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# LEARN RUSSIAN

Ultimate Guide to Speaking **Business Russian**

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## LESSON NOTES

# Business Russian for Beginners S1 #1

## Introducing Yourself in a Russian Business Meeting

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### CONTENTS

- 2 Russian
- 2 Romanization
- 2 English
- 2 Vocabulary
- 3 Sample Sentences
- 4 Vocabulary Phrase Usage
- 5 Grammar
- 7 Cultural Insight

# 1

## RUSSIAN

1. ЛИНДА: Добрый день.
2. ЛИНДА: Разрешите представиться, я - Линда Бейкер из ABC.
3. ЕЛЕНА: Здравствуйте. Приятно познакомиться. Я - Елена Иванова.
4. ЕЛЕНА: Я менеджер в ОАО "Прогресс."

## ROMANIZATION

1. LINDA: Dobriy den'.
2. LINDA: Razreshite predstavit'sya, ya - Linda Beyker iz ABC.
3. YELENA: Zdravstvuyte. Priyatno poznamomit'sya. Ya - Yelena Ivanova.
4. YELENA: Ya menedzher v OAO "Progress."

## ENGLISH

1. LINDA: Good day.
2. LINDA: Let me introduce myself, I'm Linda Baker from ABC.
3. ELENA: Hi, pleased to meet you, I'm Elena Ivanova.
4. ELENA: I'm the manager at OAO Progress.

## VOCABULARY



Russian	Romanization	English	Class
Добрый день.		Good afternoon.	interjection
Я	Ya	I, me	personal pronoun
здравствуйте	zdrastvuyte	hello	exclamation
Из	iz	from	preposition
Приятно познакомиться.	Priyatno poznakomit'sya	Nice to meet you.	interjection
в	v	in	preposition
разрешать	razreshat'	to let, to allow	verb
представляться	predstavit'sya	to introduce yourself	verb

## SAMPLE SENTENCES

<p><b>Добрый день, Иван Петрович.</b> <i>Dobryy den', Ivan Petrovich.</i></p> <p>"Good afternoon, Ivan Petrovich."</p>	<p><b>Я украинка, а он американец.</b> <i>Ya ukrainka, a on ameryikanyets.</i></p> <p>"I'm Ukrainian, and he's American."</p>
<p><b>Я из Денвера, а Вы?</b> <i>Ya iz Dyenvyera, a Vy?</i></p> <p>"I'm from Denver, and you?"</p>	<p><b>Я занимаюсь.</b> <i>Ya zanimayus'.</i></p> <p>"I'm occupied."</p>
<p><b>Здравствуйте, Вы - Павел Иванович?</b> <i>Zdrastvuyte, Vy - Pavel Ivanovich?</i></p> <p>"Hello, are you Pavel Ivanovich?"</p>	<p><b>Здравствуйте, могу я поговорить с Анной?</b> <i>Zdrastvuyte, mogu ya pogovorit' s Annay ?</i></p> <p>"Hello, can I speak to Anna?"</p>
<p><b>Здравствуйте, давно не виделись!</b> <i>Zdrastvuyte, davno ne videlis'!</i></p> <p>"Hello, long time no see!"</p>	<p><b>Здравствуйте, Вы откуда?</b> <i>Zdrastvuyte, Vy atkuda?</i></p> <p>"Hello, where are you from?"</p>
<p><b>Здравствуйте, Вы - Павел Иванович?</b> <i>Zdrastvuyte, Vy - Pavel Ivanavich?</i></p> <p>"Hello, are you Pavel Ivanovich?"</p>	<p><b>Он из Киева.</b> <i>On iz Kiyeva.</i></p> <p>"He is from Kiev."</p>

<p><b>Я из Украины.</b> <i>Ya iz Ukrainy.</i></p> <p>"I'm from Ukraine."</p>	<p><b>Из какого Вы города?</b> <i>Iz kakogo Vy goroda?</i></p> <p>"What city are you from?"</p>
<p><b>Вы из какой страны?</b> <i>Vy iz kakoy strany?</i></p> <p>"What country are you from?"</p>	<p><b>Мы едем из Санкт-Петербурга в Москву.</b> <i>My yedyem iz Sankt-Pyetyerburga v Moskvu.</i></p> <p>"We are going from Saint Petersburg to Moscow."</p>
<p><b>Вы из Америки?</b> <i>Vy iz Amyeriki?</i></p> <p>"Are you from America?" (formal)</p>	<p><b>Он из Киева.</b> <i>On iz Kiyeva.</i></p> <p>"He is from Kiev."</p>
<p><b>Мне тоже приятно с Вами познакомиться.</b> <i>Mne tozhe priyatno s Vami poznamomit'sya.</i></p> <p>"Nice to meet you, too."</p>	<p><b>В баре было много людей.</b> <i>V bare byla mnoga lyudey.</i></p> <p>"There were lots of people in the bar."</p>
<p><b>Босс разрешил мне взять выходной.</b> <i>Boss razreshil mne vzyat' vykhodnoy.</i></p> <p>"The boss allowed me to take a day off."</p>	<p><b>Они зашли в комнату, но не представились.</b> <i>Oni zashli v komnatu, no ne predstavilis'.</i></p> <p>"They came into the room, but didn't introduce themselves."</p>

## VOCABULARY PHRASE USAGE

### представляться ("to introduce yourself")

Verb представляться grammatically consists of two parts—the verb представлять, "to introduce somebody," and the reflexive suffix ся which changes any verb into passive. That's why представляться means "to introduce yourself."

This is usually used when you want to introduce yourself. The typical form is разрешите представиться (formal) or давайте представлюсь (informal, where ся is changed into съ). Разрешите представиться is usually considered to be a very formal expression and it is not often used by women.

For example:

1. Разрешите представиться, я - Владимир.  
"Let me introduce myself, I'm Vladimir."

## **ОАО "open joint-stock company"**

There are two types of joint-stock companies in Russia, the abbreviations for which are usually not translated to English. These are ОАО (Открытое акционерное общество "open joint-stock company" ) and ЗАО (Закрытое акционерное общество "closed joint-stock company"). An ОАО is a type of a company where shares may be publicly bought or sold without the permission of other shareholders, the number of which is unlimited. A ЗАО is a type of a company where shares are distributed only among shareholders, the total number of which is limited to 50.

You can see this word written on business cards or in any other kind of business communication. There are no limitations on the usage of this word.

For example:

1. Российское правительство объявило о продаже 20% акций ОАО Роснефть.  
"The Russian government announced they would sell a 20% stake in ОАО Rosneft."

## **GRAMMAR**

### **The Focus Of This Lesson Is Breaking the Ice in a Business Meeting and Self-introductions**

**Добрый день.**

***Dobriy den.***

**"Good day."**

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### **Introducing yourself in a Business Setting**

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How to introduce yourself:

When you introduce yourself in a business meeting, you give your name first and then add your company name as well.

#### **General self-introduction:**

1. Я - Линда. Приятно познакомиться.  
*Ya - Linda. Priyatno poznamoit'sya.*  
"I'm Linda. Nice to meet you."

The pattern is: Я - [first name]. Приятно познакомиться.

### Self-introduction in a business setting:

1. Я - Линда Бейкер из ABC. Приятно познакомиться.
2. *Ya - Linda Beyker iz ABC. Priyatno poznamoim'sya.*  
"I'm Linda Baker from ABC. Pleased to meet you."

The pattern is: Я - [full name] из [name of the company]. Приятно познакомиться.

The pattern above is the same for both male and female workers. The preposition из, meaning "from," can be omitted. For example, Я - Линда Бейкер, компания ABC. literally "I'm Linda Baker, ABC company."

### Break the ice!

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The pattern above is the most common one for introducing yourself to people who have a lower, similar, or even higher job position. But what if you would like to introduce yourself, but you can't find the right timing?

In that case, you can just be straightforward and, before actually introducing yourself, say that you are going to do it.

1. Разрешите представиться, я - Линда Бейкер из ABC. Приятно познакомиться.  
*Razreshite predstavit'sya, ya - Linda Beyker iz ABC. Priyatno poznamoim'sya.*  
"Let me introduce myself, I'm Linda Baker from ABC. It's a pleasure to meet you."

Keep in mind that this phrase is very formal and rarely used by women.

What to say if it's the other person who introduces him or herself first:

When the other person introduces him or herself first, you can simply reply:

1. Приятно познакомиться. Я - Линда Бейкер из ABC.  
*Priyatno poznamoim'sya. YA - Linda Beyker iz ABC.*  
"Nice to meet you. I'm Linda Baker from ABC."

The pattern is: Приятно познакомиться. Я ("I")- [full name] из ("from") [name of the company].

It may be nice to repeat your partner's name first. For example, Линда, приятно



познакомиться. Я - Елена Иванова из компании "Прогресс." (*Linda, priyatno poznamoit'sya. Ya - Yelena Ivanova iz kompanii "Progress."*) meaning "Linda, nice to meet you. I'm Elena Ivanova from "Progress" company."

The pattern is "[Partner's name], pleasure to meet you. I'm [your full name] from [name of the company]."

### Examples from the dialogue:

1. Разрешите представиться, я - Линда Бейкер из ABC.  
*Razreshite predstavit'sya, ya - Linda Beyker iz ABC.*  
"Let me introduce myself, I'm Linda Baker from ABC."
2. Здравствуйте. Приятно познакомиться. Я - Елена Иванова.  
*Zdravstvuyte. Priyatno poznamoit'sya. Ya - Yelena Ivanova.*  
"Hi, pleased to meet you, I'm Elena Ivanova."

### Sample Sentences

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1. Разрешите представиться, я - Иван Абрамов, ЗАО "Идея." Приятно познакомиться.  
*Razreshite predstavit'sya, ya - Ivan Abramov, ZAO "Ideya." Priyatno poznamoit'sya.*  
"Let me introduce myself, I'm Ivan Abramov, ZAO "Ideya." Pleasure to meet you."

## CULTURAL INSIGHT

### First Meetings

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A handshake in Russia is a common gesture (though still not obligatory) when greeting someone or leaving, especially in business scenarios. First as well as later meetings are usually accompanied by a handshake. Don't forget to remove your gloves before shaking hands, as it may look rude not to do so. In business settings, handshakes are widely used among men and when men and women are meeting, but can be skipped when two women are involved.

Useful expression:

1. пожать руки (*pozhat' ruki*)  
"to shake hands"

## LESSON NOTES

# Business Russian for Beginners S1 #2

## Asking Someone to Repeat Their Name in Russian

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### CONTENTS

- 2 Russian
- 2 Romanization
- 2 English
- 2 Vocabulary
- 3 Sample Sentences
- 4 Vocabulary Phrase Usage
- 4 Grammar
- 9 Cultural Insight

# 2

## RUSSIAN

1. ЛИНДА: Извините, Вы могли бы повторить Ваше имя медленнее?
2. ЕЛЕНА: Е-ле-на И-ва-но-ва.
3. ЛИНДА: Елена Иванова. Понятно. Спасибо.

## ROMANIZATION

1. LINDA: Izvinite, Vy mogli by povtorit' Vashe imya medlenneye?
2. YELENA: Ye-le-na I-va-no-va.
3. LINDA: Yelena Ivanova. Ponyatno. Spasibo.

## ENGLISH

1. LINDA: Excuse me, can you repeat your name more slowly?
2. ELENA: E-le-na I-va-no-va.
3. LINDA: Elena Ivanova. Noted. Thank you.

## VOCABULARY

Russian	Romanization	English	Class	Gender
ИЗВИНИТЕ	izvinite	excuse me, I am sorry, pardon	interjection	
ВЫ	vy	you (formal)	pronoun	

повторить	povtorit'	to repeat	verb
могли	mogli	could	verb, past form
Ваш	vash	your (polite or plural form)	pronoun masculine
имя	imya	name	noun neuter
медленнее	medlenneye	slower	adverb
спасибо	spasiba	thank you	interjection

## SAMPLE SENTENCES

<p><b>Извините, который час?</b> <i>Izvinite, kotoriy chas?</i></p> <p>"Excuse me, what time is it?"</p>	<p><b>Ой, извините!</b> <i>Oy, izvinite!</i></p> <p>"Oh, I'm sorry!"</p>
<p><b>Извините, я опоздал.</b> <i>Izvinite, ya apazdal.</i></p> <p>"I'm sorry, I'm late."</p>	<p><b>Прошу прощения, я Вас не заметил.</b> <i>Proshu proshcheniya, ya vas ne zametil.</i></p> <p>"I'm sorry, I didn't notice you."</p>
<p><b>Вы приглашены.</b> <i>Vy priglasheny .</i></p> <p>"You are invited."</p>	<p><b>Вы из России?</b> <i>Vy iz Rasii?</i></p> <p>"Are you from Russia?"</p>
<p><b>Вы студент?</b> <i>Vy student?</i></p> <p>"Are you a student?"</p>	<p><b>Вы устали?</b> <i>Vy ustali?</i></p> <p>"Are you tired?"</p>
<p><b>Я повторю Ваш заказ.</b> <i>Ya povtoryu Vash zakaz.</i></p> <p>"I'll repeat your order."</p>	<p><b>Не могли бы Вы передать мне соль?</b> <i>Vy ne mogli by peredat` mne sol`.</i></p> <p>"Could you pass me the salt, please?"</p>
<p><b>Это Ваши вещи?</b> <i>Eto Vashi vyeschi?</i></p> <p>"Are these your things?"</p>	<p><b>Это ваша собака?</b> <i>Eta vasha sabaka ?</i></p> <p>"Is that your dog?"</p>

<p><b>Какая Ваша любимая кухня?</b> <i>Kakaya Vasha lyubimaya kuhnya?</i></p> <p>"What's your favorite cuisine?"</p>	<p><b>Повторите, пожалуйста, Ваше имя.</b> <i>Povtorite, pazhalusta, Vashe imya.</i></p> <p>"Repeat your name, please."</p>
<p><b>Повторите медленнее, пожалуйста.</b> <i>Povtorite medlenneye, pozhaluista.</i></p> <p>"Repeat slower, please."</p>	<p><b>Давайте пойдём медленнее.</b> <i>Davaite poidyom medlenneye.</i></p> <p>"Let's go slower."</p>
<p><b>Спасибо за вашу помощь!</b> <i>Spasiba za vashu pomoshch'!</i></p> <p>"Thank you for your help!"</p>	<p><b>Спасибо за гостеприимство.</b> <i>Spasiba za gastepriimstva.</i></p> <p>"Thanks for your hospitality."</p>
<p><b>Большое спасибо!</b> <i>Bal'shoye spasiba!</i></p> <p>"Thank you very much!"</p>	

## VOCABULARY PHRASE USAGE

### повторить ("to repeat")

The verb повторить, "to repeat," is widely used in Russian. It may be used with some object, as in повторить имя "to repeat a name," or with some adverbs, as in повторить медленнее/быстрее "to repeat more slowly/faster."

There are no limitations on the usage of this word.

Sometimes verb повторить includes the meaning "have the same" (e.g. повторить ошибку "to have/make the same mistake," повторить судьбу "to have the same fortune").

For example:

1. Повторяйте эти слова за мной.  
"Repeat these words after me."

## GRAMMAR

**The Focus of this Lesson is Asking Someone to Repeat their Name When You Didn't Catch It**



**Извините, Вы могли бы повторить Ваше имя медленнее?**

***Izvinite, Vy mogli by povtorit' Vashe imya medlenneye?***

**"Excuse me, can you repeat your name more slowly?"**

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When you cannot catch your client's name, you can ask him or her to repeat it again politely by starting the request with **Извините** or **Простите** (**Извините** is more widely used, but both of them are the formal forms). As for informal speech, you can use **Извини** or **Прости** (both meaning "Excuse me"). In most dictionaries they appear in these forms, but if you are struggling to find them, have a look at verbs *извинять*, "to excuse," and *прощать* "to forgive."

### **1. Вы + могли бы + infinitive? ("You" + "can" + infinitive ...?)**

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You can use this expression to politely ask someone to repeat their name when you didn't catch it.

If you don't know the other person, using formal Russian is a good option.

1. **Извините, Вы могли бы повторить...**  
*Izvinite, Vy mogli by povtorit' ...*  
"Excuse me, can you repeat..."

Please note the conjugation of the verb *мочь* "can" or "to be able to" in the present:

я могу - "I can"

ты можешь - "you (singular, informal) can"

он (она) может - "he/she can"

мы можем - "we can"

вы можете - "you (polite, plural) can"

они могут - "they can"

And in the past:

я мог - "I could"

ты мог - "you could (informal, singular)"

он мог - "he could"

она могла - "she could"

оно могло - "it could"

мы могли - "we could"

вы могли - "you (polite, plural)"

они могли - "they could"

You usually use the verb мочь ("to be able to"):

### 1) To ask someone to do something for you:

1. Вы можете мне помочь?  
"Could you help me?"
2. Ты можешь передать мне соль?  
"Can you pass me the salt?"

To sound more polite, you can say:

1. Вы не могли бы мне помочь?  
"Could you help me, please?"
2. Ты не мог бы купить мне лекарство?  
"Could you buy me the medicine, please?"

As you can see, you use не "not" + the verb мочь in the past + бы "if."

### 2) To say if someone is able (or not) to do something:

1. Мы не можем пойти туда.  
"We can't go there."
2. Она не может ходить.  
"She can't walk."

## 2. Comparative adverbs

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1. ...повторить Ваше имя *медленнее*?  
...*povtorit' Vashe imya medlenneye*?  
"...repeat your name more slowly?"

In the dialogue we found a comparative adverb: *медленнее* "more slowly."

Let's review how to form the comparative adverbs in Russian.

The simple comparative form of adverbs consists of one word. It is formed by dropping the ending (e.g. -o) and adding to the resulting stem the ending **-ее**. The simple comparative form does not decline.

**красиво** - **красивее** "pretty - prettier"

If the stem of the adverb ends in **г, к, х, or д, т, ст**, this stem consonant should be changed and a single **-е** (not **-ее**) is added to form the comparative.

The alternations of the final consonant include:

1. If the stem ends in **-г, -к, -х**, the final consonant is replaced by **-ж, -ч, -ш**, respectively.

**дорого** - **дороже** "expensive - more expensive"

**громко** - **громче** "loud - louder"

**тихо** - **тише** "quiet - quieter"

2. If the stem ends in the cluster **-ст**, this cluster is replaced by **-щ**.

**просто** - **проще** "simple - simpler"

**толсто** - **толще** "thick - thicker"

But there are some **exceptions**:

близко "close" - ближе

высоко "tall" - выше

глубоко "deep" - глубже

далеко "far" - дальше

дешево "inexpensive" - дешевле

долго "long" - дольше

молодо "young" - моложе (or младше)

поздно "late" - позже (or позднее)

рано "early" - раньше

сладко "sweet" - слаще

старо "old" - старше (or старее)

широко "wide" - шире

For example:

1. Нам нужно работать быстрее, чтобы успеть в *срок*.  
*Nam nuzhno rabotat' bystree, chtoby uspet' v srok.*  
"We have to work faster to meet the deadline."
2. Доход в этом году *больше*.  
*Dohod v etom godu bol'she.*  
"The revenue this year is bigger."
3. Реализация этого проекта займёт дольше, чем мы *ожидали*.  
*Realizatsiya etogo proekta займёт дол'ше, чем мы ozhidali.*  
"The realization of this project will take longer than we expected."

### Examples from the dialogue:

1. Е-ле-на *И-ва-но-ва*.  
*Ye-le-na I-va-no-va.*  
"E-le-na I-va-no-va."
2. Елена Иванова. Понятно. *Спасибо*.  
*Yelena Ivanova. Ponyatno. Spasibo.*  
"Elena Ivanova. Got it. Thank you."

### Sample Sentence

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1. Простите, Вы не могли бы повторить Ваше имя медленнее?  
*Prostite, Vy ne mogli by povtorit' Vashe imya medlennee?*  
"Sorry, could you repeat your name more slowly?"

## CULTURAL INSIGHT

### Formal and Informal Russian in a Business Setting

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The type of communication (formal or informal) used inside the office may vary depending on the company. There are many big conservative companies with a long history, where you can see a very strict hierarchy. The boss has absolute power, while junior workers are expected to respond immediately and use very formal language even between co-workers. On the other hand, there are also lots of new progressive companies with extremely loose rules and a "family" atmosphere. However, when it comes to business meetings with partners (especially foreign partners), only formal language will be used.

Useful expression:

1. формальная/неформальная речь  
*formal'naya/neformal'naya rech'*  
"formal/informal speech"

## LESSON NOTES

# Business Russian for Beginners S1 #3

## Introducing Your Boss to a Client in Russian

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### CONTENTS

- 2 Russian
- 2 Romanization
- 2 English
- 2 Vocabulary
- 3 Sample Sentences
- 3 Vocabulary Phrase Usage
- 3 Grammar
- 7 Cultural Insight

# 3



## RUSSIAN

1. ЛИНДА: Елена, это вице-президент ABC.
2. ЛИНДА: Миссис Уилли.
3. ЕЛЕНА: Миссис Уилли, приятно познакомиться.
4. ЕЛЕНА: Я - Елена, менеджер по продажам в ОАО "Прогресс."

## ROMANIZATION

1. LINDA: Yelena, eto vitse-prezident ABC.
2. LINDA: Missis Uilli.
3. YELENA: Missis Uilli, priyatno poznamomit'sya.
4. YELENA: YA - Yelena, menedzher po prodazham v "Progress Ltd."

## ENGLISH

1. LINDA: Elena, this is ABC's vice president.
2. LINDA: Mrs. Willy.
3. ELENA: Mrs. Willy, nice to meet you.
4. ELENA: I'm Elena, Progress Ltd's sales manager.

## VOCABULARY

Russian	Romanization	English	Class	Gender
это	eto	this is, that is, it's	pronoun	
вице-президент	vitse-president	vice-president	noun	masculine
менеджер по продажам	menedzher po prodazham	sales manager	noun + preposition + noun	masculine

## SAMPLE SENTENCES

<p><b>Это наши друзья.</b> <i>Eto nashi druz'ya.</i></p> <p>"These are our friends."</p>	<p><b>Алла, это ты?</b> <i>Alla, eta ty?</i></p> <p>"Alla, is that you?"</p>
<p><b>Он стал вице-президентом компании два года назад.</b> <i>On stal vitse-prezidentom kompanii dva goda nazad.</i></p> <p>"He became a vice-president two years ago."</p>	<p><b>Я начал свою карьеру как менеджер по продажам.</b> <i>Ya nachal svoyu kar'eru kak menedzher po prodazham.</i></p> <p>"I started my career as a sales manager."</p>

## VOCABULARY PHRASE USAGE

### менеджер по продажам ("sales manager")

As we can see, job titles (such as "sales manager") in Russian usually have the reverse order of the English: менеджер по продажам ("manager of sales"). Grammatically, you need to use the preposition по in-between two nouns. You can form other job titles using this formula (e.g. менеджер по рекламе - "advertising manager," менеджер по проектам - "project manager").

You can see this word written on business cards or in any other kind of business communication.

For example:

1. Он всегда хотел стать менеджером по продажам.  
"He always wanted to become a sales manager."

## GRAMMAR

## The Focus Of This Lesson Is How to Introduce Your Boss

Елена, это вице-президент ABC.

*Yelena, eto vitse-prezident ABC.*

"Elena, this is ABC's vice president."

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When you introduce your boss or supervisor in Russian, be sure to indicate their position. That will allow your business partner to get important information: that they're being introduced to someone who they can refer to when making important requests.

Now let's see how to do that in a clear way. Here is the example from the dialogue:

1. Елена, это вице-президент ABC. Миссис Уилли.  
*Yelena, eto vitse-prezident ABC. Missis Uilli.*  
"Elena, this is ABC's vice president. Mrs Willy."

First, if necessary, address the person you are speaking to by stating their name, this way you'll be sure you've got their attention. Referring to someone as мистер "Mr." or миссис "Mrs." is done only for people of non-Russian origin, as these words originally didn't exist in Russian and foreigners don't have patronymic names, so Russians can not make a polite version (First name + Patronymic name) when referring to them. On the other hand, when addressing your Russian clients, remember to use patronymic names. The patronymic name (sometimes it can be mistakenly called a "middle name") is a special form made from a person's father's name. You can form it by adding a suffix -вич for males and -вна for females. For more detailed information have a look at the following rules:

Names ending with consonants: name + ович for males or овна for females (Павлович, Ивановна).

Names ending with й (e.g., Сергей, Георгий): name without й + евич for males or евна for females (Андреевна, Георгивна).

Names ending with ий following two consonants: name without ий + ъевич for males and ъевна for females (Васильевич, Григорьевна)

Names ending with vowels: name without last letter + ич for males or ична for males (Ильич, Никитична).

For example, Елена Ивановна, "Elena Ivanovna" (father's name Иван + feminine suffix вна)

Secondly, use this formula:

**Это + job title + company name, + name. "(This is + job title + company name, + name.) "**

This phrase is universal for introducing both males and females, can be used in business and non-business settings, and applies when introducing a person to person of any social and job status.

The following chart shows titles used in many Russian companies.

### Titles Generally Used in Russian Companies

президент	<i>prezident</i>	"president"
Исполнительный директор	<i>Ispolnitel'niy director</i>	"CEO"
Директор (филиала) e.g. директор по продажам, директор по маркетингу	<i>Direktor (filiala)</i> <i>E.g., direktor po prodazham, direktor po marketingu.</i>	"[branch] director" e.g. "sales director," "marketing director"
Офис менеджер	<i>Ofis menedzher</i>	"office manager"
сектарь	<i>sekretar'</i>	"secretary"
начальник	<i>nachal'nik</i>	"boss"
Начальник отдела E.g. начальник отдела продаж, начальник отдела строительства	<i>Nachal'nik otдела</i> <i>E.g., nachal'nik otдела prodazh, nachal'nik otдела stroitel'stva</i>	"Head of department" E.g. "Head of Sales Department," "Head of Constructing Department"

### What about the feminine?

While there are feminine forms of some job titles (начальник - начальница "head/boss," переводчик - переводчица "interpreter"), they are almost never used in business communication to show that a person of any gender can do the work.

When introducing someone else, knowing demonstratives is very important.

Demonstrative pronouns are used not only to point out a subject, but also to demonstrate the quality and quantity of objects or people. In this case, these pronouns will change according to the case, number, and gender. Take a look at the table below:

Case	Masculine Singular	Feminine Singular	Neuter Singular	Plural
<b>Nominative</b>	ЭТОТ	ЭТА	ЭТО	ЭТИ

<b>Genitive</b>	ЭТОГО	ЭТОЙ	ЭТОГО	ЭТИХ
<b>Dative</b>	ЭТОМУ	ЭТОЙ	ЭТОМУ	ЭТИМ
<b>Accusative</b>	ЭТОГО (animate) ЭТОТ (inanimate)	ЭТУ	ЭТО	ЭТИХ (animate) ЭТИ (inanimate)
<b>Instrumental</b>	ЭТИМ	ЭТОЙ	ЭТИМ	ЭТИМИ
<b>Prepositional</b>	ОБ ЭТОМ	ОБ ЭТОЙ	ОБ ЭТОМ	ОБ ЭТИХ

For example:

1. Это наша графическая команда.  
*Eto nasha graficheskaya komanda.*  
"This is our graphics team."
2. Мы переехали в эти два больших офиса.  
*My pereehali v eti dva bol'shih ofisa.*  
"We moved to these two big offices."
3. Она глава этого нового отдела.  
*Ona glava etogo novogo otdela.*  
"She is the head of this new department."

### Examples from the dialogue:

1. Миссис Уилли.  
*Missis Uilli.*  
"Mrs Willy."
2. Миссис Уилли, приятно познакомиться.  
*Missis Uilli, priyatno poznamomit'sya.*  
"Mrs Willy, nice to meet you."

