

Multimedija in FE

ANGLEŠČINA

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1 NUMBERS, DATES, PREPOSITIONS

1.1 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 11

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)

1.2 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 »l« 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.

1.3 NUMBERS EXERCISES

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

1.4 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

1.5 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 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

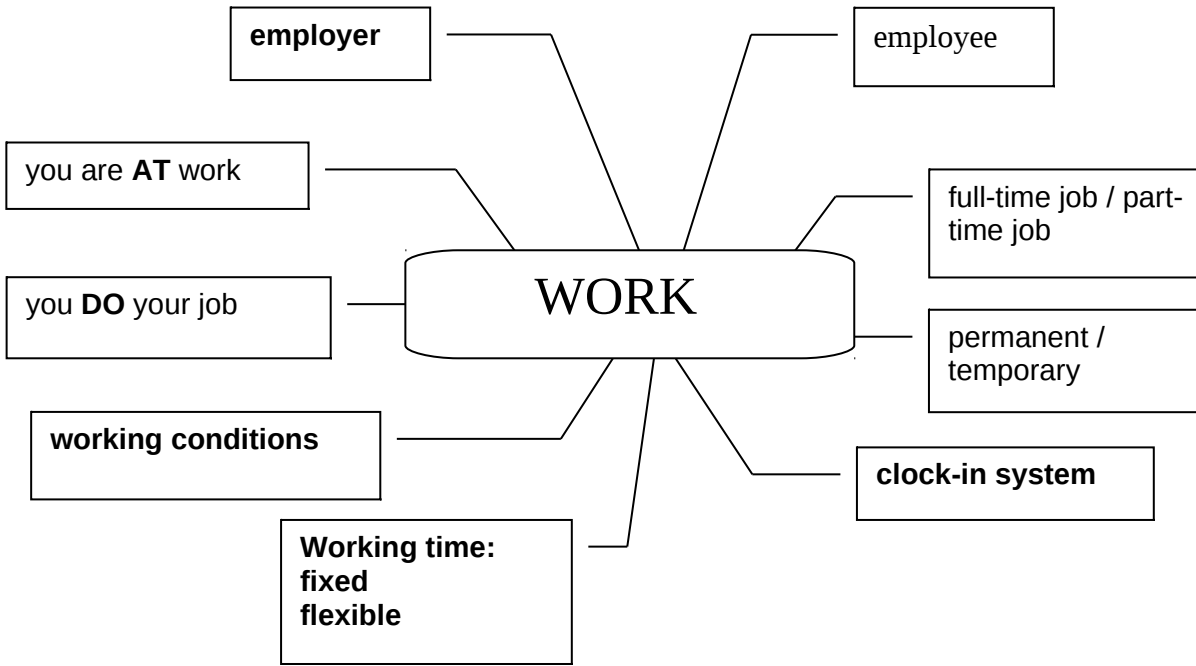
Some phrases connected with place:

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	

2 WORK



2.1 YOUR JOB

Complete the following sentences about yourself

My address is

My business number is

My extension is

I work for

as a(n) (company)

(job)

in the

(department)

I mostly deal with

(kind of work)

I am responsible for

and

(ing form)

