

ENGLISH: GRAMMAR REVISION AND GENERAL TOPICS
First part

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Vprašalnice in vprašalne povedi

who	-kdo
what	-kaj
where	-kje, kam
why	-zakaj
when	-kdaj
what time	-ob kateri uri
how	-kako
how much	-koliko (če stoji za njo samostalnik v ednini oz., če gre za neštevne samostalnike)
how many	-koliko (če stoji za njo samostalnik v množini oz., če gre za števne samostalnike)
how long	-kako dolgo
how often	-kako pogosto
how far	-kako daleč
since when	-od kdaj
which	-kateri
whose	-čigav

Primeri:

What do you do?	I'm a production manager.
Who do you work for?	I work for Media Market.
How much does the ticket cost ?	It costs around 2,000 SIT.
How long does it take to get to Maribor?	It takes around an hour and a half.

Exercise

QUESTIONS

A) Direct Questions

Ask questions for the underlined words / phrases.

Example: I spent a year in Scotland to improve my English.

Where did you spend a year to improve your English?

1. We placed the order with Johnson Electronics.
2. The International Trade Conference was held in Paris last year.
3. We were concerned about the quality of our product as we received complaints from more than 30 customers.
4. Mr Whitcomb is going to visit business friends in Japan.
5. In this position you would have to travel abroad at least twice a month.
6. The company has 34 subsidiaries in Europe.
7. In their last meeting the board decided to cut the number of staff by ten per cent.
8. Mrs White worked in Madrid for eight years.
9. Further investments depend on the success of our marketing strategy in the Netherlands.
10. The CEO was accused of corruption.
11. They have been doing business with Morton & Morton for more than 15 years.
12. The complaint has to be sent to our Dresden outlet.
13. A complete set of equipment costs only \$15,000.
14. Stephen Whitfield told me to get in touch with Gibson's as soon as possible.
15. I'm Catherine Fisher and I'm employed by Siemens.
16. They always send their consignments by rail.
17. Peek & Cloppenburg don't sell foodstuffs.
18. The accounts are being checked by the auditor.
19. We haven't raised enough capital to build the new premises.
20. They already sent us a fax a week ago.

B) YES / NO Questions

Make questions to ask whether the following statement is true.

Example: Many students think that they have to spend too much money on course books.

Do many students think that they have to spend too much money on course books?

1. This company provides investment advice.
2. A merger will be announced to the press tomorrow.
3. These letters must be signed by the CEO.
4. The premises are being refurbished by a Czech Construction company.

5. The American president sounded optimistic about the prospects for growth.
6. A typical production process usually takes four days.

C) Statement Questions (Question Tags)

Ask for confirmation of the following statements.

Example: Mr Reed, you received the cheque yesterday, *didn't you?*

1. Mike, you know a great deal about marketing, ...
2. You haven't found the file, ...
3. Rebecca, you confirmed the order, ...
4. We can send the catalogues by mail, ...
5. We shouldn't interrupt the meeting, ...
6. They'll let us know before the end of the week, ...
7. Mrs Aston hasn't heard that the firm has gone bankrupt, ...
8. You believe they are too expensive, ...
9. This building suits our purposes, ...
10. You won't send an agent to China, ...

Exercise - Getting acquainted

- | | |
|--|-----------------------|
| 1. Work with a partner. Introduce yourself and get acquainted. | Questions to be asked |
|--|-----------------------|

Find out:

- their name: _____
- where they come from: _____

Find out about their company:

- Type of business: _____
- Main customers: _____
- Main competitors: _____
- Locations: _____

Find out about their job:

- Job title: _____
- Department/Division: _____
- Responsibilities: _____

2. Now ask questions about their past.

Find out:

- how long they have had their job _____
- what job they had before this one _____
- about the last time they used English at work (When was it? Who did they talk to or write to? What was it about?) _____
- where they have learnt English in the past? _____

3. Ask about the future. Find out what they will need to do in English.

- Attend meetings. (Who with?) _____
(What about?) _____
- Make phone calls. (Who to?) _____
(What about?) _____
- Make presentations. (Who to?) _____
(What about?) _____
- Negotiations deals. (What sorts?) _____
(Who with?) _____
- Show visitors around. (Who are the visitors?) (What will they show them?) _____
- Describe technical machinery and processes. (What type of machinery or processes?) _____
- Discuss figures. (What kind of figures?) _____
- Read. (What?) _____
- Write. (What?) _____
- Socialize. (Who with?) _____

Numbers - Številke

Cardinal numerals (glavni števniki)

- | | |
|---------|-----------------|
| 0 zero | 21 twenty-one |
| 1 one | 22 twenty-two |
| 2 two | 23 twenty-three |
| 3 three | 24 twenty-four |
| 4 four | 30 thirty |
| 5 five | 40 forty |

There are 7.2 million dollar millionaires in the world.

6 six	50 fifty
7 seven	60 sixty
8 eight	70 seventy
9 nine	80 eighty
10 ten	90 ninety
11 eleven	100 a / one hundred
12 twelve	101 a / one hundred and one
13 thirteen	156 a / one hundred and fifty-six
14 fourteen	200 two hundred
15 fifteen	999 nine hundred and ninety-nine
16 sixteen	1,000 a /one thousand
17 seventeen	1,001 a /one thousand and one
18 eighteen	1,131 one thousand one hundred and thirty-one
19 nineteen	2,242 two thousand two hundred and forty-two
20 twenty	9,999 nine thousand nine hundred and ninety-nine

10, 000 ten thousand

100, 000 a /one hundred thousand

1, 000, 000 a /one million = milijon

9, 000, 000 nine million

9, 999, 999 nine million nine hundred and ninety-nine thousand nine hundred and ninety-nine

1000, 000, 000 a / one billion = milijarda

English has several names for 0:

Nought – informal English, often used at the beginning (0.16 = nought point one six)

Zero – most common

Oh – when saying bank account or telephone numbers

Nil – sport results

Ordinal numerals (vrstilni števniki)

1st first	20th twentieth (! y gre v i)
2nd second	21st twenty-first
3rd third	30th thirtieth
4th fourth	40th fortieth
5th fifth	50th fiftieth
6th sixth	60th sixtieth
7th seventh	70th seventieth
8th eighth	80th eightieth
9th ninth (! izgubi se e)	90th ninetieth

10th tenth	100th hundredth
11th eleventh	102nd hundred and second
12th twelfth (! v gre v f)	203rd two hundred and twenty-third
13th thirteenth	1000th thousandth
14th fourteenth	1001st thousand and first
19th nineteenth	1 000 000th millionth

Pozor: Vrstilni in glavni števnik od 21 do 99 se v angleščini obvezno pišejo z vezajem. Vezaj se v angleščini imenuje **'hyphen'**.

Telephone numbers & bank accounts

Ko govorimo o telefonskih številkah ali pa bančnih številkah za 0 uporabimo **'oh'**.

Če se dve enaki številki ponovita, npr. 33, to preberemo oz povemo kot **'double three'** in **ne** 'three three'.

Če ima številka pomišljaj, le-tega v angleščini preberemo kot **'dash'**. Primer: 031 872 – 925 = oh three one eight seven two dash nine two five.

Dates - Datumi

napišemo	izgovorimo/preberemo
1 January 1984 January 1, 1984	the first of January nineteen eighty-four January the first nineteen eighty four
11 February 1988 February 11, 1988	the eleventh of February nineteen eighty-eight February the eleventh nineteen eighty-eight
30 March 1992 March 30, 1992	the thirtieth of March nineteen ninety-two March the thirtieth nineteen ninety-two
4 April 1994 April 4, 1994	the fourth of April nineteen ninety-four April the fourth nineteen ninety-four
18 May 1996 May 18, 1996	the eighteenth of May nineteen ninety-six May the eighteenth nineteen ninety-six
27 June 1998 June 27, 1998	the twenty-seventh of June nineteen ninety-eight June the twenty-seventh nineteen ninety-eight
5 July 2000 July 5, 2000	the fifth of July two thousand July the fifth two thousand
13 August 2001 August 13, 2001	the thirteenth of August two thousand and one August the thirteenth two thousand and one
29 September 2003 September 29, 2003	the twenty-ninth of September two thousand and three September the twenty-ninth two thousand and three
31 October 2005 October 31, 2005	the thirty-first of October two thousand and five October the thirty-first two thousand and five
12 November 2007 November 12, 2007	the twelfth of November two thousand and seven November the twelfth two thousand and seven
26 December 2010 December 26, 2010	the twenty-sixth of December two thousand and ten December the twenty-sixth two thousand and ten

Pozor: Kljub temu, da pri datumih uporabljamo vrstilne števnik, v angleščini za številko **ne** pišemo pike (kot je to navada v slovenščini)!

Vrstilni števnik od 21 do 99 se obvezno pišejo z vezajem! Enako velja tudi za glavne števnik. Primer: twenty-one = enaindvajset, twenty-first = enaindvajseti.

Na zapis 1st, 2nd, 3rd, 4th,... za vrstilne števnik še lahko naletimo in je povsem pravilen. Res pa je, da je takšen zapis izginja iz rabe v moderni angleščini in ga zato ne uporabljajte.

Exercise

What's the time?

13:00 It's one pm.

01:00

05:30

04:15

14:20

08:10

07:45

06:00

03:50

09:05

12:00 (poldne)

Exercise

IMPORTANT INFORMATION – WHAT CHIP AND PIN MEANS FOR YOU

We're putting the PIN in shopPINg

You may have seen recent TV and press coverage about chip and PIN. We'd like to tell you a bit more about it.

What is chip and PIN?

Through 2004 a new chip and PIN system will be introduced across the UK as part of a world-wide initiative to reduce card fraud. The chip and PIN debit card has a 'smart' chip that holds your 4-digit Personal Identification Number (PIN).

Why is chip and PIN happening?

The chip and PIN are personal to you and make counterfeiting almost impossible, keeping your transactions secure when you're out shopping. A similar scheme in France has cut card fraud by 80%.

What will chip and PIN mean for me?

When you pay for goods with your new chip and PIN card you won't sign a receipt; instead you'll be asked to enter your PIN into a keypad. These keypads will start to appear in retail outlets throughout 2004. But don't worry, you can still use your card and sign your name in shops at home and abroad where chip and PIN isn't in place yet – just as you do now.

Put the »|« in PIN

Once you start using your chip and PIN card you'll soon get the hang of the new technology. All you have to do is remember your PIN – just like you do now when getting cash from a cash machine.

With your new card you'll still be able to change your PIN to something that's easier to remember (although make sure you avoid obvious numbers such as 1234 or 0000). To change your PIN just visit any Bank of Scotland or Halifax branch cash machine and simply follow the on screen instructions.

Exercises NUMBERS

Write the numbers of each item next to the correct word or words.

- two thousand three hundred and ninety-four
- two three two three nine four
- twenty-three centimetres
- twenty-three thousand and ninety-four
- twenty-third of March nineteen ninety-four
- two hundred and thirty-nine pounds forty
- two point three nine four
- twenty-three times ninety-four
- twenty-three per cent
- twenty-three slash ninety-four
- two-thirds
- twenty-three plus ninety-four
- twenty-three dollars ninety-four cents
- twenty-three degrees centigrade
- twenty-three kilometres per hour
- twenty minus three

Exercise - Money and dates

Complete the table with the information given.

Invoice number thirteen, dated December the seventeenth nineteen-ninety-seven, is for five hundred and twenty-six pounds, seventeen pence.

Invoice number one hundred and six, dated the twelfth of January nineteen-ninety-eight, is for two hundred and fourteen pounds, ninety-five pence.

Invoice number one hundred nineteen, dated August the thirtieth nineteen-ninety-six, is for one thousand three hundred eighty seven-dollars eighty-six.

Invoice number one hundred forty-one, dated the sixteenth of November nineteen-ninety seven, is for twenty-five German marks fifty.

Invoice number two hundred eighty-six, dated the twenty first of February nineteen-ninety-two, is for two thousand four hundred and six pounds and five pence.

Invoice No.	Date	Amount

Exercise - Time expressions

- ten minutes -čez deset minut
- five years pred petimi leti
- 6 a.m. 10 a.m. -od šestih do desetih
- Monday -v ponedeljek
- the weekend -čez vikend
- the week -med tednom
- 6 o'clock -po šesti uri
- 8 o'clock -pred osmo uro
- week -prejšnji teden
- week -prihodnji teden
- the evening -zvečer
- night -ponoči
- lunch -po kosilu
- Friday -najkasneje do petka

Prepositions - Prepozicije

Prepositions of time

Day	ON	ex. on Monday
Month	IN	ex. in July
Year	IN	ex. in 1999
Date	ON	ex. on 17th May 2004
Time	AT	ex. at 5 pm, at midnight
Holiday	AT	ex. at Easter, at Christmas
Parts of the day	IN *but AT night	ex. in the morning/evening...

Some phrases connected with time:

IN TIME	He came just in time to save her.
ON TIME	Hand in the report on time.
ON WEEKLY/DAILY/MONTHLY BASIS	I attend an English course on a weekly basis.
FOR A TRIAL PERIOD OF	We'll hire you for a trial period of two months.
AT THE LATEST	I need this data by Friday at the latest.
IN THE SKY	There are millions of stars shining in the sky.
IN THE WORLD	Six billion people live in the world.
AT THE WEEKEND	What did you do at the weekend?

Prepositions of place

Small town	AT or IN	ex. at/in Piran
Big town/City	IN	ex. in New York
Street	IN	ex. in Dunajska street

Some phrases connected with place:

IN/AT a meeting	
ON a business trip	
ON the second floor	
AT work	
AT the faculty	

Some common verbs + prepositions:

Interested IN	
Good/bad AT	
Specialized IN	
Famous FOR	
Resign FROM	
Absent FROM	
Graduate FROM	
Accused OF	
Known FOR	
Typical OF	

Exercise - Prepositions

Insert the correct preposition.

1. There is a great demand _____ their products in France.
2. The company is spending too much money _____ non-productive items.
3. He received a cheque _____ \$1000.
4. She is an expert _____ developing tailor-made software.
5. Mrs Tiger welcomed the guest _____ behalf of the Board of Directors.
6. The new subsidiary specialises _____ producing spare parts.
7. They were unable to deliver on time as some parts were not _____ stock, i.e. they were _____ of stock.
8. Our new products are sold _____ a higher price.
9. The new machines were shown _____ the Leipzig Trade Fair last year.
10. The company deals _____ computer software.
11. He apologised _____ being late.
12. Which is the next item _____ the agenda?

13. It is difficult to predict any results _____ this stage of negotiations.
14. The goods delivered do not comply _____ the order.
15. Their partners sell the goods _____ their own risk.
16. This service is offered free _____ charge.
17. All arrangements are subject _____ confirmation.
18. Sven Halliday is responsible _____ the MD (i.e. he reports him).
19. The company has been short _____ funds for months.
20. They sent them a cheque _____ payment _____ the goods.
21. We are most grateful _____ him for his support.
22. They have placed an order _____ 150 monitors.
23. We hope to sell the goods _____ a profit and not _____ a loss.
24. Were the goods sent _____ air or sea?
25. They sent us a fax _____ reply _____ our letter.
26. We never sell _____ credit.
27. We need the part _____ 1 April _____ the latest.
28. I have an appointment with the Personnel Manager 30 June _____ 10 am.
29. They are regular customers and have placed orders us _____ many years.
30. Would you please send us some information _____ your new product.
31. We are disappointed _____ the service.
32. Workers earn \$500 _____ average.

33. We will send you a quotation _____ request.
34. The bill has to be settled _____ 2 weeks.
35. Mr Moon is employed _____ our company in Paris.
36. John has a house _____ the suburbs.
37. Follow the signs to get _____ Dublin.
38. Turn right _____ the next traffic lights, the factory is _____ the school.
39. If you drive down the N16 you will come out _____ a main road.

Exercise - Choose the correct preposition

1. Brian's staying with a friend number 6 London Road.
a) at b) on c) up d) through
2. Go that road and you'll see a No. 57 bus stop.
a) between b) at c) across d) around
3. Be careful! Don't fall the stairs. They're still wet.
a) to b) down c) past d) opposite
4. Graham sits Janet and Rita in music lessons.
a) at b) among c) between d) in
5. Turn left the traffic lights, then right.
a) at b) on c) into d) along
6. Walk the road as far as the park.
a) at b) along c) through d) around
7. We live Glasgow, not far from the city centre.
a) at b) among c) in d) on
8. You'll find the book the table, under the newspaper.
a) at b) in c) on d) back to
9. Malcolm lives in a large house Nelson Avenue.
a) through b) in c) among d) between
10. The office where I work is the town centre.
a) on b) near c) along d) across
11. Put your bag the chair. It'll be safe there.
a) at b) up c) under d) past
12. Our flat is the shop so we don't have far to go to work!

a) on b) above c) back to d) off

13. Take your feet the table! Who do you think you are?
a) in front of b) down c) not far from d) off

14. The station is the town centre so leave early!
a) down b) on c) off d) a long way from

15. Meet me the bus stop at a quarter to eight.
a) over b) at c) across d) through

Exercise - Put *at*, *in* or *on* into these sentences:

1. Don't you love getting up late the weekend?
2. Our neighbours go on holidays spring.
3. I'd like to travel to Glasglow 3rd August.
4. I'll see you the morning.
5. I always go to town to do some shopping Saturday.
6. It can get cold here January so bring warm clothes!
7. George is often late Monday mornings and so is the boss.
8. The last bus goes midnight and taxis are very expensive.
9. It was nice to meet all my friends New Year.
10. We usually visit my wife's family New Year's Day.
11. I think Max was in London for the first time 1993.
12. Could you take your holiday September this year?
13. Susie has a lot of work to do the moment.
14. Would you like to go sailing Saturday afternoon?
15. The trains leaves 8.45 the evening.
16. Would you like to go out for dinner your birthday?
17. We want to give Miranda a surprise party Friday.

Exercise - Complete each sentence by using *from* or *for*:

1. I had no money so I had to borrow some Jim.
2. The thief stole Mabel's purse her handbag.
3. Which company do you work ?
4. Good morning. I'm the manager. What can I do you?
5. I'm looking my book. I left it somewhere in this room.
6. The two murderers escaped prison last night.
7. I'd like to thank you all your help.
8. Rupert should apologise being so late.
9. Right, so who is going to pay the drinks?
10. I'm Dutch. Which country do you come ?
11. You work too hard! You should ask your boss a holiday!

Exercise - Now complete these sentences by using *of* or *on*:

1. George spends all his money computer games.
2. Can you think a word that means the same as »unhappy«?
3. This food reminds me the time I went to Spain.
4. Are you going to play tennis? – It depends the weather.
5. It's so noisy in here! I can't concentrate my work!

Exercise - Complete each sentence with one of the phrases below. Use each phrase once only.

at least	for ages	in a hurry	in private
by air	for example	in love	in time

1. Jo never travels as she hates flying.
2. Why does Nigel run everywhere? He's always
3. Luckily we arrived just to catch the last bus.
4. The organisers expect 70 people to come to the meeting but there could be many more.
5. Have you got any identification, a driving licence?
6. Oh, hello! I haven't seen you ! How are you?
7. Kevin keeps sending me flowers. I think he must be !
8. Can I speak to you ? I don't want the others to hear.

Exercise - Now do the same with these sentences:

out of work	in fact	on foot	on the phone
in his forties	on his own	on holiday	on time

1. We came back I'm sure the walk was good for us.
2. The plane left but it arrived an hour late.
3. After the children left, Joe lived for a few years.
4. I think my boss is but it's difficult to say exactly how old he is.
5. Ruth is away at a hotel somewhere in the Bahamas.
6. Is that boy still ? Who is he talking to now?
7. If the factory closes, 150 people will be
8. People think he comes from the USA but he's Canadian.

Student life: courses and exams

With \$25,000 you couldn't afford a Harvard MBA but you could afford your own Boeing 747 Jet for an hour.

