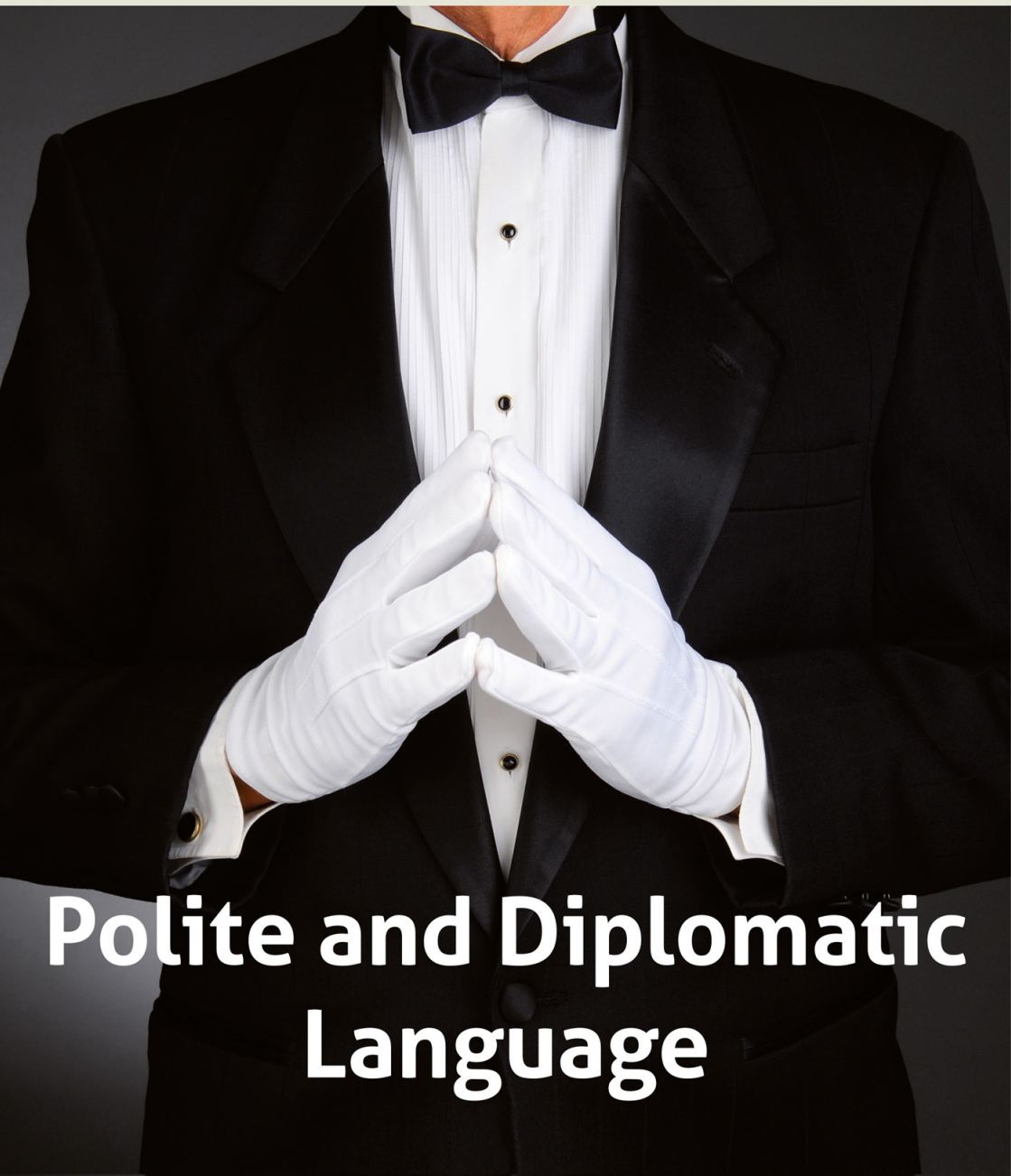


Język Angielski Biznesowy

Business English

Magazine



**Polite and Diplomatic
Language**

Dear Readers,

In this edition of the BEM add-on we would like to offer you some phrases and vocabulary that are indispensable¹ in any business context. Polite language is used in many situations – it could mean simply addressing² someone by their proper³ title⁴, asking someone for help in the proper fashion⁵, or even just trying to sound sincere⁶. Polite vocabulary is thus⁷ not used solely⁸ in the realm⁹ of formal speech or writing, it is ingrained in¹⁰ business dealings¹¹ at any level. It is our hope, therefore¹², that after reading this guide you will be able to connect to your business partners or acquaintances¹³ in a manner that befits their station¹⁴, convey¹⁵ your goals or expectations¹⁶ and let them know that you wish to stay on a strictly¹⁷ professional footing¹⁸ or perhaps become closer friends. Good luck!

¹ **indispensable** ˌɪndɪˈspensəbl nieodzowny

² **to address sb** tə əˈdres ˈsʌmbədi zwrócić się do kogoś

³ **proper** ˈprɒpə(r) właściwy

⁴ **title** ˈtaɪtl tytuł

⁵ **in some fashion** ɪn səm ˈfæʃn w jakiś sposób, na jakąś modłę

⁶ **sincere** sɪnˈsɪə(r) uczciwy, szczerzy

⁷ **thus** ðʌs zatem

⁸ **solely** ˈsəʊli wyłącznie

⁹ **realm** relm domena, obszar

¹⁰ **ingrained in sth** ɪnˈgreɪnd ɪn ˈsʌmθɪŋ głęboko zakorzeniony w czymś

¹¹ **dealings** ˈdiːlɪŋz kontakty

¹² **therefore** ˈðeəfɔː(r) zatem

¹³ **acquaintance** əˈkweɪntəns znajomy (np. z pracy)

¹⁴ **to befit sb's station** tə bɪˈfɪt ˈsʌmbədɪz ˈsteɪʃn odpowiadać czyjemuś statusowi/pozycji

¹⁵ **to convey sth** tə kənˈveɪ ˈsʌmθɪŋ przekazać coś

¹⁶ **expectation** ˌekspekˈteɪʃn oczekiwanie

¹⁷ **strictly** ˈstriktli wyłącznie, tylko

¹⁸ **on some footing** ɒn səm ˈfʊtɪŋ na jakiejś stopie, w jakichś stosunkach (z kimś)

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Honorifics and Titles

Common Titles

title	use	translation
Mr (Mister) 'mɪstə(r)	for men, regardless of marital status.	Pan
Ms mɪz	for women, regardless of marital status.	Pani
Miss mɪs	usually for unmarried women, though also used by married female entertainers (e.g. actresses).	Panna
Mrs 'mɪsɪz	for married women	Pani

Formal Titles

title	use	translation
Sir sɜ:(r)	for men, formally if they have a British knighthood or if they are a Baronet, or generally as a term of general respect or flattery	Sir, Pan
Madam Ma'am 'mædəm məm	for women, a term of general respect or flattery	Pani, Proszę Pani
Lord lɔ:d	for male nobility, such as viscounts, earls, and marquesses, as well as some of their children	Lord, Pan
Lady 'leɪdi	for female nobility, such as viscounts, earls, and marquesses	Lady, Pani
Your/His/Her Grace jɔ:(r) hɪz hə(r) greɪs	for male female nobility of higher rank, e.g. Dukes Duchesses, or for archbishops	Wasza/ Jego/Jej Eminencja, Wasza/Jego/ Jej Książęca Mość