

Chinese

Top Tips

Hello! Welcome!

你好！欢迎！[Nin hao! Huan yin!]

Do you speak English?

您讲英语吗？[Nin jiang ying yu ma?]

My name is....

我的名字叫... [Wo de ming zi jiao...]

What is your name?

您叫什么名字？[Nin jiao sen me ming zi?]

It is nice to meet you.

见到您很高兴。[Jian dao nin hen gao shing].

What company are you with?

您是什么公司的？[Nin shi shen mer gong si de?]

Here is a copy of our brochure.

这是一份我们的小册子。[zhe shi yi fen wo men de shiao ce zi.]

Here is my business card.

这是我的名片。[zhe shi wo de ming pian.]

Please send us an email.

请给我们发电子邮件。[Ching gei wo men fa dian zi you jian.]

Please visit our website.

请访问我们的网站。[Ching fang wen wo men de wang zhan.]

Can you please give me your contact information?

您能给我您的联系信息吗？

[Nin neng gei wo nin de lian shi shin shi ma?]

We would like to send you additional information.

我们想给您发送其它信息。

[Wo men shiang gei nin fa song chi ta shin shi.]

We appreciate your visit.

我们感谢您的来访。[Wo men gan shie nin de lai fang.]

Goodbye!

再会！Zai hui!

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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French

Hello! Welcome!
Bonjour ! Bienvenue !
[bonjoor (oo like in "soon") bienvenu]

Do you speak English?
Parlez-vous anglais ? [parlay voo ahn-glay?]

My name is....
Mon nom est [mon nom ay...]

What is your name?
Quel est votre nom ? [kel ay votr nom?]

It is nice to meet you.
Je suis enchanté de vous connaître.
[je sui anshantay de voo konetr]

What company are you with?
Quelle entreprise représentez-vous ?
[kel antrepriz reprezante voo?]

Here is a copy of our brochure.
Voici la brochure de notre entreprise.
[wasi la broshur de notr antrepriz]

Here is my business card.
Voici ma carte de visite.
[wasi ma kart de vizit]

Please send us an email.
Envoyez-nous un e-mail, s'il vous plaît.
[anvwa-yay noo un e-meil sil voo play]

Please visit our website.
Connectez-vous sur notre site.
[konekte voo siur notr sit]

Can you please give me your contact information?
Pouvez-vous me donner vos coordonnées, s'il vous plaît ?
[poovay voo me done vo ko-ordonay sil voo play]

We would like to send you additional information.
Nous aimerions vous envoyer des informations supplémentaires.
[nooz emerion vooz anvoy dez informasion siuplementer]

We appreciate your visit.
Merci de votre visite. [mersi de votr visit]

Goodbye!
Au revoir ! [o revwar]

Korean

Hello! Welcome!
안녕하세요! 환영합니다!
[ahn-nyung-ha-sei-yo! whan-young hop-ni-da!]

Do you speak English?
영어 할 줄 아십니까? [yung-uh hal jul ah-ship-ni-ka?]

My name is....
제 이름은..(NAME)..입니다. [je-ee-rum-eun (NAME) ip-ni-da.]

What is your name?
성함이 어떻게 되십니까? [sung-ham-ee uh-tuh-ke-de-ship-ni-ka?]

It is nice to meet you.
만나서 반갑습니다. [man-na-suh ban-gop-sup-ni-da.]

What company are you with?
어떤 회사에서 일하십니까? [uh-tun he-sa-eh-suh il-ha-ship-ni-ka?]

Here is a copy of our brochure.
여기 저희 회사 브로슈어가 있습니다.
[yuh-gi juh-hee he-sa brochure-ga it-sup-ni-da.]

Here is my business card.
여기 명함있습니다. [yuh-gi myung-ham it-sup-ni-da.]

Please send us an email.
이메일 보내주세요. [email boh-nae-ju-ship-shi-oh.]

Please visit our website.
웹사이트에 방문해주세요. [website-eh bang-moon-ae ju-ship-shi-oh.]

Can you please give me your contact information?
연락처를 주실 수 있겠습니까?
[yeon-rak-chuh-rul ju-shil-soo it-get-sup-ni-ka?]

We would like to send you additional information.
추가 정보를 보내드리고 싶습니다.
[chu-ga jung-bo-rul bo-nae-du-ri-goh ship-sup-ni-da.]

We appreciate your visit.
방문해주셔서 감사합니다.
[bong-moon-ae-joo-shuh-suh gam-sa-hop-ni-da.]

Goodbye!
안녕히 가십시오! [ahn-nyung-hee ga-ship-shi-oh!]

Portuguese

Hello! Welcome!
Olá! Bem Vindo!

Do you speak English?
Você fala Inglês?

What is your name?
Seu nome é?

It is nice to meet you.
Prazer de lhe conhecer.

What company are you with?
Qual é a sua empresa?

Here is a copy of our brochure.
Este é o nosso folder.

Here is my business card.
O meu cartão de negócios.

Please send us an email.
Por favor envie-nos um e-mail.

Please visit our website.
Por favor visite o nosso site.

Can you please give me your contact information?
Pode me dar a sua informação de contato?

We would like to send you additional information.
Nos iremos lhe enviar nossa informação adicional.

We appreciate your visit.
Obrigado pela sua visita.

We will follow-up with you.
Faremos contato com você

Goodbye!
Até a próxima!