My job involves a lot of

and

What I like about my job is

I've been with the company for

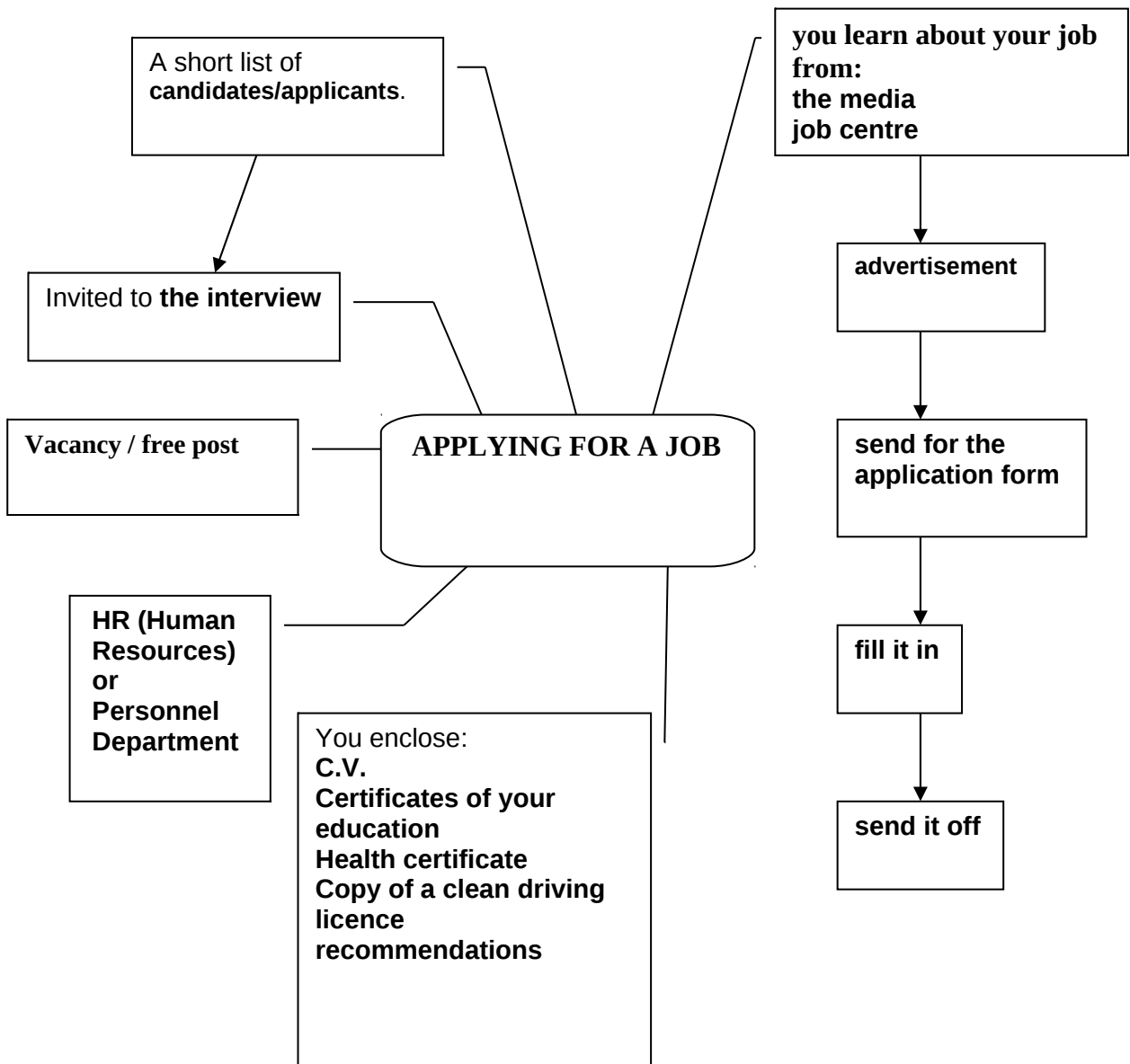
since

(period of time)

I've been in my present job for

(since)

..... (point of



WHAT PERSONAL QUALITIES DO CANDIDATES FOR A JOB NEED?

enthusiastic	independent	cooperative	generous
sensitive	motivated	creative	kind
lively	honest	patient	sociable
hard-working	energetic	well-organised	quiet
open-minded	efficient	well-travelled	punctual

REPLACE THE UNDERLINED WORDS WITH ONE WORD

- My colleagues are very friendly and like going out together.
My colleagues are very _____.
- A good manager should think about people's feelings.
A manager should be _____.
- I like working with people who are really interested and have lots of energy.
I like working with people who are _____.
- She is able to work very hard.
She is _____.
- It is important for directors to be careful what they say to people.
It is important for directors to be _____.

FIND A WORD FROM THE LIST.

A person, who has travelled a lot is _____.

A person who likes working with other people is _____.

A person who always tells the truth is _____.

A person who has lots of new ideas is _____.

A person who has a good time keeping is _____.

A person who always knows what to do and where his/her things are is _____.

A person who doesn't mind giving is _____.

A person who doesn't need other people's help is _____.

CHOOSE PHRASES THAT YOU THINK ARE RELEVANT FOR PEOPLE DOING DIFFERENT JOBS.

Give reasons for your choices.

1) should have	2) should be	3) should be able to
a desire to do a good job	a good leader	plan carefully
planning skills	Calm	solve problems calmly
financial skills	good with figures	do repetitive tasks accurately
technical understanding	strong and fit	work fast
good timekeeping	Accurate	concentrate easily
an interest in science	Reliable	work hard
good communication skills	Punctual	work independently
	Patient	work well as part of a team
	Clean	make decisions quickly
	a fast worker	

1. A personnel manager . . .
2. A production manager . . .
3. An assembler . . .

EXAMPLE: I think a production manager should have an interest in science *because* a lot of work involves scientific tests.

