold?
6. Mi-e frica.
Are you afraid?
7. Mi-e foame.
Are you hungry?
8. Am dreptate.
Are you right?

Ghid de converstie roman-englez: "Eu trebuie sa ... " "I must"

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[Exercitii, traduceri](#)

- **(Eu) trebuie sa fumez mai putin.**
I must smoke less.
- **(Eu) trebuie sa castig mai multi bani.**
I must make (earn) more money.
- **(Eu) trebuie sa cumpar un computer.**
I must buy a computer.
- **(Eu) trebuie sa mananc mai putina paine.**
I must eat less bread.
- **(Eu) trebuie sa imi platesc impozitul pe venit.**
I must pay my income-tax.
- **(Eu) trebuie sa beau mai multa apa.**
I must drink more water.

- **(Eu) trebuie sa iau trenul.**
I must take the train.
- **(Eu) trebuie sa muncesc mai mult.**
I must work more.
- **(Eu) trebuie sa imi vand masina.**
I must sell my car.
- **(Eu) trebuie sa fiu inapoi la douasprezece/ pranz.**
I must be back at twelve/ noon.
- **(Eu) trebuie sa dorm mai mult.**
I must sleep longer. [sli:p]
- **Tu nu trebuie sa intarzii.**
You must not be late.
- **Tu nu trebuie sa uiti sa ne previi.**
You must not forget to warn us.
- **Tu nu trebuie sa fumezi asa mult.**
You must not smoke so much.
- **Tu nu trebuie sa folosesti computerul acesta.**
You must not use this computer.
- **Tu nu trebuie sa bei prea mult.**
You must not drink too much.
- **Tu nu trebuie sa muncesti prea mult.**
You must not work too much.
- **Tu nu trebuie sa razi de ei.**
You must not laugh at them.
- **Tu nu trebuie sa vorbesti prostii.**
You must not talk nonsense.
- **Tu nu trebuie sa lipsesti de la intalniri.**
You must not miss you appointments.
- **Tu nu trebuie sa trisezi la jocuri.**
You must not cheat at games.

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Gramatica limbii engleze, ghid de conversatie roman-englez

- **"I must" este urmat de un verb la infinitiv**
Ex: Trebuie sa plec acum. I must go now.
- **"Must" are aceeasi forma la toate persoanele:**
I, you, he, she, it, we, they ...must
- **Cum pentru "must" nu exista forma de trecut, se poate folosi trecutul de la "have, had":**
Ex: A trebuit sa plec. I had to go.
- **"Must" nu poate forma viitorul si se foloseste viitorul lui "have", will have:**
Ex: Va trebui sa plec devreme. I will have to leave early.

Exercitii la "I must:", traduceti in engleza, in romana

Traduceti in engleza:	Traduceti in romana:
1. Trebuie sa ma intorc la ora sapte seara.	1. You must buy a new computer. Trebuie sa cumperi un computer

<p>I must be back at seven p.m.</p> <p>2. El nu trebuie sa bea prea mult. He must not drink to much.</p> <p>3. Trebuie sa ramanem aici. We must stay here.</p> <p>4. El nu trebuie sa rada de noi. He must not laugh at us.</p> <p>5. Nu trebuie sa cumperi masina aceasta. You must not buy this car.</p> <p>6. El nu trebuie sa triseze. He must not cheat.</p> <p>7. Trebuie sa cumperi alta casa? Must you buy another house?</p> <p>8. El nu a venit, trebuie sa fie bolnav. He didn't come, he must be ill.</p> <p>9. El nu trebuie sa vorbeasca prostii. He must not talk nonsense.</p> <p>10. Ea a plecat devreme, trebuie sa fie obosita. She left early, she must be tired.</p>	<p>nou.</p> <p>2. We must be back at five. Trebuie sa ne intoarcem la ora cinci.</p> <p>3. You must not smoke so much. Nu trebuie sa fumezi asa mult.</p> <p>4. You must pay your income-tax. Trebuie sa-ti platesti taxa pe impozit.</p> <p>5. She is not here, she must be ill. Ea nu este aici, trebuie sa fie bolnava.</p> <p>6. Must they take the train? Trebuie ei sa ia trenul?</p> <p>7. You must not sell your house. Nu trebuie sa-ti vinzi casa.</p> <p>8. They must eat less bread. Ei trebuie sa manance mai putina paine.</p>
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Rearanjati cuvintele in ordine:

1. buy you car must another?
Must you buy another car?
2. must so eat you not much.
You must not eat so much.
3. money not they their forget must.
They must not forget their money.
4. Edy be two must at back.
Edy must be back at two.

Eu vreau/ As vrea/ Mi-ar placea - I want/ I would like

[Conversatie, exemple](#)

[Gramatica limbii engleze](#)

[Exercitii, traduceri](#)

- **Eu vreau/ As vrea un pahar cu apa.**
I want/ I would like a glass of water.
- **Eu vreau/ As vrea o ceasca cu cafea.**
I want/ I would like a cup of coffee.

- **Eu vreau/ As vrea/ Mi-ar placea sa vii cu noi.**
I want/ I would like you to come with us.
- **Eu vreau/ As vrea sa-mi spui numele tau.**
I want/ I would like you to tell me your name.
- **Eu vreau/ As vrea un ziar romanesc.**
I want/ I would like a Romanian newspaper.
- **Eu vreau/ As vrea/ Mi-ar placea sa stau cateva zile.**
I want/ I would like to stay a few days. [stei]
- **Eu vreau/ As vrea sa vad un film bun.**
I want/ I would like to see a good movie.
- **Eu vreau/ As vrea/ Mi-ar placea o camera pentru doua persoane.**
I want/ I would like a room for two.
- **As vrea/ Mi-ar placea un restaurant bun.**
I want/ I would like a good restaurant.
- **Eu vreau/ As vrea o chitanta.**
I want/ I would like a receipt. [ri'si:t]
- **Eu vreau/ As vrea sa iau un taxi.**
I want/ I would like to take a taxi.
- **Eu vreau/ As vrea sa cumpar un apartament.**
I want/ I would like to buy a flat. [bai]
- **Eu vreau/ As vrea sa inchiriez o masina.**
I want/ I would like to rent a car. [rent]
- **Vrei/ Ti-ar placea inca o ceasca cu cafea?**
Do you want/ Would you like another cup of coffee?
- **Vrei/ Ti-ar placea sa te insotesc?**
Do you want/ Would you like me to accompany you?
- **Vrei/ Ti-ar placea niste peste?**
Do you want/ Would you like some fish?
- **Vrei/ Ti-ar placea sa te ajut?**
Do you want/ Would you like me to help you?
- **Vrei/ Ti-ar placea o camera mare?**
Do you want/ Would you like a big room?
- **Vrei/ Ti-ar placea sa bei ceva cu noi?**
Do you want/ Would you like to have a drink with us?
- **Vrei/ Ti-ar placea un suc de portocale?**
Do you want/ Would you like an orange juice?
- **Vrei/ Ti-ar placea sa vizitezi Tara Galilor?**
Do you want/ Would you like to visit Wales? ['vizit weils]
- **Vrei/ Ti-ar placea sa joci tenis cu mine?**
Do you want/ Would you like to play tennis with me? ['tenis]
- **Vrei/ Ti-ar placea sa le telefonezi prietenilor tai?**
Do you want/ Would you like to phone to your friends?

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Gramatica limbii engleze, ghid de conversatie roman-englez

- **Expresia eu vreau ca.. sau as vrea ca . se formeaza prin constructia:**
I want/ I would like + complement + verb la infinitive
Ex:
Eu vreau ca tu sa vii I want you to come.

- **some se traduce ca un, o, niste in expresii ca:**
As dori o bere I want some beer.
Doriti niste peste? Would you like some fish?
- **Articolul nehotarat a [?] (un, o) devine an [?n] sau [an] in fata unei vocale:**
Ex:
an orange juice un suc de portocale
- celalalt, cealalta = the other
altul, alta = another
altii = the others

Exercitii la "I want/ I would like", traduceti in engleza, in romana

Traduceti in romana:	Traduceti in engleza:
1. I'd like a comfortable car. Mi-ar placea o masina confortabila.	1. Mi-ar placea sa joc tenis cu John. I'd like to play tennis with John.
2. I want you to phone him. Vreau ca tu sa-l suni.	2. Vrei niste peste? Do you want some fish?
3. I'd like another glass of water. As dori inca un pahar cu apa.	3. Vrei o carte in engleza? Do you want an English book?
4. Do you want another room? Vrei alta camera?	4. Vrei sa bei o ceasca de cafea cu prietenii nostrii? Do you want to drink a cup of coffee with our friends?
5. I'd like to rent a car. As vrea sa inchiriez o masina.	5. As dori un ziar American. I'd like an American newspaper.
6. Do you want her to help you? Vrei ca ea sa te ajute?	6. Ei vor ca noi sa stam. They want us to stay.
7. Do you want me to stay with you? Vrei sa stau cu tine?	7. Vrei niste bere? Do you want some beer?
8. Do you want to see a film? Vrei sa vezi un film?	8. As dori sa ma ajuti. I'd like you to help me.
	9. Ea ar dori ca eu sa-i insotesc. She would like me to accompany them.

Refaceti propozitiile:

1. you of like beer would glass another?
Would you like another glass of beer?
2. taxi I comfortable want this is another not.
This taxi is not comfortable, I want another.
3. want French I newspaper an.
I want a French newspaper

Lectia: "Ieri/ De o saptamana" "Yesterday/ For a week"

[Conversatie, exemple](#)

[Gramatica limbii engleze](#)

[Exercitii, traduceri](#)

- **Noi am sosit saptamana trecuta.**
We arrived last week.
- **Ea a murit anul trecut.**
She died last year.
- **El a sosit ieri.**
He arrived yesterday.
- **Eu am vizitat Londra in martie trecut.**
I visited London last March.
- **Ea mi-a telefonat miercurea trecuta.**
She phoned me last Wednesday. ['wenzdi]
- **El s-a nascut in 1960.**
He was born in 1960. (nineteen sixty)
- **Noi am sosit acum o saptamana.**
We arrived a week ago.
- **Am retinut doua locuri acum doua saptamani.**
I booked two seats a fortnight ago. [bukt, 'fo:tnait]
- **Ea a sosit acum doua zile.**
She arrived two days ago.
- **Ei au parasit aceasta tara acum cinci ani.**
They left this country five years ago.
- **Am vazut-o acum un an.**
I saw her a year ago.
- **El a disparut acum zece ani.**
He disappeared ten years ago.
- **Noi suntem aici de o saptamana.**
We have been here for a week.
- **Eu sunt aici de zece zile.**
I've been here for ten days.
- **Eu lucrez la ei de cinci ani.**
I have worked with them for five years.
I have been working with them for five years.
- **Noi locuim aici de un an.**
We have lived here for one year.
We've been living here for one year.
- **Lucrez la ei din 1993.**
I have worked with them since 1993 (nineteen ninety-three).
I've been working with them since 1993 (nineteen ninety-three).
- **Ea locuieste la Londra de anul trecut.**
She has lived in London since last February.
She's been living in London since last February.
- **Eu sunt aici de aseara.**
I have been here since yesterday evening.
- **Locuim aici de anul trecut.**
We have lived here since last year.
We have been living here since last year.

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- **"We arrived yesterday. Noi am sosit ieri."**
Timpul trecut folosit aici, "arrived", se numeste preterit (forma verbala exprimand timpul trecut in limbile in care nu se face diferenta intre timpurile imperfect si perfect (compus sau simplu)). El se utilizeaza pentru actiunile trecute, terminate si datate:
Ex: I worked with them for five years. Eu am lucrat la ei timp de cinci ani.
- **"I have been here for a week. Eu ma aflu aici de o saptamana."**
Timpul folosit aici, "have been", se numeste present perfect, si se formeaza cu have + participiul trecut, si se foloseste pentru a descrie activitati incepute in trecut si care continua in prezent. Pentru a se insista asupra faptului ca actiunea este inca in curs de desfasurare vom intalni adesea present perfect asociat cu forma -ing (have + been + verb + -ing).
Ex: I have been living here for one year. Eu locuiesc aici de un an.
- **Daca de cand corespunde unei durate (de o saptamana etc) atunci se foloseste "for:"**
Ex: I have lived here for a week. Eu locuiesc aici de o saptamana.
- **Daca "de cand" corespunde unui punct de plecare (din 10 octombrie etc), atunci se foloseste "since":**
Ex: I have lived here since October 10. Eu locuiesc aici din 10 octombrie.

Exercitii la "Yesterday/ Two days ago/ For a week"

Traduceti in engleza:	Completati propozitiile urmatoare si traduceti-le in romana:
<ol style="list-style-type: none"> Am sosit saptamana trecuta. I arrived last week. Eu locuiesc aici din 1993. I have lived here since 1993. Am sosit acum doua zile. I arrived two days ago. Eu locuiesc aici de sase luni. I have lived here for six months. Am sosit acum o saptamana. We arrived a week ago. Sunt aici de vinerea trecuta. I have been here since last Friday 	<ol style="list-style-type: none"> We arrived a week We arrived a week ago. Noi am sosit acum o saptamana. We've been here last Friday. We've been here since last Friday. Noi suntem aici de vinerea trecuta. I studied English ... two years. I studied English for two years. Eu am studiat engleza timp de doi ani. I phoned him two days I phoned him two days ago. I-am telefonat acum doua zile. I have been waiting three hours. I have been waiting for three hours. Astept de trei ore. They have lived here ...1993. They have lived here since 1993. Ei locuiesc aici din

Ghid de converstie roman-englez: "Eu trebuie sa ..." "I must"

[Conversatie, exemple](#)

[Gramatica limbii engleze](#)

[Exercitii, traduceri](#)

- **(Eu) trebuie sa fumez mai putin.**
I must smoke less.
- **(Eu) trebuie sa castig mai multi bani.**
I must make (earn) more money.
- **(Eu) trebuie sa cumpar un computer.**
I must buy a computer.
- **(Eu) trebuie sa mananc mai putina paine.**
I must eat less bread.
- **(Eu) trebuie sa imi platesc impozitul pe venit.**
I must pay my income-tax.
- **(Eu) trebuie sa beau mai multa apa.**
I must drink more water.
- **(Eu) trebuie sa iau trenul.**
I must take the train.
- **(Eu) trebuie sa muncesc mai mult.**
I must work more.
- **(Eu) trebuie sa imi vand masina.**
I must sell my car.
- **(Eu) trebuie sa fiu inapoi la douasprezece/ pranz.**
I must be back at twelve/ noon.
- **(Eu) trebuie sa dorm mai mult.**
I must sleep longer. [sli:p]
- **Tu nu trebuie sa intarzii.**
You must not be late.
- **Tu nu trebuie sa uiti sa ne previi.**
You must not forget to warn us.
- **Tu nu trebuie sa fumezi asa mult.**
You must not smoke so much.
- **Tu nu trebuie sa folosesti computerul acesta.**
You must not use this computer.
- **Tu nu trebuie sa bei prea mult.**
You must not drink too much.
- **Tu nu trebuie sa muncesti prea mult.**
You must not work too much.
- **Tu nu trebuie sa razi de ei.**
You must not laugh at them.
- **Tu nu trebuie sa vorbesti prostii.**
You must not talk nonsense.
- **Tu nu trebuie sa lipsesti de la intalniri.**
You must not miss you appointments.
- **Tu nu trebuie sa trisezi la jocuri.**
You must not cheat at games.

Gramatica limbii engleze, ghid de conversatie roman-englez

- **"I must" este urmat de un verb la infinitiv**
Ex: Trebuie sa plec acum. I must go now.
- **"Must" are aceeasi forma la toate persoanele:**
I, you, he, she, it, we, they ...must
- **Cum pentru "must" nu exista forma de trecut, se poate folosi trecutul de la "have, had":**
Ex: A trebuit sa plec. I had to go.
- **"Must" nu poate forma viitorul si se foloseste viitorul lui "have", will have:**
Ex: Va trebui sa plec devreme. I will have to leave early.

Exercitii la "I must:", traduceti in engleza, in romana

Traduceti in engleza:	Traduceti in romana:
1. Trebuie sa ma intorc la ora sapte seara. I must be back at seven p.m.	1. You must buy a new computer. Trebuie sa cumperi un computer nou.
2. El nu trebuie sa bea prea mult. He must not drink to much.	2. We must be back at five. Trebuie sa ne intoarcem la ora cinci.
3. Trebuie sa ramanem aici. We must stay here.	3. You must not smoke so much. Nu trebuie sa fumezi asa mult.
4. El nu trebuie sa rada de noi. He must not laugh at us.	4. You must pay your income-tax. Trebuie sa-ti platesti taxa pe impozit.
5. Nu trebuie sa cumperi masina aceasta. You must not buy this car.	5. She is not here, she must be ill. Ea nu este aici, trebuie sa fie bolnava.
6. El nu trebuie sa triseze. He must not cheat.	6. Must they take the train? Trebuie ei sa ia trenul?
7. Trebuie sa cumperi alta casa? Must you buy another house?	7. You must not sell your house. Nu trebuie sa-ti vinzi casa.
8. El nu a venit, trebuie sa fie bolnav. He didn't come, he must be ill.	8. They must eat less bread. Ei trebuie sa manance mai putina paine.
9. El nu trebuie sa vorbeasca prostii. He must not talk nonsense.	
10. Ea a plecat devreme, trebuie sa fie obosita. She left early, she must be tired.	

Rearanjati cuvintele in ordine:

1. buy you car must another?
Must you buy another car?
2. must so eat you not much.
You must not eat so much.
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Lectia: "Ieri/ De o saptamana" "Yesterday/ For a week"

[Conversatie, exemple](#)

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[Exercitii, traduceri](#)

- **Noi am sosit saptamana trecuta.**
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They left this country five years ago.
- **Am vazut-o acum un an.**
I saw her a year ago.
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He disappeared ten years ago.
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I've been here for ten days.
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I have worked with them for five years.
I have been working with them for five years.
- **Noi locuim aici de un an.**
We have lived here for one year.
We've been living here for one year.

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Gramatica limbii engleze, ghid de conversatie roman-englez

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Ex: I have lived here for a week. Eu locuiesc aici de o saptamana.
- **Daca "de cand" corespunde unui punct de plecare (din 10 octombrie etc), atunci se foloseste "since":**
Ex: I have lived here since October 10. Eu locuiesc aici din 10 octombrie.

Exercitii la "Yesterday/ Two days ago/ For a week"

Traduceti in engleza:	Completati propozitiile urmatoare si traduceti-le in romana:
1. Am sosit saptamana trecuta. I arrived last week.	1. We arrived a week We arrived a week ago. Noi am sosit acum o saptamana.
2. Eu locuiesc aici din 1993. I have lived here since 1993.	2. We've been here last Friday. We've been here since last Friday.
3. Am sosit acum doua zile. I arrived two days ago.	Noi suntem aici de vinerea trecuta.
4. Eu locuiesc aici de sase luni. I have lived here for six months.	3. I studied English ... two years.
5. Am sosit acum o saptamana. We arrived a week ago.	
6. Sunt aici de vinerea trecuta.	

<p>I have been here since last Friday</p>	<p>I studied English for two years. Eu am studiat engleza timp de doi ani.</p> <p>4. I phoned him two days I phoned him two days ago. I-am telefonat acum doua zile.</p> <p>5. I have been waiting three hours. I have been waiting for three hours. Astept de trei ore.</p> <p>6. They have lived here ...1993. They have lived here since 1993. Ei locuiesc aici din 1993</p>
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Ghid de conversatie roman - englez: Imi place/Imi plac "I like"

[Conversatie, exemple](#)

[Gramatica limbii engleze](#)

[Exercitii, traduceri](#)

- **Imi plac pisicile.**
I like cats.
- **Imi plac cainii.**
I like dogs.
- **Imi place sa conduc.**
I like driving.
- **Imi place Scotia.**
I like Scotland.
- **Imi place sa calatoresc.**
I like travelling.
- **Imi place Italia.**
I like Italy.
- **Imi place sa vizitez tari straine.**
I like visiting foreign countries.]
- **Imi place (foarte) mult cafeaua italieneasca.**
I'm very fond of Italian coffee. [kofi]
- **Imi plac (foarte) mult carciunile englezesti.**
I'm very fond of English pubs.
- **Imi place (foarte) mult ceaiul chinezesc.**
I'm very fond of Chinese tea. [ti:]
- **Imi place (foarte) mult berea nemteasca.**
I'm very fond of German beer.
- **Iti place muzica clasica?**
Do you like classical music? ['klasikal 'mju:zik]
- **Iti place marea?**
Do you like the sea? [si:]
- **Iti place sa intalnesti oameni?**
Do you like meeting people? ['mi:ting pi:pl]
- **Iti place fotbalul?**
Do you like soccer?

- **Iti place la tara?**
Do you like the countryside? ['kantri 'said]
- **Nu-mi place ploaia.**
I don't like rain [rein]
- **Nu-mi place genul acesta de muzica.**
I don't like this kind of music. [kaind av mjuzik]
- **Nu-mi place ceata.**
I don't like fog. [fog]
- **Nu-mi place genul acesta de vreme.**
I don't like this kind of weather.
- **Nu-mi place sa ma trezesc devreme.**
I don't like getting up early.

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Gramatica limbii engleze, ghid conversatie roman-englez, forma negativa

- **Pentru a pune o intrebare folosim constructia:**
Do + subiect + verb + complement
Ex:
Do you like coffee? Iti place cafeaua?
Do you smoke? Fumezi?
Do you like driving? Iti place sa conduci?
- **Pentru raspunsuri negative folosim constructia:**
Subiect + do not sau don't + verb + complement
Ex:
I don't like tea. Nu-mi place ceaiul.
I don't like travelling Nu-mi place sa calatoresc.
- **Adjectivele care arata nationalitatea se scriu intotdeauna cu litera mare si se aseaza inaintea substantivului.**
Ex:
cafea italieneasca Italian coffe
masini italienesti Italian cars

Exercitii la "I like", traduceti in engleza, treceti la forma negativa

Treceti la forma negativa:	Traduceti in engleza:
1. I like cats. I don't like cats.	1. Ei nu-i place sa calatoreasca. She doesn't like travelling.
2. He likes dogs. He doesn't like dogs.	2. Iti place muzica clasica? Do you like classical music?
3. He likes cats. He doesn't like cats.	3. Noua ne place berea englezeasca. We like English beer.
4. I like dogs. I don't like dogs.	4. Imi place sa calatoresc. I like travelling.
5. We like coffee. We don't like coffee.	5. Lui nu-i plac pisicile. He doesn't like cats.
6. She likes soccer. She doesn't like soccer.	6. Iti place muzica asta? Do you like this music?
7. They like music.	

- They don't like music.
8. We like fog.
We don't like fog.
9. They like travelling.
They don't like travelling.
10. She likes pubs.
She doesn't like pubs.

7. Lui nu-i place la tara.
He doesn't like the countryside.
8. Iti place genul acesta de vreme?
Do you like this kind of weather?

Treceti la forma interogativa:

1. I like English beer.
Do you like English beer?
2. She likes tea.
Does she like tea?
3. I like classical music.
Do you like classical music?
4. They like meeting people.
Do they like meeting people?
5. I like soccer.
Do you like soccer?
6. I like travelling.
Do you like travelling

"La/ Inainte/ Dupa/ In timpul" "At/ Before/ After/ During"

[Conversatie, exemple](#)

[Gramatica limbii engleze](#)

[Exercitii, traduceri](#)

- **Te rog sa ma trezesti la ora opt dimineata.**
Please wake [weik] me at eight a.m.
- **Eu trebuie sa plec la opt fara un sfert diseara.**
I must leave at a quarter to eight tonight.
- **Sa fii gata la ora patru dupa-amiaza.**
Be ready at four p.m.
- **La ce ora vei ajunge?**
At what time will you arrive?
- **Noi vom ajunge pe zece martie la ora zece dimineata.**
We'll arrive on March the tenth at ten a.m.
- **Sa fii gata inainte de sase dupa-amiaza.**
Be ready before six p.m.
- **Daca pleci acum vei ajunge inainte de caderea noptii.**
If you leave now, you'll arrive before midnight.
- **Noi vrem sa ne luam la revedere inainte de plecare/ sa plecăm.**
We want to say goodbye [gud bai] before leaving/ we leave.
- **Trebuie sa le telefonez inainte de pranz.**
I must telephone them before noon.
- **Puteti sa ne aduceti bauturile inainte sa comandam mancarea?**
Can we have our drinks before ordering the dishes?
- **Nu pleca dupa/ mai tarziu de patru dupa-amiaza.**
Don't leave after four p.m.

- **Dupa cina, m-am plimbat pe strazi.**
After dinner, i walked in the street.
- **Noi vom merge la o carciuma dupa spectacol.**
We'll go to a pub after the show.
- **Ma voi intoarce dupa vacanta.**
I'll be back after the holidays.
- **Noi vom pleca maine dupa micul dejun.**
We'll leave tomorrow after breakfast.
- **L-am intalnit/ am intalnit-o in timpul vacantei.**
I met him/ her during my holidays.
- **L-am intalnit/ am intalnit-o in timpul calatoriei.**
I met him/ her during the trip.
- **L-am intalnit/ am intalnit-o in timpul sederii mele (acolo).**
I met him/ her during my stay.

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Gramatica limbii engleze, ghid de conversatie roman-englez

- **In engleza un mare numar de verbe formeaza trecutul si participiul trecut adaugand la infinitiv:**

terminatia -ed		
Infinitiv	Trecut	Participiu trecut
to visit	I visited	visited
a vizita	am vizitat	vizitat/a/e
terminatia -d, cand verbele se termina in e:		
to arrive/ a sosi	I arrived/ am sosit	arrived/ sosit

- **Un anume numar de verbe, numite verbe "neregulate" isi schimba forma la trecut (sau raman neschimbate). In aceasta lectie sunt sase verbe:**

A fi	to be	was/were	been
A merge	to go	went	gone
A sti	to know	knew	known
A pleca	to leave	left	left
A intalnit	to meet	met	met
A trezi	to wake up	woke up	waked up

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Ghid conversatie roman-englez, exercitii la "At/ Before/ After/ During"

Traduceti in engleza:	Traduceti in romana:
1. Te rog sa ma trezesti la ora sase dimineata.	1. next week. saptamana viitoare

<p>Please wake me up at six a.m.</p> <p>2. Ea la intalnire in timpul sederii ei in Statele Unite. She met him during her stay in the United States.</p> <p>3. Noi vom pleca maine dupa pranz. We'll leave tomorrow after lunch.</p> <p>4. Inainte de a cumpara un computer, incearca-l pe al meu. Before buying a computer, try mine.</p> <p>5. Sa fii gata inainte de patru dupa-amiaza. Be ready before four p.m.</p> <p>6. Eu voi veni dupa Craciun. I'll come after Christmas.</p>	<p>2. on October 6 pe sase octombrie</p> <p>3. last month luna trecuta</p> <p>4. at 6 a.m. la sase dimineata</p> <p>5. tomorrow maine</p> <p>6. at 7 p.m. la sapte seara</p>
--	--

Puneti la trecut verbele:

1. He wants to phone.
He wanted to phone.
2. We leave at 5.
We left at 5.
3. I meet her.
I met her.
4. He is ready before us.
He was ready before us.
5. We go to a pub.
We went to a pub.

Lectia: "Mijloace de informare" "The media", ghid roman englez

[Conversatie, exemple](#)

[Exercitii, traduceri](#)

- un mijloc (o media)= a medium;
- (pl.) mijloace= (pl.) media;
- un post, un canal= a channel;
- ecranul= the screen [skri:n];
- prezentatorul= the announcer;
- deschid televizorul= i turn on the set;
- il inchid= i turn it off;
- telespectatorii= the viewers;
- ascultatorii= the listeners;
- ultimele stiri= the latest news;
- ascult la radio= i listen to the radio;
- esti in emisie= your on the air;

- a transmite un program= to transmit a program(me);
- o transmisiune in direct= a live broadcast;
- un cotidian= a daily ['deili];
- un saptamanal= a weekly;
- o publicatie lunara= a monthly;
- a face publicitate / reclama= to advertise;
- o reclama= an ad(vertisement);
- un redactor de publicitate= an adman;

Exercitii, traduceti in romana, traduceti in engleza, ghid roman-englez

<p>Traduceti in romana:</p> <ol style="list-style-type: none"> 1. Viewers like interesting programmes. Telespectatorilor le plac programele interesante. 2. Did you hear the news on the radio? - No, I saw it on TV. Ai auzit stirile la radio? - Nu, le-am vazut la televizor. 3. This channel often broadcasts recorded programmes. Acest canal transmite adesea emisiuni inregistrate. 4. This weekly always gives good articles. Acest saptamanal ofera intotdeauna articole bune. 	<p>Traduceti in engleza:</p> <ol style="list-style-type: none"> 1. Ultimele stiri nu sunt bune. The latest news isn't good. 2. Prezentatorul este in emisie: el citeste stirile. The announcer is on the air: he is reading the news. 3. Cand sunt prea multe reclame, telespectatorii sunt suparati. When there are too many adds, the viewers are angry.
<p>Completati:</p> <ol style="list-style-type: none"> 1. This programme is not recorded; it is... This programme is not recorded; it is live. 2. And now, dear listeners, here is the ...news. And now, dear listeners, here is the latest news. 3. It's time to go to bed, let's turn ...the TV. It's time to go to bed, let's turn off the TV. 4. The news...not good. The news is not good. 	<p>Alegeti ortografia corecta:</p> <ol style="list-style-type: none"> 1. canal: chanel, channel, chanell; channel 2. prezentator: announceur, annoncer, announcer; announcer 3. interesant: interesting, interessant, interesting; interesting 4. a face publicitate: to advertise, to avertise, to avertice; to advertise

Lectia "Masina lui George" "George's car"

[Conversatie, exemple](#)

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[Exercitii, traduceri](#)

- **Este masina lui George.**
It's George's car.
- **Este camera lor.**
It's their room.
- **Este masina doctorului.**
It's the doctor's car.
- **Este camera baietilor.**
It's the boys' room.
- **Este masina lui.**
It's his car.
- **Este masina ei.**
It's her car.
- **Este casa lor.**
It's their house.
- **Este palaria lui Audrey.**
It's Audrey's hat.
- **Este casa vecinilor nostri.**
It's our neighbours' house.
- **Este casa vecinului nostru/ vecinei noastre.**
It's our neighbour's house.
- **Este palaria ei.**
It's her hat.
- **Este palaria doamnei.**
It's the lady's hat. ['leidiz]
- **Ai vazut (cumva) paltonul lui Edy?**
Have you seen Edy's coat?
- **Ai vazut (cumva) geanta lui Mary?**
Have you seen Mary's bag?
- **Nu stiu varsta lui Oliver/ cati ani are Oliver.**
I don't know Oliver's age.
- **Iti place cravata lui Nick?**
Do you like Nick's tie?
- **Nu uita de aniversarea lui Diana!**
Don't forget Diana's birthday!
- **Iti place rochia lui Lily?**
Do you like Lily's dress? [dres]
- **Iti place costumul lui Alex?**
Do you like Alex's suit?
- **Stii (cumva) numele de familie al lui Elle?**
Do you know Elle's surname?

