

FORMING AND USING THE PAST PERFECT TENSE

The past perfect tense se uporablja za predpretekle dogodke. Z njim izrazimo dogodek, ki se je zgodil pred drugim dogodkom v preteklosti.

1. The past perfect tense – Tvorba

HAD+PAST PARTICIPLE (preteklo deležnik oz. 3 oblika glagola)

- Pravilni gl. -ed
- Nepravilni; seznam

Subject	HAVE	Past Participle	Contraction
I	HAD	Arrived/eaten	I'd arrived/I'd eaten
You/he/she/it/we/they	HAD	-II-	-II-

2. RABA

Past perfect nam pove, kateri pretekli dogodek se je zgodil prej.

- o I went to see the movie
- o We discussed the movie in class.

Tukaj ne vemo, kateri dogodek se je zgodil prej. Morda smo se prej pogovorili o filmu in si ga nato ogledali. Slednje bi izražali s pomočjo Present Perfecta-a.

- o I went to see the movie. We had discussed it in class.

1.Discussion about the movie -> 2.Seeing the movie.

I wanted to live in a foreign country, so I applied for a job in Japan. Judy lived in Japan, so I called her to find out more about the culture and lifestyle there.

Judy was probably still living in Japan when i called her.

VAJA

She told me his name after he **had left**.

He **had done** nothing before he saw me.

I was sorry that i **had hurt** him.

After they **had gone**, i sat down and rested.

She posted the letter after she **had written** it.

They dressed after they **had washed**.

After i **had heard** the news, i hurried to see him.

They went home after they **had eaten** their lunch.

She said that she **had seen** the Pyramids.

Had she **gone** out when i called at her house?

They told him they **hadn't met** him before.

He asked why we hadn't come arlier.

He wondered why i **hadn't visited** him.

We heard that the fire **had broken** out.

He took the bad after i **had asked** him twice.

The sun **had set** before i was ready to go.

What **had** he **drunk**?

A HEALTHY LIFESTYLE

Be aware of something	Zavedati se
Digestion system	Prebavni sistem
Indigestion system	Prabavne motnje
Lead a healthy lifestyle/have a..	

Fiber	Vlaknine
Fat	
Carbohydrants	Ogljikovi hidrati
Proteins	Beljakovine
Obesity; obese – debel	Debelost
Topping	Nadev na pizzi
Soft drinks/nasprotje – Fizzy – mehurčkaste	
Consumer society	Potrošniška družba
Measures	Ukrepi
To ban	Prepovedati
Advert	Oglas
Consumption	potrošnja

Moderation is all things, all things in moderation (zmernost)
 Exaggeration – pretiravanje /moderation – zmernost

GOING TO SCHOOL IN THE UK

The British school system is known worldwide (širo po svetu) for its high quality. It provides young people with countless opportunities, and gives them an invaluable (neprecenljivo) preparation for the future.

Schools in the UK can be either state funded (financirano) or independent. State funded schools in the UK are administered (upravljanje) by **LEAs** (Local Education Authorities).

- **Primary education** .. in the UK children begin school at 5 years old. Primary school last 7 years, after which pupils (šolarji) go on to secondary school at the age of 11.
- **Secondary education** .. is compulsory (obvezna) from 11-16 years old. At the end of this period, pupils take their **GCSE** (General Certificate of Education) examinations, which generally take 2 years to prepare. After this, pupils can stay on for another 2 years and then sit their A Levels, which are necessary to continue to university level.

KEY STAGES

British school education up to the age of 16 is divided into Key Stages:

- **Key stage 1** : up to 7 years old ; Nursery school-vrtec ali Pre-school
- **Key stage 2**: 7-11 years old
- **Key stage 3**: 11-14 years old (pre-GCSE)
- **Key stage 4**: 14-16 years old (preparation for GCSEs)

HEALTH & DISEASES

Symptoms that indicate diseases.

