Messaging a Supplier

Nome: _____ Data: ___/___

VOCABULARY

part number código da peça
The part number is A, G, four, four, oh, seven, two.

unit price preço unitário
The unit price is eighty-nine dollars.

exchange rate câmbio, taxa de câmbio
The price in reais depends on the exchange rate.

dollar dólar
It costs two hundred dollars.

customs alfândega
You pay customs in Brazil.

business day dia útil
The delivery takes about ten business days.

photo foto
Can you send me a photo of the part?

voice message mensagem de voz, áudio
I'll send you a voice message on WhatsApp.

to ship despachar, enviar (mercadoria)
We can ship it on October third.

to attach anexar
I'll attach a photo to my next message.

to reply responder
I'll reply with the tracking number.

spare part peça de reposição
We also need a spare part for next month.

invoice nota fiscal, fatura
Please send the invoice by email.

in stock em estoque
Do you have the antenna cable in stock?

PATTERNS · O PADRÃO DA AULA

Código de peça: dígito por dígito
✓ AG-44072 → A, G, four, four, oh, seven, two
✓ KX-2051 → K, X, two, oh, five, one
✗ A, G, ~~forty-four thousand-and-seventy-two~~.

hundred e thousand sem -s · vírgula no milhar
✓ $215 → two hundred and fifteen dollars
✗ two ~~hundreds~~ and fifteen

Preço em dólar: dollars and cents
✓ $89.90 → eighty-nine dollars and ninety cents
✓ $12.50 → twelve dollars and fifty cents

Datas com número ordinal
✓ Oct 3 → October third (ou the third of October)
✓ Oct 21 → October twenty-first
✗ October ~~three~~.

KEY PHRASES

This is … from … Aqui é o/a … da …
What's the part number? Qual é o código da peça?
Let me check. Deixa eu ver.
Does that include…? Isso inclui…?
Just to confirm: … Só pra confirmar: …
Talk to you soon. Até logo. / Falamos em breve.

MINHAS FRASES · ESCREVA 3 EXEMPLOS SEUS ANTES DA AULA

Comece com: AG-44072 → A, G,… · $89.90 → eighty-nine dollars…

NOTAS