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Gramatica limbii engleze, ghid de conversatie roman-englez

- **Pentru a indica posesia, se aseaza numele (substantivul) pentru posesor (ex: George) inaintea substantivului posedat (ex: masina).**
- **Daca posesorul este la singular, el este urmat de 's**
Ex: masina lui George George's car
- **Daca posesorul este la plural in s, este urmat numai de apostrof**
Ex: camera baietilor the boys' room

Exercitii la "George's car", traduceti in engleza, in romana

Traduceti in engleza:	Traduceti in romana:
1. Este al meu. It's mine.	1. His car. Masina lui.
2. Ai vazut palaria lui Audrey? Did you see Audrey's hat?	2. Her car. Masina ei.
3. Este al tau. It's yours.	3. Do you know Oliver's age? Stii cati ani are Oliver?
4. O cunosti pe sora lui Edy? Do you know Edy's sister?	4. His ties. Cravatele lui.
5. Este al ei. It's hers.	5. Did you meet Naomi's brother? L-ai intalnit/ cunoscut pe fratele lui Naomi?
6. Este al lui. It's his.	6. Her neighbours. Vecinii ei.
7. Ai condus masina lui Eric? Did you drive Eric's car?	7. Did you visit Stanley's flat? Ai vizitat apartamentul lui Stanley?
8. Ai vizitat casa prietenilor nostri? Did you visit our friends' house?	8. I like Audrey's hat. Imi place palaria lui Audrey.
9. Este al nostru. It's ours.	9. She is Bruce's sister. Ea este sora lui Bruce.
10. Fiul lui Audrey stie sa joace sah. Audrey's son can play chess.	10. I borrowed Elton's car. Am imprumutat masina lui Elton.

Alegeti echivalentul in engleza pentru fiecare pronume:

1. al meu theirs
2. al tau ours
3. al lor yours
4. al sau (al lui) yours
5. al nostru mine
6. al sau (al ei) his
7. al nostru hers

1. mine; 2. yours; 3. theirs; 4. his; 5. yours; 6. hers; 7. our

Ghid de conversatie roman-englez: "Mi s-a oferit" "I was offered"

[Conversatie, exemple](#)

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[Exercitii, traduceri](#)

- **Mi s-a oferit un bilet gratuit.**
I was offered a free ticket.
- **Mi s-a promis un raspuns rapid.**
I was promised a quick answer.

- **Am fost invitat(a).**
I was invited.
- **Mi s-au pus trei intrebari.**
I was asked three questions.
- **Mi s-a spus sa vin la ora 10 dimineata.**
I was told to come at ten a.m. [ten ei em]
- **I s-a oferit o slujba noua.**
He was offered a new job.
- **I s-a aratat drumul cel mai rapid.**
He was shown the quickest way.
- **I s-au cerut ca plata 20 de lire sterline.**
He was charged twenty pounds. [paunds]
- **I s-au trimis multe scrisori.**
He was sent many letters.
- **I s-a imprumutat o suma mare de bani.**
He was lent a large amount of money.
- **Aici se vorbeste engleza.**
English (is) spoken here.
- **El a fost dus la spital.**
He has been taken to the hospital.
- **Acest ceas nu poate fi reparat.**
This watch can't be repaired.
- **Ei ii place sa fie admirata.**
She likes to be admired.
- **Trebuie sa raspunzi cand ti se vorbeste.**
You must answer when you are spoken to.
- **Suntem invitati in aceasta seara.**
We are invited out tonight.
- **Contractul a fost semnat ieri.**
The contract was signed yesterday. [saind]
- **Vom fi primiti de presedinte.**
We'll be received by the president.
- **Nu este inca gata.**
It is not yet finished.
- **Masina ta va fi reparata maine.**
Your car will be repaired tomorrow.

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Gramatica limbii engleze, ghid de conversatie roman-englez

- Eu sunt invitat= I am invited:
Cand subiectul unui verb, in acest caz "eu", suporta o actiune (sunt invitat), se spune ca verbul a fost pus la pasiv sau la diateza pasiva.
Pasivul se formeaza cu verbul a fi, to be + participiul trecut
Il invit pe Edy. Edy este invitat (de mine).
I invite Edy. Edy is invited (by me).

prezent:	I am invited	sunt invitat
preterit:	I was invited	am fost invitat

present perfect:	I have been invited	am fost invitat
viitor:	I have been invited	voi fi invitat

Ghid roman-englez, exercitii la "I was offered", treceti la diateza pasiva

<p>Treceti la diateza pasiva si traduceti in engleza:</p> <ol style="list-style-type: none"> 1. Cand vor semna contractul? When will the contract be signed? 2. Mi-au cerut sa platesc o suta de dolari. I was charged a hundred dollars. 3. De ce l-au dus la spital? Why has he been taken to the hospital? 4. Se zice ca ea vrea sa paraseasca tara asta. It is said she wants to leave this country. 5. Nu i-au reparat masina. His (sau her) car has not been repaired. 6. Mi-au spus ca nu-ti place ceaiul. I was told you don't like tea. 7. Unde il vor judeca pe criminal? Where will the criminal be judged? 8. Daca ei iti vorbesc in engleza, incearca sa intelegi. If you are spoken to in English, try to understand. 9. Nu le place sa le spui ce trebuie sa faca. They don't like to be told what must be done. 10. El vrea sa-l ascultati. He wants to be listened to. 	<p>Treceti la pasiv (fara a preciza complementul care face actiunea):</p> <ol style="list-style-type: none"> 1. He will repair my car. My car will be repaired. 2. You don't do this here. This can't be done here. 3. They took him to the hospital. He was taken to the hospital. 4. They must listen to him. He must be listened to. 5. You can see many fine cars in Italy. Many fine cars can be seen in Italy. 6. They gave me a nice record. I was given a nice record. 7. They judged the criminal yesterday. The criminal was judged yesterday. 8. They charged us too much. We were charged too much.
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Ghid de conversatie roman englez, lectia: "Cum spunem ora?"

In S.U.A., timpul este exprimat de obicei folosindu-se formatul de 12 ore, in loc de 24. Distinctiile dintre dimineata , dupa-amiaza si seara sunt facute adaugandu-se a.m.(ante meridian - de la ora 24,00 pana la ora 12,00) sau p.m. (post meridian - de la ora 12,00 pana la ora 24,00).

Ex: 2 p.m. este ora doua dupa-amiaza
6 a.m este ora sase dimineata

Cand va referiti la ora 12 noaptea, puteti spune midnight. Cand va referiti la ora 12 ziua, puteti spune noon. Iata cateva exemple cu formule de exprimare a orei in engleza.

Daca este 10:15 puteti spune:	It's a quarter past ten	It's ten fifteen.
Daca este 5:30, puteti spune:	It's half past five.	It's five thirty.
Daca este 8:45, puteti spune:	It's a quarter till nine.	It's eight forty-five.
Pentru toate cealalte ore, spuneti ora intai apoi numarul minutelor:	It's 3:25 = It's three twenty-five	It's 10:35 = It's ten thirty-five.

Poti...? / Puteti...? / Stii...? / Stiti... ? "Can you...? "

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- **Poti sa-mi spui ora exacta, te rog?**
Can you give me the time, please? [taim pli:z]
- **Poti sa stai cu noi diseara?**
Can you sit with us tonight?
- **Poti sa-mi spui unde este posta, te rog?**
Can you tell me the way to the Post Office, please?
- **Poti sa ramai la telefon, te rog?**
Can you hold [h?uld] on, please?
- **Poti sa-ti spui numele pe litere, te rog?**
Can you spell your name, please?
- **Poti sa-mi spui cand se termina spectacolul, te rog?**
Can you tell me when the show ends, please?
- **Poti sa vorbești mai rar, te rog?**
Can you speak more slowly, please?
- **Poti sa-mi spui pretul la..., te rog?**
Can you tell me the price [prais] of ..., please?
- **Poti sa-mi spui cat costa ..., te rog?**
Can you tell me how much it costs, please?
- **Poti sa-mi spui la ce ora pleaca trenul, te rog?**
Can you tell me at what time the train leaves [li:vz], please?
- **Stii sa canti la chitara?**
Can you play the guitar?
- **Stii sa dansezi?**
Can you dance?
- **Stii sa vorbești franceza?**
Can you speak French?
- **Pot/ Imi permiti sa-ti pun o intrebare?**
Can I/ May I ask you a question?
- **Pot/ Imi permiti sa te intrerup un moment?**
Can I/ May I interrupt you one moment?
- **Pot/ Imi permiti sa dau un telefon, te rog?**
Can I/ May I make a phone call, please? [ko:l]
- **Pot/ Imi permiti sa imprumut stiloul tau, te rog?**
Can I/ May I borrow your pen, please?

- **Pot/ Imi permiti sa merg pe jos pana acolo?**
Can I/ May I walk there?
- **Nu pot sa raman diseara.**
I cannot/ I can't stay tonight.
I cannot/ I can't cook.
- **Nu stiu sa joc sah.**
I cannot/ I can't play chess.
- **Nu pot/ Nu stiu sa vorbesc bine engleza.**
I cannot/ I can't speak English well.

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Gramatica limbii engleze, ghid de conversatie roman-englez

- I can = eu pot, cu sensul de sunt capabil, am posibilitatea de.
- **Pentru forma interogativa se foloseste constructia:**
Can + subiect
Ex:
Can you spell your name? Poti sa-ti spui numele pe litere?
- **Pentru forma negativa se foloseste cannot sau restrans can't (la toate persoanele).**
Ex:
Nu pot sa stau. I cannot stay.
Nu putem veni. We cannot come.
- May = o rugaminte politicoasa sau cand se cere permisiunea.
Ex:
May I smoke please? Imi permiteti sa fumez, va rog?
May I ask a question? Pot sa (va) pun o intrebare?

Exercitii la " Can you?" traduceti in engleza, in romana

Traduceti in romana:	Traduceti in engleza:
1. At what time do we arrive? La ce ora ajungem?	1. Imi poti indica drumul spre...? Can you tell me the way to... ?
2. Hold on! Asteptati!	2. Joci tenis? Do you play tennis?
3. He wants to borrow a pen. El vrea sa imprumute un stilou.	3. Poti sa-mi spui numele pe litere? Can you spell my name?
4. She can't stay with us. Ea nu poate sta cu noi.	4. Ea nu vorbeste engleza. She doesn't speak English.
5. She'd like to walk there. Ea ar dori sa mearga pe jos acolo.	5. Stii sa joci sah? Can you play chess?
6. He cannot speak French. El nu stie sa vorbeasca franceza.	6. As dori ca ei sa vorbeasca mai rar I'd like them to speak more slowly.
	7. Pot sa dau un telefon? Can I make a phone call?
	8. Stii sa gatesti? Can you cook?
	9. Nu stiu sa cant la pian. I can't play the piano.
	10. Nu pot sa raman diseara.

	I can't stay tonight.
--	-----------------------

Treceti la forma negativa:

1. I can dance
I cannot/ can't dance
2. We can stay.
We cannot/ can't stay.
3. He can tell...
He cannot/ can't tell...
4. She can cook.
She cannot/ can't cook.
5. I speak English.
I do not/ don't speak English.
6. We walk there.
We do not/ don't walk there.
7. You play the piano.
You do not/ don't play the piano.
8. She speaks French.
She does not/ doesn't speak French.

Destul / Niste/ Putin/ Mai mult - "Enough/ Some/ Some more"

[Conversatie, exemple](#)

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[Exercitii, traduceri](#)

- **Este prea devreme.**
It is too early. [tu:]
- **Sunt prea multi oameni.**
There are too many people.
- **Este prea tarziu.**
It is too late.
- **Sunt prea multe masini.**
There are too many cars.
- **Sunt prea obosit(a).**
I'm too tired.
- **Este prea mult zgomot.**
There is too much noise.
- **El este prea tanar.**
He is too young.
- **Am prea mult de lucru.**
I have got too much work.
- **Ea este prea amabila.**
She is too kind.
- **Nu am destul timp.**
I haven't got enough time.
- **Ei nu au vazut niciodata destul. (Nu se satura niciodata).**
They never have enough.
- **Nu avem destui bani.**
We haven't got enough money.

- **Am vazut destul.**
I have seen enough.
- **Ai destul lapte?**
Have you got enough milk?
- **Noi am mancat destul.**
We've eaten ['i:tn] enough.
- **Puteti sa-mi dati niste/ putina apa, va rog?**
May i have some water, please?
- **Puteti sa-mi dati niste/ putina sare si piper, va rog?**
May i have some salt and pepper, please? [so:lt and 'pepar]
- **Puteti sa-mi mai dati niste ceai, va rog?**
May i have some more tea, please?
- **Mai vrei putina prajitura?**
Do you want some more cake [keik]?
- **Puteti sa-mi mai dati niste paine, va rog?**
May i have some more bread [bred], please?

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Gramatica limbii engleze, ghid de conversatie roman-englez

- some = de, din, dintre, niste, oarecare
Ex:
As dori niste portocale. I would like some oranges.
As dori niste bere. I would like some beer.
- some more = mai mult, putin mai mult, inca niste

Exercitii la "Too/ Enough/ Some", traduceti in engleza, in romana

Traduceti in engleza:	Treceti la forma opusa:
<ol style="list-style-type: none"> 1. Puteti sa-mi dati putina paine, va rog? May i have some bread, please? 2. Ai destul ceai? Have you got enough tea? 3. Mai doresti cafea? Do you want some more coffee? 4. Puteti sa-mi mai dati niste paine, va rog? May i have some more bread, please? 	<ol style="list-style-type: none"> 1. You have too much wine. You haven't got enough wine. 2. You have too much water. You haven't got enough water. 3. You have too much work. You haven't got enough work. 4. You have too much tea. You haven't got enough tea
<p>Alegeti raspunsul correct: (a), (b), (c) sau (d) si traduceti:</p>	
<ol style="list-style-type: none"> 1. i have some more tea, please? (a) got (b) may (c) enough (d) too 	

- (b) Puteti sa-mi mai dati niste ceai, va rog?
2. Do you ...some more bread?
 (a) **can** (b) **may** (c) **want** (d) **got**
 (c) Mai vrei paine?
3. It is too ...
 (a) **tea** (b) **some** (c) **want** (d) **late**
 (d) Este prea tarziu.
4. Have you ... enough coffee?
 (a) **can** (b) **early** (c) **got** (d) **some**
 (c) Ai cafea destula?

Ghid de conversatie roman-englez, lectia: "Sanatatea" "Health"

[Conversatie, exemple](#)

[Exercitii, traduceri](#)

- dieta, regim= diet;
- sanatos= in good health;
- nu prea sanatos= in bad health;
- ma simt bine= I feel good;
- bolnav= ill/ sick;
- boala= illness, disease [di'zi:z];
- a vindeca= to recover;
- ranit= injured/ hurt;
- neatins= unhurt;
- durere de cap= headache ['hedeik];
- durere de stomac= stomach-ache;
- durere de dinti= toothache;
- durere de gat= sore throat;
- chirurg= surgeon;
- asistenta medicala= nurse;
- a avea febra (temperatura)= to have temperature;
- a (se) rani, a durea= to hurt;
- a tusi= to cough;
- a lua un medicament= to take a medicine ['medsin], to take a drug;
- reteta= prescription;
- a avea o raceala= to have a cold;
- a avea gripa= to have the flue [flu:];
- a rupe un picior= to break a leg;
- a rupe un brat= to break an arm;
- m-am taiat la deget= i cut my finger;
- a avea o operatie= to have surgery;
- a fi operat= to be operated on;
- raze X= X-rays ['eks'reiz];

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Exercitii, traduceti in romana, traduceti in engleza, ghid roman-englez

Traduceti in romana:

Traduceti in engleza:

<ol style="list-style-type: none"> 1. Does it hurt? Doare? 2. Could you cough a little, please? Vrei sa tusesti putin, te rog? 3. How do you feel? Cum te simti? 4. Do you smoke? Fumezi? 5. What can I do for you? Cu ce te pot ajuta? 6. I must examine your teeth. Trebuie sa-ti examinez dintii. 7. Have you been sick? Ti-a fost rau? 8. Doctor Watson is fully booked this week. Doctorul Watson este foarte ocupat saptamana asta (nu mai poate primi pacienti). 	<ol style="list-style-type: none"> 1. Am o teribila durere de dinti. I have a terrible toothache. 2. Mi-am pierdut reteta. I've lost my prescription. 3. Trebuie sa ma duc la un dentist. I must see a dentist. 4. Cred ca am racit. I think i've (have) caught a cold. 5. Exista vreo farmacie in apropiere? Is there a pharmacy not too far? 6. Ea a fost ranita intr-un accident de masina. She got hurt in a car accident. 7. Cred ca ea are febra. I think she has temperature. 8. Unde este acest spital? Where is this hospital?
---	---

Ghid de conversatie roman-englez, lectia: "Scoala" "The school "

Conversatie, exemple

Exercitii, traduceri

- o gradinita= a nursery school, a kindergarten (US);
- o scoala primara= primary school [ˈpraɪm?ri];
- o scoala secundara= a secondary school, comprehensive school, a junior high school (US);
- un liceu= a highschool, grammar school [ˈgram?], a senior high school (US);
- o facultate= a college;
- un trimestru= a term;
- a citi= to read, read, read [ri:d red red];
- a scrie= to write, wrote, written [rait];
- a numara, a socoti= to count;
- un caiet= a copy book;
- a desena= to draw, drew, drawn;
- a traduce (in)= to translate (into) [trans'leit];
- limbi= languages;
- o cifra= a figure/ a digit;
- a insemna= to mean, meant, meant [mi:n ment ment];
- a intelege= to understand, understood, understood;
- a reusi, a trece= to pass;
- a pica (examenul)= to fail [feil];
- a fi bun la= to be good at;

Exercitii, traduceti in romana, traduceti in engleza, ghid roman-englez

Traduceti in romana:

Traduceti in engleza:

<ol style="list-style-type: none"> 1. I write English words in my copy book. Eu scriu cuvinte englezesti in caietul meu. 2. What does this sentence mean? I don't understand it. Ce inseamna aceasta propozitie? Nu o inteleg. 3. I like to translate English sentences into Romanian. Imi place sa traduc propozitii din engleza in romana. 4. Mr. Smith teaches in primary school. Domnul Smith predă într-o școală primară. 5. Can you count from one to twenty in English? Poti sa numeri de la unu la douazeci in engleza? 6. This test is too difficult: many students will fail. Acest test este prea dificil: multi elevi vor pica. 7. There are three terms in a school year. Intr-un an scolar sunt trei trimestre. 8. My two friends learn English too. Cei doi prieteni ai mei invata si ei engleza. 	<ol style="list-style-type: none"> 1. Aceasta propozitie este prea lunga si prea grea. This sentence is too long and too difficult. 2. El predă la liceu. He teaches in a high school. 3. Fiul meu este profesor. My son is a teacher. 4. După vacanța este un nou trimestru. After the holidays, there is a new term.
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Lectia: "Sport si activitati de recreere" "Sport and leisure activities"

[Conversatie, exemple](#)

[Exercitii, traduceri](#)

- spectacol, reprezentatie= performance/show;
- teatru/ piesa= theatre/ play;
- intrare libera, gratuita= free admission;
- plaja= the beach;
- nisipul= the sand;
- muntele (muntii)= the mountain(s);
- a pescui= to fish;
- rau / lac= river / lake [leik];
- a inchiria o barca= to rent a boat;
- a merge cu bicicleta= to cycle ['saikl]
- a merge cu vaporul= to sail [seil];
- a merge cu masina= to ride [raid];
- a vasli= to row;

- piscina= swimming pool;
- a inota= to swim;
- teren de tenis= tennis court;
- racheta de tenis= racket;
- teren de golf= golf links;
- teren de fotbal= field [fi:ld];
- surf= funboard;
- a inscrie un gol= to score a goal;
- turnir, competitie= tournament;
- a juca fotbal= to play soccer;
- a juca rugbi= to play ruggar (rugby);

Exercitii, traduceti in romana, traduceti in engleza, ghid roman-englez

Traduceti in romana:	Traduceti in engleza:
<ol style="list-style-type: none"> 1. What time does the show start? La ce ora incepe spectacolul? 2. Is admission free? Intrarea este libera? 3. How long is the visit? Cat dureaza vizita? 4. I'd like to rent a car. As dori sa inchiriez o masina. 5. Where do you go on holiday? Unde te duci in vacanta? 6. My daughter cannot swim. Fiica mea nu stie sa inoate. 7. Where can we play tennis? Unde putem juca tenis? 8. Who won the match? Cine a castigat meciul? 9. How much is a ticket? Cat costa un bilet? 10. Do you like fishing? Iti place sa pescuiesti? 	<ol style="list-style-type: none"> 1. Joci tenis? Do you play tennis? 2. Exista acolo o piscina? Is there a swimming pool? 3. Cine a castigat meciul? Who won the match? 4. As dori sa rezerv doua locuri pentru spectacol. I'd like to reserve (GB book) two seats for the show. 5. Iti place rugbiul? Do you like rugby? 6. Unde pot inchiria surfuri? Where is it possible to rent funboards? 7. Este cea mai buna echipa. It's the best team. 8. Muzeul este deschis? Is the museum open? 9. Am vazut meciul la televizor. I saw the match on TV. 10. Ei vor juca in finale. They are going to play the finals.

Ghid de converstie roman-englez: Sugestii "Suggestions"

[Conversatie, exemple](#)

[Gramatica limbii engleze](#)

[Exercitii, traduceri](#)

- **(Hai) sa mergem la cinema.**
Let's go to the pictures.
- **(Hai) sa mergem la concert.**
Let's go the concert.

- **(Hai) sa mai bem o bere.**
Let's drink another beer.
- **(Hai) sa bem o (ceasca de) cafea.**
Let's have a cup of coffee.
- **Am putea lua cina intr-un restaurant.**
We could have dinner in a restaurant.
- **Am putea merge la familia Smith.**
We could go to the Smiths`.
- **Am putea merge la o carciuna dupa spectacol.**
We could go to a pub after the show.
- **Am putea vedea un film la televizor.**
We could watch a film on television.
- **De ce nu plecam acum?**
Why don't we go away now?
- **De ce nu-ti cumperi o masina noua?**
Why don't you buy a new car?
- **De ce nu-i spui adevarul?**
Why don't you tell him the truth?
- **De ce nu-ti schimbi dolarii?**
Why don't you change your dollars?
- **Ce-ar fi sa mergem la tara?**
What about going to the countryside?
- **Ce-ar fi sa luam cina acum?**
What about serving dinner now?
- **Ce-ar fi sa invitam familia Johnson duminica viitoare?**
What about inviting [in`vaitin?] the Johnsons next Sunday?
- **Ce-ar fi sa ne trezim devreme maine?**
What about getting up early tomorrow?
- **N-am putea sa ne vindem masina acum?**
Couldn't we sell our car now?
- **N-ar putea el sa le telefoneze din cand in cand?**
Couldn't he phone them from time to time?
- **N-ai putea sa incerci sa-l convingi?**
Couldn't you try to convince him?
- **N-ai putea sa-i spui ca nu are dreptate?**
Couldn't you tell him he is wrong?

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Gramatica limbii engleze, ghid de conversatie roman-englez

- **Let us este abrevierea de la let us. Se foloseste pentru a forma imperativul unui verb**
Ex: (Hai) sa mergem...! Let's go...!
- **"Could" este trecutul de la "can", dar totodata si forma conditionalului. "We could go" poate insemna:**
 - 1) "Noi am putut merge." sau
 - 2) "Noi am putea merge."
- **"Might" este forma de trecut a lui "may", folosita adeseori cu sensul de a avea permisiunea. De asemenea, "I might" poate semnifica:**

- 1) "Eu am putut." sau
 - 2) "Eu as putea."
- **A se remarca disparitia lui "-e" pentru verbele care se termina in "e":**
 Write (a scrie) - writing
 Drive (a sofa, a conduce) - driving
 Take (a lua) - taking

Exercitii la "Suggestions", traduceti in engleza, in romana

<p style="text-align: center;">Traduceti in engleza:</p> <ol style="list-style-type: none"> 1. Ce-ar fi sa mergem la cinema? What about going to the pictures? 2. Ar trebui sa vezi filmul acesta. You should see this film. 3. De ce sa nu mergem la tara? Why don't we go to the countryside ? 4. Ar trebui sa vii mai des. You should come more often. 5. Hai sa le spunem adevarul! Let's tell them the truth! 6. Ai putea lua pranzul acum. You could serve lunch now. 7. Ai face mai bine sa pleci devreme. You'd better leave early. 8. Nu am putea sa le spunem sa vina? Couldn't we tell them to come? 	<p style="text-align: center;">Traduceti in romana:</p> <ol style="list-style-type: none"> 1. You should get up early. Ar trebui sa te trezesti devreme. 2. They should not drink so much. Ei nu ar trebui sa bea asa mult. 3. What about drinking another cup of coffee? Ce-ar fi sa mai bem o ceasca de cafea? 4. What about eating in a good restaurant? Ce-ar fi sa mancam intr-un restaurant bun? 5. We'd better buy another car. Mai bine am cumpara alta masina. 6. We could go to the pictures after dinner. Am fi putut merge la film dupa cina
<p style="text-align: center;">Puneti verbele din paranteze la forma corecta:</p> <ol style="list-style-type: none"> 1. Let's (to take) another bus. Let's take another bus. 2. We'd better (to drink) English beer. We'd better drink English beer. 3. What about (to have) another beer? What about having another beer? 4. They should (to eat) more fruit. They should eat more fruit. 5. Couldn't we (to sell) our house? Couldn't we sell our house? 	<p style="text-align: center;">Completati cu cuvantul potrivit:</p> <ol style="list-style-type: none"> 1. What about with him? go - going What about going with him? 2. Let ...go away now. you - us Let us go away now.

6. Why don't you (to try) it? Why don't you try it?	
--	--

"Unde este? Unde sunt?" "Where is? Where are?"

[Conversatie, exemple](#)

[Gramatica limbii engleze](#)

[Exercitii, traduceri](#)

- **Unde este gara?**
Where is the station?
- **Unde este centrul?**
Where is the centre? (U.S: center)
- **Unde este aeroportul?**
Where is the airport?
- **Unde este masina lui/ ei?**
Where is his/her car?
- **Unde este hotelul?**
Where is the hotel?
- **Unde este restaurantul tau?**
Where is your restaurant?
- **Unde este banca?**
Where is the bank?
- **Unde este sotul meu?**
Where is my husband?
- **Unde este sotia mea?**
Where is my wife? [waif]
- **Unde este posta?**
Where is the post office?
- **Unde este biblioteca?**
Where is the library?
- **Unde este magazinul?**
Where is the shop?
- **Unde este muzeul?**
Where is the museum?
- **Unde sunt prietenii nostri?**
Where are our friends?
- **Unde sunt toaletele?**
Where are the ladies? (pentru femei) ['leidiz]
Where are the gents? (pentru barbati)
- **Unde sunt invitatii tai?**
Where are your guests?
- **Unde sunt valizele noastre?**
Where are our suitcases? ['sju:tkaisiz]
- **Unde sunt lucrurile mele?**
Where are my things?
- **Unde sunt magazinele universale?**
Where are the department stores?
- **Unde sunt magazinele?**
Where are the shops?
- **Unde sunt parintii lor?**
Where are their parents?

- **Unde sunt cartile mele?**
Where are my books? [mai 'buks]

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Gramatica limbii engleze, ghid de conversatie roman-englez

- **Unde? = Where ?**
- **un si o sunt traduse prin a, pronuntat [?]**
un bilet: a ticket
un barbat: a man
o geanta: a bag
o femeie: a woman
- **pluralul se formeaza adaugand s la sfarsit** (ex: magazinul the shop ? magazinele the shops) exceptie facand: child ? children
- **adjective posesive:**
my: al meu, a mea, ale mele, ai mei
your al tau, a ta, ale tale, ai tai
his al lui, a lui, ale lui, ai lui
her al ei, a ei, ale ei, ai ei
its al lui/ei, a lui/ei, ale lui/ei, ai lui/ei
our al nostru, a noastra, ale noastre, ai nostri
your al vostru, a voastra, ale voastre, ai vostri
their al lor, a lor, ale lor, ai lor
- **In engleza la persoana a III-a singular, adjectivul posesiv se acorda cu posesorul.**
Exemple:
Unde este sotul ei? Where is her husband?
Unde este sotia lui? Where is his wife?
Londra, marile ei magazine... London, its department stores...

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Exercitii "Where is?" "Where are?" traduceti in romana, engleza

Traduceti in Romana:	Traduceti in engleza:
1. Where is the museum? Unde este muzeul?	1. Unde este aeroportul? Where is the airport?
2. Where is her husband? Unde este sotul ei?	2. Unde este sotul ei? Where is her husband?
3. Where are your shoes? Unde sunt pantofii tai?	3. Unde sunt prietenii mei? Where are my friends?
4. Where are the shops? Unde sunt magazinele?	4. Unde este sotia lui? Where is his wife?
5. Where is the bank? Unde este banca?	5. Unde sunt biletele mele? Where are my tickets?
6. Where is the townhall? Unde este primaria?	6. Unde sunt copiii lui? Where are their children?
7. Where is his wife? Unde este sotia lui?	7. Unde este carciunea? Where is the pub?
8. Where are your friends?	8. Unde este masina lor?

<p>Unde sunt prietenii tai? 9. Where is the church? Unde este biserica? 10. Where are your things? Unde sunt lucrurile tale?</p>	<p>Where is their car? 9. Unde sunt magazinele universale? Where are the department stores? 10. Unde este cartea mea? Where is my book?</p>
<p>Inlocuiti unde este cu unde sunt si apoi traduceti in engleza:</p> <ol style="list-style-type: none"> Unde este invitatul meu? Where are my guests? Unde este prietenul nostru? Where are my friends? Unde este geanta? Where are the bags? Unde este masina? Where are the cars? Unde este biblioteca? Where are the libraries? Unde este cartea mea? Where are my books? Unde este muzeul? Where are the museums? Unde este cainele lor? Where are their dogs? 	

