

Lesson 10

Cover sheet

Lesson 10, Dialogue 5 Talking Business (continued)

Language/Grammar Points and Cultural Points covered in this lesson

- Stating your objective
- Expressing interest
- Proposing a formal meeting
- Saying goodbye
- Offering, accepting and refusing help



Supplementary exercises:

- **See Study Notes**

Lesson 10 - Dialogue 5: Talking Business (continued)

BAHASA INGGRIS UNTUK BISNIS ENGLISH FOR BUSINESS

Pelajaran 10: Membicarakan Bisnis (lanjutan)

Lesson 10: Talking Business (continued)

Halo, nama saya Ista Pratomo dan selamat mengikuti 'Bahasa Inggris untuk Bisnis' disusun oleh A.M.E.S., lembaga pengajaran bahasa terbesar di Australia.

Dalam pertemuan yang lalu, kita pelajari bagaimana mengarahkan pembicaraan ke soal bisnis, dan bagaimana menanyakan kepada calon langganan atau klien kita bisnis apa yang diperlukannya.

Dalam pelajaran hari ini, kita lanjutkan cara menyetujui bisnis, dan, berlatih mengucapkan aneka bentuk kata-kata perpisahan, serta bagaimana secara halus menerima atau menolak tawaran seseorang.

Nah, sebelum kita mulai, marilah kita dengarkan kembali percakapan dalam pelajaran yang lalu. Tentunya banyak yang masih anda ingat:

Victoria: Look at the colours on that pajama fish. Aren't they wonderful?

Lok: Yes. I'm very impressed with this aquarium.

Victoria: And Hale and Hearty, Lok? What do you think of our operation... now that you've had a chance to look around?

Lok: My first impression is that it's very well organised.

Victoria: Yes. I could show you a lot more if you'd like to meet formally. I'd like to establish what it is that you need for Silver Heaven and how I can best assist you.

Lok: Oh, Victoria. You're very kind. But I'm here for a holiday. Not for business.

Victoria: Oh. I see.

Victoria: Oh! What's that!

Lok: It's a shark. I think he likes you!

- Harvey: This is fantastic. I haven't been here since I was a kid.
Lian: My children would have loved this too. But they're grown up now, of course. And the family is expanding. My daughter is expecting Grandchild Number One in August...
- Harvey: Congratulations.
Lian: Thank you. ... So I've been thinking that Silver Heaven will be too small to hold my children if it stays as it is.
- Harvey: What do you see as the future of Silver Heaven, Lian?
Lian: Well, I'd like to expand. My children are all headstrong and ambitious. They all want to be the boss. If we can extend our operation, they'll each have an area of sole responsibility to keep them out of trouble.

Nah, marilah kita lanjutkan dengan Pelajaran ke-10, "Membicarakan Bisnis". Lokasinya masih sama..... di Gedung Akuarium. Harvey berusaha menawarkan jasa perusahaannya kepada Lian. Perhatikan percakapan berikut ini dan terjemahannya

- Harvey: Lian, I know your time in Sydney is limited. So I hope you don't mind me raising this.
Saya tahu waktu anda di Sydney ini sangat terbatas. Tetapi mudah-mudahan anda tidak keberatan apa yang mau saya kemukakan.
- Harvey: Silver Heaven's reputation is remarkable for an estate that distributes only locally.
Reputasi perusahaan anda sangat mengagumkan, padahal distribusinya hanya lokal.
- Harvey: At the moment it's only Australian travellers who have the opportunity to try your tea.
Sejauh ini baru turis Australia yang sempat mencoba teh anda.
- Harvey: Our company would be very interested in helping you to expand your distribution to Australia.
Perusahaan kami sangat berminat untuk melebarkan distribusi anda ke Australia.
- Lian: Yes, Harvey, I know. And I'm aware that Hale and Hearty has a solid reputation too.
Saya tahu. Dan saya dengar, Hale and Hearty juga punya reputasi kuat.

Harvey: So you'd have no objections to setting up a formal meeting?
Jadi anda tidak keberatan bikin pembicaraan resmi?

Lian: I think that would be a good idea.
Ide yang bagus, saya rasa.

Harvey: How about Monday?
Bagaimana kalau Senin?

Lian: I'm afraid, we have another engagement on Monday. But Tuesday is fine if that's all right with you.
Wah, kami sudah ada acara lain hari Senin. Kalau Selasa bolehlah, kalau ini cocok untuk anda.

Perhatikan cara Harvey mulai menengahkan soal bisnis kepada Lian.

Harvey: Lian, I know your time in Sydney is limited. So I hope you don't mind me raising this.
Saya tahu waktu anda di Sydney ini sangat terbatas. Tetapi mudah-mudahan anda tidak keberatan apa yang mau saya kemukakan.

Harvey dengan sopan mengemukakan niatnya. Dan ia juga berusaha jangan sampai timbul kesan bahwa ia terlalu memaksakan kehendaknya.
Perhatikan cara lain untuk menawarkan bisnis kita

Listen... do you mind if we talk business for a moment?
Maaf. Boleh kita bicara sebentar soal bisnis?

I know you don't have a lot of time so do you mind if we discuss business for a minute?
Saya tahu anda tidak punya banyak waktu. Boleh kita bicara soal bisnis sebentar saja?

Now, I've been meaning to talk to you about your business. Is now a good time?
Sebenarnya saya ada maksud untuk bicara soal bisnis anda. Bisa bicara sekarang?

Mari berlatih. Perhatikan dan ulangi

Listen, do you mind if we talk business for a moment?

