

*ANGLJEŠČINA ZA ELEKTROTEHNIKE*  
*Prof. Marina Štros - Bračko*

*Prepisali in uredili:*

- Jure Oberžan*
- Miha Polak*
- Luka Naglič*

*Maj 2005*

*EDUCATION:*

- elementary (compulsory)	OSNOVNA
- secondary	SREDNJA
- university	FAKULTETA
Faculties	
Faculty staff:	
the Dean	DEKAN
The head(s) of department	VODJA KATEDRE
Project managers	
Professors	PROFESORJI
Assisting professors	ASISTENTI
Title: B.Sc.El.Eng. – a Bachelor in Electrical Engineering	DIPLOMIRAN INŽENIR ELEKTROTEHNIKE
Lectures	PREDAVANJA
Seminars	SEMINARJI
Lab practice	LABORATORIJSKE VAJE
Tutorials (mentorship)	MENTORSTVO

In accordance with (in compliance with) Bologna declaration -> a Diploma Supplement  
Obtain a degree (you graduate)  
V SKLADU Z BOLONJSKO DEKLARACIJO -> DODATEK K DIPLOMI  
PRIDOBITI DIPLOMO (DIPLOMIRATI)

*PRODUCE A WRITTEN WORKS:*

- Thesis (Bachelor thesis)	DIPLOMA
To defend the thesis	ZAGOVARJATI DIPLOMO
Produce a written works	IZDELATI PISNO NALOGO
To hand in the thesis	ODDATI DIPLOMO
To submit	ODDATI (PREDLOŽITI)

*A lecture* – a talk given by lecturer

*A seminar* – a discussion between a lecturer and a group of students

*A tutorial* – a discussion between a lecturer and two students

*POST GRADUATE STUDY:*

	PODIPLOMSKI ŠTUDIJ
- M.A. – master of study (master of Arts)	MAGISTER (MAGISTER FILOZOFIJE)
- Ph.D. – doctorate (philosophy doctor)	DOKTOR (DOKTOR FILOZOFIJE)
- M.A. thesis (magisterij)	MAGISTERSKA DIZERTACIJA
- Ph.D. thesis (doktorat)	DOKTORSKA DIZERTACIJA
- A regular student	REDNI ŠTUDENT
- Out of work student	IZREDNI ŠTUDENT

*STUDENTS:*

	ŠTUDENTI:
- a scholarship	ŠTIPENDIJA
- a school fee	ŠOLNINA

- take an entrance exam
- pass the exam
- fail the exam
- sit the exam
- on-campus/off-campus
- food voucher
- member of the student union

OPRAVLJATI SPREJEMNI IZPIT  
NAREDITI IZPIT  
PASTI NA IZPITU

ŠTUDENSKI DOMOVI  
BONI ZA PREHRANO  
ČLAN ŠTUDENTSKE  
ORGANIZACIJE

*PREVOD:*

Ali si moral delati sprejemni izpit? Ne, ni mi ga bilo treba.  
*Did you have to take the entrance exam? No, I didn't have to.*

Naši študenti se zanimajo za umetno inteligenco.  
*Our students are interested in artificial intelligence.*

Sem študent 4. letnika uni programa fakultete za elektrotehniko.  
*I am a fourth grade undergraduate university student of the faculty of Electrical Engineering.*

Moj prijatelj je študent VSP na fakulteti za elektrotehniko.  
*My friend is an undergraduate student of the Faculty of Electrical Engineering.*

S fakulteto za računalništvo in informatiko si delimo prostore.  
*We have our premises in common with the Faculty of Computer and Information Science.*

Kako izgleda delo v vašem laboratoriju?  
*How does the work in your lab look?*  
*What does the work in your lab look like?*

Kdo je predstojnik oddelka za močnostno elektroniko?  
*Who is the head of Power Engineering Department?*

Dekanat je v pritličju.  
*The office of the dean is on the ground (first) floor.*

Predavalnica ena je tudi v pritličju.  
*Lecture room one is also on the ground floor.*

Moja prijateljica je diplomirala na mariborski univerzi.  
*My girlfriend graduated from Maribor University.*

Na fakulteti imamo predavanja, seminarje in mentorstvo.  
*We have lectures, seminars and tutorials in our faculty.*

Rok za oddajo diplomske naloge je 20. maj.  
*The deadline to hand in the thesis is the 20<sup>th</sup> of May.*

Kdo beleži odsotnost in prisotnost na predavanjih?