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

2.2 EMPLOYMENT

employment contract
to apply for a job
to hire / to employ
to be fired /to be dismissed
to be laid off
to be *promoted* / *demoted*
to retire

terms of employment
to go on an interview for a job
to quit / to resign
to be temporarily laid off
to get a raise
to be unemployed
to be (50%) disabled

2.3 WORK TERMS

to have a *day off* / *a free day*
to be on sick leave
to have a holiday

to have / *to take* a sick day
to be on maternity leave
to go on *holidays* / *vacation*

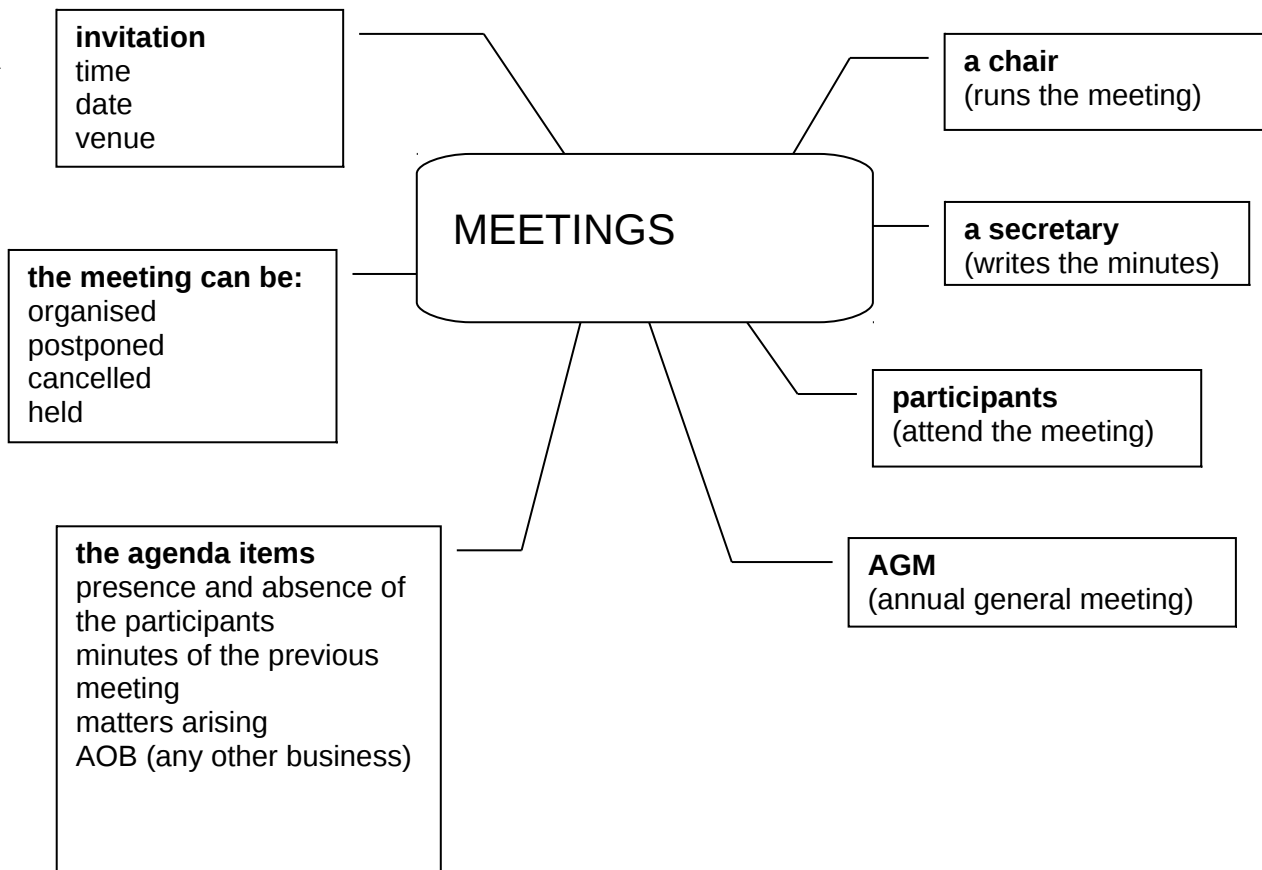
2.4 PAY

paycheck
to get a salary
weekly
monthly
gross income
(income) tax
contribution
bonus
lunch scheme (voucher)

pay stub
to get wages
bi-monthly
pay grade
net income
supplements
reimbursement
mileage expenses

3 MEETINGS

3.1
A
G
A
G



L
N
U
E

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.