Ghid de conversatie roman-englez, lectia: "Zile/ Luni/ Anotimpuri"

- astazi= today;
- maine= tomorrow;
- ieri= yesterday;
- acum zece zile= ten days ago;
- saptamana aceasta= this week;
- saptamana viitoare= next week;
- saptamana trecuta= last week;
- acum doua saptamani= two weeks ago;
- luna aceasta= this month;
- luna viitoare= next month;
- acum sase luni= six months ago;
- anul acesta= this year;
- anul viitor= next year;
- anul trecut= last year;
- acum trei ani= three years ago;

Zilele saptamanii, ghid de conversatie roman-englez, lectii de engleza

- Monday= luni;
- Tuesday= marti;

- Wednesday= miercuri;
- Thursday= joi;
- Friday= vineri;
- Saturday= sambata;
- Sunday= duminica;

Lunile anului, anotimpurile, ghid de conversatie roman-englez

- January= ianuarie;
- February= februarie;
- March= martie;
- April= aprilie;
- May= mai;
- June= iunie;
- July= iulie;
- August= august;
- September= septembrie;
- October= octombrie;
- November= noiembrie;
- December= decembrie;
- Spring= primavara;
- Summer= vara Autumn (US fall)= toamna;
- Winter= iarna;

Ghid roman-englez, [unitati de masura: temperatura, presiunea](#)

Capacity - Capacitate (volum)

- 1 pint [paint]; (GB) = 0,568 l; (US) = 0,472 l
- 1 quart; (GB) = 2 pints = 1,136 l; (US)= 0,946 l
- 1 gallon; (GB gl) = 4,54 l (US gl) = 3,78 l

Weight - Greutate (masa)

- 1 ounce (1 oz) = 28,35 gr;
- 1 pound (1 lb) = 453,59 gr;
- 1 stone (1 st) = 14 lbs = 6,35 kg;
- 1 hundreweight (cwt) = 112 lbs = 58,80 kg;
- 1 ton = 20 cwt = 1016 kg;

Temperature - temperatura

Pentru a transforma °F in °C scadem din °F 32 si inmultim cu 5/9.

Pentru a transforma °C in °F inmultim °C cu 5/9 si adunam cu 32.

Grade Celsius (°C)	Grade Fahrenheit (°F)
-20	-4
-18	0
-5	23

0	32
10	50
20	68
37	98,4
100	212

Pressure - presiune

1 pund per square inch (1 psi) = 0,070 kg/cm. Pentru pneuri:

kg/cm	psi	kg/cm	psi
1	14,3	1,6	22,8
1,1	15,7	1,7	24,2
1,2	17	1,8	25,7
1,3	18,5	1,9	28,5
1,4	20		
1,5	21,1		

Ghid de pronunție

Pronunția engleză este în general grea din două motive principale:

- Tinde să fie inconsistentă - aceeași literă poate avea mai multe pronunții
- Accentul englezesc este mai greu de învățat (pentru că nu există doar unul singur: există accente americane, australiene etc.).

Dar din cauză că limba este totuși comparativ mai ușoară de învățat față de limbi, și pentru că este foarte des vorbită ca a doua limbă, este destul de ușor de învățat pentru turism.

Vocale

Vocalele engleze se pronunță în diferite feluri, printre care amintim:

a

ca și 'ei' în "grei", ca și 'ea' în "vrea", ca și 'a' în "bar"

e

ca și 'i' în "crin" dar mai lung, ca și 'e' în "tren" dar mai scurt

i

ca și 'ai' în "dai", ca și 'i' în "bingo"

o

ca și 'ou' în "halou", ca și 'o' în "pom"

u

ca și 'u' în "tu" dar mai lung, ca și 'iu' în "știu" dar puțin mai lung

y

(sfârșit de cuvânt) ca 'i' în "crin" dar mai lung

Consoane

Diftongi uzuali și ligaturi

ai

ca 'ei' în "grei"

ea

ca 'i' în "crin" dar mai lung

ei

ca 'ei' în "grei"; după 'c', ca 'i' în "crin" dar mai lung

ie

ca 'i' în "crin" dar mai lung

oo

ca și 'u' în "tu" dar mai lung, ca și 'â' în "român"

Listă de fraze uzuale

De bază

Salut. Alo.

Hello. (*he-LOU*)

Bună. (*informal*)

Hi. (*HAI*)

Ce mai faci? / Ce mai faceți?

How are you? (*HAU ar IU?*)

Bine, mulțumesc.

Fine, thanks. (*FAIN, tenks*)

Cum te cheamă?

What's your name? (*Uaț ior NEIM?*)

Numele meu este _____ .

My name is _____ . (*Mai NEIM iz _____ .*)

Încântat de cunoștință.

Pleased to meet you. (*PLIIZD tu miit iu*)

Te rog / Vă rog.

Please. (*PLIIZ*)

Mulțumesc.

Thanks. (*TENKS*)

Cu plăcere.

With pleasure. (*Wit PLE-jăr*)

Da.

Yes. (*IES*)

Nu.

No. (*NOU*)

Scuză-mă / Scuzați-mă. (*captarea atenției*)

Excuse me. (*Ex-CHIUZ mii*)

Scuză-mă / Scuzați-mă. (*pardon*)

Sorry. (*SORI*)

Îmi pare rău.

I'm sorry. (*Aim SORI.*)

La revedere

Good bye. (*Gud BAI.*)

Pa (*informal*)

Bye. (*BAI*)

Nu vorbesc [bine] englez.

I don't speak English [well]. (*AI dount SPIC ingliş WEL*)

Vorbiți româna?

Do you speak Romanian? (*Du YU spic ru-MEI-ni-ăn?*)

Vorbește cineva de aici româna?

Does anyone here speak Romanian? (*DAZ eny-uan HIR spic ru-MEI-ni-ăn?*)

Vorbiți francez?

Do you speak French? (*Du YU spic FRENCH?*)

Vorbește cineva de aici franceză?

Does anyone here speak French? (*DAZ eny-uan HIR spic FRENCH?*)

Ajutor!

Help! (*HELP!*)

Bună dimineața.

Good morning. (*GUD MOR-ning.*)

Bună seara.

Good evening. (*GUD IV-ning.*)

Noapte bună.

Good night. (*GUD nait.*)

Nu înțeleg.

I don't understand. (*AI dount andăr-stend*)

Unde este baia?

Where is the bathroom? (*WER is dă bat-rum?*)

Probleme

Lasă-mă în pace.

Leave me alone. (*liv mi ăLOUN*)

Nu mă atinge / atingeți!

Don't touch me! (*dont taci mi!*)

Chem poliția.

I'll call the police. (*ai col dă păuLIS*)

Poliția!

Police! (*păuLIS!*)

Stai! Hoț!

Stop! Thief! (*stop! siif!*)

Am nevoie de ajutor.

I need help. (*ai nid help*)

Este o urgență.

It's an emergency. (*iț ăn iMĂRgeănsi*)

M-am pierdut...

I'm lost... (*aim lost*)

Mi-am pierdut bagajele.

I've lost my luggage. (*aiv lost mai LAghigi*)

Mi-am pierdut portmoneul.

I've lost my wallet. (*aiv lost mai UAlet*)

Sunt bolnav.

I'm ill. (*aim il*)

Sunt rănit.

I'm hurt. (*aim hărt*)

Am nevoie de un doctor.

I need a doctor. (*ai nid ă DACTăr*)

Pot să folosesc telefonul tău / dvs.?

Can I use your phone? (*chen ai iuz ior foun?*)

Numere

1

one (*uan*)

2

two (*tuu*)

3

three (*sri*)

4

four (*for*)

5

five (*FAiv*)

6

six (*Slcs*)

7

seven (*SEvǎn*)

8

eight (*eit*)

9

nine (*NAin*)

10

ten (*ten*)

11

eleven (*iLEVǎn*)

12

twelve (*tuelv*)

13

thirteen (*sirTIN*)

14

fourteen (*forTIN*)

15

	fifteen (<i>fifTIN</i>)
16	
	sixteen (<i>sicsTIN</i>)
17	
	seventeen (<i>sevǎnTIN</i>)
18	
	eighteen (<i>eiTIN</i>)
19	
	nineteen (<i>naiTIN</i>)
20	
	twenty (<i>TUENti</i>)
21	
	twenty-one
22	
	twenty-two
23	
	twenty-three
30	
	thirty (<i>Sǎrti</i>)
40	
	forty (<i>FOrti</i>)
50	
	fifty (<i>FIfiti</i>)
60	
	sixty (<i>Slcsti</i>)
70	
	seventy (<i>SEvǎnti</i>)

80

eighty (*EIti*)

90

ninety (*NAINti*)

100

a hundred (*ă HANdrid*) sau one hundred (*uan HANdrid*)

200

two hundred

300

three hundred

1000

a thousand (*ă SAUzănd*) sau one thousand (*uan SAUzănd*)

2000

two thousand

1.000.000

a million (*ă Mliăñ*) sau one million (*uan Mliăñ*)

1.000.000.000

a billion (*ă Bliăñ*) sau one billion (*uan Bliăñ*)

1.000.000.000.000

a trillion (*ă TRliăñ*) sau one trillion (*TRliăñ*)

numărul _____ (*tren, autobuz, etc.*)

Number _____ (*NAMBăř*)

jumătate

half (*haf*)

jumătatea

half (*haf*)

mai puțin

less (*les*)

mai mult

more (*mor*)

ATENȚIE!

În română un miliard este 1.000.000.000 și un biliard este 1.000.000.000.000 (o mie de miliarde)!

Timp

acum

now (*NAU*)

mai târziu

later (*LEI-tăr*)

înainte

before, earlier (*BI-for, ĂR-liăr*)

dimineață

morning (*MO-ning*)

dimineața

in the morning (*in dă MO-ning*)

mâine dimineață

tomorrow morning (*tu-morou MO-ning*)

după-amiază

afternoon (*aftă-NUN*)

după-amiaza

in the afternoon (*in di aftă-NUN*)

seară

evening (*ivning*)

sera

in the evening (*in di ivning*)

noapte

night (*nait*)

noaptea

at night (*et nait*)

Ceasul

ora unu

one o'clock (*uan ă-cloc*) sau one A.M. (*uan EI.EM.*)

ora două

two o'clock (*tu ă-cloc*) sau two A.M. (*tu EI.EM.*)

prânz

twelve o'clock (*tuelv ă-cloc*) sau noon (*nuun*)

ora treisprezece

one o'clock (*uan ă-cloc*) sau one P.M. (*uan PI.EM.*)

ora paisprezece

two o'clock (*tu ă-cloc*) sau two P.M. (*tu PI.EM.*)

miez de noptii

twelve o'clock (*tuelv ă-cloc*) sau midnight (*mid-NAIT*)

Durată

_____ minut(e)

_____ minute(s) (_____ *minăt (minăt)*)

_____ oră(ore)

_____ hour(s) (_____ *auăr(s)*)

_____ zi(le)

_____ day(s) (_____ *dei(z)*)

_____ săptămână(săptămâni)

_____ week(s) (_____ *wiik(s)*)

_____ lună(luni)

_____ month(s) (_____ *mant (mant)*)

_____ an(i)

_____ year(s) (*yir(s)*)

Zile

astăzi

today (*tu-DEI*)

ieri

yesterday (*yes-tăr-DEI*)

alaltaieri

the day before yesterday (*dă dei bi-FOR yes-tăr-DEI*)

mâine

tomorrow (*tu-MOR-ou*)

poimâine

the day after tomorrow (*dă dei aftă tu-MOR-ou*)

săptămâna aceasta

this week (*DIS wiik*)

ultima săptămână

last week (*LAST wiik*)

săptămâna următoare

next week (*NEXT wiik*)

Luni

Monday (*MAN-dei*)

Marți

Tuesday (*TIUZ-dei*)

Miercuri

Wednesday (*UENS-dei*)

Joi

Thursday (*TĂRS-dei*)

Vineri

Friday (*FRAI-dei*)

Sâmbătă

Saturday (*SATĂR-dei*)

Duminică

Sunday (*SAN-dei*)

Luni

Ianuarie

January (*GIA-nu-ări*)

Februarie

February (*FEB-ru-ări*)

Martie

March (*MARCH*)

Aprilie

April (*EI-priI*)

Mai

May (*MEI*)

Iunie

June (*JUN*)

Iulie

July (*JĂLAI*)

August

August (*O-găst*)

Septembrie

September (*sep-TEM-bă*)

Octombrie

October (*oc-TOBĂ*)

Noiembrie

November (*no-VEMBĂ*)

Decembrie

December (*de-SEMBĂ*)

Scrierea ceasului și a datei

În [Regatul Unit](#), data și ceasul se scriu exact în aceeași formă ca și în română, lucru care se întâmplă și în multe alte țări europene. De exemplu, data și timpul se scrie:

- 14 Jul 2004, 06:30
- 24 Aug 2004, 15:30

În SUA, data și ceasul în alt stil:

- July 14, 2004, 6:30 am
- Aug 24, 2004, 3:30 pm

Culori

negru

black (*blec*)

alb

white (*uait*)

gri

(În Regatul Unit) grey (*grei*), (În SUA) gray (*grei*)

roșu

red (*red*)

albastru

blue (*blu*)

galben

yellow (*ielou*)

verde

green (*grin*)

portocaliu

orange (*oringi*)

roz

pink (*pinc*)

maro

brown (*braun*)

Introduceți text neformatat aici

Transport

*Frazele sub linia asta sunt traduse în engleză dar nu au indicații de pronunție
Phrases translated, but a native English speaker should do the pronunciations.*

Autobuz și tren

Cât costă biletul spre _____? (autobuz, tren)

How much is a ticket to _____? (*Hau maci is ă ticăt tu*)

Un bilet până la _____, vă rog.

A ticket to _____, please. (*Ă ticăt tu, _____, pliz*)

Unde merge acest tren/autobuz?

Where does this train/bus go? (*wer dăz sis TREN/BĂS gou*)

Unde este trenul/autobuzul spre _____?

Where is the train/bus to _____? (*wer is dă tren/băs tu*)

Oprește acest tren/autobuz în _____?

Does this train/bus stop in _____? (*dăz sis tren/băs stap in _____*)

Când pleacă acest tren/autobuz la _____?

When does this train/bus depart to _____? (*wen dăz sis tren/băs depat tu _____*)

La ce oră ajunge acest tren/autobuz în _____?

When does this train/bus arrive in _____? (*wen dăz sis tren/băs arav in _____*)

Direcții

Cum ajung la _____?

How do I get to _____? (*hau du ai get tu _____*)

...gară?

(*în Regatul Unit*)...the railway station? (*în SUA*) ...the train station? () sau ...the railroad station? ()

...stația de autobuz?

...the bus station? ()

...aeroport?

...the airport? ()

...centru?

(În Regatul Unit) ...the city centre? () în SUA downtown? ()

...căminul pentru tineri?

...a youth hostel ()

...hotelul _____ ?

... the _____ Hotel? ()

...consulatul român/moldovean?

...the Romanian/Moldovan consulate? ()

...ambasada român/moldovean?

...the Romanian/Moldovan embassy? ()

Unde se află multe...

Where would I find a lot of... ()

...hoteluri?

...hotels? ()

...restaurante?

...restaurants? ()

...cluburi de noapte?

...nightclubs / bars / dance clubs? ()

...cluburi?

...bars? ()

...atracții turistice?

...tourist attractions? (*turist ătracșăns*)

Poți / Puteți să-mi arătați pe hartă

Can you show me on the map? (*can eu șo mi an de map*)

stradă

street (*strit*)

La stânga.

On the left. (*an de left*)

La dreapta.

On the right. (*an de rait*)

La stânga.

Turn left. () *sau* Go left. () *sau* Take a left. ()

La dreapta.

Turn right. () *sau* Go right. () *sau* Take a right. ()

stânga

left (*left*)

dreapta

right (*rait*)

înainte

straight ahead (*stret ahead*)

spre _____

towards (the) _____ (*tuăds (dă)*)

după _____

past (the) _____ (*past (dă)*)

înainte de _____

before (the) _____ (*bifor (dă)*)

Atenție la _____.

Look out for (the) _____ (*luk aut for (dă)*) *sau* Watch out for _____ (*oaci aut for*)

intersecție

crossing () *sau* intersection () *sau* crossroads ()

nord

north ()

sud

south ()

est

east ()

vest

west ()

în sus

downhill ()

în jos

uphill ()

Taxi

Taxi!

Taxi! (*Texi!*)

Duceți-mă la _____, vă rog.

Please take me to _____. (*Pliz teic mi tu*)

Cât costă până la _____?

How much does it cost to get to _____? (*Hau maci daz it cost tu ghet tu*)

Duceți-mă acolo, vă rog.

Please take me there. (*Pliz teic me deer*)

Gazdă

Host

Bani

Money (mani)

Mâncare

O masă pentru o persoană/doi oameni, vă rog.

Table for two, please (X)

Pot să văd meniul, vă rog?

Could I please see the menu? (X)

Aveți o specialitate a casei?

Do you have a house special? (X)

Există o specialitate locală?

Is there a local specialty? (X)

Sunt vegetarian.

I'm a vegetarian (X)

Nu mănânc porc.

I don't eat pork. (X)

Nu mănânc decât cușer.

I only eat kosher. (X)

Puteți să îl/o faceți mai puțin gras(ă)?

Could you please make it with less fat (less greasy)? (X)

meniul zilei

Today's menu (X)

a la carte

a la carte (X)

mic-dejun

breakfast (X)

pachet

pack (X)

cafea

coffee (X)

mâncare de prânz

lunch (X)

Aș vrea _____.

I'd like _____ (X)

Vreau de mâncare cu _____

I want a dish with (X)

pui

chicken (*Cică*)

carne de vită

beef (*biif*)

pește

fish (X)

porc

pork (*porc*)

vițel

veal (*viil*)

vânat

venison (*VENisă*)

șuncă

ham (X)

crenvuști

sausage (X)

brânză

cheese (X)

ouă

eggs (X)

salată

salad (X)

legume (proaspete)

fresh vegetables (X)

fructe (proaspete)

fresh fruits (X)

pâine

bread (X)

pâine prăjită

toast (X)

găluște

X (X)

orez

rice (X)

fasole

beans (X)

Îmi aduceți, vă rog, un pahar de _____?

Could you please bring me a glass of (X)

Îmi aduceți, vă rog, o cană cu _____?

Could you please bring me a cup of (X)

Îmi aduceți, vă rog, o sticlă de _____?

Could you please bring me a bottle of (X)

cafea

coffee (X)

ceai

tea (X)

suc

juice (X)

apă minerală

mineral water (X)

apă (plată)

water (X)

bere

beer (X)

vin roșu/alb

red wine/white (X)

Îmi dați puțin(ă) _____?

X (X)

sare

salt (X)

piper

pepper (X)

unt

X (X)

Mă scuzați, ospătar! (*captarea atenției chelnerilor*)

X (X)

Am terminat.

I'm full. (X)

A fost delicios.

That was delicious. (X)

Vă rog luați farfuriile.

X (X)

Nota, vă rog.

The check, please. (X)

Baruri

Serviți alcool?

Do you serve alcohol? (X)

Este cu servire la masă?

Is there table service? (X)

O bere/două beri, vă rog.

One/two beer(s), please (X)

Un pahar de vin roșu/alb, vă rog.

A glass of red/white wine (X)

Un sfert/O optime de vin roșu, vă rog.

X (X)

O bere mică/mare, vă rog

A large/small beer, please. (X)

La jumătate, vă rog. (o halbă de bere)

X (X)

O sticlă, vă rog.

A bottle please. (X)

Un cola cu rom, vă rog.

A rum and coke, please. (X)

whiskey

whiskey (X)

vodka

vodka (X)

rom

rum (X)

apă

water (X)

suc de club

club soda (X)

apă tonică

tonic water (X)

suc de portocale

orange juice (X)

Cola (suc)

coke (X)

Aveți cumva ceva gustări?

X (X)

Încă unul(m)/una(f), vă rog.

One more, please. (X)

Încă un rând, vă rog.

Another round please (X)

Când se închide?

When do you close? (X)

Cumpărături

Aveți așa ceva, mărimea mea?

Do you have something like this size? (X)

Cât costă?

How much? (X)

E prea scump.

It is too expensive. (X)

Acceptați _____?

Do you accept _____? (X)

scump

expensive (*expensive*)

ieftin

cheap (*cheep*)

Nu-mi permit.

I can not afford it (X)

Nu-l/N-o vreau.

I don't want it. (X)

Știu că acesta nu este prețul normal.

I know that is not the normal price. (X)

Mă înșelați.

X (X)

Nu mă interesează.

I am not interested. (X)

OK, îl/o iau.

Ok, I'll take it. (X)

Îmi dați o pungă?

X (X)

Expediați (în străinătate)?

Do you ship (overseas)? (X)

Am nevoie de ...

I need ... (X)

...pastă de dinți.

toothpaste X (X)

...o periuță de dinți.

a tooth brush X (X)

...tampoane.

tampons (X)

...săpun.

soap(X)

...șampon.

shampoo(X)

...ceva pentru dureri.(ex. aspirină sau nurofen)

something for pain (X)

...ceva pentru răceală.

something for a cold (X)

...tablete pentru stomac.

stomach medicine (X)

...un brici.

X (X)

...o lamă. (de ras)

X (X)

...o umbrelă.

an umbrella (X)

...loțiune de plajă.

sunblock (X)

...o vedere.

sunglasses (X)

...timbre.

stamp(s) (*stamps*)

...baterii.

batteries (X)

...hârtie pentru scris.

writing paper (X)

...un pix.

a pencil (X)

...cărți în română.

books in Romanian (X)

...reviste în română.

magazines in Romanian (X)

...un ziar în română.

a newspaper in Romanian (X)

...un dicționar român-englez.

a Romanian-English dictionary (X)

Mașini

Vreau să închiriez o mașină.

I want to rent a car. (X)

Primesc asigurare?

Do you provide insurance? (X)

stop (*semn de circulație*)

Stop. (X)

sens unic

One way. (X)

a da prioritate

Yield. (X)

parcarea interzisă

X (X)

limită de viteză

speed limit (X)

benzinărie

gas station (X)

benzină

gasoline (X)

motorină

X (X)

Autoritate

N-am făcut nimic.

I haven't done anything. (*ai ha*)

A fost o neînțelegere.

It was a misunderstanding. (X)

Unde mă duceți?

Where are you taking me? (X)

Sunt arestat?

Am I under arrest? (X)

Sunt un cetățean român/moldovean.

I am a Romanian/Moldovan citizen. (X)

Vreau să vorbesc cu ambasada/consulatul român/moldovean.

I want to talk to the Romanian/Moldovan embassy/consulate. (X)

Vreau să consult un avocat.

I want to talk to a lawyer. (X)

Pot doar să plătesc o amendă acum?

Can I just pay a fine now? (X)

Învățând mai mult

Tell me a little about yourself.

"Tell me a little about yourself."

You should take this opportunity to show your communication skills by speaking clearly and concisely in an organized manner. Because there is no right or wrong answer for this question, it is important to appear friendly.

Short Answers

"I attended MIT where I majored in Electrical Engineering. My hobbies include basketball, reading novels, and hiking."

"I grew up in Korea and studied accounting. I worked at an accounting firm for two years and I enjoy bicycling and jogging."

"I'm an easy going person that works well with everyone. I enjoy being around different types of

people and I like to always challenge myself to improve at everything I do."

"I'm a hard worker and I like to take on a variety of challenges. I like pets, and in my spare time, I like to relax and read the newspaper."

"I've always liked being balanced. When I work, I want to work hard. And outside of work, I like to engage in my personal activities such as golfing and fishing."

Long Answer

"I went to the University of Washington and majored in English Literature. I went to graduate school because I really enjoyed learning. Afterwards, I started my career at Boeing as a web content editor. I've been there for 3 years now. Although my emphasis is in writing, I like numbers. I think solving logic problems and riddles are quite fun. I also enjoy jogging, reading, and watching movies."

There is no right or wrong answer for this question. Most important thing you should remember is how you deliver the message. The example above shows a short answer telling a little bit about the person. The answer went from education to career, and then to personal interests all in a smooth flow.

What are your strengths?

"What are your strengths?"

This is a popular interview question. They want to know what you think of yourself. Although this is a general question, there is a wrong and right answer. The wrong answer is a generic answer saying you are organized and friendly. Although it will not hurt you during the interview, it will certainly not help you either. Answer this question based on the type of job you are applying for.

Short Answers

"I believe my strongest trait is my attention to detail. This trait has helped me tremendously in this field of work."

"I've always been a great team player. I'm good at keeping a team together and producing quality work in a team environment."

"After having worked for a couple of years, I realized my strength is accomplishing a large amount of work within a short period of time. I get things done on time and my manager always appreciated it."

"My strongest trait is in customer service. I listen and pay close attention to my customer's needs and I make sure they are more than satisfied."

Long Answers

Let's say I am interviewing for a management position. You should mention traits that are important for managers.

"A couple strengths I have are planning and execution, and working with people. I've always been very good at planning and detailing all the steps. Even in college, I would spend time organizing my week and planning a strategy to tackle each class or assignment. Executing a plan has always come easy for me as well. I believe it's due to proper planning. I also work with people very well in a way where I use the strengths of each individual in a team to produce the best results. Because of my easy going personality, I've been told by my directs that it's easy to approach me."

If you are applying for an accounting position, you should mention strong traits an accountant should have and claim them to be yours.

"I'm very detail oriented, good at managing time, and very honest. I always incorporate managing time and being detailed together. By nature I've been detail oriented, and that resulted in taking too much time on a particular task. After incorporating time management into the mix, I found that my work and efficiency increased dramatically. I plan better and produce higher quality work in a time constraint environment. Finally, I'm a very honest person. When I was working as a valet attendant during college, a lady gave me a twenty dollar bill to pay for the three dollar fee. She almost drove off the lot, but I stopped her and said here is your change. My co-workers said I should have considered the change as tip, but I know what I did was honest and right. You can fool other people, but you can't fool yourself. That's what I believe."

The second example can seem a little wordy. But the power of an example is greater than any great words you can string together. Everyone can claim they are honest, but with an example, it is much more believable. What are your weaknesses?

"What are your weaknesses?"

For this answer, you should display a weakness that can be seen as a strength. There are many types of answers that will work. Some answers will be good answers for certain jobs, while the same answer will be a bad answer for a different job. Select an answer that will work for the position you are applying for. Here are a few examples.

Short Answers

"This might be bad, but in college I found that I procrastinated a lot. I realized this problem, and I'm working on it by finishing my work ahead of schedule."

"I feel my weakness is not being detail oriented enough. I'm a person that wants to accomplish as much as possible. I realized this hurts the quality and I'm currently working on finding a balance between quantity and quality."

"I feel my English ability is my weakest trait. I know this is only a temporary problem. I'm definitely studying hard to communicate more effectively."

"The weakest trait I struggled with was not asking for help. I always try to solve my own problems instead of asking a co-worker who might know the answer. This would save me more time and I would be more efficient. I'm working on knowing when it would be beneficial to ask for help."

Long Answers

"I think my weakest trait is my impatience. Whenever I work in a team and a member is not performing up to my expectations, I can get impatient and annoyed. I understand if they are working hard and their portion is difficult, but sometimes a person can't do the assignment due to incompetence or laziness. A while back I would get frustrated and start complaining, but I realized that I can help out by explaining things to some people and encouraging lazy people by reminding them of deadlines. I know it's bad to be impatient, but I'm definitely working on it."

"I'm too detail oriented. I never want to leave anything out and I want everything to be perfect. This is bad because it slows down my work. Initially, I tried to work faster to compensate, but that only made me sloppy. So I decided to put more emphasis on priority and planning. By doing so, I'm hoping that I can make the proper decisions on what to work on and what to intentionally leave out."

Both of these examples show an answer that is acceptable. Although being impatient is not good, it shows that you are a quick learner and that you like efficiency. The second displays a person that is detail oriented, which can be seen as a good trait. Finally, both answers identify the weakness and show the actions of correcting it.

What are your short term goals?

"What are your short term goals?"

This question primarily depends on where you are in your career. A person with 5 years of experience will have different short term goals than a person with no work experience. I'll give an example for both scenarios. But first, here are some short answers.

Short Answers

"My short term goal is to find a position where I can use the knowledge and strengths that I have. I want to partake in the growth and success of the company I work for."

"I've learned the basics of marketing during my first two years. I want to take the next step by taking on challenging projects. My short term goal is to grow as a marketing analyst."

"As a program manager, it's important to understand all areas of the project. Although I have the technical abilities to be successful in my job, I want to learn different software applications that might help in work efficiency."

"My goal is to always perform at an exceptional level. But a short term goal I have set for myself is to implement a process that increases work efficiency."

Long Answers

"My short term goal is to learn everything I can about marketing. I want to find a position where I can contribute what I've learned through education and to gain real life experience. I believe the next couple of years will be very important to me and my immediate goal is to learn and become skilled in all aspects of marketing."

"My short term goal is to get into a management position. The last five years of my career, I've concentrated on learning and acquiring all the skills needed to perform excellent work. Recently, I've taken more responsibilities in management because I eventually want to become a sales manager. I'm excited about the last few assignments I completed because it involved working with vendors and partners while managing a small group of workers. So I hope to be in a management position within a year or two and I feel I'm doing a diligent job by volunteering for extra work to gain more experience."

The first example is a person straight out of school. Learning is a good short term goal to have because it shows that you will be trying hard in your job. The second example is more detailed because that person has several years of experience. Anybody can say they want a management position, but this candidate is taking it a step further by showing the steps he is taking to achieve the short term goal. Thus, it becomes a stronger answer.

What are your long term goals?

"What are your long term goals?"

This question is asked to see how serious a candidate is about his or her career. Some people might not know their long term goals, and some people might have long term goals of becoming rich and retiring early. Those are incorrect answers for this question. The type of answer you want to give is an ambitious answer that shows you really love your career. A good interviewer will read between the lines and find out if a person is going to be a hard worker or just a mediocre one. Being descriptive and shooting for a big goal is something interviewers want to hear.

Short Answer

"I would like to become a director or higher. This might be a little ambitious, but I know I'm smart, and I'm willing to work hard."

"After a successful career, I would love to write a book on office efficiency. I think working smart is important and I have many ideas. So after gaining more experience, I'm going to try to write a book."

"I've always loved to teach. I like to grow newer employees and help co-workers where ever I can. So in the future, I would love to be an instructor."

"I want to become a valued employee of a company. I want to make a difference and I'm willing to work hard to achieve this goal. I don't want a regular career, I want a special career that I can be proud of."

