## 1. ŠTEVILA

|  |  |  |
| --- | --- | --- |
| + | addition | plus |
| - | subtraction | minus |
| \* | multiplication | multiplicated |
| ÷ | division | devided |

|  |  |
| --- | --- |
| 3 + 2 = 5 | three plus two equales five |
| 7.250 | seven point two five |
| 444 | four hundred and forty four |
| 32 | three squared |
| 33 | three cubed |
| 34 | three to the power four |
| 3-4 | three to the minus four |
|  | the square root of five |
|  | the cube root of seven |
| 33% | thirty - three percent |
| 75/2B | seventy - five slash (stroke) two B |
| 55 – 77 | double five dash double seven |
| \* | Asterisk |
| @ | At |
| . | dot |

## 2. FRACTIONS

|  |  |
| --- | --- |
| ½ | one (a) half |
| ¾ | three quarters |
| 1/7 | one (a) seventh |
| 3/7 | three seventh |
| 1/10 | one (a) tenth |
| 5/561 | five over five hundred and sixty - one |

## 3. TABLES (poštevanka)

## 4. LINES

a straight line

pravokoten = perpendicular

a dotted line

a broken line

a wavy line

## 5. SHAPES

nouns adjectives

a square a square table

a rectangle a rectangular table

a triangle triangular something

a tube tubular something

a cylinder cylindrical something

a circle circular something

## 6. DIMENSIONS

|  |  |
| --- | --- |
| The mountain is 1000 m high | The height of mountain is |
| The well is 50 m deep | The depth of well is |
| The room is 5 m long | The length of room is |
| The pipes are 2 cm thick | The tightness of pipes |
| The river is 20 m wide | The width of river is |
| The pillars aren't strong | The strength of |
|  | The weight of |

|  |  |
| --- | --- |
| Loose | To loosen |
| Tight | To tighten |
| Wide | To widen |
| Thick | To thicken |
| Deep | To deepen |
| Long | To lengthen |
| High | To heighten |
| Strong | To strengthen |
| Short | To shorten |

## 7. DEFINITIONS

**A** knife **is** the device **we use** for cutt**ing**.

Namesto »a device« lahko uporabimo tudi:

* a tool
* a machine
* an instrument
* an apparatus
* an element

A crane is a machine used for lifting cargo.

A fuse is a device used for protecting electrical circuits.

Loudspeakers are devices used for producing sound.

A microwave is a device we use for cooking.

A bulb is an element we used for producing light.

## 8. HOUSEHOLD GADGETS

Are:

* microwave
* blender
* food processor
* refrigerator
* deep freezer
* dish washer
* washing machine
* electric slicer
* kettle

## 9. EDUCATION

First there is:

* nursery
* elementary school (primary)
* secondary school: - gymnasium

- Vocational school

* university (faculty is a department)

Classes:

* lectures
* seminars
* lab practice
* tutorials

obvezen – compulsory

a lecture = a talk given by lecturer

a seminar = a discussion between a lecturer and group of students

a tutorial = a discussion between a tutor and 1- 2 students

thesis = a written work you produce at the end of your studies

when you graduate you get a degree

you become B. Sc. in computer science

post-graduate study:

* M. A. = master degree
* Ph. D. = doctorate

M. Sc. = Master of Science

D. Sc. = doctor of science

M. A. thesis, Ph. D. thesis: defend your thesis

Academic year

You can:

* apply for the exam
* to pass the exam
* to fail the exam
* to sit the exam

## 10. MOVEMENTS

rasti:

- to increase

* to grow up
* to rise
* to grow
* to expand

padati:

* to decrease
* to fall
* to lower

navpična rast: to shot up

navpičen padec: to bottom, plunge

valovati: to fluctuate

to stabilize

to remain steady, unchanged

to reach a peak, to peak

to bottom

to grow, to expand

to shrink, to decline

## 11. HAVE TO

PRESENT

We have to fill in the form. MORAMO

Do you have to fill in the form? ALI MORATE

We don’t have to fill in the form. NI NAM TREBA

PAST

We had to fill in the form. MORALI SMO

Did you have to fill in the form? ALI STE MORALI

We didn’t have to fill in the form. NI NAM BILO TREBA

FUTURE

We’ll have to fill in the form. MORALI BOMO

Will you have to fill in the form? ALI BOSTE MORALI

We won’t have to fill in the form. NE BO NAM TREBA

MUST

PRESENT: He must be ill. NOW

PAST: He must have been ill. YESTERDAY

Must, should, could, might + HAVE + 3. oblika glagola (+ed) za PAST TIME

## 12. PREPOSITION

of time:

* time: at 5. PM
* day: on Monday
* date: on 17. September
* month: in July
* year: in 1999
* season: in summer
* holiday: at Xmas

of place:

* big town: in New York
* small town: at Bled
* floor: on 3rd floor
* street: in Oxford street
* avenue: on 5th avenue

## 13. REPORTED STATEMENTS

direct question: V + S

reported question: S + V

*What’s the time?*

Can you tell me what the time is?

*When is the leap year?*

Can you tell me when the leap year is?

*Where are you from?*

Can you tell me where you are from?

*Why did you come late?*

Can you tell me why you come late?

*How much does it cost?*

Can you tell me how much it costs?

*Where is the post office?*

Can you tell me where the post office is?

*How much is the membership?*

Can you tell me how much the membership fee is?

*How much was the subscription?*

Can you tell me how much the subscription was?

*Have you been to Australia?*

Can you tell me whether if you’ve been to Australia?

*Did you buy this computer in B&B?*

Can you tell me if you bought this computer in B&B?

*Do you offer the discount?*

Can you tell me whether you offer the discount?

*Were you dissatisfied with accommodation?*

Can you tell me if you where dissatisfied with accommodation?

## 14. MEETINGS

Meeting can be: called, held, organized, postponed, and cancelled.

People on meeting are participants.

The chairman runs the meeting.

The secretary writes the minutes.

RSVP = repond’ez s’il vous plaîl

AGM = annual general meeting (skupščina)

The agenda (dnevni red)

The agenda items:

* presence and absence
* minutes of previous meeting
* matters arising
* AUB (razno)

Phrases:

Are we all agreed?

Let’s move to the second item of the agenda.

Let’s get started.

Time’s up.

Could I make a point?

## 15. PHONE

calls:

* international,
* local,
* trunk, (medkrajevni)
* collect. (plača tisti, ki ga kličeš)

Phones are:

* coin operated,
* card

party line = dvojček

The line can be:

* busy,
* engaged (napeljana)
* occupied

telephone book, dictionary, the operator (centrala)

to put you through, hold the line please, hold on please

Number can be: extension (internal), area code, and country code

Phrases:

Could I speak to …

Sorry, he’s not in …

Look up the number in phone book.

Peter speaking.

I didn’t catch it, could you repeat it, please.

Can I help you?

## 16. PHASES WITH LOOK

look at = pogledati

look for = iskati

look after = skrbeti

look up the number, the word in dictionary

look up to somebody = respect sbd

look into = investigate

look forward to = anticipate with pleasure

look like = resemble (be alike)

## 17. ABRIEVIATIONS

RSVP = answer please

C/O = care of (delam pri)

encl = enclosure (priloga)

p. p. = per pro = on behalf

pp. pages

c. c. = carbon copies

c. f. = con fer = compare

e. g. = exampli gratia = for example

i. e. = id est = that is

et al = and others

ibid = in the same place

## 18. FORMAL LETTER

|  |
| --- |
| Address  Date My address Dear Sir or Madam  Za odstavek samo spustiš vrstico, ne delaš zamika.  Best whishes |

Dear Sir … Yours faithfully

Dear Mr. Jones … Yours sincerely

I’m (prepovedano) … I am

Phrases:

Thank you, very much for your letter dated 15. September.

Sorry for such a delay in writing to you.

Would (could) you please?

Please do not hesitate to contact me by phone (number), e-mail or in writing.

