

The Secretariat for the Implementation of Spanish  
presents ....

## Spanish for the Business person

### SALUDOS

Learn how to meet and greet people

#### *Cultural note:*

*In Latin America, it is important to shake hands when meeting and greeting others. Once a rapport is established, prepare to be greeted with a kiss.*

#### **Frases útiles** - Useful phrases to note

##### **SPANISH**

##### **ENGLISH**

Hola

Hello

Buenos días

Good morning

Buenas tardes

Good afternoon

Buenas noches

Goodnight

Mucho gusto/  
Encantado \*

Pleased to meet you

El placer es mío

The pleasure is mine

¿Cómo está?

How are you?



Muy bien gracias, ¿y usted?

Very well thank you and you?

Hasta luego

See you later

Adios

Goodbye

\* 'Encantado' is used by men and 'encantada' by women

### *Did you know?*

- *When doing business with Latin America, you should not be aggressive; building relationships takes time.*
- *You may have several meetings before being successful in brokering a business deal.*
- *Latin American people often do business late into the evening; a lot of business is achieved through socialising*



**For more information about the Spanish As the First Foreign Language (SAFFL) initiative, please contact the Secretariat for the Implementation of Spanish (A Division of the Ministry of Trade and Industry) at 623-2931-4 ext. 2123 - or fax us at 627-0002.).**