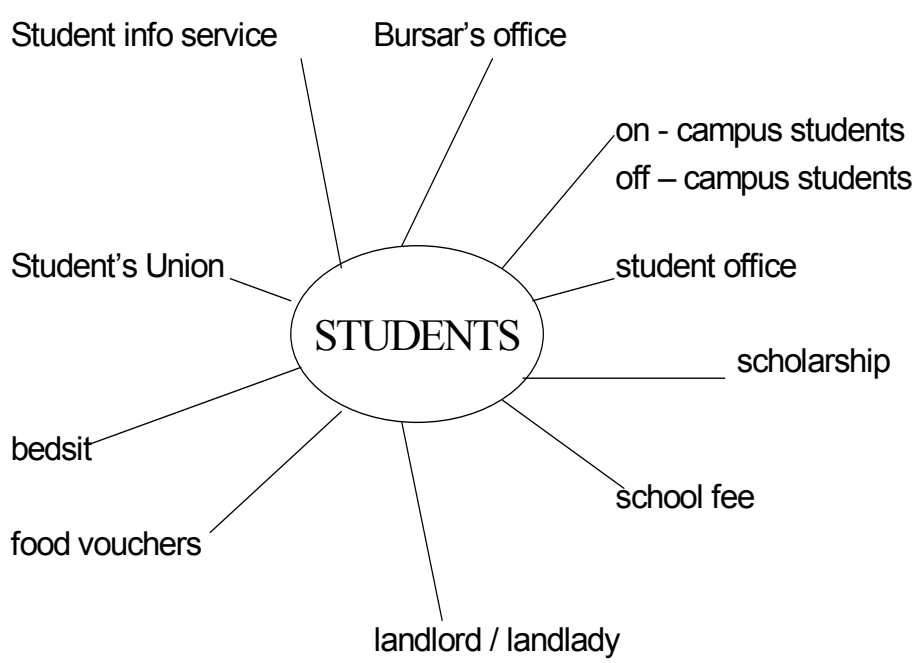
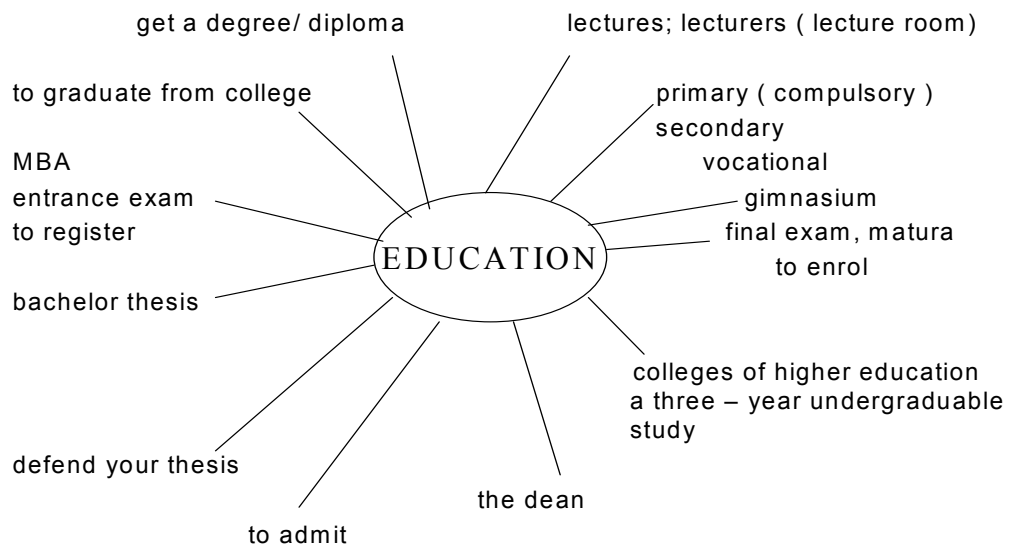
Enrolling in courses

Look at this information leaflet for students at Welney College. Then look at how David explains the system informally to a friend, using phrasal verbs. The numbers (1,2, etc.) help you to match the phrasal verbs with their meanings.

Welney College Promoting excellence
<ul style="list-style-type: none">• Autumn term ends¹ on 18 December. Spring term begins² on 8 January.• Students wishing to register for³ spring term courses should do so before 12 December.• Any student not completing a course⁴ will not receive credits for that course.• Course essays must be submitted in a final form⁵ seven days before the end of a course.• Students failing more than 30% of their total coursework will be expelled⁶ from the college.
A. Jobsworth, Academic Administrator

David:

- We break up¹ on 18 December and go back² on 8 January, so we've got about a three-week break.
- But we've got to sign in³ for courses for next term before 12 December.
- You have to go to all the lectures; if you drop out⁴ before the end, you don't get the credits.
- And you have to write up⁵ your course essay and submit it a week before the course ends.
- If you fail 30% or more of your courses, they throw you out⁶ of the college.



Before an exam

Six tips for exam success

- Keep your reading up¹ during the term so that you have less to read just before the exam.
- Brush up on² some of the things you learnt a long time ago; they may possibly come up³ in the exam.
- Don't just mug up⁴ on the key points you need for the exam and hope that you'll scrape through⁵ with little effort.
- On the other hand, don't try to do everything. Swotting up⁶ on everything you have done all term means you will have to revise a lot of useless things too.
- Concentrate on polishing up⁷ the most important areas and your best skills.
- Don't fool yourself that you'll pass the exam on the basis of what you've picked up⁸ during the lectures and classes. You will need to revise!

¹ continue to do something

² practise and improve your skills or your knowledge of something, usually something you learned in the past but have partly forgotten

³ if a question or a subject comes up in an exam, that question is asked or questions about that subject are asked in the exam

⁴ (informal) quickly try to learn the main facts about a subject, especially before an exam (often + on)

⁵ manage with a lot of difficulty to succeed in something

⁶ (informal) learning as much as you can about something, especially before an exam (often + on)

⁷ practising and improving your skills or your knowledge of something

⁸ learnt by absorbing it rather than studying it

Exercises

1 Rewrite these sentences using the words in brackets, so that they keep the same meaning.

1 I'm going to register for a course in statistics next year. (SIGN)

2 Several students did not complete the Moral Philosophy course. (DROP)

3 Our course finishes on 20 June. (BREAK)

4 He was forced to leave university after one term. He'd done no work at all. (THROW)

5 I can't come out tonight. I have to have my essay finished for tomorrow. (WRITE)

6 My next term at college starts on 12 September. (GO)

2 Which of these would make most students happy and why?

breaking up

dropping out

being thrown out

scraping through

mugging up

swotting up

3 Choose the best phrasal verb from the opposite page to complete this letter.

Cambridge, 20 June

Dear Auntie Meg,

At last my first year exams are over. It's such a relief. I feel as if I've done nothing but _____ (1) for them for ages. Although I'd _____ (2) with work quite well during the year, I still needed to _____ (3) everything that we had covered, of course. Fortunately, everything that I hoped would _____ (4) in the exam paper did. So I hope I've done OK and haven't just _____ (5). Now all I have to do is _____ (6) one course assignment, which I need to hand in by the end of term.

We don't _____ (7) till the end of the month and I won't be home till then. We don't _____ (8) until the end of September, so it'll be a lovely long break. I look forward to seeing you soon.

Love,

Suzanna

4 Correct the ten phrasal verb mistakes in this paragraph. Either the wrong particles or the wrong verbs have been used.

Dick hardly worked up at all for his exams. He brushed over on the history of the French Revolution, but no questions on the French Revolution got up in the exam. He was afraid that he would be thrown off university for failing his exams. However, he did just manage to scratch through them and so he will be in college when we return back next term. He has promised to try to keep through with work next year as he is planning to sign in for a couple of quite difficult courses, including business studies. He'll have to polish over his French because the business studies course involves spending a term in France working in a business. He thinks he can just lift up the language when he gets there, but I think he should study it before he goes because he only has school French.

Reading and writing

Writing

<i>phrasal verb</i>	<i>meaning</i>	<i>example</i>
write out sth or write sth out	<ul style="list-style-type: none"> write something again in a better or more complete way write something on a document, e.g. a cheque or prescription, so that it can be used 	Do your essay in rough first and then write it out . The doctor wrote out a prescription for some sleeping tablets.
note down sth or note sth down	write words or numbers, often so that you do not forget them	Note down your password somewhere safe
jot down sth or jot sth down	write something quickly on a piece of paper so that you remember it	Jack jotted down Sue's address on a scrap of paper.
scribble down sth or scribble sth down	write something very quickly on a piece of paper	The lecturer spoke so fast that I could only scribble down a few words.
make out sth or make sth out	write all the necessary information on an official document, e.g. a cheque, an application, a ticket	If you have time to wait, we could make out your airline ticket now.
fill in sth or fill sth in	write all the necessary information on a official document, e.g. a form	Please fill in this registration form and return it by 18 September.
fill out sth or fill sth out	write all the necessary information on an official document, e.g. a form	Let's fill out this questionnaire together.

Exercises – Education

1. ANSWER!

Which school did you visit before?

When did you enrol for Celje School of Commerce program?

How long does the study take?

Do you have a scholarship?

Do you have to pay the fee?

Do you live on campus?

Are lectures compulsory?

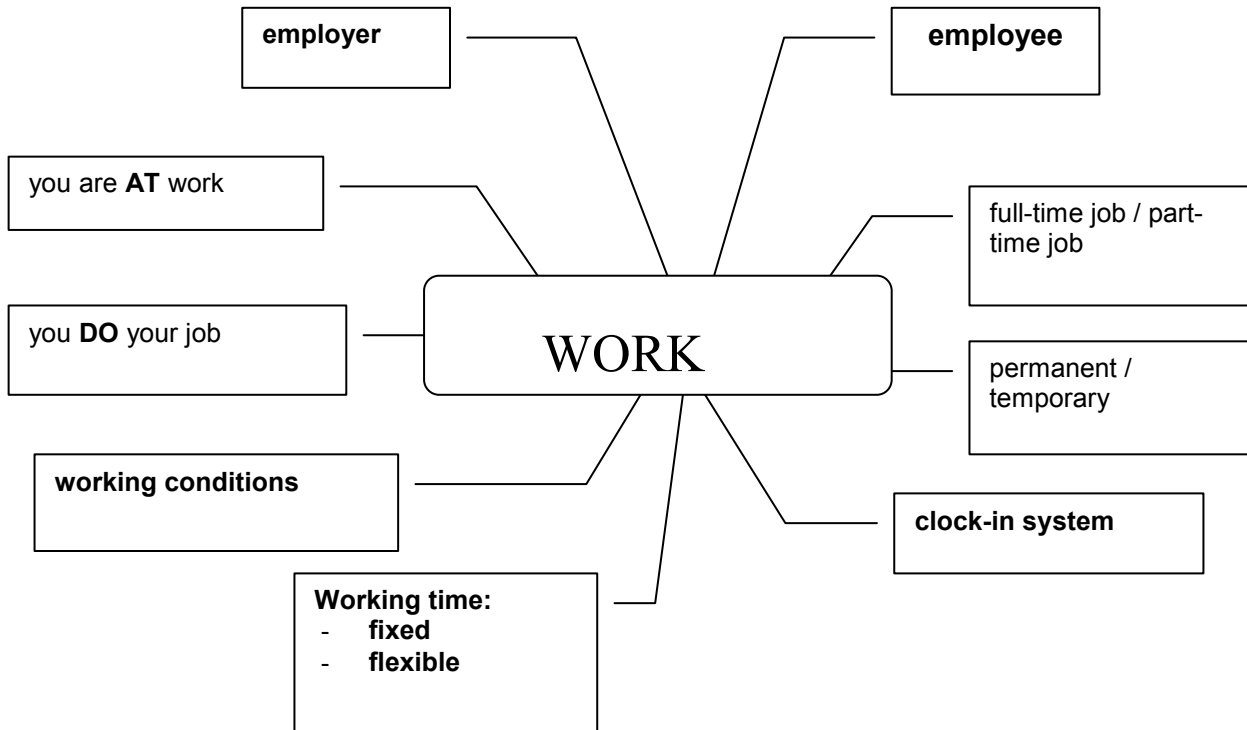
What is a thesis?

Who's the dean of Celje School of Commerce?

Who's Vice dean of Celje School of Commerce?

Where's student office?

Work



Exercise - Use a word from the box to complete each sentence. The first one is an example. There is one extra word that you don't have to use.

deal responsible ~~work~~ job manage under of responsibility

- 0 I work for Morgans the aircraft company.
- 1 I _____ the manufacturing plant in Cambridge.
- 2 I am in charge _____ the production team.
- 3 About 120 people work _____ me.
- 4 Coordination between production and design is my _____.
- 5 I _____ with a lot of people in the company and with our customers.
- 6 I'm _____ for a budget of over € 100 million.

Exercise - Write one word from the box below in each gap to complete the text. The first one is an example. You may choose to use some words more than once.

at for in of off on get to

'My name is Anne Scott and I work for a public relations company in London. I leave _____ work at 7 o'clock in the morning. I go _____ work by train and I usually _____ to work by 8:30. I'm always _____ work till about 6 o'clock so I never get home before 7:30 pm. Last year I broke my leg and so I was _____ for over a month. I didn't like being at home. I love my job. I would hate to be permanently out _____ work.'

Exercise - In each sentence write the correct form of the word given in brackets (). The first one is an example.

- 0 I'm responsible for managing the design team. (manage)
- 1 I'm in charge of _____ the work of the team. (coordinate)
- 2 One of my responsibilities is to _____ sure that we don't spend too much money. (make)
- 3 My team is responsible for the _____ of new models for production. (design)
- 4 I'm in charge of _____ our work for the whole year. (plan)

Exercise - Write one word from the box below (Skills and qualifications) in each gap to complete the text. You may choose to use some words more than once. The first one is an example.

with	from	in	as	for	at
------	------	----	----	-----	----

'My name is Jean Wilson and I have just started working in a bank. I graduated _____ Edinburgh University last year with a degree _____ Business and Management. Now I am going to train _____ an accountant. I think I will do well because I am good _____ figures and I am skilled _____ using computers. I think that training _____ a specific job will be more interesting than the general education I got at university.'

Exercise - Choose the best word from the brackets () to fill the gap. The first one is an example.

- 0 Everyone should stay in full-time education until they are at least 18. (school/education)
- 1 Of course _____ qualifications are important, but they're not everything. (printed/paper)
- 2 I look for people with lots of relevant _____ experience. (job/work)
- 3 Our company runs some very good in-house _____ courses. (training/skilled)
- 4 Last year we spent over £ 50,000 on management _____.(experience/development)
- 5 We value people who are highly _____ and want to get on. (motivated/graduated)
- 6 Tom gets on well with everyone. He is a great team _____. (person/player)

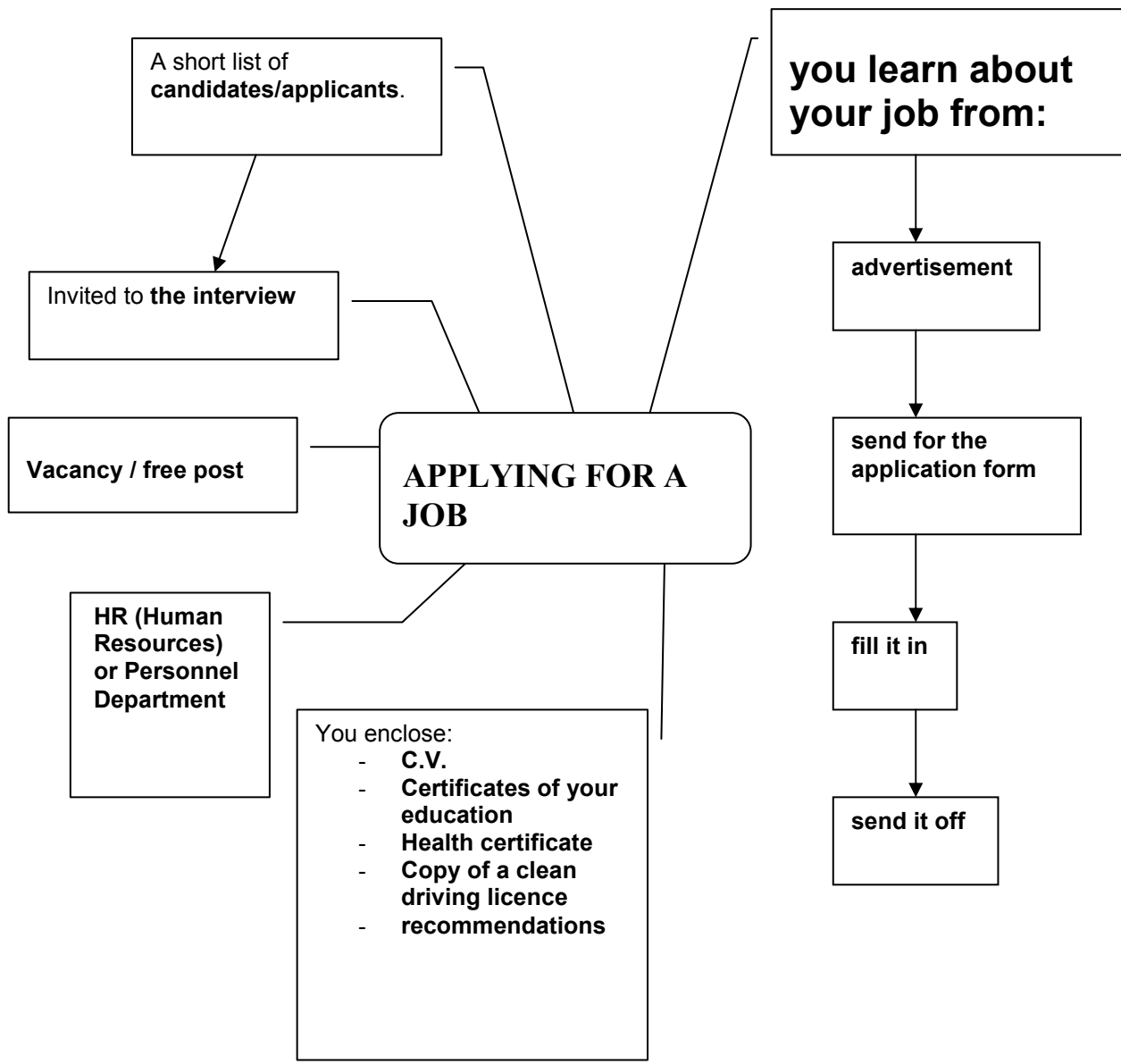
Exercise - Choose the best word (People and workplaces) from the brackets () to fill the gap.

- 1 The CEO is the head of the _____ team. (administration/management/organization)
- 2 We have 200 people on our _____. (recruitment/business/payroll)
- 3 Our _____ department is responsible for recruitment. (personnel/employee/worker)
- 4 Our main office is in London but we have _____ all over the country. (places/companies/sites)
- 5 I supervise all the _____ workers on the production line (manual/white-collar/labour)
- 6 I am in charge of training in the human _____ department. (support/resources/staff)
- 7 We have a _____ of 65 in London and about 30 in Paris. (staff/union/headquarters)
- 8 You haven't been paid this month? OK, I'll put you through to the _____ department. (pay/salary/finance)

Exercise - Choose the best word (Organizations) to fill each gap from the alternatives given below. Put a circle around the letter, A, B or C, of the word you choose.

'The economy of eastern Europe has changed a lot. Twenty years ago, the main industries were completely nationalized and many companies were owned by the (1) _____. They did not work well. They were inefficient and (2) _____. Now governments are trying to (3) _____ them, but it is not easy to find (4) _____. People don't want to put money into the old companies. However, some people are happy to (5) _____ their money on new business and there are signs that a new enterprise (6) _____ is growing.'

- | | | |
|------------------|---------------|----------------|
| 1 A nation | B state | C country |
| 2 A automatic | B diplomatic | C bureaucratic |
| 3 A privatize | B nationalize | C enterprise |
| 4 A corporations | B firms | C investors |
| 5 A save | B risk | C sell |
| 6 A culture | B commerce | C concern |



Your First Day on the Job

Each year around 20 million Americans begin a new job. You will be one of them. A new job offers a chance to begin anew-to show what you can do on a payroll or to correct mistakes you made in past positions. Here is some advice on what to expect and how to handle yourself accordingly.