### Sample Sentence

1. Антон, это наш исполнительный директор - Сергей *Иванов*.  
*Anton, eto nash ispolnitel'nyy direktor - Sergey Ivanov.*  
"Anton, this is our CEO—Sergey Ivanov."

## CULTURAL INSIGHT

### Business Events in Russia

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Russia is actively involved in international cooperation with different countries and hosts many trade shows and other fairs. Most of the events are held in Moscow or St. Petersburg, but recently other smaller cities, like Sochi or Vladivostok, host the APEC Forum, International Investment Forum, and other fairs. Such events are a good opportunity to look for partners in Russia, as getting into direct contact with a company sometimes can be problematic.

Useful expression:

1. деловое мероприятие
2. *delovoe meropriyatie*  
"business event"



## LESSON NOTES

# Business Russian for Beginners S1 #4

## Greeting Your Russian Boss in the Morning

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### CONTENTS

- 2 Russian
- 2 Romanization
- 2 English
- 2 Vocabulary
- 3 Sample Sentences
- 4 Vocabulary Phrase Usage
- 5 Grammar
- 7 Cultural Insight

# 4

## RUSSIAN

1. ЛИНДА: Доброе утро.
2. АЛЕКСАНДР: Линда, привет. Погода сегодня чудесная.
3. ЛИНДА: Вы правы! Температура отличная.
4. АЛЕКСАНДР: Как жаль, что приходится работать в офисе.

## ROMANIZATION

1. LINDA: Dobroye utro.
2. ALEKSANDR: Linda, privet. Pogoda segodnya chudesnaya.
3. LINDA: Vy pravy! Temperatura otlichnaya.
4. ALEKSANDR: Kak zhal', chto prikhoditsya rabotat' v ofise.

## ENGLISH

1. LINDA: Good morning.
2. ALEXANDER: Linda, hi. Today the weather is wonderful.
3. LINDA: You are right! The temperature is perfect.
4. ALEXANDER: It's a shame having to work at the office!

## VOCABULARY

Russian	Romanization	English	Class	Gender
офис	ofis	office	noun	masculine
погода	pogoda	weather	noun	feminine
чудесный	chudesniy	wonderful	adjective	
сегодня	segodnya	today	adverb, noun	
Привет	privet	hi, hello	interjection	
температура	temperatura	temperature	noun	feminine
как жаль	kak zhal'	what a pity	expression	
приходится	prihoditsya	to have to	verb	
работать	rabotat'	to work	verb	

## SAMPLE SENTENCES

<p><b>Служащий работал в офисе.</b> <i>Sluzhaschiy rabotal v ofise.</i></p> <p>"An employee worked at the office."</p>	<p><b>Не могли бы вы прийти в наш офис, чтобы подписать контракт?</b> <i>Ne mogli by vy priyti v nash ofis , chtoby podpisat' kontrakt?</i></p> <p>"Could you come to our office to sign the contract?"</p>
<p><b>Я живу рядом с офисом.</b> <i>Ya zhivu ryadom s ofisom.</i></p> <p>"I live near my office."</p>	<p><b>Погода сегодня не очень хорошая.</b> <i>Pogoda segodnya ne ochen' khoroshaya.</i></p> <p>"The weather is not very good today."</p>
<p><b>Какая сейчас погода?</b> <i>Kakaya seychas pogoda?</i></p> <p>What is the weather now?</p>	<p><b>Погода ужасная.</b> <i>Pagoda uzhasnaya.</i></p> <p>"This weather is horrible."</p>
<p><b>Какая завтра будет погода?</b> <i>Kakaya zavtra budet pogoda?</i></p> <p>"What will the weather be like tomorrow?"</p>	<p><b>Это была чудесная поездка.</b> <i>Eto byla chudesnaya poezdka.</i></p> <p>"It was a wonderful trip."</p>

<p><b>Сегодня был необычайно жаркий летний день.</b>  <i>Segodnya byl neobychnayno zharkiy letniy den'.</i></p> <p>"Today was an extraordinarily hot summer day."</p>	<p><b>Парад сегодня.</b>  <i>Parat sevodnya.</i></p> <p>"The parade is today."</p>
<p><b>Сегодня плохой курс валют.</b>  <i>Syegodnya plohoi kurs valyut.</i></p> <p>"The exchange rate is bad today."</p>	<p><b>Мне нужно в город сегодня.</b>  <i>Mnye nuzhno v gorod syegodnya.</i></p> <p>"I need to go downtown today."</p>
<p><b>Сегодня - суббота.</b>  <i>Segodnya - subbota.</i></p> <p>"Today is Saturday."</p>	<p><b>Привет всем!</b>  <i>Privet vsem!</i></p> <p>"Hi, everyone!"</p>
<p><b>Привет, Эрик.</b>  <i>Privet, Erik.</i></p> <p>"Hi, Erik."</p>	<p><b>Привет, как дела?</b>  <i>Privet, kak dela?</i></p> <p>"Hi, how are you?"</p>
<p><b>У меня температура и меня тошнит.</b>  <i>U menya temperatura i menya toshnit.</i></p> <p>"I have a temperature and feel dizzy."</p>	<p><b>Как жаль, что Вы не сможете прийти.</b>  <i>Kak zhal', chto Vy ne smozhete pridti.</i></p> <p>"What a pity you can't come!"</p>
<p><b>Сегодня мне приходится делать и его работу.</b>  <i>Segodnya mne prihoditsya delat' i ego rabotu.</i></p> <p>"Today I have to do his work too."</p>	<p><b>Где она работает?</b>  <i>Gde ona rabotaet?</i></p> <p>"Where does she work?"</p>
<p><b>Служащий работал в офисе.</b>  <i>Sluzhaschiy rabotal v ofise.</i></p> <p>"An employee worked at the office."</p>	

## VOCABULARY PHRASE USAGE

### Как жаль, что ("What a shame")

Phrase Как жаль, что "What a shame/pity" describes the true feelings of the speaker and has a strong emotional context.

This phrase doesn't have limitations as far as its use in formal/informal situations, but it's not often used because it has a strong image and people don't want to dilute the meaning. To make it more neutral (less emotional), you can say *очень жаль, что* "it's a pity that..."

For example:

1. Как жаль, что пора уходить.  
"What a pity that we have to leave."

## **отличный ("perfect")**

The adjective *отличный* is widely used to describe different things—weather, cuisine, opportunities, work or school results, etc. While it is widely used in oral speech (both formal and informal), you rarely see it in official documents.

If you see adjective *отличный* followed by the preposition *от*, "from," the phrase will have the meaning "different from," not "perfect."

For example:

1. Я знаю отличный ресторан неподалёку.  
"I know a great restaurant nearby."

## **GRAMMAR**

### **The Focus Of This Lesson Is How to Politely Greet Your Supervisor**

**Линда, привет. Погода сегодня чудесная.**

***Linda, privet. Pogoda segodnya chudesnaya.***

**"Linda, hi. Today the weather is wonderful."**

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### **1. Two types of "you" - Вы vs Ты**

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You can greet your boss simply by saying the neutral *Доброе утро*, meaning "Good morning," but be conscious that in Russian you can express different politeness levels.

For example, junior team members always use neutral or polite greetings. The neutral is mentioned above, and the polite one will be—*здравствуйте* "Hello."

The boss can use any greeting, from the informal *привет* "Hi," to polite ones. It depends on the image he/she wants to maintain (a close parent-child-like relationship or a very distant and

formal one).

The most important element is the pronoun you use when referring to someone.

Вы can be either a polite version of singular "you" or the neuter plural. Verbs have the same form for both meanings, so it may be easy to remember that the polite version is the same as when you talk about two or more persons in front of you.

It may be really difficult to switch from formal to informal speech. There are no certain rules about when it is time, so just look at the situation. A useful phrase would be - Давайте перейдём на ты."Let's switch to the informal 'you,'" but most often it should be someone in a higher position or elder person who offers to make the switch.

## 2. Small talk about the morning weather

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After greetings, people sometimes continue with a brief chat about the weather.

The weather and the temperature are always the safest topics for making small talk. You can say what you think about today's weather, like "Today the weather is wonderful," which is, Погода сегодня чудесная. (*Pogoda segodnya chudesnaya.*)

Let's see how this sentence is formed:

First comes *погода* literally meaning "weather" and after that *сегодня* meaning "today," and then *чудесная* "wonderful." There is no fixed word order in Russian, so you can also start with "today."

You can change the indication of time for an indication of place, such as *на улице*, meaning "outside" (literally, "on a street").

As an answer to that you may say or hear a comment about temperature:

1. Температура отличная.  
*Temperatura otlichnaya.*  
"The temperature is perfect."

Similarly:

1. Минусовая температура.  
"The temperature is below zero."
2. Температура ужасная.  
"The temperature is horrible."

The grammar for these sentences is not so difficult, you just have to match the adjective with the noun.

### Examples from the dialogue:

1. Вы правы! Температура отличная.  
*Vy pravyy! Temperatura otlichnaya.*  
"You're right! The temperature is perfect."
2. Как жаль, что приходится работать в офисе.  
*Kak zhal', chto prikhoditsya rabotat' v ofise.*  
"It's a shame that we have to work at the office!"

### Sample Sentences

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1. Сегодня ужасная температура.  
*Segodnya uzhasnaya temperatura.*  
"Today the temperature is unbearable."
2. На улице очень жарко.  
*Na ulitse ochen' zharko.*  
"It's really hot outside."

## CULTURAL INSIGHT

### How to Address your Boss

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Traditionally, it is common to call your boss using their first name + patronymic name (e.g. Елена Сергеевна (Elena Sergeevna) or Иван Владимирович (Ivan Vladimirovich)), however, nowadays, some companies have a more informal office atmosphere, so you can address your boss using only his/her first name (while grammatically your speech still will be strictly formal). Russians never use the formula "Mr./Ms. + last name" in oral speech, though in letters or emails you can be referred as Господин/Госпожа + last name (abbreviation: Г-н "Mr.," Г-жа "Ms./Mrs."). Addressing someone "Dr.," common in the US and other countries, also doesn't exist in Russia.

Useful expression:

1. отчество (*otchestvo*)  
"patronymic name"



## LESSON NOTES

# Business Russian for Beginners S1 #5

## Talking About Your Long Weekend in Russian

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### CONTENTS

- 2 Russian
- 2 Romanization
- 2 English
- 3 Vocabulary
- 3 Sample Sentences
- 4 Vocabulary Phrase Usage
- 5 Grammar
- 7 Cultural Insight

# 5

## RUSSIAN

1. ЛИНДА: Доброе утро.
2. АЛЕКСАНДР: Здравствуй, Линда!
3. ЛИНДА: Как прошли выходные?
4. АЛЕКСАНДР: Я ездил в Москву.
5. ЛИНДА: О! И как прошло? Ты посещал достопримечательности или встречался с друзьями?

## ROMANIZATION

1. LINDA: Dobroye utro.
2. ALEKSANDR: Zdravstvuy, Linda!
3. LINDA: Kak proshli vykhodnyye?
4. ALEKSANDR: YA yezdil v Moskvu.
5. LINDA: O! I kak proshlo? Ty poseshchala dostoprimechatel'nosti ili vstrechalas' s druz'yami?

## ENGLISH

1. LINDA: Good morning!
2. ALEXANDER: Hello Linda!

CONT'D OVER

3. LINDA: How was the weekend?
4. ALEXANDER: I went to Moscow.
5. LINDA: Oh, and how was it? Were you doing some sightseeing or meeting with friends?

## VOCABULARY

Russian	Romanization	English	Class	Gender
выходные	vyhodnye	weekend, holidays	noun, plural	
ездить	yezdit'	to go (on any kind of transport)	verb	
посещать	poseschat'	to visit	verb	
как прошло	kak proshlo	how was it	expression	
достопримечательности	dostoprimechatelynosti	attractions	noun	plural
встречаться с	vstrechat'sya	to meet with	verb	
друг	drug	friend	noun	masculine

## SAMPLE SENTENCES

<p><b>Вы собираетесь куда-нибудь поехать в эти выходные?</b>  <i>Vy sobiraetes' kuda-nibud' poehat' v eti vyhodnie?</i></p> <p>"Are you going to go anywhere this weekend?"</p>	<p><b>Она ездит на работу на машине.</b>  <i>Ona ezdit na rabotu na mashine.</i></p> <p>"She goes to the office by car."</p>
<p><b>Я хотел бы посетить этот музей.</b>  <i>Ya khotel by posetit' etot muzey.</i></p> <p>"I'd like to visit this museum."</p>	<p><b>Как прошло совещание вчера?</b>  <i>Kaka proshlo soveshanie vchera?</i></p> <p>"How was the meeting yesterday?"</p>

<p><b>В этом городе много достопримечательностей.</b>  <i>V etom gorode mnogo dostoprimechatel'nostey.</i></p> <p>"There are a lot of sightseeing spots in this city."</p>	<p><b>Сегодня я встречаюсь с коллегой из другого отдела.</b>  <i>Segodnya ya vstrechayus' s kollegoy iz drugogo otdela.</i></p> <p>"I will meet with a colleague from another department today."</p>
<p><b>Вот мой друг, Сергей.</b>  <i>Vot moy drug, Sergey.</i></p> <p>"Here's my friend, Sergey."</p>	<p><b>Он мой друг уже двадцать лет.</b>  <i>On moy druk uzhe dvattsat' let.</i></p> <p>"He has been my friend for twenty years."</p>
<p><b>Я и мой лучший друг везде ходим вместе.</b>  <i>Ya i moy luchshyy druk vezde khodim vmeste.</i></p> <p>"My best friend and I go everywhere together."</p>	<p><b>Он мне не друг, а просто знакомый.</b>  <i>On mnye nye drug, a prosto znakomyy.</i></p> <p>"He's not my friend, but just someone I know."</p>
<p><b>Она моя лучшая подруга.</b>  <i>Ona moya luchshaya podrugay.</i></p> <p>"She's my best friend."</p>	<p><b>Я приехал с подругой.</b>  <i>Ya priyekhal s padrugay.</i></p> <p>"I came with my (female) friend."</p>

## VOCABULARY PHRASE USAGE

### посещать ("to visit")

The verb *посещать* means "to visit" (usually tourist attractions, but can also be used with names of countries or cities) or "to make a visit" (to somebody's house).

In its second meaning it sounds very official, so it usually includes some irony when used in informal speech.

For example:

1. Премьер-министр посетил завод и встретился с рабочими.  
 "The prime-minister visited the plant and met with workers."

### друг ("friend")

The noun *друг* in plural form has the form *друзья*, so it's irregular.

The form други (usually други мои "my friends") is grammatically incorrect, but can be heard in informal speech as it is a sarcastic way to refer to close friends.

For example:

1. Друг одолжил мне свою машину.  
"A friend lended me his car."

## GRAMMAR

### The Focus Of This Lesson Is Greeting a Co-worker After a Long Weekend

**Как прошли выходные?**

*Как proshli vykhdnyye?*

"How was the weekend?"

---

After a long holiday or a weekend, asking your co-workers how it was makes for good small talk. In this lesson, you'll learn how to ask your co-workers what their holidays were like.

#### 1. Asking about the holidays: Как прошли выходные? ("How was the weekend?")

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In the dialogue, when Linda asked Alexander how the long weekend was, she said Как прошли выходные?

Let's break it down.

Как is "how," прошли is the main verb and means "they went," finally we have выходные, which as already refers to the "consecutive holidays" or "weekend," and it's a plural noun.

Прошли comes from проходить, meaning "to go," it's the third person plural of the past. As in English, it can be used **to ask about something that develops along with time.**

You can use a similar sentence when asking about something else. All you have to remember is to conjugate the verb accordingly. Let's see some examples together:

1. Как **прошёл** праздник? (third person singular, masculine)  
"How was the holiday/celebration?"
2. Как **прошла** суббота? (third person singular, feminine)  
"How was Saturday?"

3. Как **прошло** воскресенье? (third person singular, neuter)  
"How was Sunday?"

### Russian Major Holiday Seasons

Russian	Romanization	English
ВЫХОДНЫЕ	<i>vyhodnie</i>	"weekend"
ОТПУСК	<i>otpusk</i>	"paid holiday"
Новогодние каникулы	<i>Novogodnie kanikuly</i>	"New Year holidays"
Майские праздники	<i>Mayskie prazdniki</i>	"May holidays"

### 2. Как прошло? (lit. "How went?")

The phrase как прошло? Has a very neutral meaning ("how was it?") and may refer to anything (holidays, meetings, a business trip, etc.). The verb (again проходить, meaning "to go,") has to be in third person singular neuter to be grammatically correct.

The rule—the longer the more polite—works here too. Using the phrase just like this is appropriate for informal speech, for formal occasions you have to say what you actually mean (e.g. как прошло совещание?"How was the meeting?").

### 3. Past simple and past continuous

In Russian, the past tense corresponds to the past simple, past continuous, present perfect, and the past perfect tenses of English.

From the dialogue:

1. Я ездил в Москву.  
*YA yezdil v Moskvu.*  
"I went to Moscow."
2. Я встретил Сергея, когда ехал в Москву на поезде.  
*Ya vstretil Sergeya, kogda ehal v Moskvu na poezde.*  
"I met Sergey, when I was going to Moscow by train."

3. Ты посещала достопримечательности или встречалась с друзьями?  
*Ty poseshchala dostoprimechatel'nosti ili vstrechalas' s druz'yami?*  
"Were you doing some sightseeing or meeting with friends?"
4. Я посетила много достопримечательностей.  
*Ya posetila mnogo dostoprimechatel'nostey.*  
"I did a lot of sightseeing."

### Examples from the dialogue:

1. Я ездил в Москву.  
*Ya yezdil v Moskvu.*  
"I went to Moscow."
2. О! И как прошло? Ты посещала достопримечательности или встречалась с друзьями?  
*O! I kak proshlo? Ty poseshchala dostoprimechatel'nosti ili vstrechalas' s druz'yami?*  
"Oh, and how was it? Were you doing some sightseeing or meeting with friends?"

### Sample Sentence

---

1. Как прошли Новогодние каникулы?  
*Kak proshli Novogodnie kanikuly?*  
"How were the New Year Holidays?"

## CULTURAL INSIGHT

### Russian Holidays

---

Russia has a tradition of celebrating some of the main holidays in the office. These are New Year's, Men's Day (Defenders' Day) and Women's Day. As these days are national holidays, celebrations in the office take place on the last working day before the holiday (usually such working days are shortened by one hour). As for the New Year, it is common to have a party (organised by the company) in some restaurant. For other holidays, while big companies prefer having a party in a restaurant, in smaller firms each department usually prepares small gifts to colleagues and catering by itself. Birthdays are also celebrated among colleagues. The birthday person buys a cake or other snacks, and co-workers prepare a present for him/her.

Useful expression:

1. *С праздником!*  
*S prazdnikom!*  
"Happy holiday!"



## LESSON NOTES

# Business Russian for Beginners S1 #6

## Going Out to Meet With a Client in Russia

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### CONTENTS

- 2 Russian
- 2 Romanization
- 2 English
- 3 Vocabulary
- 3 Sample Sentences
- 4 Vocabulary Phrase Usage
- 5 Grammar
- 8 Cultural Insight

# 6

## RUSSIAN

1. ЛИНДА: Я ушла.
2. АННА: У тебя встреча?
3. ЛИНДА: Я иду на совещание в компанию "Прогресс."
4. АННА: Хорошо! Удачи!
5. ЛИНДА: Спасибо! Увидимся позже!

## ROMANIZATION

1. LINDA: YA ushla.
2. ANNA: U tebya vstrecha?
3. LINDA: YA idu na soveshchaniye v kompaniyu Progress.
4. ANNA: Khorosho! Udachi!
5. LINDA: Spasibo! Uvidimsya pozzhe!

## ENGLISH

1. LINDA: I'm leaving.
2. ANNA: Do you have an appointment?
3. LINDA: I'm going to a meeting with the firm Progress.

CONT'D OVER

4. ANNA: OK! Good luck!
5. LINDA: Thank you! See you later!

## VOCABULARY

Russian	Romanization	English	Class	Gender
уходить	uhodit'	to walk away, to leave	verb	
встреча	vstrecha	meeting	noun	feminine
совещание	soveschaniye	meeting	noun	neutral
идти	idti	to go (on foot)	verb	
хорошо	khorosho	okay, good, well, fine	particle; adverb	
удачи	udachi	good luck	interjection	
увидеться	uvidit'sya	to see, to meet later	verb	
позже	pozzhe	later	adverb	

## SAMPLE SENTENCES

<p><b>Не уходи!</b> <i>Ne ukhodi!</i></p> <p>"Don't go!" ("Don't leave!")"</p>	<p><b>Он ушёл рано утром.</b> <i>On ushol rano utrom.</i></p> <p>"He left early in the morning."</p>
<p><b>Эта встреча перевернула его жизнь.</b> <i>Eta vstrecha perevernula ego zhizn'.</i></p> <p>"This meeting changed his life."</p>	<p><b>Встреча состоится в финансовом районе.</b> <i>Vstrecha sostoitsya v finansovom rayone.</i></p> <p>"The meeting will take place in the finance district."</p>

<p><b>Спать во время важной встречи очень невежливо.</b>  <i>Spat' vo vremya vazhnoy vstrechi ochen' nevezhlivo.</i></p> <p>"It is very impolite to sleep during an important meeting."</p>	<p><b>Нашу встречу придётся перенести.</b>  <i>Nashu vstryechu pridyotsya pyeryenyesti.</i></p> <p>"We'll have to reschedule our meeting."</p>
<p><b>У меня завтра деловая встреча.</b>  <i>U myenya zavtra dyelovaya vstryecha.</i></p> <p>"I have a business meeting tomorrow."</p>	<p><b>Встреча с директором назначена на 8 утра.</b>  <i>Vstryecha s diryektorom naznachyena na 8 utra.</i></p> <p>"The meeting with the director is scheduled for eight A.M."</p>
<p><b>Работники присутствовали на совещании.</b>  <i>Rabotniki prisutstvovali na soveshchanii.</i></p> <p>"Workers attended the meeting."</p>	<p><b>У меня завтра важное совещание.</b>  <i>U menya zavtra vazhnoye soveshchaniye.</i></p> <p>"I have an important meeting tomorrow."</p>
<p><b>Работники присутствовали на совещании.</b>  <i>Rabotniki prisutstvovali na soveshchanii.</i></p> <p>"People attended the meeting."</p>	<p><b>Вы пойдете на дискотеку? - Конечно.</b>  <i>Vy poydyote na diskoteku? Konechno.</i></p> <p>"Are you going to the disco? - Sure."</p>
<p><b>Ну что, идём?</b>  <i>Nu chto, idyom?</i></p> <p>"Well, are we going?"</p>	<p><b>Идём в кино!</b>  <i>Idyom v kino!</i></p> <p>"Let's go to the movie theater!"</p>
<p><b>Он хорошо говорит по-русски.</b>  <i>On khorosho govorit po-russki.</i></p> <p>"He speaks Russian well."</p>	<p><b>Я чувствую себя хорошо.</b>  <i>Ya chufstvuyu sebya kharasho.</i></p> <p>"I feel good."</p>
<p><b>Вы хорошо себя чувствуете?</b>  <i>Vy kharasho sebya chustvuyete?</i></p> <p>"Do you feel okay?"</p>	<p><b>Удачи на экзамене, пока!</b>  <i>Udachi na ekzamene, paka!</i></p> <p>"Good luck at your exam, bye!"</p>
<p><b>Мы увидимся на этой неделе?</b>  <i>My uvidimsya na etoy nedele?</i></p> <p>"Are we going to see each other this week?"</p>	<p><b>Я отправлю тебе документы позже.</b>  <i>Ya otpravlyu tebe dokumenty pozhe.</i></p> <p>"I'll send you the documents later."</p>

## VOCABULARY PHRASE USAGE

## **встреча ("appointment")**

Встреча is used not only to refer business appointments, but also in informal settings (e.g. встреча друзей "meeting of friends," какая встреча! "what a meeting!" (when you are surprised to see somebody). Please notice the difference with Совещание, which can be used only as "business meeting," while встреча is less official. Собрание is something well prepared, with a hierarchical structure—there must be a person leading the meeting—while during встреча people may have the same job titles.

For example:

1. Это была неожиданная встреча.  
"This was an unexpected meeting."

## **Удачи! ("Good luck!")**

Удачи! is a shorten version of Желаю Вам удачи! "Wish you luck!," so it can be used only in informal or semiformal speech.

Depending on the speaker's intonation it can have a sarcastic meaning "OK, I'd like to see how you deal with it."

For example:

1. Удачи в делах!  
"Good luck in your business!"

## **компания ("company")**

Just like in English, it may refer both to company as a firm, or a company as a group of people (e.g. friends).

For example:

1. Это компания его отца.  
"This is his father's company."

## **GRAMMAR**

**The Focus Of This Lesson is What to Say When Leaving the Office for a Meeting with a Client**

**Я ушла.**  
***Ya ushla.***

## "I'm leaving."

---

When you leave the office for a meeting, telling your co-workers where you are going could be a good way to create a friendly working atmosphere. Your co-workers will probably respond to you with a common expression to see you off.

### 1. Usage of the past tense, even for some action in a progress

---

**Я ушла. ("I left")**

#### How is the past tense usually formed?

To form the past tense, you need to drop the infinitive ending **-ТЬ** (*t'*) and add the following endings:

Ending	Russian	Romanization
Masculine	-л	<i>l</i>
Feminine	-ла	<i>la</i>
Neuter	-ло	<i>lo</i>
Plural	-ли	<i>li</i>

For example, видеть ("to see") - видел ("I, you (informal singular), he saw"), видела ("she saw"), видело ("it saw"), видели ("we, you (polite or plural), they saw");

Делать ("to do") - делал ("I, you (informal singular), he did"), делала ("she did"), делало ("it did"), делали ("we, you (polite or plural), they did").

#### What type of action does the past tense refer to?

The good thing about tenses in Russian is that they are not divided into simple or continuous. The bad thing is that there are imperfective and perfective aspects to show if the action was completed or still ongoing. Perfective aspects don't influence the ending of the verb, it is usually indicated by prefixes. For example:

Imperfective: я смотрела этот фильм "I watched/was watching this film," (meaning "to have an experience" or "doing for a period of time");

Perfective: я посмотрела этот фильм "I've watched this film" (usually meaning "I watched

the whole film").

### **Specific usage of the past tense when referring to action in progress:**

The example from the dialogue shows us the verb in the past form, while Linda is clearly still in the office. This is the special form for actions that are just about to happen (for example in the conversation, Linda is just about to leave the office). Sometimes they can be accompanied by the word почти "almost"—я почти закончила "I'm almost finished"; мы почти закончили работу над этим соглашением—"we've almost finished the work on this agreement."

## **2. Leave-taking expressions**

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The phrase from the dialogue is an example of informal speech. Still, there are some other leaving expressions appropriate for different situations.

### **Leaving the meeting/workplace because of some urgent situation**

When you were expected to stay later, but have to leave urgently, it is necessary to say "Sorry, I have to go/leave":

1. Простите, мне нужно идти (neutral)  
*Prostite, mne nuzhno idti.*  
"Sorry, I have to go."
2. Извините, вынужден Вас покинуть (very formal)  
*Izvinite, vynuzhden Vas pokinut'.*  
"Sorry, I have to leave you."

Also give a small explanation, For example:

1. Я иду на совещание в ОАО "Прогресс."  
*Ya idu na soveschanie v OAO "Progress."*  
"I'm going to a meeting with the ОАО (open joint-stock company) 'Progress.'"
2. Я должен встретиться с партнёрами.  
*Ya dolzhen vstretit'sya s partnoryami.*  
"I have to meet with the partners."

### **Examples from the dialogue:**

1. Хорошо! Удачи!  
*Khorosho! Udachi!*  
"OK! Good luck!"
2. Спасибо! Увидимся позже!  
*Spasibo! Uvidimsya pozzhe!*  
"Thank you! See you later!"

