

Phrases 31: Dialogue Managing Director/Secretary

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	German	English
Herr Lange	Frau Müller, wie weit sind Sie mit der Korrespondenz?	Mrs Müller, how far have you got with the correspondence?
Frau Müller	Wir hatten letzte Woche viel zu tun.	We were very busy last week.
Frau Müller	Es tut mir leid, ich bin mit meiner Arbeit im Rückstand.	I'm sorry, I'm behind with my work.
Herr Lange	Lassen Sie mich mal sehen.	Let me have a look.
Herr Lange	Diese Briefe sind dringend.	These letters are urgent.
Herr Lange	Könnten Sie bitte sicherstellen, dass sie heute Nachmittag herausgehen?	Could you make sure that they are posted this afternoon?
Frau Müller	Ja, gern.	Yes, of course.
Herr Lange	Alle anderen Briefe können bis morgen liegen bleiben.	All the other letters can wait until tomorrow.
Herr Lange	Was ist mit den Verträgen?	What about the contracts?
Frau Müller	Sie müssten inzwischen angekommen sein.	They ought to have arrived by now.
Frau Müller	Ich gehe mal kurz nachsehen.	I'll have a quick look.
Herr Lange	Holen Sie mir bitte die Akte.	Get me the file, please.

German**English**

Herr Lange	Machen Sie bitte hiervon eine Kopie.	Make a copy of this, please.
Herr Lange	Bringen Sie die Kopie bitte zu unserer Verkaufsabteilung.	Take this copy to our sales department, please.
Herr Lange	Wem haben Sie die Kopie gegeben?	Who did you give the copy to?
Frau Müller	Ich habe sie Herrn Schneider gegeben.	I gave it to Mr Schneider.

Excerpt from Phrases 30: Office - Conversation 1**Erinnern Sie sich?****Do you remember?**

Birgit	Hattest du ein schönes Wochenende?	Did you have a nice weekend?
Birgit	Wie war das Wetter?	What was the weather like?
Dagmar	Wie war dein Wochenende?	How was your weekend?
Dagmar	Bitte gib mir mal die Akten rüber.	Pass me the files, please.
Birgit	Hier!	Here you are!

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(m) = Maskulinum (**masculin**), (f) = Femininum (**feminine**), (nt) = Neutrum (**neuter**)

(sing) = Singular (**singular**), (pl) = Plural (**plural**)

(fam) = umgangssprachlich (**informal**)

(hum) = humorvoll (**humorous**), (sl) = Slang (**slang**)

(iron) = ironisch (**ironical**), (pej) = abwertend (**pejorative**)

(Am) = amerikanisches Englisch (**American English**)

(Brit) = britisches Englisch (**British English**)

The content of this document has been compiled with meticulous care and to the best of my knowledge. However, I cannot assume any liability for the up-to-dateness, completeness or accuracy of any of the pages.

Video Lessons: "Learn German with Martha"

by Dominique Clarier

Overview

[Structure and Type of Lessons](#)

There are different types of lessons: common words, special vocabulary, phrases, pronunciation, exercises

[Structure and Type of Readings](#)

There are different types of readings: short text passages for advanced beginners, short stories and a novel for advanced learners, novels for very advanced learners ...

Common Words

[Common Words 1](#)

Some German basic vocabulary

[Common Words 2](#)

The personal pronouns and the verbs "to be" and "to have"

[Common Words 3](#)

German basic vocabulary

[Common Words 4](#)

The personal pronouns - direct object

[Common Words 5](#)

The personal pronouns - indirect object

[Common Words 6](#)

Verbs 1 - to say, to ask, to answer, to play, to shout, to sit, to laugh

[Common Words 7](#)

Nouns and adverbs 1

Tourism

[Tourist - Basic Words And Phrases](#)

Say it in German: Good morning! Thank you very much! I don't understand you. Pardon? ...

[Tourist - Basic Words And Phrases 2](#)

Say it in German: How are you? Fine, thanks. And you? What time is it? Excuse me, can I get through? ...

Accommodation

[Hotel – Booking By Telephone](#)

Say it in German: How much is it per night? Is breakfast included?

...

[Hotel – At The Reception Desk:](#)

Say it in German: I have booked a room. Where can I park the car?

...

[Hotel – Complaints](#)

Say it in German: The key doesn't fit. The tap drips ...

[Hotel – Departure](#)

Say it in German: I'll be leaving tomorrow. Please prepare the bill

...

[Holiday Flat - Vacation Apartment](#)

Learn German words for holiday flat, fully equipped kitchen, rental rate per day ...

