



ERIKA BELMONTE

*Especialista no ensino do
inglês para brasileiros*

BUSINESS ENGLISH

AULA 1

USAR

INGLÊS FORMAL

OU

INGLÊS INFORMAL?

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GREETINGS

- Hi!
- Hello

- Good morning!
- Good afternoon!
- Good evening! • boa noite (quando chega)
- Good night! • boa noite (quando vai embora)

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GREETINGS

- How do you do? ***formal**

Não é pergunta. Significa "Prazer!"

- What's up? ***formal**

- What's cooking? ***informal**

Não é pergunta. Significa "E aí!?"



WHAT'S UP X WHATSAPP



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PROVIDING YOUR NAME

DONALD JOHN TRUMP



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PROVIDING YOUR NAME

DONALD JOHN TRUMP

DONALD

- First name
- Given name
- Forename ***written form**

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PROVIDING YOUR NAME

DONALD JOHN TRUMP

JOHN

- Second name
- Middle name
- Second forename
- Second given name
- Middle initial

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PROVIDING YOUR NAME

DONALD JOHN TRUMP

TRUMP

- Last name
- Surname *more formal
- Family name

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PROVIDING YOUR NAME

DONALD JOHN TRUMP

DOUBLE NAMES

- Mary Anne
- John Mark
- Don Allan

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FORMAL TITLES



MR.

- Men (only)
- Any marital status
- Mr. + last name

- *Mr. Jackson is waiting for you.*
- *How do you do, Mr. Carter?*

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FORMAL TITLES



MISS

- Women (only)
- Single
- Miss + last name

- Miss Watson will give you an interview.
- Is Miss Smith coming to the meeting?

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FORMAL TITLES



MRS.

- Women (only)
- Married
- Mrs. + last name

- *Mrs. Obama won't attend the event.*
- *Hi! I'm Mrs. Zegunis and I'm here to...*

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FORMAL TITLES



MS.

- Women (only)
- Unknown
- Ms. + last name

- *Ms. Kale will be here in a minute.*
- *Can Ms. Hanson talk to me now?*

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NOT THAT FORMAL

NAME + LAST NAME

- *"Marc Cuban was promoted to department head last week."*
- *Isn't that Kevin Smith over there?"*

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EXPRESSIONS YOU MUST KNOW!

AROUND THE CLOCK

Do something without stopping

- I'll have to work around the clock in order to finish this project on time!

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PHRASAL VERB

TO FOLLOW UP

to make sure something gets done, reviewing it again later

- Can you schedule a follow-up with the client?
- She followed up all the complaints.