## Sample Sentence

---

1. Простите, вынужден Вас покинуть - у меня назначена встреча с партнёрами.  
*Prostite, vynuzhden Vas pokinut"- u menya naznachena vstrecha s partnyorami.*  
"Sorry, I have to leave you—I have a meeting with the partners scheduled."

## CULTURAL INSIGHT

### Business Meetings in Russia

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Russians are very strict about meeting times. You are expected to come 10-15 minutes before the beginning with all the papers or presentations ready. Being late is absolutely inappropriate for junior staff, while the absence of top managers may be interpreted as showing power. Russians hate ambiguity and indirectness (which usually means "wasting time" for them ), so you will be probably asked to get straight to the point. Long negotiations with several coffee-breaks are also not common. The typical scenario is having a business meeting for 1-2 hours and then going to lunch or dinner with the partners.

Useful expression:

1. вопрос повестки дня  
*vopros povestki dnya*  
"meeting agenda"



LESSON NOTES

# Business Russian for Beginners S1 #7

## Arranging a Russian Business Meeting

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### CONTENTS

- 2 Russian
- 2 Romanization
- 3 English
- 3 Vocabulary
- 4 Sample Sentences
- 5 Vocabulary Phrase Usage
- 6 Grammar
- 9 Cultural Insight

# 7

## RUSSIAN

1. ЛИНДА: Елена хочет проверить текущие проекты отдела рекламы.
2. ЛИНДА: Мы можем назначить встречу на пятницу?
3. ЕЛЕНА: Да...
4. ЛИНДА: У них есть какие-то мероприятия, которые нельзя перенести?
5. ЕЛЕНА: На этой неделе нет.
6. ЛИНДА: Вам нужно время, чтобы подготовиться к совещанию?
7. ЕЛЕНА: Да. Как минимум один день.
8. ЛИНДА: Хорошо, тогда давайте назначим совещание на 10 утра послезавтра.

## ROMANIZATION

1. LINDA: Yelena khochet proverit' tekushchiye proyekty otdela reklamy.
2. LINDA: My mozhem naznachit' vstrechu na pyatnitsu?
3. ALEKSANDR: Da...
4. LINDA: U nikh yes't' kakiye-to meropriyatiya, kotoryye nel'z'ya perenesti?
5. ALEKSANDR: Na etoy nedele net.
6. LINDA: Vam nuzhno vremya, chtoby podgotovit'sya k soveshchaniyu?

CONT'D OVER

7. ALEKSANDR: Da. Kak minimum odin den'.
8. LINDA: Khorosho, togda davayte naznachim soveshchaniye na 10 utra poslezavtra.

## ENGLISH

1. LINDA: Elena wants to check the PR team's ongoing projects.
2. LINDA: Can we set up a meeting by Friday?
3. ELENA: Yes...
4. LINDA: Does the team have any events that can't be pushed back?
5. ELENA: Not this week.
6. LINDA: Do you need time to get ready for the meeting?
7. ELENA: Yes. At least one day.
8. LINDA: Ok, so let's fix the meeting for the day after tomorrow at 10 a.m.

## VOCABULARY

Russian	Romanization	English	Class	Gender
хотеть	khotet', khatet`	to want	verb	
проверить	praverit'	to check, to examine	verb	
проект	praekt	project	noun	masculine

текущий	tekuschiy	ongoing	adjective	
назначить	naznachit'	to appoint, to arrange, to make an appointment	verb	
пятница	pyatnitsa	Friday	noun	feminine
какой-то	kakoy-to	some, any	adverb	
перенесён	pereneson	delayed, suspended, postponed	verb	
послезавтра	poslezavtra	the day after tomorrow	adverb	
отдел рекламы	otdel reklamy	PR department	phrase	

## SAMPLE SENTENCES

<p><b>Я не хочу, чтобы мои дети тратили все свои деньги на сладости.</b>  <i>Ya ne khochu, chtoby moi deti tratili vse svoi den'gi na sladosti.</i></p> <p>"I don't want my children to spend all their money on sweets."</p>	<p><b>Ты не хочешь?</b>  <i>ty ne hochesh?</i></p> <p>"Don't you want to?"</p>
<p><b>Ты проверил все возможные убежища этого преступника?</b>  <i>Ty praveril vse vazmozhnyye ubezhyshcha etava prestupnika?</i></p> <p>"Have you checked all the possible hideouts of the villain?"</p>	<p><b>Перед выходом из дома проверьте, всё ли вы с собой взяли.</b>  <i>Pered vykhadam iz doma praver'te, vsyo li vy s saboy vzyali.</i></p> <p>"Before you leave home, check whether you took everything with you."</p>
<p><b>Я работаю над этим проектом уже месяц.</b>  <i>Ya rabotayu nad etim praektam uzhe mesyats.</i></p> <p>"I've been working on this project for a month already."</p>	<p><b>Ты занят текущим проектом?</b>  <i>Ty zanyat tekuschim proektom?</i></p> <p>"Are you busy with the ongoing project?"</p>

<p><b>Вам назначено?</b> <i>Vam naznachenno?</i></p> <p>"Do you have an appointment?"</p>	<p><b>Что ты делаешь в пятницу вечером?</b> <i>Chto ty delayesh' v pyatnitsu vecherom?</i></p> <p>"What are you doing Friday night?"</p>
<p><b>Вы свободны в пятницу вечером?</b> <i>Vy svobodny v pyatnitsu vecherom?</i></p> <p>"Are you free on Friday evening?"</p>	<p><b>Ты знаешь какой-нибудь хороший ресторан?</b> <i>Ty znaesh' kakoy-nibud' khoroshiy restoran?</i></p> <p>"Do you know any good restaurants?"</p>
<p><b>Его контракт был продлён.</b> <i>Ego kontrakt byl prodlyon.</i></p> <p>"His contract was extended."</p>	<p><b>Послезавтра я улетаю в Китай.</b> <i>Poslezavtra ya uletayu f Kitay.</i></p> <p>"The day after tomorrow I'm flying to China."</p>
<p><b>Что ты делаешь послезавтра вечером?</b> <i>Chto ty dyelayesh' poslyezavtra vecherom?</i></p> <p>"What are you doing the night after tomorrow?"</p>	<p><b>Послезавтра я пойду к врачу.</b> <i>Poslyezavtra ya poydu k vrachu.</i></p> <p>"The day after tomorrow, I'm going to a doctor."</p>
<p><b>Что ты делаешь послезавтра?</b> <i>Chto ty dyelayesh' poslyezavtra?</i></p> <p>"What are you doing the day after tomorrow?"</p>	<p><b>Чем занимается отдел рекламы?</b> <i>Chem zanimaetsya otdel reklamy?</i></p> <p>"What does the PR department do?"</p>

## VOCABULARY PHRASE USAGE

### отдел рекламы ("PR department")

Phrase **отдел рекламы** consists of two nouns "department" and "PR" (reverse order, comparing to English). **Отдел** is masculine noun, but **реклама** is feminine. The main word is the one which comes first, so all grammar changes will be made in masculine form.

You can form other department titles using this formula—**отдел маркетинга** "marketing department," or **отдел продаж** "sales department."

For example:

1. **Отдел рекламы** подготовил презентацию.  
"The PR department prepared a presentation."

### перенесён ("delayed," "suspended," "postponed")

The passive form *перенесён* is formed from the verb *перенести* meaning "to delay," "to suspend," "to postpone." It refers to something that can be put off until later. Therefore, you can use *перенесён* for projects that are a lower priority. This is mainly used in formal situations.

For example:

1. Собрание было перенесено на час.  
"The meeting was delayed for one hour."

### **текущий ("ongoing")**

*Текущий* is an adjective formed from the verb *течь* "to flow."

Usually *текущий* is used with the following nouns: *текущие дела* "ongoing business," and *текущий ремонт* "ongoing renewal." This adjective is mainly used in a business setting and rarely will be heard in informal speech.

*Текущий год* means "current year." It's used only in formal speech. The informal version will be *этот год* "this year."

For example:

1. Расскажите о текущих проектах.  
"Tell me about ongoing projects."

## **GRAMMAR**

### **The Focus Of This Lesson is Arranging a Meeting in a Business Context**

**Мы можем назначить встречу на пятницу?**

***My mozhem naznachit' vstrechu na pyatnitsu?***

**"Can we set up a meeting by Friday?"**

---

There will be occasions in which you'll need to set up a meeting or an appointment. Since urgent situations are very common when working, it's good to be prepared and to know which words and sentences to use to make your request clear.

#### **1. Making arrangements politely: Мы можем + infinitive? ("Can we" + infinitive ...?)**

---

1. Мы можем назначить встречу на пятницу?  
*My mozhem naznachit' vstrechu na pyatnitsu?*  
"Can we set up a meeting by Friday?"

This question is straightforward and makes clear that the request is quite urgent. Let's break it down.

Мы is a personal pronoun meaning "we," можем is a modal verb meaning "can," назначить is the infinitive form of the verb "to set up, to schedule," встречу means "meeting" and на пятницу is "on Friday." You can change any part of this sentence (object, time, etc.), but be sure to use only infinitive form of the verb after можем "can."

Here is another example:

1. Мы можем назначить экстренное совещание в течение часа?  
*My mozhem naznachit' ekstrennoe soveshanie v techenie chasa?*  
"Can we set up an urgent meeting within an hour?"

## 2. Modal verbs ("can") requests

---

Let's look more closely at the verb **МОЧЬ** ("to be able to").

To ask someone to do something for you, you usually use the verb **МОЧЬ** ("to be able to"). You can use it in the present tense.

For example:

1. **Вы можете мне** помочь?  
"Can you help me?"
2. Ты можешь передать мне соль?  
"Can you pass me the salt?"

Please, note the conjugation of the verb **мочь** in the present tense:

---

Russian	"English Translation"
я могу	"I am able to"
ты можешь	"You are able to"

---

он / она может	"He/ She/ It is able to"
мы можем	"We are able to"
вы можете	"You are able to" (plural, formal)
они могут	"They are able to"

To sound more polite, you can say:

1. **Вы не могли бы** мне помочь?  
"Could you help me, please?"
2. Ты не мог бы купить мне лекарство?  
"Could you buy me the medicine, please?"

As you can see, you use the negative particle **не + the verb мочь** in the past tense + **бы**. Here's the conjugation of the verb **мочь** in the past tense:

1. Masculine: мог
2. Feminine: могла
3. Neuter: могло
4. Plural: могли

You can also use the verb **мочь** to say whether (or not) you are able to do something.

For example:

1. Мы не можем пойти туда.  
"We can't go there."
2. Она не может ходить.  
"She can't walk."

Please, note that we usually don't use **мочь** to talk about skills (such as being able to drive, to swim, etc.). In this case, we use the verb **уметь**.

For example:



1. Я не умею водить машину.  
"I can't drive."
2. Ты умеешь плавать?  
"Can you swim?"

### Examples from the dialogue:

1. Вам нужно время, чтобы подготовиться к *совещанию*?  
*Vam nuzhno vremya, chtoby podgotovit'sya k soveshchaniyu?*  
"Do you need time to get ready for the meeting?"
2. Хорошо, тогда давайте назначим совещание на 10 утра *послезавтра*.  
*Khorosho, togda davayte naznachim soveshchaniye na 10 utra poslezavtra.*  
"Ok, so let's fix the meeting for the day after tomorrow at 10 a.m."

### Sample Sentence

---

1. Вы не могли бы перенести встречу на *понедельник*?  
*Vy ne mogli by perenesti vstrechu na ponedel'nik?*  
"Could you move the appointment to Monday?"

## CULTURAL INSIGHT

### Meeting Routine in Russia

---

The frequency and length of in-office meetings vary from company to company. However, the agenda usually consists of presenting the results of some project (or month's work, annual work) and choosing the goals for the next period (week, month, year).

Labor unions exist in Russia, however, they usually represent a big group of people, not individuals in disputes. Though many companies in Russia have a complicated hierarchy, it is very common to arrange a personal meeting with a boss. In case of any uncertainty (whether the labor contract has been made according to Labor Law or not, etc.), an employee can have a consultation with the representative of Labor Ministry (by calling the Labor Office or even asking questions online).

Useful expression:

1. *профсоюз*  
*profsoyuz*  
"labor union"

## LESSON NOTES

# Business Russian for Beginners S1 #8

## Leaving Your Russian Office At the End of the Day

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### CONTENTS

- 2 Russian
- 2 Romanization
- 2 English
- 2 Vocabulary
- 3 Sample Sentences
- 4 Vocabulary Phrase Usage
- 5 Grammar
- 6 Cultural Insight

# 8

## RUSSIAN

1. ЛИНДА: Я всё на сегодня. У тебя ещё много работы?
2. АННА: Немного... где-то на полчаса.
3. ЛИНДА: Ладно, тогда до завтра.
4. АННА: До завтра. Пока.

## ROMANIZATION

1. LINDA: YA vso na segodnya. U tebya yeshcho mnogo raboty?
2. ANNA: Nemnogo... gde-to na polchasa.
3. LINDA: Ladno, togda do zavtra.
4. ANNA: Do zavtra. Poka.

## ENGLISH

1. LINDA: I (finished it) all for today. Do you still have much to do?
2. ANNA: Not much ... will take about half an hour or so.
3. LINDA: OK, then I'll see you tomorrow.
4. ANNA: See you tomorrow! Bye!

## VOCABULARY

Russian	Romanization	English	Class
всё	vse	all	pronoun
сегодня	segodnya	today	adverb, noun
тогда	togda	then	adverb
полчаса	polchasa	half an hour	noun
завтра	zavtra	tomorrow	adverb
пока	poka	bye, see you later, until, while	interjection

## SAMPLE SENTENCES

<p><b>Ты всё на сегодня?</b> <i>Ty vsyo na segodnya?</i></p> <p>"Have you (finished it) all for today?"</p>	<p><b>Я уже смотрел все эти фильмы.</b> <i>Ya uzhe smatrel vse eti fil'my.</i></p> <p>"I have watched all these movies."</p>
<p><b>Сегодня был необычайно жаркий летний день.</b> <i>Segodnya byl neobychnayno zharkiy letniy den' .</i></p> <p>"Today was an extraordinarily hot summer day."</p>	<p><b>Парад сегодня.</b> <i>Parat sevodnya.</i></p> <p>"The parade is today."</p>
<p><b>Сегодня плохой курс валют.</b> <i>Syegodnya plohoiy kurs valyut.</i></p> <p>"The exchange rate is bad today."</p>	<p><b>Мне нужно в город сегодня.</b> <i>Mnye nuzhno v gorod syegodnya.</i></p> <p>"I need to go downtown today."</p>
<p><b>Сегодня - суббота.</b> <i>Segodnya - subбота.</i></p> <p>"Today is Saturday."</p>	<p><b>Хорошо, тогда увидимся на следующей неделе.</b> <i>Khorosho, togda uvidimsya na sleduyushchey nedele.</i></p> <p>"Ok, then I'll see you next week."</p>
<p><b>Тогда я позвоню ему завтра.</b> <i>Togda ya pozvonyu yemu zavtra.</i></p> <p>"Then I will call him tomorrow."</p>	<p><b>Ты всё купил? Тогда пошли домой.</b> <i>Ty vsyo kupil? Togda poshli domoy.</i></p> <p>"Have you bought everything? Then let's go home."</p>

<p><b>Вам придётся подождать полчаса.</b> <i>Vam pridyotsa podozhdat' polchasa.</i></p> <p>"You will have to wait for half an hour."</p>	<p><b>Что ты завтра делаешь?</b> <i>Chto ty zavtra delayesh'?</i></p> <p>"What are you doing tomorrow?"</p>
<p><b>Вы завтра свободны?</b> <i>Vy zavtra svobodny?</i></p> <p>"Are you free tomorrow?"</p>	<p><b>Я позвоню тебе завтра.</b> <i>Ya pozvonyu tebe zavtra.</i></p> <p>"I'll call you tomorrow."</p>
<p><b>Завтра мы идём в кино.</b> <i>Zavtra my idyom v kino.</i></p> <p>"Tomorrow I'm going to the cinema."</p>	<p><b>Завтра я буду работать.</b> <i>Zavtra ya budu rabotat'.</i></p> <p>"Tomorrow I'll be working."</p>
<p><b>Бери салат, пока я не доел.</b> <i>Beri salat, poka ya ne doel.</i></p> <p>"Have some salad before I finish it."</p>	

## VOCABULARY PHRASE USAGE

### полчаса ("half an hour")

The prefix пол "half" is connected to words which start with consonants directly, using a - (hyphen) when a word starts with л or before words which start with vowels.

Some examples are Полдня "half a day," пол-лимона "half a lemon," and пол-урока "half a lesson."

For example:

1. Я встретил его полчаса назад.  
"I met him half an hour ago."

### много ("much")

The adverb много in Russian can be used with both countable and uncountable nouns.

Много дел "many things (to do)," много воды "a lot of water."

For example:

1. У неё много друзей.  
"She has a lot of friends."

## GRAMMAR

### The Focus of this Lesson is What to Say When you Leave the Office after Work

**Я всё на сегодня. У тебя ещё много работы?**

***YA vso na segodnya. U tebya yeshcho mnogo raboty?***

**"I (finished it) all for today. Do you still have a lot to do?"**

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Even though in some cases you don't need to say anything at all when you leave the office for a moment, it's usually better to say goodbye properly when leaving after finishing your shift.

#### 1. Я всё. ("I'm done")

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Я всё на сегодня. ("I'm done for today.")

The expression above is an informal one used among colleagues. The formula is personal pronoun + всё (literally meaning "all") + period of time (e.g., на сегодня "for today"). You can change pronouns and period of time (e.g., на эту неделю "for this week"), the "done" part will not change. The reposition на is also optional - you can use it if you want.

The same expression can be used whenever you finish doing something, not only work, but also preparations for something, like eating.

To use a more polite phrase, try Я закончила на сегодня "I've finished (my work) for today." The verb закончить means "to complete something" and has different forms, depending on the pronoun before it. Here are some in the past: закончил (first and third pronoun masculine singular), закончила (first and third pronoun feminine singular), закончили (first and third pronoun plural).

1. Мы закончили.  
*My zakonchili.*  
"We're done."

#### 2. Leave-taking expressions after work, as in "See you tomorrow"

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In the dialogue we saw the following line:

1. Ладно, тогда до завтра.  
*Ladno, togda do zavtra.*  
"OK, then I'll see you tomorrow."

Ладно means "ok" or "well." The next phrase can be divided into two parts: тогда "then" and до завтра "till tomorrow." It is quite neutral, so can be used in both formal and informal speech.

Other possible variants for an informal conversation with colleagues are:

1. Увидимся завтра.  
*Uvidimsya zavtra.*  
"See you tomorrow"
2. До завтра. Пока.  
*Do zavtra. Poka.*  
"See you tomorrow! Bye!"

### Examples from the dialogue:

1. Немного... где-то на полчаса.  
*Nemnogo... gde-to na polchasa.*  
"Not much ... maybe about half an hour."
2. Хорошо, тогда до завтра.  
*Khorosho, togda do zavtra.*  
"OK, then I'll see you tomorrow."

### Sample Sentences

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1. Я закончила сегодня.  
*Ya zakonchila segodnya.*  
"I've finished for today."
2. Увидимся завтра.  
*Uvidimsya zavtra.*  
"See you tomorrow."

## CULTURAL INSIGHT



## Do Russians like overtime?

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According to the law, the normal working week in Russia can't be more than 40 hours (8 hours a day, for 5 days of the week). However, it is possible for an employer to make an employee to do some overtime if it doesn't exceed four hours, not more than two days in a row. In reality, there are some periods (like the end of the financial year, etc.) when lots of people work overtime. Depending on the company, you can receive extra days off or extra pay for such work. Though, it must be said that Russians' attitude to overtime is very negative and they try to avoid it by any means possible.

Useful expression:

1. *переработка*  
*pererabotka*  
"overtime work"

## LESSON NOTES

# Business Russian for Beginners S1 #9

## The Last Day of the Year in a Russian Office

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### CONTENTS

- 2 Russian
- 2 Romanization
- 2 English
- 3 Vocabulary
- 3 Sample Sentences
- 3 Vocabulary Phrase Usage
- 4 Grammar
- 6 Cultural Insight

# 9

## RUSSIAN

1. ЛИНДА: С наступающим!
2. АННА: Спасибо! И тебя тоже!
3. ЛИНДА: Спасибо!
4. АННА: Хорошо провести время!
5. ЛИНДА: И тебе!

## ROMANIZATION

1. LINDA: S nastupayushchim!
2. ANNA: Spasibo! I tebya tozhe!
3. LINDA: Spasibo!
4. ANNA: Khorosho provesti vremya.
5. LINDA: I tebe!

## ENGLISH

1. LINDA: I wish you a happy holiday.
2. ANNA: Thank you! You too!
3. LINDA: Thank you!

CONT'D OVER

4. ANNA: Have a good time.
5. LINDA: You too!

## VOCABULARY

Russian	Romanization	English	Class
и	ee	and, even	conjunction
тоже	tozhe	too, also	adverb
хорошо проводить время	Khorosho provodit' vremya	to have a good time	interjection
С наступающим!	S nastupayuschim!	Happy coming, or Happy (New Year)!	interjection

## SAMPLE SENTENCES

<p><b>Я был в Москве и Санкт-Петербурге.</b> <i>Ya byl v Moskvye i Sankt-Pyetyerburgye.</i></p> <p>"I've been to Moscow and St. Petersburg."</p>	<p><b>И ты пойдёшь?</b> <i>I ty poydyosh'?</i></p> <p>"And you will go (too)?"</p>
<p><b>Я тоже устал.</b> <i>Ya tozhye ustal.</i></p> <p>"I'm tired, too."</p>	<p><b>Мы тоже там работаем.</b> <i>My tozhye tam rabotayem.</i></p> <p>"We also work there."</p>
<p><b>Вам тоже нравится музыка?</b> <i>Vam tozhe nraivtsa muzyka?</i></p> <p>"Do you like music, too?"</p>	<p><b>Мы удачно провели время в отпуске.</b> <i>My udachno proveli vremya v otpuske.</i></p> <p>"We had a good time during our vacation."</p>
<p><b>С наступающим! Увидимся в следующем году!</b> <i>S nastupayuschim! Uvidimsya v sleduyuschem godu!</i></p> <p>"Happy coming New Year! See you next year!"</p>	

## VOCABULARY PHRASE USAGE

## хорошо проводить время. ("Have a good time.")

The phrase хорошо провести время consists of the adverb хорошо "well" and проводить время "to spend time" and has the meaning of a wish. It doesn't include any emotional emphasis.

To make this phrase more formal, you can add вам "you"—Хорошо Вам провести время!

For example:

1. Хорошо провести время в отпуске!  
"Have a good time during your vacation!"

## GRAMMAR

### The Focus Of This Lesson is What To Say When you Leave the Office Before the New Year Break

**С наступающим!**

***S nastupayushchim!***

**"I wish you a happy holiday."**

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When you leave the office on the last business day before a long holiday related to some specific celebration, you might want to say farewell to your boss and co-workers in a special way. In Russia, this might be the case before the New Year holidays.

### Holiday Greetings

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С наступающим! ("Happy coming New Year!")

What to say after New Year's Eve: с наступившим! ("Happy New Year!")

Both of the adjectives наступающий and наступивший were formed from the verb наступить "to come (about time)." Наступающий is an adjective in present form referring to some action which is happening now or just about to happen, while наступивший is a past form, showing that the action has been completed. In both cases, you have to use the preposition с, which usually means "with," but in greetings can be translated as "happy."

Though both of these phrases are quite neutral and can be used when speaking with your boss, our usual rule of "the longer, the more polite" also works here: just add Новым Годом "New Year" to these phrases. For example, С наступающим Новым Годом! "Happy Coming New Year!", or С наступившим Новым Годом! "Happy New Year!"

### Other main holidays in Russia:

March, 8: *Международный женский день* *Mezhdunarodniy Zhenskiy Den'* ("Women's Day").

This is also well known as International Women's Day. Originally, it was a celebration for working women and showing that they have equal rights to men, but nowadays it has become Women's Day, with no limitations on age or working status. Traditionally men buy tulips or yellow mimosa and some presents for all the women in their families. This holiday is also celebrated in every company where women work.

Feb, 23: *День защитника отечества* *Den' Zashitnika Otechestva* ("Defenders' Day or Men's Day").

Traditionally this was the holiday for all men who served in the military in their lives. Nowadays, just like Women's Day, it is celebrated among men or boys of any age, both at home and at work.

May, 1: *День труда* *Den' Truda* ("Labor Day").

In contemporary Russia, this holiday has lost its initial meaning of "labor day of all socialist workers" and now includes the meaning of Spring Day, when the weather is nice and sunny, and a lot of people spend this holiday outdoors.

May, 9: *День победы* *Den' Pobedy* ("Victory Day").

Victory Day is the day of capitulation of Nazi Germany to the USSR in the Second World War. Nowadays, there are victory parades and other celebrations taking place all over the country (the main one is held at Red Square in Moscow).

There are no special sayings for the other main holidays. Usually we just say с наступающим праздником, "happy coming holiday" the day before (as no one works on national holidays) or с праздником, "happy holiday," after. The word праздник means "holiday." Both expressions have no limitations on their usage.

You can wish someone a good holiday for any of these days by saying поздравляю с following by the name of the holiday in the instrumental case, for example:

1. Поздравляю с Международным женским днём  
*Pozdravlyayu s Mezhdunarodnym zhenskim dnyom*  
"Happy Women's Day!"

## How to Answer

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Obviously the most natural answer to "best wishes" is "**Thank you,**" which is [Спасибо].

On the other hand, don't forget to return the greeting with a similar wish followed by "**you too,**"

which in Russian has an informal version, **и тебя тоже** and a formal version, **и Вас тоже**.

### Examples from the dialogue:

1. Спасибо! И тебя тоже!  
*Spasibo! I tebya tozhe!*  
"Thank you! You too!"
2. Удачно провести время.  
*Udachno provesti vremya.*  
"Have a good time."

### Sample Sentence

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1. С наступающим праздником!  
*S nastupayuschim prazdnikom!*  
"Happy coming holiday!"

## CULTURAL INSIGHT

### New Year's Traditions in Russia

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New Year Holidays are the longest and most beloved national holidays in Russia. The schedule differs every year, but usually there is a 10 day break in between December 30th and January 9th. Russia, being an Orthodox Christian country, celebrates Christmas on January 7th, so don't expect most companies and institutions (except for shops or some banks) to be open until January 8th. January may be the least productive month of the year, as Russians also celebrate the so called "Old New Year" on January 13th and often take paid leave until after the national holidays are over.

Useful expression:

1. Новый Год  
*Noviy God*  
"New Year"

## LESSON NOTES

# Business Russian for Beginners S1 #10

## Asking for Information in a Russian Office

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### CONTENTS

- 2 Russian
- 2 Romanization
- 2 English
- 3 Vocabulary
- 3 Sample Sentences
- 4 Vocabulary Phrase Usage
- 5 Grammar
- 7 Cultural Insight

# 10



## RUSSIAN

1. ЛИНДА: Ты знаешь телефон Елены?
2. АННА: Да, её рабочий телефон 84951234567.
3. ЛИНДА: Я пыталась дозвониться, но её не было. Ты не знаешь её мобильный?
4. АННА: Конечно, 89141234567 и её адрес электронной почты elena@mail.com.

## ROMANIZATION

1. LINDA: Ty znayesh' telefon Yeleny?
2. ANNA: Da, yeyo rabochiy telefon 84951234567.
3. LINDA: YA pytalas' dozvonit'sya, no yeyo ne bylo. Ty ne znayesh' yeyo mobil'nyy?
4. ANNA: Konechno, 891412345678 i eyo adres elektronnoy pochty.