Get off to a good start and you can be a winner.

Much of your day will be filled with minor details-you are shown where you work, how to do certain tasks, and where to find little things you need or you may have to wait to fill out numerous employment, health, liability and other forms. An employee or where handbook may be placed in front of you and you will be asked to read it. Hint: if you asked to read things ask if you can take them to read at night.

You will be exposed to many new faces, new names, and new rules. Make a point to remember the people you meet and how they fit into the organization. Hint: Use a small notebook to jot down names and functions as you meet people.

Learn what you need to know and who can answer questions. Does your boss want you to first ask your colleagues or go directly to the top person? It often pays to have several questions before interrupting people to ask them. Hint. Write your questions down in your note book.

People all around you have their own work to do. They are usually willing to help but can only spare so much time from their activities. So, limit the number of times you interrupt them and try to sense when their mood changes from cheerful assistance to grudging help.

Learn how you will be trained. Many organizations have a formal orientation or training program. Others use on-the-job instruction or assume you will learn a lot on your own. Take all training seriously, just as you might a school course in which you want an "A".

Ascertain the normal working hours, period for lunch or break. Keep within the required time periods for a while-no matter what other employees do. Every setting has some things you must do, some things which it is nice if you do, and some things which really don't need to do. Early on, try to distinguish which are what, Hint: Pick some successful employees and watch what they do. If in doubt, ask them for guidance.

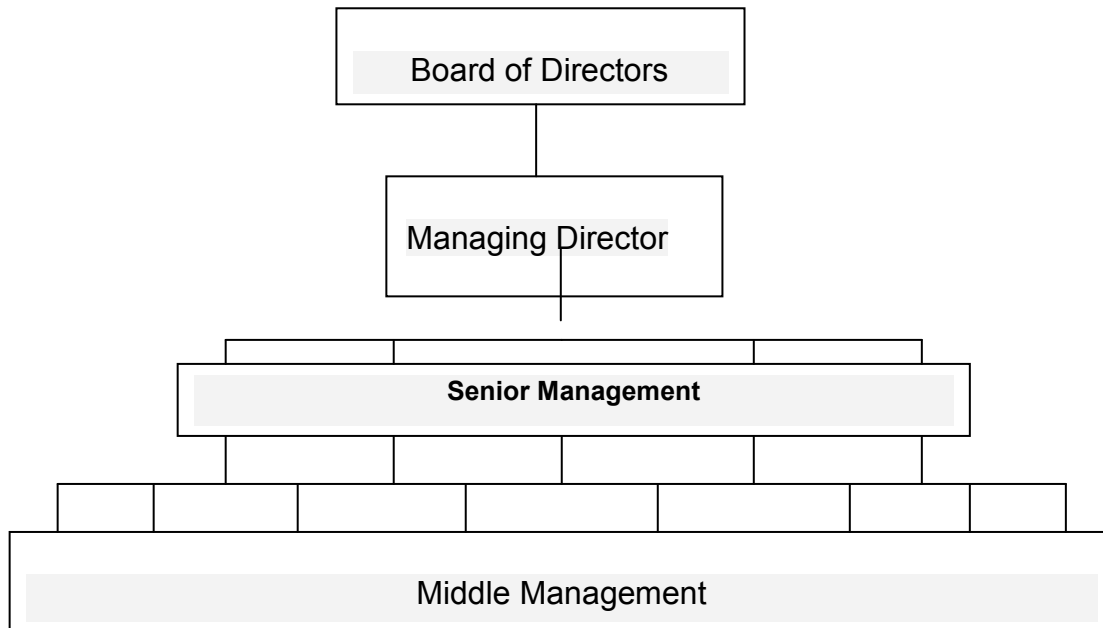
Eventually you will want to select one or more employees whom you respect and try to work up to their level. But don't force friendship too soon or you may find yourself close to someone who, in the long run, may be bad news.

JVS of Greater Toronto

Skills for Successful Employment Workshop – 4

The structure of the company

Most companies are made up of three groups of people: **the shareholders** (who provide the capital), the **management**, and the **workforce**. The management structure of a typical company is shown in the following **organisation chart**:



At the top of the company hierarchy is the **Board of Directors**, headed by the **Chairperson** (or **President**). The Board is responsible for making policy decisions and for determining the company's strategy. It will usually appoint a **Managing Director** (or **Chief Executive Officer – CEO**) who has overall responsibility for the running of the business. **Senior managers** head the various departments or functions within the company.

Exercise

DESCRIBING YOUR DEPARTMENT

a. describing the activity of a department

My department deals with marketing.

is responsible for administration.

We organise tests / studies / research.

We work with customers / suppliers / subsidiaries / other companies in the group.

b. describing the staffing of a department

There are . . . people in the department.

I'm in charge of the department.

I am one of the managers / technicians / secretaries / engineers.

c. describing the activity of a department

We have a large office / three laboratories / a small building.

We use computers / fax / e-mail a lot.

We have a well equipped laboratory / a lot of technical equipment.

Exercise

MATCH THE DEPARTMENTS ON THE LEFT WITH THE CORRECT DEFINITIONS ON THE RIGHT.

sales	is responsible for manufacturing goods
purchasing	deals with recruiting new staff
planning	deals with invoices and payments
research and development	handles advertising and new product launches
quality control	buys in products and services
production	tries to develop new products
personnel	makes sure that standards are maintained
finance	persuades people to buy the company's products
distribution	sets out a strategy for the company's future
marketing	transports goods to different places

Exercise

MATCH THE JOBS WITH THE DESCRIPTIONS ON THE RIGHT.

managing director	I organize training courses for members of staff.
personal assistant	I set up the equipment and do experiments and tests
sales representative	I am the senior executive
training officer	I check that products are made to the right standards
purchasing manager	I visit customers and try and increase business
laboratory technician	I work with the Managing Director. I am responsible for his diary, organize his travel, and take calls for him.
quality control manager	I buy everything the company needs, from raw material to stationery.

More departments

R&D	Human Resources
Communications	Sales and Marketing
Engineering	Financial
Manufacturing services	Legal Affairs

Exercise

Sectors – match.

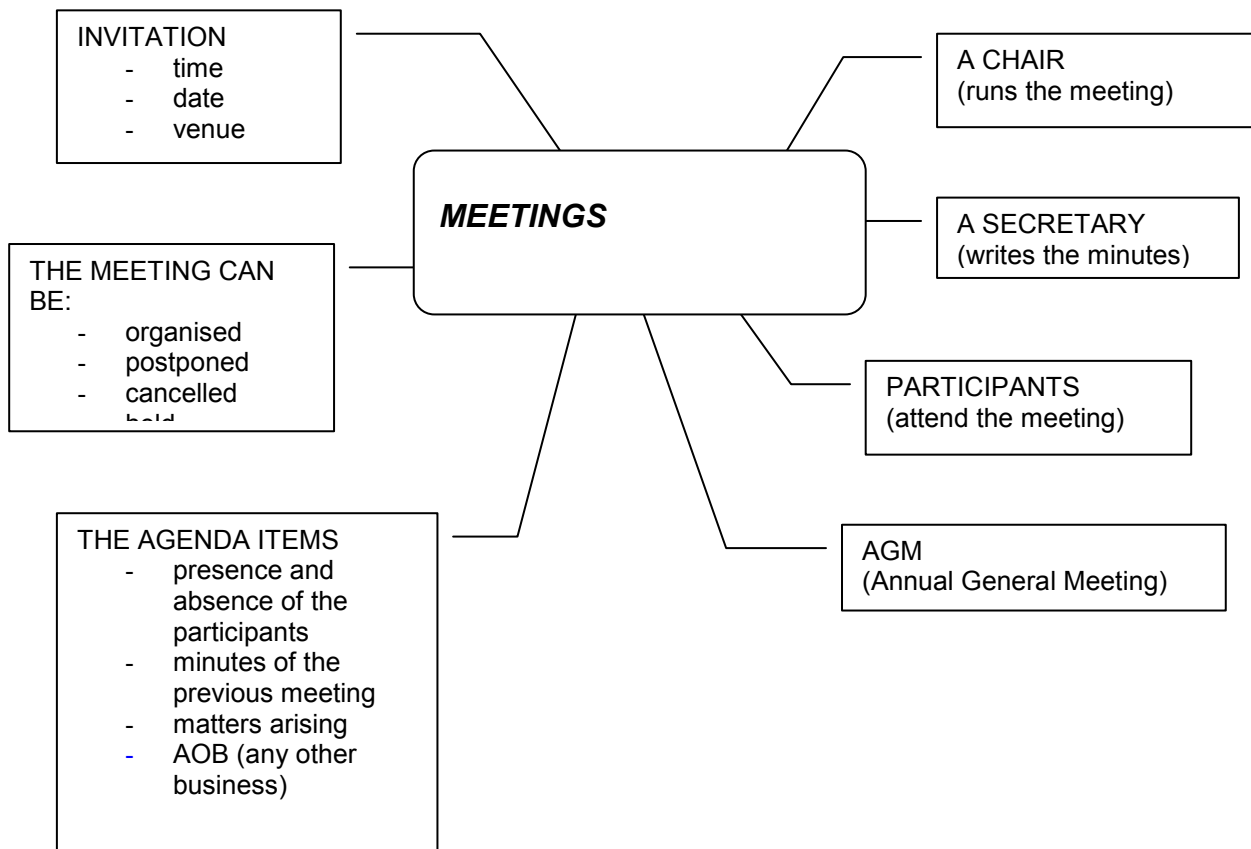
Industrial and Consumer Sector	Europe, Asia Pacific, Canada, Latin America
Information, Imaging and Electronic Sector	Medical products, Healthcare services
Life Sciences Sector	Electrical products, Photo colour systems
International Operations	Industrial tape, Special adhesives and chemicals

Exercise

MATCH THE EXPRESSIONS ON THE RIGHT WITH DEFINITIONS ON THE LEFT.

1) Catering	a) deals with phone calls in and out of the company
2) Customer Services	b) protects staff and property against crime
3) Dispatch and Distribution	c) sells goods, contacts customers, deals with inquiries
4) Finance	d) monitors company products, tries to improve their quality
5) Health and Safety	e) deals with visitors, takes messages
6) Maintenance	f) develops new products and new ideas
7) Marketing	g) produces goods

Meetings



Language summary

A BEGINNINGS

- There are three / several / a number of points I'd like to make.
- I would like to begin by

B ASKING FOR AN OPINION

- What's your opinion of . . .
- What's your position / view on . . .

C GIVING AN OPINION

- I believe / think / feel that . . .
- In my opinion / view . . .

D BRINGING IN ANOTHER SPEAKER

- I'd like to call on Mrs Kelly to present her views on . . .
- Allow me to give the floor to Ms Miller . . .

E AGREEING

- I agree entirely / completely.
- I think we are in agreement on that.

Meetings: Key terms

The process

Before the meeting **takes place**, it is important to invite **participants** to propose **items** or **points** for the **agenda**. **Drawing up** the agenda is usually the responsibility of the **secretary** or the **chair**. When the chair **opens** the meeting, it is usual to **run through** the agenda quickly. The first **item** is usually **Matters Arising**, to allow participants to go through the **minutes** of the previous meeting. After this, the discussion of the other **points** can begin. During the discussion, participants make **recommendations** and **proposals** in order to **solve** problems. If the meeting **is scheduled** for a whole day, it is typical to **take breaks** and **to adjourn** for lunch. Of course, it is necessary **to resume** (start again) after lunch. In the middle of the afternoon, participants often ask for **a time out** if they are feeling tired. At the end of the meeting, the last or next-to-last point is often **AOB** (Any Other Business) which gives participants the opportunity to **raise** other **issues** not included in the main agenda. During the meeting someone is **nominated** to **take** the minutes and after the meeting this person will **write up** the minutes for **circulation** to the other participants before the next meeting. Finally, the chair will **close** the meeting.

Note:

A chair = chairperson – chairman – chairwoman

To chair a meeting

Exercise

Answer the questions:

- 1 Who is responsible for the meeting?
- 2 What's secretary's job?
- 3 What information is usually on the invitation?
- 4 What items are on the agenda?
- 5 What does AGM stand for?
- 6 What does AOB stand for?

Translate:

- 1 Kdo vodi danes sestanek?
- 2 Sestanek je preložen na 20. marca.
- 3 Sestanek je odpovedan zaradi bolezni.
- 4 Preidimo k točki razno.
- 5 Vi imate besedo gospod White.
- 6 Lahko nekaj predlagam?
- 7 Ne strinjam se z vašim predlogom.
- 8 Mislim, da nimate prav.
- 9 Ali si že dobil zapisnik prejšnjega sestanka?
- 10 Kdaj je skupščina Telekomoma?
- 11 Preidimo k drugi točki dnevnega reda.
- 12 Kakšno je vaše mnenje o predlogu....?
- 13 Mislim, da bi se še morali pogovoriti o tekočih problemih.
- 14 Njegov predlog je bil zavrnjen.
- 15 Čas je potekel.

Arranging a meeting

V primerih od 1-12 obkrožite najustreznejšo besedo.

- 1 What time would be *convenient for/be convenient/suit* you?
- 2 Are you free *sometime/anytime/one time* next week?
- 3 Could we *meet on/-/at* Thursday *during/on/in* the afternoon? Perhaps *on/-/at* 3pm?
- 4 Yes, I think I *shall/should/would* be able to make next Friday morning.
- 5 I'll *email/return to/get back* to you later today to confirm it.
- 6 I'm out of the office *for/until/till* 2pm on that day. Anytime after that *could be/is/would be* fine.
- 7 I'm afraid I'm *busy/occupied/tied up* all day next Tuesday.
- 8 *Pardon me,/Sorry,/I'm afraid* I can't *make/control/manage* it on that day.
- 9 Sorry, I've already got an *arrangement/an appointment/a promise* on that day.
- 10 *What if/What about/How about* Wednesday *instead/in place of/as an alternative*?
- 11 Would you *mind/matter/object* if we put the meeting *back/off/away* to the following week?
- 12 I'm *very sorry/regret again/apologise again* for any inconvenience caused.
- 13 I look forward to *see/seeing/speaking* to you next week.
- 14 Give me a *call/telephone/ring* if you have any problems.
- 15 Give my *regards/best wishes/compliments* to Ms Wilfandt.

Telephoning

The phrasal verb on the left in the table below are all used in telephoning in English. Match each verb with a suitable definition from the column on the right.

- | | |
|---------------------------------|-----------------------------|
| 1) to put through | a) to disconnect |
| 2) to hang up | b) to discover |
| 3) to ring up | c) to wait |
| 4) to take down | d) to lift |
| 5) to look up | e) to connect |
| 6) to cut off | f) to replace |
| 7) to get through | g) to write down |
| 8) to find out | h) to call again |
| 9) to put down | i) to be connected |
| 10) to hang on / to hold on | j) to replace the receiver |
| 11) to pick up | k) to find information |
| 12) to ring back / to call back | l) to make a telephone call |

1		2		3		4		5		6		7		8	
9		10		11		12									

The indirect way (used often for business correspondence)

First Sentence:

	calling		<u>your fax</u> dated March 27.
I am		in	with <u>your letter</u> of 22nd of May.
	writing		<u>our recent phone conversation</u> . (HAS TO BE A NOUN)
			<u>your electric bill</u> .
			<u>the shipment</u> we received.
			<u>an outstanding bill</u> .

Second Sentence states the Problem:

It was very and Could you please send it again?

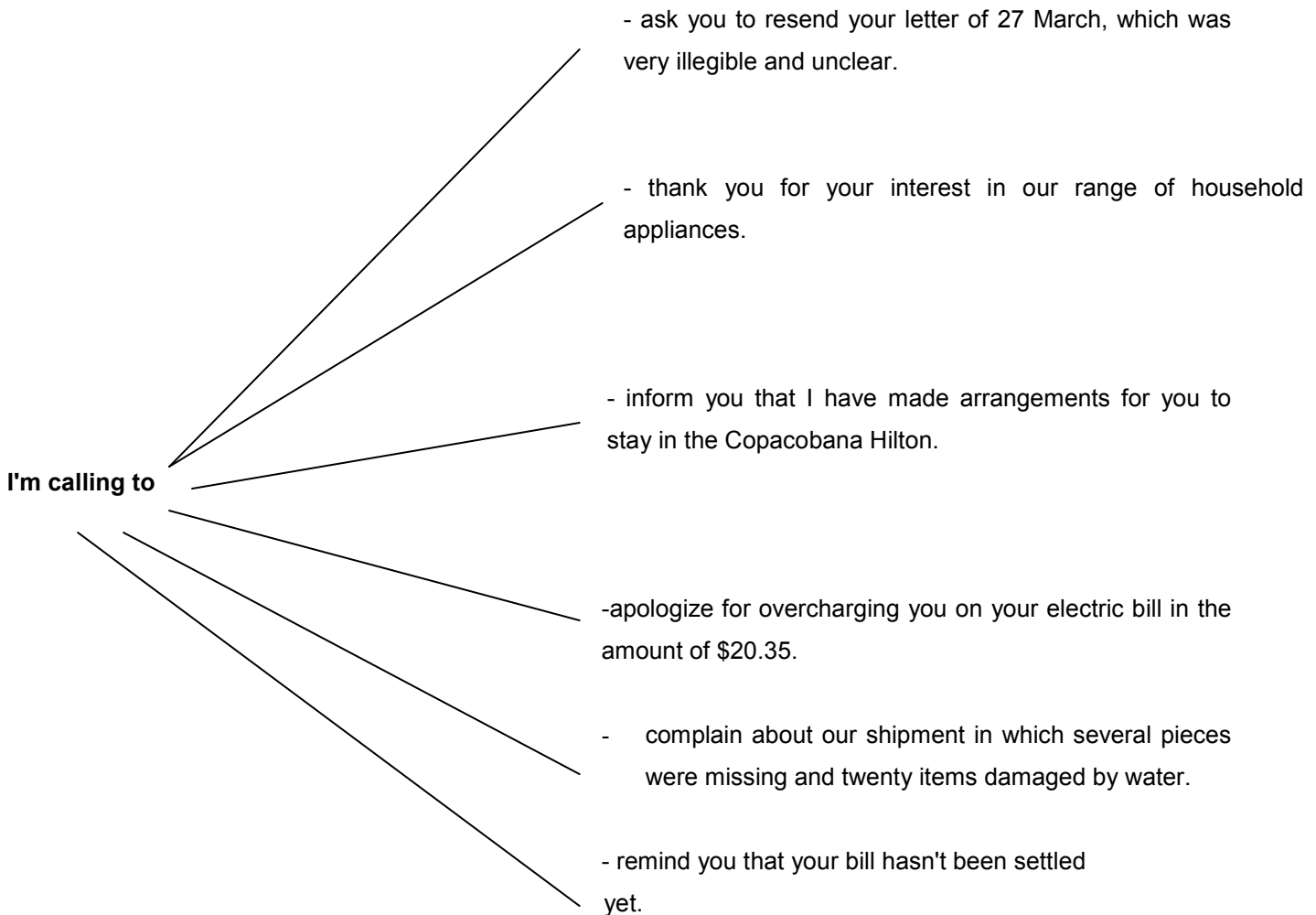
Thank you for your in our range of household appliances.

I have made for you to stay in the Copacobana Hilton. I would like to for overcharging you in the amount of \$20.35.

Several were missing and twenty pieces had been damaged by water.

Going over our records, we noticed that your last bill hasn't been yet.

The direct way (used often for telephoning)



Exercise - Drill

Complete these sentences.

1. I'm calling to(odpovedati sestanek)
2. I'm calling to(dogovoriti se za sestanek)
3. I'm calling to(rezervirati hotelsko sobo)
4. I'm calling to(naročiti 25 strojev)
5. I'm calling to(preložiti sestanek)
6. I'm calling to(obvestiti o novih tel. štev.)

1. I'm afraid she(ni v pisarni)
2. I'm afraid he(šel ven)
3. I'm afraid but(ne morem vam pomagati)
4. I'm afraid she(na sestanku)
5. I'm afraid but(bo na službenem pot.)

