

Beginner lessons for Business Dutch

Master the Basics of Business Dutch Quickly!

DEFINITION

Business Dutch focuses on the language skills needed for professional environments. It includes vocabulary and phrases used in meetings, emails, and negotiations.

KEY CONCEPTS

Formal Greetings

Using appropriate greetings like 'Geachte' for emails sets a professional tone.

Business Vocabulary

Familiarize yourself with terms related to finance, marketing, and management.

Polite Requests

Learn how to make polite requests using phrases like 'Kunt u...?' (Can you...?).

Meeting Phrases

Know key phrases for participating in meetings, such as 'Ik ben het eens' (I agree).

Email Structure

Understand the format of business emails, including subject lines and closings.

EXAMPLES

- Geachte heer/mevrouw, ik hoop dat het goed met u gaat.
- Kunt u de agenda voor de vergadering sturen?
- Ik ben het eens met uw voorstel.

MEMORY TIPS

- ★ Associate 'Geachte' with 'Greet' to remember formal greetings.
- ★ Use 'Kunt u' as a cue for polite requests, like 'Can you'.
- ★ Visualize a meeting when practicing phrases to remember context.

COMMON MISTAKES

- ✗ Using informal language in professional emails.
- ✗ Neglecting to structure emails properly.
- ✗ Forgetting to use polite forms in requests.

QUICK RECAP

Business Dutch is essential for effective communication in a professional setting. Focus on formal greetings, business vocabulary, and polite requests to enhance your skills.