## ENGLISH

1. LINDA: Do you know Elena's telephone number?
2. ANNA: Yes, her office number is 84951234567.
3. LINDA: I tried earlier, but she was not in. Do you also know her mobile phone number?

CONT'D OVER

4. ANNA: Sure, it's 89141234567 and her email address is elena@mail.com.

## VOCABULARY

Russian	Romanization	English	Class	Gender
знать	znat'	to know	verb	
телефон	telefon	phone	noun	masculine
рабочий	rabochiy	working, office	adjective	
пытаться	pytatsa	to try, to make an attempt	verb	
мобильный	mobil'niy	mobile	adjective	
электронная почта	elektronnaya pochta	email	adjective + noun	

## SAMPLE SENTENCES

<p><b>Ты знаешь, что она вышла замуж?</b> <i>Ty znayesh', shto ana vyshla zamush?</i></p> <p>"Do you know that she has married?"</p>	<p><b>Я его давно знаю.</b> <i>Ya yego davno znayu.</i></p> <p>"I have known him for a long time."</p>
<p><b>Он знает куда идти?</b> <i>On znayet kuda idti?</i></p> <p>"Does he know where to go?"</p>	<p><b>Я не знаю этот район.</b> <i>Ya ne znayu etot rayon.</i></p> <p>"I don't know this area."</p>
<p><b>Ты его знаешь?</b> <i>Ty yego znayesh'?</i></p> <p>"Do you know him?"</p>	<p><b>У тебя есть телефон?</b> <i>U tebya yest' telefon?</i></p> <p>"Do you have a phone?"</p>
<p><b>Он потерял свой телефон по дороге домой.</b> <i>On poteryal svoj telefon po doroge domoy.</i></p> <p>"He lost his phone on his way home."</p>	<p><b>Ты знаешь его рабочий адрес?</b> <i>Ty znaesh' ego rabochiy adres?</i></p> <p>"Do you know his working address?"</p>

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**Он пытался оправдаться, но она ему не поверила.**

*On pytalsya opravdatsa, no ona emu ne poverila.*

"He tried to explain himself, but she didn't believe him."

**Я забыл мобильный дома.**

*Ya zabyl mobil'niy doma.*

"I forgot my cell-phone at home."

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**Я отправил инвойс тебе на электронную почту.**

*Ya otpravil invoys tebe na elektronnyu pochtu.*

"I sent an invoice to your email."

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## VOCABULARY PHRASE USAGE

### **пытаться дозвониться ("to try to reach somebody on the phone")**

Пытаться дозвониться consists of two verbs—"to try" and "to reach somebody on the phone." The verb дозвониться consists of the prefix до ("to complete something," typical for perfective verbs), and the verb звонить ("to call"), and the postfix ся ("to do something by yourself").

For example:

1. Я пытался дозвониться ей всё утро.  
"I've been trying to reach her on the phone the whole morning."

### **конечно ("sure")**

The word is used to show the 100% certainty of a speaker. There are no limitations on the usage of this word.

For example:

1. Конечно, мы придём.  
"Of course we're coming."

### **elena@mail.com in Russian**

In Russian, as you may have noticed, mail addresses are written with the Latin alphabet, so here is how to read the various parts.

"@" - собака *sobaka*,

"dot"- точка *tochka*,

"com" - ком,

Other common domains are

"org" - орг,

"ru" - ру

For example:

1. Самый популярный домен в России - точка ру."  
"The most common domain in Russia is dot-r-u."

## GRAMMAR

**The Focus of the Lesson is How to Ask for a Simple Piece of Information at the Workplace**

**Ты знаешь телефон Елены?**

*Ty znayesh' telefon Yeleny?*

**"Do you know Elena's telephone number?"**

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### 1. Ты знаешь + noun or name? ("Do you know" + noun or name?)

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1. Ты знаешь телефон *Елены*?  
*Ty znayesh' telefon Yeleny?*  
"Do you know Elena's telephone number?"

The formula for such questions is ты "you" + знаешь "know" + phrase (accusative noun + genitive noun). In this example, телефон "phone" is accusative and indicates an object, while Елены "Elena's" is the genitive and specifies possession. The sentence above is used in informal speech. If you need to ask the same thing your boss, you have to use the polite вы "you" and also add the negative не, "not," to make it more polite—Вы не знаете телефон Елены? (literally "Don't you know Elena's phone number?").

For example:

1. Вы знаете адрес электронной почты *Фёдора*?  
*Vy znaete adres elektronnoy pochty Fyodora?*  
"Do you know Fyodor's e-mail address?"

## ЗНАТЬ (*znat'*)

ЗНАТЬ (*znat'*) means "to know." There's nothing difficult about this word but the conjugations. Let's take a look:

Russian	Romanized	"English"
Я знаю	<i>ya znayu</i>	"I know"
Ты знаешь	<i>ty znaesh'</i>	"you know" (informal, singular)
Он / она знает	<i>on/ona znaet</i>	"he/she knows"
Мы знаем	<i>my znajem</i>	"we know"
Вы знаете	<i>vy znajte</i>	"you know" (formal, plural)
Они знают	<i>oni znayut</i>	"they know"

## 2. Present tense

In Russian there is only one present tense: Present Simple. The only difficulty with it is that there are a lot of different verb endings. First of all, you need to define whether the verb is of the first conjugation (where it doesn't have *и* in infinitive form before *ть*) or the second (where it does). Then for first conjugation remove *ть* and add the ending from the table. For the second conjugation remove *ить* and add the ending from the table.

Pronoun	1st Conjunction	2nd Conjunction
Я, "I"	-ю -у	-ю -у
Ты, "you"	-ешь	-ишь
Он, она, "he," "she"	-ет	-ит
Мы, "we"	-ем	-им
Вы, "you" (formal or plural)	-ете	-ите
Они, "they"	-ют -ут	-ят -ат

Above, we saw the verb *знать* (*znat'*) conjugated. That is an example of the first conjugation.

## Examples from the dialogue:

1. Да, её рабочий телефон 84951234567.  
*Da, yeyo rabochiy telefon 84951234567.*  
"Yes, her office number is 84951234567."
2. А ты знаешь её мобильный?  
*A ty znayesh' yeyo mobil'nyy?*  
"Do you know also her mobile phone number?"

## Sample Sentence

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1. Вы не знаете телефон Анны?  
*Vy ne znayete telephon Anny?*  
"Do you know Anna's phone number?"

## CULTURAL INSIGHT

### Office Transfers in Russia

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Despite the fact that Russia is the biggest country in the world, office transfers are not that common. Of course, there are still some types of jobs (usually in the oil and gas industry), for which job transfers are a usual thing. However, according to Russian Labor Law, a job transfer is possible only with an employee's written agreement. Another explanation for a small number of job transfers may be the fact that Russians have very strong family values and don't really like working far away from home.

Useful expression:

1. перевод по работе  
*perevod po rabote*  
"office transfer"

## LESSON NOTES

# Business Russian for Beginners S1 #11

## Asking for Information About Russian Office Procedures

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### CONTENTS

- 2 Russian
- 2 Romanization
- 2 English
- 3 Vocabulary
- 3 Sample Sentences
- 4 Vocabulary Phrase Usage
- 4 Grammar
- 7 Cultural Insight

# 11

## RUSSIAN

1. АННА: Куда мне отправить инвойс?
2. АЛЕКСАНДР: Пожалуйста, отправьте его в бухгалтерию.
3. АННА: Вы используете систему оплаты в конце следующего месяца?
4. АЛЕКСАНДР: Да.
5. АННА: Спасибо за информацию.

## ROMANIZATION

1. LINDA: Kuda mne otpravit' invoys?
2. ALEKSANDR: Pozhaluysta, otprav'te yego v bukhgalteriyu.
3. LINDA: Vy ispol'zuyete sistemuy oplaty v kontse sleduyushchego mesyatsa?
4. ALEKSANDR: Da.
5. LINDA: Spasibo za informatsiyu.

## ENGLISH

1. ANNA: Where should I send the invoice?
2. ALEXANDER: Please send it to the accounting office.
3. ANNA: Do you pay at the end of the next month?

CONT'D OVER



4. ALEXANDER: Yes.
5. ANNA: Thank you for the information.

## VOCABULARY

Russian	Romanization	English	Class	Gender
отправлять	otpravlyat'	to send	verb	
инвойс	invoys	invoice	noun	masculine
пожалуйста	pazhalusta	please; you are welcome	interjection	
бухгалтерия	bukhgalteriya	accounting office, accounting	noun	feminine
система	sistema	system	noun	feminine
конец	konets	end		
месяц	mesyats	month	noun	masculine
информация	informatsiya	information	noun	feminine

## SAMPLE SENTENCES

<p><b>Вы отправили факс?</b>  <i>Vy otpravili faks?</i></p> <p>"Have you sent the fax?"</p>	<p><b>Мы ещё не получили инвойс.</b>  <i>My eschyo ne poluchili invois.</i></p> <p>"We haven't received the invoice yet."</p>
<p><b>- Спасибо. - Пожалуйста.</b>  <i>- Spasiba. - Pazhalusta.</i></p> <p>-"Thank you." -"You are welcome."</p>	<p><b>Бухгалтерия - на 2 этаже.</b>  <i>Bukhgalteriya - na 2 etazhe.</i></p> <p>"The accounting office is on the 2nd floor."</p>

<p><b>Это странная система.</b> <i>Eto strannaya sistema.</i></p> <p>"It is a strange system."</p>	<p><b>Я всегда занята в конце года.</b> <i>Ya vseгда zanyata v kontse goda.</i></p> <p>"I'm always busy at the end of the year."</p>
<p><b>Каждый месяц Таня ходит в театр.</b> <i>Kazhdyy myesyats Tanya hodit v tyeatr.</i></p> <p>"Every month Tanya goes to the theater."</p>	<p><b>Один месяц.</b> <i>Odin mesyats.</i></p> <p>"For 1 month."</p>
<p><b>Информация дорого стоит.</b> <i>Informatsiya dorogo stoit.</i></p> <p>"Information costs a lot."</p>	

## VOCABULARY PHRASE USAGE

### бухгалтерия ("accounting office")

Бухгалтерия is a noun, which refers to the following meanings at the same time: "accounting department," "accounting office," and "bookkeeping (as a process)."

The word can be shorten to the first three letters when you refer to a person: бух "bookkeeper" (informal), главбух "senior bookkeeper" (semiformal).

For example:

1. Бухгалтерия не занимается этими вопросами.  
"The accounting office doesn't handle these issues."

### Спасибо за информацию. ("Thank you for the information.")

This phrase consists of the interjection спасибо "thanks," the preposition за "for," and the noun информацию "information."

Using this formula, you can make other sentences—Спасибо за Ваш звонок "Thank you for your call," Спасибо за подарок "Thank you for a present."

For example:

1. Спасибо за информацию об этом проекте.  
"Thank you for the information about this project."

## GRAMMAR

## The Focus of the Lesson is How to Ask for Basic Office Rules

Куда мне отправить инвойс?

*Kuda mne otpravit' invoys?*

"Where should I send the invoice?"

Whether you're working as a regular employee or as a freelancer, there will be many times when you need to ask for details about office procedures.

In such a case, knowing how to ask for details is really convenient. Let's start with the example from the dialogue.

### Indefinite-personal questions:

1. Куда мне отправить инвойс?  
*Kuda mne otpravit' invoys?*  
"Where should I send the invoice?"

Such questions can be a tricky thing. The indirectness of such sentences (they are also called indefinite-personal questions) makes them sound more polite. Let's have a closer look at the sentence structure.

**QW + pronoun in dative case + infinitive + noun in accusative case? Куда + мне + отправить + инвойс?  
Literally "Where" + "me" + "to send" + "an invoice"?"**

All you have to do is pick the right pronoun in the dative case and follow the formula:

### Pronoun (person) + infinitive

Let's take the phrase "to send the invoice" (отправить инвойс, *otpravit' invoys*) and add pronouns to it, to see how it changes.

Question Word	Pronoun	Infinitive Verb	English
куда - where to	<i>мне</i> <i>мне</i> , "me"	отправить инвойс	"Where should I send the invoice?"
куда - where to	<i>тебе</i> <i>тебе</i> , "you" (sing.)	отправить инвойс	"Where should you send the invoice?"

куда - where to	<i>ему, ей</i> <i>yemu, yey</i> , "him, her"	отправить инвойс	"Where should he/ she send the invoice?"
куда - where to	<i>нам</i> <i>nam</i> , "us"	отправить инвойс	"Where should we send the invoice?"
куда - where to	<i>вам</i> <i>vam</i> , "you" (pl.)	отправить инвойс	"Where should you send the invoice?"
куда - where to	<i>им</i> <i>im</i> , "them"	отправить инвойс	"Where should they send the invoice?"

Let's have a look at other examples:

1. Кому нам позвонить?  
*Komu nam pozvonit'?*  
"Who should we call?"
2. Когда ей придти?  
*Kogda yey pridti?*  
"When should she come?"

We can use a similar construction with the pronoun in the dative case and the infinitive with the modal verbs *нужно/надо* + infinitive ("should"), *можно* + infinitive ("can"), *нельзя* + infinitive ("can't").

For example:

1. Вы можете завтра придти?  
*Vy mozhetе zavtra pridti?*  
"Can you come tomorrow?"

Keep in mind that the answer to such a question will usually contain the modal verb *должен* "should" or imperative verbs, and we don't need the dative case for the pronoun. For example:

1. Q: На какой этаж мне *идти*?  
*Na kakoy etazh mne idti?*  
"Which floor should I go to?"  
A: **Пройдите** на второй этаж.  
*Proyditе na vtoroy etazh.*  
"Go to the 2nd floor."  
or  
A: Вы **должны пройти** на второй этаж.  
*Vy dolzhny proyti na vtoroy etazh.*  
"You should go to the 2nd floor."

### Examples from the dialogue:

1. Пожалуйста, отправьте его в бухгалтерию.  
*Pozhaluysta, otprav'te yego v bukhgalteriyu.*  
"Please send it to the accounting office."
2. Вы используете систему оплаты в конце следующего *месяца*?  
*Vy ispol'zuyete sistemу oplaty v kontse sleduyushchego mesyatsa?*  
"Do you use the next month-end payment system?"

### Sample Sentences

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1. Кому ему *позвонить*?  
*Komu emu pozvonit'?*  
"Who should he call?"

## CULTURAL INSIGHT

### Freelancers in Russia

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Freelance has become a common type of work in Russia in recent years. A number of companies are using freelancers to cut their expenses. You can see a big community of freelancers in the younger generation, especially among translators or web-designers. However, for lots of Russians freelancing is something they prefer to do while also working full-time. The economic situation in Russia changes very rapidly, so people, especially the older generation, tend to think that income from freelance jobs is very unstable and can't be

the main source of making a living. They also prefer office work because of other bonuses like social insurance, pension payments, maternity leave pay, etc.

Useful expression:

1. фрилансер
2. *frilanser*  
"freelancer"

## LESSON NOTES

# Business Russian for Beginners S1 #12

## Asking for Help in a Difficult Russian Business Situation

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### CONTENTS

- 2 Russian
- 2 Romanization
- 2 English
- 3 Vocabulary
- 3 Sample Sentences
- 4 Vocabulary Phrase Usage
- 5 Grammar
- 7 Cultural Insight

# 12

## RUSSIAN

1. ЛИНДА: Извините за беспокойство, но не могли бы Вы мне помочь?
2. АЛЕКСАНДР: Конечно, в чем проблема?
3. ЛИНДА: Принтер заело, вы знаете как он работает?
4. АЛЕКСАНДР: Дайте посмотреть...
5. ЛИНДА: Большое Вам спасибо!

## ROMANIZATION

1. LINDA: Izvinite za bespokoystvo, no ne mogli by Vy mne pomoch'?
2. ALEKSANDR: Konechno, v chem problema?
3. LINDA: Printer zayelo, vy znayete kak on rabotayet?
4. ALEKSANDR: Dayte posmotret'...
5. LINDA: Bol'shoye Vam spasibo!

## ENGLISH

1. LINDA: I'm sorry to bother you, could you help me?
2. ALEXANDER: Sure, is there a problem?
3. LINDA: The printer is stuck, do you know how it works?

CONT'D OVER



4. ALEXANDER: Let me see...
5. LINDA: Thank you so much!

## VOCABULARY

Russian	Romanization	English	Class	Gender
принтер	printer	printer	noun	masculine
проблема	problema	problem	noun	
заедать	zayedat'	to get stuck, to jam	verb (perfective)	
дать	dat'	to give	verb (polite command)	
помогать	pomogat'	to help	verb	
беспокойство	bespokoystvo	bothering, worrying	noun	neuter
посмотреть	posmotret'	to look, to take a look	verb (perfective)	

## SAMPLE SENTENCES

<p><b>Принтер имеет низкий уровень шума.</b>  <i>Printer imeyet nizkiy uroven' shuma .</i>            "The printer has a low noise level. "</p>	<p><b>У него проблемы в бизнесе в последнее время.</b>  <i>U nego problemy v biznese v poslednee vremya.</i>            "He has had some business problems lately."</p>
<p><b>У него проблемы в бизнесе в последнее время.</b>  <i>U nyevo problyemy v biznese v poslyednyeye vryemya.</i>            "He has some business problems lately."</p>	<p><b>Кнопка заела.</b>  <i>Knopka zaela.</i>            "The button is stuck."</p>

<p><b>Хочешь, я дам тебе её адрес?</b>  <i>Hochyesh', ya dam tyebye yeyo adryes?</i></p> <p>"I can give you her address if you want."</p>	<p><b>Помогите!</b>  <i>Pomagite!</i></p> <p>"Help!"</p>
<p><b>Я часто помогаю отцу.</b>  <i>Ya chasto pomagayu ottsu.</i></p> <p>"I often help my father."</p>	<p><b>Она всегда мне помогает.</b>  <i>Ona vsyegda mne pomagayet.</i></p> <p>"She always helps me."</p>
<p><b>Простите, что причинил Вам беспокойство.</b>  <i>Prostite, chto prichinil Vam bespokoystvo.</i></p> <p>"Sorry to bother you."</p>	<p><b>Посмотри на меня и делай как я.</b>  <i>Pasmatri na menya i delay kak ya.</i></p> <p>"Look at me and do as I do."</p>
<p><b>Можно посмотреть эти часы?</b>  <i>Mozhno posmotret' eti chasy?</i></p> <p>"Can I have a look at this watch?"</p>	<p><b>Я очень хочу посмотреть этот фильм.</b>  <i>Ya ochen' khochu posmotret' etot fil'm.</i></p> <p>"I want to see this movie very much."</p>

## VOCABULARY PHRASE USAGE

### Дайте посмотреть... ("Let me see...")

Phrase **дайте посмотреть** "let me see" consists of the modal verb **дать** or **давать** "let" and the verb **посмотреть** "to have a look" (prefix **по** means "to try to").

Phrases using **дать**, "let," can also express emotions like anger or irritation - **дай мне поработать** "let me work," or **дайте мне слово сказать** "let me say a word." The personal pronoun **мне** "me" is usually skipped as it will give the phrase emotional emphasis ("let ME have a look").

For example:

1. **Дайте посмотреть, должно быть где-то здесь.**  
"Let me see, (it) must be here somewhere."

### заедать ("to get stuck, to jam")

The verb **заедать** "to be stuck, to seize," is usually used when speaking about some machines or devices, but also can be used when you can't open the door, as in **дверь заело** "the door is stuck."

This verb has a homophone, *заедать*, meaning "to chase down with" is usually used when drinking alcohol (*заедать водку огурцом* "to chase down vodka with a cucumber") or also "to eat too much because of stress" referring to emotional eating disorders.

For example:

1. Кажется, эту дверь заело.  
"Seems that this door is stuck."

## GRAMMAR

### The Focus of the Lesson is How to Ask for Help in a Difficult Situation

**Извините за беспокойство, но не могли бы Вы мне помочь?**

*Izvinite za bespokoystvo, no ne mogli by Vy mne pomoch'?*

"I'm sorry to bother, could you help me?"

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### Asking for Help

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1. Извините за беспокойство, но не могли бы Вы мне *помочь*?  
*Izvinite za bespokoystvo, no ne mogli by Vy mne pomoch'?*  
"Sorry for bothering you, but can you help me?"

Let's have a closer look at this sentence. The formula is:

apologizing for bothering + but + could (negative form) + you + me + help?

Извините за беспокойство usually comes as a set (though, простите "sorry" can also be used, instead of Извините), then you come to the main idea by first adding но "but." Asking for help itself uses the same formula we learned a couple of lessons ago:

- The negative form of verb "can"—не могли—makes it more polite
- The hesitational бы "if" makes it even more polite, but you can omit it if "can" is in the present tense
- Use the polite Вы "you" when speaking to your boss

### Asking about the Problem

- 
1. в чём проблема?  
*v chem problema?*  
"What's the problem?"
  2. что случилось?  
*chto sluchilos'*  
"What's happened?"

Be careful with these phrases, as there is a risk of translating it as *Какая проблема?* (literally, "what problem?"), which sounds very informal and even aggressive, so Russians prefer to ask *в чём проблема?*—literally, "in what there is a problem?"

This phrase can be used among colleagues, but when asking your boss use the longer one:

1. у Вас возникла какая-то проблема?  
*U Vas vznikla kakaya-to problema?*  
"Some problem has occurred?"

The longer version includes a personal pronoun with the preposition *у* "at, by" (but usually not translated (- *у Вас* (polite "you"), indefinite pronoun *какая-то* is the Russian for "some" (feminine) and *возникла проблема* literally means "the problem occurred"—the past form of the verb *возникать* + a noun in nominative case (you can also say *возник вопрос*, literally "the question occurred," or *возникло решение*, literally "the decision occurred").

### Examples from the dialogue:

1. Конечно, в чем проблема?  
*Konechno, v chem problema?*  
"Sure, is there any problem?"
2. Принтер заело, вы знаете как он работает?  
*Printer zayelo, vy znayete kak on rabotayet?*  
"The printer is stuck, do you know how it works?"

### Sample Sentences

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1. У Вас возникла какая-то проблема?  
*U vas vznikla kakaya-to problema?*  
"Some problems have occurred."

## CULTURAL INSIGHT

### **Dos and Don'ts When Asking a Colleague for Help**

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Russians are a very generous people, so receiving what you asked for shouldn't be a problem. It is normal when there is a parental type of relationship between junior and senior team members. The reverse side of this fact is that Russians also like giving advice about any problem possible, which can be quite annoying sometimes. So don't hesitate to ask for help in the office, but be prepared to receive more information than you need.

Useful expression:

1. просить о помощи  
*prosit' o pomoschi*  
"to ask for help"

## LESSON NOTES

# Business Russian for Beginners S1 #13

## How to Ask to For a Specific Person on the Phone in Russian

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### CONTENTS

- 2 Russian
- 2 Romanization
- 2 English
- 3 Vocabulary
- 3 Sample Sentences
- 3 Vocabulary Phrase Usage
- 4 Grammar
- 6 Cultural Insight

# 13

## RUSSIAN

1. СЕКРЕТАРЬ: "Прогресс", чем я могу Вам помочь?
2. ЛИНДА: Доброе утро. Меня зовут Линда, компания ABC. Могу я поговорить с Еленой?
3. СЕКРЕТАРЬ: Да, секунду. Вы не могли бы повторить своё имя?
4. ЛИНДА: Линда, из ABC.
5. СЕКРЕТАРЬ: Подождите, не отключайтесь.

## ROMANIZATION

1. SEKRE TAR': OAO "Progress," chem ya mogu Vam pomoch'?
2. LINDA: Dobroye utro. Menya zovut Linda. YA rabotayu v ABC. Mogu ya pogovorit' s Yelenoy?
3. SEKRE TAR': Da, sekundu. Vy ne mogli by povtorit' svoyo imya?
4. LINDA: Linda, iz ABC.
5. SEKRE TAR': Podozhdite, ne otklyuchaytes'.

## ENGLISH

1. RECEPTIONIST: "Progress," how can I help you?

CONT'D OVER

2. LINDA: Good morning, my name is Linda. I work for ABC. Can I speak to Elena?
3. RECEPTIONIST: Yes, one second. Can you please repeat me your name?
4. LINDA: Linda, from ABC.
5. RECEPTIONIST: Hold on the line for a moment.

## VOCABULARY

Russian	Romanization	English	Class	Gender
подождать	podozhdat'	to wait	verb (perfective)	
отключаться	otklyuchat'sya	to hang up	verb (perfective)	
секунда	sekunda	second	noun	feminine

## SAMPLE SENTENCES

<p><b>Вы не могли бы подождать в приёмной.</b>  <i>Vy nye mogli by podozhdat' v priyomnoy.</i>            "Could you please wait in a waiting room?"</p>	<p><b>Он сразу же отключился.</b>  <i>On srazu zhe otklyuchilsya.</i>            "He hung up straight away."</p>
<p><b>Прошла всего секунда как он ушел.</b>  <i>Proshla vsego sekunda kak on ushyol.</i>            "Just a second passed since he left."</p>	

## VOCABULARY PHRASE USAGE

**подождать ("to wait")**



The verb подождать consists of the prefix подо, meaning "to reach/get closer to something" or "to make something a little bit more," and verb ждать "to wait." Therefore, the whole meaning will be "to wait for a short period of time."

Sometimes this verb is followed by an exact period of time, in which case the initial meaning may not apply, as you can say Нужно подождать 10 лет. meaning "We have to wait ten years." In this case, the verb will show the meaning, "wait until you reach the result" or "until something happens."

For example:

1. Вам придётся подождать до завтра.  
"You have to wait till tomorrow."

## GRAMMAR

### **The Focus of the Lesson is How to Ask to Talk to Somebody on the Phone**

**Доброе утро. Меня зовут Линда. Я работаю в ABC. Могу я поговорить с Еленой?**

***Dobroye utro. Menya zovut Linda. YA rabotayu v ABC. Mogu ya pogovorit' s Yelenoy?***  
**"Good morning, my name is Linda, I work for ABC. Can I speak to Elena?"**

---

### **Greetings on the phone**

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1. Чем я могу Вам *помочь*?  
*chem ya mogu Vam pomoch'?*  
"How can I help you?"

This is the typical phrase for hotel staff or company secretaries to start a dialogue with, after they say the name of the company and their own name.

Чем "By what, what way" + я "I" + могу "can" + Вам "you" + помочь "help."

### **Asking somebody to wait on the phone**

---

1. Подождите, не *отключайтесь*.  
*Podozhdite, ne otklyuchaytes'.*  
"Hold on the line for a moment," or literally "Hold on, don't hang up."

Подождите

means "hold on," while не отключайтесь is "don't hang up." It may be useful to remember the whole phrase, as these verbs usually come together. They are both imperatives.

Another variant you will often hear is:

1. Подождите, пожалуйста, секунду/пару минут.  
*Podozhdite, pozhaluysta, sekundu/paru minut.*  
"Please wait a second/couple of minutes."

## Requesting to speak with a certain person

---

1. Могу я поговорить с Еленой?  
*Mogu ya pogovorit' s Yelenoy?*  
"Can I speak to Elena?"

When requesting to talk to a certain person you need to use the following formula: могу "can" + я "I" + verb + с "with" + name in instrumental case (or first name + patronymic name, depending on the relationship). For example,

1. Могу я обсудить презентацию с Анной?  
*Mogu ya obsudit' presentatsiyu s Annoy?*  
"Can I discuss the presentation with Anna?"

To make it more polite, you can add the conjunction ли "if":

1. Могу ли я поговорить с Еленой?  
*Mogu li ya pogovorit' s Elenoy?*  
"Can I talk to Elena?"

## Example from the dialogue:

1. Да, секунду. Вы не могли бы повторить своё имя?  
*Da, sekundu. Vy ne mogli by povtorit' svoyo imya?*  
"Yes, one second. Can you please repeat your name?"