Transport

[Airport - Arrival](#)

Say it in German: Where is the luggage for the flight from Delhi?, My luggage hasn't arrived yet ...

[Airport - Departure](#)

Say it in German: Where is the luggage for the flight from Delhi?, My luggage hasn't arrived yet ...

Beauty-Wellness

[Appointment Hairdresser](#)

Make an appointment by phone. Fix date and time ...

[At The Hairdresser's](#)

Go to the hairdresser. Get your hair cut or tinted ...

Health

[Being Allergic To
Doctor – Having A Cold](#)

Say it in German: I suffer from hay fever. I'm allergic to nuts ...
Say it in German: I have a bad cold. You need a few days in bed ...

[Doctor – Pain/Injury \(Leg\)
Doctor – Specialist
Doctor - Body Parts 1
Doctor - Body Parts 2](#)

Say it in German: I've hurt myself. I can't move my leg ...
Learn German words for: eye specialist, dentist, surgeon ...
Learn German words for: arm, hand, finger ...
Learn German words for: leg, foot, toe ...

Leisure Time

[Making A Date
At The Cinema
Going To The Disco
Meeting Friends At The Pub](#)

Make a date, pick up the girl, go to the cinema.
Go to the cinema. Order something to drink. Discuss the movie.
Say it in German: Would you like to dance? I'd love to ...
Order a glass of beer. Say "Cheers" to your friends. Go out for some fresh air.

Conversation

[Conversation 1:
Some General Phrases
Conversation 2:
Have You Got A Moment?
Conversation 3:
Relaxing And Watching TV
Conversation 4:
Can I Give You A Lift?
Conversation 5:
The Missing Wallet
Conversation 6:
Having Breakfast
Saying Thank You
How Old Are You?
Paying Compliments](#)

Say it in German: Can I have a look at that? See you tomorrow! ...
Say it in German: Have you got a moment? Yes, of course ...
Say it in German: What's on TV today? Shall we watch a DVD? ...
Say it in German: Can I give you a lift? Drop me at the corner ...
Say it in German: Can you see my wallet anywhere? Could it be that you left it behind somewhere? ...
Say it in German: Anyone for coffee? Please help yourself. Anything missing? ...
Say it in German: Thank you very much for your help ...
Say it in German: I am 29. She's your age. In a year I'll be 18 ...
Say it in German: You look great today. I like your hairstyle ...

Sports

[Soccer
Watching A Soccer Game](#)

Learn the German words for goal, defender, penalty area, offside, free kick ...
Learn phrases like: The score is 1 to 0. The ball wasn't out of bounds ...

Financial Affairs

[Money And Banking
At The Bank Counter
Numbers 0 – 19
Numbers 20 – 99](#)

Learn German words for payment, cash, small change
Say it in German: Has any money been transferred for me? ...
Learn the numbers 0 - 19 in German.
Learn the numbers 20 - 99 in German.

Shopping

[Shopping - Shops
At The Supermarket
Buying Some Rolls And Cake
At The Baker's](#)

Learn the German words for department store, DIY superstore ...
Learn phrases like: Excuse me, where is the sugar? ...
Learn German phrases like: I'd like six plain rolls ...
Learn German words for rolls, white bread, apple cake ...

[Clothes](#)

[Shoes](#)

[Food](#)

[Fruit:](#)

[Sweets And Savoury Biscuits](#)

[Best Before Date](#)

Learn German words for: dress, skirt, shirt, suit, coat ...

Learn German words for: pumps, ballet flats, sneakers, boots ...

Learn German words for milk, cheese, honey, coffee, tea ...

Learn German words for apple, strawberry, cherry ...

Learn German words for chocolate, wine gum, biscuit, cookie ...

Learn the German words for: best-before date, perishable, refrigerate after opening ...

In The City

[Asking The Way](#)

[Road Traffic](#)

[Find Your Way Through The City](#)

[Driving Too Fast](#)

Find the way to the museum. Ask how to get to the motorway.

Learn German words for diversion, traffic jam ...

Learn German words for museum, station, hospital ...

Have you been driving too fast? Understand what the policeman is telling you.

Celebrating

[Christmas Decoration](#)

[Christmas Sweets](#)

[Christmas And New Year](#)

[Carnival](#)

Learn German words for Christmas tree, fairy lights, Advent wreath ...

Which traditional Christmas sweets do we have in Germany? Let Hänschen explain to you.

Say it in German: Merry Christmas and a happy New Year! ...

How do Germans celebrate carnival? Learn the carnival salutation "Helau!" Why is Old Women Day dangerous for men?

School – University

[First-year Student](#)

[Meeting Other Students At The University](#)

Say it in German: Where do I get a lecture timetable ...