*Who keeps a record of absence and presence on the lectures?*

V katero šolo si hodil prej?

*Which secondary school did you attend before?*

Ko bom diplomiral, bom dobil prilogo k diplomi.

*When I graduate, I will receive a Diploma supplement.*

### *NUMBERS:*

444 – four hundred and forty-four

5,250 – five thousand two hundred and fifty

0.731 – nought point seven three one

1,300,000 – one million three hundred thousand

$5^2$  – five squared

$5^3$  – five cubed

$5^7$  – five powered seven (five to the power of seven)

$5^{-12}$  – five to the power of minus twelve

$1/7$  – a one seventh

$\sqrt{9}$  – the square root of nine

$\sqrt[3]{64}$  – the cube root of sixty-four

$3/7$  – three sevenths

$5/8$  – five eights

$2/111$  – two over one hundred and eleven

44-33-00 – double four dash double three dash double o

75|2b – seventy-five stroke two b

[Marina.stros@guest.arnes.si](mailto:Marina.stros@guest.arnes.si) – dot, at, dot, dot

p.a. – per annum (na leto)

### *SHAPES*

#### NOUN/ADJECTIVE

A square / square

A rectangle / rectangular

A triangle / triangular

A tube / tubular

A cone / conical

A circle / circular

A semi-circle

A sphere / spherical

### LIKI

#### SAMOSTALNIK/PRIDEVNIK

KVADRAT

PRAVOKOTNIK

TRIKOTNIK

CEV (VALJ)


STOŽEC

KROG

POLKROG


KROGLA

### *LINES*

A straight line 

A wavy line

A broken line 

A dotted line 

### ČRTE

RAVNA ČRTA

VALOVITA ČRTA

PREKINJENA ČRTA (TUDI CIK-CAK)

ČRTA IZ PIK

A perpendicular  
*PREVOD*

PRAVOKOTNO

Analize narejene na ištututu Jožef Stefan so bile netočne  
*Analyses, performed/carried out/done on Institute Jožef Stefan were inaccurate.*

Podatki so točni  
*The data are accurate.*

Analiza prikazuje, da so podatki, ki jih je posredoval zavod za raziskave in razvoj točni.  
*The Analysis shows that the data, obtained at the institute of research and development, were accurate.*

Novice so bile slabe.  
*The news were bad.*

Informacije so bile sveže.  
*The information was up to date.*

Akustika v tej predavalnici je slaba.  
*The acoustics in this lecture room are bad.*

Policija še ni raziskala primera.  
*The police have not investigated the case yet.*

### *MEETINGS*

- the chair – runs the meeting
- the secretary – writes the minutes (zapisnik)
- in/at the meeting
- participants (udeleženci)
- the invitation:
  - o date
  - o time
  - o venue
- the agenda (dnevni red)
  - o items (točke):
    - presence and absence
    - minutes of previous meeting
    - matters arising (tekoče zadeve)
    - AOB = any other business (miscellaneous)
- meeting can be:
  - o cancelled
  - o postponed
  - o arranged
  - o held

### *THE CONFERENCE*

- the conference fee (plačilo za udeležbo konference)
- the conference chair (šef konference)
- program committee
- registration (register for the conference), by the deadline
- conference proceeding (zbornik)
- key speakers – invited speakers
- accommodation (nastanitev)
- call for papers (poziv za refernete)
- presentation
  - o talk
  - o poster presentation
- proceedings

### *PREVOD*

Kdo vodi danes sestanek?  
*Who is chairing the meeting today?*

Sestanek je odpovedan zaradi vremenskih razmer.  
*The meeting is cancelled due to a weather condition.*