1. Would you like to?(poklicati nazaj)
2. Would you like to?(odpovedati sestanek)
3. Would you like to?(preložiti sestanek)
4. Would you like to?(ostati na zvezi)
5. Would you like to?(govoriti z g. Černetom)
6. Would you like?(skodelico kave)
7. Would you like?(enoposteljno sobo)
8. Would you like to?(ostati še kakšen dan)
9. Would you like to?(vzeti taksi)
10. Would you like to?(se srečati z njim v mestu)

1. Could you?(nam poslati kopijo pogodbe)
2. Could you?(rezervirati tri enoposteljne sobe)
3. Could you?(njega pričakati na letališču)
4. Could you?(govorili počasneje)
5. Could I?(govoriti z ga. Nunn)
6. Could I?(dobiti vaš e-mail naslov)
7. Could you?(črkovati vaš priimek)
8. Could you?(preveriti, če je pog. že podp.)

1. Well, I'll have to(preveriti, če je v pisarni)
2. Well, I'll have to(najti kopijo pogodbe)
3. Well, I'll have to(preveriti, če je pog. že podp.)
4. Well, I'll have to(vprašati, če ima v petek čas)
5. Well, I'll have to(ponovno napisati fax)

6. Well, I'll have to(poklicati ponovno)

1. I'll see if(Mr Dobbs v pisarni)

2. I'll see if(se lahko sreča z vami)

3. I'll see if(ima čas v torek)

4. I'll see if(bo nazaj do 12.00)

5. I'll see if(oni potrdili rezervacijo)

Exercise - Translation

Lahko govorim z gospodom Brownom, prosim?

Žal ga ni v pisarni.

Prišel bo čez 10 minut.

Mu želite pustiti sporočilo?

Prosim pokličite nazaj čez 20 minut.

Oprostite, lahko ponovite svoje ime?

Koliko je vaša interna številka?

Gospoda Novaka lahko pokličete direktno. Njegova interna številka je 8513.

Ali je to British Airways agencija?

Rezervirala bi eno povratno vozovnico Lj – London, London – Lj za 15. maj 2001.

Prosim sedež pri oknu.

Kdaj prileti letalo v London?

Koliko časa pred poletom je potrebno priti na letališče?

Hvala za vaš klic . Nasvidenje.

Od kod ste ?

Kje je vaše stalno prebivališče?

Vaš podpis prosim?

Kdaj je rok za oddajo plačila?

Direktor je bil prejšnji teden na službeni poti.

Kdaj nam nameravate poslati vaš zadnji / najnovejši katalog?

Rok poteče 8. maja .

Sestanek se začne ob petih popoldne.

Kdaj zopet nameravate priti v Krko?

Pravkar sem poklicala taxi.

Avtobusi vozijo točno.

Lansko leto je bila konferenca na Hrvaškem.

Ste že poklicali g. Novaka?

Ste že obvestili g. Langa?

Gospoda Langa še nisem obvestila, bom ga pa obvestila čez 10 minut.

Pismo smo mu poslali v torek.

Odgovora še nismo dobili.

Rad bi govoril z g. Novakom.

Bi mu lahko sporočili, da me prihodnji teden ne bo v službo.

Trenutek, prosim.

Kdo kliče, prosim?

Georg Miller je na sestanku. Danes ga ne bo več nazaj v pisarno.

Ste že preverili podatke?

Žal jih še nismo preverili.

Exercise

Now use these phrasal verbs to complete the sentences.

- 1 I didn't know his number so I had to it up.
- 2 We were during the call so I had to
- 3 The man on me because he lost his temper.
- 4 I tried to to your office this morning but the line was engaged.
- 5 the embassy and ask them to you to the press department.
- 6 When I phoned the bank I had to for nearly 10 minutes.

Telephoning scenarios

Fill in the missing expressions.

SCENARIO 1: (The person is available.)

Mary Smith: Good *morning*. IBM Slovenia, Mary Smith

CALLER: Good *morning*. This Bob Sills from IskraTel. I..... to Mr Jones

Mary Smith: Just, please. I'll you.

CALLER: Thank you.

Mary Smith: You're

SCENARIO 2: (The person is not available.)

Mary Smith: Good *morning*. IBM Slovenia, Mary Smith

CALLER: Good *morning*. This is Bob Sills from IskraTel. I..... to Mr Jones

Mary Smith: Just, please. (after 5 seconds) I'm sorry at the moment.

..... a message?

CALLER: Yes. is Bob Sills, from Iskratel and my number is :
..... 04 and the number is 42 21 385, 33. about
the contracts,
whether they've been signed or not.

Mary Smith: I'll sure that Mr Jones the message.

CALLER: Thank you

Mary Smith:

SCENARIO 3: (MAKING AN APPOINTMENT / SETTING UP A MEETING)

SECRETARY: Good *morning*. Dr. Lane's office, can ?

CALLER: Hello, is Ms Smith. I'd an appointment to see the doctor.

SECRETARY: Of When would it you?

CALLER: Mornings are Would Wednesday morning OK?

SECRETARY: I'm, Dr. Lane doesn't office hours on Wednesday mornings.
about Thursday morning?

SECRETARY: time?

CALLER: 10:30 be all right?

SECRETARY: That be fine. I'll put you for 10:30 on Thursday then.

CALLER: Thanks.

SECRETARY:

SCENARIO 4 (RESCHEDULING AN APPOINTMENT / MEETING)

SECRETARY: Good *morning*. Dr. Lane's, can I help

CALLER: Hello, is Mary Smith. I have an with Dr. Lane at 10:30 on
Thursday morning, but I'm that I won't to make it.

SECRETARY: Would you like to the *appointment*?

CALLER: Yes, what time would be

SECRETARY: How next Monday at 1:15 in the afternoon?

CALLER: That would me. Thanks very much.

SECRETARY:

Practice

Can you change this telephone conversation to make it more polite and appropriate?

Hello. Are you John Smith?

.....

No. You'll have to wait. I'll connect you to him.

.....

Hello, John Smith.

.....
Hello. I am Jane Black.

.....
Hello. What do you want?

.....
I want to see you next week to discuss some problems with our new project.

.....
Well, you can't, I'm busy next week so it's not convenient.

.....
Oh. Well, can I see you the week after next?

.....
Yes, Monday morning would be OK.

.....
All right then. I'll see you on Monday at 10 am.
.....

Correspondence

Pisma in elektronska pošta: splošna pravila

1. Pri datumu so okrajšave 1st, 2nd in 3rd izginile, tako da večinoma pišemo:

- 3 October 2001 *ali* October 3, 2001.
- V ZDA je seveda na prvem mestu mesec: 10/3/2001.
- To je tudi posledica rabe računalnikov in sporočil po elektronski pošti.

2. V začetku pisma pišemo:

- Dear Sir(s) = *spoštovani, za vladne ustanove in banke*
- Dear Sir/Madam = *spoštovani, za podjetja*
- Dear Mr Jones = *spoštovani gospod Jones*

Za vsemi temi začetki ne pišemo več vejice, Američani pišejo dvopičje. e.g. Dear Mr Jones:

3. Zaključki

- Yours faithfully, *če je začetek Dear Sir(s) ali Dear Sir/Madam*
- Yours sincerely, *če je začetek Dear Mr Jones*
- Best regards, *že nadomešča zgoraj omenjena pozdrava*
- With best regards, *bolj vljudno kot Best regards*

4. Za Mr in Ms ne pišemo

več pike:

- Dear Mr Jones

5. Ženske na splošno

nazivamo z Ms:

- Ms Marina Štros

6. Vi ne pišemo z veliko začetnico, kot je to v navadi v italijanščini in nemščini!

We are writing to you

We are writing to inform you... *Uporabimo Present Continuous*

7. Elektronska sporočila ne zahtevajo toliko odstavkov kot uradno pismo, čeprav je sporočilo uradno.

8. Elektronska sporočila so prijaznejša in v njih še bolj upoštevamo pravilo kiss = keep it short and sweet.

9. Elektronska sporočila uporabljajo še več okrajšav: c.c., e.g., i.e, a.s.a.p., .– ki se že tudi piše skupaj brez pik (asap), če ne delamo presledkov.

c.c. ali cc = copies to = *v vednost*

Enc ali Encl = enclosures = *priloge*

e.g.= exempli gratia = *na primer*

i.e. = id est = *to je*

a.s.a.p. = *takoj, nemudoma*

p.p. = per procuratorem = *po pooblastilu, za (če se podpišemo v imenu nekoga drugega)*

et al = *in ostali (avtorji, sodelujoči)*

P.N. = plenum nominae = *s polnim imenom, in ne prejme naj, kot mislijo mnogi*

RSVP = *odgovorite prosim; pišemo na vabilo*

c/o = care of= *na tem naslovu*

10. Pojavil se je celo glagol: I will c.c. you a copy (Poslala vam bom kopijo v vednost).

11. Presledki med okrajšavami se ne uporabljajo dosledno.

12. Zelo vjudne fraze se opuščajo: we remain yours.

13. Naslavljanje

FORMALNO:	
Dear Mr Peterson	<i>Spoštovani gospod Peterson</i>
Dear Sir	<i>Spoštovani gospod / gospa – uporaba za podjetja</i>
Dear Sir or Madam	<i>Se opušča</i>
Dear Sir / Madam	<i>Je v uporabi</i>
To Whom It May Concern	<i>Spoštovani!</i> <i>(ponavadi v priporočilih)</i>
Dear Sirs	<i>Spoštovani (zelo formalno, uporablja se za institucije, banke)</i>
Dear President	<i>Spoštovani predsednik (bolj priporočljivo)</i>
Dear Mr President	<i>Spoštovani gospod predsednik</i>
NEFORMALNO:	
Dear Natasha	<i>Draga Nataša</i>

14. Pogosto uporabljene fraze

In response to your request, we are sending you...	<i>Na vašo željo Vam pošiljamo...</i>
We are pleased to inform you... / We are glad to inform you...	<i>Z veseljem Vam sporočamo</i>
We regret to inform you... / We are sorry to note that...	<i>Žal Vam sporočamo... / Žal ugotavljamo, da...</i>
We are sorry to learn that you will be unable to attend the opening.	<i>Obžalujemo, da se ne boste mogli udeležiti otvoritve.</i>
Thank you for your email of / dated 20 December	<i>Zahvaljujemo se Vam za Vaš email z dne...</i>
I would like to thank you for...	<i>Zahvaljujemo se Vam za...(I would like je bolj vljudno kot I'd like)</i>
I am writing to inform you.. / I am writing to you to inform you...	<i>Pišem Vam v zvezi z... / Sklicujemo se na... Narobe: I am writing you...</i>
I am writing to invite you to the opening...	<i>Vabimo Vas na otvoritev... (You pišete z malo, čeprav v slovenščini pomeni Vi)</i>
Referring to... / With reference to... Further to our telephone conversation... In connection with...	<i>Skladno z... / V zvezi z našim telefonskim pogovorom...</i>
I am sending you the contract concerning/regarding the lease of our...	<i>Pošiljam vam pogodbo, ki se nanaša na lizing vašega...</i>
We acknowledge receipt of ...	<i>Potrjujemo prejem...</i>

Enclosed please find	<i>V prilogi vam pošiljamo</i>
We are sending... under separate cover	<i>V posebnem pismu pošiljamo</i>
Could/would you please send us....	<i>Ali bi lahko</i>
You are requested to ...	<i>Prosimo vas</i>
Please send me	<i>Prosim pošljite mi</i>
Please reply Please reply by the end of the week	<i>Prosim odgovorite Prosimo odgovorite do konca tedna</i>
Please contact	<i>Prosim obrnite se na.....</i>
Please confirm in writing	<i>Prosim potrdite pisno</i>
We would like to remind you	<i>Radi bi vas opozorili</i>
In case of any further/ extra /additional information please do not hesitate to contact us/me by phone/email	<i>V primeru dodatnih informacij me prosim pokličite po telefonu/email-u</i>
We look forward to hearing from you. Looking forward to hearing from you. We look forward to your answer/reply.	<i>V pričakovanju vašega odgovora</i>

1. Najbolj pogoste napake pri Slovencih

NAPAČNO

Thank you for your letter ~~from~~ 15 March.
I ~~write~~ to you.
I am writing ~~you~~.
Please contact me ~~on~~ email
Please confirm in ~~written~~.
I ~~am~~ looking forward to ~~hear~~ from you

PRAVILNO

Thank you for your letter of/dated 15 March.
I am writing to you.
I am writing to you.
Please contact me by email.
Please confirm in writing.
I look forward to hearing from you.

2. Zelo pogosti stavki v slovensko – angleški korespondenci

<p><i>Hvala za vaše pismo z dne 3. dec. 2004.</i></p> <p><i>Hvala v naprej.</i></p> <p><i>Pišem Vam, da se opravičim za zamudo, ki je nastala zaradi mojih službenih obveznosti.</i></p> <p><i>Hvala za Vaše gostoljubje v času mojega obiska pri Vas.</i></p> <p><i>Prosim, potrdite pisno.</i></p> <p><i>Pišem Vam, da Vas obvestim o spremembi datuma.</i></p> <p><i>Pišem Vam, da preložim/odpovem sestanek.</i></p> <p><i>Pišem Vam, da potrdim rezervacijo za enoposteljno sobo na ime Gašper Bračko.</i></p> <p><i>Pišem Vam, da potrdim povratno vozovnico za 17. dec. ob 7.00 za Beograd.</i></p> <p><i>Pišem Vam, da sporočim naše nove tel. številke.</i></p> <p><i>Pišem Vam v imenu gospe Jožice Tivadar.</i></p> <p><i>Priloženo Vam pošiljam prijavnico za seminar.</i></p> <p><i>V roke prodajni službi.</i></p> <p><i>Pišem Vam v zvezi v Vašo ponudbo.</i></p> <p><i>Z veseljem Vam sporočam, da ste upravičeni do 10% popusta.</i></p> <p><i>Ali mi lahko prosim pošljete vaš zadnji katalog in cenik.</i></p>	<p>Thank you for your letter of 3 December.</p> <p>Thank you in advance.</p> <p>I am writing to apologise for the delay due to my work commitments.</p> <p>Thank you for your hospitality during my stay with you/ visit to you.</p> <p>Please confirm in writing.</p> <p>I am writing to inform you about/of the change in date.</p> <p>I am writing to postpone/ cancel the meeting. I am writing to confirm the reservation for a single room in the name of Gašper Bračko.</p> <p>I am writing to confirm a return ticket on 17 December at 7.00 for Belgrade.</p> <p>I am writing to inform you about/of our new telephone numbers.</p> <p>I am writing on behalf of Ms Jožica Tivadar.</p> <p>Enclosed please find the seminar registration form.</p> <p>For the attention of the sales department.</p> <p>I am writing in connection with your offer/ proposal.</p> <p>I am pleased to inform you that you are entitled to a 10 percent discount.</p> <p>Could you please send me your latest catalogue and price list.</p>
---	--

V odgovor na Vaše povpraševanje Vam sporočamo . . .

Na žalost Vam sporočamo, da niste bili izbrani za našega dobavitelja.

V primeru dodatnih informacije me prosim pokličite po telefonu ali mi pišite na zgornji naslov.

V zvezi z našim tel. razgovorom Vam sporočam, da bomo poskrbeli za prevoz g. Browna od letališča do hotela.

Prosim, uredite zadevo takoj.

In response to your enquiry we inform you that

We regret to inform you that you have not been chosen for / as our supplier.

In case of any additional information please contact me by phone, or in writing to the above address.

With reference to our telephone conversation we / I inform you that we will arrange a transfer for Mr Brown from the airport to the hotel.

Please give the matter your immediate attention.

17. Pisma, faksi, elektronska sporočila

Primer pisma

Pošiljateljjev naslov (v glavi pisma)	Barbara Schmidt, Bernstrasse 9, 81667 Munich, Germany Tel. + 49 89 6953448, e-mail: barbara.schmidt@benz.com
Prejemnikov naslov (na levi strani pisma, pod pošiljateljjevim naslovom)	Robert Taylor Personnel Department APIS Communications 15 Linton Avenue London W7 2 EU England
Datum (pod naslovom)	15 March 2006
Naslavljanje (Salutation)	Dear Mr Taylor
Uvodne fraze (Introductory lines)	<p>I am writing to apply for the job of marketing manager at APIS Communications, as advertised in The Guardian newspaper on 15 May 2006 (reference no.PS/Lon/273).</p> <p>As you will see from my curriculum vitae, I have more than 9 years' experience in marketing, mainly in companies in Germany but also in Italy and the United States. In my current position as advertising manager at Bartel, a PR company in Munich, I have been responsible for expanding our business to 11 countries in Europe.</p> <p>Having grown up in the USA and having German parents, I am a native speaker of both English and German. I am also fluent in French and Italian, and have considerable experience working internationally.</p> <p>I believe that my qualifications and experience are ideally suited to helping APIS to expand its European operations. In particular, I believe my specialist knowledge of the German, French and Spanish markets, as well as my excellent contacts, would be of great benefit to your firm.</p>
Zaključek (Conclusions)	<p>I would very much like the opportunity to meet you personally to discuss my application further.</p> <p>I would be more than happy to come to London for an interview.</p>
Pozdravi (Complimentary close)	I look forward to hearing from you.
Podpis (Signature)	Yours sincerely <i>Barbara Schmidt</i> Barbara Schmidt

Formalno/ Manj formalno

Formalno/Formal

Thank you for your email received 10
June
With regard/reference to ...
I would be grateful if you could. ...
We regret to advise you that...
Please accept our apologies for ...
I was wondering if you could. . .
We note that you have not...
We would like to remind you that...
It is necessary for me to ...
It is possible that I will ...
Would you like me to ...?
However, ... / In addition, ... /
Therefore, ... If you require any further
information, please
do not hesitate to contact me.
I look forward to meeting you next
week.

Manj formalno/Informal

Thanks for the email of 10 June.
Re ...
Please could you...
I'm sorry to tell you that...
I'm sorry for ...
Could you ...?
You haven't...
Don't forget that. . .
I need to ...
I might...
Shall I ...?
But, ... / Also, ... / So, ...
If you'd like more details, let me
know.

See you next week.

Faks

Ker so faksi le kopija dokumentov, jih ne moremo uporabljati v primerih, ko se zahtevajo originali. Zanimivo pa je dejstvo, da so faksi »court tested« in so verodostojni dokumenti v primeru predložitve dokazil sodišču, kar pa ne velja za email.

Faks sporočilo vsebuje naslednje podatke:

To: ime naslovnika
From: ime pošilatelja
Fax No.: številka faksa
Subject: predmet sporočila
Date: datum
Page(s): stran / strani

Na splošno velja, da je v jezikovnem smislu faks podoben pismu, čeprav so faksi po dolžini krajši in bolj direktni – v tem smislu tako kot elektronska sporočila (email-i).

Primer faksa:

BRITISH CRYSTAL Ltd
Glazier House, Green Lane, Derby DE1 1RT

To: Lidia Rogers
From: Maša Petterson
Fax no: +44 582 34 823 Subject: Summer Training Course
Date: 22 Jan 2004 Page/s: 6

Pisanje novoletnih voščilnic

a) poslovnim partnerjem

We send you our best wishes for the Festive Season

With Seasonal Greetings and good wishes for 2009

We would like to wish you a Merry Christmas and a Happy New Year

With best wishes for Christmas and the New Year

b) osebnim prijateljem

Merry Christmas and a Happy New Year to you and your family

Wishing you a very merry Christmas and a Happy New Year

Greetings for Christmas and very good wishes for a Happy New Year

Ponovitev

1. Katere kratke fraze bi uporabili, če bi začeli pismo z dobro novico?

Dodajte še dva primera:

I am delighted to inform you ...

(I am glad)

(I am pleased)

2. Katere kratke fraze bi uporabili, če bi začeli pismo s slabo novico?

Dodajte še en primer:

I regret to tell you

(I am sorry ...)

