

Business Phrases for Lawyers

How to talk shop professionally –
and succeed!

A collection of useful phrases by

Karin Ioannou-Naoum-Wokoun
Martin Helmuth Ruelling

MANZ 

Zitervorschlag: *Ioannou-Naoum-Wokoun/Ruelling*, Business
Phrases for Lawyers (2014)

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ISBN 978-3-214-01942-6

© 2014 Manz'sche Verlags- und Universitäts-
buchhandlung GmbH, Wien
Telefon: (01) 531 61-0
E-Mail: verlag@MANZ.at
www.MANZ.at
Grafisches Konzept: Anita Frühwirth
Druck: FINIDR, s.r.o., Český Těšín

Note to the reader

How to read this booklet

Words in regular typeface are used for example phrases:

May I ask you what brings you here today and how I can help you?

Italic typeface are to be substituted by authentic names or situations:

It's a pleasure to meet you. Would you like a *cup of coffee*?

Dates

1 August is pronounced the *first of August* or *August the first*.

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