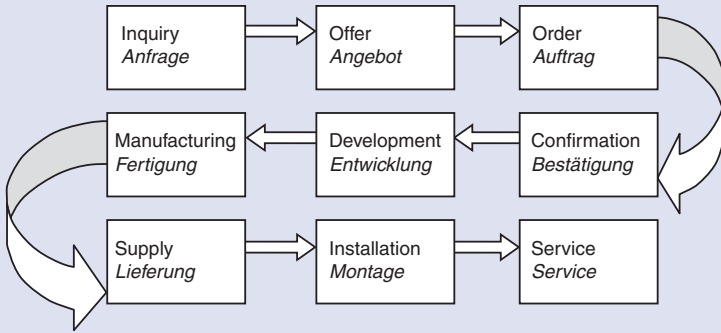


Info file

A business transaction

The stages (= Schritte) of a business transaction (= Geschäftsabwicklung)



business hours ['bɪznɪs ˌaʊəz]

at all hours

closed from 12.30 to 1.30

opening hours

closed on Saturdays

Geschäftszeiten / -stunden

zu jeder Tages- und Nachtzeit

geschlossen von 12.30 h bis 13.30 h

Öffnungszeiten

samstags geschlossen

report [rɪ'pɔ:t]

interim report

progress report

annual report

chairman's / chairwoman's /
chairperson's annual report

Bericht

Zwischenbericht

Lage- / Fortschrittsbericht

Jahresbericht

Jahresbericht der / des Vorsitzenden

Language box

Job titles

In English as in German some job titles (= *Berufsbezeichnungen*) have male (= *männliche*) and female (= *weibliche*) forms: business manager / manageress: *Geschäftsführer / -führerin*. But often only the male form is used in English: Angela Parfitt, Business Manager.

Nowadays (= *Heutzutage*), titles which can end with -man (eg chairman, salesman) can take the neutral (= *neutrale*) ending -person (chairperson, salesperson).

as a rule [ˌæz ə 'ru:l]

We work till 6pm as a rule.

in der Regel

In der Regel arbeiten wir bis 18 h.