3. Kakšna je razlika med besedama akronim (acronym) in okrajšava (abbreviation)?

Abbreviation - An abbreviation je krajša oblika besede ali stavka, ki nastane tako, da iz njega izpustimo nekaj črk, ali uporabimo samo prve črke vsake besede. – okrajšava

Acronym - An acronym je beseda, sestavljena iz začetnic besed v zvezi, ki največkrat nadomešča neko poimenovanje. Primer akronima je NATO. – akronim, okrajšava.

4. Ali Američani resnično napišejo dvopičje za Dear Sir v pismih in elektronskih sporočilih (e-mailih)?

Američani pišejo dvopičje takoj za Dear Sir oz. Dear Mr Johnson (če gre za znanega človeka) in nato pričnejo pismo oz. sporočilo z veliko začetnico.

PRIMER:

Dear Mr Johnson:

Thank you for your e-mail...

5. Ali lahko napišemo Dear Mr Peter Jones?

Ne. Kadar pričnemo pismo z Dear Mr ali Dear Ms, potem vedno sledi priimek.

6. Ali lahko pišemo slash (/ - poševnico) v primeru: Dear Sir / Madam?

Lahko.

7. Ali je nujno da glava pisma vsebuje tudi telefonsko številko?

Nujno in priporočljivo.

8. Kaj napišemo v začetku pisma, če pišemo priporočilo?

V tem primeru v začetek pisma z velikimi tiskanimi črkami napišemo: TO WHOM IT MAY CONCERN

9. Kako označimo na prvi strani pisma, da sledi še ena oz. več strani?

Strani ne označujemo. Ker ni zaključka je razvidno, da stran ni končana in ji sledi še nadaljevanje. Torej: ne označujemo posebej, oz. ne omenjamo, da še nekaj sledi.

10. Če napišemo na začetku pisma: *For the attention of Mr John Fox*, ali lahko začnemo pismo z *Dear Sirs*?

Takšno pravilo je veljalo včasih. Sedaj pišemo: Dear Mr Fox.

11. Kje se podpišemo, ko zaključimo pismo:

Yours faithfully

M. Štros PRAVILNO

Marina Štros

Yours faithfully

Marina Štros NEPRAVILNO

M. Štros

12. Ali Encs pomeni isto kot Enc ?

Da, obe besedi sta kratici za enclosures (priloge).

13. Ali je pravilno?

- a. **Yours Sincerely ali**
- b. Sincerely Yours

14. Ali so okrajšave st, nd, rd, th pri številkah izginile?

Izginjajo zelo hitro, predvsem pri datumih zaradi uporabe elektronskih medijev.

15. Katera je najbolj pogosta oblika pisanja datumov po vrstnem redu?

Najbolj pogoste oblike pisanja datumov, po vrstnem redu, so:

5 January 2004
January 5, 2004
5/1/2004

16. Ali je možno, da namesto funkcije npr. Managing Director, pod imenom in priimkom napišemo oddelek, npr. Sales Department ali Documentary Credits?

Pod podpisom vedno čitljivo napišemo ime in priimek in pod imenom in priimkom funkcijo, lahko pa tudi oddelek, kjer delamo.

17. Ali je Dear Sir / Madam isto kot Dear Sir or Dear Madam?

Če ne poznamo imena naslovnika, potem je boljše, da napišemo Dear Sir / Madam, besedna zveza Dear Sir or Dear Madam pa je popolnoma nepravilna.

18. Kaj pomeni izraz covering letter?

Izraz covering letter pomeni spremno pismo, spremni dopis, ki ga napišemo, ko na primer prosimo za zaposlitev, ter ga odpošljemo skupaj z življenjepisom in izpolnjenim formularjem.

19. Ali pomeni izraz Resume isto kot C. V.?

Da. Kratica C. V. pomeni curriculum vitae, in torej življenjepis, namesto nje pa uporabljamo tudi angleške izraze Resume, Biography in Life Story. V Evropi je bolj pogosta raba kratice C. V., v Ameriki pa Resume.

20. Kako zapisujemo izraz za odgovor na poslano elektronsko pismo, to je izraz Re? Katera ločila uporabimo? Ali ima besedilo za izrazom Re veliko ali malo začetnico?

Izraz Re pišemo brez pike, samo z dvopičjem. Besedilo za dvopičjem pišemo z malo začetnico.

Primer:

Re: meeting at the Faculty

21. Kako naj ravnamo, če poznamo ime in priimek osebe, ne vemo pa, ali gre za moškega ali žensko? Ali uporabimo Ms ali Mr?

V takem primeru je najbolje, da uporabimo le ime in priimek.

Primer:

Dear Hui Qin,

22. Kaj napišemo, če pišemo celotnemu oddelku ali skupini ljudi?

Tako pismo naslovimo s frazo Dear All.

23. V elektronskih sporočilih in pismih naj bi uporabljali kratke odstavke. Kaj to pomeni?

Kratek odstavek pomeni največ tri kratke stavke.

24. Ali naj mesec pišemo z besedo ali s številko?

Da se izognemo dvomnosti, raje pišemo ime meseca z besedo (July).

25. Kateri izraz je primernejši za sklep: Kindest regards ali Kind regards?

Pred letom 2000 so v pismih in elektronski pošti zelo pogosto uporabljali Kindest regards, zdaj pa je pozdrav Kind regards pogostejši tako v navadnih kot v elektronskih pismih.

EXERCISES – PISMA

1. Use these words to complete the gaps in the letter and reply:

offer **contact****interested** **business** **writing**
enclose **forward** **solution** **information**

Dear Ms Saregni

I am in reply to your advertisement in this month's »Education World«. We are a medium-sized publisher and distributor of educational books and software.

I am particularly in your delivery service and would like some more about this. I would also like to know if you mailing services to the Far East as we do a lot of with Japanese firms.

Yours sincerely

L Kareshi
Distribution and Sales

Dear Mr Kareshi

Thank you for your enquiry of March 12th. You will see from our sales catalogue which I, that EuroExpress has the perfect to all your distribution and mailing problems.

One of our local agents will you later this week and offer you a free Mail Check.

I look to doing business with you.

Yours sincerely

P Saregni
Director of Marketing

2. In the following sentences there are some mistakes. Underline the mistakes and then correct them:

1. I am writing in reply of your letter of July 5.
.....
2. I would like some informations about the Datarel 2 software package.
.....
2. Could you please send me a copy of your actual sales catalogue and price list?
.....
3. I am send you a copy of our catalogue.
.....
4. I would also liking details of your discount terms for bulk orders.
.....
5. I look forward to hear from you.
.....
6. Please leave me know if these conditions are acceptable to you.
.....
7. My company has been on the telecommunications business for over 25 years.
.....

3. First use these words to complete the gaps in the sentences below. Then put sentences 1-6 in the correct order.

well-established hearing interest end suitable stand

1. Ms Campert will contact you directly to arrange a time for her visit.
2. Thank you for your letter of March 2nd expressing in our Greenex range.
3. I look forward to from you soon.
4. You may remember that I visited your at the Garden Fair in June.
5. My company, as you know, is in the United States and Canada.
6. Our export manager, Margo Campert, will be at the United States at the..... of this month.

1		2		3		4		5		6	
---	--	---	--	---	--	---	--	---	--	---	--

4. The following all need a preposition:

7. We are primarily interested your database training program.
8. My company has been business over twenty years.
9. We normally operate a commission basis.
10. Than you your letter November 26th.
11. I am writing reply your letter March 12th.
12. And I enclose details our Borex product range.

5. The sentences below are too direct and seem rude. Can you change them into more acceptable business language.

1. I want your latest catalogue.

Could you?

2. Give me some information about the forthcoming conference.
I would

3. I want to meet you on June 24.
Could we

4. I need the cheque before the end of next week.
Could you

5. Give us details of your discount terms for bulk orders.
Would you

6. Tell me more about your EasiLux furniture range.
I would

6. Use these partnerships to complete the gaps in the following:

sorry to hear that
writing to complain
my sincere apologies

with the situation
fully satisfied
a computer error

1. Let me offer for the delay and assure you that it will not happen again.
2. I am very sorry to learn that you were not with our Super Business Class service.
3. Thank you for your letter of April 17. I am your order has not been delivered.
4. The mistake in our invoice was caused by
5. I am very unhappy and would like an explanation from you.
6. I am about four ALS Transformers which I ordered recently from your company.

7. Now use four of the sentences from exercise 1 to complete this letter and reply:

Dear Sir/Madam

.....

I placed my order on March 16, and your sales representative, Miss Ling, told me that they would be delivered before the end of the month. We are now in the middle of April and the goods have not arrived. I have tried to telephone you a number of times, but your secretary said that you were away on a trip.

.....

Otherwise, I shall have to look for an alternative supplier.

Yours sincerely
Khalid Hamid
Managing Director

Dear Mr Hamid

.....

As you may know, the transformers you ordered are produced at our Kunsan plant in Korea. There was a small fire at the factory in February and this caused some loss of production. I am pleased to say that the problem has now been resolved and that the goods you ordered will be sent this week.

.....Your sincerely

Kim Chan-Lee
Sales Department

8. Put the words in order to form sentences from letters:

1. for apologise the I delay May

.....

2. very problem to I'm hear delivery sorry the about

.....

3. happen not that again problem I will this hope

.....

4. a your mistake There invoice in is number 3749

.....

5. like offer explanation would I to an

.....

6. the writing of about complain level to your charges I am

.....

9. Use these partnerships to complete the letter:

**an important customer
for the past two years
to complain about**

**a number of problems
another distributor
several days late**

Dear Mr Klein

I am writing your Overnite Package Delivery service.

We have been using this service, and recently we have

had Last month, one package of medical supplies

arrived and the contents had to be destroyed. Because

of this we lost On another occasion, a package was

not collected from our warehouse.

I am afraid that unless the quality of the service improves, we will have to

look for

Yours sincerely

10. Choose the correct preposition to complete these partnerships:

- 1. a problem delivery (on, at, with, by)
- 2. a delay sending the goods (on, in, at, with)
- 3. a complaint a service (on, about, in, at)
- 4. the solution the problem (at, in, to, with)
- 5. two mistakes the invoice (at, in, to, with)
- 6. an explanation the delay (at, in, with, for)
- 7. an apology the mistake (at, in, with, for)

8. a letter a missing consignment (about, for, at, in)
 9. a fire our main warehouse (about, for, with,in)
 10. a breakdown the production line (for, on, at, to)

11. Use these word partnerships to complete the gaps in the extracts below:

- | | |
|-----------------------------------|--------------------------|
| 1. I would also appreciate | 5. launch date |
| 2. the delay in payment | 6. advance copy |
| 3. full details | 7. let me have |
| 4. Please don't forget to | 8. in the area of |

- A. Dear Customer
 I am pleased to send you an of our latest catalogue which contains of the most up-to-date office and information technology equipment on the market. Our »Fast Fax« range is now firmly established with our customers and is available to you at a special discount.
- B. I also have a lot of experience finance and accounting. Between 1988 and 1993 I worked in the auditing department of Schwartz and Kleinman.
- C. Hi Teresa
 This is just a short note to remind you about Monday's visit from Khalid Assad of the Bahrain Investment Council. bring a comprehensive list of our client base in the area.
 Tina
- D. I would be grateful if you could send me your current corporate rates for single rooms with bath. some more informations about your business facilities as I shall be in Brussels for two or three days.
- E. Luigi
 Thanks for leaving a copy of the Chankin Factory proposal on my desk. Unfortunately I can't find page 2 (your analysis of construction costs) and I'd be grateful if you could another copy as soon as possible.
 Tom
- F. I apologise for We have had a number of problems in our accounts department recently and this has meant delays in paying some suppliers. I hope to resolve the problems before the end of the month.
- G. Dear Hans
 Sorry, there was a mistake in the fax I sent you yesterday. The proposed for the ColorTex 2XC is now March 16 and not February 16 as I told you yesterday. I'm afraid that there have been one of two tehncialproblems with the main control panel.
 Hope this doesn't cause you too many problems.
 Karen

12. Below you will see parts of three letters of enquiry. Put the correct word or phrase in each blank. Choose from the following list. Use each item once only.

- | | | | |
|----------------------|--------------------|-------------------------|------------------------|
| advertisement | discount | latest catalogue | price list |
| advise | faithfully | model | price range |
| current issue | forward | particularly | reference |
| Dear | information | payment | still available |

A.

1. Sir
 I have seen your 2. in the 3. of 'Office Weekly' and am interested in your range of office stationery.
 Could you please send me your 4. and 5. I look
 6. to hearing from you.
 Yours 7.

B.

With 8. to your advertisement in today's 'Times', could you please send me 9. about your office furniture. I am 10. interested in your adjustable typist's chairs.

C.

Some time ago we purchased from you some JF72 solar-powered pocket calculators. As this 11. was so popular with our customers, we would like to know if it is 12. If so, would you kindly 13. us of your terms of 14. and any quantity 15. available. Could you also include details of any new models in the same 16.

13. Below you will see parts of three letters answering an enquiry. Put the correct word or phrase in each blank. Choose from the following list. Use each item once only.

- | | | | |
|----------------------------|-------------------------|------------------------|------------------|
| additional features | enclosed leaflet | further details | pleasure |
| competitive price | enquiring | hesitate | range |
| date | enquiry | In addition | sincerely |
| doing business | full details | in production | supply |

A.

Dear Ms Prentice
 thank you for your 1. of 3rd May about our office stationery.
 We have 2. in enclosing our latest catalogue and price list. We hope you will find it of interest.
 If you require any 3., please do not 4. to contact us.
 Yours 5.

B.

Thank you for your letter of January 4th, asking about office furniture. The enclosed catalogue contains 6. of our range. In most cases we are able to 7. you with the goods you require within fourteen days. We look forward to receiving an order from you.

C.

Thank you for your letter of 1st June, **8.** about the JF72 pocket calculator. This model is no longer **9.** as it has been superseded by the JF73 solar-powered pocket calculator. As you will see from the **10.**, the new model has several **11.** at an extremely **12.** We have also enclosed our latest catalogue giving details of the vast **13.** of electronic goods we supply. We allow a discount of 30% on purchases of not less than 50 of the same model, and 35% on quantities of not less than 100. **14.**, we give a discount of 3% for payment within fourteen days from **15.** of invoice. We look forward to **16.** with you in the near future.

Grammar A

Alphabet - Abeceda

ei bi si di i ef đi eič ai đej kej el em en ou pi kju ar es ti ju vi
dablju eks wai zed

Aei **B**bi **C**si **D**di **E**i **F**ef **G**đi **H**eič **I**ai **J**đej **K**kej
Lel **M**em **N**en **O**ou **P**pi **Q**kju **R**ar **S**es **T**ti **U**ju
Vvi **W**dablju **X**eks **Y**wai **Z**zed

- Vaje: Na glas preberi abecedo. Črkuj svoje ime in priimek, nato pa še ime in priimek soseda.

- Črkuj svoj email naslov. Pozor: @ se v angleščini prebere kot 'at', pika pa je v angleščini 'dot', podčrtaj = underscore

Časi

Časi za izražanje sedanjosti

Present simple

Present simple je **sedanjik**, ki označuje **navado, ponavljanje, stanje oz. neko ugotovitev in splošno veljavno resnico**.

1. stanje oz. ugotovitev in trditev

Where do you come from?

I come from Ljubljana

2. ponavljanje

When do you drink coffee?

We drink coffee at 11.00.

3. navada

When do you get up?

I get up at 7.00.

4. splošno veljavne resnice

Water boils at 100 degrees.

5. vnaprej določeni urniki, načrti

When does your plane leave?

My plane leaves at 12.45.

Tvorba

I / you / we / they work

He / she / it works

I / you / we / they don't work

He / she / it doesn't work

Do I / you / we / they work?

Does he / she / it work

Prislovi rabljeni s časom Present Simple

always, often, sometimes, hardly ever, never, yearly, half yearly, quarterly, monthly, weekly, daily, every year, twice a week, once a month, three times a day

Nekatere glagole vedno uporabljamo v Present Simple času

- be, have in njihove sopomenke (need, own, possess, exist)
- glagoli, ki izražajo zaznavanje, mnenje, mišljenje (understand, believe, think, taste, smell)
- glagoli, ki izražajo občutke (like, hate, wish, want, hope)

Present continuous

'Present continuous' je sedanjik, ki označuje trajajoče dejanje, ki poteka v trenutku govorjenja (dejanska sedanost) ter opisuje dejanja, ki potekajo v določenem obdobju v sedanosti, vendar ne ravno v trenutku govorjenja (splošna sedanost). Ta glagolski čas označuje tudi bližnjo prihodnost, ki je vnaprej dogovorjena (sestanki, srečanja).

1. dejanje v trenutku govorjenja

What are you doing at the moment?

Right now I'm writing an e-mail.

2. splošna sedanost

What are you doing these days?

I'm working on a new project.

3. dogovorjena prihodnost

When are you going to Maribor?

I'm going to Maribor on Friday.

Tvorba

I'm (not) leaving

You're / we're / they're not leaving

He / she / it is not leaving

Am I / Are you / Is she leaving?

Prislovi rabljeni s časom Present continuous

at the moment, at present, currently, for the moment

POZOR!

I work for Media Market. = sem uslužbenec podjetja Media Market

I'm working for Media Market. =sem na začasnem delu pri podjetju Media Market

I'm going to Maribor tomorrow. = vse je že dogovorjeno, imam vozovnico

I'll go to Maribor tomorrow. = ravno sem se tako odločil, nič še ni dogovorjeno

Časi za izražanje preteklosti

Past simple

'Past simple' je preteklik, ki označuje dejanje, ki se je zgodilo v točno določeni preteklosti in je zaključeno. Uporablja se tudi za opisovanje preteklih dogodkov oz. zgodb in za izražanje preteklih navad.

I visited my mother last Saturday. Prejšnjo soboto sem obiskal mamo.

I didn't visit my mother last Saturday. Prejšnjo soboto nisem obiskal mame.

Did you visit your mother last Saturday? Ali si prejšnjo soboto obiskal mamo?

Tvorba

Trdilne povedi s pravnimi glagoli: glagol + ed

Naučite se nepravilne glagole!

Nikalne povedi: didn't + glagol

Vprašalne povedi: did + glagol

Prislov rabljeni s časom Past simple

yesterday, a year ago, at the weekend, last night, in the morning, on Tuesday

Pogovor z gosti

When did you arrive in Ljubljana?

I came yesterday evening.

Kdaj ste prispeli v Ljubljano?

Prispel sem včeraj zvečer.

How was your stay?

It was very nice.

Kako vam je bilo všeč?

Zelo mi je bilo všeč.

Did you have any problems?

No, we didn't have any problems.

Ste imeli kakšne težave?

Ne, nobenih težav nismo imeli.

What did you do last night?

We went for a drink.

Kaj ste počeli včeraj zvečer?

Šli smo na pijačo.

Past continuous

'Past continuous' je preteklik, ki označuje trajajoče dejanje, ki se je vršilo v nekem določenem obdobju v preteklosti. Največkrat gre za trajajoče (nedovršno) dejanje, ki ga potem prekine neko drugo trenutno (dovršno) dejanje. Ta čas tvorijo nedovršni glagoli, ki zaznamujejo trajajoča dejanja.

1. Trajajoče dejanje

I was working all afternoon.

Celo popoldne sem delal.

2. Prekinjeno trajajoče dejanje

I was talking with the manager when the phone rang.

Pogovarjal sem se z direktorjem ko je zazvonil telefon.

Tvorba

I / he / she / it was working

We / you / they were working

I / he / she / it wasn't working

We / you / they weren't working

Was I / he / she / it working?

Were we / you / they working?

Prislovi rabljeni s časom Past continuous

all day yesterday, all morning, all the time

Past perfect tense

'Past perfect tense' je preteklik, ki označuje dejanje, ki se je zgodilo v točno določeni preteklosti pred nekim drugim dejanjem v preteklosti.

I didn't have any money because someone had stolen my wallet.

Nisem imel denarja, ker mi je bil nekdo ukradel denarnico.

Tvorba

I / you / we / they / he / she / it had worked

I / you / we / they / he / she / it hadn't worked

Had I / you / we / they / he / she / it worked?

