



BEING POLITE

Nakon što smo naučili skraćenice s kojima se susrećemo u svakodnevnom poslovanju, vrijeme je da naučimo kako biti pristojni. (Rješenja zadataka iz lekcije Business English – Lesson 26 – Abbreviations nalaze se ispod Lekcije 27 – Being Polite.)

Koje su od sljedećih rečenica ispravne?

- a) *Could you tell me where the post office is?*
- b) *I wonder where do you live.*
- c) *I don't know who is he.*
- d) *Do you mind if I ask what time is it?*
- e) *May I ask how do you know Catherine?*

Dakle...

Pristojnost je prva i osnovna stvar u engleskom jeziku te stoga ne koristimo izravna pitanja, već se služimo neizravnima. Kako bismo dobili **neizravno pitanje ili izjavu**, služimo se sljedećom formulom:

- a) **za otvorena pitanja (wh-questions):**
polite form + question word + statement word order (subject + verb)
- b) **za zatvorena pitanja (yes/no questions):**
polite form + if/whether + statement word order (subject + verb)

Neke uljudne fraze (**polite forms**) koje možemo koristiti su: **Could you tell me..., Do you know..., Do you happen/suppose to know..., I'd like to know..., May I ask..., I wonder..., I don't know..., Do you mind..., I'd like to know...**

Ukratko, u praksi to izgleda ovako:

- a) DQ: Where is the post office?
IQ: Could you tell me where the post office is?
- b) DQ: Did you meet Mr Smith last week?
IQ: I wonder if you met Mr Smith last week.



Zapamtimo: Neizravna pitanja uvijek imaju poredak riječi kao u izjavnoj rečenici, a to možemo provjeriti tako da uklonimo prvi dio pitanja, npr. *Where is the nearest post office?* → *Do you know where the nearest post office is?* → ~~*Do you know where the nearest post office is?*~~ → *The nearest post office is five minutes away.*

Stavite sada sljedeća pitanja u neizravni oblik:

- a) Help me with the report! _____
- b) When did you found your company? _____
- c) Where did you work before? _____
- d) Do you know Jane Smith? _____
- e) Where do you see yourself in five years? _____

Nadamo se da ste se snašli. Rješenja pogledajte u idućoj lekciji Business English – Lesson 28 – Economy.

Rješenja zadataka iz lekcije Business English – Lesson 26 – Abbreviations.

- a) *Urgent meeting on Monday at 10 in the morning.*
- b) *Call Sally as soon as possible, please note that she will be out after 12.*
- c) *Please send me the sales figures.*
- d) *Regarding your order reference number 37753759...*
- e) *Thank you for your information, regards, B.*