To order = naročiti

To subscribe to = naročiti se na

Subscription = naročnina

Subscriber = naročnik

I look forward to hearing from you soon.

to your answer.

to meeting you in Ljubljana.

to your positive answer.

I thank you in advance.

## 19. Negative prefixes

l + il: legal + il = illegal

r + ir: regular + ir = irregular

m, p, b + im: possible + im = impossible

## 19. Passive voice

Active: Slovenia produces good wine.

Passive: Good wine is produced by (in) Slovenia.

Obj. + pomožni glagol + past participle (3 obl. ali ed) + by

When will they give the results? (on Monday)

*The results will be given on Monday.*

Do they speak Portuguese in Ecuador? (no)

*Portuguese is not spoken in Ecuador.*

How must we play the game? (by the rules)

*The game must be played according to the rules.*

When did you pay the bill? (last week)

*The bill was paid last week.*

Have they improved the acoustics? (already)

*The acoustics has already been improved.*

What data did they publish? (accrued)

*Accrued data was published.*

What information have they given to Peter? (up to date)

*Peter has been given up to date information.*

Who did they elect the president of the association? (Mary)

*Mary was elected the president of the association.*

## 20. Do, make

|  |  |  |
| --- | --- | --- |
| DO | MAKE |  |
| Your best | Noise | Effort |
| Damage | Mistake | A lot of money |
| Research | Plans | Confession |
| Business | Telephone cal | Progress |
| Favor | Appointment | Room |
| Do you good | Complain | Excuses |

## 21. Adjectives and prepositions

|  |  |  |  |
| --- | --- | --- | --- |
| Accustomed TO | Ready FOR | Similar TO | Depend ON |
| Afraid OF | Relevant TO | Sorry FOR | Differ FROM |
| Ashamed OF | Responsible FOR | Suitable FOR | Escape FROM |
| Aware OF | Typical OF | Suspicious OF | Insist ON |
| Capable OF | Absent FROM | Terrified OF | Operate ON |
| Depended ON | Better AT | Terrible AT | Prevent sbd FROM |
| Famous FOR | Guilty OF | Tired OF | Recover FROM |
| Full OF | Late FOR | Borrow sth FROM | Rely ON |
| Good AT | Apposed TO | Concentrate ON | Resign FROM |
| Jealous OF | Satisfied WITH | Congratulate sbd ON | Retire FROM |
| Proud OF | Short OF | Decide ON | Suffer FROM |

## 22. Razlike:

|  |  |
| --- | --- |
| Practice  Practise | You need more practice.  You have to practise more. |
| Advice  Advise | (N) Nasvet  (V) Svetovati |
| Affect  Effect | (V) Vpliv  (N) Učinek |
| Loose  Lose | Zrahljan  Izgubiti |
| Beside  Besides | Sedi zraven Miha  Zraven Audija so še Mercedes, BMW, … |
| Stationary  Stationery | Papirnica, pisarniški material  Fixed |
| Economic  Economical | Ekonomija  Varčen |
| Sensitive  Sensible | Občutljiv  Misli na vse |
| Comprehensive  Understanding | Knowledge (obsežen)  Razumevajoč |
| Channel  Canal | Men made  Nature made |
| Story  Storey | Zgodba  Nadstopje |
| Amount  Number | Neštevno  Števno |
| Between  Among | Two  More |
| Farther  Further | Distance  Time |
| Hardly  Scarcely | Positive (ne moreš uporabiti negativno)  Negativno |
| Lying  Laying | Lagati, ležati  Položiti |
| Than  Then | Primerjati  Za tem |
| There  Their  Theirs  There’s  They’re | Tam  Njihov  Njihov  There is  They are |
| Whose  Who’s | Čigav  Who is |
| Witch  Which | Čarovnica  Kateri |