Sestanek je prestavljen na 15. marec.  
*The meeting is postponed to 15 March*

Preidimo k točki razno  
*Let's move onto AOB/miscellaneous.*

Gospod White, vi imate besedo.  
*Mr White the floor is yours. /*  
*Mr White over to you.*

Kje bo naslednja konferenca?  
*Where will be the next conference held?*  
*What's the venue of the next conference?*

Koliko znaša prijava na konferenco?  
*How much is the conference fee?*  
*What is the conference fee?*

Njegov članek je objavljen na 215. strani zbornika.  
*His article is published on page 215 in proceedings.*

Dekan je na sestanku.  
*The dean is in/at the meeting.*

Ali si že poslal svoj referat?

*Have you sent your paper yet?*

Konferenca traja od ponedeljka do petka  
*The conference lasts from Monday to Friday.*

<b>Singular</b>	<b>Plural</b>	<b>Prevod</b>
Analysis	Analyses	analiza
Basis	Bases	osnova
Emphasis	Emphases	poudarek
Datum	Data	podatek
Erratum	Errata = correction of mistakes	napaka
Nucleus	Nuclei	jedro
Appendix	Appendixes, appendices	dodatek

*PREPOSITIONS OF TIME:*

- hour; at 5 p.m.
- day; on Monday
- date; on 15 June
- months; in July
- year; in 2005
- season; in the Summer
- holiday; at Easter
- weekend; at
  
- in time pravočasno
- on time točno
- by Friday najkasneje do
- from...to od ponedeljka do petka
  
- expressions:
  - o In due time dogovorjen čas
  - o In arrears v zaostanku s plačilom
  - o In full v celoti
  - o In advanced v naprej
  - o In installments na obroke
  - o In transit med transportom

*PREPOSITION OF PLACE:*

- big town in New York
- small town in/at Bled
- storey/floor on 3<sup>rd</sup> floor
- street in Čopova, at 5 Čopova
- on/at meeting
- at school
- at the faculty

- at work
- at the conference
- expressions:
  - o Run out of something
  - o Out of order
  - o For a trial period
  - o By DHL/E-mail/phone/car
  - o To the address above (na gornji naslov)

### *PREVOD*

Sestanek je v sejni sobi v 5. nadstopju naše stavbe.

*The meeting is in the conference room (boardroom, meeting room) on the fifth floor of our building*

Zmanjkalo nam je pisarniške opreme. Pojdi v knjigarno in kupi kuverte, sponke, edigs (t-pax), spenjač, luknjač, folije (prosojnice), 10 kulijev, ravnilo, šilček, papir za papirnato tablo (flip chart), blok za pisanje, 3 mape in novoletne čestitke.

*We ran out of stationery. Go to the stationery's and get envelopes, paper clips, T-pax, stapler, puncter, transparencies, 10 ball pencils, ruler, sharpener, flip char paper, writing pad, three folders and New Year's card (greeting cards).*

Ta računalnik imam za poskusno obdobje treh mesecev.

*I have this computer for a trial period of 3 months.*

Poslali so mi opomin, ker sem v zamudi s plačilom najemnine.

*They sent me a reminder, because I'm in arrears with paying the rent.*

Vaš odgovor pričakujemo v dogovorjenem času.

*We expect your answer in due time.*

Blago je bilo poškodovano med prevozom.

*Goods were damaged in transit.*

Prosim pridite pravočasno.

*Please, come (be) in time.*

Dekan je na službeni poti.

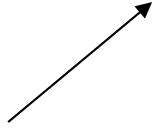
*The Dean is on a business trip.*

Trgovine so zaprte od sobote od 12 dalje do ponedeljka 9 ure zjutraj.