- Pri predlogih AFTER in BEFORE uporaba predpreteklika ni potrebna, saj že predloga sama izražata predhodnost.

After we had lunch we went back to work. (After we had had lunch...)

Before I went home I went to the supermarket. (I had gone to the supermarket)

Čas, ki povezuje preteklost in sedanost

Present perfect simple

Present perfect simple tense na različne načine povezuje preteklost s sedanostjo.

1. nedokončana dejanja, ki so se začela v preteklosti, se nadaljujejo v sedanost in morda tudi v prihodnost

How long have you worked for Mobitel? Kako dolgo že delaš za Mobitel?

I have worked for Mobitel for 5 years. Za Mobitel delam že pet let.

2. izražanje posledice oz. rezultata dejanja, ki se je zgodilo v preteklosti

Who has closed the window? Kdo je zaprl okno? (posledica: okno je zaprto)

3. izražanje izkušnje

Have you ever been to Australia? Si že bil v Avstraliji?

No, I haven't been to Australia yet. Ne, nisem še bil v Avstraliji.

4. izražanje novic, napredka

Have you finished the report yet? Si že končal poročilo?

Yes, I have just finished it. Ja, ravnokar sem ga dokončal.

Tvorba

I / you / we / they have worked

He / she / it has worked

I / you / we / they haven't worked

He / she / it hasn't worked

Have I / you / we / they worked?

Has he / she / it worked?

Prislovi rabljeni s časom Present perfect simple, ki izraža posledico in izkušnjo
recently, lately, yet, already, just, never, ever

Predloga FOR in SINCE

Predlog **since** označuje začetek dejanja
since 1990, since January, since Monday

I've worked here since October. Tukaj delam od oktobra.

Predlog **for** označuje trajanje dejanja
for ten years, for a month, for a week

I've worked here for six months. Tukaj delam šest mesecev.

Časi za izražanje prihodnosti

1. Urniki – Present simple

What time does the meeting start tomorrow?

The meeting starts at nine o'clock.

Kdaj se jutri začne sestanek?

Sestanek se začne ob devetih.

2. Dogovorjena prihodnost – Present continuous

What are you doing tomorrow?

I'm going to Maribor in the morning.

Kaj boš jutri počel?

Zjutraj grem v Maribor.

3. Načrti, odločitve

Going to future (trdna namera v prihodnosti)

Any plans for tonight?

I'm going to plan my presentation.

Imaš za danes kakšne načrte?

Pripravil bom svojo predstavitev.

Future simple/ Will future (odločitev v trenutku govorjenja)

We've run out of copying paper.

I'll get you some when I go out.

Zmanjkalo nam je kopirnega papirja.

Prinesel ga bom, ko bom šel ven.

4. Predvidevanja, napovedi

Going to future (nekaj, za kar predvidevamo, da se bo vsak hip zgodilo)

Look at the clouds. It's going to rain. Poglej te oblake. Gotovo bo deževalo.
Future simple/ Will future (nekaj, za kar predvidevamo, da se zgodilo enkrat v prihodnosti)

I think the weather will get better. Mislim, da se bo vreme izboljšalo.

5. Izražanje gotovosti

Will = 100% This will create a problem. To bo povzročilo problem.
Should = 80% This shouldn't create a problem. To ne bi smelo povzročiti problema.
Likely to = 80% This is likely to create a problem. To bo prav lahko povzročilo problem.
May = 40% This may create a problem.
Might = 40% This might create a problem. To lahko povzroči problem.
Could = 40% This could create a problem.

Tvorba časa Future simple

Trdilne povedi: will + glagol

I will help you.

Nikalne povedi: won't + glagol

I won't help you.

Vprašalne povedi: will + glagol

Will you help me?

Tvorba časa Going to future

I am going to help you

He / she / it is going to help you

We / you / they are going to help you

I am not going to help you

He / she / it isn't going to help you

We / you / they aren't going to help you

Am I going to help you?

Is he / she / it going to help you?

Are we / you / they going to help you?

Polnopomenski glagol biti "to be" v sedanjiku

Polnopomenski glagol 'be' (am, is, are) uporabljamo v trdilnih, nikalnih in vprašalnih povedih. **'Am'** stoji poleg osebe **'I'**, **'is'** poleg oseb **'he, she, it'** in **'are'** poleg oseb **'we, you, they'**.

Torej: I am = jaz sem	We are = mi smo
You are = ti si	You are = vi ste
He is = on je	They are = oni so
She is = ona je	
It is = ono je	

Negativne oblike: I am not
 He/She/It is not
 We/You/They are not

Vse tri oblike glagola (am, is, are) imajo tudi okrajšave.

In sicer za pozitivne oblike: I am – I'm
 He/She/It is – He/She/it's
 We/You/They are – We/You/They're

In za negativne oblike: I am not – I'm not
 He/She/It is not – He/She/It isn't ali He/She/it's not
 We/You/They are not – We/You/ They aren't ali We/You/They're not

Questions - vprašanja

Yes/No questions – vprašanja na katera dobimo da/ne odgovor

Da/ne vprašanja z glagolom biti tvorimo tako, da postavimo ustrezno obliko glagola na prvo mesto, sledi mu osebek/predmet in nato preostanek vprašanja.

Primer: **Are** (ustrezna oblika glagola biti na prvem mestu) **they** (oseba) ill?
Is the dinner (predmet) ready?

Da/ne vprašanja z glagolom biti zahtevajo torej kratke (da/ne) odgovore.
Kratke odgovore tudi tvorimo s pomočjo pomožnega glagola biti.

Primer: Is she ill? Odgovor: Yes, she is. ali No, she isn't./no she is not.

Pozor: za Yes/No obvezno stoji vejica.

Pozor: pri **pozitivnih** kratkih odgovorih nikoli ne uporabljamo okrajšanih oblik glagola biti!!! Primer: Yes, he is. In **ne** Yes, he's.

Wh- questions – vprašanja, ki se začnejo z eno od vprašalnic (where, what, who, why, how,...) in zahtevajo cel odgovor.

Wh- vprašanja tvorimo tako, da na prvem mestu stoji vprašalnica, na drugem glagol in na tretjem oseba oz. predmet.

Primer: **Who** (wh- vprašalnica na prvem mestu) **is** (ustrezna oblika pomožnega glagola biti na drugem mestu) **he** (oseba na tretjem mestu)?

When are the lectures (predmet; lectures so po slovensko predavanja)?

Na wh- vprašalnice ne odgovarjaš z da/ne!

Pomožni glagol biti "to be" v sedanjiku

Pomožni glagol 'be' (am, is, are) uporabljamo za tvorbo sedanjka (**present continuous**) in sicer v trdilnih, nikalnih in vprašalnih povedih. '**Am**' stoji poleg osebe '**I**', '**is**' poleg oseb '**he, she, it**' in '**are**' poleg oseb '**we, you, they**'.

- Nekaj različnih primerov rabe pomožnega glagola biti v sedanjiku:

I**m** writing the report right now. Trenutno pišem poročilo.

I**m** not writing the report at the moment. Trenutno ne pišem poročila.

Are you writing the report right now? Ali trenutno pišeš poročilo?

We **are** going to move to new premises. Preselili se bomo v nove prostore.

We **aren't** going to move to new premises. Ne bomo se preselili v nove prostore.

Are you going to move to new premises? Ali se boste preselili v nove prostore?

- Ta pomožni glagol se uporablja tudi za tvorbo **trpnika** (oz. pasiva) v glagolskem času **present simple**.

The office **is** cleaned every week. Pisarno pospravijo vsak teden.

The books **are** sold everywhere. Knjige prodajajo povsod.

Polnopomenski in pomožni glagol biti "to be" v pretekliku

Pomožni glagol biti ima v pretekliku dve obliki – **WAS** in **WERE**. 'Was' je pretekla oblika glagola biti, ki se uporablja za tvorbo preteklika (**past simple**) v trdilnih, nikalnih in vprašalnih povedih pri osebah **I, he, she, it**. 'Was' uporabljamo tudi kot pomožni glagol za tvorbo preteklika (**past continuous**) v trdilnih, nikalnih in vprašalnih povedih pri osebah **'I, he, she, it'**.

'Were' pa se uporablja v trdilnih, nikalnih in vprašalnih povedih za tvorbo istih dveh časov (past simple in past continuous), vendar za osebe **'we, you, they'**.

Torej:

I was = jaz sem bil	We were = mi smo bili
You were = ti si bil	You were = vi ste bili
He was = on je bil	They were = oni so bili
She was = ona je bila	
It was = ono je bilo	

- Negativne oblike: I/He/She/It was not
We/You/They were not
- Obe obliki polnopomenskega glagola 'biti' v pretekliku imata okrajšavi za negativni obliki:
was – wasn't
were – weren't
- Pozor: pozitivni obliki glagola 'biti' v pretekliku nimata okrajšav! Vedno pišemo celi besedi (was oz. were).
- Tvorba vprašanj pri polnopomenskem in pomožnem glagolu 'biti' v pretekliku je povsem identična tvorbi vprašanj polnopomenskega in pomožnega glagola 'biti' v sedanjiku. Tudi tu poznamo dva tipa vprašanj: 1.) yes/no questions in 2.) wh- questions. Edina razlika je, da pri pozitivnih (oz. pritrdilnih) kratkih odgovorih v pretekliku ni bojazni, da bi storili napako in uporabili okrajšano obliko, ker glagola 'was' in 'were' v pozitivni obliki okrajšav sploh nimata.
- Nekaj različnih primerov rabe polnopomenskega glagola biti v pretekliku:

Mary was at work yesterday.	Mary je včeraj bila v službi.
Mary wasn't at work yesterday.	Mary včeraj ni bila v službi.
Was Mary at work yesterday?	Ali je bila Mary včeraj v službi?

They were on holiday last week.	Prejšnji teden so bili na počitnicah.
They weren't on holiday last week.	Prejšnji teden niso bili na počitnicah.
Were they on holiday last week?	Ali so bili prejšnji teden na počitnicah?

- Nekaj različnih primerov rabe pomožnega glagola biti v pretekliku:

The manager **was** telephoning when I came in. Direktor je telefoniral, ko sem vstopil.

The manager **wasn't** telephoning when I came in. Direktor ni telefoniral, ko sem vstopil.

Was the manager telephoning when you came in? Ali je direktor telefoniral, ko si vstopil.?

They **were** working when the light went out. Delali so, ko je ugasnila luč.

They **weren't** working when the light went out. Niso delali, ko je ugasnila luč.

Were they working when the light went out? Ali so delali, ko je ugasnila luč?

Present perfect and past simple

(i) **There are mistakes in some of these sentences. Find the mistakes and correct them.**

- 1 I live in Brighton. I lived here for ten years.
- 2 Tolstoy has written *War and Peace*.
- 3 I started studying Spanish two years ago.
- 4 Oh, no! Look! Someone stole my car radio!
- 5 Who has discovered America?
- 6 We've played tennis yesterday afternoon.
- 7 When have you passed your driving test?
- 8 When did Neil Armstrong walk on the moon?
- 9 I never ate Chinese food in my life.
- 10 Look at Mike! He grew a beard!

(ii) **Choose the correct answer – A or B?**

- 1 I ____ to Los Angeles in 1980.
A *have been* B *went*
- 2 You ____ a lot of interesting things in your life.
A *have done* B *did*
- 3 James Dean ____ in the film *Rebel without a Cause*.
A *has starred* B *starred*
- 4 Who ____ the wheel?
A *has invented* B *invented*
- 5 I ____ coffee since 1980.

A haven't drunk B didn't drink

6 How many people _____ in the Second World War?

A have died B died

7 I work in a bank now. I _____ there for a year.

A have worked B worked

8 We _____ the new Steven Spielberg film last week.

A have seen B saw

9 _____ the news last night?

A Have you heard B Did you hear

10 When _____ your new car?

A have you bought B did you buy

Verbs not used in the continuous

Choose the correct answer – A or B.

1 Some people ____ there is life on other planets.

A *are believing* B *believe*

2 You look worried. What ____ about?

A *are you thinking* B *do you think*

3 'Where's Ken?' 'I think ____ a bath.'

A *he's having* B *he has*

4 I think Ken ____ a moustache.

A *is having* B *has*

5 Which sports ____?

A *are you liking* B *do you like*

6 You can switch off the radio. ____ to it.

A *I'm not listening* B *I don't listen*

7 ____ the Russian alphabet?

A *Are you understanding*

B *Do you understand*

8 What's wrong? You look like ____ a ghost!

A *you've just been seeing*

B *you've just seen*

9 Can you repeat that, please? ____ you.

A *I wasn't hearing* B *I didn't hear*

10 How long ____ your best friend?

A *have you been knowing*

B *have you known*

Review of the present and the past

(ii) Use these words to make the sentences in a story. Put the verbs into a suitable present or past form.

1 What | be | the most embarrassing thing that | ever | happen | to you in your life?

2 I | have | a terrible experience last Saturday.

3 This | be | what | happen.

4 I | leave | my flat at 2 o'clock and | go | into town to do some shopping.

5 I | go | shopping most Saturday afternoons.

6 By 4 o'clock I | finish | shopping and I | go | into a café for a cup of coffee.

- 7 While I | sit | in the café, I | see | a friend called Julie Jones and she | join | me.
- 8 At around 4.30 Julie and I | pay | the bill and | leave | the café.
- 9 As we | leave, | I | offer | to give Julie a lift home in my car.
- 10 She | say | she would like a lift so we | walk | to the car park together.
- 11 I always | put | my car in the same car park near the town centre, but when we | get | to the car park, I | have | a big surprise.
- 12 My car | be | not there!
- 13 Of course, I immediately | think | that someone | steal | it.
- 14 I | phone | the police, but luckily I | do | not.
- 15 I suddenly | realise | the truth!
- 16 I | not | drive | into town that day!
- 17 I | come | on the bus instead.
- 18 Imagine how stupid I | feel.
- 19 My face | go | so red.
- 20 Julie just | smile | and | say | 'Don't worry. We can take the bus home together!'

(iii) Complete the sentences in this story. Put the verbs in brackets into a suitable past form.

One night in January 1938 Samuel Beckett __1__ (walk) home in Paris. He __2__ (be) to the cinema and then to a cage, where he __3__ (spend) some time with friends. As Beckett and his friends __4__ (walk) along the Avenue d'Orleans, a man __5__ (stop) them and __6__ (ask) them for money. The man __7__ (drink) heavily all evening and he __8__ (be) very drunk. Beckett __9__ (refuse) to give him any money. When he __10__ (start) to walk away the man __11__ (take) out a knife and __12__ (stab) Beckett in the chest. A young woman called Suzanne __13__ (pass) by at the time. She __14__ (stop) and __15__ (help) Beckett. Later she __16__ (visit) him in hospital. Twenty-three years later Beckett and Suzanne __17__ (get) married.

-ing form or infinitive

(ii) There are mistakes in some of these sentences. Find the mistakes and correct them.

- 1 I stopped to play football 20 years ago.
- 2 When will the car need servicing again?
- 3 Thanks for letting me to borrow your car.
- 4 Would you like to having a coffee now?
- 5 To walk can be very relaxing.
- 6 It isn't easy learn to play the piano.
- 7 I went to the station for get my train.
- 8 They wanted that I go out with them.

- 9 Everyone refused helping the old man.
- 10 I usually avoid driving at night if I can.
- 11 How about to play tennis at the weekend?
- 12 As I walked past the house I saw some men build a swimming pool.
- 13 Have you finished to eat your breakfast?
- 14 I'm used to work at night now, but I found it difficult at first.
- 15 Do you like to take regular exercise?
- 16 We're thinking of to go to a disco tonight.
- 17 Can you to come to my party on Saturday?
- 18 I'm looking forward to see you tonight.
- 19 We hope to have a holiday soon.
- 20 Do you feel like to listen to some music?
- 21 Annie's mother made her to eat her lunch.
- 22 Do you want that someone helps you for move the table?

Prepositions of time

Correct the mistakes.

- 1 My interview is on 2 o'clock in Monday.
- 2 We've been waiting here from ten minutes.
- 3 Are you leaving at Saturday morning?
- 4 I worked in a bank during five years.
- 5 Ken and Kate are on holiday on August.
- 6 I always visit my parents in Christmas.
- 7 Mike usually plays football the weekend.
- 8 You've known me since ten years.
- 9 I was born in January 3rd at 1968.
- 10 Sarah was listening to the radio during she was taking a bath.
- 11 The doctors operated on the man just on time to save his life.
- 12 Are you doing anything in the end of next week?
- 13 I fell asleep in front of the TV in the football match.
- 14 The builders say they'll have finished the job until next weekend at the latest.
- 15 I found my new contact lenses strange at first, but I got used to them at the end.

Other prepositions

Complete the sentences using the words in the box. (Sometimes two answers are possible.)

in as with on like by as if

- 1 She's a middle-aged woman ____ blue eyes and short blonde hair.
- 2 We went to Athens ____ my car.
- 3 Would you rather go home ____ taxi or ____ the bus?
- 4 Who's that man ____ the white hat?
- 5 Sue's brother is very handsome. He looks ____ Tom Cruise!
- 6 I've got a summer job in the Espresso Cafe working ____ a waiter.
- 7 Are you all right? You look ____ you haven't slept all night.
- 8 I don't want to change my flat. I like it just ____ it is.

Word and preposition combinations

Choose the correct preposition – A, B or C.

- 1 I'm feeling rather nervous _____ my interview tomorrow.
A of B to C about
- 2 I used to be quite good _____ dancing.
A in B at C on
- 3 Are you afraid _____ snakes?
A by B to C of
- 4 Pisa in Italy is famous _____ it's Leaning Tower'.
A about B from C for
- 5 I'm not really interested _____ stamp collecting.
A in B on C by
- 6 There's no need _____ you to worry.
A to B for C of
- 7 Who's responsible _____ these children?
A of B for C in
- 8 There has been a rise _____ the number of homeless people.
A in B of C with
- 9 I've had some difficulty _____ my new computer.
A with B of C in
- 10 Sally met an old friend in town quite _____ chance yesterday.
A on B by C with
- 11 Ken and Kate will be _____ holiday soon.
A on B in C at
- 12 The film The Birds was made _____ Alfred Hitchcock.
A with B of C by
- 13 My brother is thinking _____ selling his car.
A to B of C on
- 14 I can't concentrate _____ anything at the moment.
A on B to C about
- 15 They apologized _____ losing my letter.
A to B in C for
- 16 When Robert was younger, he dreamt _____ being a famous footballer one day.
A to B of C in
- 17 They're taking very good care _____ your son in hospital.
A about B for C of
- 18 I congratulated them _____ getting engaged.
A on B of C in

19 I've warned you ____ taking my things without asking me.

A for B of C about

20 That smell always reminds me _____ hospitals.

A on B of C about

Future time

Future time words

Put the verbs in brackets into the will future or the present simple.

1. Sally's working on the sales forecast at the moment. I _____ (give) you the figures as soon as I _____ (get) them.
2. Most people expect that there _____ (be) trouble when the G7 meeting _____ (take) place next month.
3. The shipment isn't in yet, but the agent _____ (phone) us as soon as it _____ (arrive).
4. Give me the report and I _____ (show) it to the lawyers before they _____ (leave).
5. Because of the bad publicity, I expect our share price _____ (fall) when the Stock Market _____ (open) again on Monday.
6. When the company _____ (move) production to Malaysia, most of the workers here _____ (lose) their jobs.
7. I _____ (give) you a ring next time I _____ (come) to Helsinki and maybe we can arrange dinner.
8. When the strike _____ (be) over, everyone _____ (feel) happier.
9. We can't avoid a rise, but our sales _____ (fall) when we _____ (put) our prices up next year.
10. Don't worry about the office. I _____ (tidy) it up before Mr Kosser _____ (get) back.

Rewrite the following sentences using will or won't.

1. Has anyone offered to collect you from the airport?

2. I promise not to be late again.

3. The finance group 3i has agreed to loan us \$18m for the project.

4. The company has offered a 5% pay rise in return for a no-strike deal.

5. I promise not to discuss this information with anyone.

6. They have refused to increase our discount.

7. The company has offered to pay my relocation expenses.

8. The cash machine is refusing to take my card.

9. Let me give you a hand with those boxes.

Arrangements

Two managers of an engineering company are trying to arrange a meeting. Put the verbs in brackets into the present continuous.