Long Answer

"My long term goal is to become a partner for a consulting firm. I know the hard work involved in achieving this goal, and I know that many people fail to become a partner. That's not going to stop me from working hard, learning everything I can, and contributing to a company where I'll become a valuable asset. I know it's not a guarantee, but becoming a partner is a long term goal of mine, and I going to work towards this goal throughout my career."

This example shows a candidate with a big goal. This person identifies the difficulty of the goal and shows the steps required to achieve this goal. Despite the difficulty, this candidate shows he or she will not get discouraged with difficult situations and will never give up. It is a short answer that goes a long way.

What do you want to be doing five years from now?

"What do you want to be doing five years from now?"

"Where do you see yourself in five years?"

This is a similar question to the short term question, but you should answer it a little differently. Here are some examples.

Short Answers

"In five years, I see myself as a valued employee of a company. I want to be an expert at my position and start training to be a manager."

"In five years, I want to be a senior analyst. I want my expertise to directly impact the company in a positive way."

"My goal is to become a lead in five years. Although not everyone gets promoted to this level, I believe I can achieve this goal through hard work."

"Although I really enjoy working hands on as a mechanical engineer, I want to eventually become a manager. I want to continue gaining experience, and after learning many different aspects, I see myself in management."

Long Answers

"Five years from now, I would like to see myself in a management position. I'm going to be learning and gaining practical experience until then, but eventually, I want to become a marketing manager. I know there are a lot of things to learn, but I'm going to be working hard for the next five years. I believe opportunities come to great workers and I'm going to try to be one of them."

"Five years from now, I want to be a senior sales manager. I'm currently training to become a manager, and if I continue to work hard, I feel I'll have a management position soon. After gaining several years of experience as a sales manager, I want to be in a position where I can train and provide my expertise to newer sales managers."

Both answers display characteristics of working hard. The second example also mentions that he or she wants to train newer managers. This is a good answer because it targets one good trait about upper management... the ability to train managers.

f you could change one thing about your personality, what would it be and why?

"If you could change one thing about your personality, what would it be and why?"

This question is another variation to the weakness question. You can provide a similar type of question unless it is the same person asking them. To answer this question, think of a person you respect and the trait they have that you really like. I used to have a manager that was very patient and explained things very carefully. I really liked this trait, so I'm going to provide the long answer by using this example. But first, let's look at some short answers.

Short Answers

"I get easily frustrated at people who don't work very hard. But I know people have different work styles and different work habits. So if I could change something, I would like to be more understanding."

"I have high expectations and I have these expectations on others. I think if I was more understanding, I could help other workers improve instead of being disappointed."

"I would like to be more of a risk taker. I always do my work and complete it at an exceptional level, but sometimes taking a risk can make the work even better. I'm working on this by thinking the issue through and weighing the pros and cons."

"I would like to be more of an extrovert. I'm a little quiet and a little closer to the introvert side. I would like to change this because I would appear more friendly."

Long Answer

"I wish I was more patient with people. I remember a manager I had a couple of years ago. He was very patient with everyone. Even workers that were not that smart and failed to understand a concept to perform the job. I remember thinking how can this person who can't understand this concept continue to work here. My manager took a different approach. He was understanding of this worker and explained the concept in a different way. He even explained how to view problems from a different perspective. That helped this worker and in time that worker became a strong contributor. So if I could change one thing about me, I would like to be more patient and understanding. I'm taking the steps to change for the better by remembering the actions of my past manager whenever I'm in a similar situation."

This is a little long, but if you can speak smoothly, it shows off your communication skills. Also, the content of the answer is not that bad. They want a personality problem, and this answer is showing

impatience while indicating that you understand difficult concepts easily. It also shows that you are working on correcting the bad behavior.

What does success mean to you?

"What does success mean to you?"

There are many things you can say. This type of question doesn't have a wrong answer. All answers will be correct. So the best answer is how good you can make the answer. A mediocre answer will be something like completing a project on time. You can say this, but add another twist to make the answer a little better. Here is an example.

Short Answers

"To me, success means to have a goal, plan the steps to achieve the goal, implement the plan, and finally achieve the goal."

"Success means to achieve a goal I have set for myself."

"Success means to produce high quality work before the deadline."

"Success to me is knowing that my contributions positively impacted my company."

Long Answer

"Success to me means completing a task and when looking back, thinking I couldn't have done it better. To succeed is to complete a task or assignment on time in an excellent manner. But that's only half of it. The results should be good and the people involved should gain a valuable lesson or experience. For example, if it was a group project, and only two people out of four really did the work, I wouldn't call that success. If everyone participated and worked together providing a valuable deliverable then it's a success. So I think both the result and the process should be great to call something a success."

This answer is showing that you believe in delivering great quality work. Moreover, it is implying how much you value team work. If you value teamwork highly, then it is safe to assume that you would make a great team player.

What does failure mean to you?

"What does failure mean to you?"

This is quite simple. I don't see many right answers so this is what I suggest. You can believe in two of the following. One, you believe that failure is not achieving your goal no matter what. Or two, you can believe failure is only when nothing is learned from the failure. I believe in the latter, but you don't have to agree with me.

Short Answers

"Failure is when I do not reach my goal."

"I think to fail at something is making a mistake and not learning anything from it."

"To me, failure means to have a goal and not do anything about it."

"I think failure is not reaching your potential. If you do not use the resources you have and the resources around you, that's failure because the work or goal could have been done better."

Long Answer

"I think it's harder to fail than it is to succeed. The reason is, if you fail in a project, you can learn a valuable lesson from your mistake. Learning from the mistake will allow you to improve future projects, or to simply not repeat them. Just because I believe this, doesn't mean I believe it's acceptable to fail at a project, but just in case, I would try to learn everything I can... even when the end result wasn't that good. So, failure to me means making a mistake and having learned nothing from it."

Nobody wants a failure. So you can feel that answering like this will be risky. However, this is a solid answer that most people agree with. If the person doesn't like this answer, then you might not want to work for this person. Everyone fails and if you work for someone who doesn't tolerate failure, then you will be in a difficult situation. Even vice presidents of large corporations will believe that learning from mistakes is a valuable lesson. This answer also states that you will do your best not to fail, but just in case, you want to gain something from your experience.

Are you an organized person?

"Are you an organized person?"

You can think that this question is stupid. Actually, I do. Everyone will say they are organized. Who will admit otherwise? You should know that everyone will say similar things. Take this time to be creative with your answer. You can use these types of questions to leave a strong impression with a creative answer. Or, if you are not creative, then the best way to answer this question is with an example. Using a story is more believable and easier to remember. Feel free to mix in a little humor to make it more memorable.

Short Answers

"I'm a very organized person. I like to know exactly what I'm going to do for the day and the week. So I outline my tasks and organize my work load. By doing so, I can organize my time and work better."

"I believe I'm very organized. I like to organize my work by priority and deadlines. I do this so I can produce the highest quality work in the amount of time I have."

"I think I'm quite organized. I like my documents and papers in a way where I can retrieve them"

quickly. I also organize my work in a way where it's easy to see exactly what I'm doing."

"Organization has always come easy to me. I naturally organize things like my desk, time, assignments, and work without thinking about them. This helps me tremendously during times when I'm approaching a deadline."

Long Answer

"I'm actually a very organized person. It's funny that you mention this because just the other day, my roommate wanted to borrow my suitcase and saw my closet. He made fun of me for organizing my clothes by length and color. I'm like that with everything. It's just so much easier to manage things. However, I'm not picky and don't need to have things in a certain way. I just want things to be organized. So yes, I consider myself organized."

This example should only be done if you are confident with your communication abilities. If you appear awkward or if you sound like you are reading this type of answer, it could have a negative effect. Instead, you should make a generic answer if you are uncomfortable with this type of answer.

In what ways are you organized and disorganized?

"In what ways are you organized and disorganized?"

This is another variation to the previous question. This question is a little better because the question wants you to identify an area you are disorganized. Make sure to emphasize the organized portion of the answer. If you are truly an organized person, then it is really tough thinking about an area you are disorganized. So thinking ahead of time will allow you to make a good impression with a solid answer.

Short Answers

"I'm very organized with my time and work, but my desk is a little disorganized."

"Since I work with many files, I like to keep my desk organized. I always have everything in a certain place so I can find things easier. The area I'm disorganized is probably my computer desktop. I usually have so many icons everywhere. I should organize it a little, but I've never needed to."

"I organize my schedule the best. I'm used to many meetings so it's important for me to be organized with my schedule and time. The area I need to improve is probably my file cabinet. I started to sort things alphabetically, but when I'm busy, I start putting things in there. It started getting hard to find things, but this is something I'm going to fix."

Long Answer

"Oh... that's a good question. Well, I'm organized in almost everything I do. I'm very organized with my schedule and time. I like to work efficiently, and being organized with my time helps me. The area I feel I'm disorganized is probably my desk. I like to work fast and don't keep my desk area as tidy as some people I know. This however doesn't prevent me from doing my job well. You know some people can have files and paper all over their desk but some how know exactly where everything is located. I think I'm one of those people. However, if I know I'm having a client or a guest, then I would definitely make things more tidy."

This answer brings a little humor to the question. It lightens the mood and makes a person seem real instead of appearing to be perfect. However, if the job you are applying for requires constant customer interaction, then this answer will not be good. This answer would be better for an office job where not many people will see your desk.

Do you manage your time well?

"Do you manage your time well?"

"In what ways do you manage your time well?"

The first question is a little easier. The second question is more difficult because it requires an example. I'm going to give an example for the second question and you should be able to use it for the first question as well.

Short Answer

"I know I manage my time well because I'm never late to work, and I've never missed a deadline."

"I'm good at managing my time. I stay busy both at home and at work and being able to manage my time is necessary for me to do everything that I want to do."

"I manage my time well by planning out what I have to do for the whole week. It keeps me on track and evens helps me to be more efficient."

Long Answer

"Managing my time is one of my strong traits. I prioritize my tasks and this allows me to stay ahead of schedule. Each day I manage my time so I can achieve more than I set out to do. So managing my time in a goal oriented way is what I feel very comfortable doing."

How do you handle change?

"How do you handle change?"

"Are you good at dealing with change?"

Dealing with change is common in the work place. A simple yes will not be sufficient to impress the interviewer. This is another type of question where everyone will have similar answers. Of course everyone is going to claim being excellent dealing with change. You got to communicate that you are really good at dealing with change. Here are some examples for you.

Short Answers

"I'm good at dealing with change because I'm a quick thinker. If new information makes us change our marketing strategy for example, I'll be quick to analyze the information and create a plan to make the changes."

"I've experienced many changes previously. I handle the situation by quickly coming up to speed on the changes and applying myself to make them a success."

"I'm good at dealing with change because I'm flexible with my work and abilities. I'm not afraid of learning new and difficult things. Whenever I'm faced with a change, I'll put in extra effort to make the change a smooth transition."

"I handle changes smoothly. Whenever there's a change of any sort, I analyze the situation and I always try to find ways I can contribute to the change in a positive way."

Long Answer

"I believe dealing with change is a requirement in the workplace. The mission statement can change to introduce a new market segment, or the company might need to change direction. Whatever it is, as a member of this team, I would be expected to do my share by absorbing the new information, analyzing it thoroughly, sharing my ideas, and really being a valued team member. Dealing with change is a necessary trait. I think I'm also good at anticipating change by being attentive and observant."

Overall, this is a good answer. The last statement is a bold statement of being able to anticipate change. If the interviewer is impressed, they might follow up by asking for an example of how you anticipate change. If you use an answer like I provided, make sure you have an example. If you don't have one, then the answer you gave will be seen as a lie and you probably failed.

How do you make important decisions?

"How do you make important decisions?"

There are many ways to answer this question, and if you have a reasonable method of making decisions, it will probably be sufficient. One answer I thought of included not being afraid of asking your manager. You can follow up by saying even the best needs mentoring, and you always want to improve. So basically, this could work as an answer, but depending on the job, you might have a better shot with an answer like my example.

Short Answers

"I make important decisions by examining all the details and then weighing the pro's and con's for each decision."

"I gather all the information I can find and based on the information, I'll come to the best decision I can. If I know a coworker was in a similar situation, I wouldn't hesitate to find out the results to make sure my decision is the best one."

"I believe all decisions should be made by having all the information. If you are missing an important detail, it's easy to make a bad decision. So I make important decisions by having all of the information."

"Important decisions are made by knowledge through information and wisdom through experience. I'll gather all the information I can find and then apply my experience while analyzing the information. With this combination, I'm confident I'll make the correct important decisions."

Long Answer

"I think all decisions are important, and having as much information about the decision is one of the most important aspects. After examining all the facts, I would think about the outcome and consequences of each action and after weighing the pro's and con's, I would come to the best decision possible. However, I'm aware that some decisions are not as black and white. In this situation, I would rely on my experience, or even work with my team members to come up with the best decision."

This is a decent answer, but I think you might be able to think of a better one. Feel free to be creative with your answers because those are the answers the interviewer will remember the most.

Do you work well under pressure?

"Do you work well under pressure?"

In most cases, the best answer to this question is answering yes. Working well under pressure is a good trait to have. However, I think if you answer that you work the same with pressure and without pressure, the interviewer will be more impressed. However, you will need to explain in words why this is better. Here are some of my answers.

Short Answers

"I work well under pressure because I use the pressure to help me work more efficiently."

"I enjoy working under pressure because I believe it helps me grow. In my previous experience, I always worked well during deadlines, and I always learned how to work more efficiently afterwards."

"I work well under pressure because I don't panic. I maintain self control and work as efficiently as possible. In all my experiences, I did well and I always enjoyed the experience."

"During times of pressure, I try to prioritize and plan as much as I can. After I'm organized, I really just put my head down and work hard in a smart way. I don't let the pressure affect me. So I believe I work well under pressure."

Long Answers

"To tell you the truth, I think I work the same if there's pressure or if there's no pressure. I try and take out negative emotional factors and work hard regardless of down time or busy time. I always prioritize and organize my work, and from there, work efficiently. If the situation involved pressure due to a lack of time, then the only difference in my work would be the extra time I would need to put in to meet the deadline on time. Since I believe my normal work is great work, then I suppose I work well under pressure."

I like this answer because it is different than the standard answer. If you are not comfortable with this answer, then you can use the next one.

"I have a couple of friends who hate working under pressure. I don't know if it's odd, but I really enjoy working under pressure. I use the feelings of pressure as a tool to motivate me to work harder and more efficiently. In my last job, I remember we had a project to complete in 4 days where it usually took 10 days. There was a lot of panic by some team members, but I ensured everyone that if we concentrate on the task and work real hard, we can complete the project. It took a lot of overtime, and the last day we were in the office until two AM, but we managed to finish. It was hard work, but I really enjoyed that experience."

You might not have experienced this example before, but what is preventing you from making something up? To tell you the truth, I never experienced it before either. There are some things you shouldn't lie about because they can find out about it such as your GPA or what school you attended, but a story such as the one I included above cannot be verified by the interviewer. The only thing you have to be careful about is being able to answer follow up questions.

Are you better at anticipating or reacting to problems

"Which category do you fall under? A person who anticipates a problem well, or a person who reacts to a problem well?"

This is a tough question because both options look pretty good. My recommendation would be to answer depending on the position you are applying for. For example, if you are applying for a type of analyst or upper management position, then anticipating a problem would be more useful. However, if you are applying to be a nurse for a hospital emergency room, then reacting to a problem well is stronger.

Short Answers

"I think it's good to be good at both. But in my experience, I realized I react to problems better. Whenever I'm faced with a new problem, I know what steps to take to deal with the problem."

"I believe I'm strong in both, but I try to work more on anticipating problems. In this profession, it's very important to anticipate a problem and fix it before it becomes a real problem."

"I'm very observant and aware of what's going on, so I'm stronger at anticipating problems."

"I'm good at dealing with problems, so I'm a person who reacts to a problem well."

Long Answers

"I feel I react to problems well, but I'm much stronger at anticipating them. I'm a type of person that pays attention to detail, inconsistencies, and subtle signs. Basically, I want to find a potential problem and put measures in place to correct it before it happens. It's interesting to see how the people who deal with problems get rewarded for resolving the issue. What about the people who put the fire out before it even started? So anticipating problems before it happens is what I've always done and I believe it's important in any work environment."

"Being a nurse requires many skills. One of the important traits is to be able to react to problems well. Reacting to a problem well requires the ability for quick thinking, ability to think of all the options available, and maintaining self control in hectic times. In my spare time, I even think about creative problems that might come up. Since a problem can arise at any time and in any form, I try to be as creative as I can and I walk through the situation as if I'm dealing with the problem. So this has helped me to become very good at reacting to problems."

The answer gets stronger with examples, so if you have experienced something that you can explain, feel free to use include it in the answer. Also, if you are unsure about how to say it, remember that you can ask us.

Are you a risk taker or do you like to stay away from risks?

"Are you a risk taker or do you like to stay away from risks?"

This also depends on the position. But in most cases, I believe someone who likes to take risks is a better candidate. If you choose to answer saying you are a risk taker, you should include why and how you take risks.

Short Answers

"I consider myself to be in the middle, but if I were to choose from my past experience, I would think I would call myself a careful risk taker."

"I'm reliable and believe in stability and guarantees. My work will be based on facts without assumptions or guesses, so I tend to stay away from risks."

"I think it's important to take some risks. I keep the options open and if the reward justifies the risks, I would definitely try. So I'm more of a risk taker."

"I take risks because through planning and working smart, it's possible to reduce some of the risk. So if there's a reasonable chance of success, I would take the opportunity."

Long Answer

"I see myself as a risk taker. But before taking the risk, I always evaluate all other options, weigh the pro's and con's of success and failure, and after careful consideration, I would definitely take a risk if the rewards were high enough. I view staying away from risks similar to staying away from a gold mine surrounded by dynamite. Of course if you don't know what triggers the dynamite, it would be unwise to take that risk. But if you study the situation and know the location of all dynamite and the way they are triggered, then the risk is minimized. Some people would not explore the options to reduce the risk, but I would definitely study each situation and take a risk that would improve my personal or company's situation."

You don't have to use the dynamite example. You can think of any other example. But I used this to clearly explain what I feel about taking risks. Not only did I choose to be a risk taker, but I also explained how and when I would take risks. Why should I hire you?

"Why should I hire you?"

I don't know if this is a common question, but I heard many people use this question. In all the interviews I've been through, I never received this question, nor did I ask this question in any interviews I gave. But, there are a lot of people asking this question, so preparing for it is a must. To answer this question, you need to know exactly what they are looking for. With this information, tie it in with your strong traits. This will verify that you are completely qualified for the job. Second and more importantly, you need to stand out more than the other people interviewing for this position. I will give two examples for the long answers, one for a person with a lot of experience, and the other for a recent college graduate.

Short Answers

"I'm a perfect fit for this position. I have the experience and the traits you are looking for. On top of that, I'm a great team player that gets along with everyone."

"I should be hired because I'm efficient, smart, and friendly. I'm great at solving problems and love challenges. Most importantly, I'm dependable and reliable."

"There are two reasons I should be hired. First, my qualifications match your needs perfectly. Second, I'm excited and passionate about this industry and will always give 100%."

"You should hire me because I'm confident and I'll do the best job. I have a proven track record of success starting from high school until now. I'm responsible and smart. This position requires someone that will work well without supervision. I know how to manage my time and organize my work well. So, I'm confident I'll be the best candidate for this position."

Long Answers

"This position is for a quality assurance manager, I'm confident I'm the best person for this job because of my past experience. At ABC Software Company, I was in charge of a team that was responsible for the quality of three different applications. I have intimate knowledge of quality assurance, product support, and even some creative processes that will benefit a quality assurance team. I've built a team from scratch and fully understand the product development cycle. Finally, one of my traits is in developing and mentoring junior employees. I believe in transferring knowledge to everyone in the company and investing a little more effort into the people who work for me. So I strongly believe that I'll be the best candidate due to the combination of my experience, my managerial skills, and my desire to provide growth in employees."

"The reason I applied for this position is because the qualifications matched my strengths perfectly. I'm good at juggling multiple tasks, I'm very detail oriented, and I organize my time very efficiently. But the truth is that many people have these traits. But if I were in your position, I would hire myself because of the passion I have for this industry, and my optimistic personality. My education background and my strengths show that I can do this job. But I want to make more of an impact than just doing my job. I don't want to blend in with the company, I would rather want my addition to

[improve it.](#)"

The first answer is using experience and skills to convince the interviewer to hire him or her. In addition to talking about past experiences, this example also emphasizes the strong ability to mentor people. The second example is more on the personal level and definitely more creative. Everyone one will claim to have all the good traits. So this candidate says it by saying, "... the truth is that many people have these traits." On top of these traits, this candidate is including passion and excitement. This is very important during interviews. Finally, the last sentence is a good line that the interviewer will remember. It is creative and bold.

Tell me about Q's... / Tell me about a time you made a mistake.

'Tell me about...' type of questions are very popular. It is more effective because it is asking for an answer that comes from experience. If you don't have a particular experience in one of the questions below, make one up. You should prepare ahead of time because you don't want to make up a story during the interview. It will be too hard to sound believable. Finally, you should know that some questions will not be asked to certain job types. For example, if you are not in a management position, you probably won't be asked how you saved the company money. Or if you are not in sales, you won't be asked about making a great sale.

These types of answers are usually long because it is explaining an experience. If you want the interviewer to understand the significance of your story, they will need to understand it. So all my examples will be a little longer than regular interview questions. Finally, a lot of these are my own experiences. I encourage you to think back to your experience and create one. I'm providing my answers so you can see the structure and learn from my answers.

"Tell me about a time you made a mistake."

The best answer for this question involves learning something from a mistake. If you are having difficulty thinking about a mistake you made that will be an effective answer, try to think of a lesson you learned that improved a good trait. Making a mistake is not good, but since you have to tell them something, you should tell them something that makes you look good. For an example, let's create a scenario where you learned how to be someone who anticipates problems.

Short Answer

"I was given a project to complete in a week. I understood the project, but I misinterpreted one section. After completing the project, I was told by my manager that it was done incorrectly. I really made a mistake by assuming incorrectly in one of the sections instead of asking for clarification. I learned not to assume through the mistake I made."

Long Answer

"I had a project I was working on, and while I was in the middle of typing up my documentation, my computer started acting weird. It froze for a while and so I rebooted. After 10 minutes, the computer showed a blue screen saying that there were problems and recommended that I reboot the computer again. After another reboot, everything appeared to be ok. I continued my work and finished for the day. I spent two days on this assignment and when I went to retrieve my data the next day to double check my work, my computer wouldn't start up. A technician came and found that my hard drive malfunctioned. I lost all the data and lost two days of work. I was disappointed and thought I would never trust a computer again, but there was a great lesson to be learned. I had a couple of warnings and I ignored them. From then on, I practiced being someone who can anticipate problems. I now think of potential problems ahead of time and pay attention to details along the way. If I applied this sooner, I would have saved the data on another computer and I wouldn't have lost a couple days of work. But I can't say I regret making the mistake because it made me someone who can anticipate problems better."

This is a minor mistake, and you can say it is really the computer's fault. But this is a good example because I wasn't really at fault. The computer was. But this example is wording it so it looks like the person's fault and it explains how a great lesson was learned. In the end, this candidate became a better person through this mistake. Learning from a mistake is probably the key point here, and this example demonstrates that.

Tell me about a time you made a good decision.

"Tell me about a time you made a good decision."

"Tell me about a time you found a solution to a problem."

This is a little easier than thinking about a mistake. You should make sure to include why it was a good decision and the result should be obviously meaningful. I also want to use this as an example of answering multiple questions. I would use this same answer for either of the two questions above. It was a good decision, and I found a solution to a problem. Preparing for every interview question in the world will be too much work. Think of key experiences and apply them to multiple answers. In the case where it is the same interviewer, then you might be forced to think of a new answer. So it might be good to think of couple of answers.

Short Answer

"During my last project, we ran into a difficult problem. This was high priority so everyone was instructed to find a solution. I started looking for more information on the Internet, I even talked to a different manager on a different team. This helped tremendously and our problem was solved. I made a decision to use every resource I could find, and in the end, it solved the problem."

Long Answer

"In my last position at Microsoft, there was a time period where our group was going to slip reaching our milestone by one day. This was because the day before exiting the third milestone, we found a problem in the program. Since we created a new build with all bug fixes each morning, we had two

choices. We could either fix the problem and verify the program the next day after we build again, or we could postpone the problem and fix it in the next milestone. Both options didn't sound very appealing. I suggested fixing the program now, and perform another build to verify the fix instead of waiting for tomorrow. Many times people are used to following a process, but in this case, I challenged the process of building in the morning and requested another build to verify the last bug fix. In the end, we were able to complete milestone 3 on time and fixed the important problem. This was significant because if we didn't exit milestone 3, then everyone waiting to start work on the next milestone would have to wait another day. In essence, this saved a days work for more than 30 people."

For this example, I was careful not to use too many technical jargons that might not be understood. I also explained the situation carefully and explained why the decision was a good one. Remember that some of these answers will not work for you. In this case, if you never worked at Microsoft and never experienced this, just follow the steps of stating the problem, explaining the choices, why you made the decision, and finally why it was a good decision.

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Tell me about a time you made a poor decision.

"Tell me about a time you made a poor decision."

This question is similar to the mistake question. So first, let's think about what lesson we want to learn. A common mistake is when people make assumptions. I'll give an example where a poor decision was made due to making a bad assumption. The answer will also include what was learned and how the poor decision was used as a tool to become a better worker.

Short Answer

"When I was doing an audit for a small company, there was a problem with one of the accounts. I tried to contact the company to ask questions, but they were not there. I made the decision to keep looking for the answer. Four hours later, they returned my call and I realized it was a simple typo. I wasted 4 hours of my day. In this case, I was too sensitive about detail. So I learned how not to be so detailed and picky."

Long Answer

"In my first month working at Tiffany's selling jewelry, I made a poor decision by making an assumption. A person buying an engagement diamond wanted to see some rings. It's not polite to immediately ask for a price range, so I showed the person a variety of rings. He pointed to a ring that was about twelve thousand dollars. The diamond ring he pointed to was one of the more expensive ones I showed him. Eager to sell him the ring, I explained the quality of the ring, explained our satisfaction guarantee policy to him, and made sure he was comfortable with making a purchase at Tiffany's. He bought the ring, and I thought I made a great sell. However, it turns out that on my day off, he came in and exchanged the ring for one that was twenty five thousand dollars. It was one of the rings that I didn't show him. So basically, I made a bad decision on selling him what he first pointed out instead of showing him more options. I assumed that the initial ring he selected was the price range he was looking for. I never made that mistake again and I learned that I shouldn't assume so much."

This example is geared towards sales, but like I said earlier, make sure to clearly explain the situation, identify the decisions, explain why it was a bad decision, and most importantly what you learned by making a poor decision.

Tell me about a time you fired someone.

"Tell me about a time you fired someone."

Firing someone is a difficult task. Usually you will not be asked this question unless it is for a management position. You should emphasize a couple of key things when you answer this question. First, you should be very professional about firing someone. Second, you should mention the procedures you took so the action of firing is justified. I'll give an example for someone who has never fired someone and an example for having fired someone.

Short Answers

"In my last position, I had four people reporting to me. One of my direct reports failed to show up on time, complete assignments, and really didn't care about the work. I tried to encourage the employee, assign different types of work to him, and even sat down and showed him how to do things. After 2 months of trying, I had to let him go."

"Our company was down sizing and I had to let two people go. It's easier when a person does a terrible job, but if everyone is doing there job, it's more difficult. I had to select the bottom two performers and explained why they were being let go."

Long Answers

"During my second year as a manager, I had to fire one of my directs. I can't say it was a difficult task because not only did he not do his job well, he didn't want to try. Initially, we put him on probation monitoring his work, we tried to give him different types of work that he might do better at, and we even assigned a mentor to him. However, even through all this, he was a weak performer. I consulted with other management members and we all agreed it was best for the company to let him go. I got together with an HR representative and told him that he no longer has a job here. He wasn't surprised at all. He just picked up his things and left."

"I've never had to fire somebody yet. I believe that a manager should mentor and lead all team members to be a solid performer. But I know that there are some people who can't or won't perform despite management's best effort. So in that case, I would have to let someone go in a professional manner following the procedures set by the company."

Both of these are good answers. They mention that a manager should take actions to make the worker better, but sometimes turning something bad to something good is impossible, so the only action is to fire someone. The person with experience outlines the steps taken. For example, the probation, assigning different work, providing a mentor, etc. Then in the end he was fired. The

second example shows despite experience, that he or she would fire someone in a professional manner following procedure.

Tell me about a time you hired someone.

"Tell me about a time you hired someone."

If you hired somebody before, you know you could have hired someone great, or someone bad. If you have both experiences, you can ask if they want to hear a bad hire experience or a good hire experience. Sometimes the question will be, tell me about the time you made a bad hire. In that case, then you don't have to ask. I'll give an example of a good hire and a bad hire.

Short Answers

"I found a resume on the Internet that was a perfect match for one of our open positions. I contacted the person and we talked for about 10 minutes. During that call, I explained why our company was a great place to work and the opportunities we offered. After a couple more calls, he agreed to come in for an interview and we made an offer. He became a great employee."

"I received a resume but it didn't have all our requirements. I initially thought she wasn't a fit, but after looking over the education background and the previous work experience, I thought this person would have more potential than other candidates. After interviewing her, we extended an offer. She was a quick learner and performed at an exceptional level. Sometimes it's important to see potential and in this instance, it was a great hire."

Long Answers

"In the last company I worked for, we had a recruiting team. They go through all resumes and submit the ones that would be a good fit for a particular team. I received a resume and after looking it over, I was quite impressed. I called him for a phone interview and after that we scheduled a full interview. He aced almost every question given to him by 5 different interviewers. We made a reasonable and fair offer. He mentioned that he was considering another company. I called him to touch bases with him and reiterated the opportunities, the great environment here, and ultimately that we all looked forward to having him join our team. I tried to make the phone call more personal and warm to show him that our group was a place to be comfortable. He joined our team and became one of our strongest performers. It took a little extra work, but it's important to take extra steps when you see someone who is going to be great."

"I had one bad experience when hiring someone. I remember I was following procedures and verifying everything I could from past experience, checking communication skills, personality, work ethic, technical skills, and some tough logic problems. We even had 4 different people interviewing this candidate. Everything looked great. But when the person started, he had a hard time understanding new concepts. I originally thought it was because he was new and had to ramp up on

many things, but as months past by, this employee was still unable to work alone. He always had to ask how to do even simple tasks. I remember going through his resume and looking over his background and even thinking about where we missed this flaw in the interview. Using this same interviewing procedure, we hired many great people. But this one turned out a little sour."