*The shops are closed from the Saturday twelve a.m. to Monday nine a.m.*



*MOVEMENTS*



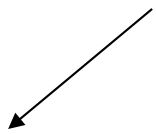
to increase  
to rise  
to go up / an increase, a rise



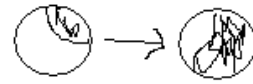
to reach peak



to recover



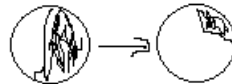
to decrease  
to fall  
to go down / a fall, a decrease



to grow /  
to expand / a growth



to shout up  
to rocket



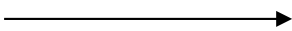
to shrink



to slump  
to drop  
a drop



to fluctuate



to remain steady /  
stable / unchanged

## MAKING A PHONE CALL

- area code (01-Ljubljana, 03-Trbovlje)	DRŽAVNA ŠTEVILKA
- country code (00386 – Slovenia)	REGIJSKA ŠTEVILKA
- extension	INTERNA ŠTEVILKA
- international call	MEDNARODNI KLIC
- local/trunk call	LOKALNI KLIC
- collect call	KLIC, KI GA PLAČA KLICANI
- the switchboard	CENTRALA
- the operator	OPERATER
- phone book	TELEFONSKI IMENIK
- telephone directory	
- you look up the number in phone book	POGLEDATI V TEL. IMENIK
- a subscriber	NAROČNIK
- subscription	NAROČNINA
- the line is busy/occupied/engaged	LINIJA JE ZASEDENA

## EXPRESSIONS:

- Can/could I speak to Mr/Ms	LAHKO GOVORIM Z...
- I'm sorry, he isn't in	
- Hold on please	POČAKAJTE, PROSIM
- Just a moment, please	POČAKAJTE TRENUTEK
- I'll put you through to Mr White	
- The operator	OPERATER
- I'll connect you with	POVEZAL VAS BOM Z

## PREVOD

Kličem te že pol ure, vendar je tvoja linija zasedena  
*I have been calling you for half an hour, but your line has been busy.*

Kateri operater je dobil razpis za kosovo?  
*Which operator got (won) a tender at Kosovo?*

Kličem, da potrdim prihod v vaš hotel v soboto ob 6 zvečer  
*I'm calling to confirm our arrival in your hotel on Saturday at 6 p.m.*

Kličem, da odpovem sestanek jutri ob 5 zaradi delovnih obveznostih  
*I'm calling to cancel the meeting tomorrow at 5 p.m. due to my work commitment.*

Počakajte prosim, pogledala bom, če je tukaj  
*Hold on please, I'll check, if he is here*

Poišči njegovo številko v imeniku  
*Look up his number in the phonebook.*

**FORMAL E-MAIL/LETTER**

L = layout 3  
R = register 5  
C = content 5  
**G = grammar 5**  
18

LETTER HEAD

your address  
(without name)  
date

receiver's  
address

1. Dear Sir/Sirs (PODJETJA/BANKE, VLADNE USTANOVE)
2. Dear Sir/Madam (brez vejic, pik)
3. Dear Mr/Mrs Jones

.....  
Yours faithfully (1. 2. brez vejic)  
^/^^/^^  
AJDA KRESNIK

Yours sincerely (3.)  
^/^^/^^  
AJDA KRESNIK

With best regard (Bolj uveljavljena kot sincerely, faithfully, razen za banke, vladne službe)

- PARAGRAPHS (odstavki – le v novo vrsto, brez presledkov)
- you – (vedno se piše z malo začetnico ne z veliko)
- Date: 20 May 2005; May 20, 2005; 20/5/2205 (USA: 5/20/2005)
- Thank you ...

*PREVOD*

Hvala za vaše pismo z dne 20. januar  
*Thank you for your letter of/dated from (samo from – nepravilno!) 20 January*

Prosim potrdite pisno  
*Please confirm in writing*

Hvala v naprej  
*Thank you in advance*

Priloženo vam pošiljamo zahtevano dokumentacijo  
*Enclosed please find the documentation requested*  
V pričakovanju vašega odgovora vas lepo pozdravljam  
*We look forward to hearing from you*  
*Looking forward to hearing from you*

V primeru dodatnih informacij me prosim pokličite po telefonu, e-mailu ali mi pišite na zgornji naslov  
*In case of any further (extra, additional) information please (do not hesitate to) contact me by phone, e-mail or to the above address*  
Ali mi prosim lahko pošljete vaš katalog in cenik  
*Could you (would you) please send me your catalogue and the price list*