Anaemia	Slabokrvnost	Fainting; omedlevica, double vision, paleness
The common cold	Prehlad	A cough, a runny nose, sneezing
Food poisoning		Sickness, stomach-ache, vomiting; bruhanje
Flu; influenza	Gripa	Dizziness; omotica, shivering; drgetanje od mraza, a headache, fever; vročina
Migraine		Splitting headache; neznošen glavobol, sickness
Mumps		Sweating under the eyes
Pneumonia	Pljučnica	High fever, pain in the chest, a strong cough
Measles	Ošpice	Spots
High blood pressure	Visok pritisk	Weak pulse rate, fainting
Shock or a blow	Pretres, šok	Rapid heart beat

STANJA

Sore throat	Vneto grlo
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Infectious disease	Nalezljiva bolezen
Catch disease	Se naletež /get infected
Vaccinated against rabies	Cepljen proti steklini
Prescription	Recept
Took/take someone's temperature	Izmeriti temperaturo
Surgeon	Kirurg
Operated on	Operirati na osebi
Color blind	Barvno slep
Pregnant	
Hay-fever	Seneni nahod
Sprained my ankle	Zviti gleženj
Severly injured	Resna poškodba
Nervous breakdown	Živčni zlom
Get over such a strong shock	
Keeping fit	
Go on a diet	
Medicine	
Has a black eye	

WHICH DRUGS ARE:

1. Taken by mouth
 - a. Pills
 - b. Tablet
2. Injected into the body
 - a. Vaccine – cepivo
3. Applied to the body surface
 - a. Cream
 - b. Powder
 - c. Plaster – obliž
 - d. Bandage – povoj
 - e. Ointment/cream
 - f. Lotion

Which advice does the doctor give?

- I'm going to Nepal on business.
 - o You'll have to have a few injections.
- I can't get into my clothes.
 - o You really must lose some weight.
- I can't sleep at night.
 - o You should do more exercise – it's very relaxing.
- My eyes are often sore and i sneeze a lot.
 - o You should have some allergy tests.
- I often have stomach-ache.
 - o You shouldn't eat so much fried food.
- I feel much better, doctor.
 - o Good, you needn't come back for a month.
- I've got a terrible cough.
 - o You really must stop smoking.

SYMPTOMS-EXPLANATIONS

- Why are you sneezing?
 - o I have a bad cold.
- Why are you yawning – zehati?
 - o I'm bored with this lecture – predavanje.

- Why are you bleeding?
 - o I've cut myself with a razor – britvica.
- Why are you sweating?
 - o It's too warm in here.
- Why are you shivering? (se treseš-se celo telo trese)
 - o I'm very cold.
- Why are you shaking? (ti treseš nekaj)
 - o I'm terrified by this story.
- Why are you vomiting?
 - o I must have eaten some bad food.

If you want to find out someone's temperature, use a thermometer.
 I had to wait an hour in the doctor's surgery.
 The main symptom of hay fever is that you keep sneezing.
 It was quite a bad cut and it was bleeding, so I put on a plaster.
 I think he's broke his leg. Quick someone call an ambulance.
 If someone is seriously ill, they may go to hospital to have an operation.
 He was ten kilos overweight and was advised to go on a diet.
 If you want antibiotic you'll have to ask the doctor for a prescription.
 If you got measles, your skin is covered in spots.
 Flu is infectious other people can catch it from you.
 I think you take too many sleeping pills.
 I've got a runny nose. I suppose it's a cold coming on.

EXPRESING FUTURE

- PRESENT CONTINUOUS
 - o I'm **visiting** my parents on wednesday.
 - o Future arrangement Dogovor v prihodnosti; starši vedo, da pridem
- WILL
 - o Your mom is sick.
 - o Oh **i'll visit** her on Wednesday.
 - DECISION MADE AT THE MOMENT OF SPEAKING–Odločitev v trenutku govora.
 - FUTURE PREDICTION - Predvidevanja v prihodnosti
- BE GOING TO
 - o I'm **going** to visit my parents on Wednesday.
 - PRE-PLANNED FUTURE - V naprej načrtovano »nameravati«
 - Starši ne vedo, da pridem
 - When something is about to happen (tudi, ko je tik pred tem, da se zgodi)

BUSINESS

Do bussiness: sklepati posel

Entrepreneur: a person who makes money, by starting **entrapranar**/ or running business, especially when she/he has to take financial risks.

To found	Ustanoviti
Chief executive officer (CEO)	Generalni izvršni direktor
Co-founder	Soustanovitelj
Expanded	Razširiti
Maintain	Vzdrževati; maintainance: vzdrževanje
Rely on something/somebody	Zanesti se na
MD- managing director /medical doctor	Izvršni direktor
Software	Programska oprema
Hardware	Strojna oprema
Staff	Osebjje
Capital	Kapital

Loan	Posojilo
Costs	Stroški
Interest	Obresti
Charge for something	Zaračunati nekaj
Revenue	Prihodki
Set a price	Postaviti ceno
Loss	Izguba
Make a profit/loss	Delati z dobičkom/izgubo