## 23. Spelling

|  |  |  |  |
| --- | --- | --- | --- |
| Accommodation | Emphasis | Interesting | Predominantly |
| Achieve | Experimental | Interviewed | Raised |
| Applicable | Foreigner | Knowledge | Referring |
| Beginning | Frequently | Laborers | Research |
| Choice | Government | Maintaining | Resources |
| Criticism | Height | Medicine | Successful |
| Development | Hypothesis | Necessary | Techniques |
| Disappeared | Increasingly | Occupation | Thorough |
| Divided | Insufficient | Occurred | Whether |
| Which | Writing |  |  |

## 24. Work

Applying for job:

1. learn from: media, ads, job centers
2. interested in job: send for the application form, you fill it in, send it of + you also enclose: covering letter, C. V., certificates of your education, references
3. they made a short-list
4. short-listed candidates are invited to the interview
5. you must send off the form by the deadline

The interview:

|  |  |
| --- | --- |
| The candidate | Employer |
| * salary * working time (flexible, fixed) * working condition * premises * paid lunch * moonlighting * working extra hours * perks (the use of car, …) * benefits * promotion * vacation * possibility of further education | * previous job * skills * marital status * capabilities * responsibilities * ready to work in stressful conditions * residence * team work * reasons for taking this job * your ambitions * your previous pay |

I’ve got a job.

I go to work.

I’m at work.

My job is …

## 25. Opposites

|  |  |  |  |
| --- | --- | --- | --- |
| Subtract | Add | Hardware | Software |
| Authorize | Forbid | Infinite | Closed |
| Automated | Manual | Landscape | Portrait |
| Backward | Forward | Monospaced | Proportional |
| Boot up | Shut down | Multiply | Divide |
| Character base | Graphical | Open | Close |
| Column | Row | Parallel | Serial |
| Confirm | Cancel | Physical | Virtual |
| Contiguous | Fragmented | Problem | Solution |
| Continue | Interrupt | Simplex | Duplex |
| Delete | Restore | Single | Multiple |
| Flexible | Rigid | Transmit | Receive |

## 27. Glossary of some expressions and synonyms used in academic text

|  |  |
| --- | --- |
| Biti mnenja, verjeti | To believe, to trust, |
| Biti sestavljen iz | Consist of, made up of, composed of |
| Cilj, namen | Target, goal, intention |
| Dobiti | To obtain, to receive, to gain |
| Čeprav | Although, though |
| Dokaz | Proof, evidence, |
| Dokazati | To prove, to give proof, to demonstrate |
| Doseči | To reach, to achieve |
| Glavni | Main, principal, general |
| Izpeljati, voditi (raziskavo) | To perform, to carry out, |
| Kategorija, tip, vrsta | Category, type, species |
| Ker, zaradi | Because, due to, since, as |
| Klasičen, običajen | Classic, usual, traditional |
| Končati | Finish, end, to complete |
| Na splošno | Generally, usually, in most cases |
| Naslednji | Next, following |
| Ocenjevati | To estimate, to value |
| Omogočiti | Enable, allow, make possible |
| Osredotočiti se na | Focus on, concentrate on |
| Poleg tega | Besides, moreover, as well |
| Pomanjkljivosti | Deficiency, disadvantage, limitations |
| Pomemben | Important, significant, |
| Ponazoriti | To show, to illustrate, give an example |
| Poskušati | To attempt, to try |
| Povečati | To raise, to enlarge, to magnify |
| Povezati | To link, to bind |
| Predlagati | To propose, to suggest |
| Preveriti | To check, to verify |
| Razdeliti, klasificirati | To classify, to divide |
| Sestavni del | Part, element, component |
| Sklepati | Draw a conclusion, to infer |
| Spodbujati | To stimulate, to encourage |
| Trditi | To claim, to state |
| Učinkovit | Efficient, effective |
| Ugotoviti | To find, to establish, |
| Uporabiti | To use, to apply |
| Upoštevti | To accept, to consider |
| Vpliv | Influence, |
| Z drugimi besedami | In other words, to put it in another way |
| Zaključiti (študijo) | To end, to complete, to finish |
| Zato | Because of, therefore |
| Zmanjšati | To reduce, to lower, to decrease |
| Značilnosti | Features, characteristics |

## 28. The use of definite and indefinite article

**A/an** uporabljamo:

* pred samoglasniki (izgovorjava) e. g. an hour
* za števne samostalnike v ednini, ki jih prvič omenjamo

**The** uporabljamo pred samostalniki v ednini in množini, ki jih že poznamo, oz. smo jih

že omenili. E.g. Children are playing in the playground. The children look

very happy.