## Sample Sentences

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1. Могу я обсудить презентацию с *Анной*?  
*Mogu ya obsudit' prezentatsiyu s Annoy?*  
"Can I discuss the presentation with Anna?"
2. Подождите, пожалуйста, пару *минут*.  
*Podozhdite, pozhaluysta, paru minut.*  
"Please, wait a couple of minutes."
3. Могу я поговорить с директором?  
*Mogu ya pogovorit' s direktorom?*  
"Can I talk to the director?"
4. Могу я поговорить с менеджером по работе с *клиентами*?  
*Mogu ya pogovorit' s menedzherom po rabote s kliyentami?*  
"Can I talk to the person in charge of customer care?"

## CULTURAL INSIGHT

### Russian Business and Telephone Calls

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Telephone calls still remain the most-used mean of communication in business settings in Russia. An appropriate time to call is usually during office hours, though it may not be a good idea to call the first 10 minutes after an office opens or right before the end of the day. Make sure to get straight to the point, as Russians think that business calls should be not more than five minutes long. Nowadays, there is usually a personal cell-phone number written on business cards, but calling on weekend or late at night is inappropriate if it's not an emergency.

Useful expression:

1. **принять звонок**  
*(prinyat' zvonok)*  
"to receive a call"

## LESSON NOTES

# Business Russian for Beginners S1 #14

## Apologizing When You Forget Something

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### CONTENTS

- 2 Russian
- 2 Romanization
- 2 English
- 3 Vocabulary
- 3 Sample Sentences
- 4 Vocabulary Phrase Usage
- 5 Grammar
- 8 Cultural Insight

# 14

## RUSSIAN

1. АЛЕКСАНДР: Ты принесла данные?
2. ЛИНДА: Данные?
3. АЛЕКСАНДР: Да, данные по рекламной кампании.
4. ЛИНДА: Ой, прости! Я совсем забыла их распечатать!
5. АЛЕКСАНДР: Это проблема...
6. ЛИНДА: Я могу подготовить их за час!

## ROMANIZATION

1. ALEKSANDR: Ty prinesla dannyye?
2. LINDA: Dannyye?
3. ALEKSANDR: Da, dannyye po reklamnoy kampanii.
4. LINDA: Oy, prosti! YA sovsem zabyla ikh raspechatat'!
5. ALEKSANDR: Eto problema...
6. LINDA: YA mogu podgotovit' ikh za chas!

## ENGLISH

1. ALEXANDER: Did you bring the data?

CONT'D OVER

2. LINDA: The data...?
3. ALEXANDER: Yes, the data about the advertising campaign.
4. LINDA: ...oh, I'm sorry! I completely forgot to print it out!
5. ALEXANDER: That's a problem...
6. LINDA: I can have it ready in an hour!

## VOCABULARY

Russian	Romanization	English	Class	Gender
данные	dannye	data	noun	plural
рекламный	reklamnyi	advertising	adjective	masculine
кампания	kampaniya	campaign	noun	feminine
прости	prosti	sorry, forgive me	verb, imperative form	
совсем	sovsem	completely, totally, at all	adverb	
забыть	zabyt'	to forget	verb	
проблема	problema	problem	noun	
подготовить	podgotovit'	to get ready, to prepare	verb	

## SAMPLE SENTENCES

**Эти данные не соответствуют действительности.**

*Eti dannye ne sootvetstvuyut real'nosti.*

"This data doesn't match the reality."

**Это просто рекламный трюк! Не покупай этот крем.**

"This is just an advertising trick. Don't buy this cream."

<p><b>В целях продвижения продукта они проводят общенациональную кампанию.</b>  <i>F tselyakh pradvizheniya produkta ani pravodyat obshchenatsyanal'nyuyu kampaniyu.</i></p> <p>"In order to promote the product, they are running a nationwide campaign."</p>	<p><b>Прости, это моя ошибка.</b>  <i>Prosti, eto moya oshibka.</i></p> <p>"Sorry, this is my mistake."</p>
<p><b>Это совсем не трудно!</b>  <i>Éto sovsem ne trudno!</i></p> <p>"This isn't difficult at all!"</p>	<p><b>Я совсем без денег.</b>  <i>Ya savsem bez deneg.</i></p> <p>"I'm totally broke." / "I'm totally without money."</p>
<p><b>Память обладает странным качеством забывать все плохое.</b>  <i>Pamyat' obladaet strannym kachestvom zabivat' vsyo plohoie.</i></p> <p>"Memory has a strange ability to forget everything bad."</p>	<p><b>У него проблемы в бизнесе в последнее время.</b>  <i>U nego problemy v biznese v poslednee vremya.</i></p> <p>"He has had some business problems lately."</p>
<p><b>У него проблемы в бизнесе в последнее время.</b>  <i>U nyevo problyemy v biznese v poslyednyeye vryemya.</i></p> <p>"He has some business problems lately."</p>	<p><b>Она подготовила презентацию для отдела кадров.</b>  <i>Ona podgotovila prezentatsiyu dlya otdela kadrov.</i></p> <p>"She prepared a presentation for the HR department."</p>

## VOCABULARY PHRASE USAGE

### **ПОДГОТОВИТЬ** ("to get ready")

This verb consists of prefix под (meaning "successfully completed") and verb готовить "to prepare."

This can be used in three ways:

1. to prepare something in advance, ex. "to prepare the room for the meeting";
2. to teach, prepare somebody for exams, ex. "to prepare a student for an exam"

3. to prepare somebody for hearing something. For example, "to prepare the family for bad news"

**For example:**

1. Учитель подготовил студента к экзамену.  
"The teacher prepared the student for the exam."

**распечатать**  
("to print out")

This verb consists of the prefix *рас* (meaning "to bring something out") and verb *печатать* "to print."

This has two meanings:

1. to print out, as in. "to print out a catalogue"
2. to unpack, for example, "to unpack a package."

**For example:**

1. Ты уже распечатал ту посылку?  
"Have you already unpacked that package?"

## GRAMMAR

**The Focus Of This Lesson Is Admitting That You Are the One Who Forgot To Do Something and Showing Regret**

**Ты принесла данные?**

***Ty prinesla dannyye?***

**"Did you bring the data?"**

**Ой, прости! Я совсем забыла их распечатать!**

***Oy, prosti! Ya sovsem zabyla ih raspechatat'!***

**"...oh, I'm sorry! I completely forgot to print it out!"**

---

When working on many tasks, we often make mistakes or forget something. In such cases, the first thing to do is to apologize and explain what happened.



Depending on the situation, you may need to apologize either in a formal or in an informal way. Простите/ Извините is formal (also it is what you must say when you apologize to more than one person) and Прости/ Извини is informal.

The focus of this lesson is about saying you are sorry that you forgot something, so we are going to see how to say that you forgot something. In this case you'll need the verb забыть "to forget," and the construction will be in the past tense as this action has already happened.

Russian	Romanization	Translation
Я, он, ты забыл	<i>Ya, on, ty zabył</i>	"I, He, You (informal singular) forgot"
Вы, мы, они забыли	<i>Vy, my, oni zabyli</i>	"You (plural or polite), We, They forgot"
Она забыла	<i>Ona zabyła</i>	"She forgot"

#### For example:

1. Он по ошибке забыл отправить запрос.  
*On po oshibke zabył otpravít' zapros.*  
"He mistakenly forgot to send the request."
2. Ты забыл сделать копию?  
*Ty zabył sdelat' kopiyu?*  
"Did you forget to make a copy?"
3. Я не забыл подготовить это, я забыл принести это на совещание.  
*Ya ne zabył podgotovit' eto, ya zabył prinesti eto na soveschanie.*  
"I didn't forget to prepare it, but I forgot to bring it to the meeting."

**Я могу подготовить их за час!**  
***YA mogu podgotovit' ikh za chas!***  
**"I can have them ready in an hour."**

More than making an excuse, in Russia, what people working with you expect is that you do all you can to fix the issue in a professional manner. You'll probably also find that your colleagues will try to help you.

If the situation is not too complicated, you can state Я сейчас всё сделаю (***Ya seychas vsyo***

**sdelayu**) meaning "I'll do it right away!" Even though you use сейчас "now, right away," you need to put verb делать "to do" in a future tense: сделаю "I'll do." To do it, just add the prefix с (showing that action is completed) to the verb делать in the present form. The formation of the future form is shown in the table below:

Russian	English
Я сделаю	"I will do"
Ты сделаешь	"You (singular) will do"
Вы сделаете	"You (plural) will do"
Он сделает	"He will do"
Она сделает	"She will do"
Оно сделает	"It will do"
Мы сделаем	"We will do"
Они сделают	"They will do"

If you have done something wrong and you are expected to fix it right away, you could say:

1. Я сейчас всё переделаю  
*Ya seychas vsyo peredelayu*  
"I'll re-do it right now."
2. Я сейчас всё исправлю.  
*Ya seychas vsyo ispravlyu*  
"I'll fix it right now."

If you also know when you can fix the situation by, please add that information as well.

In the dialogue we saw this in Я могу подготовить их за час. "I can have them ready in an hour."

You can also use за неделю "in a week," or за пару часов "in a couple of hours." The formula for this is за "in" + noun in accusative case.

### Examples from the dialogue:

1. Ой, прости! Я совсем забыла их распечатать!  
*Oy, prosti! YA sovsem zabylya ikh raspechatat'!*  
"...oh, I'm sorry! I completely forgot to print them out!"
2. Это проблема...  
*Eto problema...*  
"That's a problem..."

## Sample Sentences

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1. Я сейчас всё сделаю  
*Ya seychas vsyo sdelayu.*  
"I'll do it right away!"
2. Я сейчас всё переделаю  
*Ya seychas vsyo peredelayu.*  
"I'll re-do it right now."
3. Я сейчас всё исправлю.  
*Ya seychas vsyo ispravlyu.*  
"I'll fix it right now."

## CULTURAL INSIGHT

### The Russian Advertising Market

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There are different types of PR agencies in the Russian advertising market. Usually each agency specializes in one type of PR-social advertisement, political PR campaigns, sales promotions, etc. While foreign PR agencies dominated the Russian market in the early 2000s, today you can see a lot of local companies which have won or been nominated for their campaigns in different European competitions, e.g. Cannes Lions.

Useful expression:

продвижение товара  
*prodvizhenie tovara*  
"sales promotion"

## LESSON NOTES

# Business Russian for Beginners S1 #15

## Saying You Can't Speak the Language

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### CONTENTS

- 2 Russian
- 2 Romanization
- 2 English
- 3 Vocabulary
- 3 Sample Sentences
- 4 Vocabulary Phrase Usage
- 4 Grammar
- 7 Cultural Insight

# **15**

## RUSSIAN

1. СЕКРЕТАРЬ: Доброе утро. Это Евро Банк.
2. ЛИНДА: Здравствуйте, это Линда Бейкер из ABC.
3. СЕКРЕТАРЬ: Доброе утро. Чем я могу Вам помочь?
4. ЛИНДА: Ой... Извините, я плохо знаю русский, мы можем поговорить по-английски?
5. СЕКРЕТАРЬ: Конечно.

## ROMANIZATION

1. SEKRETAR': Dobroye utro. Eto Yevro Bank.
2. LINDA: Zdravstvuyte, eto Linda Beyker iz ABC.
3. SEKRETAR': Dobroye utro. Chem ya mogu Vam pomoch'?
4. LINDA: Oy... Izvinite, ya plokho znayu russkiy, my mozhem pogovorit' po-angliyski?
5. SEKRETAR': Konechno.

## ENGLISH

1. RECEPTIONIST: Good morning, this is Euro Bank.
2. LINDA: Hello, this is Linda Baker from ABC.

CONT'D OVER

3. RECEPTIONIST: Good morning, how can I help you?
4. LINDA: Ah ... I'm sorry, I speak Russian poorly, can we speak in English?
5. RECEPTIONIST: Sure.

## VOCABULARY

Russian	Romanization	English	Class	Gender
плохо	plokho	badly, bad	adverb	
русский	russkiy	Russian (language, nationality)	noun, adjective	masculine
английский	angliyskiy	English	adjective	
конечно	konechno	of course, certainly	adverb	

## SAMPLE SENTENCES

<p><b>Ты что, не понимаешь, как это плохо?</b> <i>Ty shto, ne ponimaesh, kak eto ploho?</i></p> <p>"Don't you understand how bad it is?"</p>	<p><b>Мне плохо.</b> <i>Mne ploho.</i></p> <p>"I feel bad."</p>
<p><b>Мы учим русский язык.</b> <i>My uchim russkiy yazyk.</i></p> <p>"We study Russian."</p>	<p><b>Он преподаёт английский в школе.</b> <i>On prepodayot angliyskiy v shkole.</i></p> <p>"He teaches English at school."</p>
<p><b>Вы пойдёте на дискотеку? - Конечно.</b> <i>Vy poydyote na diskoteku? -Konechno.</i></p> <p>"Are you going to the disco? -Of course."</p>	<p><b>Конечно, приходи!</b> <i>Kaneshna, prikhadi!</i></p> <p>"Of course you should come!"</p>

**Они, конечно, правы.**

*Ani, kaneshna, pravy.*

"They are certainly right."

**Вы пойдете на дискотеку? - Конечно.**

*Vy paydyote na diskateku? - Kaneshna.*

"Are you going to the disco? - Sure."

## VOCABULARY PHRASE USAGE

### **говорить** ("to speak")

Unlike in English, *говорить* in Russian includes both the meanings of "to talk" (to somebody) and "to speak" (some languages or loudly/quietly).

Usually in its past form it will be also translated as "told." There are a couple of other verbs which refer to the process of speaking. However, most of them are formed from *говорить* verb. For example, *разговаривать* ("to talk," "to have communication"), *поговорить* (the perfective form of "to talk"), *переговорить* ("to have a short talk" (usually about business, problems), etc. As for other similar verbs, you can use *общаться* ("to take communication frequently"), *разговаривать* ("to talk," usually used to describe friendly atmosphere of a talk, e.g. *Мы разговаривали о музыке.*, meaning "We talked about music.").

### **For example:**

1. Я говорил тебе - это случится!  
"I told you it would happen!"

## GRAMMAR

### **The Focus of this Lesson is How to Ask Someone to Speak Another Language**

**Ой... Извините, я плохо знаю русский, мы можем поговорить по-английски?**

***Oy... Izvinite, ya plokho znayu russskiy, my mozhem pogovorit' po-angliyski?***

**"Ah ... I'm sorry, I speak Russian poorly, can we speak in English?"**

Even if you can speak some Russian, you may still need help in English, especially in a very formal conversation. Let's first see how to say that you don't speak Russian well.

To say this, you should use the verb *знать*, which means "to know" when it is followed by a noun.

You can use the verb *говорю* whenever you want to say "I can speak Russian" or "I can't

speak Russian."

In the dialogue we have плохо знаю русский, which literally means "I know Russian badly."

But you can also use verb понимать, meaning "to understand." In that case you need to use the prefix по- (literally "on") before the language and delete the last letter й. For example, Я плохо понимаю по-русски. *Ya ploho ponimayu po-ruski*. "I can hardly understand Russian." The same rule applies when you use the verb говорить "to speak" as in Я плохо говорю по-английски. *Ya ploho govoryu po-angliyski*. meaning "I speak English poorly."

Here is a conjugation for the verb знать, "to know":

Russian	Romanization	"English"
Я знаю	<i>Ya znayu</i>	"I know"
Ты знаешь	<i>Ty znaesh</i>	"You (informal singular) know"
Он знает	<i>On znaet</i>	"he knows"
Она знает	<i>Ona znaet</i>	"she knows"
Мы знаем	<i>My znajem</i>	"we know"
Вы знаете	<i>Vy znate</i>	"you know" (plural or polite)
Они знают	<i>Oni znayut</i>	"they know"

Here are some more examples:

1. Ты знаешь английский?  
*Ty znaesh' angliyskiy?*  
"Can you speak English? (literally "Do you know English?")"
2. Они знают, как работать быстро.  
*Oni znayut, kak rabotat' bystro*  
"They know how to work fast."
3. Я знаю номер банковского счёта компании.  
*Ya znayu nomer bankovskogo schyota kompanii.*  
"I know the company's bank account number."



**...мы можем поговорить по-английски?**

**...*my mozhem pogovorit' po-angliyski?***

**...can we speak in English?**

---

Once you have made it clear that you don't feel comfortable speaking Russian, ask if it's ok to speak in English. In this case the verb мочь will come in handy, as we have seen in other situations. Let's review the conjugation of the verb мочь "can" in the present:

я могу - "I can"

ты можешь - "you (singular, informal) can"

он (она) может - "he/she can"

мы можем - "we can"

вы можете - "you (polite, plural) can"

они могут - "they can"

**For example:**

Ты можешь мне помочь? means "Can you help me?"

In the dialogue we have:

1. Мы можем поговорить *по-английски*?  
*My mozhem pogovorit' po-angliyski?*  
"Can we speak in English?"  
or you can also ask:
2. Я могу говорить *по-английски*?  
*Ya mogu govorit' po-angliyski?*  
"Can I speak in English?"

**Examples from the dialogue:**

1. Конечно.  
Конечно.  
"Sure."

## Sample Sentences

- 
1. Я плохо понимаю по-китайски.  
*Ya plokho ponimayu po-kitayski.*  
"I can hardly understand Chinese."
  2. Я плохо говорю по-английски  
*Ya plokho govoryu po-angliyski.*  
"I speak English poorly."

## CULTURAL INSIGHT

### Can Russians Speak English?

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English is a compulsory subject in every Junior High and High School in Russia (though in many schools students start to study it in Elementary School). Contemporary parents spend a lot of money and efforts to make their children speak English fluently (for example, hiring tutors, sending kids to summer English schools, etc.). English ability is a certain plus point when looking for a job. However, even though the younger generation speaks English quite fluently, people in their late 30s and older usually can't even introduce themselves. English is a must for international companies, and in case of high skilled professionals with zero English ability, if younger employees with English skills are not available, it is common to hire an interpreter.

Useful expression:

1. свободно говорить  
*svobodno govorit*  
"to speak fluently"

## LESSON NOTES

# Business Russian for Beginners S1 #16

## Asking For Time Off Work

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### CONTENTS

- 2 Russian
- 2 Romanization
- 2 English
- 2 Vocabulary
- 3 Sample Sentences
- 3 Vocabulary Phrase Usage
- 4 Grammar
- 7 Cultural Insight

# 16

## RUSSIAN

1. ЛИНДА: Александр, извините, что звоню так рано...
2. АЛЕКСАНДР: Здравствуй, Линда. Что случилось?
3. ЛИНДА: Я плохо себя чувствую сегодня, можно мне взять выходной?
4. АЛЕКСАНДР: Конечно, не беспокойся. Если нужно, сходи к врачу.

## ROMANIZATION

1. LINDA: Aleksandr, izvinite, chto zvonyu tak rano...
2. ALEKSANDR: Zdravstvuy, Linda. Chto sluchilos'?
3. LINDA: YA plokho sebya chuvstvuyu segodnya, mozhno mne vzyat' vykhodnoy?
4. ALEKSANDR: Konechno, ne bespokoysya. Yesli nuzhno, skhodi k vrachu.

## ENGLISH

1. LINDA: Alexander, sorry to call so early...
2. ALEXANDER: Hello Linda. What happened?
3. LINDA: Today I don't feel very good, can I take a day off?
4. ALEXANDER: Sure, don't worry. If you need to, go to the doctor.

## VOCABULARY

Russian	Romanization	English	Class	Gender
случаться	sluchat'sya	to happen	verb	
чувствовать	chuvstvovat'	feel	verb	
врач	vrach	doctor	noun	masculine

## SAMPLE SENTENCES

<p><b>Когда это случилось?</b> <i>Kogda eto sluchilos'?</i></p> <p>"When did it happen?"</p>	<p><b>Я себя плохо чувствую.</b> <i>Ya sebya ploho chustvuyu.</i></p> <p>"I feel under the weather/bad."</p>
<p><b>У меня онемела нога, я её не чувствую.</b> <i>U menya onemela noga, ya eyo ne chustvuyu.</i></p> <p>"My leg went numb (fell asleep), I can't feel it."</p>	<p><b>Я - врач.</b> <i>Ya - vrach.</i></p> <p>"I'm a doctor."</p>
<p><b>Он работает врачом.</b> <i>On rabotayet vrachom.</i></p> <p>"He works as a doctor."</p>	

## VOCABULARY PHRASE USAGE

### ИЗВИНИТЕ, ЧТО ЗВОНЮ ТАК РАНО ("Sorry to call so early")

The formula for this phrase is: sorry + that + call (first person singular form) + so + early. The personal pronoun ("I") is skipped.

This formula "sorry that + verb in first person singular" can be used with other verbs - **извините, что отвлекаю** "sorry to disturb" and with verbs in past tense, as in **извините, что опоздал** "Sorry that I came late" or in future tense, as in **извините, что не смогу участвовать** "Sorry that I won't be able to take part."

### For example:

1. **Извините, что не смогу участвовать в семинаре.**  
"Sorry, I won't be able to take part in seminar."

## Что случилось? ("What happened?")

The formula for this phrase is: QW ("what") + verb in past simple ("happened"). In the verb случилось you can see postfix *сь*, which is usually used for passive forms (the same as *ся*), but the verb случилось can't be used without this suffix as it initially means "to happen (by itself)".

Another version of this phrase is что произошло?

### For example:

1. Что случилось с этим сканером?  
"What happened to this scanner?"

## GRAMMAR

### The Focus Of This Lesson Is How to Ask For a Day Off

**Я плохо себя чувствую сегодня, можно мне взять выходной?**

***YA plokho sebya chuvstvuyu segodnya, možno mne vzyat' vykhodnoy?***

**"Today I don't feel very good, can I take a day off?"**

---

**Я плохо себя чувствую сегодня...**

***YA plokho sebya chuvstvuyu segodnya...***

**"Today I don't feel very good..."**

---

When you make a sudden request for a day off because of an emergency or illness, you need to call your supervisor or the office in charge before your working hours start so that your work can be covered by a different staff member.

First, you are expected to give a reason or an explanation for the sudden change. Let's consider the example from the dialogue, where Linda says that she doesn't feel well:

Я плохо себя чувствую сегодня. (literally, "Today I feel myself bad.")

Let's see the verbal phrase себя чувствую more closely. The reflexive pronoun **себя** literally means "self" and indicates that an action being performed is directed onto the person who performs this action.

You can use the reflexive pronoun **себя** with the first, second, or third person (i.e., it does not change by person). But you should think of the person to say the same sentence in English.

The pronoun does not have gender and number; therefore, we can build other sentences like:

1. Он чувствовал себя абсолютно разбитым после долгого рабочего дня.  
*On chuvstvoval sebya absolutno razbitym posle dolgogo rabocheho dnya.*  
(literally) "He felt himself absolutely broken after long working day."
2. Она чувствовала себя ужасно из-за плохой погоды.  
*Ona chuvstvovala sebya uzhasno iz-za plohoй pogody.*  
"She felt bad because of the bad weather."

Here is the complete conjugation:

Я чувствую себя	"I am feeling"
Ты чувствуешь себя	"You are feeling"
Вы чувствуете себя	"You are feeling"
Он чувствует себя	"He is feeling"
Она чувствует себя	"She is feeling"
Они чувствуют себя	"They are feeling"
Мы чувствуем себя	"We are feeling"

In cases of sick leave, it may be good to give a simple description of what's wrong.

1. Я простыл.  
*Ya prostyl.*  
"I have a cold."

The structure is simple, я, "I," is **followed by a perfective form of a verb in a past tense.**

Here is another example:

1. Я заболел.  
*Ya zabolet.*  
"I'm ill."

In the following sentences the verb *есть* "to have" is **skipped, just use a phrase to describe other symptoms:**

1. У меня высокая температура.  
*U menya vysokaya temperatura.*  
"I have a high temperature."
2. У меня жар.  
*U menya zhar.*  
"I have a fever."

**МОЖНО МНЕ ВЗЯТЬ ВЫХОДНОЙ?**  
***mozhno mne vzyat' vykhodnoy?***  
**"Can I take a day off?"**

---

After explaining that you don't feel well, ask to take a day of leave. In the dialogue Linda uses *можно мне*, which literally means "can me" and this ambiguity makes her request sound more polite than straight *могу я* "can I."

**Можно мне** must be **followed by an infinitive verb**, in the dialogue—*взять*, literally "can me to take."

Here are some examples of requests:

1. Можно мне поработать из дома?  
*Mozhno mne porabotat' iz doma?*  
"Can I work from home?"
2. Можно мне прийти после обеда?  
*Mozhno mne priyti posle obeda?*  
"Can I come for in the second part of the day?"

**Example from the dialogue:**

1. Конечно, не беспокойся. Если нужно, сходи к врачу.  
*Konechno, ne bespokoysya. Yesli nuzhno, skhodi k vrachu.*  
"Sure, don't worry. If you need to, go to the doctor."

**Sample Sentences**

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1. Я заболел.  
*Ya zbolel.*  
"I'm ill."
2. Можно мне поработать из дома?  
*Mozhno mne porabotat' iz doma?*  
"Can I work from home?"
3. Можно мне прийти после обеда?  
*Mozhno mne priyti posle obeda?*  
"Can I come in the second part of the day?"

## CULTURAL INSIGHT

### Work Leave in Russia

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There are different types of work leave in Russia. The main ones are paid leave, sick leave, and maternity leave. The length of paid leave depends on the company and also the region. There are the so-called Northern Regions (the Extreme North Regions and Regions equated to the conditions of Extreme North), where there is extra paid leave (16 to 24 days long), while the usual length for any Russian region is 28 days. Sick leaves are regulated by the internal rules of the company. Maternity leave in Russia is 140 to 180 days long (depending on the number of children born), after it one of the parents can take "parental leave" until the baby turns 1.5 years old (40% of the salary will be paid) and after it another period of leave until the baby turns 3 years old (unpaid).

Useful expression:

1. декретный отпуск  
*dekretniy otpusk*  
"maternity leave"

## LESSON NOTES

# Business Russian for Beginners S1 #17

## Explaining an Absence from the Office

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### CONTENTS

- 2 Russian
- 2 Romanization
- 2 English
- 2 Vocabulary
- 3 Sample Sentences
- 4 Vocabulary Phrase Usage
- 4 Grammar
- 7 Cultural Insight

# 17

## RUSSIAN

1. АННА: Привет Линда, как дела? Я слышала, что ты себя плохо чувствовала вчера.
2. ЛИНДА: Прости. У меня ужасно болела голова, и я отдыхала дома.
3. АННА: Не нужно извинений, такое бывает!
4. АННА: Я тоже иногда страдаю от головных болей.

## ROMANIZATION

1. ANNA: Privet Linda, kak dela? YA slyshala, chto ty sebya plokho chuvstvovala vchera.
2. LINDA: Prosti. U menya uzhasno bolela golova, i ya otdykhala doma.
3. ANNA: Ne nuzhno izvineniy, takoye byvayet!
4. ANNA: YA tozhe inogda stradayu ot golovnykh boley.

## ENGLISH

1. ANNA: Hello Linda, how are you? I heard that you didn't feel well yesterday.
2. LINDA: Apologies. I had a severe headache and I rested at home.
3. ANNA: You don't have to apologize, it can happen!
4. ANNA: I also sometimes suffer from headaches.