MD	Managing director
VP	Vice president; podpredsednik
Inc. - Incorporated	d.d.
Ltd. - Limited	d.o.o.
Plc.	Javna delniška družba

HOT VERBS DO & MAKE

DO .. the shopping, work, homework, housework, the cleaning, the cooking, the laundry, the salad, the dishes, gardening, something, nothing, a good job, business, errands (opravki), a favor, a puzzle, exercise, an exercise, science (at school), the washing(=the laundry), the washing up(=pomivanje posode), a quiz, a test(/write a test), harm(škodovati), well, fine, wisely (pametno), your best

MAKE .. progress, a mess(zmešnjavo), furniture, trouble(povzročati težave), war, peace(pobotati se), a change, plans, arrangements(dogovori), a telephone call, a deal(pogoditi se), a scene, an effort(potruditi se), an excuse(izgovoriti se), a mistake, a noise, a journey, an offer(ponuditi), a suggestion(predlagati), a speech(imeti govor), a decision(odločiti se/sprejeti odločitev), a choice(izbrati), the bed, a dress(sešiješ obleko), money(sluziti), a fortune(obogatiti), a profit(ustvariti dobiček), a list(seznam), a cake, a sentence(tvoriti stavek), an exception(narediti izjemo), a cup of coffee, a glass of tea, a wish, ...

Haste-pohiteti

Primer: we don't normally work on Sundays, but i'll make an exception for you.
The students are going to do test soon.

When in Rome do as the Romans do!

A figurative meaning – prenesen pomen.

Literally-dobesedno.

When you're abroad you need to learn the customs (običaji) of the country, the dos and don'ts of behaviour (pravila obnašanja; kaj smemo/nesmemo)

DOING BUSINESS IN JAPAN

To bow (a bow – lok)	Prikloniti se
Agenda	Dnevni red
Particularly	Še posebej
Chopsticks	Palčke-kitajske
Rice bowl	Skodelica
Treat with respect	Ravnati s spoštovanjem
Offended	Užaljen
Who will attend	Kdo se bo udeležil
Hosts	Gostitelj
Guest/client	Gost
Interpreter	Tolmač
Translator	Prevajalec
In advance	Vnaprej
Proper introduction	Ustrezno spoznavanje
Friendly atmosphere	Prijateljska atmosfera/vzdušje
Confirm any decisions	Potrditi katere koli odločitve
Allow	Dovoliti
Allowance	Žepnina
Small talk	Krmljanje
Thinking time	Čas za premišljevanje

During	Med tem
Take notes	Si zapisuješ
Note taker	Zapisnikar
Titles	Nazivi
Referring	Nasloviti
Humid	Vlažno
Several times	Že nekajkrat/parkrat
Naziv –san	Gospod; spoštljivo; tudi za žensko
Suit	Obleka/kostim
Tie	Kravata
jewellery	nakit

DELOVNI LISTI

Present continuous and present simple

I AM DOING AND I DO

PRESENT CONTINUOUS I AM DOING

We use the continuous for things happening at or around the time of speaking. The action IS NOT COMPLETE.

- The water **is boiling**. Can you turn it off.
- Listen to those people. What language **are they speaking**?
- Let's go out. It **isn't raining** now.
- I'm busy. What **are you doing**?
- **I'm getting** hungry. Let's go and eat.
- Kate wants to work in Italy, so she's **learning** Italian.
- The population of the world **is increasing** very fast.

We use the continuous for temporary situations. Začasne/trenutne situacije

- **I'm living** with some friends until I find a place of my own.
- A You're **working** hard today. B Yes, I have a lot to do.

PRESENT SIMPLE I DO

We use the simple for things in general, or things that happen repeatedly. (se ponavlja)

Na splošno.

- Water **boils** at 100 degrees Celsius.
- Excuse me, **do you speak** English?
- It **doesn't rain** very much in summer.
- What **do you usually do** at weekend?
- I always **get** hungry in the afternoon.
- Most people **learn** to swim when they are children.
- Every day the population of the world **increases** by about 200 000 people.

We use the simple for permanent situations. Trajne situacije.

- My parents **live** in London. They have lived there all their lives.
- Joe isn't lazy. He **works** hard most of the time.

I ALWAYS DO AND I'M ALWAYS DOING.

I always do (something) = I do it every time.

- I always go to work by car. (not I'm always going).

I'm always doing something has different meaning.

- I've lost my phone again. I'm always losing things.
o = lose things very often, perhaps too often, or more often than normal.

