

**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. Diplomom 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 |
| e. 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.