

1. ŠTEVILA

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

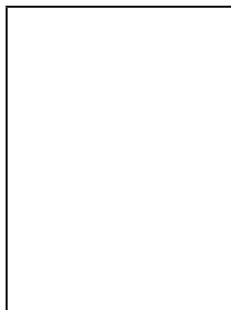
$3 + 2 = 5$	three plus two equals five
7.250	seven point two five
444	four hundred and forty four
3^2	three squared
3^3	three cubed
3^4	three to the power four
3^{-4}	three to the minus four
$\sqrt{5}$	the square root of five
$\sqrt[3]{7}$	the cube root of seven
33%	thirty - three percent
75/2B	seventy - five slash (stroke) two B
55 - 77	double five dash double seven
*	Asterisk
@	At
.	dot


2. FRACTIONS

$\frac{1}{2}$	one (a) half
$\frac{3}{4}$	three quarters
$\frac{1}{7}$	one (a) seventh
$\frac{3}{7}$	three seventh
$\frac{1}{10}$	one (a) tenth
5/561	five over five hundred and sixty - one


3. TABLES (poštevanka)

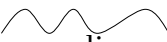
4. LINES



a straight line 


a dotted line 

a broken line 

a wavy line 

pravokoten = perpendicular

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 cutting.

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 were 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 plaît

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. ABBREVIATIONS

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. = exempli 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 wishes	

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 Audijske 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
<ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> - 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
Upošteviti	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
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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 neštevniimi samostalniki (electricity, power, snow, ...)
- pred samostalniki v množini, ki jih prvič omenjamo

Posebnosti:

A/an

- before professions (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 with 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 Hague
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.
2. Expiry (konec) and inquiry (preiskava):
Expiration
The police have made an inquiry.
3. 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.
4. Thesis (trditev, ki jo je treba dokazati) and dissertation (razprava)
We have to complete our bachelor thesis at the end of our study.
PhD dissertation was handed last week.
5. Diary (dnevnik) and dairy (mlečen)
I don't write a diary.
Dairy products are good for your health.
6. Story (zgodba) and storey (nadstropje)
This is an interesting story.
It's a five storey building.
7. 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