

Lösungsvorschläge

Teil A 8. Englisch

1. - I connect you with
- Mr. Meier isn't available at the moment. He will be back in the office at 2 p.m.
- Please hold the line. Thank you for waiting.
- May I take an appointment? Which date and time would suit you/would be convenient for you?
2. reminder letter = Mahnschreiben
formal notice = anwaltliches Mahnschreiben mit Fristsetzung und Klageandrohung
3. Yours sincerely
Kind/best regards
Yours faithfully (unpersönlich)

6.

Dear Mr. Nelson,

as we informed you with our letter of September 15, 2015, the court of Tübingen has granted your claim against Mr. Schulze. Already, Mr. Schulze has paid your claim of € 5.000,00 as well as our costs and the costs of court proceedings to our trust account.

Parallel to this letter we have transferred the aforementioned € 5.000,00 to you. Therefore, we consider the matter closed.

We'd be delighted, if we could serve you any time in the future.

Kind regards
RA Meier

7. - Zivilrecht Civil law
- Steuerrecht Tax law
- Sozialrecht Social law
- Strafrecht Criminal law
- Wirtschaftsrecht Commercial law
- Haftungsrecht Liability law
9. - oh, four, four, one, seven, one, nine, eight, nine, eight, oh, oh, three
- oh, oh, one, two, one, two, five, oh, oh, one, nine, eight, oh
- cee, em, hyphen, vie, vie, at, webb, dot, di, i
- capital cee, capital em, underscore, vie, you, vie, at, freenet, dot, com
- ess, die, dot, meier, at, info, dot, org

- 10.
- Can we move/change/postpone the appointment (time/day)?
 - Which time would be convenient for you/would suit you best?
 - I´ll have a look at our appointment schedule.
 - What can I do for you?
 - Thank you for waiting/holding.
 - Unfortunately, Mr. Meier isn't available at the moment.
 - May I take a message for Mr. Meier?
 - Thank you for calling.
 - Good bye.