## VOCABULARY

Russian	Romanization	English	Class	Gender
отдыхать	atdyhat'	to rest	verb	
извинения	izvinieniya	apologies	noun	plural
такое	takoe	this, such thing	adjective	
бывать	byvat'	to happen, to take place	verb	
страдать	stradat'	to suffer	verb	
головная боль	galavnaya bol'	headache	noun	feminine
вчера	fchera	yesterday	adverb	

## SAMPLE SENTENCES

<p><b>Так приятно отдыхать в парке!</b>  <i>Tak priyatno otdyhat' v parke.</i></p> <p>"It's so nice to rest in the park!"</p>	<p><b>Я приму Ваши извинения.</b>  <i>Ya primu Vashi izvinieniya.</i></p> <p>"I'll accept your apologies."</p>
<p><b>Такое событие бывает только раз в год.</b>  <i>Takoe sobytie byvaet tol'ko raz v god."</i></p> <p>"Such an event takes place only once a year."</p>	<p><b>Я бывал в азиатских странах.</b>  <i>Ya byval v aziatskih stranah.</i></p> <p>"I've been to Asian countries."</p>
<p><b>Она страдала от безответной любви.</b>  <i>Ona stradala ot bezotvetnoy lyubvi.</i></p> <p>"She was suffering because of unrequited love."</p>	<p><b>Я не могу пошевелиться, у меня головная боль.</b>  <i>Ya ne mogu pashevelitsya, u menya galavnaya bol'.</i></p> <p>"I can't move, I have a headache."</p>
<p><b>Вчера было очень жарко.</b>  <i>Fchera byla ochen' zharka.</i></p> <p>"It was very hot yesterday."</p>	<p><b>Вчера было очень жарко, но сегодня не так плохо.</b>  <i>Vchera bylo ochen' zharko , no segodnya ne tak plokho .</i></p> <p>"It was very hot yesterday, but today it's not bad."</p>

### Куда вы ездили вчера?

*Kuda vy yezdili vchera?*

"Where did you go yesterday? (by car, etc.)"

### Вчера мы ходили к врачу.

*Vchera my hodili k vrachu.*

"Yesterday, we went to a doctor."

## VOCABULARY PHRASE USAGE

### Такое бывает! ("It can happen!")

The formula for this phrase is-такое ("this," neuter) + бывает ("happens," present simple).

The phrase above is neutral and can be used with both colleagues and your boss. You can shorten it and say only бывает ("happens"), but then it becomes a really informal saying. Both of these phrases can be used as the reply to any kind of situation - running late, forgetting to do something, something happening without your will, etc. You can also use такое случается *такое sluchaetsya* ("It can happen!"), which has the same meaning.

### For example:

1. Принтер не работает! - Бывает.  
"The printer doesn't work! -(Sometimes it) happens."

## GRAMMAR

### The Focus of this Lesson is How to Explain the Reasons for Having Taken a Day Off or Leaving the Office Earlier

**Привет Линда, как дела? Я слышала, что ты себя плохо чувствовала вчера.**  
***Privet Linda, kak dela? YA slyshala, chto ty sebya plokho chuvstvovala vchera.***  
**"Hello Linda, how are you? I heard that you didn't feel well yesterday."**

When explaining one's physical health or condition, using the past tense can be useful when explaining your colleagues why you had to take a day off.

In the dialogue there are several examples of the past tense:

1. я слышала  
"I heard"

2. ты чувствовала  
"you felt"
3. я отдыхала  
"I rested"

As you can see all verbs here have the **ла** ending, typical for feminine verbs in past tense. For masculine verbs replace the **ть** ending of the infinitive form with **л**, and for plural or polite form-with **ли**.

For explaining other reasons you can say:

1. У меня была температура.  
*U menya byla temperatura.*  
"I had a fever."
2. У меня болел живот.  
*U menya bolel zhivot.*  
"I had a stomachache."

You may also need to explain about a recurring issue, and in that case it's better to use the present tense and a frequency adverb.

In the dialogue Anna says:

1. Я тоже иногда страдаю от головных болей.  
"I sometimes suffer from headaches too."

Here are other similar examples:

1. Я периодически проверяю.  
"I check up periodically."
2. Я должен водить сына к врачу каждые два месяца.  
"I have to bring my son to the doctor every other month."

## Reassurance

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If you were ill, your colleagues will probably express their concern or reassure you that it's fine

to take days off when not feeling good.

Here are some tips, from the dialogue:

Start with a polite phrase, reassuring that your colleague is fit again to work.

1. Привет Линда! Как дела?  
*Privet Linda! Kak dela?*  
"Hello Linda, how are you?"

To maintain a positive and cooperative atmosphere it's better to let your colleague know that you know their health issues were nothing caused on purpose:

1. Не нужно извинений.  
*Ne nuzhno izvineniy.*  
"You don't have to apologize."

The formula for this phrase is-не ("not") + нужно ("need") + извинений ("apologies").

This phrase is very neutral, so it can be used in both formal and informal situations, referring to one person or group of people.

Another version is-не стоит извинений, literally "not worth the apologies."

### **For example:**

1. Такое бывает!  
*Takoe byvaet!*  
"It can happen!"

### **Examples from the dialogue:**

1. Прости. У меня была ужасная головная боль и я отдыхала дома.  
*Prosti. U menya byla uzhasnaya golovnaya bol' i ya byla otдыхала дома.*  
"Apologizes. I had a severe headache and I rested at home."
2. Не нужно извинений, такое бывает!  
*Ne nuzhno izvineniy, takoye byvayet!*  
"You don't have to apologize, it can happen!"

### **Sample Sentences**

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1. У меня была температура.  
*U menya byla temperatura.*  
"I had a fever."
2. У меня болел живот.  
*U menya bolel zhivot.*  
"I had a stomachache."

## CULTURAL INSIGHT

### Absence Without Notice in Russia

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Absence without notice is not tolerated in Russia. It is common sense to call your boss if you suddenly feel sick early in the morning or some emergency occurred and you can't come to work. If you are ill, you need to go to the hospital to get a sick-voucher, so you won't have any penalty for your absence. In other cases, you can ask your boss to take a few days off out of your paid holiday. There are only three types of unpaid holidays a person can take according to Russian Labour Law—five days off in case of wedding, birth, or the death of a close relative. If there is no specific reason why you were absent, you can be fired.

Useful expression:

1. **больничный**  
*bol'nichniy*  
"sick leave"



LESSON NOTES

# Business Russian for Beginners S1 #18 Apologies in a Business Setting

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CONTENTS

- 2 Russian
- 2 Romanization
- 2 English
- 3 Vocabulary
- 3 Sample Sentences
- 5 Vocabulary Phrase Usage
- 5 Grammar
- 8 Cultural Insight

# 18

## RUSSIAN

1. ЕЛЕНА: Алло?
2. ЛИНДА: Елена, это Линда Бейкер из ABC. К сожалению, я опоздаю, потому что застряла в пробке.
3. ЛИНДА: Простите. Надеюсь, это не создаст проблем.
4. ЕЛЕНА: Пожалуйста, не переживайте. У меня сегодня больше нет других встреч, я подожду Вас.
5. ЛИНДА: Спасибо, постараюсь быть как можно раньше.

## ROMANIZATION

1. YELENA: Allo?
2. LINDA: Yelena, eto Linda Beyker iz ABC. K sozhaleniyu, ya opozdayu, potomu chto zastryala v probke.
3. LINDA: Prostite. Nadeyus', eto ne sozdast problem.
4. YELENA: Pozhaluysta, ne perezhivayte. U menya segodnya bol'she net drugikh vstrech, ya podozhdu Vas.
5. LINDA: Spasibo, postarayus' byt' kak mozhno ran'she.

## ENGLISH

1. ELENA: Hello?

CONT'D OVER

2. LINDA: Elena, this is Linda Baker from ABC. Unfortunately I will arrive late, because I'm stuck in traffic.
3. LINDA: I'm sorry. I hope this doesn't cause problems.
4. ELENA: Please don't worry. Today I don't have any other appointments, I'll wait for you.
5. LINDA: Thank you, I'll try to be as quick as possible.

## VOCABULARY

Russian	Romanization	English	Class	Gender
застрять	zastryat'	to get stuck	verb	
пробка	probka	traffic jam	noun	feminine
создать	sozdat`	to create	verb	
переживать	perezhyvat'	to worry	verb	
другой	drugoy	other, another	adjective	masculine
опаздывать	apazdyvat'	to be late, to be behind schedule	verb	none
алло	allo	hello (only for telephone calls)	interjection	
постараться	pastaratsa, postarat`sya	to try	verb	
как можно	kak mozhno	as ... as possible	phrase	

## SAMPLE SENTENCES

<p><b>Машина застряла в грязи, и мы вот уже который час пытаемся ее вытащить с помощью тросов.</b>  <i>Mashina zastryala v gryazi, i my vot uzhe kotoryy chas pytayemsa yeye vytashchit' s pomoshch'yu trosov.</i></p> <p>"A car has got stuck in the mud and we have been trying to pull it out for several hours already."</p>	<p><b>После обильного снегопада, пробки на дорогах стали еще одной проблемой для городских жителей.</b>  <i>Posle obil'nogo snegopada, probki na dorogakh stali yeshche odnoy problemoy dlya gorodskikh zhiteley.</i></p> <p>"After a heavy snowstorm, traffic jams became another big problem for citizens."</p>
<p><b>В мегаполисах невозможно быстро добраться из одной части города в другую из-за пробок.</b>  <i>V megapolisakh nevozmozhno bystro dobrat'sya iz odnoy chasti goroda v druguyu iz-za probok.</i></p> <p>"In big cities it is impossible to get from one part of the city to another because of traffic jams."</p>	<p><b>Они созданы для этой работы.</b>  <i>Oni sozdany dlya etoy raboty.</i></p> <p>"They were made for this job."</p>
<p><b>Женщина переживала из-за счёта.</b>  <i>Zhenshchina perezhyvala iz-za shchyota.</i></p> <p>"A woman was worried about the bill."</p>	<p><b>Я не хочу это мороженое, я хочу другое.</b>  <i>Ya ne khochu eto morozhenoye, ya khochu drugoye</i></p> <p>"I do not want this ice cream, I want another."</p>
<p><b>Моя подруга постоянно опаздывает, и на работе ее оштрафовали на 10% от зарплаты.</b>  <i>Moya podruga postoyanno opazdyvaet, i na rabote eyo oshtrafovali na 10% ot zarplaty.</i></p> <p>"My friend is always late for work so she was fined ten percent of her salary."</p>	<p><b>Моя подруга постоянно опаздывает, и на работе ее оштрафовали на 10% от зарплаты.</b>  <i>Maya padruga pastayana apazdyvayet, i na rabote yeyo ashtrafovali na 10% at zarplaty.</i></p> <p>"My friend is always late for work so she was fined 10 percent of her salary."</p>
<p><b>Алло, Вас не слышно.</b>  <i>Allo, Vas ne slyshno.</i></p> <p>"Hello, I can't hear you."</p>	<p><b>Постарайся сегодня вернуться домой пораньше.</b>  <i>Pastaraysya sevodnya vemutsa domoy paran'she.</i></p> <p>"Try to return home earlier today."</p>

<p><b>Ученики постараются сдать экзамены на отлично.</b>  <i>Ucheniki postarayutsya sdat' ekzameny na otlichno.</i></p> <p>"Pupils try to pass the exams with excellent grades."</p>	<p><b>Я хочу купить квартиру как можно ближе к офису.</b>  <i>Ya hochu kupit' kvartiru kak mozhno blizhe k ofisu.</i></p> <p>"I want to buy an apartment as close to the office as possible."</p>
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## VOCABULARY PHRASE USAGE

### **застрять** ("to get stuck")

This has two meanings:

1. to stick something in something physically, as in, "to stick in mud";
2. to lose time, as in, "to be stuck in a traffic jam."

This can usually be seen in the phrase **застрять в дыре**, which has a very negative meaning ("to waste time in some bad place") and literally can be translated as "to be stuck in a hole," where the hole can mean anything—house, work, city, country, etc.

#### **For example:**

1. Он застрял в этой дыре надолго.  
 "He has been stuck in this place for a long time."

### **Пожалуйста, не переживайте.** ("Please don't worry.")

The formula for this phrase is **пожалуйста** ("please") + **не** ("not") + **переживайте** ("worry," imperative form).

There are many different ways to express the same idea—**не волнуйтесь** ("don't worry"), **не принимайте близко к сердцу** (literally, "don't take it close to your heart").

#### **For example:**

1. Пожалуйста, не переживайте из-за случившегося.  
 "Please, don't worry about what has happened."

## GRAMMAR

## The Focus Of This Lesson is How to Apologize to a Client

Елена, это Линда Бейкер из ABC. К сожалению, я опоздаю, потому что застряла в пробке.

*Yelena, eto Linda Beyker iz ABC. K sozhaleniyu, ya opozdayu, potomu chto zastryala v probke.*

"Elena, this is Linda Baker from ABC. Unfortunately I will arrive late, because I'm stuck in traffic."

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For one reason or another you may not be on time to an appointment with your client. In that case, you should inform your client and be sure that your delay won't affect his or her schedule in a negative way.

Let's see what Linda says to explain her delay and apologize.

1. К сожалению, я опоздаю, потому что застряла в пробке.  
*K sozhaleniyu, ya opozdayu, potomu chto zastryala v probke*  
"Unfortunately I will arrive late, because I'm stuck in the traffic."

The structure of the sentence above is the interjection к сожалению "unfortunately" + personal pronoun я "I" + a verb in future tense опоздаю "will be late" + conjunction потому что "because" + verb in past tense застряла "I got stuck" + preposition в "in" + noun in dative case пробке "traffic jam." So the formula will be - explain that you feel sorry, then explain you will be late, and last but not least give the reason why you will be late.

More examples:

1. Извините, я задержусь, потому что мы не успели обсудить все вопросы на совещании.  
*Izvinite, ya zaderzhus', potomu chto my ne uspeli obsudit' vse voprosy na soveschani.*  
"Sorry, I'll be late, because we didn't have enough time to discuss all the questions in the meeting."

There was another sentence, where Linda says she is sorry that she will be late.

1. Простите. Надеюсь, это не создаст проблем.  
*Prostite. Nadeyus', eto ne sozdast problem.*  
"I'm sorry. I hope this doesn't cause problems."

Here, the structure is Надеюсь ("hope") + это ("this") + не ("not") + создаст ("will cause") проблем ("problems"). In this sentence the conjunction что "that" (usually following the verb) is omitted. Let's have a look at other examples:

1. Мы надеемся, это не проблема.  
*My nadeem'sya, eto ne problema.*  
"We hope it's not a problem."
2. Надеюсь, ты справишься сам.  
*Nadeyus', ty spravish'sya sam.*  
"I hope you will manage to do it by yourself."

## Reassuring the Client

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The phrase постараюсь быть как можно раньше, "I'll try to be as quick as possible," is a nice way to finish the dialogue, when you are late. Let's have a look at its structure:

постараюсь "will try"

быть "to be"

как можно раньше "as soon as possible"

As usual, you need to use an infinitive form for a verb that comes after another verb.

More examples:

1. Я постараюсь быть вовремя.  
*Ya postarayus' byt' vovremya.*  
"I'll try to be on time."
2. Мы постараемся решить эту проблему как можно скорее.  
*My postaraem'sya reshit' etu problemu kak mozhno skoree.*  
"We'll try to solve this problem as soon as possible."

## Examples from the dialogue:

1. Простите. Надеюсь, это не создаст проблем.  
*Prostite. Nadeyus', eto ne sozdast problem.*  
"I'm sorry. I hope this doesn't cause problems."
2. Пожалуйста, не переживайте. У меня сегодня больше нет других встреч, я подожду Вас.  
*Pozhaluysta, ne perezhivayte. U menya segodnya bol'she net drugikh vstrech, ya podozhdu Vas.*  
"Please don't worry. Today I don't have any other appointments, I'll wait for you."

## Sample Sentences

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1. Я надеюсь, что это не будет проблемой.  
*Ya nadeyus', chto eto ne budet problemoy.*  
"I hope it won't be a problem."
2. Мы постараемся быть завтра вовремя.  
*My postaraemsa byt' zavtra vovremya.*  
"We'll try to be on time tomorrow."
3. Извините, я задержусь, потому что мы не закончили обсуждение новой стратегии развития.  
*Izvinite, ya zaderzhus, "potomu chto my ne zakonchili obsuzhdenie novoy strategii razvitiya.*  
"Sorry, I'll be late because we haven't finished discussing the new development strategy."

## CULTURAL INSIGHT

### Delays in Russia

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Delays are also not tolerated in Russian business culture. Though sometimes the top management of the company can be late for meetings to show their power (as the Russian proverb says начальство не опаздывает, начальство - задерживается, meaning "Bosses are never late; they are slowed down"). Though it is quite common to be late because of the traffic, you may be fired if it happens often or you were more than four hours late. Of course, there are different types of companies—in some delays are tolerated, in some—absolutely not. Anyway, if you come late you will be expected to explain the reason and apologize.

Useful expression:

1. опоздание на 2 часа  
*opozdanie na 2 chasa*  
"two-hour delay"



## LESSON NOTES

# Business Russian for Beginners S1 #19

## Arriving Late at an Appointment and Notifying the Receptionist

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### CONTENTS

- 2 Russian
- 2 Romanization
- 2 English
- 3 Vocabulary
- 3 Sample Sentences
- 4 Vocabulary Phrase Usage
- 5 Grammar
- 7 Cultural Insight

# 19

## RUSSIAN

1. СЕКРЕТАРЬ: Добрый вечер.
2. ЛИНДА: Добрый вечер. Я Линда Бейкер из ABC. У меня назначена встреча с Еленой на 5 часов.
3. ЛИНДА: Я звонила сегодня утром.
4. СЕКРЕТАРЬ: Да, подождите, я проверю. Пожалуйста, посидите в коридоре.

## ROMANIZATION

1. SEKRETAR': Dobryy vecher.
2. LINDA: Dobryy vecher. YA Linda Beyker iz ABC. U menya naznachena vstrecha s Yelenoy na 5 chasov.
3. LINDA: YA zvonila segodnya utrom.
4. SEKRETAR': Da, podozhdite ya proveryu. Pozhaluysta, posidite v koridore.

## ENGLISH

1. RECEPTIONIST: Good evening.
2. LINDA: Good evening, I'm Linda Baker from ABC. I have an appointment with Elena at five o'clock.
3. LINDA: I called this morning.

CONT'D OVER

4. RECEPTIONIST: Yes, let me check. Please take a seat in the hall.

## VOCABULARY

Russian	Romanization	English	Class	Gender
проверить	praverit'	to check, to examine	verb	
сидеть	sidet'	to sit	verb (imperfective)	
коридор	koridor	hall, corridor, passage	noun	masculine
встреча	vstrecha	meeting	noun	feminine
С	С	with, starting from, from, since	preposition	

## SAMPLE SENTENCES

<p><b>Перед выходом из дома проверьте, всё ли вы с собой взяли.</b>  <i>Pered vyhodom iz doma prover'te, vsyo li vy s soboy vzyali.</i></p> <p>"Before you leave home, check whether you took everything with you."</p>	<p><b>Ты проверил все возможные убежища этого преступника?</b>  <i>Ty praveril vse vazmozhnyye ubezhyshcha etava prestupnika?</i></p> <p>"Have you checked all the possible hideouts of the villain?"</p>
<p><b>Перед выходом из дома проверьте, всё ли вы с собой взяли.</b>  <i>Pered vykhadam iz doma praver'te, vsyo li vy s saboy vzyali.</i></p> <p>"Before you leave home, check whether you took everything with you."</p>	<p><b>Мы всегда сидим за этим столиком.</b>  <i>My vsyegda sidim za etim stolikom.</i></p> <p>"We always sit at this table."</p>
<p><b>Ребёнок сидел у него на коленях.</b>  <i>Rebyonok sidel u nego na kolenyah.</i></p> <p>"The child was sitting on his lap."</p>	<p><b>Этот коридор такой длинный!</b>  <i>Etot koridor takoy dlinniy!</i></p> <p>"This hall is so long!"</p>

<p><b>Эта встреча перевернула его жизнь.</b> <i>Eta vstrecha perevernula ego zhizn'.</i></p> <p>"This meeting changed his life."</p>	<p><b>Встреча состоится в финансовом районе.</b> <i>Vstrecha sostoitsya v finansovom rayone.</i></p> <p>"The meeting will take place in the finance district."</p>
<p><b>Спать во время важной встречи очень невежливо.</b> <i>Spat' vo vremya vazhnoy vstrechi ochen' nevezhlivo.</i></p> <p>"It is very impolite to sleep during an important meeting."</p>	<p><b>Нашу встречу придётся перенести.</b> <i>Nashu vstryechu pridyotsya pyeryenyesti.</i></p> <p>"We'll have to reschedule our meeting."</p>
<p><b>У меня завтра деловая встреча.</b> <i>U myenya zavtra dyelovaya vstryecha.</i></p> <p>"I have a business meeting tomorrow."</p>	<p><b>Встреча с директором назначена на 8 утра.</b> <i>Vstryecha s diryektorom naznachyena na 8 utra.</i></p> <p>"The meeting with the director is scheduled for eight A.M."</p>
<p><b>Я ничего не ел с десяти утра.</b> <i>Ya nichyego nye yel s dyesyati utra.</i></p> <p>"I haven't eaten since ten am."</p>	<p><b>Я свободна с пяти вечера.</b> <i>Ya svobodna s pyati vyechyera.</i></p> <p>"I'm free from five o'clock p.m."</p>
<p><b>Он не ел с восьми утра.</b> <i>On nye yel s vos'mi utra.</i></p> <p>"He hasn't eaten since eight o'clock in the morning."</p>	<p><b>Уроки начинаются с сентября.</b> <i>Uroki nachinayutsya s syentyabrya.</i></p> <p>"The classes are starting in (from) September."</p>

## VOCABULARY PHRASE USAGE

### **подождите, я проверю** **("let me check")**

The formula for this phrase is подождите ("wait," imperative form) + я (I) проверю ("will check").

The imperative подождите is used for plural pronouns or polite speech. To say it informally use подожди. You can use this phrase with other verbs too. For example, подождите я запишу "let me write it down" (literally "wait, I'll write it down") or подождите я спрошу "let me ask" (literally "wait, I'll ask").

## For example:

1. Подождите, я проверю, есть ли Вы в списке.  
"Let me check if you are on the list."

## GRAMMAR

### The Focus Of This Lesson Is How to Tell the Receptionist About an Appointment

**Добрый вечер. Я Линда Бейкер из ABC. У меня назначена встреча с Еленой на 5 часов.**

***Dobryy vecher. YA Linda Beyker iz ABC. U menya naznachena vstrecha s Yelenoy na 5 chasov.***

**"Good evening, I'm Linda Baker from ABC. I have an appointment with Elena at five o'clock."**

---

### Greetings and self-introduction

---

When you arrive at a company reception desk, as well as when you make a business phone call, you always need to introduce yourself and to state the name of your company. Here is the example from the dialogue:

1. Добрый вечер. Я Линда Бейкер из ABC.  
*Dobryy vecher. YA Linda Beyker iz ABC.*  
"Good evening, I'm Linda Baker from ABC."

The formula is:

[Greeting] + Я [full name] + из [company name]

The pattern above can be used for both male and female workers. The preposition из, meaning "from," can be omitted. For example, Я - Линда Бейкер, компания ABC. literally "I'm Linda Baker, ABC company."

### Informing someone about a scheduled appointment

1. У меня назначена встреча с Еленой на 5 часов.  
*U menya naznachena vstrecha s Yelenoy na 5 chasov.*  
"I have an appointment with Elena at five o'clock."

Here you can see passive participle назначена "is scheduled." У меня means "I have" and

always comes first in such sentences. So the formula will be

Who ("I have") + scheduled appointment + with whom (noun or pronoun in instrumental case) + when.

You can add other details, for example a.m./p.m.

1. У него запланировано совещание с отделом рекламы на 8 часов утра.  
*U nego zaplanirovano soveschanie s otdelom reklamy na vosem' chasov utra.*  
"He has a meeting with the PR department at 8 a.m."

## Polite imperatives

---

After you state who you are and that you have an appointment, the receptionist will very likely give you instructions using the polite imperative. Here is what the receptionist says to Linda:

1. Да, **подождите** я проверю. Пожалуйста, **посидите** в коридоре.  
*Da, **podozhdite** ya proveryu. Pozhaluysta, **posidite** v koridore.*  
"Yes, let me check. Please take a seat in the hall."

Let's review the imperative:

We use the imperative in Russian to ask or tell someone to do something. It isn't impolite to use the imperative form with people you don't know. If you add **пожалуйста**, it becomes a polite request.

In an informal situation (if you use ты with someone), the imperative form usually ends in **-и**, **-ай**, or **-ь**.

For example:

1. **Скажи...** - "tell..."
2. **Повтори...** - "repeat..."
3. **Дай...** - "give..."
4. **Слушай...** - "listen..."
5. **Встань...** - "stand up..."

The verbs ending in **-ать** in the infinitive mainly take **-ай**, and the verbs ending in **-ить**

mainly take **-и**. However, it isn't always true and the best way to know which ending you should use by learning it!

In a formal situation, as the one in the dialogue, or when we speak to more than one person, we take the informal imperative form and add **-те**.

For example:

1. **Скажите...** - "tell..."
2. **Повторите...** - "repeat..."
3. **Дайте...** - "give..."
4. **Слушайте...** - "listen..."
5. **Встаньте...** - "stand up..."

### Example from the dialogue:

1. Да, подождите, я проверю. Пожалуйста, посидите в коридоре.  
*Da, podozhdite ya proveryu. Pozhaluysta, posidite v koridore.*  
"Yes, let me check. Please take a seat in the hall."

### Sample Sentences

---

1. У меня запланировано совещание с менеджером по продажам на 14:00.  
*U menya zaplanirovano soveshanie s menedzherom po prodazham na 14:00.*  
"I have an appointment with the sales manager at 2 p.m."
2. Пожалуйста, пройдите прямо в её офис.  
*Pozhaluysta, proydite pryamo v eyo ofis.*  
"Please go directly to her office."

## CULTURAL INSIGHT

### Receptionists in Russia

---

The duties of a receptionist in Russia vary by company. Sometimes it's just a person

answering phone calls and making coffee, but in other cases it can be a personal assistant or general manager, maintaining the schedule and accompanying the boss at every meeting. Usually the receptionist's job has a negative image of a Barbie-type young girl, someone who knows all the rumors in the company and has a relationship other than business with her boss. Though we must say that it's nothing more than a stereotype nowadays. However, receptionist jobs in Russia are female-dominated and you will rarely see a man even in a position of personal assistant.

Useful expression:

1. приёмная  
*priyomnaya*  
"reception desk"



## LESSON NOTES

# Business Russian for Beginners S1 #20

## Asking for Directions at an Office Reception

---

### CONTENTS

- 2 Russian
- 2 Romanization
- 2 English
- 3 Vocabulary
- 3 Sample Sentences
- 4 Vocabulary Phrase Usage
- 5 Grammar
- 7 Cultural Insight

# 20

## RUSSIAN

1. СЕКРЕТАРЬ: Миссис Бейкер, проходите.
2. ЛИНДА: На каком этаже офис Елены?
3. СЕКРЕТАРЬ: Она ждёт Вас на третьем этаже.
4. ЛИНДА: А где лестница?
5. СЕКРЕТАРЬ: Вы можете воспользоваться лифтом, прямо по коридору и налево.

## ROMANIZATION

1. SEKRETAR': Missis Beyker, prokhodite.
2. LINDA: Na kakom etazhe ofis Yeleny?
3. SEKRETAR': Ona zhdot Vas na tret'yem etazhe.
4. LINDA: A gde lestnitsa?
5. SEKRETAR': Vy mozhete vospol'zovat'sya liftom, pryamo po koridoru i nalevo.

## ENGLISH

1. RECEPTIONIST: Mrs. Baker, you can go ahead.
2. LINDA: What floor is Elena's office?

CONT'D OVER

3. RECEPTIONIST: She's waiting for you on the third floor.
4. LINDA: Where are the stairs?
5. RECEPTIONIST: You can use the elevator, down the hall to the left.

