



BUSINESS • FREE GUIDE

Portuguese for Business Meetings Phrase Guide

Introductions, meeting phrases, emails, and negotiation language for professional settings.

Fala Portuguese.

Free resource from the Fala Portuguese Resource Library — falaportuguese.com

PROFESSIONAL GUIDE

Business Meetings Phrase Guide

Sound confident and prepared in a professional Portuguese-speaking context.

INTRODUCTIONS

ENGLISH	PORTUGUESE
Nice to meet you, I'm...	Muito prazer, eu sou...
I work at / for...	Trabalho na / para...
Here is my business card	Aqui está o meu cartão
What is your role there?	Qual é a sua função lá?

DURING THE MEETING

ENGLISH	PORTUGUESE
Let's begin	Vamos começar
Can you send me that in writing?	Pode me enviar isso por escrito?
I'd like to propose...	Gostaria de propor...
What's the next step?	Qual é o próximo passo?
Let's set a follow-up call	Vamos marcar uma próxima chamada

WRITTEN PORTUGUESE

Email & Negotiation Phrases

Formal openers, closers, and the language of a deal.

EMAIL OPENERS & CLOSERS

- Prezado(a) Sr./Sra. [Name], — Dear Mr./Ms. [Name], (formal)
- Espero que esteja tudo bem. — I hope all is well.
- Agradeço desde já. — Thank you in advance.
- Fico no aguardo do seu retorno. — I look forward to your reply.
- Atenciosamente, — Best regards,

NEGOTIATION

- Podemos discutir os termos? — Can we discuss the terms?
- Isso está dentro do nosso orçamento. — That's within our budget.

- Precisamos de mais tempo para decidir. — We need more time to decide.
- Temos um acordo. — We have a deal.

European Portuguese business correspondence tends to be more formal on average — favor Exmo(a). Senhor(a) over Prezado(a) for very formal Portugal-based correspondence.