The first question is straight forward. This person took it one step farther by making a phone call and encouraging the candidate to join his team. But the second answer is an example of doing everything right, but seeing bad results. You can use something like this, but if you do, you must think of follow up questions such as, 'what did you do to this employee? What happened in the long run? Did you end up firing this person' But I recommend you think of a situation that you personally experienced. Then you can answer all follow up questions easily. But if you never hired anyone before, then simply say that. It shouldn't hurt unless it is for a recruiting position.

Tell me about a time you failed to complete an assignment on time.

"Tell me about a time you failed to complete an assignment on time."

If you are a good worker, then you probably haven't failed to complete an assignment on time. But if you have a lot of experience, you might have some situations where external factors caused you to miss a deadline. This is what my example will be about. But if you have an example where you failed to complete an assignment, make sure you give clear reasons why you failed and what you learned from it. Also, if you can't think of any, then use an example from your university days stating. But if you do, make sure you tell them that so far in your job experience, you completed all assignments on time or ahead of schedule.

Short Answer

"One time, I had a project that was due on Tuesday. On Friday I analyzed our progress and I was ahead of schedule. I didn't have to work over the weekend to complete the assignment. On Monday, my manager was sick so I had to attend several meetings that took all day. Because of that, I didn't complete my assignment until Wednesday. Now, I try to finish my assignments a day or half a day early because something unexpected could come up."

Long Answer

"With proper planning and good execution, I think it's hard to fail at meeting a deadline. But I remember one time in the middle of the project, our clients wanted to change one aspect of the assignment that we already completed. I analyzed the change request and told them that we wouldn't be able to make the date. I estimated that it will take three additional days. They insisted that we finish on the agreed upon time schedule. I told them we'd try but could not promise anything. Even with hard work and overtime, we missed the due date. We did however, finish one day late. In this situation where I didn't feel we could reach the deadline, I specifically told them that we couldn't, I continually sent updates on the progress to keep the clients informed. Since we missed the deadline, they were not too happy, but overall they were satisfied because I effectively communicated the progress regularly."

I like this answer because they want a situation that should make you look bad. Instead, you gave them a scenario where you failed to complete an assignment, but really it wasn't your fault. In the end, this answer makes you look good because you did everything right from communicating properly, giving them a new time frame, and reaching the goal two days ahead of schedule despite missing the original date by one. But just in case they ask what you could have done better, you can say something like, "[I feel I should have been more firm with the three additional days I requested. I like to meet difficult deadlines, but I knew the additional work was too large to finish on time.](#)"

Tell me about a time you found a solution to save the company money.

["Tell me about a time you found a solution to save the company money."](#)

This question is also for a management level position. If you are not in management, then you probably won't face this question. But just in case, here are a couple of answers. If you are not in a position to save the company money, then you could think of something small.

Short Answer

["Hmmm... I wasn't really in any position to save the company money, but I have one small example. When we were a smaller company, we didn't get a significant corporate discount on our hardware. After we grew in size, we qualified for the larger discount, but nobody realized that we now met the quota. I pointed this out and we started saving 5% more on our hardware."](#)

Long Answer

["We were outsourcing a portion of our work to a 3rd party company. We had two phases for this project. After the first phase, I was given the task to complete the work because the original worker responsible for this project left our group. I quickly got up to speed on the details of the work. I analyzed the information and realized that one portion of the work given to them could've been done by our group because we already had the infrastructure in place. So I only spent half a day to set this up and in turn, we were charged 35% less for the second phase from the first one."](#)

This is a simple story of an experience. It doesn't include every detail on the type of work that was outsourced, or what I specifically did during the half days of work. If they choose to ask this, then I will be prepared to answer it, but this answer gives enough details to allow the interviewer to understand how you contributed in saving the company money. Also, depending on the field of work, answers will vary. If your job specifically oversees the finance, then it is probably important to think of a much better answer specifically for that position. Think of some scenarios, write them down, and feel free to ask us if the grammar is correct.

Tell me about a time you aimed too high.

["Tell me about a time you aimed too high."](#)

This is another question where you can turn this answer into a good experience. I am going to be using the answer as the one where you failed to complete an assignment on time. This is good practice to use a similar answer by changing only a few sentences to answer another tough interview question. But first, I'll give an example of a different short answer.

Short Answer

"We had a new project that I was interested in. Even though I was busy, I volunteered to take on the assignment. I had to work so much more. Although I managed to complete the assignment, it really burned me out. I feel I aimed too high and I would have benefited by doing a better job on my current assignments instead of wanting more challenges."

Long Answer

"I believe aiming high is a good practice. Aiming high keeps me focused and forces me to grow by trying to reach high goals I have set for myself. But I know there are times where aiming too high is not good. For example, one time in the middle of the project, our clients wanted to change one aspect of the assignment that we already completed. I analyzed the change request and told them that we will not be able to make the date. I estimated that it will take three additional days. They insisted that we finish on the agreed upon time schedule. I told them we would try but we could not promise anything. Even with hard work and overtime, we missed the due date. We did however, finish one day later. I challenged myself to complete on time, but with the large change request, it was too high of a goal to reach. In this case, I really aimed too high. I should have been more firm telling them that we will need a few more days."

This is a similar experience we already used, but you changed the beginning and the end to tailor it to this question. Remember that you can use one answer for multiple questions. This answer should make you look good instead of looking like you made a terrible mistake.

Tell me about a time you aimed too low.

"Tell me about a time you aimed too low."

I have never been in sales, but the example answer I want to give is an example of answering the question while displaying good traits. Remember to be clear when explaining your experience and don't assume that they will understand everything. You should explain it step by step.

Short Answer

"There was a new project that I was interested in. Because I had other responsibilities, I didn't volunteer. I wasn't too busy, but I was worried I wouldn't complete the assignment on time. I realized I missed a wonderful opportunity because I aimed too low."

Long Answer

"When I was selling cell phones for Verizon Wireless, I had a great month where I reached the quota in just two weeks. My goal is to always break quota by more than 10 percent, and this month, I new it was going to be easy. I scheduled to take a week off to relax, and at the end of the month I surpassed the quota by 31%. I had an opportunity to break the location's record, but I didn't jump on the opportunity. I was basically thinking that having achieved my original goal of 10% was sufficient. But I think when opportunities arise, I should be flexible and willing to change my goal. I aimed too low and I missed a rare opportunity."

This is not a bad mistake. You can say you were burned out, or needed to take some time off, or wanted to rejuvenate yourself. This answer doesn't show a failure, but shows a great success. In this example, aiming too low resulted in great numbers and great results at the end of the month, so there is no harm done. In the end you are indicating that you could have done even better, that you are willing to re-evaluate your goals, and that you are now able to see and jump on opportunities.

Tell me about a time you made a great sale.

"Tell me about a time you made a great sale."

This is similar to the question, 'what does it mean to make a great sale' You can change the words a little and use the answer for both questions. The key to this answer is explaining what it means to make a great sale, and then giving a good example of a great sale that you made.

Short Answer

"I had a customer come in that was a little rude. He had many questions and cut me off very frequently. I stayed patient and explained everything to his satisfaction. He ended up representing a medium sized business that required a large order. I feel this was a great sale because I treated this customer with respect and patience."

Long Answer

"Making a great sale can be measured by how much the company made, but I think making a great sale is how satisfied the customer is. A satisfied customer will return and continue to be a valued customer, so it's important to make sure that the customer is satisfied. One day, a customer was debating on two different types of watches. One was \$1200 and the other was \$400. This was a huge difference. I believe I could have sold him the \$1200 watch, but instead, I laid out all the pro's and con's for him, and asked him questions to find out the purpose of the watch, if it was for casual wear or formal wear, and eventually helped him realize exactly what he was looking for. He ended up buying the \$400 watch. Some people might think that was not a great sale, but I felt as a salesman and a person representing the company that I did a great job in satisfying this customer. In the next couple of years while I was working there, he came and bought many more items and had other friends come in to buy more products. I can confidently say that the \$800 in missed sale resulted in thousands more for the company."

This example has several key points. First, this answer is telling the interviewer what you believe is a great sale. Second, it is giving a good example. Finally, it is showing a good sign of an employee by

saying, 'a person representing the company' All salesman or someone who works with customers is representing their company in some way. Saying this casually in an example is definitely powerful.

Tell me about a time you went over budget.

"Tell me about a time you went over budget."

If you go over budget, it is a bad sign. It can mean you are not organized, do not plan well, or are not good with finance. So when you think of an answer, make sure you justify it with a good reason. Here is an example of what I am talking about.

Short Answer

"During our marketing campaign, we realized how many customers we were gaining through the radio advertisements. Although we didn't have budget for more radio advertisement, I still made the decision to place our ad on three more stations. We increased sales by 25% for that month, but I ended up going over budget by 5%."

Long Answer

"There was a project that had a strict 4 month deadline. I didn't have enough employees to complete the task, so I had to hire temporary workers. I was given a budget to either hire three extra heads for four months or to hire four extra heads for three months. Because of the importance of the project and the strict deadline, I chose to hire 4 temporary workers for 3 months to give us a time cushion at the end. We had a couple of unexpected obstacles and it turned out that we needed the temporary workers for another two weeks. We completed the project on time and everything turned out well, but in this instance, I went over budget by 5%. Due to the importance of this project, I didn't want to risk slipping the date. Even though everyone was congratulating me on this accomplishment, I feel I could have done better if I calculated a cushion for unexpected obstacles."

This answer is admitting to going over budget, but the reason was good enough. The answer indicates that by saying how everyone was happy and making sure to say how important the project was. In the end you say you learned something. But you can change this answer a little. If you want to be more clear on the importance of the project, you can say a monetary value, like it was a two million dollar deal, and going over budget by \$10,000 was acceptable by upper management.

What extracurricular activities were you involved in?

"What extracurricular activities were you involved in?"

If you don't have any work experience, then a company wants to know what extra activities you did in school to see if you are active. It is best to list a couple of things describing what the group is and what role you had in the group. If you were not a part of any group, it might be ok to make something up. It is hard to verify this so they will not find out. But it could back fire, if the interviewer

happened to be in the same group at the same university.

Short Answers

"I was involved in our school newspaper. I was one of the writers for three years."

"I was very active in our university politics. In my senior year, I was the vice president of the University."

"Besides studying, I played baseball for our school. I really like to study and to stay physically active."

"I was involved with a group that helped awareness of environmental problems such as pollution. I was on a team that educated people about driving alternatives such as buses and carpooling."

Long Answer

"I was very active in the university magazine committee. I was a member of that group for four years. I helped write articles about events occurring in school. In my senior year, I was the editor and did less writing and more managing in regards to the magazine structure, what contents to add, and distributing work among the junior members of the group. I really enjoyed my experience there and learned about working closely together as a group to deliver a quality magazine."

If you don't have work experience, then you will need to say something to show them that you learned some valuable lessons such as team work. I suggest you to reflect on what you did during school and create a list of what you learned.

Why did you choose your major?

If you redo college again, what would you major in?

"If you redo college again, what would you major in?"

I already explained this a little in another question about restarting your career. You can use the same answer here if you want, but I will give one more example of not changing your major in the long answer section.

Short Answers

"I didn't realize I was so interested in computers until I graduated college. So if I could select a different major, I would major in Computer Science."

"I liked the fact I completed my degree in English. But if I could redo college again, I would like to double major in English and Business."

"I would liked to have majored in Engineering. I have a strong interest in hardware so I believe Engineering would have helped."

"I would choose to major in Marketing in the Business School. I really enjoy this type of work and having more background would have helped me to excel more."

Long Answer

"If I were to redo college again, I don't think I would change my major. I liked the fact that I majored in Business and I believe it will help me with my career. I'm pretty good with the computer, but I would like to have taken more computer classes. Because technology is growing so quickly, I think I would have benefited from having a deeper understanding in computers."

This answer demonstrates a good choice in the beginning. I included the portion about computers because they want to see something you would have done differently. And making the comment about computers shows the interviewer your understanding about technology to some degree. But don't say this answer without first stating that you are pretty good with the computer.

What course did you like the most?

"What course did you like the most?"

"What was your favorite subject?"

When you answer this question, use a subject that helped you become a better person or a better worker. Although this question is asking for you opinion and there is no wrong answer, you should take advantage of this question by showing your strengths.

Short Answers

"I really enjoyed an English writing class I took. This class taught me to write more clearly and concisely."

"My favorite subject was Physics. It really helped my logic abilities and I use this knowledge to solve problems in a variety of ways."

"There was a speech class I took that I really enjoyed. It helped me to speak in groups better and I learned to speak professionally in front of an audience."

"My favorite subject was applied science. I really enjoyed learning different ways of applying science into ordinary things."

Long Answer

"I really enjoyed majoring in electrical engineering and it really helped me to prepare for my career, but the class I enjoyed the most is probably a couple of psychology classes I took. Although it didn't

[help me in any technical way, I learned a little bit about human behavior and learned how the brain works. I started to understand the reasons for my strengths and weakness instead of just knowing them. Also, it helped me to understand people who are different than me.](#)"

This is a simple answer but a very good one. An engineer is mostly technical and they might lack skills in human interaction. So an engineer saying their favorite course was psychology demonstrates that this person has both technical skills and the ability to work with others better. It lists several good examples such as understanding both strengths and weakness along with understanding different people.

If you could start your career over again, what would you do differently?

["If you could start your career over again, what would you do differently?"](#)

This depends on several factors. If your university major is different than your career choice, then you could answer that you would choose a different major to prepare you for your choice in career. Or if you started at a small company and didn't have many opportunities, you can say that you would have started at a larger company. This is not a significant question so a regular answer should suffice.

Short Answers

["I started my career at a small company. I feel I would have benefited more if I started at a larger company. A large company usually provides training that I didn't receive, so I would like to have started my career in a larger company."](#)

["I didn't know how much I liked working with computers until I finished college. If I had known earlier, I would have liked to have worked with computers earlier in my career."](#)

Long Answer

["Well, I majored in chemistry and now I'm working in the marketing department for a telecommunications company. I had a lot to learn in the beginning, but I quickly learned what I needed to know to be an effective member of the marketing team. However, I always felt that if I majored in business or marketing, I would have started off with a better foundation. I'm great at what I do, but if I could start over again, I would probably choose to have majored in business administration."](#)

This is an acceptable answer because the answer doesn't display any problems in the work history. Many people change careers or go into a field that is unrelated to their major. This is common, so answering this question using this answer is common. If you don't want to use this common answer, then thinking about a scenario early in your work career that you would have done differently might be more effective.

During your performance reviews, what criticism do you hear the most?

"During your performance reviews, what criticism do you hear the most?"

This question is primarily for people with work experience. If you are fresh out of college, then you will not be asked this question. The answer to this question should not disclose any real faults. Instead, try to think of something that doesn't sound too bad. Here is what I hear at my reviews and this is how I would answer this question.

Short Answers

"I heard that I need to be proactive. I always perform at an exceptional level, but I didn't volunteer for additional work. I wasn't accustomed to it so I'm glad that I received this criticism. I now practice keeping an eye out for additional projects I can take on."

"During my review, my manager told me to voice my opinions more frequently. He always liked my suggestions when I told him, but in group meetings, I usually let my manager speak. Now, I feel more confident that I can suggest my ideas in groups."

"My manager told me that I should send more updates. He told me I did my projects well, and that I was never late, but he would like more updates so he can report to his manager."

Long Answer

"I actually like to receive criticism because it gives me information on how to improve. But the most common criticism I hear is hard to correct because I disagree with the comment. I'm told that I should be more visible. I'm told that I do great work and I do a lot of extra work, but in a large organization, it's important to visibly stand out. I'm not a person who likes to be secluded in the office. I like to go out and collaborate, I like to work with people, and I email my co-workers with valuable information that will help with their job, so I can't say I agree, but I always try to be more visible."

This criticism is actually a common comment used by managers if they can't give you a good review score but have nothing bad to say about you. In large organizations, you are measured against your peers. That means if you do well, you might get a bad review score because everyone did better. Likewise, if you are just mediocre and everyone else is terrible, you will get a good review score. Because of this system, I'm regularly told to be more visible. So when I answer this question, I make sure to back up my disagreement with examples of being visible.

Tell me about your last three positions?

"Tell me about your last three positions?"

This type of question is generally asked by lazy interviewers who want to hear you talk for a while. A better question would be to separate the three positions and ask them one by one. But some people will ask this question, so you should definitely prepare for it. You can use this as your advantage. If you don't have many good things to say about your second position, you can briefly comment on it

and spend more time talking about the other two positions. I'll give an example in the long answer, but here are some short answers first.

Short Answers

"I've only had one position. In my last position, I worked as a marketing analyst for South American markets. I worked closely with partners in Chile and Argentina."

"I've only held two different positions. In my first job, I was a lab manager for ABC Software company. I monitored 50 computers and performed diagnostics regularly. In my last position, I was a network engineer fixing network problems and trouble shooting bottlenecks."

"I worked as a translator for the King County court house. Afterwards, I worked as a translator for hospitals. My last position was translating help documents for a software company."

Long Answer

"The first position I held was working at Radio Shack as a salesman. I learned a great deal about retail stores, about sales and working with customers, and became more independent. I thought I learned a great deal and enjoyed my work, but I wanted to experience different types of work. So I started working for Verizon. I had an office job and did a variety of different tasks such as planning, data entry, and organizing projects. I learned a little about the office setting, but I wanted to get back into sales. So I was given an opportunity to sell cell phones for Verizon at a retail store. I used my past sales experience and worked hard becoming one of the top sales person three years in a row. I've been there ever since."

I haven't worked at three different positions, so I just made one up. The question is pretty general, so the answer is pretty general. It does emphasize sales skill and coming back to the type of work that this person enjoys. But you should think of something that is related to the position you are interviewing for. Only thing you should be concerned about it clearly explaining your past three positions, what you learned there, and if you did something notable, include that as well.

Tell me about your last position?

"Tell me about your last position? What did you do and how did you do it? Include the people you worked for and the people you worked with."

This question is a little better than asking about the last three positions. It is more direct and focuses on getting more information about the last position. You might not get this question with so much detail. It might just be, "Tell me about your last position." But you can use the other questions as a guide when answering this question. You should mention what you did, how you did it, how you work in a team, what you learned, how well you did your job, etc.

Short Answers

"I was a staff auditor for a small accounting firm. I performed audits for small to medium size

businesses. This involved meeting the clients and retrieving data required to complete the audit. I worked closely with my supervisor that presented my findings of the audit to the clients."

"I worked for a large insurance company as an agent. I made sales to new customers and provided customer service to existing customers. I worked with three other people in my group and we helped each other by sharing ideas and experiences."

"I was a program manager for a manufacturing company. I was in charge of cost analysis concerning different quantities of manufacturing. I also worked on planning the procedure for the next deliverables."

Long Answer

"In my last position, I was a senior auditor. My duties included auditing governmental businesses and Native American tribes. For all the audits I was conducting, I was the in charge auditor overseeing the audits of other team members and doing a portion of the audit myself. I have experience in conducting an audit from beginning to end without supervision and I worked with controllers and senior accountants on a regular basis. Along with working with experienced and knowledgeable client's, I also had to work with junior level accountants that didn't know all the details of auditing. I was clear and concise in asking for what I needed. In the last year I was working as the senior auditor, I planned and organized each visit to our client's site. I regularly trained and managed new members of our team and I was the go to person for technical auditing questions."

The question wanted detail so the answer has to be a little long detailing some of the highlights of the last job. I included the type of people I worked for, the people I work with, the job description, and included that I was a great team member and a leader at the last position. Most of you will not be in the accounting field, so you can't use this example. But you should follow the steps of being detailed and showing off your strengths.

What is your management philosophy?

"What is your management philosophy?"

This is another question only for managers and above. You can make this short or long, but in the least it should be an answer that stands out. Think of a guideline that you follow as a manager that you think is a good philosophy to follow.

Short Answers

"I think management should provide guidance, direction, leadership, and finally set an example to subordinates."

"My management philosophy is to provide an environment that leads to productive employees. I

achieve this through conflict management, keeping the morale high, providing encouragement to low performers, and also rewarding the strong performers."

"I believe in setting an example. My favorite managers in the past were the ones that worked smart and efficiently. I learned a great deal and found that leading by example is a strong way to influence directs to work diligently."

Long Answer

"Before I was in management, I had many types of managers. I learned a lot from observing their management styles. I also learned a lot from the bad managers I had. I had a manger who was never there, another that didn't care, and another that had a phrase similar to, 'do as I say, not as I do.' So the traits I acquired are from my good managers such as working smart instead of working long, but the philosophy I always think about is from my bad managers. So I believe I should lead by example, provide guidance and growth by giving important feedback, and to be accessible to everyone."

If you want a shorter answer that is to the point, you can consider this one.

"I believe management should provide guidance for employees to do their job well. This includes several meanings. First, it means management should provide challenging tasks related to the job that gives employees experience. This also stretches their abilities and brings growth. Also, by guiding employees to do their job well, it benefits the company by having productive employees."

Questions that are related to what you think should differ person to person. So think what your management philosophy is and write it down. Put more thought into it and then you will be able to explain exactly what you mean. If you have no idea, then consider what I wrote down in my two examples above.

What was your favorite job?

"What was your favorite job?"

I have never been asked this question, but I know some people who ran into it. That means you should at least give it a little thought so you can think of a good answer ahead of time. The best way to answer this question is to select a job that is most similar to the job that you are applying for. For example, if a person who is applying to be a financial analyst says their favorite job was being a salesman, then the answer is basically useless and not effective at all. Rather, you should say that you like your last marketing job because you have passion for it and you really enjoy it. Many people fail interviews based on lack of enthusiasm. So make sure you show them that you love the job you are applying for.

"My favorite job was working as a financial analyst. I wanted to pursue other areas of finance so I accepted a position as a financial consultant. After a while, I realized how much I enjoyed my work as

a financial analyst so I'm looking for a financial analyst position."

"The last position I held was my favorite job. I really enjoy all aspects of accounting and auditing. However, I don't want to limit myself to just governmental accounting so I want a position where I can be doing similar type of work but in a larger setting."

"My favorite job was the last position I held in the marketing department. That's why I'm applying for this job. It's similar to my last position and I really enjoyed it. Even though I really like my job, I want to experience the same work for a larger company. That's the primary reason for wanting to leave my current job."

This answer is brief but effective. It states that this person loves marketing. The second part of the answer is basically answering a question before it is asked. If you love your job, why are you leaving? You can answer this in several ways, but my example is using the excuse of wanting to work for a larger company because it shows that I want to take the next step in my career. It shows that I want to grow and that I want to go to bigger and better opportunities. Basically, it is showing a little ambition without saying it directly.

Tell me about the best manager you ever had.

"Tell me about the best manager you ever had."

This question is primarily used to see what you value in a manager. The best way to answer this question is to explain a little bit about the manager and list the things you respect. Also include that you learned how to become a good manager through your experience with your good manager.

Short Answers

"My favorite manager was a person with a lot of knowledge. She stood her ground firmly and knew the best process to take by analyzing all the information."

"My favorite manager was very trusting and easy to approach. I grew in many ways under this manager and I valued his method of dealing with directs. I believe in growing employees and this manager did a great job."

"I had a manager that worked efficiently. Instead of bossing everyone around, he set an example of hard work through his actions. I respected that trait and learned to be more like him by working smarter."

Long Answer

"The best manager I had was during my first year at Microsoft. Since then, I have been under many different managers, but nobody matched up to his level. I respected him the most because of two

reasons. He spent a great deal of time mentoring me and teaching me many work related things. I became a great employee because of him. And second, he produced the greatest amount of quality work among all the other managers. I always wondered how he could spend so much time with me and still find ways to out perform other managers. But that is where I learned how to work smart and efficiently. He showed me how to be the best employee through his action and through the individual lessons he gave me. I was so happy to have had a great manager early in my career."

This is an easy answer for me because I was truly amazed at my first manager. I made sure to explain why he was the best manager and what I learned from him. Another reason why it is important to be able to answer this question is because most great employees were taught by a great manager.

Tell me about the worst manager you ever had.

"Tell me about the worst manager you ever had."

Just like learning from a good manager, you should learn from bad managers as well. When you tell the reason why your manager was bad, make sure to include that you learned not to be like that.

Short Answers

"In my last position, I had a manager who didn't like to give instructions. I managed to figure a lot of it out, but I would have saved a lot of time if my manager gave a simple 5 minute overview on the project."

"I had one manager that was very disorganized. Whenever I ask a question, he would look around his desk for a couple minutes looking for information to give to me. I like to be organized so this trait really bothered me."

"One manager didn't like talking to people. He always had his office door closed and whenever anyone asked a question, he seemed disturbed. He was very intelligent and produced a great deal of work, but as a manager, I believe you should be approachable by your directs."

Long Answer

"The worst manager I had was when I was working at a database company. I didn't like my manager because he was never available. When ever he was given an assignment, he always delegated the work without explaining the details. We were told to figure it out. I believe that you can learn from figuring some things out by ourselves, but it was obvious that this wasn't his intention. But the worst thing about it was that I didn't know that he was bad until I changed to a different manager. He kept feeding us false hope saying we are close to being promoted. Basically it was a way to keep us motivated to work extra hard. Sure it worked for a while, but I didn't gain anything else out of it except what not to be as a manager."

This is a pretty easy answer that just explains the behavior of a bad manager. If you haven't had many managers, then it might be difficult to think of one. But you should definitely think of an answer even if you have to bend the truth a little. Although my example was ordinary, you can make a better answer by listing out what you learned through your bad manager.

What could you have done to improve your relationship with a manager you didn't like?

["What could you have done to improve your relationship with a manager you didn't like?"](#)

This question could be a follow up to the question about having a bad manager. In my case, I didn't know he was a bad manager until I switched managers. But here is a generic answer that shows professionalism.

Short Answers

["If I communicated my problems earlier, I feel we both would have benefited. I waited several months before approaching my manager, and after our talk, our relationship got much better. So I could have improved my relationship by talking about problems sooner than later."](#)

["I feel I should be more understanding of different work styles. I didn't like my manager not communicating enough, but that didn't mean we couldn't approach him. So I'm learning to work seamlessly with different types of people."](#)

["One of my managers gave too much criticism. I value criticism, but hearing something negative every other day was difficult. I think I could have communicated how the criticism affected me in order to improve our relationship."](#)

Long Answer

["I had a manager in the past I didn't like that much, but I couldn't say he was a bad manager. Our personalities conflicted and we had some arguments. This affected my performance and willingness to work in the beginning, but I asked myself this same question. I thought I should try to get along with my manager despite my personal feelings. I set them aside and maintained a professional relationship. Taking this approach really helped. Because I was willing to look past minor differences, our work relationship got stronger and I performed at a higher level."](#)

This answer shows that this person took proper actions before it was too late. It shows that this candidate has the ability to work with managers and team members despite personal differences or feelings of dislike. When you think of your own answer, make sure you answer this question showing that you dealt with this problem before and that you overcame the situation.

What could you have done to improve your relationship with a manager you didn't like?

What were the most memorable accomplishments in your last position?

"What were the most memorable accomplishments in your last position?"

"What were the most memorable accomplishments in your last career?"

Both of these questions can be answered with the same question. If you do not have much experience, it might be hard to think of a good answer. Also, if your previous job was very simple or followed a regular routine, then a memorable accomplishment might be hard to think about. So take a lot of time to think of anything. Because answering this question with nothing to say is basically the only wrong answer. Here are some ideas. Did you save the company money? Did you create a new process and put it into place? Did you break a sales record? Did you meet a difficult deadline? You can use all of these types of experience for this answer.

Short Answers

"I remember the day I completed an audit from beginning to end all by myself. Since I was an entry level auditor, this accomplishment really felt good because it was my first major step."

"One day our director came out of his office asking who wrote up the documentation for ABC firm. I didn't know if he was upset or impressed. I said I did it and he basically said, great job and went back to his office. This was memorable because the director never did this before."

"The most memorable accomplishment I had as a sales associate for a software company was closing a deal worth \$17 million. This was the second largest order our company ever had and it felt like hitting a grand slam."

Long Answer

"My last position was selling copy machines. I had one month where I broke the sales record for a given month. I think that was a great accomplishment. However, throughout the calendar year, I exceeded the average number of sales by 20% ten out of twelve months. Having a great month is good, but I feel it is a greater accomplishment maintaining solid numbers throughout the whole year."

"I think the greatest accomplishment in my last position was implementing a simple process that reduced the number of broken builds by 20%. Whenever we have a broken build, it slows down work for 20 different people. That puts risk on slipping the ship date. But my process involved following 25 steps prior to building to ensure a successful build. The 25 steps only took 15 minutes to complete and we reduced the number of build breaks significantly. It worked for our product and upper management instructed other groups in our organization to put this process in place. I really felt excited about that accomplishment."

These two examples are different. One is for a sales position and the second is for a technical engineer position. Both of them are great accomplishments. Sales is easy to answer because you can just throw out numbers and it sounds good. The second is a little more difficult because you have to explain the situation a little. But make sure you explain your scenario enough so the interviewer can see the significance of your contribution.

Why do you want to leave your current job?

"Why do you want to leave your current job?"

There are many wrong answers to this question. Some of them include saying things like, I hate my job, I hate the company, I'm not appreciated there, I hate my boss, I'm sick of working there, etc. Basically, anything negative is a bad answer. If you say something negative, they will think you will eventually get into that situation again while working for them. So I highly recommend you have a good answer that leaves a positive impression while displaying good traits.

Short Answers

"I want to find a company with more opportunities. My previous company was very small and didn't have opportunities for growth. After learning about the work environment here, I felt this is exactly the type of place I want to work."

"My current company is very large and it's difficult to do different tasks. We have routine work that never changes. I want to work in an environment where I can utilize more of my skills."

"Our family moved to live near a better school district for our children. This area is great and I want to find a job closer to my new home. My previous job was too far away to commute."

Long Answer

"I really enjoy what I'm doing, but I feel I'm following a routine. I looked around for more opportunities to grow, but because the company is small, I'm very limited. I want to work in an environment that will help me realize my full potential and a place I can contribute everything I'm capable of doing. My current job doesn't provide these things for me and that's why I want to work here. I know ABC Company has a lot of opportunities for growth and encourages employees to take on challenging projects to learn more. That is what I'm looking for."

This answer shows a couple of good traits. It also shows excitement and mentions the company name. It is personal and direct. This is a generic answer so you can use this if you want. If you decide to think of your own, make sure it displays good traits and the reason for wanting to leave your current job is not a negative reason.

Where did you tell your boss you were going?

"Where did you tell your boss you were going?"

"Where does your boss think you are?"