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

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

Perhatikan sekarang cara Harvey mengutarakan niatnya dan menyarankan pertemuan yang lebih resmi:

Harvey: Our company would be very interested in helping you to expand your distribution to Australia.
Perusahaan kami sangat berminat untuk melebarkan distribusi anda ke Australia.

Lian: Yes, Harvey, I know. And I'm aware that Hale and Hearty has a solid reputation too.
Saya tahu. Dan saya dengar, Hale and Hearty juga punya reputasi kuat.

Harvey: So you'd have no objections to setting up a formal meeting?
Jadi anda tidak keberatan bikin pembicaraan resmi?

Perlu dicamkan di sini bahwa dalam mengutarakan niatnya, Harvey menekankan apa yang dapat dilakukan perusahaannya untuk Lian.
Mari kita berlatih melakukan hal ini, begitu pula dalam mengutarakan minat dan menyampaikan saran.

Our company would be very interested in helping you expand.
We'd welcome the opportunity to help you set up.
So you have no objections to a formal meeting?
What would you say to meeting about this?

Anda sedang mengikuti “Bahasa Inggris untuk Bisnis” dari Radio Australia.

Pelajaran 10: Membicarakan Bisnis.
Lesson 10: Talking Business.

Perhatikan kata-kata dan ungkapan baru serta terjemahannya dalam lanjutan percakapan berikut

Lian: Thanks for an extremely enjoyable afternoon.
Terima kasih. Kami suka sekali acara sore ini.

Victoria: It was my pleasure.
Sama sama.

Lian: See you Harvey.
Sampai jumpa, Harvey.

Harvey: Yes, see you. Bye. I'll call you on Monday to confirm that time.
Ya. Sampai jumpa. Saya tilpon hari Senin untuk memastikan jamnya.

Lok: Bye!
Sampai ketemu!

Victoria: Cheers!
Selamat!

Victoria: It's no good, Harvey. I tried. They're only here for a holiday.
Rasanya gagal, Harvey! Saya sudah coba. Mereka di sini cuma untuk liburan.

Harvey: Yes... *and* to expand their distribution to Australia. I've set up a meeting for Tuesday morning.
Betul dan untuk memperluas distribusi mereka ke Australia! Saya sudah atur untuk bertemu Selasa pagi.

Victoria: Oh. Harvey, I could give you a hand with the presentation if you like.
Oh. Harvey, saya bisa bantu persentasinya! kalau kau mau.

Harvey: Thanks, Victoria. I *will* need a hand. Let's sit down and nut out our approach.
Terima kasih. Saya memang perlu bantuan. Mari, kita duduk dan susun rencana.

Victoria: OK.
OK.

Harvey: We'd better get cracking. We've got lots of work to do.
Sebaiknya kita cepat mulai. Banyak yang harus dikerjakan.

Perhatikan kata-kata perpisahan berikut:

Lian: Thanks for an extremely enjoyable afternoon.

Victoria: It was my pleasure.

Lian: See you Harvey.

Harvey: Yes, see you. Bye. I'll call you on Monday to confirm that time.

Lok: Bye!

Victoria: Cheers!

Mari berlatih menggunakan pola kalimat tadi dan ucapan-ucapan lain yang lazim dipakai sewaktu akan berpisah.

Thanks for your time.
My pleasure.
See you soon.
Yes, catch you later.
I'll call you about that meeting.
OK. See you later.
Cheers!
Goodbye.
Bye!

Perhatikan cara Victoria menawarkan bantuan dan cara Harvey menerima tawaran itu. Perhatikan pula idiom (atau kata-majemuk) **to “give a hand”** – yang artinya “membantu”, dan **to “sing out”** – yang artinya “jangan segan, bilang saja”.

Victoria: Harvey, I could give you a hand with the presentation if you like.

Harvey, saya bisa bantu persentasinya, kalau kau mau.

Harvey: Thanks, Victoria. I *will* need a hand. Let's sit down and nut out our approach.

Terima kasih. Saya memang perlu bantuan. Mari, kita duduk dan susun rencana.

Berikut ini contoh lain manakala kita menyambut baik bantuan yang ditawarkan seseorang.

If you need help with the presentation, just sing out.

Kalau perlu bantuan untuk persentasinya, bilang saja.

Thanks. I think I'll take you up on that.

Terima kasih. Saya rasa, saya akan perlu bantuan anda.

Fine.

OK.

Nah, mari kita berlatih menggunakan pola ini. Perhatikan dan tirukan:

I could give you a hand if you like.

Thanks, I *will* need a hand.

If you need help with the presentation, just sing out.

Thanks. I think I'll take you up on that.

Fine.

Harvey memilih untuk menerima tawaran bantuan dari Victoria. Sekalipun seandainya ia menolak, ia tetap diharapkan untuk mengucapkan ‘terima kasih’, demi menghargai orang yang menawarkan bantuan.

Would you like me to help you with that order?
Mau saya bantu mengerjakan pesanan itu?

I'll be fine. Thanks, anyway!
Tak usahlah. Terima kasih.

Will you need any help preparing for that trip?
Perlu saya bantu menyusun rencana perjalanannya?

No, but thanks for offering.
Tak usahlah. Terima kasih.

Mari berlatih menolak tawaran secara halus. Perhatikan dan ulangi:

Would you like me to help you with that order?

I'll be fine. Thanks, anyway!

Will you need any help preparing for that trip?

No, but thanks for offering.

Dan sebelum kita sendiri berpisah, berikut ini rangkaian ucapan yang perlu diingat dan dipraktekkan sampai pelajaran yang akan datang.

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

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

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