- You're always playing computer games. You should do something more active. (=you play computer games too often) → **grde razvade**

- Tim is never satisfied. He's always complaining (=He complains too much).

ALTHOUGH/THOUGH/EVEN THOUGH

INSPIRE OF/DESPITE

Last year Paul and Sarah had a holiday by the sea. It rained a lot, but they enjoyed it.

You can say:

- **Although** it rained a lot, they enjoyed it. (=It rained a lot, but they ...)

Or

- **In spite of/Despite** the rain, they enjoyed it.

After although we use a subject + verb:

- **Although it rained** a lot, we enjoyed our holiday.
- I didn't get the job **although I had** the necessary qualifications.

Compare the meaning of **although** and **because**:

- We went out **although** it was raining heavily. Šli smo ven čeprav
- We didn't go out **because** it was raining heavily. Nismo šli ven ker

After **in spite of** or **despite**, we use a **noun**, a **pronoun (this/that/what, ..)** or **-ing**.

- **In spite of the rain**, we enjoyed our holiday. Kljub temu ..
- I didn't get the job **in spite of having** the necessary qualifications.
- She wasn't well, but **in spite of this** she continued working.
- **In spite of what** I said yesterday, I still love you.

Despite is the same as **in spite of**. We say **in spite of**, but **despite (without of)**:

- She wasn't well, but **despite this** she continued working. (not despite of this)

You can say **in spite of the fact (that) ..** and **despite the fact(that) :**

- I didn't get the job **in spite of the fact (that) /despite the fact (that)** I had the necessary qualifications.

Compare **in spite of** and **because of**:

- We went out **in spite of the rain** (or. Despite the rain)
- We didn't go out **because of the rain**.

Compare **although** and **in spite of/despite**:

- **Although the traffic was bad /in spite of the traffic ..** we arrived on time. (not in spite of the traffic was bad)
- I couldn't sleep **although I was very tired/despite being very tired**. (not despite I was tired).

Though is the same as **although**:

- I didn't get the job **though** I had the necessary qualifications.

In spoken English we often use **though** at the end of a sentence.

- The house isn't so nice. I like the garden **though** (=but I like the garden)
- I see them every day. I've never spoken to them **though**(=but I've never spoken to them)

Even though (but not »even« alone) is a stronger form of **although**

- **Even though** I was really tired, I couldn't sleep. (not even I was really tired...)

I WILL AND I'M GOING TO

Will – we use **will** to announce a new decision.

(be) going to: we use **(be) going to** when we already decide to do something.

Compare:

- Gary phoned while you were out. .. Ok **I'll call** him back.
- Gary **phoned** while you were out. .. Yes, I know. **I'm going to** call him back.
- Anna is in hospital. Oh really? I didn't know. **I'll go** visit her.
- Anna is in a hospital. Yes, I know. **I'm going to visit** her this evening.

Future happenings and situations (predicting the future).

We use **both will and going to** to predict future happenings and situations. So you can say:

- I think **the weather will be/is going to be** nice later.
- Those shoes are well-made. **They'll last/They're going to last** a long time.

When you say something is **going to happen**, we know this from the situation now. What is happening now shows that something is **going to happen in the future**.

- Look at those black clouds. **It's going to** rain. (not it will rain)
 - o We can see that **it is going to** rain from the clouds that are in the sky now.
- I feel terrible. I think **i'm going to** be sick (not I think I'll be sick)
 - o I think **i'm going to** be sick because I feel terrible now.

Do not use will in this type of situation.

HOW BICYCLES CAN CHANGE LIVES

Employment	work that you get paid for
Local economy	the business activity in a town/village
Market	A group of people that buys something
Demand	The need for something
Supply	Things people buy and sell
Market price	The amount of money people will pay for something
Goods and services	The amount of something you can get or buy
Productivity	the amount of work that is done
income	the money you get as payment for work

TAKING TELEPHONE MESSAGES

What do you say on phone when:

- **introducing yourself** .. Hello I'm calling from/hello this is ..