I highly doubt you will be asked this question. But it is true that interviews are conducted during office hours. That means if you are employed, then you will have to have a reason for not working. There are a couple of options. If the interview is less than two hours, you can schedule one during lunch time. If so, you can say you told your boss that you had to take care of some personal matters and you are taking an extended lunch. Another option is to tell the interviewer that your boss is aware of your interview schedule. But make sure it is true. I don't know what the best way to answer this question. But if I had to respond to this question, I would answer by saying I'm taking a personal day, or a vacation day. But make sure you don't say you are using a sick day. That is a complete lie and the interviewer will see that you are willing to lie for your personal gain.

"I wasn't required to tell my boss because I used one of my vacation days to be here. I'm really excited to have this interview opportunity and using a vacation day was very well worth it."

This answer is turning an awkward question into an opportunity to show enthusiasm for the interview and the company. This is a key example where little things count. By adding the last sentence, the interviewer is sure to remember your answer more. That is because he or she will see your enthusiasm and excitement. If all the answers are the same, this one will be sure to stand out. When interviewing, everyone has similar answers. The key is to find opportunities to put in little extra comments to give you the advantage.

Are you currently employed at the last place listed on your resume?

"Are you currently employed at the last place listed on your resume?"

This is a simple yes or no answer. I do not recommend lying. They can find out and if they catch you lying, then you lost your chance at this job. The reason this question is important is because someone who is currently employed appears to be a better candidate than someone who doesn't have a job. I do not believe it is true that an employed person is better qualified for any job, but it is one of those things that most people grew up with. If you are currently employed, then simply answer yes. You don't have to say anything else. If no, then you can say something to justify your reason for not having a job. But make sure it is a good reason. Otherwise, it might be better to simply answer, "[No, I'm not currently employed.](#)"

What is the title of the person you report to?

"What is the title of the person you report to? What responsibilities does he or she have?"

This is a trick question for people who are giving them a bigger title. An interviewer will know what you really did by finding out what your manager does. For someone who didn't prepare for this question, he or she will fall into a trap. Let's say a person said he or she was a manager. If the interviewer asks this question and the person responds by saying similar types of responsibilities, then something is wrong. Why do you have the same responsibilities as your manager? To prepare for this question, make sure you answer that your manager did higher level work than your own. The

work that you mention you did should be showing off your skills, but your manager should have even greater responsibilities. Then it really shows how high you are. The example I'm going to give represents me as a Group Program Manager.

Short Answers

"He was a sales manager. His duties included scheduling, customer support, and managing a group of 15 sales associates."

"My manager had a supervisor title. He was in charge of distributing work to staff auditors, reviewing final audits, scheduling business trips, and he also performed audits as well."

"My manager had the title Test Manager. She was in charge of delivering high quality features for each software application. She planned each project giving a timeline of completion, worked with management from different groups to make sure quality is assured, and provided direction to our team of 20 testers."

Long Answer

"The title of the person I report to is Product Unit Manager. The Product Unit Manager is responsible for overseeing the entire project. He uses the information from Test, Development, and Program managers to make sure the project is on line. He also is the person representing our whole group and reports progress to the vice president of our organization. He provides high level guidance and direction making sure we are following our mission statement. Other people who report to him are the Development manager and the Group Program manager."

The more details you provide the better your answer. It ensures you are telling the truth and that you are aware of what you need to be able to do to take the next step up. Finally, a great way to answer this question is to know what position you are applying for and then list off the responsibilities of the person you would be reporting to if you got hired. That will make the interviewer think that you have very similar or exact experience for the job you are applying for.

In your previous position, how much time did you spend ...

"In your previous position, how much time did you spend on the phone?"

"In your previous position, how much time did you spend in meetings?"

"In your previous position, how much time did you spend working by yourself?"

"In your previous position, how much time did you spend working in a team?"

These questions all depend on the type of position you are applying for. If the position is a product support position, then time spent on the phone is going to be large. Let's say your previous work involved working alone a lot, and the position you are applying for requires a lot of teamwork. Even though you worked by yourself a lot, you should emphasize the work you did in teams. If this is the

situation, then I would say I did a combination of both.

"In my last position, we had large projects that involved multiple people. We had meetings to discuss the project and worked in teams whenever it involved overlap of feature. After the meetings and working with the team, I was required to finish my work by myself. So it was quite balanced between meetings, team work and working by myself."

This is not an extravagant answer, but it definitely shows that this person is capable of working in groups and working alone. Most office work requires a combination of working in groups and alone, but if your situation is different, then answer according to what the interviewer wants to hear.

f you don't leave your current job, what do you imagine you will be doing in several years?

"If you don't leave your current job, what do you imagine you will be doing in several years?"

There are several things the interviewer wants to learn from this question. The interviewer knows you are looking for another job because you are not happy with where you are at. Knowing this, they want to find out how you react to situations where you are not happy. Most people who do not prepare for this question will have a generic answer that doesn't stand out. You can use this opportunity to give a solid answer.

"I'm confident I'll be in a management position several years from now. In my current position, junior employees ask me many questions and I like to mentor people. My work is very routine and I'm very efficient. I want to find more challenges my work currently doesn't offer."

"To tell you the truth, I feel I'll be doing the same thing I'm doing now. I always look for more work and different opportunities, but my current company doesn't have many opportunities for advancement."

"I'm a very proactive person and I'll continue to do my job well. I'll always look for opportunities and even create places where I can improve my work. I know if I continue to perform well, I'll have more opportunities to get promoted when a position opens. So hopefully, in several years, I'll be managing people that are in my current position now."

Despite having some negative feelings about work, this answer shows that he or she will continue to do hard work regardless of being unhappy. You shouldn't say you are unhappy, but looking for another job is one indication of not being happy.

Asking Questions

Asking Questions

Most of the time, the person interviewing you will ask if you have any questions. It is important that you ask intelligent and relevant questions. Make sure you prepare some questions before you interview so you can learn more about the company and the position. Here is a small list of questions

you can ask. Feel free to create more of your own.

"Do you have any questions?"

"Does this job usually lead to other positions at the company?"

"Tell me some of the skills that you want in a candidate for this position."

"What are the people I'll be working with like?"

"What do you like the most about this company and why?"

"How is this company doing in comparison with competitors?"

"I know of products x and y, does the company plan to introduce any new products?"

"What is the company doing to maintain its market strength?"

"How many employees work for this company?"

"What has been the company's layoff history in recent years?"

"Do you know of any anticipated cutbacks in any departments in the near future?"

"What major problems has the company recently faced?"

"What type of training do you provide here?"

"What do you like best about this company?"

"What position title will I be reporting to?"

"What other departments does this department work closely with?"

"What kind of training should I expect?"

"How long is the training program?"

"How did this position become available?"

"Is a written job description available?"

"Please describe a typical day for this position."

"How long has this position been available?"

"How many candidates have you interviewed for this position?"

"How many total candidates will you be interviewing for this position?"

"Do you interview a large number of people before making an offer to a person, or do you make an offer to the first person who is qualified?"

"What type of hardware and software will I be working with?"

"What will my workstation be like? Will it be an office, a cubicle, or a desk?"

"What opportunities for advancement are available here?"

Machine Problems

There are many things to say while in the office. Something can go wrong with the printer, or you could be wondering why a package didn't arrive. The next several short lessons will be about Basic

Office scenarios.

["Do you know what's wrong with the printer?"](#)

["Who do we call to report a problem with the printer?"](#)

["When is the printer going to be fixed?"](#)

["The printer next to the break room is broken. Where is the other printer?"](#)

["The copy machine is jammed again."](#)

["The copy machine is broken."](#)

["We need to get the copy machine fixed."](#)

["A technician is coming this afternoon to fix the copy machine."](#)

["Where is the paper for the copy machine?"](#)

["We need to order more paper. We're running low."](#)

Mail Room

For larger size companies, a mail room is provided where each employee has their own box. Here are some sentences you might need to know.

["Where is the mail room?"](#)

["I don't have a mail box. Who should I contact to get one?"](#)

["Your mail box was pretty full. You should go pick them up."](#)

["I haven't checked my mail in 2 weeks."](#)

["I never receive anything so I don't need to check my mail often."](#)

["What time does the delivery person usually come?"](#)

["What time does the mail usually come?"](#)

Large companies also have multiple buildings. So sending mail to another worker is a common practice. For example, if I need to send some financial documents to the auditor in a building down the street, I will use the Inter Office mail service. Some people might say I.O. to make it short.

["I can send it to you through Inter Office mail."](#)

["I'll send it through Inter Office mail immediately."](#)

["I'll IO it to you."](#)

["I need those documents. Can you IO it to me?"](#)

["Would you like to pick them up or should I send it through Inter Office mail?"](#)

The term inter basically means between when there is more than one. For example, in the word international, nation is a country, and if you have inter in front of it, we have international, which means involving two or more nations.

Requesting Equipment

"I'm out of staples. Do we have any more in the supply room?"

"The supply room is running low on pens. I think we should get more."

"My monitor is very old. It's a little blurry and it gives me a headache when I look at it for a long duration. Could I get a new monitor?"

"My computer is too slow. It slows down my work. I would like a faster computer. It will increase my efficiency on many of my tasks."

"I would like an ergonomic keyboard. I can type much faster with those."

"Can I get a new chair? This one is so uncomfortable."

"Can you get me a headset for the telephone? I'm on the phone most of the day and I would like to free up my hands."

Company Policies

Every company has their own rules about animals, dress code, break time, vacation time, and many other policies. Let's take a moment to learn how to ask about these policies.

"How long are we allowed for lunch?"

"How long is our lunch break?"

"If I only take a 30 minute lunch, can I leave 30 minutes earlier?"

"What time should I report to work?"

"Is there a strict policy on working hours?"

"Are we allowed to start work an hour later if we work an hour more?"

"What is the dress code here?"

"Are we allowed to wear casual clothes on Friday?"

"Does this company have the casual Friday thing?"

"If I have ten vacation days, am I allowed to use them all at once?"

"What holidays do we have off?"

"Do our vacation days expire?"

"Does this company allow telecommuting?"

"Are we allowed to work from home?"

I'm Busy

For general statements about being tired at work or being sick of work will be covered in the 'Talking to coworkers' section. These types of statements shouldn't be said to everyone.

["I'm busy with work."](#)

["Can I do this later?"](#)

["Does this have to be done now?"](#)

["When do you need this by?"](#)

["When is the deadline?"](#)

["I'm not going to have time for any other assignment until Thursday."](#)

["I'll try to free up my schedule."](#)

["I'm pretty sure I can meet the deadline."](#)

["If I don't get any help on this, I won't be able to complete it on time."](#)

["I'll do whatever I can to make sure this is done on time."](#)

["You can count on me."](#)

["Have I ever let you down?"](#)

Giving/Asking Business Cards

["Do you have a business card?"](#)

["Could I have one of your business cards?"](#)

["Can I have your business card?"](#)

Responding to these questions are very easy. You can just say 'sure' or 'no problem.'

["Can I get your phone number or email address?"](#)

["What is the best way to contact you?"](#)

["Can I get your contact information?"](#)

["Let me give you one of my business cards."](#)

["My contact information is on my business card. Let me give you one."](#)

["You can reach me by calling the number on my business card."](#)

["My email address is on my business card."](#)

General Office

If you can't find a file, you can ask around.

["Do you know where the ABC file is at?"](#)

["Do you have the ABC file?"](#)

["Is anybody using the ABC file right now?"](#)

["Did you check the file cabinet? It should be there."](#)

["Check the bin. Sometimes people throw it in there after they are done."](#)

["Oh... it's on my desk. I forgot to put it back."](#)

["It's in my office. I'll get it for you."](#)

If you see a file or a book you need on someone's desk, you can ask to borrow it.

["Are you using this book right now?"](#)

["Can I borrow this book?"](#)

["Are you finished with this file?"](#)

["Are you done with this report?"](#)

["Can I use this file?"](#)

If you need something, it is common to ask around. Here are some examples of what you might need in the office.

["Do you have an extra mouse? Mine broke."](#)

["Do you have another network cable? The one I have is too short."](#)

["Do you have a blank floppy disk I can have?"](#)

["I ran out of labels. Do you have any I can have?"](#)

["Can I borrow your stapler?"](#)

["Do you have a hole puncher?"](#)

["Do you have a staple remover by any chance?"](#)

Office Basics - Interactive Practice

Apasa pe "Asculta toate" si urmeaza instructiunile. Dupa ce deveniti confortabil cu intreaga conversatie, jucati rolul persoanei A apasand pe butonul "Persoana A". Vetii auzi numai persoana B de-a lungul conversatiei. Va fi liniste pentru dvs sa repetati propozitiile persoanei A. Faceti la fel pentru persoana B. Viteza conversatiei este cea originala. In cazul in care conversatia este prea rapida, folositi butonul "Pauza" ca sa opriti conversatia intre propozitii. Dupa ce ati practicat de cateva ori, veti putea vorbi repede ca un vorbitor de engleza original.

1

[Listen All](#) | [Person A](#) | [Person B](#)

A: "I can't get the printer to work."
B: "Did you check to see if it had paper?"
A: "Yeah. That's the first thing I checked."
B: "I don't know then. You might have to call the technician."
A: "How do I do that?"
B: "Just tell the admin and she should take care of it."
A: "Is there another printer that I can use?"
B: "Yeah. There's one down the hall next to the supply room."
A: "Oh yeah... I remember that one. Thanks."
B: "No problem."

2

[Listen All](#) | [Person A](#) | [Person B](#)

A: "Do you have a lot of work?"
B: "Yeah. I'm pretty busy. Why?"
A: "Oh. I needed some help on documenting this process."
B: "Does this have to be done right now?"
A: "The manager wants it by Friday."
B: "I'll try to free up my schedule. Remind me again tomorrow morning, and I'll help you in the afternoon."
A: "Do you need to read the documents first?"
B: "Yeah. That would help."
A: "I'll print you a copy and then drop them off."
B: "Make sure you drop it off before five because I have to leave early."
A: "No problem. Thanks."

3

[Listen All](#) | [Person A](#) | [Person B](#)

A: "Are you new here?"

B: "Yeah. I just started yesterday."

A: "Welcome aboard. I'm Jack."

B: "I'm Mark. Nice to meet you."

A: "What are you going to be working on?"

B: "I'm going to work on the planning team. But I haven't started yet. I'm still in training."

A: "The planning team is great. Our marketing team works with them closely. We'll end up working together sometimes."

B: "That's great. Oh, can I ask you some questions?"

A: "Sure."

B: "Does this company have a casual Friday?"

A: "Not really. You can get away with wearing slacks, but I've never seen anyone wear jeans."

B: "That's alright. Do you know any good places to eat around here?"

A: "Yeah there's a deli right across the street. They have fresh sandwiches and sometimes hot dishes like teriyaki. It's pretty good."

B: "That sounds good. Thanks for the info."

A: "No problem. If you need anything, I sit right around the corner here."

A Little Late

When you work for a company, there are times when you are late or you can't make it to a meeting. Sometimes you are sick, or sometimes you are stuck in traffic. We will study sentences you need to know to say why you are late or can't make it to work.

Late

Some jobs require you to 'punch in' when you get to work. 'Punching in' keeps track of how long you worked. Many hourly jobs use this system. But if you are a salary person and do not have to 'punch in', then you have more flexibility. Let's say you are going to be five minutes late. If you have your own office, then nobody will know. But if you work in a setting where your boss sees you coming in, then you will need an excuse. We'll cover everything about being late here.

Five minutes late

If you are going to be just a little late, then you don't need to call in. However, you will need to tell them why you are late when you get in the office. Here are some examples.

["Sorry I'm late. Traffic was unusually bad today."](#)

["I apologize for being late. I had to drop off my wife at work. It took longer than I thought."](#)

["I had a dentist appointment this morning and it was longer than I expected."](#)

["I'm sorry for being late. I got stuck in every light this morning."](#)

If you are the boss, then you might want to ask why your employee is late. Let's see some of these sentences.

["Running late this morning?"](#)

"What held you up this morning?"

"Do you have a reason for being late?"

"Why are you late?"

A boss or manager will not be too upset if you are late only once or very rarely. But if this is a constant habit, they might be a little more upset.

"You have been late three times in the last two weeks. Is this going to be a continual problem?"

"Your tardiness is getting out of hand. You had better start managing your morning time better."

"I expect you to be at your desk at eight o'clock. Do you have a problem with this?"

If you hear one of these statements, then you better say something that will calm the boss down. Also, you shouldn't let this happen again so tell him or her it won't happen again.

"I am terribly sorry. It won't happen again."

"I had a lot of recent changes at home, but it's all taken care of. I will not be late again."

"I'm really sorry. It's been one of those weeks. It won't happen again."

Very Late

If you are going to be a lot later than 5 minutes, then you should call your manager and tell them about it.

"Hi Barbara, I'm going to be 30 minutes late today. My car is having trouble this morning, so I arranged for a ride with a friend."

"Hey Jack, I'm running a little late today. I just got out of my dentist appointment and it was longer than I expected."

"Mark? This is Pat. I'm stuck in traffic. I think there is an accident that is holding up traffic. I'm going to be a little late."

When you plan on being late ahead of time, it is much easier. For example, if you have a doctor's appointment in the morning, you can tell them in advance and then you don't have to worry about coming in on time.

"I have a doctor's appointment tomorrow morning. Remember I told you earlier this week? I'll come in right after my appointment."

"My daughter has been sick, so I'm going to take her to see the doctor tomorrow morning. Is it ok if I'm a little late? My appointment is at seven in the morning, so I'll only be an hour late."

"I have to take my parents to the airport tomorrow. I shouldn't be too late, but wanted to tell you ahead of time."

Leaving Work Early

This is a little easier than explaining to your boss why you are 10 minutes late. You can think of an excuse ahead of time, or tell them about an appointment so you can leave early. You can use the same excuses as the ones I mentioned earlier. You just have to change the wording a little and make it future tense.

"I have to leave a little early today. Is it ok if I finish my work at home?"

"I have a dentist appointment at four. I have to leave early today."

"I have a dentist appointment tomorrow at four. Is it ok if I leave early tomorrow?"

"I have to pick up my wife at the airport tomorrow. Is it ok if I leave at three?"

"I have a conference with my son's teacher tomorrow at three thirty. I have to leave at three. Will that be ok?"

"I have a terrible headache. Is it ok if I leave early today?"

"I think I might be coming down with the flu. I should get some rest and try to fight this thing off early. May I leave early today?"

"I'm not feeling well. I think I should get some rest. Will it be ok if I go home early today?"

"My son got sick and I have to pick him up from school. Will that be ok?"

Sick day

"Martha? This is Jack. I have a fever and I will not be able to come in today."

"Hi Mary, I have to use a sick day today. I'm feeling terrible right now."

"Hi Steve, this is Mark. I wanted to let you know that I am too sick to come in today."

"Hi Andrew, this is Josh. I'm pretty sick so I will not be able to make it in today. I was feeling sick last night and thought I would be better after some sleep, but it just got worse."

"Hi Sam, this is Jessica. I have some urgent personal matters I have to deal with. I won't be able to make it in."

"Mark? This is John. My dad went into the emergency room this morning. I'm not sure what the problem is, but I don't think I can make it in today. I'll send you an update later."

"My son all of the sudden got really sick. I have to take him to the hospital now. I doubt I can make it in today. Will that be ok?"

"Jake? Will it be ok if I take the day off? My grandmother just passed away and I don't think I will be able to work today."

Vacation

Late for Work - Interactive Practice

Apasa pe "Asculta toate" si urmeaza instructiunile. Dupa ce deveniti confortabil cu intreaga conversatie, jucati rolul persoanei A apasand pe butonul "Persoana A". Vetii auzi numai persoana B

de-a lungul conversatiei. Va fi liniste pentru dvs sa repetati propozitiile persoanei A. Faceti la fel pentru persoana B. Viteza conversatiei este cea originala. In cazul in care conversatia este prea rapida, folositi butonul "Pauza" ca sa opriti conversatia intre propozitii. Dupa ce ati practicat de cateva ori, veti putea vorbi repede ca un vorbitor de engleza original.

1

[Listen All](#) | [Person A](#) | [Person B](#)

A: "Jack. Can I see you in my office?"

B: "Sure."

A: "You have been late 3 times in the last 2 weeks. Is this going to be a continual problem?"

B: "I'm so sorry. I really got unlucky this morning."

A: "Being late once in a while is based on luck. If you are late frequently, it shows that you are irresponsible. How are you going to fix it?"

B: "Last week, I had a lot of personal problems. I took care of all those problems and I don't have any excuse to be late anymore. I planned on coming in to the office early today, but there was an accident that held up traffic."

A: "You better start anticipating all problems because I'm not going to tolerate your tardiness any longer. Is that clear?"

B: "Perfectly clear. I will not be late again."

A: "That's all."

2

[Listen All](#) | [Person A](#) | [Person B](#)

A: "Hey Martha, is there anything urgent that needs to be done today?"

B: "No. I don't believe so. Why?"

A: "I have a terrible headache and I was wondering if it would be ok if I could leave a little early today."

B: "I don't see why not. You can make up the time later in the week."

A: "That's what I was thinking too. But as for today, I don't think I can be productive."

B: "It's already two o'clock now. What time were you going to leave?"

A: "I'm just going to wrap up and leave pretty soon. Probably in about thirty minutes."

B: "Ok. Get some rest. If you are sick tomorrow, give me a call."

A: "Alright. Thanks. I'll see you tomorrow."

3

[Listen All](#) | [Person A](#) | [Person B](#)

A: "Hi Martha. This is Jack. I think I caught a flu or something. I feel worse than yesterday."

B: "You better stay home today then."

A: "I think that will be best. I'll log my sick day tomorrow when I get in."

B: "No problem. Just get some rest. We have everything covered here so don't worry."

A: "Ok. Just in case something happens, you can call me at home. I'll be here all day."

B: "Ok. Thanks for calling. I'll see you when you get better."

A: "Alright. Thanks. Bye."

Removable Disk

When you save data, there are several ways to save it. There is the standard removable disk, saving to the hard drive, and saving to a network share.

"Does anybody have an extra floppy disk?"

"I ran out of floppy disks. Where can I get more?"

"I think we need to order more floppy disks."

"I saved it on a floppy disk."

"I have all the information on my USB drive."

"Can you save the document on a disk and give it to me?"

"Save the information on a disk and give it to Jack."

"I'll have all the information on a disk and bring it to the meeting."

Standard floppy disks only hold 1.44 MB of information. There are times when the disk is not big enough. Here are ways to express this.

"All the information doesn't fit on one disk."

"The file is too large to fit on a disk."

"Do you have a different storage device that can hold more information?"

"Can you order a 128 MB removable storage device for me? I always need to move files that a regular floppy disk cannot hold."

Hard Drive

"I have all the information saved on my hard drive."

"I finished the presentation preparation and I saved it on my hard drive."

"I have the documents you are looking for saved on my computer."

"I have the information on my computer. Do you want me to put it on a floppy disk for you?"

When you say something like, 'saved on my computer', it is understood that you are referring to the hard drive, so in this situation, you can use the two words interchangeably.

"I'm running out of room on my hard drive."

["I need a bigger hard drive."](#)

["I have the information on my computer, but I think I will need to prepare hard copies for the meeting."](#)

Hard copy refers to something that is tangible. For example, a hard copy of a report is a printed out version on paper. A soft copy is the file stored on the computer.

Network share and public share

Network share is a location on your network that you can access. The files are stored on a different computer. If you do not have a network set up in the office you work at, then you won't need this section.

In order for you to save data on a network share, you will need permission. The person in charge of the computer has the ability to add users. If you know of a public share and you cannot access it, then tell your administrator or the person in charge of that computer to give you permission.

["I have it saved on a network share. You can find it at *computername* public John data.doc."](#)

Whenever you tell someone a network location, you tell them the name by the path. I'll use the previous sentence as an example. *Computername* is the name of the computer, then the next word is a folder name. The next name is also a folder name. Finally, data.doc is the name of the file. So, the location of data.doc is in a folder named John that is under a folder called public under the computer *computername*. When you say a path verbally, you just leave a pause after each word or say slash between the words. In the written form, it looks like this,
`\\computername\public\John\data.doc`.

When people share documents, they save them on their own computer and put it in a folder that they made public. Or, a co-worker might have data saved on their computer. If you don't want to deal with the floppy disks, then you can retrieve the data from the network if they make the folder public.

["I have those files in my public folder. Just go to John01 public. You should see all the documents there."](#)

["I saved it at John01 public. Go ahead and take what you need."](#)

["I'll need all the information on ABC Company. Didn't you say you have the information? Can you put them on a public share?"](#)

["Hey John, I don't have permission to get into John01. Can you check the permissions on the folder?"](#)

["I don't have write access on the folder. Can you give me write permissions?"](#)

["I don't want anybody changing the data, so everyone only has read permissions."](#)

Software

Different companies use different software programs. For example, a tax firm might use a program for tax purposes, and an insurance company will use their own software for inputting data to retrieve quotes for customers. You might not have the software or it might be broken. I'll have some example sentences for these situations.

["What software do you use here?"](#)

["What kind of application do you use to keep track of all these records?"](#)

["Martha told me about TaxIt. When can I get a copy?"](#)

["Is there a manual how to use this program?"](#)

["How do you use this?"](#)

["TaxIt won't open any more. I think it's broken."](#)

["I can't get TaxIt to work. Can someone help me with this?"](#)

["Microsoft Office applications do everything we need. That's all we use here."](#)

["What version of Office do you use here?"](#)

["What software do you use for word processing?"](#)

["All the documents are saved using MSWord. Do you have Word or another application that will be able to read the information?"](#)

["We use a different word processing application. Can you save as a text file?"](#)

["I can't open the file that you gave me. What version of Word are you using?"](#)

Internet

I'm not going to explain all the specifics about the Internet here. The goal of this lesson is not to give a computer lesson, but to learn English related to using the computer. I will show some sentences that are commonly used for the Internet.

["What is the URL of that site again?"](#)

["What is the address to the English site you are studying?"](#)

["What is the best search engine?"](#)

["Where can I find information on marriage law?"](#)

["If you go to greatsite.com, you will find all the information I just told you."](#)

["If you need more information on cooking, go to cooking.com."](#)

["I purchased all the computers from Dell.com. We should have them by the end of the week."](#)

["Do you have a company website?"](#)

["Is there a website where I can learn more about your services?"](#)

["Do you have a website where I can review the different products you are offering?"](#)

["I HATE POP-UPS!"](#)

I really do. I hate pop-up ads with a passion. If it was up to me, I would shut down all companies that produce pop up ads. For now, we have to live with them.

["Can I install something that stops pop-up ads?"](#)

["What tools are available to block pop-up ads?"](#)

["I think I misspelled the web address. Can you spell it out for me?"](#)

["I'm getting a page not found error. I think the web site is down."](#)

Intranet

A lot of companies have an intranet site. This is basically web pages that can be viewed by employees connected to the network in the office. The address does not use the standard .net or .com address. It will simply be http://companysite.

["Do we have an intranet site that explains our benefits?"](#)

["What was the site where we log our travel expenses?"](#)

["If you want to use a sick day, you can go to http://timereport."](#)

If you have an intranet site for your company, then when you talk to other workers, you don't need to say http:// everytime. You can simply say the name, for example, 'If you want to use a sick day, you can go to time report.' The other person listening should understand that you mean http://timereport.

["Is there an intranet site detailing each project our company is doing?"](#)

["Is our company going to put an intranet site for employees?"](#)

["I think it will help a lot if we had an intranet site with general questions and answers from all the employees."](#)

General Computer Sentences

["My computer is giving me problems again."](#)

["My computer broke, but luckily I saved my work on a disk."](#)

["My computer is too slow."](#)

["Something is wrong with my computer."](#)

["I work with the computer most of the day."](#)

["All my work is done on the computer."](#)

["We are upgrading our computers this week."](#)

["I hope we upgrade our computers soon. The ones we have are way too old."](#)

["My computer froze. What should I do?"](#)

["My computer is not responding and I haven't saved my data yet. What should I do?"](#)

["My computer is making a weird sound. Can I get someone to look at it?"](#)

This concludes the computer English lesson. I know many of the business topics are large and some of them have topics I didn't cover. I want to remind you that you can ask specific questions to us using the business bulletin board.

Computer Related - Interactive Practice

Apasa pe "Asculta toate" si urmeaza instructiunile. Dupa ce deveniti confortabil cu intreaga conversatie, jucati rolul persoanei A apasand pe butonul "Persoana A". Veti auzi numai persoana B de-a lungul conversatiei. Va fi liniste pentru dvs sa repetati propozitiile persoanei A. Faceti la fel pentru persoana B. Viteza conversatiei este cea originala. In cazul in care conversatia este prea rapida, folositi butonul "Pauza" ca sa opriti conversatia intre propozitii. Dupa ce ati practicat de cateva ori, veti putea vorbi repede ca un vorbitor de engleza original.

1

[Listen All](#) | [Person A](#) | [Person B](#)

A: "Barbara, did you finish the report on XYZ Company?"

B: "Yes. I just finished today."

A: "I would like to review them before we send the report. Can you give me a copy?"

B: "Sure. Would you like a hard copy?"

A: "No. Just send me the path to the location of the report. I'll look them over on my computer."

B: "Sure. I'll give you permission for the folder. You can find them at barbara01 slash XYZ. I'll give you permission right now."

A: "Great. Thanks."

2

[Listen All](#) | [Person A](#) | [Person B](#)

A: "John, are you having problems with your network?"

B: "I think our whole network is down for upgrades. It should be back up in an hour."

A: "That's too late. I need the review documents from the company network share."

B: "I have a copy of that on my computer."

A: "Really? Can I get a copy?"

B: "Sure. But since the network is down, I'll have to put it on a disk for you."

A: "That would be great."

B: "Do you have a floppy disk?"

A: "I think I have one on my desk. Here it is."

B: "Ok. It's saving now. Here you go."

A: "Thanks. You saved me a great deal of trouble. I'm so glad you had a copy of this on your machine."

B: "No problem. I'm glad I could help."

3

[Listen All](#) | [Person A](#) | [Person B](#)

A: "Don't we need a tax software to do this work?"

B: "Yeah. Don't you have it installed on your computer?"

A: "No. They said they would install it for me, but they didn't do it yet."

B: "Go ask your manager. He probably forgot."

A: "That's a good idea. Is there an instructional manual for this software?"

B: "It's in the second file cabinet under Software Applications."

A: "Thanks. I'll probably need it when I get the software."

B: "Actually, it's not that difficult to use. I think you should be able to figure it out without the manual. The manual is only good for advanced options that we don't really need."

A: "You're probably right. Many of the manuals I've read were not that helpful. Do you mind if I come to you for questions when I am using the software?"

B: "Not at all. Feel free to ask any questions. If I know the answer, I'll let you know."