Q EXPRESSING OPPOSITION

- I can see many problems in adopting this.
- I am opposed to the . . .

R PERSUADING

- Have you taken into account . . . ?
- Wouldn't you agree that . . . ?

S EMPHASIZING

- I particularly want to emphasize / stress / highlight the fact that . . .
- We mustn't underestimate / underrate the importance of . . .

T OFFERING A COMPROMISE

- We are prepared to . . . , on condition that . . .
- We would be willing to . . . , provided that . . .

U CONCLUDING

- Let me conclude by . . .
- In conclusion, I would like to say . . .

EXERCISE 1

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:

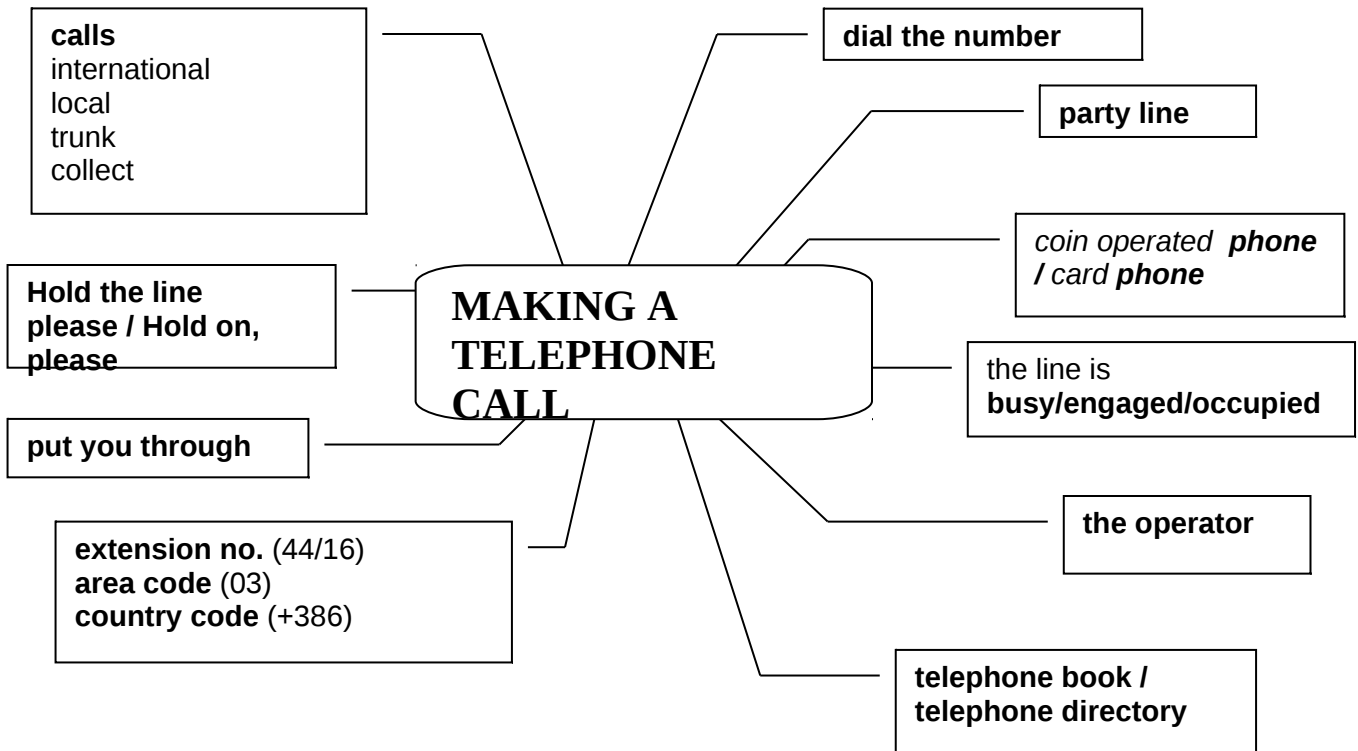
- 1 *Kdo vodi danes sestanek?*
- 2 *Sestanek je preložen na 20. marca.*
- 3 *Sestanek je odpovedan zaradi bolezni.*
- 4 *Preidimo k točki razno.*
- 5 *Vi imate besedo gospod White.*
- 6 *Lahko nekaj predlagam?*
- 7 *Ne strinjam se z vašim predlogom.*
- 8 *Mislim, da nimate prav.*
- 9 *Ali si že dobil zapisnik prejšnega sestanka?*
- 10 *Kdaj je skupščina Telekoma?*
- 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 zavržen.*
- 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.

