

Spanish

Top Tips

Hello! Welcome!

¡Hola! ¡Bienvenido! [ola! bienve 'nido!]

Do you speak English?

¿Habla inglés? [abla inglés?]

My name is....

Mi nombre es... [mi nombre 'es...]

What is your name?

¿Cómo se llama? [kómo se 'liama?]

It is nice to meet you.

Encantado/a de conocerlo/a [enkan'tado/a de kono'serlo/a.]

What company are you with?

¿En qué empresa está? [en ké em'presa está?]

Here is a copy of our brochure.

Aquí tiene una copia de nuestro folleto.

[aki tiene una 'kopia de 'nuestro fo'lieto.]

Here is my business card.

Aquí tiene mi tarjeta comercial [aki tiene mi tar'xeta komer'sial.]

Please send us an email.

Envíenos un correo electrónico por favor.

[envíenos un ko'rreo electróniko por fa'vor.]

Please visit our website.

Visite nuestro sitio Web. [vi'site 'nuestro 'sitio Web.]

Can you please give me your contact information?

¿Me podría dar su información de contacto, por favor?

[me podría dar su informasión de kon'takto por fa'vor?]

We would like to send you additional information.

Nos gustaría enviarle información adicional.

[nos gustaría enviárle informasión adisio'nal.]

We appreciate your visit.

Le agradecemos su visita. [le agrade'semos su vi'sita.]

Thank you for your interest in our company.

Gracias por interesarse en nuestra empresa.

['gracias por intere'sarse en 'nuestra em'presa.]

Goodbye!

¡Adiós! [adiós!]

Top five tips for effective inter-cultural communication:

- 1) **Speak slowly and clearly**
- 2) **Avoid using slang, idioms, or humor**
- 3) **Be supportive to the non-native speaker**
- 4) **Summarize and paraphrase**
- 5) **Use visual aids or write things down**

Remember, a little goes a long way! Your visitors will appreciate the effort you make to speak even a few phrases in their language.

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Italian

Hello! Welcome!
Salve! Benvenuto! [Salvae! Baenvaenouto!]

Do you speak English?
Parla inglese? [Parla inglese?]

My name is....
Mi chiamo.... [Mie kiAma]

What is your name?
Come si chiama? [Kome sie kiAma?]

It is nice to meet you.
Piacere di incontrarla. [Piaechere die inkontraerae.]

What company are you with?
Per quale azienda lavora? [Per kvala atzieanda lavorae?]

Here is a copy of our brochure.
Ecco una copia del nostro depliant.
[Ekko ouna kopiA dael nostro daeplian.]

Here is my business card.
Ecco il mio biglietto da visita. [Ekko il mio bilietto da vi sitA.]

Please send us an email.
Ci mandi una e-mail. [Chi mandie ouna e-mail.]

Please visit our website.
Visiti il nostro sito web. [Visiti il nostro sito ueb.]

Can you please give me your contact information?
Mi può dare le sue informazioni di contatto?
[Mie puo' daere lea soua ienformatsioni die kontatto?]

We would like to send you additional information.
Vorremmo inviarle delle informazioni aggiuntive.
[Vorremmo inviarla delle informatsioni adjuntiva.]

We appreciate your visit.
Grazie per averci visitato. [Grazia per aeverchi visitAto.]

Thank you for your interest in our company.
Grazie per il suo interessamento alla nostra azienda.
[Grazia per iel souo ientereessaemeanto.]

Goodbye!
Arrivederci! [Arrivederchi!]

Japanese

Hello! Welcome!
こんにちは! ようこそ! [Konnichiha! Youkoso!]

Do you speak English?
英語は話せますか? [Eigo ha hanasemasuka?]

My name is....
私の名前は... [Watashino namae ha...]

What is your name?
お名前は? [Onamae ha?]

It is nice to meet you.
お会いできて嬉しいです。 [Oaidekite ureshii desu.]

What company are you with?
どちらの会社の方ですか? [Dochirano kaisyu no kata desuka?]

Here is a copy of our brochure.
弊社のカタログです。 [Heisya no katalogu desu.]

Here is my business card.
私の名刺です。 [Watashino meishi desu.]

Please send us an email.
メールを送付してください。 [Email o soufu shitekudasai.]

Please visit our website.
弊社のウェブサイトを訪問してください。 [Heisya no website o houmon shitekudasai.]

Can you please give me your contact information?
連絡先を教えてくださいませんか? [Lenlakusaki o oshiete itadakemasuka?]

We would like to send you additional information.
詳しい情報を送付します。 [Kuwashii jyouhou o soufu shimau.]

We appreciate your visit.
ご訪問、ありがとうございます。 [Gohoumon arigatou gozaimasu.]

Thank you for your interest in our company.
弊社にご興味頂きまして、ありがとうございます。
[Heisya ni gokyouimi itadakimashite, arigatougozaimasu.]

Goodbye!
さようなら! [Sayounala!]

German

Hello! Welcome! Hallo! Willkommen! [Hall-Low! Villcomben!]

Do you speak English?
Sprechen Sie Englisch? [Shprechen Zee Ehnglish?]

My name is....Mein Name ist.... [Mine Nawmuh isst...]

What is your name?
Was ist Ihr Name? [Vass isst Eer nawmuh?]

It is nice to meet you.
Es freut mich, Sie zu treffen. [Ess froyt mikh, Zee tsu trehffen.]

What company are you with?
Bei welcher Firma sind Sie? [By velkher Firmah zind Zee?]

Here is a copy of our brochure.
Hier ist eine Kopie unserer Broschuere.
[Hier isst aynuh Kopee oonzerer Broschuereh]

Here is my business card.
Hier ist meine Visitenkarte. [Hier isst maynuh Vizeetenkarteh.]

Please send us an email.
Bitte senden Sie uns ein E-Mail.
[Bittuh zenden Zee oons ayn E-mail.]

Please visit our website.
Bitte besuchen Sie unsere Website.
[Bittuh bezookhen Zee oonzeruh Vebseite.]

Can you please give me your contact information?
Koennen Sie mir bitte Ihre Kontaktinformationen geben?
[Kuhnnen Zee mit bittuh Eehruh Konetacktinformatseeohnen gehen?]

We would like to send you additional information.
Wir wuerden Ihnen gerne weitere Informationen senden.
[Veer vurdun Eenun garenuh vituruh Infomatsionen zendun.]

We appreciate your visit.
Vielen Dank fuer Ihren Besuch. [Feelun Dahnk foor Eehrun Bezukh.]

Thank you for your interest in our company.
Vielen Dank fuer Ihr Interesse an unserer Firma.
[Feelun Dahnk foor Eer Interessuh ahn oonzerer Firmah.]

Goodbye!
Auf Wiedersehen! [Owff Veederzayhen!]