**Hulpmiddel: woorden, zinnen en dialogen**

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| **NL** | **EN** |
| Ik ben op zoek naar een stageplaats in het buitenland. | I am looking for a work placement abroad. |
| Ik heb veel ervaring met… | I have a lot of experience with… |
| Op dit moment volg ik middelbaar beroepsonderwijs op… | I am currently attending secondary vocational education at… |
| Ik heb mijn CV online gezet. | I have put my CV online. |
| Er zijn momenteel geen vacatures. | We have no vacancies at the moment. |
| Ik zal u mijn CV mailen. | I will mail my CV to you. |
| Zij is onze personeelschef. | She is our Human Resource Manager. |
| Ik zou heel graag bij …. willen werken. | I would really like to work at… |
| De aanwijzingen die u heeft gestuurd waren erg duidelijk. | The directions you sent were very clear. |
| Om wat voor soort werk gaat het? | What sort of work would it involve? |
| Goedemorgen, u spreekt met… | Good morning, this is … speaking. |
| Kunt u mij doorverbinden met… | Could you put me through to… |
| Momentje, blijft u aan de lijn. | Hold the line, please. |
| Ik moet stagelopen van 2 april tot 25 juni. | I have to do my work placement from 2 April to 25 June. |
| Is dat mogelijk bij uw bedrijf? | Is that possible at your company? |
| Wat is je sterkste punt? | What is your greatest strength? |
| Mijn zwakste punt is… | My weakest point is… |
| Wat wil je graag leren bij ons? | What would you like to learn at us? |
| Ik wil graag mijn Engels verbeteren. | I would like to improve my English. |

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| Leontine: | Hello, Rick. Pleased to meet you. I’m Leontine. |
| Rick: | How do you do? |
| Leontine: | Were you able to find us okay? |
| Rick: | Yes, no problem at all. The directions you sent were very clear. |
| Leontine: | Oh good. Let’s go to my office. Would you like a cup of tea or coffee? |
| Rick: | No, thank you. |
| Leontine: | Something else? |
| Rick: | A glass of water would be nice. |
| Leontine: | Here you are. |
| Rick: | Thank you. |
| Leontine: | It wasn’t a problem for you to come here today? |
| Rick: | No. As I said on the phone, I’d really like to work for TNT. |
| Leontine: | You mentioned that you did a case study about TNT. |
| Rick: | Yes, it was very interesting. |
| Leontine: | I was wondering if you would like to work in the warehouse here for a few weeks. I know it’s probably not what you were looking for, but we’re a bit short-staffed at the moment. It would certainly give you some experience in how things work here. |
| Rick: | Yes, that would be interesting. |
| Leontine: | And it could always lead to something else. |
| Rick: | What sort of work would it involve? |
| Leontine: | Various things. I’ll go and see if the shift leader is available. You could speak to him. |
| Rick: | Okay. |
| Leontine: | Here is an information pack for new employees. You can have a look through it while I go and speak to the shift leader. |