Z veseljem vam sporočam, da ste bili izbrani za štipendijo na nizozemskem  
*We are pleased (glad)to inform you that you have been short-listed for the scholarship in the Netherlands*

Na žalost vam moramo sporočiti, da niste upravičeni do 5% popusta  
*We are sorry (We regret) to inform you, that you are not entitled to a 5% discount*

Sporočamo vam, da bomo poskrbeli za prevoz gospoda Rogersa od letališča do hotela  
*We would like to inform you, that we will arrange a transfer for Mr Rogers from the airport to the hotel*

V zvezi z našim telefonskim pogovorom vam sporočam, da se bomo udeležili sestanka v Ljubljani 10 aprila  
*With reference to our telephone conversation I inform you that we will attend the meeting in Ljubljana on 10 April*

Pišem vam v imenu gospe Stefanovske  
*I'm writing to you on behalf of Ms Stefanovska*

Pišem vam za rezervacijo v imenu gospoda Tasiča  
*I'm writing to you to book a room for (in the name of) Mr Tasič*

#### *KEY WORDS*

- |                                       |                           |
|---------------------------------------|---------------------------|
| - Inform                              | OBVESTITI                 |
| - we are sorry to ...                 | ŽAL NAM JE DA             |
| - we regret ...                       | OBŽALUJEMO                |
| - we are glad to ...                  | ZADOVOLJNI SMO DA         |
| - we are pleased ...                  | ZADOVOLJNI SMO DA         |
| - enclosed please find                | PRILOŽENO VAM POŠILJAMO   |
| - we look forward to hearing from you | V PRIČAKOVANJU VAŠEGA     |
| - looking forward to hearing from you | ODGOVORA VAS POZDRAVLJAMO |

- |                            |                               |
|----------------------------|-------------------------------|
| 1. - With reference to     | V ZVEZI Z POGOVI              |
| - Referring to             |                               |
| - In connection with       |                               |
| 2. - regarding the payment | KAR ZADEVA PLAČILO            |
| - concerning the payment   |                               |
| 3. - In compliance with    | V ZVEZI Z ZAKONODAJO, PRAVILI |
| - In accordance with       |                               |

### *ABBREVIATIONS*

Mr	GOSPOD
Ms	GOSPA
c/o (C slash O, care of)	NA TEM NASLOVU
R.S.V.P (invitation, answer please)	ZAHTEVAN ODGOVOR
ENCL (enclosures)	PRILOGA
C.C. (copies to, carbon copy)	V VEDNOST
e.g (exempli gratia – for example)	NA PRIMER
i.e (id est – that is)	TO JE
et al (et alia – and others)	OSTALO (CETERA)
c.f (confer –compare)	PRIMERJAJ
a.s.a.p (as soon as possible)	ČIMPREJ
c.v (curricular vitae)	ŽIVLJENJEPIS
P.S (Post scriptum)	PRIPIS
P.N (plenum nominae)	S POLNIM IMENOM
VAT (value added tax)	DDV
P/s (please)	PROSIM
a.m.	PRED DVANAJSTO
p.m.	PO DVANAJSTI (OB POLDNE JE p.m. OB
POLNOČI PA a.m.)	

### *PREVOD*

Spoštovani, videl sem vaš oglas za mesto animatorja v vašem poletnem taboru. Ker sem študent, bi bil zame najprimernejši čas julij in avgust, ko opravi svoje študijske obveznosti. Imam že nekaj izkušenj pri delu z otroki. Lansko leto sem delal v podobnem taboru na Bledu. Sem inštruktor plavanja, tenisa in znam igrati na kitaro. Iz oglasa ni razvidno, ali si sam krijem stroške prevoza ali jih dobim vrnjene ob mojem prihodu v Ameriko. V primeru dodatnih informacij sem dosegljiv na e-mail [jure.oberzan@guest.arns.si](mailto:jure.oberzan@guest.arns.si)