4 TELEPHONING



4.1 EXERCISE

1

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									

4.2 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)

Ste že kdaj . . . ?

1. Have you ever ?
2. Have you ever ?
3. Have you ever ?
4. Have you ever ?
5. Have you ever ?

Še nisem . . .

1. I haven't yet
2. I haven't yet
3. I haven't yet
4. I haven't yet
5. I haven't yet

Sem že . . .

1. I've already
2. I've already
3. I've already
4. I've already
5. I've already

4.3 TRANSLATION

1. Lahko govorim z gospodom Brownom, prosim?
2. Žal ga ni v pisarni.
3. Prišel bo čez 10 minut.
4. Mu želite pustiti sporočilo?
5. Prosim pokličite nazaj čez 20 minut.
6. Oprostite, lahko ponovite svoje ime?
7. Koliko je vaša interna številka?
8. Gospoda Novaka lahko pokličete direktno. Njegova interna številka je 8513.
9. Ali je to British Airways agencija?
10. Rezervirala bi eno povratno vozovnico Lj – London, London – Lj za 15. maj 2001.
11. Prosim sedež pri oknu.
12. Kdaj prileti letalo v London?
13. Koliko časa pred poletom je potrebno priti na letališče?
14. Hvala za vaš klic . Nasvidenje.
15. Od kod ste ?
16. Kje je vaše stalno prebivališče?
17. Vaš podpis prosim?
18. Kdaj je rok za oddajo plačila?

19. Direktor je bil prejšnji teden na službeni poti.
20. Kdaj nam nameravate poslati vaš zadnji / najnovejši katalog?
21. Rok poteče 8. maja .
22. Sestanek se začne ob petih popoldne.
23. Kdaj zopet nameravate priti v Krko?
24. Pravkar sem poklicala taxi.
25. Avtobusi vozijo točno.
26. Lansko leto je bila konferenca na Hrvaškem.
27. Ste že poklicali g. Novaka?
28. Ste že obvestili g. Langa?
29. Gospoda Langa še nisem obvestila, bom ga pa obvestila čez 10 minut.
30. Pismo smo mu poslali v torek.
31. Odgovora še nismo dobili.
32. Rad bi govoril z g. Novakom.
33. Bi mu lahko sporočili, da me prihodnji teden ne bo v službo.
34. Trenutek, prosim.
35. Kdo kliče, prosim?
36. Georg Miller je na sestanku. Danes ga ne bo več nazaj v pisarno.

37. Ste že preverili podatke?

38. Žal jih še nismo preverili.

4.4 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.

4.5 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,

4.6 TELEPHONE CONVERSATION

Practice 1

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

Hello, ABC company.

.....

Hello. I want to speak to John Smith.

.....

Who is it?

.....

I'm Tom Jones.

.....

You can't speak to him because he' s out.

.....

Well, tell him something for me.

.....

OK.

.....

Tell him I called and to ring me as soon as he can.

.....

OK. Bye.

.....

Practice 2

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.
.....

4.7 TELEPHONING LANGUAGE

Can you finish the following dialogues?

Dialogue 1

A: Hello, Oxford Marketing Services.

B: Hello. Could _____ Martin Smith please?

A: _____

B: Oh, hello Martin. _____ John bird from IBM.

A: Oh. Hello John. How _____ help you?

B: I _____ to meet you to talk about the new contract.

_____ on Friday at about 10.30?

A: I'm _____ I'll be in meeting until 11.ž

_____ lunch time? We could meet in the pub at 12.30.

B: That sounds fine.

A: Great. _____ then.

B: OK. _____.

5 CORRESPONDENCE

5.1 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

In the 1980s Americans were exposed to 1,600 commercial messages a day. This has now risen to over 3,000 today. About 150 are noticed, but only 25 elicit some kind of response-usually negative.

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 you 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 vpljudne fraze se opuščajo: we remain yours.

5.2 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>

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</i> <i>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>

5.3 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.