**Brez člena** uporabljamo:

* pred neštevnimi samostalniki (electricity, power, snow, …)
* pred samostalniki v množini, ki jih prvič omenjamo

**Posebnosti:**

**A/an**

* before profesions (a doctor, an engineer, …)
* a few, a little, a huge number, **but**: few people came (There were only a few)
* before nationality names: He is a Spaniard. He is Dane.

**The**:

* when there is only one particular thing: the sun, the king, the capital, …
* when we refer to things in a general way: the human race, the environment, the past, …
* when it is clear from a situation, that we mean a particular thing: Pass the salt please. The blackboard is green.
* Is often used before a phrase beginning whit of: the meaning of, the population of, the sound of, in the middle of, …
* Always with musical instruments
* When we speak about origin of something: The telephone was invented by ….

**Brez člena**:

* is used with uncountable nouns: news, smoke, …; **but**: the information about …, the news from Serbia …, …
* when we have: go to church, go to school, town, university, …; **but** he is in prison (zaprt je), he is in the prison (je na obisku); he went to school (he is a student), he went to the school (visit); …
* with adjectives: Poor people have no money at all. But: The poor should do something. – here is noun

**The use of articles with geographical names:**

Continents: 0: Africa, Asia, …

Countries: 0: Slovenia, Croatia, … **but**: the USA, the UK, the Nederland, the United

Arab Emirates, the People’s republic of China, …

# Towns: 0: New York, Bled, … **but**: the Hagne

# Streets: 0: Oxford street., …

Rivers: the: the Sava, the Radovna, …

Islands: 0: Brač, Krk, … **but**: the Kornati, … groups of islands always the

Peaks: 0: Triglav, … **but**: the Alps, the Balkan, (mountain regions always with the)

Cinemas: the: the Komuna, …

Theatres: the: the national theatre, …

Galleries: the: the Art gallery

Hotels: the: the Ritz, …

Phrases: the: the Houses of Parliament, the University of Ljubljana, …

## 29. Explanations:

I.

1. appendix is usually added to the end of the book (charts, labels, …)
2. index is a list of words in alphabetical order sometimes with explanation
3. erratum is a correction of the error
4. foot notes are remembers at the bottom of the page
5. acronym is a word put together of the first letters of the different words (IBM, USA, UK, …)

II.

1. Dismissal (odstopiti) and denial (zanikati):

We were not happy about his dismissal from the position of the president.

We expect a denial that we were not guilty of the fraud.

1. Expiry (konec) and inquiry (preiskava):

Expiration

The police have made an inquiry.

1. Renewal (obnovitev) and reminder (opomin)

I had a renewal of my season ticket.

You get a reminder if you don’t bring your books to the library on time.

1. Thesis (trditev, ki jo je trba dokazati) and dissertation (razprava)

We have to complete our bachelor thesis at the end of our study.

PhD dissertation was handed last week.

1. Diary (dnevnik) and dairy (mlečen)

I don’t write a diary.

Dairy products are good for your health.

1. Story (zgodba) and storey (nadstropje)

This is an interesting story.

It’s a five storey building.

1. Stationery (pisalne potrebščine) and stationary (nepremičen)

Go to the stationery’s and buy some paper.

The weather is stationary.

## 30. C. V. – curriculum vitae

Personal information:

* name,
* address
* phone number
* e-mail
* date of birth
* marital status
* nationality (Slovenian)

Education/qualification:

* BSc (UK) BS (USA)
* when not finished: BS expected 200?

Work experience:

* 1950 …
* 1951 …
* 1960 …
* …

Languages:

* French (good)
* German (basic)

Interests/hobbies:

* …
* …

References:

* …
* …

or

available on request