V upanju na pozitiven odgovor vas lepo pozdravljam

^^^^^  
JURE OBERŽAN

PRILOGE  
- življenjepis

- potrdilo o opravljenih izpitih
- zdravniško spričevalo
- kopija voznškega izpita brez prekrškov
- priporočila

*Dear Sir*

*I noticed your advertisement in the Delo for a vacancy (post) of an animator in your summer camp. As I am a student, the most convenient time for me would be July and August when I complete my study requirements (obligations).*

*I have gained some experience working with children. Last year I worked in a summer camp at Bled. I am a swimming, tennis instructor and I can play the guitar (chess).*

*It is not evident from the advertisement whether (if) I pay travel expenses or I get them reimbursed at my arrival to the USA.*

*In case of any additional (extra) information please contact me by e-mail*

*[jure.oberzan@guest.arnes.si](mailto:jure.oberzan@guest.arnes.si)*

*I look forward to your positive answer*

*With best regards*

*ΛΛΛΛΛ*

*JURE OBERŽAN*

*ENCLOSURES:*

- *c.v.(curriculum vitae)*
- *certificate of passed exams*
- *health certificate (medical report)*
- *copy of a clean driving license*
- *references/recommendation*
- *referees*

*Spoštovani*

*Rad bi se naročil na vašo revijo Telekomunikacije danes. Sem študent 4. letnika FE in me zanima, če nudite kakšen popust za študente. Prosim če mi pošljete tudi seznam vaših publikacij in trenutni cenik.*

*V pričakovanju vašega odgovora vas lepo pozdravljam*

*Dear Sir*

*I would like to subscribe to your magazine *Telecommunications Today*. I am an undergraduate student **at** Faculty of Electrical Engineering and I would like to know whether you offer any student discount. Could you please send me a list of your publications and a current (latest) price list.*

*I look forward to hearing from you*

*With best regards*

*PAIRS OF WORDS OFTEN CONFUSED*

- I) **advice** ≠ **advise**; advice je samostalnik, advise pa glagol.
- II) **practice** ≠ **practise**; enako kot zgoraj
- III) **beside** ≠ **besides**; beside pomeni "zraven" krajevno, besides pa "poleg" pri naštevanju.
- IV) **understanding** ≠ **comprehensive**; understanding pomeni razumevajoč (človek), comprehensive pa obsežen (recimo knjiga).
- V) **sensible** ≠ **sensitive**; prvo pomeni pametno, smiselno. Drugo pa občutljiv,
- VI) **whether** ≠ **weather**; whether je sopomenka od if. Drugo pa je vreme.
- VII) **index** ≠ **footnotes**; index = list of words with page reference. footnotes = remarks at the bottom of page.
- VIII) **fine** ≠ **fee**; kazen in prispevek.
- IX) **among** ≠ **between**; drugo je samo če sta dva, če jih je več uporabimo among.
- X) **content** ≠ **contents**; prvo je vsebina recimo škatle, drugo pa je vsebina;
- XI) **biography** ≠ **bibliography**;

*PREVOD*

Poleg francoščine govorim še Portugalsko in Špansko.  
*Besides French he speaks Portuguese and Spanish.*

Film je občutljiv na svetlobo.  
*Film is sensitive to light.*

Pametno bi bilo, da bi še enkrat pregledali številke (dokumentacijo).  
*It would be sensible to check the numbers again.*

Dosedaj sem si pridobil obsežno znanje na področju...  
*I have gained a comprehensive knowledge of digital photography.*

Peter je zelo razumevajoč človek  
*Peter is a very understanding person.*

Rabili bi več vaje  
*We would(should) need more practice.*

Lahko ti dam dober nasvet  
*I can give you (a good peace of) advice.*

Moral je plačati kazen, ker je vozil prehitro v naselju  
*He had to pay a fine, for overspeeding in the residential area.*

