

**PELAJARAN 10 – Membicarakan Bisnis (lanjutan)**

CATATAN PELAJARAN

Peran

Victoria Song: Asisten Manajer Hubungan Internasional Hale and Hearty Foods  
 Lian: Pemilik perkebunan teh (bersama Lok suaminya)  
 Lok: Pemilik perkebunan teh (bersama Lian istrinya)  
 Harvey Judd: Kepala Bagian Pembelian perusahaan Hale and Hearty Foods

Jalan Cerita

Masih di Gedung Aquarium. Harvey berupaya memperoleh gambaran dari Lian layanan apa kiranya yang dapat diberikan oleh Hale and Hearty untuk perusahaan Lian. Usai melepas Lian dan Lok ke taxi, Victoria jadi terheran-heran, bahwa Harvey berhasil mengajak Lian untuk melakukan pembicaraan formal.

Bahasa – Mengarahkan pembicaraan ke bidang bisnis

Perlu ada pendekatan halus sebelum mengarahkan seseorang ke pembicaraan bisnis. Berlatihlah mengucapkan contoh-contoh kalimat di bawah ini:

**I know your time is limited. So I hope you don't mind me raising this.**

**Do you mind if we talk business for a moment?**

**I've been meaning to talk to you about your business. Is now a good time?**

**I know you don't have a lot of time, so do you mind if we discuss business for a minute?**

Menerima dan menolak tawaran bantuan seseorang

Percakapan singkat di bawah ini dapat dipakai untuk latihan menerima atau menolak dengan sopan tawaran bantuan seseorang. Ucapkanlah dengan suara keras.

Menerima	Menolak
<p><b>A:</b> I could give you a hand if you like.  <b>B:</b> Thanks, I <i>will</i> need a hand.</p>	<p><b>A:</b> Would you like me to help you with that order?  <b>B:</b> I'll be fine. Thanks, anyway!</p>
<p><b>A:</b> If you need help with the presentation, just sing out.  <b>B:</b> Thanks. I think I'll take you up on that.  <b>A:</b> Fine.</p>	<p><b>A:</b> Will you need any help preparing for that trip?  <b>B:</b> No, but thanks for offering.</p>

Idiom

**To give someone a hand** – *membantu seseorang*

*Contoh:* The task took twice as long because there was no one around to **give him a hand**.

**To nut something out. (to nut out something):** *memecahkan persoalan atau menyusun langkah yang akan diambil.*

*Contoh:* They worked through the night, trying to **nut out** the strategy for saving the company.

**To get cracking** : *segera memulai pekerjaan yang harus diselesaikan dalam waktu singkat; segera bergerak cepat.*

*Contoh:* If we're going to get this order out before 5pm, we'd better **get cracking**.

LATIHAN1. Kosa kata penting

Carilah arti dan cara pengucapan kata-kata di bawah ini pada kamus:

discuss	engagement	enjoyable
extremely	idea	limited
locally	opportunity	presentation
remarkable	reputation	solid

2. Latihan bahasa – Menerima atau menolak tawaran bantuan

Tulishlah jawaban yang sesuai atas tawaran bantuan di bawah ini:

× = menolak      ✓ = menerima

1. Would you like a hand sorting those letters?

✓ \_\_\_\_\_

2. Is there anything I can do to help you?

× \_\_\_\_\_

3. Will you need any help getting the order in on time?

✓ \_\_\_\_\_

4. I could assist you if you like.

× \_\_\_\_\_

5. Sing out if you need a hand.

✓ \_\_\_\_\_

3. Idiom

Pilihlah idiom yang tepat untuk masing-masing kalimat di bawah ini:

To give someone a hand	To nut out	To get cracking
------------------------	------------	-----------------

1. This isn't an easy problem to fix. We'll have to stay back to \_\_\_\_\_ it \_\_\_\_\_.
2. If you think you won't make the deadline I can \_\_\_\_\_ if you like.
3. The deadline is 3pm so we'd better \_\_\_\_\_.

4. Latihan Ucapan

Ucapkan berulang-ulang dengan suara keras:

Is now a good time  
 To talk business  
 Talk business  
 Is now a good time  
 To talk business with you?

2. Example Answers: 2.1) Yes, thanks. I could use a hand. 2) Not, thanks anyway. 3) Thanks, I might take you up on that. 4) No, but thanks for offering. 5) Thanks, I will!  
 3. 1. We'll have to stay back to **nut it out**. 2. I can **give you a hand** if you like. 3. we'd better **get cracking**.