- **asking for the caller's identity** .. may i ask who's calling, please
- **asking for someone** .. Can I Speak to ..
- **connecting someone** .. connecting your call/please hold, i'll transfer you, ...
- **someone is not there** .. She's not here
- **taking a message** .. would you like to leave a message /may i leave a message

PARTS OF COMPANY

Sales and marketing	Sells the products
Information technology	Looks after the computers
Customer services	Processes orders from customers
Human resources	Recruits new staff
Purchasing	Buys parts from suppliers
Production	Makes the product
R&D – Research and development	Thinks of ideas for new products
Finance	Pays the salaries
Distribution	Transports the products

GETTING STARTED IN BUSINESS

Capital	Kapital	An amount of money you need to start a business
Revenue	Prihodki	The money you receive from selling a product or service
Profit	Dobiček	What you make if your revenue is more than your costs
Loss	Izguba	What you make if your revenue is less than your costs
Loan	Posojilo	An amount of money that someone, e.g.(for example) the bank, lends you
Costs	Stroški	Money you pay for things and services to run your business
Interests	Obresti	An amount you pay for borrowing money, e.g. from bank

WHO WANTS TO BE AN ENTREPRENEUR?

.. a person who makes money, by starting or running a business – podjetnik

Fix	Repair
Set up	Start
Build	Construct
Create	Make
Afford	Pay for
Rely on	Depend on
Maintain	Look after
Employ	Give work to

DOING BUSINESS IN JAPAN

Dos and Don'ts

Dos ..

- bow when you meet someone
- use chopsticks with your right hand
- give/receive cards with both hands
- always take notes and write to thank your hosts and confirm any decisions,
- ...
- You should bow when you meet someone.
- Always take notes and write to thank your hosts and confirm any decisions.
- It's OK to shake hands.
- It's a good idea to pack several changes of clothes.
- It's important to know about another country if you are going on holiday or if you are going to work, ..
- It's polite to receive cards with both hands.

Don'ts

- Hug people when you meet them
- Put chopsticks on the table
- Take/make notes of write on business cards
- ...
- You shouldn't use someone's first name until you have met several times and know each other well.
- Never leave chopsticks standing in the rice bowl – it's bad luck.
- It's not OK to hug people when you meet them.

- It's not a good idea to ..
- It's important for women not to wear too much make up..
- It's not polite to receive card with one hand or make notes on them ..

RULES OF THINGS TO DO BEFORE A MEETING

- Send an agenda several days before.
- Make sure everyone knows the time and date of the meeting.
- Make it clear why you are having the meeting.
- Make sure everyone knows who will be there.
- Appoint a chairperson-predsedujoči and note taker.
- If necessary, ask people to prepare to talk about a particular point.
- Make sure people know what will happen next.

*only speak if you have something important to say.

*let people finish their point before you speak – never interrupt.

Purpose	Namen	The reason for or aim of having a meeting
Agenda	Dnevni red	A list of what will happen at a meeting
Main points	Glavne točke	The most important things to talk about
Participants	Udeleženci	The people who take part in a meeting
Chairperson	Predsedujoči	The person who keeps control of a meeting
minutes	Stvari, ki potekajo na sestanku	Notes of what is said at a meeting
Action points	Sklepi/ukrepanja/decisions	The things to do after a meeting

- CEO – Chief executive officer – generalni izvršni direktor
- GCSE – general certificate of secondary education – srednješolsko spričevalo
- IT – information technology – informacijska tehnologija

Interna št – extension number

	Past	Present	Future
SIMPLE	An action that ended in the past.	An action that is habitual or repeated.	A plan for an action in the future.
<i>Formula</i>	<i>Painted</i>	<i>Paints/Paint</i>	<i>Will paint.</i>
<i>Word clue</i>	He painted yesterday	She paints every weekend.	She will paint tomorrow.
CONTINUOUS (be)+ (verb) + ing.	An action that was happening (past continuous) when another action finished (simple past).	An action is in the process of happening now.	An action that will happen in the future for a length of time.
<i>Formula</i>	<i>Was/were painting</i>	<i>Am/are/is painting</i>	<i>Will be painting</i>
<i>Word clue</i>	I was painting when I saw the accident.	She is painting now.	They will be painting when you arrive tomorrow.
PERFECT (have)+ (verb)	An action that finished before another action or time in the past.	An action that happened at an unsaid time in the past.	An action that will finish before another action or time in the future.
<i>Formula</i>	<i>Had painted.</i>	<i>Have/has painted</i>	<i>Will have painted</i>
<i>Word clue</i>	We had painted the house before the rain started.	She has painted many portraits.	He will have painted the bedroom before his daughter comes home.
PERFECT CONTINUOUS (have)+ been + (verb)+ ing	An action that happened over time in the past before another action.	An action that happens over time, starting in the past and continuing into the present.	An action that happens over time in the future before another action.
<i>Formula</i>	<i>Had been painting</i>	<i>Have/has been painting</i>	<i>Will have been painting</i>
<i>Word clue</i>	She had been painting	I have been painting	We will have been