Razdeli karte med štiri igralce  
*Deal the cards among four players.*

Naj to ostane med nama.  
*Let it stay between us.*

*GLOSSARY OF WORDS (EXPRESSION) IN ACADEMIC TEXTS*

Biti mnenja, verjeti	<i>believe, be of the opinion</i>
Biti sestavljen iz	<i>consist of, made up of, comprise</i>
Cilj, namen	<i>goal, aim, objective, purpose, target</i>
Čeprav	<i>although, even though</i>
Dobiti	<i>get, obtain, acquire</i>
Dograjevati	<i>upgrade, improve, supplement</i>
Dokaz	<i>evidence, proof</i>
Dokazati	<i>to prove</i>
Določiti	<i>to determine, to establish, to define</i>
Doseči	<i>gain, achieve, accomplish</i>
Glavni	<i>main, principal</i>
Izdelati	<i>produce, make, manufacture</i>
Izhajati iz	<i>result in, arise from</i>
Izpeljati, voditi raziskavo	<i>do a research, run a research</i>
Kategorija, tip, vrsta	<i>category, type, sort</i>
Ker, zaradi	<i>because, as, since, due to</i>
Klasičen, običajen	<i>standard, classic</i>
Končati	<i>conclude, finish, end</i>
Končno	<i>finally, in conclusion</i>
Naprimer	<i>for example, for instance</i>
Nasplošno	<i>generally, usually</i>
Nanašati se na	<i>with reference to, regarding to</i>
Naslednji	<i>next, following</i>
Naštevati	<i>to list, to enumerate, to count up</i>
Nestrinjati se	<i>to disagree, to oppose</i>
Nosilec projekta	<i>project holder, carrier, manager</i>
Obseg (dela)	<i>extend, size, dimension, comprehension</i>
Očitno	<i>evidently, obviously</i>
Omeniti, na kratko opisati	<i>describe briefly, mention</i>
Podobno	<i>similarly, analogy, likewise</i>
Poleg tega	<i>besides, moreover</i>
Pomankljivost	<i>limitation, disadvantage, faultiness</i>
Pomemben	<i>important, significant, notable</i>
Ponazoriti	<i>to illustrate, to make clear, to show</i>
Povezati	<i>to bind, to tie up, to link together</i>
Preučevati, raziskovati	<i>to study, to investigate, to research, to explore</i>
Preveriti	<i>to examine, to check, to authenticate, to verify</i>
Razdeliti, klasificirati	<i>to distribute, to classify</i>
Še posebno	<i>especially, in particular</i>
Trditi	<i>affirm, to assert, to claim, to state</i>
Ugotoviti	<i>to find out, to establish, come up with</i>



Upoštevati	<i>to consider, to regard</i>
Vpliv	<i>influence, impact</i>
Z drugimi besedami	<i>in other words, to say it in another way</i>
Zaključiti študijo	<i>to conclude, to finish the study</i>
Zato	<i>there for, consequently, that is why, hence</i>
Zmanjševati	<i>to reduce, to lessen, to diminish, decrease</i>
Značilnost	<i>characteristic, feature</i>
Lastnost	<i>properties, quality, nature</i>

*EXPRESSIONS WITH TERMS:*

Terms of payment	POGOJI PLAČILA
Terms of delivery	POGOJI DOSTAVE
Terms of contract	POGOJI POGODBE
Terms of agreement	POGOJI DOGOVORA

*EXPRESSIONS WITH MEET:*

Meet the deadline	DRŽATI SE ROKA
Meet the demand	UGODITI POVPRASEVANJU
Meet the terms	DRŽATI SE POGOJEV
Meet the regulations	DRŽATI SE PRAVIL

