

RAGAM CARA KOMUNIKASI BISNIS

Tutorial Sesi ke-7
Bahasa Inggris | MKWI4201 | 3 SKS

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MEMBUAT JANJI

Menanyakan Kesiediaan Waktu/Hari/Tanggal



- ☐ I was wondering if we could meet this week.
- ☐ When would be convenient for you?
- ☐ What day will be good for you?

Menyarankan Waktu/Hari/Tanggal



- ☐ Would Friday 5 pm work for you?
- ☐ Would Saturday 1 pm be fine?
- ☐ How about Monday at 10 am?

MERSPONS JANJI

Menyetujui Waktu

That's fine.

That would be great.

Sounds good.

Menyarankan Waktu Alternatif

How about next Sunday?

Can we meet at 4 pm instead?

Will Friday work for you?

Membatalkan Pertemuan

Unfortunately, due to ... I will not be able ...

I do apologize for cancelling the meeting.

I am sorry for the inconvenience caused.

Mengonfirmasi Janji

Okay, hen. I'll see you next Friday.

Thank you. I will see you at lunch.

Great. So, the meeting will be...

MEMINTA DAN MEMBERI PENJELASAN

Meminta
Penjelasan

What does
that mean?

Could you
explain more
about this?

How does
this work?

Memberi
Penjelasan

The thing is
...

Let me
explain this
...

The reason is
...

MENANGGAPI PENJELASAN

Memastikan pemahaman pendengar

- Do you get it? / Am I making myself clear?

Mengatakan bahwa Anda paham.

- Okay, I got it. / Alright, it's now clear

Mengatakan bahwa Anda belum paham.

- I'm afraid I still don't follow. / It's not clear yet.

Meminta klarifikasi

- I beg your pardon? / Could you clarify what you mean by that?

Mengubah kata-kata

- What I mean is... / Let me put that another way.

Menunjukkan rasa terima kasih

- Thanks for clarifying. I got it now. / I appreciate your explanation. That helps me understand better.

NEGOSIASI

Penyambutan

- Welcome to ...
- I'd like to welcome everyone ...

Pertemuan Pertama

- We would like to reach agreement on ...
- We're here today to discuss ...

Satu dari Serangkaian
Pertemuan

- Following previous meeting, we have agreed on ...
- As discussed in the previous meetings, ...
- I'd like to make sure we're on the same page after our last meeting.

Menyatakan Tujuan

- I'd like to begin with a few words about...
- Before we begin, I would like to take a moment to ...

Menyatakan Tujuan
Bersama

- Together we want to develop a good relationship ...
- It is important for both of us that we agree on ...
- All of us know that we have a long-term commitment to ...

Penyerahan

- I'd like to hand you over to my colleague ..., who has something to say about ...
- It is now my pleasure to introduce ... who will take you through ...

NEGOSIASI

Tawar-Menawar

We can agree to that if ... / on condition that ... / as long as ...

That's not acceptable unless ...

We might be able to work on... if you could...

Membuat Konsesi

If you could ... we would consider ...

We are ready to accept your offer; however ...

Would you be interested in ...?

Menerima

- That seems reasonable ...
- This is acceptable to us
- We agree ...

Mengonfirmasi

- Can we run through what we've agreed on?
- I'd like to check what we've confirmed.
- I think this is a point to repeat what we've agreed to so far.

Meringkas

- I'll summarize the important points of our offer...
- Can we sum up the proposal in a few words?
- This is where we currently stand ...

Tindakan lanjutan

- So, the next step is....
- In our next meeting we need to ...
- We need to draw up a formal contract.

NEGOSIASI

Mengatasi Konflik

- We should focus on the positive aspects ...
- I hope you can see our point of view ...
- Perhaps we could adjourn for a little while ...

Menolak Tawaran

- I'm afraid we can't ... before agreeing to that we would need ...
- Unfortunately ... I don't think it would be sensible for us to ...
- With all due respect, I must kindly decline your offer

Memutuskan Negosiasi

- I think we've gone as far as we can ...
- I'm sorry, but I don't think we are going to agree to a deal...
- Unfortunately, we appear unable to settle our differences...

PRESENTASI

Mengakhiri Presentasi

- That remarks the ends of my talk.
- That brings me to the end of my presentation.

Menyatakan Kesimpulan

- To quickly recap, I'd like you to remember these key points...
- Let me summarize what we have talked about today before we finish...

Menyatakan Rekomendasi

- I have several recommendations regarding this matter.
- In my view, we should ...
- My suggestion is that we should ...

Berterima Kasih pada Pendengar

- I sincerely appreciate that I've had this opportunity to present to you.
- Thank you very much for your attention.

Menyediakan Informasi Kontak dan Bacaan Lanjutan

- If you would like more information about this issue, here the list of useful websites you can visit or feel free to contact me at...
- Here is a list of possible further reading on the topic.

PRESENTATION



Ashadi, et al. *Bahasa Inggris (BMP); 1-9 / MKWI4201 / 3 SKS*. Tangerang Selatan: Penerbit Universitas Terbuka.

Case, A. (2012). *Useful Phrases for Reports Brainstorming*. Retrieved from usingenglish.com/files/pdf/business-english-reports-phrases.pdf on 16 February 2022.

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Grussendorf, M. (2007). *English for Presentations: Express Series*. Oxford: Oxford University Press.