A: "Great. I better go find the manager to get the software installed on my computer."

Asking for Email Address

Requesting information through email

["Can you send it to my email address?"](#)

["You can send it to me through email."](#)

["Can you email it to me?"](#)

["Can I email it to you?"](#)

["Can I send you the information through email?"](#)

Whenever you send an email to an account that doesn't exist, you get an automated email saying the mail was not delivered. You can use these sentences if you are in this situation.

["Can I verify your email address? The address I have on file appears to be incorrect."](#)

["I am unable to email it to you. Can you tell me your email address again?"](#)

["I am getting a mail saying it is undeliverable. I might have misspelled it. Can I double check your email address?"](#)

["The email address I sent it to was someone@hotmail.com. Is this correct?"](#)

["I sent the email to someone@hotmail.com. Didn't you get it?"](#)

["That's the wrong email address. My email address is someone@hotmail.net."](#)

["Oh... I see the problem. My email address is some1@hotmail.com"](#)

Sending attachments through email

Email Problems

["My email is getting full. I better delete some old mail."](#)

["I better save my emails to my hard drive so I can make some room in my inbox."](#)

["How do I request more storage space for my email account? I am constantly running out of space."](#)

["You're running out of email space too? I have the same problem at least once a month."](#)

["I hate getting the mail that I am running low on space."](#)

["I just started my job so I haven't received my email address yet."](#)

["My email account hasn't been created yet. They said I should receive it tomorrow."](#)

["I haven't received any emails in the last four hours. I think the server is down or something."](#)

["I think the exchange server is down. Is somebody taking a look at this problem?"](#)

["I can't send anything right now. Is anybody else having a problem with their email?"](#)

["It could be a network problem, but my email account is not working."](#)

["I can't access my email right now. I think the server is down."](#)

["Who should we contact if we are having email problems?"](#)

["I keep getting junk mail in my work account. How did they get this email address?"](#)

["How do I prevent junk mail?"](#)

["Don't open any mail with the title, 'Your request has been approved!!!' It contains a virus. Please delete this mail at once if you see it."](#)

Reply and Reply All

When you reply all, it goes out to everyone on the To line and the CC line. Reply only goes to the sender. When we send out a mail to many people, you might see a sentence that says 'little 'r' me'. This means to use the small R instead of the Big R. That basically means to reply only to me instead of replying to everyone on the mail thread.

A mail is also referred to as a thread. That is because in the office, a mail can go on back and forth among many people so it becomes a chain of mail that started from one email. I'll use these terminologies in the next several example sentences.

"I sent out a mail to the whole group. I requested that they little 'r' me with their ideas."

"When I receive a mail sent out to multiple people, I keep forgetting to send to all."

This next sentence is not a spoken sentence. It's a common sentence used in email when someone forgets to send to everyone.

'Resending to include everyone.'

If you see this, that means the person sent a reply to the sender instead of replying all.

"Start a mail thread on your idea. I think everyone should get in on this discussion."

"Do you want me to start a mail thread for this?" General email sentences

"Hi Jack, this is Steve. I have a proposal for the marketing idea. Can I email it to you?"

"I will need the information by noon. Can you email it to me soon?"

"The deadline for the project was an hour ago. Did you send the information?"

"I'm going to send you a rough draft. Can you review it and email me back?"

"I have sent three mails asking for information on their design. I haven't received a reply yet."

"Send an email to the team with your plan of action. I want everyone following this process."

"I have to send out my report before five. I won't have time to help you right now."

"I have a meeting at 4:00 pm. I think I should send out a reminder mail. I don't want anyone to forget."

["If you are not sure how to talk to the boss about this, why don't you email her?"](#)

["Did you read the mail from the CEO? It's about our new mission statement."](#)

["The CFO sent out a mail that describes our quarterly earnings."](#)

When you are going on vacation, there is an option in some mail programs such as Outlook to reply with a message saying anything you want. After you turn on auto reply, there is a text field where you can type in your message. In general, this is what I have seen the most. Once again, the following is not spoken, but email language.

'I will be vacation until June 4th. I will be on email occasionally, but if you have an emergency, you can reach me at 555-555-5555. For information on financial reports, contact Suzy Mae. For information on quarterly earnings, contact Jim Beam. For other urgent matters, contact Billy McHale.'

Email - Interactive Practice

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1

[Listen All](#) | [Person A](#) | [Person B](#)

A: "I'll have the report ready for review tonight. Will you be able to look at it tomorrow?"

B: "I'm not going to be in the office tomorrow. Can you email it to me? I'll look at it from home."

A: "Sure. What's your email address?"

B: "It is someone@hotmail.com."

A: "The file is pretty big. Will the email allow me to send a file that big?"

B: "If it is under one mega byte, you shouldn't have a problem."

A: "I don't think it's that big. I'll send it tonight. Just get back to me when you finish the review tomorrow."

B: "Ok. I should be done with it by noon."

A: "That would be great. Thanks."

2

[Listen All](#) | [Person A](#) | [Person B](#)

A: "The manager wants us to work on the data analysis together."

B: "Did you get an email from her?"
A: "Yeah. You were on the μto' line as well."
B: "I never got it yet. When did you get the mail?"
A: "I got it about 30 minutes ago. Should we have her send the mail again?"
B: "No, I don't want to bother her right now. Can you just forward the mail to me?"
A: "No problem. I'll do it now."
B: "I'm still not getting it."
A: "Maybe your exchange server is down."
B: "I think you're right. Can you send it to my personal account? It is someone@hotmail.com."
A: "Sure. Sending now."
B: "I got it. Thanks for forwarding me the mail. After I read it, let's get together to discuss how we are going to work on the data analysis."
A: "Perfect. Just ping me when ever."

3

[Listen All](#) | [Person A](#) | [Person B](#)

A: "Hi Jack, this is Cindy from the audit team."
B: "Hi Cindy."
A: "I'm calling in regards to the 2003 bank statements you sent over to me last week. I cannot find the August statement. Can you resend that one by any chance?"
B: "I can fax them over to you in about an hour. Will that be ok?"
A: "That would be great. I also have questions on several of the withdrawals. Do you know who I should contact to straighten this out?"
B: "You should talk to Joe Smith. He is our senior accountant over here. His number is 555-123-4567."
A: "That was Joe Smith at 555-123-4567?"
B: "That's correct."
A: "Do you have his email address. I might need it later."
B: "Sure. It's joesmith@ourcompany.com."
A: "joesmith@ourcompany.com. Ok. Thanks for all your help."
B: "No problem. Have a good day."
A: "You too. Thanks again. Bye."

Explanations and Presentations General

This lesson will give some guidelines on how to explain something and how to speak during presentations. Because I cannot be specific to every topic, I'll choose general ones. You should primarily be looking at the structure and style for this Business English lesson.

It is understandable if you feel nervous or uneasy about having to explain something in English. Because English is not your first language, it is very difficult. However, in the office, you will

be in many situations when you have to explain something. Here are 3 tips to make your explanation or presentation easier.

First, you should not talk fast. I work in a large company with many different people from all over the world. The hardest time I have when listening to someone is when they talk fast with a bad accent. The problem they have is that they are fluent and comfortable speaking English, but they do not realize how bad their accent is. If you speak slower, you can avoid this problem. Unless you are certain that your accent is understandable, always speak a little slower.

Second, you should speak clearly. Say each word clearly and emphasize the important words. Even if they don't understand every word in your sentence, they will understand the whole meaning with proper emphasis.

Third, prepare and practice ahead of time. You should record yourself and listen to the recording. You should also get an American friend to judge you. This is a lot of work you have to do in the beginning, but this is VERY important. Even though it will make your presentation or explanation clearer and better, that is not the reason I am saying you should do the recording and getting a friend to listen. The reason why this is so important is because you are laying the foundation on proper communication in regards to intonation and pronunciation. For example, if you don't do this, you might think you don't have a problem and you will continue to practice incorrectly. Soon, you will be someone who can talk fast but have terrible pronunciation. You will become the type of people I described... hard to understand. If you take the time to practice for several hours before each presentation, you will be practicing the correct way to enhance your English abilities.

Explanation

The third step above is primarily for presentations. When you have to give an explanation, you might not have time to prepare for it. If someone asks you a question, you can't tell them that you will need two hours to prepare before answering.

However, if it is work related, you have the ability to anticipate questions ahead of time. Think of your area of expertise and list many questions you have heard from co-workers or friends. If you speak in your own language, you know exactly how to say it without preparing for it. But in English, you don't know where to begin. List all your answers out and learn how to say it in English. If you do this, then anytime you get asked a question about your area, you can quickly respond. Here is an example with more tips.

"Can you explain the process of selling a house and the cost associated with it?"

"You can either sell the house by yourself or get an agent. Since most of the people use an agent, I will explain that. The first thing you need to do is find a sellers agent. The agent will list your house on the market. After the house is on the market, people who are looking to buy a house will find a buyers agent. The buyers agent looks through the list of houses for sale posted by the sellers agent. The buyers agent shows your house to potential buyers. When someone makes an offer, the buyers agent will let the sellers agent know about the price that the buyer has offered. After everyone

[agrees, the house is sold. The price associated with selling a house is based on commission. The sellers agent will get an average of 2.5 percent of the selling price and the buyers agent will get 2.5 percent as well. If the price of the house was \\$300,000, then each agent will get \\$7500, costing you a total of \\$15,000.](#)"

You're first reaction might be, 'when am I ever going to be able to say all this at one time?' But it is much easier than you think. I'll explain further.

We have someone asking about selling a house or something. We have to explain the process. Even if you don't know the process of selling a house in America, you can use the same guideline for your area of expertise. If you can say each sentence individually, then you can say all of them put together.

I start by saying there are a couple of ways to sell a house.
Then the example says you will explain the more common process.

From here, it is basically listing steps.

1. "[The first thing you need to do is find a sellers agent.](#)"
2. "[The agent will list your house on the market.](#)"
3. "[After the house is on the market, people who are looking to buy a house will find a buyers agent.](#)"
4. "[The buyers agent looks through the list of houses for sale posted by the sellers agent.](#)"
5. "[The buyers agent shows your house to potential buyers.](#)"
6. "[When someone makes an offer, the buyers agent will let the sellers agent know about the price that the buyer has offered.](#)"
7. "[After everyone agrees, the house is sold.](#)"
8. "[The price associated with selling a house is based on commission.](#)"
9. "[The sellers agent will get an average of 2.5 percent of the selling price and the buyers agent will get 2.5 percent as well.](#)"
10. "[If the price of the house was \\$300,000, then each agent will get \\$7500, costing you a total of \\$15,000.](#)"

This list seems pretty simple now. Each sentence is relatively short. There is no difference between the long paragraph and the listed out items. Both contain the same words. All I did was put them together.

Finally, if you feel that you cannot create these sentences even in a list form, use an example that you are familiar with. I'm sure you will have an easy time creating a list if the topic is in your area of expertise.

I recommend listening to the paragraph again. But this time, listen to the speed I talk. Also, listen to the pauses after each sentence. Notice that I don't have unnecessary words like 'and', 'moreover', 'furthermore', 'Afterwards', and so on. These are good words, but you don't need them that much when you are explaining something verbally. Using pauses between sentences and speaking clearly and slowly is the best way to communicate an explanation.

Presentation

Presentations are longer than an explanation, but it is easier in the sense that you have time to prepare for it. The biggest mistake I have seen is that people do not use short simple sentences. Many of the best presentations from English speakers I have seen are those who use simple sentences that are easy to understand. Remember that a long paragraph can consist of 10 short sentences. It is still effective and much easier to say.

Many times, a person will be using a presentation software like Power Point. If that is the case, then you should prepare your slides and a separate document with your sentences for each slide. You shouldn't read them, but at least it is there just in case you forget to mention something. Use it as a preparation material before the presentation and reference during the presentation. Each sentence should be step by step explaining the content on the slide.

I am not going to be giving an example because presentations are all different depending on the subject. But keep in mind the process I explained on the house selling example. Keep the sentences short, speak slowly and clearly, put emphasis on key words, and leave a short pause after each sentence.

There are many times when you will have to explain something. Here are some questions you might hear.

["What did you do this week?"](#)

["What are you going to do next week?"](#)

["What is your schedule like for the next two weeks?"](#)

["Can you explain how to perform an evaluation for a partner feedback?"](#)

["How do I perform a refund for a credit card purchase?"](#)

There are numerous questions like these you might run into. To answer all of them, just follow the list example.

["This week, I finished the analysis on Ford Motor, I started writing a report on international market penetration, and I showed our new employee how to use our software."](#)

This example is very simple. It is basically a list of three things. You don't need to include any words in between.

You can use this same style of answer for many different types of questions.

["Next week, I have to finish my report, research information on GM Motors, and make a presentation on our market strategy."](#)

["To perform a feedback on a partner you need to specify who the partner is, what project they worked on, the outcome of the project, where they need to improve, and finally what they did well."](#)

"On the credit card machine, press the refund button. Then type in the credit card number and press enter. Type in the amount, and press enter. That's all you need to do."

Whenever you are giving an explanation, remember the easiest way to do it is by giving a list and putting them together. In order to be able to do this, you must know how to say key words in your area of expertise.

When you have to give a presentation, remember that preparing is the most important. As I said earlier, take the time on your first several presentations to record yourself and find a friend to listen to your presentation.

Finally, let's review the three key steps you need to remember when giving an explanation or a presentation.

Don't talk fast: Even people with perfect English have this problem. Talking fast is not good when you are explaining something or giving a presentation.

Talk clearly: Making the words in each sentence clear will help anyone to understand you better.

Prepare and Practice: This is the most important. As time goes on, you will realize how much your preparation will help with your overall English skills.

Before the meeting

There are many questions to ask before a meeting. If you are curious about what the meeting will cover, you will need to ask the organizer of the meeting. You can also ask things like how long the meeting will take, and who is coming to the meeting. Let's try a couple of these sentences.

"Hi Jack. Do you know who is coming to your meeting at 2:00?"

"Who all did you invite to the triage meeting?"

"Hi Jack. How long do you think the meeting will be?"

"I have to schedule another appointment at 4:00 but I don't want it to overlap with yours. How long is the meeting going to be?"

"Is the meeting going to be more than an hour?"

"What time was the meeting again?"

"When are you going to make that presentation? I thought it was today?"

Here are common statements people use when they can't attend a meeting.

"I have another appointment that conflicts with your meeting. I will not be able to make it."

"I have another meeting that I cannot miss. I won't be able to make yours."

"I won't be able to go to the 3:00 meeting. I have another appointment at the same time."

"I can't go to the meeting at 4:00. I have a doctor's appointment. Can you take notes for me?"

"I'm going to be out of town tomorrow, so I won't be able to attend the quarterly meeting. Can you send me a mail on the topics that were discussed?" Canceling a Meeting

If you are the meeting organizer, then there are times when you have to cancel a meeting. Here are some sentences you can use for this situation.

"There are four people who will not be able to attend the meeting tomorrow. I am going to reschedule the meeting to a more convenient time."

"The director asked that we postpone the finance meeting until the quarterly report comes out. So I'll send an update with the new date and time later this week."

Some meetings are weekly meetings that occur at the same time. It is common that these meetings are canceled when there is nothing to talk about.

"There is nothing new to discuss this week, so we are going to cancel this week's agenda meeting."

"I am running late this morning. Let's postpone the meeting until the afternoon."

"I can't make it in tomorrow, so let's cancel this week's meeting. I'll email everyone if something new comes up." During the Meeting

After the Meeting

It is common to talk about meetings afterwards. Sometimes it is to say how useless it was, or that you were bored, but there are times when someone might ask you for feedback. Other times, you might want feedback if you were the person holding the meeting. Let's cover these here.

Asking for Feedback

"What did you think about my presentation?"

"Did you think the meeting went ok?"

"Can you provide feedback on the meeting we just had?"

"Did you find the meeting useful?"

"Did the meeting help to clarify the current situation?"

"Is there any part of our discussion during the meeting that you are still unsure about?"

Providing Feedback

Even if you think the meeting was boring and useless, you can't say that unless you are talking to a close friend. Many times in the office, you have to give a professional answer.

"I thought the presentation went well. You provided great information and I think everyone was impressed."

"The meeting went well. We covered a lot of information and made some important decisions."

"The whole presentation went pretty well, but next time I would recommend that you talk a little slower. When we were running out of time, you started speaking too fast and it was hard to keep up."

"Most of the time, our weekly meeting is pretty dull, but today was quite useful."

"I understand what is happening to our project now, but I'm still unclear about exactly who is affected by this change."

General Statements

"I have to go. I have a meeting I'm late for."

"I have to go to a meeting now. I'll talk to you later."

"I forgot about my 1:00 meeting. I don't have much time for lunch."

"I'll finish the feedback form after my meeting."

"I'll be in meetings all day today."

"I have five meetings today, so I won't have time to help you with this now. Let's set up a time for tomorrow."

"The meeting went an hour over."

"The meeting was canceled."

"The meeting started 15 minutes late."

"George didn't arrive to the meeting on time."

"We finished late because John had problems with his computer during the presentation portion of the meeting."

"Are you going to the company meeting next week?"

"Can you set up a meeting for our brainstorm session?"

"My calendar looks pretty clear on Thursday. Set up a meeting for that day."

If you have a close friend in the office, then you can speak more candidly. Here are some general statements you can make about meetings. But be careful who you say them to.

"I hate meetings. I think they are a waste of time. I'm an engineer, not a planner."

"I don't know why I have to go to those meetings. I never learn anything from them and I never say a

thing."

"I can't believe our weekly meeting is at six o'clock in the morning. I hate waking up that early."

"If I skip that meeting, I wonder if anyone will notice."

"That meeting was hilarious. I can't believe the manager forgot John's name."

"I get so sleepy at meetings."

"I almost fell asleep during that meeting."

"I had a hard time keeping myself from laughing. I saw you falling asleep during the meeting."

Phone Call

Telling person you will call them back

If you receive a question from a client or customer that you do not know, you can either tell them that you will find the answer for them, or tell them to call someone else. Let's learn how to do these things professionally.

"I don't have the answer right off hand. I'll need to find that information for you. Will it be ok if I call you back in about 30 minutes?"

"I believe I can find that information for you. It might take 10 minutes or so. Can I call you back with the information?"

"I'm not sure about the answer. I'll find the information and call you right back. Will that be ok?"

"I'm not sure about this one. Let me ask my manager. Can you please hold?"

Redirecting

Receiving a Call

"I believe Joe Carry in marketing can help you with that. Do you have his contact information?"

"I'm not sure about that. I'm pretty sure Mitch Smith will be able to answer this and other questions. Let me give you his number."

Making a Call

"Can you redirect me to that person?"

"Can I get his contact information?"

"Can I get his phone number?"

"What is the best way to contact her?"

"Can you direct me to someone who can help?"

"Hi, this is Matt from ABC Company. I have some questions on your Platinum level business package. Can you redirect me to someone who can help?"

Leaving Messages

When you call someone and they are not there, you have to leave a message on their voice mail. Remember to state your name, your company, and what the phone call is regarding. Then leave your phone number even though you think they have it.

"Hi Mary, this is Josh from ABC Company. I have some questions regarding the financial data you sent me yesterday. Can you give me a call back when you have time? My number is 555-123-4567. Thank you."

"Hi Jack, this is Julie from Consult R Us. I am missing a couple pages on the document you sent me. Can you call me when you are free? My number again is 555-321-7654. Thank you."

In some cases, you will receive a phone message like this. If you have to call them back and they are not there also, you can leave a message saying, you are returning their call. Here is an example.

"Hi Josh, this is Mary and I am returning your call. I'll be in the office for the next three hours, so feel free to call me back any time. Just in case, my number is 555-234-5678."

"Hi Julie, this is Jack. I double checked the documents I sent you and I am not sure what pages you are missing. I might not be at my desk, so feel free to call me on my cell phone. The number is 227-1000. Hope to hear from you soon so we can straighten this out."

On another occasion, you might call someone and they might not call you back. In this case, it is polite to call them again. This is how you can leave a second message.

"Hi Mary, this is Josh again from ABC Company. I'm not sure if you got my first message so I am leaving one more. I have some questions regarding the financial data you sent me several days ago. Can you call me at 555-123-4567 when you get a chance? Thank you."

If the company does not have voice mail, you can leave a message with the secretary. After asking for the person you are looking for, if they say they are not in, then leave a message with them.

"Can you have Julie return my call? This is Jack, and my number is 555-123-4567."

Sending and receiving information

While you are working, you will need to send information back and forth to business partners or to clients and customers. Since email is covered in its own separate section, let's work on sending packages through the mail and the fax machine.

"Hi Jack, I have the final documents requiring your signature. I will have them delivered to you by tomorrow. If you can sign them and return them, we can submit the documents by Friday."

"Hi Ruth, I have the escrow papers ready for review. Should I mail them to you, or can I fax them?"

"Do you have a fax machine?"

"Can I have your fax number?"

"When you finish the final review, can you fax over the documents. Our fax number is 555-345-6789."

"I have a package that I am going to send out. I will Fed-Ex it to you tonight."

Fed-Ex is a short way of saying Federal Express. It is a delivery company that ships immediately. A lot of businesses in the States use this method of shipping things, so it became common to say, 'Fed-Ex it.'

"I believe I have your fax number. Is it 555-234-5678?"

If a person said they will send information, you might have to call them to check on the status if you haven't received it.

"Hi Mary, this is Diana at ABC Marketing Co. Can I get a status on the fax you are going to send over?"

"Can you check on the status of the documents you are faxing to me? I haven't received it."

"Hi Mary, I didn't receive the fax last night. Can you fax it again? We should also confirm what fax number you have on file."

Business Phone Call - Interactive Practice

Apasa pe "Asculta toate" si urmeaza instructiunile. Dupa ce deveniti confortabil cu intreaga conversatie, jucati rolul persoanei A apasand pe butonul "Persoana A". Veti auzi numai persoana B de-a lungul conversatiei. Va fi liniste pentru dvs sa repetati propozitiile persoanei A. Faceti la fel pentru persoana B. Viteza conversatiei este cea originala. In cazul in care conversatia este prea rapida, folositi butonul "Pauza" ca sa opriti conversatia intre propozitii. Dupa ce ati practicat de cateva ori, veti putea vorbi repede ca un vorbitor de engleza original.

[Listen All](#) | [Person A](#) | [Person B](#)

A: "Hello? This is Steve."

B: "Hi Steve, this is Mary from ABC Company. I'm returning your call."

A: "Hi Mary. How are you doing?"

B: "I'm doing great thanks."

A: "Thanks for returning my call. I couldn't figure out why the ending balance on fiscal year 2003 didn't match the beginning balance on of 2004."

B: "When I checked, it was matching. How much is the difference?"

A: "The amount is exactly \$42,000."

B: "Oh. I know what the problem is. We opened another bank account at the end of fiscal year 2003. I might not have included the new bank statements when I sent over the information."

A: "That makes sense. I'm just glad it wasn't out of my miscalculation. Can you send over the statements? I should be done by end of day since everything looks good."

B: "Sure. I'll fax them to you immediately. Is 555-123-4567 the number I should fax it to?"

A: "Yes. That is the correct number."

B: "I'll do it right now."

A: "Thank you for your help."

B: "I should have sent them over to you the first time. I apologize for that."

A: "No problem."

B: "Thank you."

A: "Thank you. Bye."

2

[Listen All](#) | [Person A](#) | [Person B](#)

A: "Hello, ABC Company."

B: "Hi, this is Janet from Consult R Us. May I speak with Alex please?"

A: "He's in a meeting right now. Would you like to leave a message?"

B: "Yes. Can you have Alex call me back when he is available? My name again is Janet, and he can reach me at 555-987-6543."

A: "It's Janet at 555-987-6543. Can I tell him what this is regarding?"

B: "He sent over a fax, and the last page didn't print out. I will need for him to resend the fax to me."

A: "I'll let him know."

B: "Thank you."

A: "Thank you for calling ABC."

B: "Good bye."

A: "Bye."

3

[Listen All](#) | [Person A](#) | [Person B](#)

A: "Microsoft, this is Steve."

B: "Hi Steve, this is Richard from Third Hand Testing. I'm calling in regards to the MSN assignment. Do you have a minute to answer a couple of questions?"

A: "Sure. What can I help you with?"

B: "We originally agreed on 5 testing procedures, but our program manager received a mail indicating 4 testing procedures. Is 4 the correct number?"

A: "Yes it is. We found that we can do the last one here."

B: "Great. Does the timeline change because we reduced one of the testing procedures?"

A: "We don't have to change the timeline. Our original timeframe was very aggressive."

B: "That makes our job a little easier."

A: "Do you have any other questions?"

B: "No. That's all I had. Thanks for your time."

A: "No problem."

B: "Ok. Good bye."

A: "Bye."

Talking to the Boss

Unless you are the owner of the company, you will have a boss. This lesson will cover all English you need to know to express what you want to say to your boss. This will include asking for feedback, explanation, showing frustration, asking for more work, and more.

If you are doing a project and you want your manager to review it before submitting it, then you can ask the manager in several ways.

"Did you want to review my project?"

"I just completed the assignment. Did you want to review it?"

"This is my first project and I was wondering if you could review it real quick?"

"I think I covered all the bases, but could you do a quick check."

If you are new at your job, then it is good to ask for feedback. This can be done when you complete a project or after several months on the job. Some companies have a process in place where you have a weekly one on one meeting with your manager. You can use this time to talk about your work and anything else on your mind. If you don't have a weekly meeting, then you might have to set up a time with your manager to discuss your progress.

"Hi Roger, can we set up a time to discuss my progress so far?"

"I was wondering if we can meet to discuss how I am doing."

If you are doing work that doesn't include projects or assignments, then you can't ask for feedback on the work you completed. But you can ask how you have been doing in the last several months.

"Can I get some feedback on my performance?"

"Where do you think I need to improve?"

"What areas do you think I should work on?"

If you have a project you completed, you can ask for feedback on the project. But make sure you give your manager enough time to review the work before asking for feedback.

"Did you finish reviewing my project I completed?"

"Hi Mark, this was my first project, and I wanted to know how I did so I can improve."

"Where do you think I could have done better?"

"Is there any areas that I could have done better?"

"What should I do better for next time?"

"What areas did I do well, and what areas did I do poorly."

Asking for more work

Most companies will have so much work that you will never run out of things to do. But there are times when you don't have enough to do. In this situation, you should ask your manager to give you more work.

"Hi Mark, I finished all my weekly duties already. Do you have more work I can do?"

"I've been completing my work early on a regular basis. Can I have more responsibilities?"

"I have a lot of extra time. I usually double check all my work, but that doesn't take much time. Is there any additional work I can do?"

Although asking for more work is a good sign of being productive, there is actually something better. Instead of asking for more work, find the extra work without asking. After you find something to do, then tell your manager that you want to do the work.

"I had extra time on my hands so I started investigating the network problem. If you don't mind, I would like to work on this project to help the office productivity around here."

If you are a manager, would you want someone asking you what to do, or would you prefer a worker who found a problem and wants to fix it. I have had people ask me for more work and it is stressful trying to think of something. I am busy and don't have that much time to find extra work. If a worker identifies more work to do, then I would appreciate it that much more.

"I have been completing my work a day early every week. I know the reference material has been sitting there for some time. Would you like me to do that project, or did you want to assign another project to me?"

Although having extra time to do more work is a good situation to be in, there might be times when you have too much work. Here are a couple of sentences to ask for help.

"Hi Mark, the addition we made to the project made it difficult to complete by myself. If the deadline doesn't change, I will need some help to complete it. Can you assign someone to help me out?"

"I have spent every minute on this project and have been putting in serious overtime. This project is a lot bigger than we anticipated. I am going to need some help to complete it on time. Do you have anyone available to help me?"

"The Alpha project has been eating so much of my time that I didn't have much time to work on the Beta project. Is there anyone with extra bandwidth to help me finish the Beta project?"

Complaining and Showing Frustration

Showing frustration is ok if you do it right. If you are frustrated and you start complaining, then the manager will either think you are not capable of doing your work, or the manager will realize that you have way too much work. So it is important how you complain and how you show your frustration.

Showing frustration because of your mistake is ok to do. It shows that you are upset at yourself and that you can't believe you made a mistake. So it is indicating to the manager that you are not going to screw up again. Hopefully you won't screw anything up, but just in case, here are some ways to show your frustration.

"I can't believe I messed that up. I don't think I am stupid, but this is suggesting otherwise."

"I am so frustrated at myself. How did I not catch that?"

Complaining about someone else is not good. But if you are so frustrated and you have to tell your manager, take a deep breath, calm yourself down, and say something like my example as calmly as you can.

"It's frustrating working with Tim. I'm doing everything I can to help and I am trying to be understanding, but he is slowing our project down immensely."

The best kind of frustration is when the manager knows exactly what you are talking about. If the manager is frustrated as well, then he or she will completely understand. An example of this is when you are working with another company and they are not doing their work properly.

"I'm having a hard time working with ABC Company. They are always late and the work they do has numerous errors. It is really frustrating because I have to spend a great deal of time proof reading the material. I recommend not giving ABC Company any more work."

Talking to your boss about another boss

Talking to the Boss - Interactive Practice

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1

[Listen All](#) | [Person A](#) | [Person B](#)

A: "Hi Matt, I finished the assignment on the documents. Did you get a chance to review them?"

B: "Yeah. I already reviewed them. It was pretty good."

A: "Since it was my first project, I was wondering if I can get some feedback."

B: "Well, you finished the project on time. And seeing how it was your first assignment, you did very well."

A: "Thanks. If it wasn't my first assignment, where do you think I need to improve?"

B: "That's a fair question... I think you could have spent a little more time documenting the difference between Process A and Process B. You showed a lot of the similarities, but lacking a little on the differences."

A: "I'll keep that in mind. How about the structure? I changed the template a little because I wanted to add a section for recommendation."

B: "I liked the addition. Usually people just enter it into the comment section on the bottom but having a clear section makes it stand out. That was good."

A: "Was there anything else? I like to get feedback early so I can improve."

B: "No problem. Everything else on the assignment was great. The only other tip I can give you is sending me more updates. If I knew you were stuck on section C for a while, I could have saved you a lot of time. So keep me aware on your status."

A: "That makes sense. I'll do that. Thanks for the feedback."

B: "Don't mention it. And good job on the assignment."

A: "Thanks."

2

[Listen All](#) | [Person A](#) | [Person B](#)

A: "Hi Mark. I completed Project A and didn't have anything else to work on. Should I find something to do, or did you have something lined up?"

B: "I won't have another assignment for you until next Monday. What will you be doing until then?"

A: "I'm not sure, I was thinking about investigating the reporting issue we are having, but that's a low priority now. But if there is nothing else to do, it might be good to finally fix that."