*BESEDE, KI NAJ BI JIH ZNALI PRAVILNO NAPISATI ☺*

Accommodation	NASTANITEV	Knowledge	ZNANJE
To achieve	DOSEČI	Labo(u)rers	DELAVEC
Applicable	UPORABEN	Maintaining	VZDRŽEVATI
Beginning	ZAČETEK	Medicine	MEDICINA
Choice	IZBIRA	Necessary	NUJNO
Criticism	KRITIKA	Occupation	OKUPACIJA
Development	RAZVOJ	Occurred	ZGODITI SE
Disappeared	IZGINITI	Predominantly	PREVLADUJOČ
Divided	RAZDELJEN, LOČEN	Raised	DVIGNJEN
Emphasis	POUDAREK	Referring (reference)	NANAŠATI SE
Experimental	POSKUSEN	Research	RAZISKAVA
A foreigner	TUJEC	Schools	ŠOLE
Frequently	POGOSTO	Studying	UČENJE
Government	VLADA	Successful	USPEŠNO
Height/depth	VIŠINA/GLOBINA	Techniques	TEHNIKA
Hypothesis	HIPOTEZA	Thorough	TEMELJIT
Increasingly	NARAŠČAJOČ	Whether	ČE, ALI
Insufficient	POMANJKLJIV	Which	KATERI
Interesting	ZANIMIV	Writing (written)	PISATI
Interviewed			

*PRIMER NALOGE NA IZPITU*

To proof (samostalnik)	=	to prove (glagol)
Consignment	=	OK
Casetee	=	cassette
Meeting	=	meeting
Invoice	=	OK
Delivary	=	delivery
Glosary	=	glossary
Grafiti	=	graffiti

*PREVOD*

Oproščamo se za nevšečnosti.  
*We are sorry for inconveniences.*

Želela bi potrditi naročilo številka 25/B.  
*I would like to confirm an order 25/B.*

Prosim potrdite pisno.  
*Please confirm in writing.*

V zvezi z našim E-mailom z dne 15.2.2003, vam sporočam...  
*Regarding to your E-mail dated 15.2.2003, we inform you...*

Radi bi potrdili enoposteljno sobo za g. Novaka od 5-8. Julija 2003.  
*I would like to book a room for Mr Novak from 5 – 8 July 2003.*

Hvala v naprej.  
*Thank you in advance.*

Vaše osebne podatke prosim.  
*Your personal data (ID), please.*

Oprostite za zamudo, ki je anstala zaradi odsotnosti direktorja.  
*We are sorry for a delay, due to an absence of our director.*

Prosim priložite potrdilo o plačilu.  
*Please find enclosed a receipt.*

Z veseljem vam pošiljamo seznam dodatnih podatkov o stroju Xerox tp200.  
*We are glad to send you a list of extra information about Xerox tp20 machine.*

Pismo smo vam poslali v četrtek.  
*We sent you a letter on Thursday.*

Radi bi odpovedali rezervacijo za g. Novaka od 20-23 julija.  
*We would like to cancel a reservation for Mr Novak dated 20 to 23 July.*

*PREVOD*

- 1.) **V odgovor na...**  
In response to
- 2.) **Naše zahteve so naslednje...**  
Our requirements are following...
- 3.) **Za primerne cene...**  
For reasonable/competitive prices...
- 4.) **Pozivamo vas da izpolnite formular in ga čimprej odpošljete.**  
We urge you to fill in the forms and send it off ASAP.
- 5.) **Prosimo navedite datume vašega bivanja v LJ.**  
Please give/state the dates of your staying in LJ.
- 6.) **Opravičujemo se za nevšečnosti.**  
We are sorry for the inconvenience.
- 7.) **Pridržujemo si pravico do spremembe časa dobave.**  
We reserve the right to change the terms of delivery.
- 8.) **Ali nam lahko zagotovite prostor za 100 ljudi?**  
Could you provide us with the facilities for 100 people?
- 9.) **Z natančno izpolnjeno prijavnico ste opravičeni do 10% popusta.**  
With accurately filled in form you are entitled/eligible to a 10% discount.
- 10.) **Prosimo upoštevajte spremembe urnika.**  
Please consider changes to the programme.
- 11.) **O tem še nismo razpravljali.**  
We have not yet discussed this.

#### *ACADEMIC TEXTS*

##### Naslovnica diplome:

- 1) The name of institution
- 2) The name of author
- 3) The title of the thesis
- 4) The type of the thesis
- 5) Place and year

##### In what different types of thesis differ? (bachelor, M.A., Ph. D.)

- 1) number of pages
- 2) number of references
- 3) acknowledgements
- 4) summary
- 5) abstract