Jack: Anne, Jack here. Could we arrange a time tomorrow to talk about the new freight schedules? Say, er... 9.15?

Anne: I'm a bit busy first thing because I _____ (have) a meeting with one of the new drivers. But would 10 o'clock suit you?

Jack: I'm afraid not. I _____ (go) over to the factory, and after that I _____ (see) Mr Cowell for lunch.

Anne: What time _____ (you/come) back?

Jack: At about 2.30 I suppose, but I _____ (not/do) anything special after that. Would you be free then?

Anne: No, I don't think so. I _____ (see) a sales rep from Mercedes from 2.00 until about 3.30. So shall we say 3.45?

Jack: Fine. I think Valerie ought to be there too. She _____ (come) along to lunch with me at Cowell tomorrow, so I can tell her about it then.

Decisions and intentions

Re-write these sentences using going to.

1. I have decided to accept the job.

2. You have heard my complaint. What do you intend to do about it?

3. We have decided to go ahead with clinical trials of the new drug.

4. They have decided not to go abroad this year.

5. This is where we are planning to build the new offices.

Will or going to?

Fill in the blanks with the correct form of the future, using will or going to.

- A: I'm afraid the fax machine isn't working.
B: Don't worry, it's not a very urgent letter. I _____ (post) it.
- A: We've chosen a brand name for the new biscuits.
B: Really? What _____ (you/call) them?
- A: Why are you taking the day off on Friday?
B: I _____ (look) at a new house.
- A: I'm afraid there's no sugar. Do you want a coffee without any?
B: No, I _____ (not have) one, thanks.
- A: Have you decided what to do about improving the circulation of the magazine?
B: Yes, we _____ (cut) the cover price by 10% as from October.
- A: I'm afraid I can't take you to the airport. Something important has just come up.
B: Never mind. I _____ (take) a taxi.
- A: Do you need help?
B: Oh, yes please. _____ (you/carry) the display stand for me?
- A: Could you make sure Mr Wilson gets my message?
B: Yes, I _____ (tell) him myself when he gets in.

Questions

_____ ?

It was built in 1923.

_____ ?

No, she didn't tell me anything.

_____ ?

Peter telephoned Emma.

_____ ?

Bus 14 goes to the city centre.

_____ ?

No, I didn't hear the bell.

_____ ?

Yes, very much.

_____ ?

Carol lives in Cardiff.

_____ ?

No, I can't. I don't have any money on me.

_____ ?

Yes, there is a bank near the post office.

_____ ?

It's about 12 miles to the airport.

_____ ?

He has gone to Boston.

_____ ?

I paid \$ 2000 for it.

_____ ?

He went with Gary to the party.

_____ ?

The banks close at 12 o'clock.

_____ ?

I've been working till midnight.

_____ ?

No, nobody saw me.

_____ ?

That woman is David's sister.

_____ ?

We are going to the zoo.

_____ ?

He was elected in 1986.

_____ ?

No, Mr. Miller is abroad.

_____ ?

Yes, I have. But it's very old.

_____ ?

In 1939.

_____ ?

Since 1976.

Vocabulary

Abbreviations

Find the correct abbreviations.

after 12 o'clock midday.....

found at the end of a list and means »and others«.....

put this before an example.....

this means »included«.....

the opposite of »min«.....

number.....

»that is«.....

used when a measurement or time is not exact

the eight month of the year

written at the end of an invitation this means you have.....

to send an answer to say you will or will not attend

for the attention of.....

especially.....

per year.....

as soon as possible.....

Europass življenjepis

Europass življenjepis

Priložite fotografijo (neobvezno).

Osebni podatki

Ime / Priimek

Ime Priimek

Naslov

Ulica, hišna številka, poštna številka, kraj, država

Telefon

Če rubrika ni bistvena, jo odstranite. Prenosni telefon: (Če rubrika ni bistvena, jo odstranite.)
(glejte navodila).

Telefaks

Če rubrika ni bistvena, jo odstranite (glejte navodila).

E-pošta

Če rubrika ni bistvena, jo odstranite (glejte navodila).

Državljanstvo

Če rubrika ni bistvena, jo odstranite (glejte navodila).

Datum rojstva

Če rubrika ni bistvena, jo odstranite (glejte navodila).

Spol

Če rubrika ni bistvena, jo odstranite (glejte navodila).

**Zaželena zaposlitev /
zaželeno poklicno področje**

Če rubrika ni bistvena, jo odstranite (glejte navodila).

Delovne izkušnje

Obdobje

Ločeno vnesite vsako bistveno delovno izkušnjo. Začnite z zadnjo. Če rubrika ni bistvena, jo odstranite (glejte navodila).

Zaposlitev ali delovno mesto

Glavne naloge in pristojnosti

Naziv in naslov delodajalca

Vrsta dejavnosti ali sektor

Izobraževanje in usposabljanje

Obdobje

Ločeno vnesite vse izobraževalne programe, ki ste jih zaključili. Začnite z zadnjim (glejte navodila).

Naziv izobrazbe in/ali
nacionalne poklicne
kvalifikacije

Glavni predmeti/pridobljeno
znanje in kompetence

Naziv in status ustanove, ki je
podelila diplomu, spričevalo ali
certifikat

Stopnja izobrazbe po
nacionalni ali mednarodni
klasifikacijski lestvici

Če rubrika ni bistvena, jo odstranite (glejte navodila).

Druga znanja in kompetence

Materni jezik(i)

Navedite materni jezik (po potrebi navedite več maternih jezikov, glejte navodila)

Drug(i) jezik(i)

Samovrednotenje

Evropska raven^(*)

Razumevanje		Govorjenje		Pisanje
Slušno razumevanje	Bralno razumevanje	Govorno sporazumevanje	Govorno sporočanje	

Jezik

Jezik

^(*) Skupni evropski referenčni okvir za jezike

Socialna znanja in
kompetence

Opišite te kompetence in navedite, kje ste jih pridobili. Če rubrika ni bistvena, jo odstranite (glejte navodila).

Organizacijska znanja in
kompetence

Opišite te kompetence in navedite, kje ste jih pridobili. Če rubrika ni bistvena, jo odstranite (glejte navodila).

Tehnična znanja in
kompetence

Opišite te kompetence in navedite, kje ste jih pridobili. Če rubrika ni bistvena, jo odstranite (glejte navodila).

Računalniška znanja in
kompetence

Opišite te kompetence in navedite, kje ste jih pridobili. Če rubrika ni bistvena, jo odstranite (glejte navodila).

Umetniška znanja in kompetence	Opišite te kompetence in navedite, kje ste jih pridobili. Če rubrika ni bistvena, jo odstranite (glejte navodila).
Ostala znanja in kompetence	Opišite te kompetence in navedite, kje ste jih pridobili. Če rubrika ni bistvena, jo odstranite (glejte navodila).
Vozniško dovoljenje	Navedite, ali imate voziško dovoljenje, in dodajte, za katero kategorijo motornih vozil velja. Če rubrika ni bistvena, jo odstranite (glejte navodila).
Dodatni podatki	Vključite druge koristne podatke, npr. kontaktne osebe, priporočila itd. Če rubrika ni bistvena, jo odstranite (glejte navodila).
Priloge	Naštejte morebitne priloge. Če rubrika ni bistvena, jo odstranite (glejte navodila).

Europass jezikovna izkaznica



Europass jezikovna izkaznica

Del Evropskega jezikovnega listovnika, ki ga je razvil Svet Evrope



Ime in PRIIMEK	<input type="text"/>				
Datum rojstva (*)	<input type="text"/>				
Materni jezik(i)	<input type="text"/>				
Drug(i) jezik(i)	<input type="text"/>				
JEZIK	<input type="text"/>				
Samoocenjevanje jezikovnih znanj	RAZUMEVANJE		GOVORJENJE		PISANJE
	Slušno razumevanje	Bralno razumevanje	Govorno sporazumevanje	Govorno sporočanje	
<i>Evropska raven</i> (**)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Diplome, spričevala ali certifikati (*)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>Naziv diplome, spričevala ali certifikata</i>	<i>Ustanova podeljevalka</i>	<i>Obdobje</i>	<i>Evropska raven</i> (***)	
Jezikovne izkušnje (*)	<input type="text"/>		<input type="text"/>	<input type="text"/>	
	<i>Opis</i>		<i>Od</i>	<i>Do</i>	
JEZIK	<input type="text"/>				
Samoocenjevanje jezikovnih znanj	RAZUMEVANJE		GOVORJENJE		PISANJE
	Slušno razumevanje	Bralno razumevanje	Govorno sporazumevanje	Govorno sporočanje	
<i>Evropska raven</i> (**)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Diplome, spričevala ali certifikati (*)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>Naziv diplome, spričevala ali certifikata</i>	<i>Ustanova podeljevalka</i>	<i>Obdobje</i>	<i>Evropska raven</i> (***)	
Jezikovne izkušnje (*)	<input type="text"/>		<input type="text"/>	<input type="text"/>	
	<i>Opis</i>		<i>Od</i>	<i>Do</i>	
JEZIK	<input type="text"/>				
Samoocenjevanje jezikovnih znanj	RAZUMEVANJE		GOVORJENJE		PISANJE
	Slušno razumevanje	Bralno razumevanje	Govorno sporazumevanje	Govorno sporočanje	
<i>Evropska raven</i> (**)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Diplome, spričevala ali certifikati (*)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>Naziv diplome, spričevala ali certifikata</i>	<i>Ustanova podeljevalka</i>	<i>Obdobje</i>	<i>Evropska raven</i> (***)	
Jezikovne izkušnje (*)	<input type="text"/>		<input type="text"/>	<input type="text"/>	
	<i>Opis</i>		<i>Od</i>	<i>Do</i>	

Evropske stopnje – samoocenjevalna lestvica

	A1	A2	B1	B2	C1	C2	
Razumevanje	1.1 Slušno razumevanje	Pri počasnem in razločnem govoru razumem posamezne pogosto rabljene besede in najosnovnejše besedne zveze, ki se nanašajo na name, na mojo družino in neposredno življenjsko okolje.	Razumem besedne zveze in pogosto besedišče, ki se nanaša na najbolj temeljne reči (npr. najosnovnejši osebni in družinski podatki, nakupovanje, neposredno življenjsko okolje, zaposlitev). Sposoben/sposobna sem ujeti glavno misel kratkih, jasno oblikovanih sporočil in obvestil.	Pri razločnem govorjenju v standardnem jeziku razumem glavne točke, kadar gre za znane reči, s katerimi se redno srečujem na delu, v šoli, prostem času itd. Če je govor razmeroma počasen in razločen, razumem tudi glavne misli mnogih radijskih in televizijskih oddaj, ki se ukvarjajo s sodobnimi problemi in temami, ki me osebno ali poklicno zanimajo.	Razumem daljše govorjenje in predavanja in sem sposoben/sposobna slediti celo bolj zahtevnim pogovorom, pod pogojem, da je tema dovolj splošna. Razumem večino televizijskih poročil in oddaj o aktualnih zadevah. Razumem večino filmov v standardnem jeziku.	Razumem daljše govorjenje, četudi ni natančno razčlenjeno in razmerja niso izražena jasno, temveč so samo nakazana. Brez posebnega napora razumem televizijske oddaje in filme.	Nimam težav pri razumevanju jezika, govorenega v živo ali posredovanega preko medijev, četudi je tempo govorjenja hiter. Potrebujem zgolj nekaj časa, da se navadim na narečje.
	Bralno razumevanje	Razumem posamezna pogosto rabljena poimenovanja, besede in preproste povedi, npr. na obvestilih, plakatih in v katalogih.	Sposoben/sposobna sem brati zelo kratka, preprosta, vsakdanja besedila, kot so reklame, prospekti, jedilniki in urniki. V njih znam poiskati natančno določen, predvidljiv podatek. Razumem kratka in preprosta osebna pisma.	Razumem besedila, katerih jezik je pretežno vsakdanji ali povezan z mojim delom. Razumem opise dogodkov, občutij in želja/ tudi v osebnih pismih.	Berem in razumem članke in poročila, v katerih pisci zastopajo določena stališča ali poglede. Razumem sodobno literarno prozo.	Razumem dolga zahtevna besedila z veliko podatki, pa tudi literarna besedila ter zaznavam slogovno različnost. Razumem strokovne članke in daljša tehnična navodila, četudi se ne nanašajo na moje strokovno področje.	Z lahko berem vse vrste zapisanih besedil, tudi ko gre za abstraktna, po jeziku in zgradbi zahtevna besedila, npr. priročnike, strokovne članke in literarna dela.
Govorjenje	Govorno sporazumevanje	Znam se preprosto pogovarjati, če je sogovornik pripravljen svoje izjave ponoviti počasneje ali jih pojasniti in če mi je pripravljen pomagati pri izražanju misli. Znam postavljati in odgovarjati na preprosta vprašanja, ki se nanašajo na trenutne potrebe ali splošne teme.	Sposoben/sposobna sem se sporazumevati v preprostih situacijah, kadar gre za neposredno izmenjavo informacij o splošnih vsakodnevnih stvareh. Znajdem se v krajših družabnih pogovorih, čeprav ponavadi ne razumem dovolj, da bi se lahko samostojno pogovarjal-a.	Znajdem se v večini situacij, ki se pogosto pojavljajo na potovanju po deželi, kjer se ta jezik govori. Sposoben/sposobna sem se tudi nepripravljen-a vključiti v pogovor, povezan s splošnimi temami, temami, ki me osebno zanimajo, ali takimi, ki se tičejo vsakdanjega življenja (npr. družine, hobijev, dela, potovanje in aktualnih dogodkov).	Sposoben/sposobna sem se precej tekoče in spontano izražati, tako da se brez večjih težav sporazumevam z rojenimi govorniki. Lahko se vključim v razprave o splošnih temah in z utemeljitvami zagovarjam svoje stališče.	Sposoben/sposobna sem se tekoče in naravno izražati, ne da bi pri tem preveč očitno iskal-a primerne izraze. Jezik znam uporabljati učinkovito in prilagodljivo tako v družabne kot tudi poklicne ali učne namene. Znam natančno izražati svoje misli in poglede ter svoj prispevek spretno povezovati s prispevki drugih.	Z lahko sodelujem v vsakem pogovoru in razpravi. Dobro poznam pogovorni jezik in besedne zveze. Govorim tekoče in znam natančno izraziti tudi majhne pomenke odtenke. Če pri sporazumevanju naletim na kakšno težavo, jo znam spretno zaobiti in preoblikovati težavno mesto tako, da sogovorniki to malo verjetno opazijo.
Govorjenje	Govorno sporočanje	Uporabljam znam preproste besedne zveze in povedi, s katerimi lahko opišem, kje živim, in ljudi, ki jih poznam.	Uporabim znam vrsto besednih zvez in povedi, s katerimi lahko na preprost način opišem svojo družino in druge ljudi, življenjske pogoje ali svojo izobrazbo in predstavim svojo trenutno ali prejšnjo zaposlitev.	Tvorim znam preproste povedi iz besednih zvez, s katerimi lahko opišem svoje izkušnje in dogodke, sanje, želje in ambicije. Na kratko znam razložiti svoje poglede in načrte. Sposoben/sposobna sem pripovedovati zgodbo ali obnoviti vsebino knjige oziroma filma in opisati svoje odzive.	Jasno in natančno znam opisati mnogo stvari s področij, ki me zanimajo. Razložim znam svoj pogled na določen problem in podati prednosti in pomanjkljivosti različnih možnosti.	Sposoben/sposobna sem jasno in natančno opisati zahtevne vsebine, pri tem smiselno povezati tematske točke, razviti in poudariti posamezne vidike ter napraviti ustrezen zaključek.	Sposoben/sposobna sem jasno in tekoče podajati tudi daljše opise ali razlage. Govoru znam dati logično obliko, ki poslušalca opozarja na pomembna mesta. Slog govorjenja znam prilagoditi situaciji in poslušalcem.
Pisanje	Pisno sporočanje	Pisati znam kratka, preprosta sporočila na razglednice, npr. s počitniškimi pozdravi. Izpolnjevati znam obrazce, ki zahtevajo osebne podatke, npr. vnesti ime, državljanstvo in naslov na hotelski obrazec.	Sestavljam znam kratka, preprosta obvestila in sporočila, ki se nanašajo na trenutne potrebe. Pisati znam zelo preprosta osebna pisma, npr. se komu za kaj zahvaliti.	Pisati znam preprosta, povezana besedila v zvezi s splošnimi temami ali temami s področja osebnega zanimanja. Pisati znam osebna pisma in v njih opisati izkušnje in vtise.	Pisati znam jasna in natančna besedila v zvezi s številnimi temami in vprašanji, ki me zanimajo. Pisati znam eseje ali poročila, v katerih moram podati informacije ali zagovarjati oziroma zavračati določena stališča. Pisati znam pisma, v katerih moram poudariti pomen določenih dogodkov in izkušenj.	Sposoben/sposobna sem tvoriti jasna, slogovno dobra besedila in obširneje izraziti svoja stališča. V pismih, esejih ali poročilih znam natančno razložiti zahtevne vsebine in pri tem primerno poudariti tista dejstva, ki se mi zdijo najpomembnejša. Oblikovati znam različne vrste besedil v pripriljivem in osebnem slogu, primernem za bralca, ki mu je tako besedilo namenjeno.	Tvorim znam jasna, tekoča, slogovno primerna besedila. Sestavljam znam zahtevna pisma, poročila in članke v zvezi z zahtevnimi vsebinami, ki morajo imeti logično zgradbo in bralca voditi tako, da dojamem pomembne točke. Pisati znam povzetke in kritike strokovnih in literarnih del.

EVROPSKE STOPNJE –

Revision

1. Translate:

- a) ob 14.00
- b) pred pol ure
- c) med 18. in 20. uro
- d) po 14. uri
- e) med sestankom
- f) točno
- g) za veliko noč
- h) 29. januarja
- i) 2007
- j) ob koncu feb.
- k) na Čopovi 15
- l) v 3. nad.
- m) v sejni sobi
- n) brez zamude
- o) v Celju

2. Answer:

- 1. What's the time?
- 2. What's the date today?
- 3. What's the day today?
- 4. What do you do?
- 5. Where do you work?
- 6. How long have you been working here?
- 7. What are you doing at the moment?
- 8. How are you?
- 9. What is your citizenship?
- 10. Where do you come from?

3. Write at/on/in

- 1.....6 June 7.....24 September 13.....Friday morning
- 2.....the evening 8.....Thursday 14.....Saturday night
- 3.....half past two 9.....11.45 15.....night
- 4.....Wednesday 10.....Christmas Day 16.....the end of the day
- 5.....1987 11.....Christmas 17.....the weekend
- 6.....September 12.....the morning 18.....winter

4. Too many words: v vsakem stavku je ena beseda odveč. Poiščite jo.

1. Would you like a coffee?
2. I thank you for meeting me.
3. Did you have had a good journey?
4. Can I to go to my hotel first?
5. I'm sorry I'm in late.
6. To what time did you arrive?
7. How long was your flight?
8. My name is Peter Bell.

5. Vstavite ustrezno vprašalnico.

- | | |
|-----------------------------|-------------------------|
| 1.are you going? | To Paris. |
| 2.are you visiting? | Our main French client. |
| 3.are you going to do? | To discuss prices. |
| 4.are you leaving? | On Monday. |
| 5.are you staying? | Two days. |
| 6.are you traveling? | By train. |
| 7.are you returning? | On Tuesday. |

**6. Uporabite vljudnejši način
(pogovor po telefonu)**

1. Who are you?
2. What do you want?
3. He is not here.
4. Wait.
5. What?
6. What's your name?

7. Uporabite Present Continuous za dogovorjena dejanja v prihodnosti:

Peter Brown and his colleague Anna work for Euro Hotels. They..... (visit) the Canary Islands next month for a four-day business trip.