B: "How about John. He told me that he needed a little help on Project C. Why don't you ask him if he still needs help. If not, then check out the reporting issue."

A: "John? I've been meaning to talk to you about him."

B: "What's the problem?"

A: "I don't want to be out of line, but he's very difficult to work with. He looks over my shoulder all the time and doesn't like how I am doing things."

B: "Yeah. He is like that. I appreciate your feedback, and you are not the first to bring this up. Although he is difficult, he does get a lot of work done around here."

A: "I completely agree, and I will continue to work with him as well as I can. I just thought I should let you know instead of keeping it bottled up."

B: "I appreciate your honesty. But for now, you're going to have to tolerate his methods a little longer. I'll see if the director is willing to have a talk with John about this problem."

A: "Ok. Well, I'll go see what type of help John needs. If there is nothing, I'll work on the reporting problem. Either way, I'll send you an email letting you know what I am working on."

B: "That would be perfect. Thanks."

A: "Thanks. I'll talk to you later."

B: "Ok. Bye."

Talking to your Subordinate or Direct

If you are a manager, then you will more likely have someone reporting to you. The most common terminology I am used to is a direct. Throughout this lesson, I will use the word direct.

There are many things you have to say to a direct. You have to give them work, explain things, encourage them to do better, and even reprimand them when they are not performing well. We will cover these types of sentences in this lesson.

Status

A common question a manager asks is to find out what the status of a project is.

"What is the status of the marketing documents?"

"How far along are you in your analysis?"

"Are you almost done with the technical report?"

"When are you going to finish the design plans?"

"Can you give me a status on your progress so far?"

"How is the reporting assignment going?"

"When can you give me a working draft by?"

Requesting a weekly status mail from your direct is very common among large companies with many employees. Basically, the status mail will include what has been accomplished the current week, and what will be done next week. If your company has this process, or if you just want to implement it yourself, you can tell your direct something like the following.

"At the end of every week, can you send me a weekly status mail? I'll email you a template you should follow. You should email it to me every Friday."

"I want you to send me a status report at the end of every week. You should include what you did for that week and what you plan on doing for the next week."

"Can you send me a weekly status report? If you haven't done it before, let me know and I will send you a template to use." Project Change

There are times when a project changes and you have to tell your direct to change something. Let's work on some sentences where you do this.

"I know you have been working on the database using excel, but we need to use SQL. Can you make the necessary changes?"

Although you don't have to be polite to your direct, it is good practice to show directs some common courtesy. In the sentence above, it recognizes the work that has been done so far, instructs what needs to be changed, and politely asks if they can do it. You should follow a similar way of asking your direct to change something.

In another scenario, your direct might give you a report to review. If something is incorrect, or not complete, you should tell them professionally what needs to be redone.

"Hey Jackie, I reviewed your report and there are a couple areas you have to change. Can you double check the figures you provided in page 7, and provide a recommendation for step 3? I would appreciate it."

This example is a little more firm, but still polite. It states that changes are required, it then asks if two things can be changed, and finally, adds a good comment about appreciating the work.

Finally, your direct could be doing something on a regular basis that you don't like. As a manager, you should tolerate things that do not affect the work, but if there is something that is work related, it is your responsibility to tell that person. Let's use an example where a person has a habit of talking before someone finishes.

"John, when we are discussing something in meetings or small groups, I noticed that you don't allow the other person to complete their sentences. I do appreciate your contributions, but I think you should always hear the other person out. Can you try to do that?"

Adding a simple phrase like appreciating the contribution can make a huge difference when giving criticism. There is a great chance the direct will be offended or upset. But if you add a small compliment in there, the chances of the direct accepting your criticism will be that much greater. Deadline

Subordinate asking you Questions

All directs at one time or another asks you questions on how to do something, or asks what something is. The average employee will usually ask you something that is obvious and you simply tell them. Sometimes however, a smart employee asks difficult questions that you are not sure about.

If an employee asks you a factual question that you are not sure about, you can always refer them to other sources.

"I'm not sure about that one. I think the information you are looking for is in a manual I saw in the file cabinet. Why don't you check there?"

"Do a search on Google and see if you can find the information there."

"I think Stacy will know the answer. She is very familiar with that topic."

If the question is more process related where it involves an opinion, you can answer telling them what you would do.

"I'm not sure on the exact procedure, but if I were you, I would do the forth step before the third one."

"I don't think we ever decided on a specific way. I think it might be better to do this before that."

These are vague sentences, so you should fill in the details depending on your situation.

Encouraging

As a good manager, you should encourage great workers and bad workers. Good directs need encouraging to keep them working hard. Bad employees need encouragement to work harder. Here are some sentences for both types.

"Hey James, I think you're doing a great job and it is not going unnoticed."

"You're doing great. Keep up the good work."

"I told my manager about your performance. He was quite impressed. Keep up the good work."

Directs having difficulty

"I had a hard time on my first project too. Don't let it get you down. I'm sure you will do better next time."

"It wasn't as bad as you think. I also saw definite improvements so you shouldn't give up."

"Your work has been pretty good, but I really think you can do better. You have potential and I hope you start trying a little harder."

Reprimanding

Finally, when you have an employee that is doing something wrong such as being late, turning in a project late, or not performing well, it is your responsibility to let them know.

If someone is always late, then you don't have to ask for an excuse. If it was one time, then it is ok, but if they are constantly late, there is no excuse for it.

"You have been late for work on a regular basis. You better start coming to work on time."

"This is your third warning. If you are late for work again, we will have to take more serious action on you. Is that understood?"

"Being late for work once in a while is understandable. But there is no excuse to be coming in to work late every day. You better start coming in on time."

When a direct doesn't turn in a project, it's a pretty serious no-no. I would definitely be upset, but as a good manager, I wouldn't accuse the employee without giving them a chance to explain. Here is an example.

"The report was due last Friday. What's going on?"

This is more like a trap question. Unless it is a life or death situation, the excuse shouldn't be good enough. Here is a generic excuse.

"I was working on three other assignments. I just couldn't finish them all."

This is not a good excuse, so you can start reprimanding the employee. You gave them a chance to explain, and since the excuse wasn't good enough, you can basically, 'let them have it.'

"If you were not going to finish on time, at least you could have let me know. Regardless, you knew how important this project was and you knew about the due date. What am I going to do with you?"

"You should have at least told me that you wouldn't be able to finish. Then I could have asked Mary to finish it. This is very irresponsible of you. Is this going to be a continual problem in future projects?"

Talking to Directs - Interactive Practice

Apasa pe "Asculta toate" si urmeaza instructiunile. Dupa ce deveniti confortabil cu intreaga conversatie, jucati rolul persoanei A apasand pe butonul "Persoana A". Vetii auzi numai persoana B de-a lungul conversatiei. Va fi liniste pentru dvs sa repetati propozitiile persoanei A. Faceti la fel pentru persoana B. Viteza conversatiei este cea originala. In cazul in care conversatia este prea rapida, folositi butonul "Pauza" ca sa opriti conversatia intre propozitii. Dupa ce ati practicat de cateva ori, veti putea vorbi repede ca un vorbitor de engleza original.

1

[Listen All](#) | [Person A](#) | [Person B](#)

A: "John, are you going to complete the report on time?"

B: "I am confident that I will have it done by this Friday."

A: "How far along are you?"

B: "I have completed the preliminary review, analyzed the data, and I am almost done writing the analytical review."

A: "That's great. It looks like you are ahead of schedule. When you are done, send it to me for review."

B: "I'll send it to you Friday morning. That should give you a day to review it."

A: "That's great. Keep up the good work."

2

[Listen All](#) | [Person A](#) | [Person B](#)

A: "Can you give me an update on your assignments?"

B: "Yeah. I'm helping with the performance testing, I've met with the partners for the integration project, and I'm finishing up the documents on the internal tool."

A: "That's good. Can you start sending me a weekly report? That will help me keep track of your progress regularly."

B: "No problem. Do you want it by the start of Monday, or do you want it Friday evening?"

A: "I'm probably not going to read it until Monday, so just send it to me by Monday morning."

B: "What do you want me to include in the weekly report?"

A: "Include what you did for the week, what you're going to do for the next week, and include any other issues you have."

B: "I'll start doing that this week."

A: "Great. Thanks."

3

[Listen All](#) | [Person A](#) | [Person B](#)

A: "John, can I see you in my office?"

B: "I'll be right over."

A: "Have a seat... I'm concerned about your performance lately. Is there something I should know about?"

B: "I've been pretty occupied at home. I apologize for letting it affect work. I'll definitely pay more attention."

A: "I understand, but I'm still having to take some heat on your work. You have been late numerous times, your projects are not as detailed as it used to be, and you missed a deadline last week."

B: "I am really sorry, and I won't let it happen again. I understand that I have been underperforming, and I will step it up."

A: "I hope so. I'll explain it to the director. But I don't know how much more he will tolerate. That's all I had so you better go back to work."

B: "Ok. I really will change things around. Thanks for understanding."

Business Trips

First time business trip Q's

If this is your first time on a business trip, then you will have even more questions. If you are not sure what to bring or how much stuff to bring, you can ask your manager or a co-worker.

["How much do you usually pack for a week long business trip?"](#)

["How big is the suitcase you take with you on a business trip?"](#)

["Do the hotels we stay at have a hair dryer?"](#)

["How many pieces of luggage do you bring with you on a business trip?"](#)

["Where do you usually park when you go to the airport?"](#)

["Is long term parking available at the airport?"](#)

["How early should I go to the airport?"](#)

["Where should we meet?"](#)

["Should we meet at the airport?"](#)

["I missed my flight. The next flight they have available is in 45 minutes. I'll have to meet you at the airport in Los Angeles. I'll call you when I land."](#)

Talking to people

Talking to the employees of the company you are visiting is very different than talking to employees. Basically, you have to be polite and formal when dealing with them.

"Hi Mark, I'm Alex from ABC Consulting. It's nice to meet you."

During this stage, you might be engaged in small talk such as how your flight was or how the weather is over in your city, but if not, then you can get straight to work. You might need to know where you will be working. Only ask this if they never tell you. But chances are, they will let you know before you ask.

"Where will I be working this week?"

"Where is your office located?"

"Is your office relatively close to where I will be working?"

You might need to ask who you will be working with. But again, don't ask this too early, you should give them a chance to answer.

"Who will I be working with this week?"

These previous questions should only be used in rare cases the other person doesn't tell you. The next couple of sentences are more likely.

"Who should I contact if I have a question regarding inaccurate data?"

"Who should I contact if I have a question with this type of problem?"

"I am going to be calling my manager frequently with critical updates. What phone should I use?"

"How long does it take to get to the airport from here?"

"How bad is the traffic around this time to the airport?"

"Where is the closest place to eat around here?"

"Is there a fast food restaurant near by?"

"Does this building have a cafeteria?"

"Do you have a cafeteria close by?" Eating during the Business Trip

If you go on a business trip alone, then you don't need to talk much, and you can eat whenever you want. But if you go with a group, they might want to eat together. Some people like to eat together all the time, but some people might not want to eat because they are not hungry.

"What kind of food do you guys want to eat today?"

"Anybody want to go for lunch?"

"I'm going to lunch. Anybody want to join me?"

"Let's go in 20 minutes. I have to finish this real quick."

"I can't make it. I have to finish this and it will take me another 30 minutes."

"I'm going to pass today. I brought a bagel with me."

"I have a small sandwich. I'm just going to eat here."

"Where should we have dinner tonight?"

"Hey, let's go to the Italian restaurant next to the hotel."

"We can either go to the steak house in the hotel, or the Italian restaurant next door."

Business Trips - Interactive Practice

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1

[Listen All](#) | [Person A](#) | [Person B](#)

A: "Hey Mark, I'm assigning you on the Tully project. You'll have to go to California in two weeks."

B: "What is my objective over there?"

A: "You have to review financial documents over there. If you find something missing, work with their accountants to get the documents you need to complete the analysis."

B: "How large is this project?"

A: "It's pretty big, so take someone with you. I think you can finish in a week if two of you are working on it."

B: "Do we have to arrive there at a certain time?"

A: "Not really, but you should get there before lunch to settle in. Then you can get in half a day."

B: "Who should I contact when I get there?"

A: "I'll email you the details, but you should go book your flight soon."

B: "Will do. Do you have a recommendation on who should go with me?"

A: "Either Seth or Josh."

B: "Ok. I'll find out who has more time."

A: "Great. Keep me informed."

B: "Got it."

2

[Listen All](#) | [Person A](#) | [Person B](#)

A: "Hey Seth, you wanna go for lunch soon?"

B: "How about in 30 minutes. I'm almost done with this section."

A: "Ok. Where do you want to eat?"

B: "I'm ok with anything, but let's go to a fast food place."

A: "There's a Burger King around the corner. Let's go there."

B: "Sounds good. One quick question... I'm going to finish all my work tomorrow. If we finish tomorrow, I suggest we head back home tomorrow evening. What do you think?"

A: "I think that's doable. We'll see how much we get done today, and if we're close, I'll let them know that we'll be done tomorrow."

B: "Sounds good."

Office and Cubicles

The office has three types of workstation setting. Some companies provide a single office for each employee, other companies have a cubicle system, and some companies have desks put together in a large open space where everyone sits. I'll separate this lesson into these three categories.

Desks all together

If you are in an environment where you have to sit at a desk right next to 15 other people with the same desks, I'm sorry for your situation. It's very uncomfortable working like this, but it is a reality. Here are some things I heard from people in this setting.

General statements or complaints

"It's not that bad, but there is no privacy."

"I wouldn't mind it so much if the manager couldn't see every minute of my day."

"I hate it. Even if they can't give us offices, they could at least give us cubicles."

"The reason I hate it so much is because I can't take a small break. Since the manager is always looking at everyone, even when I am not working, I have to pretend like I am."

"There are a lot of distractions. I can hear everything everyone says in the whole office."

"Mary sometimes turns on the music. It's not that bad, but sometimes I want it quiet."

"If I have a complaint about something, I can't talk to the manager because everyone will hear. I have to set up a meeting and use the conference room."

Questions and Requests

"I don't have another outlet near my desk. Can I get a power strip?"

"Can I move to a different location? The sun always glares off my monitor"

and I have trouble working."

"Can I sit on the other side of the room? This is too close to the door and it gets cold here."

"I get hot easily. Would it be possible if I sit next to the door? It is much cooler there."

Cubicles

A cubicle is a work area that is separated by small portable walls. It is generally about 4 to 5 feet high and it gives a little more privacy. Although it's not as good as an office, it is much better than having to sit in an open area looking at everyone. Another benefit of having a cubicle is that you can personalize the space. There are small walls to put up pictures, decoration, or to put up a white board or a cork board.

"I sit in the cubicle down the hall. It's next to the conference room."

"My cubicle is directly on the other side of this wall. Come by sometime."

"The files are on my desk in my cubicle. I'll get them for you."

"I walked by your cubicle and saw a heater. Where did you get such a small one like that? I think I want one for my cubicle as well."

"There are a couple of people with the name Steve in our office. If you say, 'Steve' real loud, you will see two heads appear at the same time. It's quite funny."

If you hear the term 'cube farm', it is referring to a huge space with a lot of cubicles.

"I heard ABC Company has a serious cube farm. Even the CEO has a cubicle. I think that's pretty cool."

"How big is your cubicle?"

"My cubicle is about 5 feet by 6 feet."

"It's roughly 5 by 6."

"I'm not sure, but it fits two small desks and a drawer. I guess it's big enough for me."

Office

If you think having an office will stop all your complaints and you will be happy, you are mistaken. It's amazing how people with their own office still find things to complain about. I am just as guilty. I remember when I was sharing an office with one other person, I was complaining about not having my own office. And when I got my own office, I remember complaining about getting a bigger office. When I got a bigger office, I remember complaining about not having a window office. Isn't it strange how the complaints never end? Let's see some of the sentences for this section.

"Why is Jack's office so much bigger than mine?"

"I'm next in line for a window office. How come you gave it to Paul?"

"There is an empty office across the hall. Can I have it?"

"It's great having my own office because I can surf the Internet and take a real break anytime I want."

"The privacy is probably the best thing about having my own office. I can't image working in a cubicle again."

A common phrase you might hear from you manager is to come to their office.

"Can you stop by my office?"

"Stop by my office when you get a chance."

"Let's meet in my office."

If you want to stop by someone's office, you can say this.

"Can I stop by your office after lunch?"

"Can I come by your office now?"

"Can we talk in your office?" Offices and Cubicles - Interactive Practice

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1

[Listen All](#) | [Person A](#) | [Person B](#)

A: "How are things at work?"

B: "It's not too bad. But I hate our office setting."

A: "Are you in a cubicle?"

B: "No. I would be happy with a cubicle. We have 10 desks all in a large room. The supervisor is at one end with a view of everyone."

A: "That sucks. You have no privacy."

B: "I know. I can't even take a small break because everyone is watching. But that's not the worst part. I can hear everyone talking all day long and it's so distracting."

A: "I feel sorry for you."

B: "I can't even complain about something to the supervisor because everyone can hear."

A: "Why do they have the office set up like that?"

B: "I'm not sure. Maybe they want to save money, or maybe they think it's more effective."

A: "Is anybody in an office?"

B: "Only the people above the supervisor."

A: "Maybe if they got out of their office and worked in the open space they would realize how terrible it is."

B: "I guess I'll just have to tolerate it for now."

2

[Listen All](#) | [Person A](#) | [Person B](#)

A: "Do you have cubicles in your company?"

B: "No. Everyone has their own office."

A: "You're so lucky. I'm in a cubicle."

B: "I'm so glad we have our own office. There is so much privacy and we can take breaks whenever we want."

A: "How does management know if you are working or not?"

B: "Our company doesn't really keep track of little details. Our performance is based on our assignments and projects. Management doesn't care when it's done, they just want the person to do a good job and turn it in on time."

A: "I like that method. In our company, our manager wants to know every detail almost every hour. If we are a little behind, the manager gets mad and starts worrying."

B: "I would hate that environment."

A: "I agree. It's not a good work environment. Do you ever play video games in your office?"

B: "Not when it is busy, but when we are experiencing a down time, I close the door and start a game of Star Craft. If someone comes in, I quickly switch the view on the monitor."

A: "You're so lucky."

B: "I don't take it for granted, but I wouldn't mind a window office soon."

A: "Shut up you freak."

Performance Review Period

A performance review period is a time when your manager reviews your work and tells you where you need to improve or where you have been doing well. Some smaller companies do not have a concrete review process. But large companies have a process in place. Some of them do a review two times a year, and some companies have a yearly review. Your review is sometimes dependent on how much raise you will get and sometimes even the bonus amount.

Because the review is different from company to company, I will use this lesson for sentences you need to say during the time you speak with your manager. I will not be going into the details and timeframe of the review.

If there is a process in place, then you probably have a template to write down your achievements over a certain time span. This is your chance to toot your own horn. So include everything you did and do not be modest. If you don't have a template to follow, then write down on a word document the achievements you made. It is also good to write down some places where you want to improve. Some people might think that telling your manager where you need to improve is basically admitting to having flaws, but great managers think a person who can identify their own problems and fix them are great employees. Achievements

Self Improvement

If you are going to mention where you need improvement, it is very important to include how you are going to improve. This is similar to asking what is your weakness. If you mention a weakness, show them what steps you are taking to improve in that area. Finally, you must be certain it is ok to expose an area for improvement. I don't recommend doing this on your first review. After the first review, you will have a better idea if it will help to critique yourself.

"I feel I need to be more technical. I realized how important it is to know different computer applications. In order to improve, I have researched some classes I can take, and I even bought a couple of books. In the next 3 months, I am going to concentrate on learning these new tools."

This is a good answer because it shows the manager that you are capable of finding your own faults. It also has a step by step process with a timeline on how you are going to improve.

Timeline is important because it shows that you are not going to procrastinate. If someone says, I'm going to read this book, you don't know when they are going to read it. It is much better when

someone says they will read this book within 2 weeks.

Here is one more example.

"An area I would like to improve is in planning. I plan all my work and I complete everything on time, but I feel if I do a better job at planning, I can be more efficient with my time. In order to work on this, I created a checklist of everything I should think about before starting a project. Using this checklist will make me think of potential obstacles that I wouldn't normally think about, verify that I am not forgetting something, and keep me on track to complete ahead of time. I am going to do this and see how much it improves my efficiency for the next 2 projects. Afterwards, I'll report how much it helped or didn't help."

Compensation

Reviews are another time period where you get a raise and a bonus. If you work in a large company, then it will be hard to complain and get something changed. But if you work in a small company, you can ask for a larger raise. However, you must be in a position where the company will suffer if you leave the company. If you are replaceable, then the company doesn't have to give you a good raise. Just in case you are in one of these situations, here are some example sentences.

If you know you did more than anybody else, then here is a statement you can make to your manager.

"I have done more and better work than anybody else. I have learned everything on my own in the first three months without any training, and I have been a great employee. An 8 percent raise is not what I had in mind. I want a minimum 20 percent raise."

If they agree with you, then they might give you a larger raise, but they will question the 20 percent raise. You should know the average pay in your field and use that as ammunition.

"I agree that you have performed well, but 20 percent is a large raise. Where did you get that number from?"

If you researched, then you can answer calmly with facts that your manager cannot disagree with.

"I have researched the pay for 5 different companies for someone with my experience and skill set. On average, they are being paid 25 percent more than me. I don't expect to get paid more than the other people because this is a smaller company, but I should get what I deserve and that is at least 20 percent."

If you have to go on frequent business trips, then you can include that as well.

"The average pay for workers who have to go on frequent business trips is significantly higher than what I am being paid. There is no overtime pay here and all the extra work is not compensated for. I feel it is fair to get a larger raise due to the amount of quality work I do and the frequent business

[trips required for this position.](#)"

Large companies have a process in place and most people will get a similar raise. If you get a small raise and you know you cannot fight for a larger raise, then you can at least ask what the average raise is.

"[A three percent raise barely covers inflation. What was the average raise throughout the company?](#)"

Most of the time, the answer will be very similar to what you got.

"[I did very well this year and exceeded all my goals. Why am I only receiving a four percent raise?](#)"

Sometimes even great employees will get a small raise in a large company. It might seem small, but if the company is struggling financially, they might not give anybody raises. Here is an example of what you might hear for the question above.

"[You actually got the maximum raise this year. Most of the people didn't get anything. Some people got a two percent raise. So you should actually be happy with your raise. The economy is down and the company needs to save money. They can't give large raises this year.](#)"

Performance Review - Interactive Practice

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1

[Listen All](#) | [Person A](#) | [Person B](#)

A: "It's that time of year again."

B: "Yeah. I always get nervous during this time."

A: "It shouldn't go too bad."

B: "So, how did I do this year?"

A: "Let me first ask you how you feel about your performance?"

B: "I think I improved a lot and made a lot of great contributions. I completed all my assignments ahead of schedule, I volunteered for two more extra projects, and mentored couple of our newer employees."

A: "I agree. You did great this year. I got your rating back from upper management and it's not bad, but it's not the best. You received a 3.5, a 4 percent raise, and an 8 percent bonus."

B: "I got a 3.5? Why? I was really expecting a 4 this year. I really worked hard."

A: "Unfortunately, we can't give everyone a 4. There were a lot of people who did great this year and we only had a few 4's to give. You barely missed the cut."

B: "What could I have done to get a 4? I thought I did everything to deserve one."

A: "I agree. I think you should have received a four, but the only thing I can suggest is for you to be more visible. The people who beat you this year didn't necessarily do better work than you, it's just that people knew the work they were doing more than yours. You need to stand out a little better."

B: "How do I do that? It doesn't make sense. If I work my ass off and I do great work, why does it matter if I show off or not?"

A: "If 3 people are equal in their work, the only deciding factor is how much of the work they know about. Since upper management cannot know the details of everything, they mainly see the people who are visible. You can do this by taking on projects that affect the whole team so everyone can see, or you can be pro-active in finding places for improvements and sending out a mail to management with your ideas."

B: "If I did a great job, why did I only get a 4 percent raise?"

A: "You got a high raise comparing to other people. The average raise throughout the company was 2 percent. They cut back a lot on raises due to the slow economy."

B: "I'm a little disappointed, I'll see you tomorrow."

A: "Ok. Think about what I said and we'll try to give you more assignments with more visibility."

Quitting or Leaving Work

When the time comes to leave work, you can do whatever you want. You can raise hell, say you hate everyone and yell out, 'I quit!!!' But in other cases when you want to leave professionally, you can use this lesson to help.

There's a common phrase when you are leaving a company. 'Don't burn the bridge.'

This is basically saying you should leave on a good term. If you leave on a good note, then you have the option of coming back to the company or your position if something goes wrong with your next job. So basically, you are leaving the bridge back to your position.

If you are leaving because you have an offer from a different company, here are some professional statements you can make to your manager.

"Hi Mark, I have a wonderful opportunity to work at a different company. I enjoyed my time here, but I shouldn't pass this up. I am putting in my two week notice."

Remember that in the States, changing job is very common. So it is no big deal when you leave a company. Businesses understand the need for change and realize that some people want different challenges in their life. So don't be nervous when you have to leave.

Giving a two week notice is standard. This gives your current employer the chance to hire someone to replace you. It also gives some time for you to finish the remaining work you have to do. Not giving a two week notice is one way to burn a bridge. The new company you are going into should realize this and will not expect you to start your job immediately if you have to give a two week notice. If you don't have a job, then this doesn't apply to you.

Here is another example.

"Hi Mark, unfortunately I have to tell you that I am leaving the company. I really enjoyed my time here and I appreciated all your help on my tasks. I have to put in my two week notice."

"Hi Mark, I received an offer from a different company. This is a great opportunity for me so I accepted the offer. My decision on leaving is not

because I didn't like my duties here. I really enjoyed my experience. But I am at a point where I want to find other challenges. I hope you can understand."

I have seen some people leave the company to go on a year trip around the world. Others I have seen just wanted to spend more time with their kids. I know in some countries it is hard to get back into a company after you leave, but in the States, if you are a good employee, it is easy to get their job back. Many times after a long break, they returned to the same company.

"Mark, I have decided to leave the company. I have worked here for 10 years and I really enjoyed it. But I want to take a break and spend more time with my family. So I am putting in my two week notice."

"Hi Mark, I have come to a decision to leave the company. I am going to travel for a year and this is the best time period for me to do so. I have always wanted to travel for an extended time period, and this is the only time I can do it. I can work for another month, so hopefully that should give you some time to find a replacement. And if you want, I can train the new employee on my areas." Negotiating before Leaving

Receiving a job offer is another way to negotiate a salary increase or a position change. If you are a great employee then your current employer might try to entice you to stay. If you are willing to stay, you can say that you received another offer and you are still thinking about it. If they try to make you stay, you can state what it will take for you to stay.

"Hi Mark, I am at a crossroad in my career. I have recently interviewed with a different company and they extended an offer to me. I haven't decided yet, but I wanted to tell you before coming to a decision."

If at this time they ask you to stay, then you can ask for a couple of things.

"If I didn't like this company, it would be an easy decision, but I really like it here. However, I have been asking to take on Program Management responsibilities here. Also, they are offering me a 6 percent higher salary than my current pay. Can anything be done about these two things?"

"Hi Mark, I have been thinking about moving back to my home town. I have a job lined up, but I haven't decided yet. I wanted to let you know before I make my final decision."

If they ask you to stay, you can say the following, but if they don't ask you to stay, then it is useless.

"Well, they are offering me a higher salary. It's 7 percent higher than my current salary. Would it be possible for you guys to match this?" General Statements

When you talk to co-workers, you will eventually tell them that you are leaving. Here are some general sentences.

"Next Friday is my last day."

"I already put in my two week notice."

"I'm leaving the company."

"I accepted a job offer from ABC Company. This Friday will be my last day here."

"I'm leaving this dump."

"I would've left a lot sooner but I had to get a job lined up first."

"I got screwed here so many times. I don't want to work here anymore. My last day is this Friday."

"It was great working with you. I wish you the best on this project."

"I had a wonderful time here. I wish the best for you."

"I really enjoyed working with you. I'll send you my personal email so keep in touch."

If someone else is leaving, then you can say something good like the example sentences below.

"I hope you enjoy your new job. Let me know if they have any other opening."

"Good luck in your new job. We'll keep your seat warm for you in case you want to return."

"Hey Jack, good luck with your new job and save me a seat."

"We'll miss you here. Good luck with your new career." **Quitting or Leaving**

Work - Interactive Practice

Apasa pe "Asculta toate" si urmeaza instructiunile. Dupa ce deveniti confortabil cu intreaga conversatie, jucati rolul persoanei A apasand pe butonul "Persoana A". Veti auzi numai persoana B de-a lungul conversatiei. Va fi liniste pentru dvs sa repetati propozitiile persoanei A. Faceti la fel pentru persoana B. Viteza conversatiei este cea originala. In cazul in care conversatia este prea rapida, folositi butonul "Pauza" ca sa opriti conversatia intre propozitii. Dupa ce ati practicat de cateva ori, veti putea vorbi repede ca un vorbitor de engleza original.

A: "Hi Mark, I have something important to tell you."

B: "Come on in. What's on your mind?"

A: "Well, I have decided to leave the company. I had a wonderful time here, but it is time to move on for me."

B: "May I ask why?"

A: "I got an offer from ABC Company. It's a management position and I really don't want to let this opportunity pass me by. You know I have been looking for a management position here, but all the positions here are full."

B: "I understand your decision and you have my support."

A: "Thanks for understanding. I can work here two more weeks."

B: "Ok. Will you be able to finish your current assignment?"

A: "Yes I will. And if you hire someone within two weeks, I would be happy to provide training on my areas."

B: "That would be great. We're going to miss you here."

A: "I'm going to miss this place too. Thanks."

2

[Listen All](#) | [Person A](#) | [Person B](#)

A: "Hi Mary, I interviewed with another company and they offered me a position. I wanted to let you know before I made my decision."

B: "I'm sorry to hear that. But I appreciate you telling me before you accepted the offer."

A: "I really enjoy my work here, but I was concerned about the lack of opportunities. I put in effort to gain more experience here, but the projects are limited."

B: "What would help you to decide to stay?"

A: "I would consider staying more if I could change my position. I would love working in this same group, but I would like to be doing something different. And finally, they offered me 6 percent more than my current salary."

B: "When do you have to make a decision by?"

A: "They want me to respond in a week."

B: "Let me see what I can do and I'll let you know tomorrow or on Wednesday. Can you wait until then?"

A: "That's not a problem."

B: "Great. I'm going to do everything I can to keep you on board."

A: "I appreciate what you are doing for me."

B: "It's the least I can do. You're a valuable asset here."