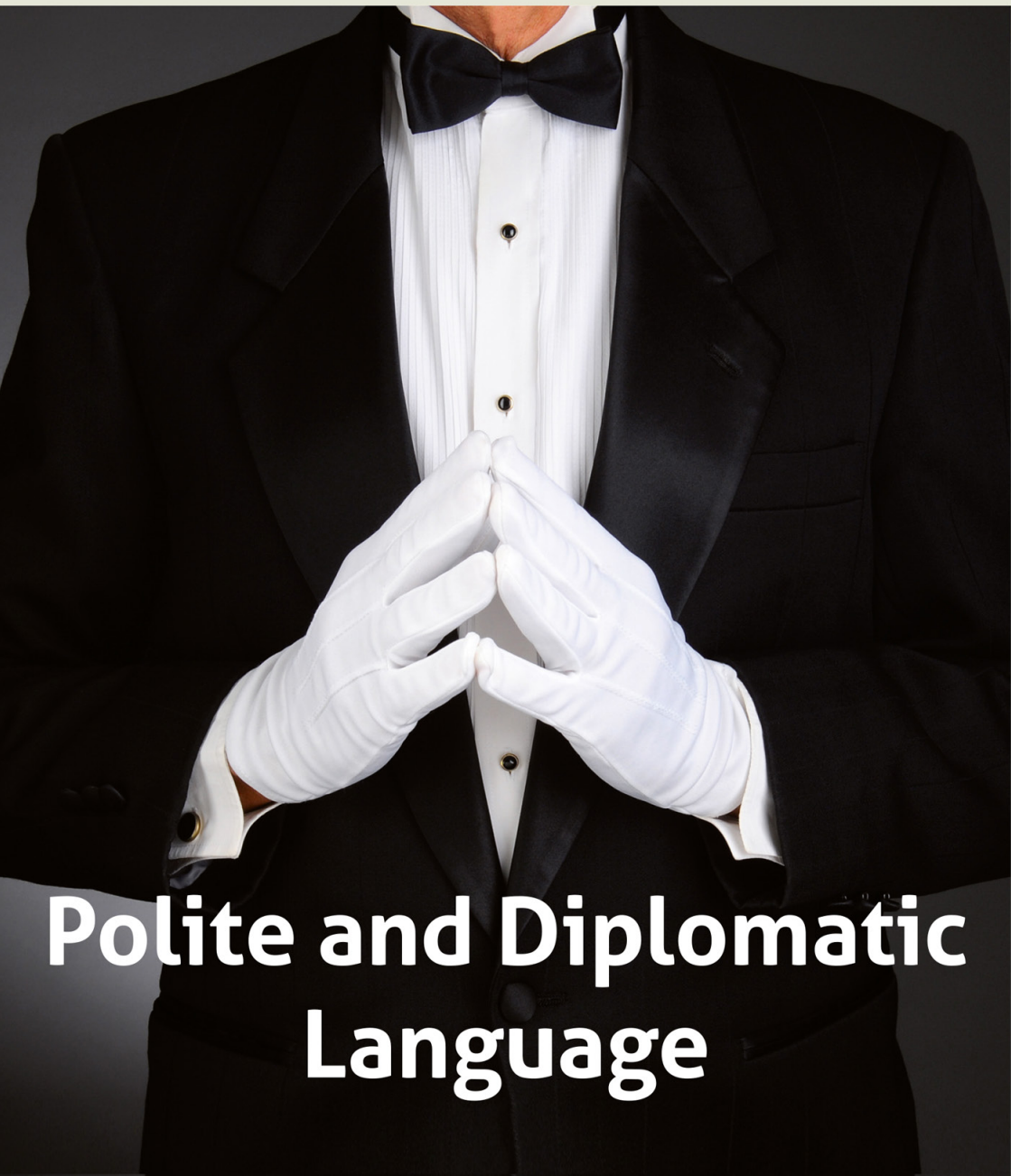


Język Angielski Biznesowy

# 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 indispensable<sup>1</sup> in any business context. Polite language is used in many situations – it could mean simply addressing<sup>2</sup> someone by their proper<sup>3</sup> title<sup>4</sup>, asking someone for help in the proper fashion<sup>5</sup>, or even just trying to sound sincere<sup>6</sup>. Polite vocabulary is thus<sup>7</sup> not used solely<sup>8</sup> in the realm<sup>9</sup> of formal speech or writing, it is ingrained in<sup>10</sup> business dealings<sup>11</sup> at any level. It is our hope, therefore<sup>12</sup>, that after reading this guide you will be able to connect to your business partners or acquaintances<sup>13</sup> in a manner that befits their station<sup>14</sup>, convey<sup>15</sup> your goals or expectations<sup>16</sup> and let them know that you wish to stay on a strictly<sup>17</sup> professional footing<sup>18</sup> or perhaps become closer friends. Good luck!

<sup>1</sup> **indispensable** ˌɪndɪˈspensəbl nieodzowny

<sup>2</sup> **to address sb** tə əˈdres ˈsʌmbədi zwrócić się do kogoś

<sup>3</sup> **proper** ˈprɒpə(r) właściwy

<sup>4</sup> **title** ˈtaɪtl tytuł

<sup>5</sup> **in some fashion** ɪn səm ˈfæʃn w jakiś sposób, na jakąś modłę

<sup>6</sup> **sincere** sɪnˈsɪə(r) uczciwy, szczerzy

<sup>7</sup> **thus** ðʌs zatem

<sup>8</sup> **solely** ˈsəʊli wyłącznie

<sup>9</sup> **realm** relm domena, obszar

<sup>10</sup> **ingrained in sth** ɪnˈɡreɪnd ɪn ˈsʌmθɪŋ głęboko zakorzeniony w czymś

<sup>11</sup> **dealings** ˈdi:lɪŋz kontakty

<sup>12</sup> **therefore** ˈðeəfɔ:(r) zatem

<sup>13</sup> **acquaintance** əˈkweɪntəns znajomy (np. z pracy)

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

<sup>15</sup> **to convey sth** tə kənˈveɪ ˈsʌmθɪŋ przekazać coś

<sup>16</sup> **expectation** ˌekspekˈteɪʃn oczekiwanie

<sup>17</sup> **strictly** ˈstriktli wyłącznie, tylko

<sup>18</sup> **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
<b>Mr (Mister)</b> 'mɪstə(r)	for men, regardless of marital status.	<b>Pan</b>
<b>Ms</b> mɪz	for women, regardless of marital status.	<b>Pani</b>
<b>Miss</b> mɪs	usually for unmarried women, though also used by married female entertainers (e.g. actresses).	<b>Panna</b>
<b>Mrs</b> 'mɪsɪz	for married women	<b>Pani</b>

### Formal Titles

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