Say it in German: I'm studying medicine ...

Office

[Office Equipment](#)

[Office Supplies – Stationary](#)

[Office - Conversation 1](#)

[Office - Dialogue Managing Director / Secretary](#)

Learn German words for swivel chair, printer, copier ...

Learn German words for: file, hole puncher, stapler ...

Say it in German: Did you have a nice weekend? What was the weather like? ...

Say it in German: These letters are urgent., Make a copy of this, please ...

Post Office

[Post / Mail - Letters And Parcels](#)

[At The Post Office](#)

Learn German words for: letter, parcel, stamp, postcard, postage ...

Say it in German: How much is a letter to Italy? I'd like to send this parcel ...

Sound / Pronunciation

[Vowel A](#)

[Vowels E, I, O, U](#)

[The Ä](#)

The vowel „a“ has a long and a short sound. You'll find some rules in this video lesson.

The vowels „e, i o and u“ have a long and a short sound. You'll find some rules in this video lesson.

The „ä“ has a long and a short sound. You'll find some rules in this video lesson.

[The Ö](#)

The „ö“ has a long and a short sound. You'll find some rules in this video lesson.

[The Ü](#)

The „ü“ has a long and a short sound. You'll find some rules in this video lesson.

[German Cities](#)

How do we pronounce Berlin, München, Köln ...?

[German National Soccer Team 2014](#)

How do we pronounce the names of the German National Soccer Team 2014?

Miscellaneous

[DU and SIE](#)

Get some useful tips when to say DU and when to say SIE.

[Christmas Sweets](#)

Just a nice video about German Christmas sweets

[Christmas And New Year](#)

Say it in German: Merry Christmas and a happy New Year! ...

[Carnival](#)

Just a nice video about Germans celebrating Rhenish carnival.

[Outtakes](#)

Just a funny video about my slips of the tongue.

Training / Exercises

[Vocabulary Soccer](#)

Do some exercises: soccer, defense, penalty kick ...

[Vocabulary Shopping/Shops](#)

Do some exercises: department store, supermarket, DIY superstore, off-licence ...

[Vocabulary Food](#)

Do some vocabulary exercises: milk, coffee, rice, noodles ...

[Vocabulary Fruit](#)

Do some vocabulary exercises: apple, cherry, peach, lemon ...

[Vocabulary At The Baker's](#)

Do some vocabulary exercises: bread, sliced, rolls, cake, cheesecake ...

[Pronunciation "Ü"](#)

Do some exercises pronouncing the German "Ü"

[Pronunciation "A,E,I,O,U"](#)

Do some exercises pronouncing the German "A,E,I,O,U"

Text "Common Words"

In German language with German-English vocabulary. Each text is referring to a special lesson "Common Words ". - For advanced beginners.

[The New Car](#)

The text is referring to lessons "Common Words 1+2":
The New Car

[Slept Through The Alarm](#)

The text is referring to lesson "Common Words 3":
Slept Through The Alarm

[The Birthday Party](#)

The text is referring to lesson "Common Words 4+5":
The Birthday Party

Text "Phrases"

In German language with German-English vocabulary. Each text is referring to a special lesson "Phrases". - For advanced beginners.

[Asking The Way](#)

The text is referring to lesson "Phrases 11": Asking The Way

Short Stories

In German language with German-English vocabulary. - For advanced learners.

[What Are Friends For](#)

A nice audio book short story about exam nerves and friendship. In German language with German-English vocabulary.

[Too Late](#)

A nice audio book short story about missing an appointment and meeting a beautiful girl. In German language with German-English vocabulary.

Novel

In German language with German-English vocabulary. - For advanced learners who already understand most of the German everyday language.

[Frau Brettschneider Goes On Strike](#)

This is a nice serial novel consisting of 50 short parts dealing with a nice young lady, her boss and his hard-drinking customers from Bavaria.

At the beginning the speaking rate is slow speeding up gradually.

German-English vocabulary is provided.

2 Novels

In German language without vocabulary. - For very advanced learners.

[Zischen für den Umsatz](#)

This is the original extended version of Frau Brettschneider Goes On Strike. A nice serial novel consisting of 22 larger parts dealing with a nice young lady, her boss and his hard-drinking customers from Bavaria.

For very advanced learners. Without vocabulary. Read in normal speaking rate.

[Ovalyth](#)

This is a fantasy novel dealing with a group of people living here on earth and having special mental abilities or talents. Some of them wish to leave earth in spite of the mortal danger this might cause for all human beings. The others fight for defeating those renegades and for saving the planet.

For very advanced learners. Without vocabulary. Read in normal speaking rate.

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