## VOCABULARY

Russian	Romanization	English	Class	Gender
проходить	prohodit'	to come through, to come in	verb	
Этаж	Etazh	floor	noun	masculine
лестница	lestnitsa	stairs	noun	feminine
лифт	lift	elevator	noun	masculine
прямо	pryamo	frankly, directly, straight (on)	adverb	
налево	nalyevo	to the left	adverb	

## SAMPLE SENTENCES

<p><b>Проходите, пожалуйста.</b> <i>Prohodite, pozhaluysta.</i></p> <p>"Come in, please."</p>	<p><b>В этом универмаге одиннадцать этажей.</b> <i>V etam univermage adinnattsat' etazhey.</i></p> <p>"This department store has eleven floors."</p>
<p><b>Ты ведь живёшь на пятом этаже?</b> <i>Ty ved' zhivyosh' na pyatom etazhe?</i></p> <p>"You live on the fifth floor, don't you?"</p>	<p><b>Я живу на девятом этаже.</b> <i>Ya zhivu na dyevyatom etazhye.</i></p> <p>"I live on the ninth floor."</p>

<p><b>В этом отеле 7 этажей.</b> <i>V etom otyelye 7 etazhyey.</i></p> <p>"There are seven stories in this hotel."/"This hotel has seven stories."</p>	<p><b>На каком этаже ты живешь?</b> <i>Na kakom etazhye ty zhivyesh'?</i></p> <p>"What floor do you live on?"</p>
<p><b>Вот лестница на 2 этаж.</b> <i>Vot lestnitsa na 2 etazh.</i></p> <p>"Here are the stairs to the 2nd floor."</p>	<p><b>Сегодня лифт не работает.</b> <i>Segodnya lift ne rabotaet.</i></p> <p>"The elevator is out of service today."</p>
<p><b>Лифт не работает.</b> <i>Lift ne rabotayet.</i></p> <p>"The elevator is not working."</p>	<p><b>Иди прямо до светофора.</b> <i>Idi pryamo do svyetofoya.</i></p> <p>"Go straight until the crossroads."</p>
<p><b>Стой прямо, не горбись.</b> <i>Stoy pryamo, nye gorbis'.</i></p> <p>"Stay straight, don't stop."</p>	<p><b>Иди прямо.</b> <i>Idi pryamo.</i></p> <p>"Go straight on." (informal).</p>
<p><b>Скажи мне прямо.</b> <i>Skazhi mnye pryamo.</i></p> <p>"Tell me frankly." (informal)</p>	<p><b>Нам нужно повернуть налево на светофоре.</b> <i>Nam nuzhno povyernut' nalyevo na svyetofoyye.</i></p> <p>"We have to turn left at the crossroad."</p>
<p><b>Машина поворачивала налево.</b> <i>Mashina povorachivala nalyevo.</i></p> <p>"A car turned left."</p>	

## VOCABULARY PHRASE USAGE

### воспользоваться лифтом ("to use the elevator")

Verb воспользоваться has the following structure: prefix **вос** ("to complete the action") + verb **пользоваться** ("use") + suffix **ся** ("to do it by yourself"). So this verb is both reflexive and perfective.

This verb can be used with many other nouns, like **туалет** ("toilet"), **машина** ("car"), **помощь** ("help"), **знания** ("knowledge"). Usually it has a neutral meaning, but can also be used to express someone's anger, as in **он воспользовался мной** ("he used me").

For example:

1. Воспользуйтесь лифтом, чтобы подняться на пятый этаж.  
"Use the elevator to go to the fifth floor."

### **прямо** ("straight")

This can be used to mean the following things: 1. Direction, as in, "to go straight" - идти прямо  
2. The true meaning, as in, "to say straight/frankly" - говорить прямо; 3. Sarcasm, as in "what a ..." "what a hero" прямо герой.

For example:

1. Идите по этой улице прямо.  
"Go straight on this street."

### **налево** ("on/to the left")

This can be used to mean the following things: 1. Direction, as in "to turn left" - повернуть налево; 2. Illegally, as in "to sell to somebody illegally" - продать налево; 3. To cheat on, as in "to cheat on one's wife" - сходить налево.

For example:

1. Налево - будет больница.  
"There will be a hospital on the left."

## GRAMMAR

### **The Focus Of This Lesson Is Asking Where the Office Is**

**На каком этаже офис Елены?**

***Na kakom etazhe ofis Yeleny?***

**"What floor is Elena's office?"**

---

### **Asking for directions**

---

Being able to ask for directions could be very useful if you are working in unfamiliar surroundings.

1. На каком этаже офис Елены?  
*Na kakom etazhe ofis Yeleny?*  
"What floor is Elena's office?"

На каком этаже literally means "on which floor." Simply to ask about the floor you can use:

1. Какой это этаж?  
*Kakoy eto etazh?*  
"What floor is it?"

To ask where something or somebody is located is even easier. Just use question word где, "where," and the noun or a name in a dictionary form.

1. А где лестница?  
*A gde lestnitsa?*  
"And where are the stairs?"
2. Где Елена?  
*Gde Elena?*  
"Where is Elena?"

Whether we are speaking about the location or about the direction the question words for "where" are different in Russian. When you ask about the location you use где? ("where?"). When you mean the direction you use куда? ("where...to?").

1. Куда она пошла?  
*Kuda ona poshla?*  
"Where did she go?"

When you are talking about a location you put the noun (the place you are talking about) into the prepositional case (в офисе "in the office"), and when you are talking about a direction (or your destination) you put the noun into the accusative case (в офис "to the office").

Forming these cases is easy.

For the **prepositional case**, which is used to express location, you simply add -e to the masculine nouns and change the last letter into -e or -и in the feminine nouns. So all of them end in -e or -и.

In the **accusative case**, which is used to indicate direction, only feminine nouns change their endings into -y or -ю.

**Example from the dialogue:**

1. Она ждёт Вас на третьем этаже.  
*Ona zhdot Vas na tret'yem etazhe.*  
"She's waiting for you on the third floor."

## Sample Sentences

---

1. Где отдел кадров?  
*Gde otdel kadrov?*  
"What is the HR department?"
2. Где начальник?  
*Gde nachl'nik?*  
"Where is the boss?"
3. Куда ушёл начальник?  
*Kuda ushyol nachal'nik?*  
"Where did the boss go?"

## CULTURAL INSIGHT

### Elevators in Russia

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Elevators in Russia are common in multi-story office buildings (usually more than five floors) and almost all shopping malls. You won't see floors marked 0 in Russian elevators, so the first floor will be marked as 1. There are not so many buildings with basements, but if there is one, it will be marked as B1 or just "parking." Russians think that 13 is an unlucky number, but the 13th floor does exist and it won't be skipped.

Useful expression:

1. нажать кнопку  
*nazhat' knopku*  
"to press the button"

## LESSON NOTES

# Business Russian for Beginners S1 #21

## Accepting a Gift in a Business Setting

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### CONTENTS

- 2 Russian
- 2 Romanization
- 2 English
- 2 Vocabulary
- 3 Sample Sentences
- 3 Vocabulary Phrase Usage
- 4 Grammar
- 6 Cultural Insight

# 21



## RUSSIAN

1. ЛИНДА: Пожалуйста, примите этот подарок от ABC.
2. ЕЛЕНА: Спасибо! Это очень мило.
3. ЛИНДА: Не за что! Мы хотели выразить нашу благодарность.

## ROMANIZATION

1. LINDA: Pozhaluysta, primite etot podarok ot ABC.
2. YELENA: Spasibo! Eto ochen' milo.
3. LINDA: Ne za chto! My khoteli vyrazit' nashu blagodarnost'.

## ENGLISH

1. LINDA: Please accept this present from ABC.
2. ELENA: Thank you. That is very kind of you.
3. LINDA: Not at all! We wanted to express our gratitude.

## VOCABULARY

Russian	Romanization	English	Class	Gender
принять	prinyat'	to accept	verb	
подарок	padarak	present, gift	noun	masculine

МИЛО	miilo	sweet, cute, charming	adjective	
Не за что.	Ne za chto.	not at all, you are welcome	interjection	
выразить	vyrazit'	to express	verb	
благодарность	blagodarnost'	gratitude	noun	feminine

## SAMPLE SENTENCES

<p><b>Он неохотно принял её извинения.</b> <i>On neokhotno prinyal eyo izvinieniya.</i></p> <p>"He accepted her apologies reluctantly."</p>	<p><b>Мне нужно купить подарок на день рождения моей лучшей подруги.</b> <i>Mne nuzhna kupit' padarak na den' razhdeniya moyey luchshey padrugy.</i></p> <p>"I need to buy a birthday gift for my best friend."</p>
<p><b>Я получил в подарок книгу.</b> <i>Ya paluchil f padarak knigu.</i></p> <p>"I got a book as a gift."</p>	<p><b>Было очень мило встретить его в парке.</b> <i>Bylo ochen' miilo vstretit' ego v parke.</i></p> <p>"It was very sweet to meet him in the park."</p>
<p><b>Не за что! Рад помочь!</b> <i>Ne za chto! Rad pomoch'.</i></p> <p>"You are welcome! I'm happy to help!"</p>	<p><b>Я не могу выразить свои чувства словами.</b> <i>Ya ne mogu vyrazit' svoi chuvstva slovami.</i></p> <p>"I can't explain my feelings in words."</p>
<p><b>Я хотел бы выразить Вам свою благодарность.</b> <i>Ya hotel by vyrazit' Vam svoyu blagodarnost'.</i></p> <p>"I would like to express my gratitude to you."</p>	

## VOCABULARY PHRASE USAGE

**Это очень мило.**  
("That is very kind of you.")

The structure of this phrase is это "this" + очень "very" + мило "sweet." Be careful as there is

no "is" in Russian.

To say it more politely use это очень мило с вашей стороны "that is very kind of you" or literally "from your side." But it can only be used as in gratitude for offered help.

For example:

1. -Давайте я понесу этот чемодан. -Это очень мило с Вашей стороны.  
"Let me hold this suitcase. -That is very kind of you."

### **Не за что!** (**"Not at all!"**)

Не за что literally means "not for what" and is used as a reply to "thank you."

While не за что is a very neutral phrase and can be used in any situation, if you want to make the most polite reply, use - не стоит благодарности (literally "doesn't worth the appreciation").

As for other possible variants, you can say just пожалуйста ("please" in the sense of "you are welcome") or на здоровье, which is mistakenly known as the Russian "cheers." But the second one is used only when you thank somebody for a meal or some eatable present.

**For example:**

1. Вы очень помогли нам! -Не за что!.  
"You helped us a lot! -Not at all!"

## GRAMMAR

### **The Focus of this Lesson is How to Handle a Gift in a Business Context**

**Пожалуйста, примите этот подарок от ABC.**

***Pozhaluysta, primite etot podarok ot ABC.***

**"Please accept this present from the ABC."**

---

### **Expressing gratitude in a business setting**

---

You may have to give someone a present, as a way to thank him or her for their work or to show your desire to make the business relationship stronger.

Let's see what Linda says in such a situation.

1. Пожалуйста, примите этот подарок от ABC.  
*Pozhaluysta, primite etot podarok ot ABC.*  
"Please accept this present from ABC."

In the sentence above you can see the polite form of an imperative: Пожалуйста, примите. So the formula will be the polite imperative (пожалуйста примите "please accept") + pronoun and noun in accusative case (этот подарок "this present") + from whom in genitive case (от ABC "from ABC"). For example:

1. Пожалуйста, примите поздравления от исполнительного директора.  
*Pozhaluysta, primite pozdravleniya ot ispolnitel'nogo direktora.*  
"Please, accept the congratulations from the CEO."

As you may remember, to make a polite form of an imperative, we take the informal imperative form and add **-те**.

Also we saw the following phrase in a dialogue:

1. Мы хотели выразить нашу благодарность.  
*My hoteli vyrazit' nashu blagodarnost'.*  
"We wanted to express our gratitude."

Here, Linda used first person plural Мы, meaning "we," and the modal verb хотели, meaning "want" in the past tense, followed by an infinitive выразить, meaning "to express."

**хотела** ("wanted") has the following characteristics:

1. Verb (infinitive-хотеть)
2. Past tense (because of the ending **-ла**)
3. Imperfective aspect (in perfective aspect it would sound as [захотела])
4. Feminine (because it ends with the feminine ending **-ла**. If it was masculine, it would end with **-л**.)
5. Singular (if it was plural, it would sound as [хотели])

**выразить** ("to express") has the following characteristics:

1. Verb in the infinitive form

2. Infinitive
3. Perfective aspect (imperfective would be *выражать*)

**нашу благодарность** ("our gratitude") has the following characteristics:

1. Possessive + noun
2. Accusative case
3. Singular and feminine

Here are similar sentences:

1. Я хотела бы поблагодарить участников проекта.  
"I wanted to thank the participants of the project"
2. Мы хотели бы сказать слова благодарности  
"We wanted to say some words of gratitude."

**Examples from the dialogue:**

1. Спасибо! Это очень мило.  
*Spasibo! Eto ochen' milo.*  
"Thank you. That is very kind of you."
2. Не за что! Мы хотели выразить нашу благодарность.  
*Ne za chto! My khoteli vyrazit' nashu blagodarnost'.*  
"Not at all! We wanted to express our gratitude."

### Sample Sentence

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1. Пожалуйста, примите поздравления от исполнительного директора.  
*Pozhaluysta, primite pozdravleniya ot ispolnitel'nogo direktora.*  
"Please, accept the congratulations from our CEO."

## CULTURAL INSIGHT

## Business Gifts in Russia

---

Business gifts in Russia are a must. The usual type is something with the company's logo (calendars, pens, pocket diaries) or some kind of artsy thing (pictures, small statues, photo albums). Also, it is good manners to send sweets and a bottle of champagne to your partners on holidays like New Years. Unfortunately, Russia still remains a very corrupt country, so according to law, all business gifts presented to politicians, the value of which exceeds 3000 rubles (about less than \$50), must be returned. As for business enterprises, there are no such rules, but the usual value doesn't exceed \$50-100.

Useful expression:

1. Сувенир  
*suvenir*  
"souvenir"

## LESSON NOTES

# Business Russian for Beginners S1 #22

## Leaving a Message for a Colleague

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### CONTENTS

- 2 Russian
- 2 Romanization
- 2 English
- 3 Vocabulary
- 3 Sample Sentences
- 4 Vocabulary Phrase Usage
- 4 Grammar
- 7 Cultural Insight

# 22

## RUSSIAN

1. СЕКРЕТАРЬ: Елены нет в офисе.
2. ЛИНДА: Я могу оставить ей сообщение?
3. СЕКРЕТАРЬ: Да, пожалуйста, говорите.
4. ЛИНДА: Пожалуйста, передайте ей, что консультант прислал результаты.
5. ЛИНДА: И она должна связаться с ним.
6. СЕКРЕТАРЬ: Я передам ей, как только она вернётся.

## ROMANIZATION

1. SEKRETAR': Yeleny net v ofise.
2. LINDA: YA mogu ostavit' yey soobshcheniye?
3. SEKRETAR': Da, pozhaluysta, govorite.
4. LINDA: Pozhaluysta, peredayte yey, chto konsul'tant prislal rezul'taty.
5. LINDA: I ona dolzhna svyazat'sya s nim.
6. SEKRETAR': YA peredam yey, kak tol'ko ona vernotsya.

## ENGLISH

CONT'D OVER



1. RECEPTIONIST: Elena is not in her office.
2. LINDA: Can I leave her a message?
3. RECEPTIONIST: Yes, please tell me.
4. LINDA: Please tell her that the consultant has sent the results.
5. LINDA: And that she should get in contact with him.
6. RECEPTIONIST: I'll let her know, as soon as she is back.

## VOCABULARY

Russian	Romanization	English	Class	Gender
сообщение	soobschenie	message	noun	neutral
консультант	konsul'tant	consultant, advisor	noun	masculine
результат	rezul'tat	result	noun	masculine
связаться	svyazat'sya	to get in touch, to connect	verb	

## SAMPLE SENTENCES

<p><b>Оставьте сообщение после звукового сигнала.</b>  <i>Ostav'te soobschenie posle zvukovogo signala.</i></p> <p>"Leave your message after the tone."</p>	<p><b>Он - консультант по визовым вопросам.</b>  <i>On - konsul'tant po vizovym voprosam.</i></p> <p>"He is a visa consultant."</p>
<p><b>Я переживаю за результаты экзамена.</b>  <i>Ya perezhivayu za rezul'taty ekzamena.</i></p> <p>"I am nervous about my exam results."</p>	<p><b>Результаты будут готовы позже.</b>  <i>Rezul'taty budut gatovy pozzhe.</i></p> <p>"The results will be ready later."</p>

**Благодаря нашим усилиям, мы достигли хороших результатов.**

*Blagadarya nashym usiliyam, my dastigli kharoshykh rezul'tataf.*

"By virtue of our efforts we achieved good results."

**Как мы можем связаться с Вами?**

*Kak my mozhem svyazat'sya s Vami?*

"How can we get in touch with you?"

## VOCABULARY PHRASE USAGE

### **оставить сообщение** (**"to leave a message"**)

The structure of this phrase is verb *оставлять* "to leave" + noun *сообщение* "message." You need to use a noun or pronoun in a dative case when referring whom you leave the message. "Message" here can mean a text, a voice mail or a short note written by hand.

For example:

1. Оставьте сообщение, если меня не будет в офисе.  
"Leave the message if I am not in the office."

### **как только** (**"as soon as"**)

This is a combination of two conjunctions. Literally this phrase means *как* "as" + *только* "only."

"It is used as a conjunction in the sentences, meaning that some action will take place straight after another. For example, *Я свяжусь с Вами, как только получу документы.* "I'll contact you as soon as I receive the documents."

You can often see the phrase *как только смогу*, meaning "as soon as I can."

For example:

1. Я приду как только смогу.  
"I'll come as soon as I can."

## GRAMMAR

**The Focus Of This Lesson Is How to Leave a Message**

**Я могу оставить ей сообщение?**

***YA mogu ostavit' yey soobshcheniye?***

## "Can I leave you a message?"

---

In some circumstances you'll need to ask someone to give a message in your behalf.

Let's see first how to ask for the favor and then how to leave the message.

### Polite ways of asking for a favor:

1. Я могу оставить ей сообщение?  
*Ya mogu ostavit' ey soobschenie?*  
"Can I leave a message for her?"

As you know, the modal verb "can" is followed by an infinitive in Russian. Here we also have a receiver of information ей, meaning "her," so you need to use this pronoun in the dative case. We will refer to it later.

Here is another example with the pronoun in the dative case:

1. Я могу отправить ему письмо?  
*Ya mogu otpravit' emu pis'mo?*  
"Can I send him a letter?"

### How to leave a message

1. Пожалуйста, передайте ей, что консультант прислал результаты. И она должна связаться с ним.  
*Pozhaluysta, peredayte ey, chto konsul'tant prislal rezul'taty. I ona dolzhna svyazat'sya s nim.*  
"Please tell her that the consultant has sent the results. And that she should get in contact with him."

Here you can also see that we have a receiver of information in a sentence in the dative case. We mainly use the **dative case** to indicate the indirect object of an action (e.g., the person to whom we give something).

The pronouns in the dative case:

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Nominative Case	Dative Case	"English" (Nominative/ Dative)
Я	мне	"I/me"

---

ТЫ	тебе	"you/you"
МЫ	нам	"we/us"
ВЫ	вам	"you/you" (plural, formal)
ОН / ОНА	ему / ей	"he, she, it/him, her, it"
ОНИ	им	"they/them"

## Conjunction что

**что** in Russian means both, "what" (as a question word), and "that" (as a conjunction, connecting word between two parts of a sentence). When using the conjunction **что**, we always separate it with a comma from the first part of a sentence. Fortunately, there is no sequence of tenses in Russian in indirect speech.

For example:

1. Он сказал, что придёт в 8.  
*On skazal, chto pridyot v vosem'.*  
"He said that he'd come at eight."

When leaving a message, use the verb in the same tense as it was in a message. Just be sure to change the pronouns and form of the verb (as it depends on a pronoun). Let's have a look at the examples of direct and indirect speech.

1. Менеджер: "Я приду сегодня в восемь.  
*Menedzher: 'Ya pridu segodnya v vosem'.*  
"Manager: 'I'll come at eight today.'"  
Менеджер сказал, что (он) придёт сегодня в восемь.  
*"Menedzher skazal, chto (on) pridyot segodnya v vosem'.*  
(literally) "Manager said that he will come at eight today."
2. Отдел продаж: "Мы подготовили заказ.  
*Otdel prodazh: 'My podgotovili zakaz.'*  
"Sales department: 'We prepared the order.'"  
Отдел продаж сказал, что они подготовили заказ.  
*Otdel prodazh skazal, chto oni podgotovili zakaz.*  
(literally) "Sales department said that they prepared the order."

## Examples from the dialogue:

1. Пожалуйста, передайте ей, что консультант прислал результаты.  
*Pozhaluysta, peredayte yey, chto konsul'tant prislal rezul'taty.*  
"Please tell her that the consultant has sent the results."
2. И она должна связаться с ним.  
*I ona dolzhna svyazat'sya s nim.*  
"And that she should get in contact with him."

## Sample Sentences

---

1. Пожалуйста, передайте ему, что собрание будет в субботу.  
*Pozhaluysta, peredayte emu, chto sobranie budet v subbotu.*  
"Please, tell him that the meeting will be on Saturday."
2. Я передам им, что Вы не можете это сделать.  
*Ya peredam im, chto Vy ne mozhete eto sdelat'.*  
"I will tell them that you can't make it."

## CULTURAL INSIGHT

### Means of Business Communication In Russia

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Russians use all means of business communication-telephone calls, fax, and emails. Usually you can see a fax number in the company contact information, but recently it has become common to send invoices and other type of documents by email. As for telephone calls, often you will see both an office phone and mobile phone number on a business card. The mobile phone number will be one which a person receives from the company, so don't be surprised if you hear another voice on the phone (in case of job rotation). As a sign of a very close and trusting relationship you may receive a business card with a personal mobile phone written by hand.

Useful expression:

1. средства связи  
"means of communication"

LESSON NOTES

# Business Russian for Beginners S1 #23

## Accepting an Invitation

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### CONTENTS

- 2 Russian
- 2 Romanization
- 2 English
- 3 Vocabulary
- 3 Sample Sentences
- 4 Vocabulary Phrase Usage
- 5 Grammar
- 9 Cultural Insight

# 23

## RUSSIAN

1. АЛЕКСАНДР: У тебя есть планы на завтрашний вечер?
2. АЛЕКСАНДР: После работы мы с коллегами собрались поужинать в новом ресторане. Хочешь присоединиться?
3. ЛИНДА: Конечно, я приду.
4. АЛЕКСАНДР: Хорошо! Я пришлю тебе сообщение с адресом и другими деталями.
5. ЛИНДА: Было бы здорово. Спасибо. Буду ждать!
6. АЛЕКСАНДР: Не за что!

## ROMANIZATION

1. ALEKSANDR: U tebya yest' plany na zavtrashniy vecher?
2. ALEKSANDR: Posle raboty my s kollegami sobralis' pouzhinat' v novom restorane. Hochesh' prisoyedinit'sya?
3. LINDA: Konechno, ya pridu.
4. ALEKSANDR: Khorosho! YA prishlyu tebe soobshcheniye s adresom i drugimi detalyami.
5. LINDA: Bylo by zdorovo. Spasibo. Budu zhdat'.
6. ALEKSANDR: Ne za chto!

## ENGLISH

CONT'D OVER

1. ALEXANDER: Do you have any plans for tomorrow night?
2. ALEXANDER: After work, all the colleagues will have dinner at a new restaurant. Do you want to join us?
3. LINDA: Sure, I'd like to come.
4. ALEXANDER: Good! I'll send you a message with the address and other details.
5. LINDA: That would be great, thanks. I'll be waiting.
6. ALEXANDER: You're welcome!

## VOCABULARY

Russian	Romanization	English	Class	Gender
план	plan	plan	noun	masculine
после	posle	after	adverb, preposition	
собираться	sobirat'sya	to get ready to do something, to be going to do something	verb	
поужинать	pouzhinat'	to have dinner, supper	verb (perfective)	
присоединяться я	prisoyedinyat'sy а	to join	verb	
адрес	adres	address	noun	masculine
детали	detali	details	noun	plural

## SAMPLE SENTENCES



<p><b>Какие у тебя планы на воскресенье?</b> <i>Kakiye u tebya plany na voskryesyen'ye?</i></p> <p>"What plans have you got for Sunday?"</p>	<p><b>Принимайте это лекарство два раза в день после еды.</b> <i>Prinimayte eto lekarstvo dva raza v den' posle edy.</i></p> <p>"Take this medicine twice a day after meals."</p>
<p><b>Я смогу пойти домой, только после того, как закончу.</b> <i>Ya smagu payti domoy, tol'ka posle tavo, kak zakonchu.</i></p> <p>"I can go home after I've finished."</p>	<p><b>Принимайте это лекарство два раза в день после еды.</b> <i>Prinimayte eto lekarstvo dva raza v dyen' poslye yedy.</i></p> <p>"Take this medicine twice a day after a meal."</p>
<p><b>Он стал много пить после развода.</b> <i>On stal mnogo pit' posle razvoda.</i></p> <p>"After he got divorced, he started drinking a lot."</p>	<p><b>Я собираюсь в Питер на пару дней.</b> <i>Ya sabirayus' f Piter na paru dney.</i></p> <p>"I'm going to St. Petersburg for a couple of days."</p>
<p><b>Когда Вы собираетесь в Москву?</b> <i>Kagda Vy sabirayetes' v Maskvu?</i></p> <p>"When are you going (to go) to Moscow?"</p>	<p><b>Давай поужинаем здесь!</b> <i>Davay pouzhinayem zdes'!</i></p> <p>"Let's have dinner here."</p>
<p><b>Мы поужинали дома.</b> <i>My pouzhinali doma.</i></p> <p>"We had dinner at home."</p>	<p><b>Они присоединятся к нам позже.</b> <i>Oni prisoedinyatsya k nam pozzhe.</i></p> <p>"They will join us later."</p>
<p><b>Скажи мне свой адрес.</b> <i>Skazhi mne svooy adres.</i></p> <p>"Tell me your address."</p>	<p><b>Давай обсудим детали завтра.</b> <i>Davay obsudim detali zavtra.</i></p> <p>"Let's discuss the details tomorrow."</p>

## VOCABULARY PHRASE USAGE

### Хочешь присоединиться? ("Do you want to join us?")

It literally means "want to join?" The structure is *хочешь* "want" (2nd person singular, present tense) + *присоединиться* "join" (infinitive).

This is an informal way to invite somebody, to make it formal don't skip the pronoun, put the verb *хотеть* into past tense and add *бы* "if" after it—*Вы не хотели бы присоединиться?*, meaning "Would you like to join?"

### For example:

1. Вы не хотели бы присоединиться к нашей компании?  
"Would you like to join our company?"

### Было бы здорово. ("That would be great")

The structure of this phrase is было "was" + бы "if" + здорово "great", but было бы can also mean "would be" (potential situation).

It can also be used as the first phrase of a wish, as in было бы здорово, купить квартиру в Москве, meaning "It would be great to buy a flat in Moscow."

### For example:

1. Было бы здорово подписать с ними контракт.  
"It would be great to sign a contract with them."

## GRAMMAR

### The Focus Of This Lesson Is How to Accept an Invitation

**После работы мы с коллегами собрались поужинать в новом ресторане. Хочешь присоединиться?**

*Posle raboty my s kollegami sobralis' pouzhinat' v novom restorane. Hochesh' prisoyedinit'sya?*

**"After work, all the colleagues will have dinner at a new restaurant. Do you want to join us?"**

---

Going out with your colleagues or your business partners may be very useful sometimes to improve the working relationship. Let's see how to invite someone and how to handle the invitation.