They(arrive) in Grand Canaria at 10.15 a.m. and(give) presentation on the company's plan to local managers in the afternoon. On day two Peter (travel) to Tenerife and (visit) the company's hotel there. Anna (not accompany) him.

8. Explain:

- | | |
|----------|-------------|
| a) c/o | f) OSCE |
| b) Attn. | g) VAT |
| c) a.m. | h) R.S.V.P. |
| d) cc | i) i.e. |
| e) encl. | j) e.g. |

9. Translate:

exchange rate	contract
unemployment rate	most convenient
interest rate	premises
a fare	a break
signature	to remind
to sign	

10. Translate

- a) Z veseljem vam sporočam, da . . .
- b) Na žalost vam moram sporočiti, da . . .
- c) Prosim, da potrdite rezervacijo pisno.
- d) V zvezi z najinim pogovorom vam sporočam, da . . .
- e) Želela bi povratno vozovnico za London, 14. februarja 2006.
- f) Pišem vam, da vam sporočim naš novi naslov.
- g) V roke nabavnemu oddelku.
- h) V pričakovanju vašega odgovora vas lepo pozdravljamo.

11. Write at/on/in

- 1. Goodbye! See youon.....Friday.
- 2. Where were you28 February?
- 3. I got up.....8 o'clock this morning.
- 4. I like getting up early the morning.
- 5. My sister got married.....May.
- 6. Diane and I first met1979.
- 7. Did you go out.....Tuesday?
- 8. Did you go out.....Tuesday evening?
- 9. Do you often go out.....the evening?
- 10. Let's meet.....7.30 tomorrow evening.
- 11. I often go away.....the weekend.
- 12. I'm starting my new job.....3 July.

Mock Exam 1

A. Translate the following sentences.

1. Rad bi govoril z g. Millerjem, prosim.
.....
2. Gospoda Millerja trenutno ni.
.....
3. Lahko me vežete z g. Adamsom, prosim?
.....
4. Torek mi ne ustreza.
.....
5. Podpišite tukaj, prosim.
.....
6. Opravičujemo se za morebitne nevšečnosti.
.....
7. Želela bi potrditi naročilo št. 25/B.
.....
8. V zvezi z vašim dopisom z dne 15. feb. 2003 vam sporočamo...
.....
9. Poslali vam bomo našo podrobno ponudbo.
.....
10. Kakšen poseben popust lahko ponudite za večja naročila?
.....
11. To je naša najnižja ponudba.
.....
12. Opravičujemo se zaradi zamude v odgovoru na vaš dopis.
.....
13. Z obžalovanjem ugotavljamo, da je v naši fakturi napaka.
.....
14. Prosim navedite količine, ki jih potrebujete.
.....
15. Želel bi nekaj informacij o vaših izdelkih.
.....
16. Sem študent/ka VKŠ Celje.
.....
17. Ali si moral delati sprejemni izpit?
.....
18. Ne, ni mi bilo treba.
.....
19. Koliko je šolnina ?
.....
20. Angleščino imamo v predavalnici 210.
.....
21. Katere tuje jezike se učiš?
.....
22. Kje so prostori VKŠ Celje?
.....
23. Ali so predavanja obvezna?

B. Correct the mistakes.

1. Mr Brown works in Intereuropa.
2. He is doctor.
3. Catherine live in London.
4. How often you travel to Germany.
5. I call to arrange a meeting with Mr Smith.
6. Thank you for your letter from 4 April.
7. I work here for 5 years.
8. I'm writing to place an order for
9. We would be appreciate it if you could . . .
10. This is owing to the government has increased sales tax.
11. Are you looking for someone?
12. I need to speak to Mr Miller.
13. They are wanting some more time think it over.
14. I'm agreeing. I think it's a good idea.
15. Helen deals with John's clients while he's on holiday.
16. I think about changing my job.
17. He can't answer the phone. He has a shower.
18. Which beer are you preferring?
19. That's ridiculous – we're not believing it.
20. I'm sorry, I don't understand what you say.

E) Fill in the missing words.

- 1) The leads the meeting.
- 2) During the meeting the secretary keeps the
- 3) Could you please tell me the date and of the meeting?
- 4) The meeting will take place on 15 May instead of 13 May. It has been
- 5) Today there are five items on our to discuss.
- 6) Ms Brown will contact you directly to arrange a time for her visit.
- 7) I look forward to from you soon.
- 8) Thank you for your enquiry 12 June.
- 9) With to your recent advertisement in PC HIT, I would be grateful if you could send me details of your business software.
- 10) We receipt of your order dated 17 September 2001 for . . .

F) Choose the correct word to complete each sentence.

- 1) We are **delighted / friendly** to hear that the conference was a success.
- 2) Please find the **attached / enclosed** euro prices as requested.
- 3) This is Peter Smith **speaking / talking**.
- 4) He is in charge **of / for** receiving visitors.
- 5) **Would / Could** I have your name again, please?
- 6) **Excuse me / Sorry** for being late.
- 7) I would like to apologise **about / for** the delay.
- 8) Please let me know if you **want / need** any further information.
- 9) Most of the items are **on / in** stock.
- 10) **I just / I have just** finished the report.

G) Telephoning. Fill in the missing expression.

Assistant: Galaxy Computer Supplies.

Caller: 277, please.

Assistant: on. I'll you

Sales: Overseas Sales. Linda Noon

Caller: Good morning. I'm interested your firesafe cabinets. you have a sales office in Spain?

Sales: I'm we don't, but I can arrange for a sales visit from our agent.

Caller: No, no. That's not necessary. you quote me a price for 20 BZ11 cabinets?

Sales: Could you your name, please?

Caller: Oh, Jose Rosales.

Sales:, please?

Caller: That's R-O-S-A-L-E-S.

Sales: ?

Caller: My fax number is 1 430 6687.

Sales: ?

Caller: It's Telefonica Espania.

Sales: Telefonica Espania.

Caller: Right.

Sales: I'll work out the price and fax it you.

Caller:

Sales: Bye.

H) Synonyms. Find another expression for:

- 1) connect you -
- 2) postpone -
- 3) forthcoming -

- 4) further details -
- 5) shipment -

I) What is the English expression for:

provizija		udeležiti se	
dobavitelj		oklevati	
predstavnik		v imenu	
blago		čimprej	
prejeti		zaseden	

K. Letter writing

Fill in the prepositions.

ALL SPORTS
LTD

St Patrick's Rd. 32
Amsterdam 5AG

Nederlands

23 March 2001

The Sales Director
VELA ITALY
Corso Vannucci 46
Pisa
ITALY

Dear Sir

We read your advertisement the current edition »Sailors for fun« and are interested your products, particularly sailing boats' equipment.

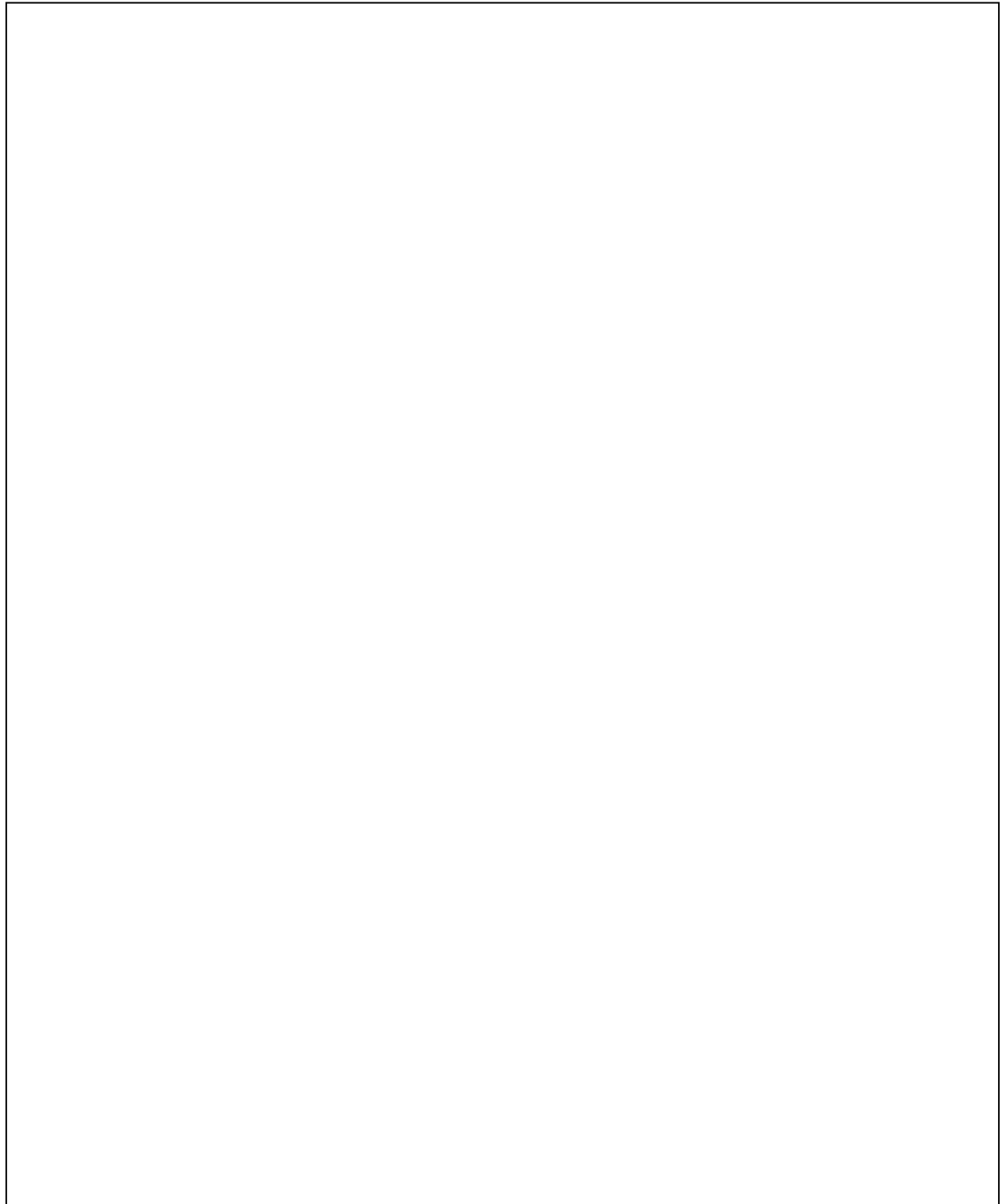
We are a large retail company shops throughout Northern Europe and would like your catalogue and price list, quoting Amsterdam prices.

Please let us know your terms trade, including quantity discounts, delivery dates, and any credit facilities you are prepared to offer large orders.

We look forward hearing you soon.

Yours faithfully

- Thank Mr DeGoor for his letter, quoting the date
- Give him the following information:
 - Discounts – quantity discounts on orders over \$15,000
 - Delivery time – usually 2 months after receipt of order
 - Credit facilities – only after trading for at least one year with the company



information.

F. Translate.

10 p

- a) oddelek -
- b) obrazec -
- c) poročilo -
- d) nadzirati -
- e) primerjati -
- f) zvišati -
- g) popust -

Mock exam 5

A. How do you write these numbers in English?

5 p

- 441
- 6,350
- 28%
- 9.82
- $\frac{7}{11}$

B. Negate the sentences using negative prefixes.

9 p

- The aircraft is designed to bevisible to radar.
- Her angry outburst wastypical; she's usually very quiet.
- Always bear in mind that you are notreplaceable.
- If you'resatisfied with the service, why don't you complain to the hotel manager?
- Hespelled my name.
- The law has done little to prevent racial discrimination andequality.
- Have you learnt the list ofregular verbs yet?
- Are youliterate? No, but this book is trulyreadable.

C. Correct the mistakes.

9 p

- If you need further informations do not hesitate to contact us.
- To my opinion . . .
- What's the solution for our problem?
- I look forward for meet you in Hong Kong.
- With connection to your inquiry...
- I've seen him last week.
- This is typical for the Germans.
- The thesis are well-written.
- With connection to your inquiry...

D. Synonyms – find another expression for:

5 p

- ring back –
- consignment –
- put off –
- to sack –
- venue –

E. Use »do« and »make«.

8 p

- | | |
|------------------|---------------------|
| 1. progress | 5. damage |
| 2. business | 6. a complaint |
| 3. a course | 7. trade |
| 4. damage | 8. a discovery |

F. Put the verbs into the correct tense.

10 p

Hi, it's Maggie. I (get) your e-mail yesterday, but I (be not) able to open the attached report yet. You'll have to tell me which program you (use) when you (do) it. I (try) to open up the document with different programmes, but none of them (work) so far. I also think we need to discuss one or two things before the meeting. I agree with what you (say) in your e-mail about the department training budget being far too small. I (tell) Chris that ages ago but he still (not do) anything about it. Anyway, I'd better go.
I (talk) to you soon. Bye.

G. Translate.

20 p

Koliko točk je na dnevnem redu?
.....

Kje so prostori vašega podjetja?
.....

Kdo vodi zapisnik? Tajnica.
.....

Potrdite pisno, prosim.
.....

Kotizacija za konferenco znaša 200 evrov.
.....

Zanima nas, če nudite dodatni popust.
.....

Opravičujem se za zamudo, ki je nastala zaradi mojih študijskih obveznosti.
.....

Ali je ta predpis v skladu s slovensko zakonodajo?
.....

Pripravljeni smo sodelovati pod pogojem, da znižate cene za 8%..
.....

Kandidati, ki pridejo v ožji izbor, so povabljeni na razgovor.
.....

H. Explain the following expressions and translate them into Slovene

4 p

GPA

AGM

AOB

a collect call

I. Write the abbreviations for:

4 p

put this before an example

-

.....

found on an invitation meaning please reply

-

.....

that is

-

.....

care of

-

.....

J. Find the prepositions.

10 p

I'm good basketball, but I'm badother sports.

The lift is of order.

If you fail to comply our demands, we'll break the contract.

I congratulate you your success.

I graduated the University of Maribor.

You have to pay advance.

Please confirm the reservation writing.

I am writing reply your letter.

K. Form questions.

10 p

1. I want to buy **six** apples.

.....

2. The tickets cost **100 pounds**.

.....

3. Mr Miller informed **our representatives in Prague**.

.....

4. Mr Newman wrote **a report** on Monday.

.....

5. The banks in Kranj close **at 5 p.m.**

.....

L. Situations. What do you say . . . ?

20 p

a) Vprašajte sogovornika za mnenje.

.....

b) Sogovorniku izrazite sožalje.

.....

c) Sogovorniku čestitajte za napredovanje.

.....

d) Gospoda Turnerja srečate prvič. Kako ga pozdravite?

.....

e) S sogovornikom se nikakor ne morete strinjati.

.....

M. Find the words.

7 p

The Sales Director
Vintage Garden
666 Corleoni Drive
Memphis
USA

Dear Sir/Madam

I am writing in¹ with your advertisement in the current edition² »Sailors for fun« and are interested³ your products, particularly in sailing boats' equipment.

We are a large retail company⁴ shops throughout Northern Europe and would like your catalogue and price⁵, quoting Amsterdam prices.

Please let us know your⁶ of trade, including quantity discounts, delivery dates, and any credit facilities you are prepared to offer for large orders.

We look forward⁷ hearing from you soon.

Yours faithfully

Hernando Guzman
Managing Director

Synonyms – Sopomenke

call	ring, telephone (phone)	klicati
connect	put sb through	vezati
cancel	call off	odpovedati
postpone	put off	preložiti
reserve	book	rezervirati
delivery	consignment, shipment	pošiljka
busy	engaged	zaseden
suitable	convenient	primeren, ustrezen

Phrases – Fraze

be interested in	zanimati se za
be satisfied with	biti zadovoljen z/s
hold the line, hold on	ostati na zvezi
I would like to . . .	Rad/Rada bi . . .
as soon as possible	čimprej
with reference to . . .	v zvezi z/s . . .
call back	poklicati nazaj
on behalf of	v imenu
in stock	na zalogi
find out	ugotoviti

Nouns - Samostalniki

letter	pismo / črka	copy	izvod
date	datum	goods	blago
address	naslov	conference	konferenca
addressee	naslovnik	business trip	službeno potovanje
company	podjetje	business	posel
reply	odgovor	post	delovno mesto
answer	odgovor	invoice	faktura
order	naročilo	application	prijava (del. mesto)
product	izdelek	form	obrazec
information	informacija	newspaper	časopis
question	vprašanje	magazine	revija
price	cena	conversation	pogovor
catalogue	katalog	tax	davek
price list	cenik	value added tax	DDV
brochure	brošura	payment	plačilo
branch	podružnica	delivery	pošiljka, dobava
meeting	srečanje, sestanek	shipment	pošiljka
appointment	sestanek (1to1)	consignment	pošiljka
discount	popust	staff	osebje
range (of products)	paleta izdelkov	apology	opravičilo
advertisement	oglas	inconvenience	nevšečnosti
customer	stranka	office	pisarna
market	trg	reason	razlog
problem	težava	passport	potni list
representative	predstavnik	venue	kraj, lokacija
distribution	distribucija	airport	letališče
sales	prodaja	railway station	železniška postaja

service	storitev, usluga	hotel room	hotelska soba
terms	pogoji	single room	enoposteljna soba
bulk orders	naročilo večjih količin	double room	dvoposteljna soba
stand	stojnica	breakfast	zajtrk
trade fair	sejem	half board	polpenzion
commission	provizija	full board	polni penzion
details	podrobnosti	confirmation	potrditev
replacement	nadomestilo	reservation	rezervacija
complaint	pritožba	accommodation	bivanje, nočitev
inquiry	poizvedba	contract	pogodba
error	napaka	signature	podpis
delay	zamuda	area code	klicna številka
mistake	napaka	extension	interna številka
explanation	razlaga	arrangement	dogovor
supplier	dobavitelj	report	ročilo
plant	tovarna	equipment	oprema
loss	izguba	spare parts	nadomestni deli
postage	poštnina	moment	trenutek
opportunity	priložnost	flight	polet
ticket	vozovnica	surname	priimek
exhibition	sejem, razstava	message	sporočilo
call	klic	switchboard	centrala

Adjectives & adverbs – Pridevniki in prislovi

good	dober	grateful	hvaležen
well	dobro	urgently	nujno
bad	slab, slabo	directly	neposredno
further	nadaljni, dodaten	wrong	narobe
available	na razpolago	satisfied	zadovoljen
latest	najnovejši	dissatisfied	nezadovoljen
convenient	primeren, ustrezen	different	drugačen, različen
inconvenient	neprimeren	difficult	težko
suitable	primeren, ustrezen	easy	lahek
successful	uspešen	big	velik
happy	srečen	small	majhen
unhappy	nezadovoljen	usually	ponavadi
expensive	drag	cheap	poceni
interesting	zanimiv	boring	dolgočasen

List of irregular verbs

#	infinitive	past simple	past participle	prevod
1	write	wrote	written	pisati
2	read	read	read	brati
3	go	went	gone	iti
4	come	came	come	priti
5	send	sent	sent	poslati
6	know	knew	known	vedeti
7	tell	told	told	povedati
8	say	said	said	reči
9	pay	paid	paid	plačati
10	sell	sold	sold	prodati

#	infinitive	past simple	past participle	prevod
11	meet	met	met	srečati
12	lose	lost	lost	izgubiti
13	give	gave	given	dati
14	get	got	got	dobiti, pridobiti
15	take	took	taken	vzeti
16	forget	forgot	forgotten	pozabiti
17	begin	began	begun	začeti
18	spend	spent	spent	porabiti, preživeti
19	have	had	had	imeti
20	leave	left	left	zapustiti, oditi
21	deal	dealt	dealt	ukvarjati se
22	think	thought	thought	misliti
23	eat	ate	eaten	jesti
24	drink	drank	drunk	piti
25	understand	understood	understood	razumeti
26	see	saw	seen	videti
27	cost	cost	cost	stati (cena)
28	become	became	become	postati
29	speak	spoke	spoken	govoriti
30	make	made	made	narediti
31	do	did	done	delati, narediti

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