

A. Explain:

lose#loose
errata#footnotes
compulsory#comprehensive
acronym#abbreviation
index#contents
fine#fee

B. Translate:

- a. Ali sta žici zvezani zaporedno ali vzporedno?
- b. Diplomam nameravam zagovarjati junija 2004.
- c. Podatki niso v skladu z dogovorom.
- d. Moral bi se prijaviti za izpit pa se nisem.
- e. Kakšna je razlika med dodiplomskim in podiplomskim študijem?
- f. Kako izgleda delo v vašem laboratoriju?
- g. Te napake so tipične za študente računalništva.
- h. Nitka je iz volframa.
- i. Lamele imajo obliko črke T in U.
- j. Ko bom diplomiral bom dipl. ing. elektronike.

C. Write the opposites:

optional subjects ≠

simple structure ≠

temporary job ≠

exact figures ≠

to attract ≠

to transmit ≠

to create ≠

to consider ≠

D. Answer

- a. What are the items of the agenda?
- b. What's secretary's job?
- c. Which department deals with employment?
- d. What do you enclose if applying for a job?

E. Answer

What data does a coverpage of Bachelor thesis or M.A. thesis comprise?

What question does abstract answer?

What does the methodology part include?

F. Write the following citation in correct order and with correct punctuation:

pp 63-82, Hall, J.E., (1982) The C++ Programming Language. Addison-Wesley, Reading. Massachusetts.

G. Write 3 beginnings of introduction

H. Find 3 meanings in English for:

- | | |
|-----------------------|-----------|
| a. dobiti | b. cilj |
| b. biti sestavljen iz | d. doseči |
| ker, zaradi | f. začeti |

I. Fill in the missing words:

Dear Sir

I would like to apply **6**.....the position of accounts clerk with your company.

I **7**.....my application form.

I am at present working **8**.....a secretary in the accounts office at TW Industries. My duties include **9**.....and copy typing and dealing **10**.....correspondence and telephone **11**.....

Twice a week I have been going to evening classes in book-keeping and I intend to **12**.....an examination in three months.

I am applying for the position because I would like an **13**.....to make more use of my training.

I would be **14**.....for interview at any time.

I hope that you will **15**.....my application **16**.....

Yours faithfully

V. Translate:

1. V zvezi z našim telefonskim razgovorom...
2. Kar zadeva šolnino vam sporočamo...
3. V imenu prodekana g. XY...
4. Prosimo, da nemudoma preučite to zadevo.
5. V pričakovanju Vašega odgovora Vas lepo pozdravljamo.

VI. What do the following abbreviations stand for and where we write them?

c/o, PTO, e.g., i.e., p.p.