### Extending a polite invitation

---

1. У тебя есть планы на завтрашний вечер? После работы мы с коллегами собрались поужинать в новом ресторане. Хочешь присоединиться?  
*U tebya yes't' plany na zavtrashniy vecher? Posle raboty my s kollegami sobralis' pouzhinat' v novom restorane. Khochesh' prisoedinit'sya?*  
"Do you have any plans for tomorrow night? After work, all the colleagues will have dinner at a new restaurant. Do you want to join us?"

Here you see the example of informal speech. First of all, Alexander asks about the plans. Just like in English, you use present tense у тебя есть ("do you have") even though you are talking about the future. Then he explains about his plans, using the verb собрались "we are going to" + infinitive. After that he again uses the present tense asking if Linda wants to join them.

1. Хочешь пойти с нами?  
*Hochesh' poyti s nami?*  
"Do you want to go with us?"

### Accepting an invitation (showing enthusiasm)

---

If you are going to accept an invitation, be sure to show enthusiasm and expectation.

1. Конечно, я приду.  
*Konechno, ya pridu.*  
"Sure, I will come."

As you can see, the sentence above is in the future tense so let's review it.

There are two ways to form sentences in the future tense in Russian, simple and compound. It is very easy:

#### Simple:

Simple future verbs are usually formed by prefixes and suffixes and are conjugated according to a person just like in the present tense.

For example, let's take the verb слать ("to send"). To put it into the future tense, you:

- **Conjugate it according to the person you need, as the present.**

For example:

1. Я шлю, *ya shlyu* ("I send")
2. Ты шлѐшь, *ty shlyosh'* ("you send") etc.

- **Add the prefix при to the conjugated form of the verb.**

For example:

1. Я пришлю, *ya prishlyu* ("I will send")
2. Ты пришлѐшь, *ty prishlyosh'* ("You will send")

- **Or another type with prefix с:**

1. делать, *delat'* ("to do")
2. я сделаю, *ya sdelayu* ("I will do")
3. ты сделаешь, *ty sdelaesh* ("you will do")

As you can see, the prefixes can be totally different. Most of the time they only need memorization. Some words, like the two in our dialogue, don't follow any rules except for the rules of conjugation.

### **Compound:**

The compound form is easier. All we need is a verb быть "to be" in the future tense, and a verb in the infinitive. For example:

1. Буду ждать! (in the dialogue)  
"I'll be waiting!"
2. Я буду поступать в докторантуру через два года.  
"I will start a PhD course in two years."

Let's see how the verb быть will be modified in future tense, using the example (буду ждать "I'll be waiting") from the dialogue:

Russian	English
Я буду ждать	"I will be waiting."
Ты будешь ждать	"You (singular) will be waiting."
Вы будете ждать	"You (plural) will be waiting."
Он будет ждать	"He will be waiting."
Она будет ждать	"She will be waiting."
Оно будет ждать	"It will be waiting."
Мы будем ждать	"We will be waiting."
Они будут ждать	"They will be waiting."

For example:

1. Он будет готовить стажёров к работе на заводе.  
"He will prepare the trainees for work at the plant."
2. Они будут украшать новогоднюю елку завтра.  
"They will decorate the new year tree tomorrow."

Usually in compound future sentences, we will be using time-indicating adverbs such as *завтра*, meaning "tomorrow," *послезавтра*, meaning "the day after tomorrow," *на следующей неделе*, meaning "next week," and so on.

The other way to build a sentence in future tense is to use the **perfective form of the verb**. It should denote that the action marked by the verb will happen after the moment of speaking or, in other words, will be completed by particular time in the future. It is an equivalent of the future perfect tense in English. The difference is that we don't need to specify that time in the future in a Russian sentence. Compare:

1. Я приеду к вам завтра. "I will come tomorrow."
2. "He will have finished this work by 5 p.m. on Monday." Он закончит свою работу к 5 часам в понедельник.

Both of these sentences use the perfective form of the verb in Russian.

Let me give you more examples of simple way to build sentences in future tense by using perfective verbs.

1. Она составит список товаров, которые нужно купить в магазине.  
"She will make a list of goods that need to be bought."
2. Почтальон принесёт почту завтра.  
"The postman will bring the mail tomorrow."

### Examples from the dialogue:

1. Конечно, я приду.  
*Konechno, ya pridu.*  
"Sure, I'd like to come."
2. Хорошо! Я пришлю тебе сообщение с адресом и другими деталями.  
*Khorosho! YA prishlyu tebe soobshcheniye s adresom i drugimi detalyami.*  
"Good! I'll send you a message with the address and other details."

### Sample Sentences

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1. Хочешь пойти с нами?  
*Hochesh' poyti s nami?*  
"Do you want to go with us?"
2. Я приду позже.  
*Ya pridu pozzhe.*  
"I will come later."
3. Они не придут на ужин.  
*Oni ne pridut na uzhin.*  
"They won't come for dinner."

## CULTURAL INSIGHT

### After-work Gatherings Among Colleagues in Russia

---

After-work gatherings among colleagues in Russia are not as common as in other countries. Usually people gather to celebrate some holidays (New Year, Women's Day, etc.) or birthdays. Whether such celebrations will take place in office or in some restaurant depends on the company. Usually they are still formal and you will be expected to say some good words about your colleagues and work before toasting. Going for picnics or barbeques with families is still rare and are still thought of as a part of foreign business culture.

Useful expression:

1.     **корпоратив**  
      "company party"

## LESSON NOTES

# Business Russian for Beginners S1 #24

## Talking About Your Likes and Dislikes at Work

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### CONTENTS

- 2 Russian
- 2 Romanization
- 2 English
- 3 Vocabulary
- 3 Sample Sentences
- 4 Vocabulary Phrase Usage
- 4 Grammar
- 8 Cultural Insight

# 24



## RUSSIAN

1. ЛИНДА: Какое твое любимое блюдо?
2. АННА: Борщ.
3. ЛИНДА: А ты любишь русскую кухню?
4. АННА: Да, очень.
5. ЛИНДА: И ты можешь готовить его?
6. АННА: Нет, я плохо готовлю.

## ROMANIZATION

1. LINDA: Kakoye tvoye lyubimoye blyudo?
2. ANNA: Borshch.
3. LINDA: A ty lyubish' russkuyu kukhnyu?
4. ANNA: Da, ochen'.
5. LINDA: I ty mozhesh' gotovit' yego?
6. ANNA: Net, ya plokho gotovlyu.

## ENGLISH

1. LINDA: What is your favorite dish?

CONT'D OVER

2. ANNA: Borsch.
3. LINDA: And do you like Russian food?
4. ANNA: Yes, a lot.
5. LINDA: Can you cook it?
6. ANNA: No, I'm not good at cooking.

## VOCABULARY

Russian	Romanization	English	Class	Gender
любимый	lyubimiy, lyubimyy	favorite; my love	adjective	masculine
блюдо	blyudo	dish	noun	neutral
кухня	kukhnya	kitchen; cuisine, food	noun	feminine

## SAMPLE SENTENCES

<p><b>Любимый, позвони мне!</b> <i>Lyubimiy, pozvoni mne!</i></p> <p>"My love, call me!"</p>	<p><b>Новый Год - мой любимый праздник.</b> <i>Novyy God - moy lyubimiy praznik.</i></p> <p>"New Year's is my favorite holiday."</p>
<p><b>В состав первого блюда входят морепродукты и рис.</b> <i>V sostav pervogo blyuda vhodyat moreprodukty i ris.</i></p> <p>"The first dish includes seafood and rice."</p>	<p><b>В состав первого блюда входят морепродукты и рис.</b> <i>V sostav pyervogo blyuda vhodyat moryeprodukty i ris.</i></p> <p>"The first dish includes rice and fish."</p>

---

**Я очень люблю японскую кухню.**

*Ya ochen' lyublyu yaponskuyu kukhnyu.*

"I love Japanese cuisine very much."

**У меня такая маленькая кухня, даже стол некуда поставить.**

*U menya takaya malen'kaya kukhnya, dazhe stol nekuda pastavit'.*

"My kitchen is so small, there's even no space to put a table."

---

**Мне не нравится китайская кухня, слишком жирная для меня.**

*Mne ne nravitsa kitayskaya kukhnya, slishkam zhyrnaya dlya menya.*

"I don't like Chinese food—too oily for me."

---

## VOCABULARY PHRASE USAGE

### **ГОТОВИТЬ**

**("to cook")**

The verb готовить shows the process of cooking/making something, to say that action is completed use the perfective verb приготовить (can be used in present and future tense).

This can be used in two ways: 1. to cook as in, "to cook a pie" - готовить пирог; 2. to prepare, as in "to prepare a presentation" готовить презентацию.

For example:

1. Я люблю готовить.  
"I love cooking."

## GRAMMAR

**The Focus Of This Lesson Is How to Inquire About Likes and Dislikes**

**Какое твое любимое блюдо?**

***Kakoye tvoye lyubimoye blyudo?***

**"What is your favorite dish?"**

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In this lesson we'll review some rules useful when making small talks with your co-workers in an informal setting.

**Asking about a favorite thing**

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If you happen to have a meal with your co-workers, a good way to start talking about something other than work is to ask about likes and dislikes. Let's see the example from the dialogue:

1. Какое твоё любимое блюдо?  
*Kakoye tvoye lyubimoye blyudo?*  
"What is your favorite dish?"

The structure for this sentence is какое "what" + твоё "your" + любимое "favorite" + блюдо "dish." The only grammatical thing here to remember is that the main word (the noun) comes last, but all the other words should be put in the same gender form as the noun. Here we have блюдо, "dish," which is neuter, so какое, твоё and любимое are in the neuter form too. If you want to ask about a couple of dishes, use the plural form: какие твои любимые блюда? Let's have a look at masculine and feminine forms:

1. Какой твой любимый напиток? (masculine)  
*Kakoy tvoy lyubimiy napitok?*  
"What's your favorite drink?"
2. Какая твоя любимая кухня? (feminine)  
*Kakaya tvoya lyubimaya kuhnya?*  
"What's your favorite cuisine?"

## Asking about one's preferences

1. А ты любишь русскую кухню?  
*A ty lyubish' russkuyu kukhnyu?*  
"And do you like Russian food?"

1. To ask a yes/no question about what a person likes and what they don't is very easy in Russian, because all we need to change is the intonation. Тебе нравится русский язык? "Do you like Russian (language)?"
2. For "yes," the answer will be very easy. Simply repeat the sentence except without the personal pronoun, of course. Да, which is "Yes" in English, and then the rest of the sentence: Мне нравится русский язык. "Yes, I like Russian (language)."
3. To build a negative sentence, you simply add НЕ before the verb Нравится: Не Нравится. Мне не нравится русский язык. "No, I don't like Russian (language)."

If you're building the phrases "I like," "You like," "He like" etc. by using the verb нравится,

"like" with the pronouns, the only part that changes is a pronoun. We should put it in the dative case. Here are the declensions:

Мне нравится - "I like"

Тебе нравится - "You like"

Вам нравится - "You (plural) like"

Нам нравится - "We like"

Ему нравится - "He likes"

Ей нравится - "She likes"

Им нравится - "They like"

For example:

1. Мне нравится русский язык.  
"I like the Russian language."
2. Ей нравится МакДональдс.  
"She likes McDonald's."

To use this phrase with the verb, like in the phrase "I love doing something," you just need to put the verb in its dictionary form right after the phrase Мне нравится. For example: Ему нравится путешествовать. "He likes travelling."

### Asking about one's abilities:

1. И ты можешь готовить его?  
*I ty mozhesh' gotovit' yego?*  
"Can you cook that?"

### уметь

(*umet'*) means "can" (about skills). In the previous lesson, we learned the word *mozh*, which we can also translate as "to be able to" or "can," which describes both an ability and a skill. But unlike *mozh*, we use the word *umet'* to describe skills, not the ability to perform some specific action.

For example:

1. Я умею готовить  
*ya umeyu gotovit'*  
"I can cook."
2. ты умеешь плавать?  
*ty umeyesh plavat'?*  
"Can you swim?" (informal, singular)
3. Вы умеете водить?  
*Vy umeyete vodit'?*  
"Can you drive?" (formal, plural)

Let's see how it conjugates in the present tense.

Pronoun	Verb	Pronoun	Verb
Я <i>ya</i> "I"	<b>умею</b> <i>umeyu</i> "can"	Мы <i>my</i> "we"	<b>умеем</b> <i>umeyem</i> "can"
Ты <i>ty</i> "you"	<b>умеешь</b> <i>umeyesh'</i> "can"	Вы <i>vy</i> "you" (pl)	<b>умеете</b> <i>umeyete</i> "can"
Он / Она / Оно <i>on / ona / ono</i> "he" / "she" / "it"	<b>умеет</b> <i>umeyet</i> "can"	Они <i>oni</i> "they"	<b>умеют</b> <i>umeyut</i> "can"

The word **уметь** (*umet'*), meaning "to be able to, can," requires a verb in the infinitive form after it.

The grammatical structure is:

*уметь* (*umet'*) + [verb in infinitive form]

For example:

1. Этот ребёнок не умеет читать.  
*Etot rebyonok ne umeyet chitat'.*  
"This child can't read."

2. Моя сестра умеет хорошо петь.  
*Moya sestra umeyet khorosho pet'.*  
"My sister can sing well."
3. Он умеет красиво *танцевать*.  
*On umeyet krasivo tantsevat'.*  
"He can dance very nicely."

### Examples from the dialogue:

1. А ты любишь русскую кухню?  
*A ty lyubish' russkuyu kukhnyu?*  
"And do you like Russian food?"

### Sample Sentences

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1. Какой твой любимый напиток?  
*Kakoy tvoy lyubimiy napitok?*  
"What's your favorite drink?"
2. Какая твоя любимая кухня?  
*Kakaya tvoya lyubimaya kuhnya?*  
"What's your favorite cuisine?"

## CULTURAL INSIGHT

### A Good Topic for Making Small Talk in Russia

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Although Russians hate to waste time on unrelated topics, small talk does exist in business culture. The good thing to remember is not to start a meeting or presentation with small talk, leave it until a coffee break. The usual topics are weather, news, sports, children, etc. Don't be afraid to be a bit pessimistic about things-Russians will be quite willing to respond about how awful the weather is or how terribly a soccer team played yesterday. It is also common for Russians to give a long answer (usually quite pessimistic, too) to the simple question "how are you?," so be sure to listen to it very attentively and show some sympathy.

Useful expression:

1. светский разговор  
*svetskiy razgovor*  
"small talk"



## LESSON NOTES

# Business Russian for Beginners S1 #25

## Politely Declining an Invitation

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### CONTENTS

- 2 Russian
- 2 Romanization
- 2 English
- 3 Vocabulary
- 3 Sample Sentences
- 4 Vocabulary Phrase Usage
- 5 Grammar
- 10 Cultural Insight

# 25

## RUSSIAN

1. ЛИНДА: До свидания, хороших выходных!
2. АЛЕКСАНДР: Линда, у тебя есть время вечером? У нас будет небольшая вечеринка для мистера Смитта.
3. ЛИНДА: Я очень извиняюсь, но у меня уже есть планы на вечер.
4. АЛЕКСАНДР: Понятно, не беспокойся.
5. ЛИНДА: Всё равно спасибо! Хорошего вечера!

## ROMANIZATION

1. LINDA: Do svidaniya, khoroshikh vykhodnykh!
2. ALEKSANDR: Linda, u tebya yes't' vremya vecherom? U nas budet nebol'shaya vecherinka dlya mistera Smitta.
3. LINDA: YA ochen' izvinyayus', no u menya uzhe yes't' plany na vecher.
4. ALEKSANDR: Ponyatno, ne bespokoysya.
5. LINDA: Vso ravno spasibo! Khoroshego vechera!

## ENGLISH

1. LINDA: Goodbye, have a good weekend!

CONT'D OVER

2. ALEXANDER: Linda, do you have time tonight? We're having a little party for Mr. Smith.
3. LINDA: I'm really sorry, but I have a commitment tonight!
4. ALEXANDER: I see, don't worry.
5. LINDA: Thank you anyway! Good evening!

## VOCABULARY

Russian	Romanization	English	Class	Gender
вечеринка	vecherinka	party	noun	feminine
есть	yest'	to eat	verb	
вечер	vecher	evening, tonight	noun	masculine
план	plan	plan, commitment	noun	masculine
уже	uzhe	already	adverb	
всё равно	vsyo ravno	anyway	phrase	

## SAMPLE SENTENCES

<p><b>Ты пойдёшь к нему на вечеринку?</b>  <i>Ty poydyosh' k nemu na vecherinku?</i></p> <p>"Will you go to his party?"</p>	<p><b>Вечеринка не удалась.</b>  <i>Vecherinka ne udalas'.</i></p> <p>"The party was a failure."</p>
<p><b>Ты пойдёшь к нему на вечеринку?</b>  <i>Ty poidyosh k nemu na vecherinku?</i></p> <p>"Will you go to his party?"</p>	<p><b>Эти йогурты старые. Не ешь их.</b>  <i>Eti yogurty staryye. Ne yesh' ikh.</i></p> <p>"These yogurts are old. Don't eat them."</p>

<p><b>Что вы ели на обед?</b> <i>Shto vy yeli na abet?</i></p> <p>"What did you eat for lunch?"</p>	<p><b>Я часто ем салат.</b> <i>Ya chasta yem salat.</i></p> <p>"I often eat salad."</p>
<p><b>Теннисный корт открыт так же вечером.</b> <i>Tennisnyy kort otkryt tak zhe vecherom .</i></p> <p>"The tennis court is open in the evening, too."</p>	<p><b>Какие у тебя планы на воскресенье?</b> <i>Kakiye u tyebya plany na voskryesyen'ye?</i></p> <p>"What plans have you got for Sunday?"</p>
<p><b>Я уже написал письмо.</b> <i>Ya uzhye napisal pis'mo.</i></p> <p>"I've already written the letter."</p>	<p><b>Я всё равно поеду!</b> <i>Ya vsyo ravno poyedu!</i></p> <p>"I will go anyway!"</p>

## VOCABULARY PHRASE USAGE

### **Я очень извиняюсь** ("I'm really sorry")

The formula for this phrase is я (I) + очень (very) + извиняюсь (apologize, passive form).

This phrase has an emotional nuance of uncertainty or putting yourself in a lower position than your partner. To say it more firmly, use простите or извините.

#### **For example:**

1. Я очень извиняюсь, но этого не было в контракте.  
"I'm very sorry, but that was not (mentioned) in the contract."

### **планы на вечер** ("plans for tonight")

The formula for this phrase is планы (usually plural form) + preposition на + period of time (for example, выходные, meaning "weekend," каникулы, meaning "school holidays," год, meaning "year").

This phrase is either neutral or informal, so it can't be used in a very official situation or when speaking to your boss.

#### **For example:**

1. Какие у тебя планы на вечер?  
"What are your plans for tonight?"

## GRAMMAR

### The Focus Of This Lesson Is To Be Able To Politely Decline An Invitation

Линда, у тебя есть время вечером? У нас будет небольшая вечеринка для мистера Смита.

*Linda, u tebya yest' vremya vecherom? U nas budet nebol'shaya vecherinka dlya mistera Smitta.*

"Linda, do you have time tonight? We're having a little party for Mr. Smith."

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### Declining an invitation and apologizing

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If you are invited last minute to some informal event by a coworker of yours or your boss, but you can't join, because you already have different plans, you'll need to know how to decline politely, not to disappoint the person who has invited you.

In the dialogue, Linda says:

1. Я очень извиняюсь, но у меня уже есть планы на вечер.  
*YA ochen' izvinyayus', no u menya uzhe est' plany na vecher.*  
"I'm really sorry, but I have a commitment tonight!"

The structure of this sentence is apology (Я очень извиняюсь) + conjunction "but" (но) + explaining the reason (у меня уже есть планы на вечер). You can use similar types of apologies we studied before: простите or извините.

### For example:

1. Простите, но я обещала навестить родителей сегодня.  
*Prostite, no ya obeschala navestit' roditeley segodnya.*  
"Sorry, I promised to visit my parents today."

Let's quickly review the **conjunctions**.

Russian conjunctions are similar to those in English. Their function is to join nouns, verbs, adjectives, adverbs, prepositional phrases, and the clauses of compound sentences like "and," "or," and "but" in English.

There are different types of conjunctions, but you don't need to remember their names as long as you remember the conjunctions themselves and their functions in sentences.

Let's take a look at the conjunctions from today's lesson:

1. **И** "and"
2. **А** "and," "but," "whereas"
3. **Но** "but"
4. **Что** "that"
5. **Чтобы** "so that;" "in order to"
6. **Если** "if"
7. **Как** "how," "in what way"

Not all of these words are as simple in their meaning and usage as they might seem.

#### **и vs. а**

These two conjunctions can both be translated as "and."

#### **For example:**

1. Оля и Маша разговаривают по телефону  
"Olya and Masha are talking on the phone."
2. Я приду в 5, а он придёт в 6  
"I'll come at five and he'll come at six."

Although the difference in the meanings is obvious, the first "and" (и) expresses a simple connection, and the second "and" (а) shows the opposition, contrast. It can also be translated as "but" in English.

#### **а**

-А is a conjunction that is possibly the most used in Russian. Here are a couple of examples of its usage apart from what we mentioned above.

The conjunction -а is often used in the beginning of a sentence to make the transition between two topics smoother. It's also used in the counter questions.

#### **For example:**

1. Я сегодня так устала. - Да, тяжёлый день ... А я сегодня видела Пашу, представляешь?  
"I am so tired today. -Yeah, tough day... Oh, I saw Pasha today, can you believe it?" (here -a is used as a transition word between the two topics).
2. Я такая голодная, а ты как?  
"I'm so hungry, how about yourself?" (inquiring about the same thing that has been mentioned)

## **НО**

Но is the Russian conjunction for "but." It is used to express contrast, opposition, or objection. It can be used to show the contrast in the sentence:

### **For example:**

1. У него была всего одна машина, но стоила она дороже квартиры.  
"He had only one car, but it cost more than an apartment."
2. Выглядит очень вкусно, но я уже поел.  
"Looks very delicious, but I've already had my meal."

It can also be used at the beginning of the sentence to express the objection:

1. Но как это может быть?!  
"But how can it be possible?"
2. Но может всё-таки сходим в кино?  
"But maybe we'll go to the cinema anyway?"

## **ЧТО**

что in Russian means both, "what" (as a question word), and "that" (as a conjunction, connecting word between two parts of a sentence). When using the conjunction что, we always separate it with a comma from the first part of a sentence.

### **For example:**

1. Он сказал, что придёт в 8  
"He said that he'd come at eight."

## **ЧТОБЫ**

чтобы means "so that," or "in order to." Very often, we do not translate it in English like in the

sentences when it expresses desire or an order.

For example:

1. Я хочу, чтобы ты извинился  
"I want you to apologize." (literally, "I want so that you would apologize.")
2. Скажи ей, чтобы она мне позвонила  
"Tell her to call me." (literally, "Tell her so that she would call me.")

As you can see, a lot of the time **чтобы** does not translate into English, especially in the colloquial speech. But there are also cases when we should include **чтобы** in our English translation. Usually it happens when this word expresses the aim or a possibility.

**For example:**

1. Я должен идти, чтобы не опоздать на автобус  
"I should go so that I don't miss my bus."
2. Он сделает всё, чтобы получить её согласие  
"He'll do anything (in order) to get her agreement."
3. Он говорил тихо, чтобы не разбудить её  
"He was speaking quietly in order not to wake her up."

### **если**

**если** means "if." Just like in English, it can be put both at the beginning or in the middle of a sentence, depending on the structure of a sentence.

**For example:**

1. Если он меня пригласит, я приду  
"If he invites me, I'll come."
2. Я приду, если он меня пригласит  
"I'll come if he invites me."

Note 1: The two parts of the sentence are separated by a comma.

Note 2: When making a sentence with "if" in the future tense in Russian, both parts of a sentence (a condition and a possible result) are said in the future tense, when in English you wouldn't normally put the future tense after "if."

### **как**



## как

как means "how." Most often this conjunction is used to help us draw analogies and can be translated as the English "like" or "as, as if."

### For example:

1. Он худой как спичка  
"He's as thin as a match."
2. Дождь лил как из ведра  
"The rain was pouring like from a bucket. ("cats and dogs" in English)"

### More examples:

1. Я хочу, чтобы ты понял, как это неправильно  
"I want you to understand how wrong it is."
2. Расскажи мне, как это было  
"Tell me what it was like."

## Remember to thank the person again and to wish them a good time

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1. Всё равно спасибо! Хорошего вечера!  
*Vsyo ravno spasibo! Horoshego vechera!*  
"Thank you anyway! Have a good evening!"

The phrase Всё равно, meaning "anyway" is similar in its usage to English.

### For example:

1. Я знаю, это далеко от Вас, но всё равно *приходите*.  
*Ya znayu, eto daleko ot Vas, no vsyo ravno prihodite.*  
"I know it's far from your place, but please come anyway."
2. Я всё равно не собирался этим *пользоваться*.  
*Ya vsyo ravno ne sobiralsya etim pol'zovat'sya.*  
"I was not going to use it anyway."

The word order for Хорошего вечера! is fixed, as it is a wish. Both adjective and noun should be used in genitive case. You can also wish a person "good day," which is хорошего дня, or a

"good weekend," which is хороших выходных, etc.

### Examples from the dialogue:

1. Я очень извиняюсь, но у меня уже есть планы на вечер.  
*YA ochen' izvinyayus', no u menya uzhe yest' plany na vecher.*  
"I'm really sorry, but I have a commitment tonight!"
2. Понятно, не беспокойся.  
*Ponyatno, ne bespochoysya.*  
"I see, don't worry."

### Sample Sentence

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1. Простите, но я обещала навестить родителей сегодня.  
*Prostite, no ya obeschala navestit' roditeley segodnya.*  
"Sorry, I promised to visit my parents today."

## CULTURAL INSIGHT

### Team Building Activities

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Team building activities have been a new boom in Russian business culture recently. Sometimes companies hire special agencies to arrange seminars, even though most office workers are quite irritated by them (You may hear complaints like "What a waste of time, when I have so much work to do"). Another more preferable type is different kinds of sport activities or even sport competitions between different departments in one office or between different branches of the same company. There different type of those—running or skiing marathons, swimming, soccer or hockey competitions. Also, another thing typical for some companies is charity—usually they support foster homes or zoos.

Useful expression:

1. Соревнование  
"competition"



- Intro
- 1 Introducing Yourself in a Russian Business Meeting
- 2 Asking Someone to Repeat Their Name in Russian
- 3 Introducing Your Boss to a Client in Russian
- 4 Greeting Your Russian Boss in the Morning
- 5 Talking About Your Long Weekend in Russian
- 6 Going Out to Meet With a Client in Russia
- 7 Arranging a Russian Business Meeting
- 8 Leaving Your Russian Office At the End of the Day
- 9 The Last Day of the Year in a Russian Office
- 10 Asking for Information in a Russian Office
- 11 Asking for Information About Russian Office Procedures
- 12 Asking for Help in a Difficult Russian Business Situation
- 13 How to Ask to For a Specific Person on the Phone in Russian
- 14 Apologizing When You Forget Something
- 15 Saying You Can't Speak the Language
- 16 Asking For Time Off Work
- 17 Explaining an Absence from the Office
- 18 Apologies in a Business Setting
- 19 Arriving Late at an Appointment and Notifying the Receptionist
- 20 Asking for Directions at an Office Reception
- 21 Accepting a Gift in a Business Setting
- 22 Leaving a Message for a Colleague
- 23 Accepting an Invitation
- 24 Talking About Your Likes and Dislikes at Work
- 25 Politely Declining an Invitation