

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

### Spanish for the Business Person

*In this week's publication:*

1. *Some internal signs of an organization*
2. *Business tips to note in Peru*

#### Señales internas de una organización - Internal signs of an organization

Entrada	-	Entrance
Salida	-	Exit
Recepción	-	Reception
Información	-	Information Desk / Inquiries
Seguridad	-	Security
Prohibido Entrar	-	Do Not Enter
Salida de Emergencia	-	Emergency Exit
Acceso de Empleados Solamente	-	Staff Only
Departamento de Administración	-	Administration Department
Departamento de Contabilidad	-	Accounting Department
Departamento de Recursos Humanos	-	Human Resource Department
Departamento de Comunicaciones	-	Communications Department
Departamento de Informática	-	Information Technology Department
Departamento de Administración de Proyectos	-	Project Management Department
Oficina de Ejecutivos	-	Executive Suite
Salón de Conferencias	-	Conference Room
Salón de Juntas	-	Boardroom
Prohibido Fumar	-	No Smoking
Prohibido Comer	-	No Eating
Damas	-	Ladies
Caballeros	-	Gents
Comedor	-	Lunch Room
Escalera	-	Staircase

## Did you know...?



- The Independence Day of the **Republic of Peru** is celebrated on July 28th
- Peru is located near the Andes where millions of Indians still live a very old way of life
- Your business card should be printed in Spanish; take care to include your title e.g. Doctor, Engineer or Professor
- Conversation: it is appropriate to ask about your Peruvian contact's family and to talk about yours; avoid discussing Peruvian politics, income and /or drugs
- Be sure to stay in a well respected hotel as Peruvians take notice of this detail
- You will find your Peruvian contact a bit relaxed about time, arriving 15 – 30 minutes late for a business meeting, although you are expected to arrive on time.

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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 [spanishsecretariat@gmail.com](mailto:spanishsecretariat@gmail.com)