5.4 ZELO POGOSTI STAVKI V SLOVENSKO – ANGLEŠKI KORESPONDENCI

<i>Hvala za vaše pismo z dne 3. dec. 2004.</i>	Thank you for your letter of 3 December.
<i>Hvala v naprej.</i>	Thank you in advance.
<i>Pišem Vam, da se opravičim za zamudo, ki je nastala zaradi mojih službenih obveznosti.</i>	I am writing to apologise for the delay due to my work commitments.
<i>Hvala za Vaše gostoljubje v času mojega obiska pri Vas.</i>	Thank you for your hospitality during my stay with you/ visit to you.
<i>Prosim, potrdite pisno.</i>	Please confirm in writing.
<i>Pišem Vam, da Vas obvestim o spremembi datuma.</i>	I am writing to inform you about the change in date.
<i>Pišem Vam, da preložim/odpovem sestanek.</i>	I am writing to postpone/ cancel the meeting.
<i>Pišem Vam, da potrdim rezervacijo za enoposteljno sobo na ime Gašper Bračko.</i>	I am writing to confirm the reservation for a single room in the name of Gašper Bračko.
<i>Pišem Vam, da potrdim povratno vozovnico za 17. dec. ob 7.00 za Beograd.</i>	I am writing to confirm a return ticket on 17 December at 7.00 for Belgrade.
<i>Pišem Vam, da sporočim naše nove tel. številke.</i>	I am writing to inform you about our new telephone numbers.
<i>Pišem Vam v imenu gospe Jožice Tivadar.</i>	I am writing on behalf of Ms Jožica Tivadar.
<i>Priloženo Vam pošiljam prijavnico za seminar.</i>	Enclosed please find the seminar registration form.
<i>V odgovor na Vaše povpraševanje Vam sporočamo . . .</i>	For the attention of sales department. In response to your enquiry we inform you that . . .
<i>Na žalost Vam sporočamo, da niste bili izbrani za našega dobavitelja.</i>	We regret to inform you that you have not been chosen for / as our supplier.
<i>V primeru dodatnih informacije me prosim pokličite po telefonu ali mi pišite na zgornji naslov.</i>	In case of any additional information please contact me by phone, or in writing to the above address.
<i>V zvezi z našim tel. razgovorom Vam sporočam, da bomo poskrbeli za prevoz g. Browna od letališča do hotela.</i>	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.
<i>Prosim, uredite zadevo takoj.</i>	Please give the matter your immediate attention.

5.5 PRIPOROČILA (REFERENCES)

Priporočilo je pismo oz. dokument, ki ga na vašo željo napiše oseba, ki bo za vas napisala pozitivno mnenje o vašem delu in o vas samih.

Ponavadi je ta oseba eden izmed profesorjev na fakulteti, lahko tudi nekdo, ki vas je poučeval v srednji šoli, vaš športni trener, predsednik študentske organizacije, tutor.

Priporočilo je lahko napisano za natančno določen primer (štipendijo, potovanje, del.mesto), lahko je dano za določen čas ali pa trajno.

Vsebovati mora podatke o kandidatu (ime, priimek, rojstni podatki in kontaktni podatki) in podatke o osebi (ime, priimek, naziv oz delovno mesto, naslov oz email in telefonsko številko), ki je napisala priporočilo.

Pred vami je nekaj uporabnih primerov v slovenščini in angleščini, ki si jih lahko že sami pripravite kot osnutek.

PRIMER PRIPOROČILA V SLOVENŠČINI

PRIPOROČILO

(ime priimek študenta), rojen (datum) je študent Fakultete za elektrotehniko. Ves čas študija je s svojim delom na vajah in prisotnostjo na predavanjih dokazoval natančnost in marljivost, kar potrjujejo ocene in priznanja, ki jih je v času študija prejel na fakulteti. Poleg študija je bil aktiven tudi v izvenštudijskih dejavnostih. Glede na to, da si želimo čimveč vsestransko usmerjenih mladih strokovnjakov z dobro strokovno podlago in obvladanjem vsaj enega tujega jezika, menim, da moramo narediti vse za povečanje števila takšnih mladih strokovnjakov in (ime, priimek študenta) je eden izmed njih. Zato njegovo prošnjo za podelitev štipendije toplo priporočam.

Marina Štros-Bračko
lektorica za angleški jezik

PRIMER PRIPOROČILA, KI GA LAHKO NAPIŠE ČLAN VAŠE ŠTUDENTSKE ORGANIZACIJE

To Whom It May Concern

I have known Petra since the winter of 2004, when she began working for our union. Her work in the Union has been outstanding. She worked in the area of educational courses for students. She ran up to three courses/ workshops at a time. Her class sizes ranged from 15-25 students, aged 19-26 years. She was also responsible for designing course structure, selecting materials and determining the classes syllabus.

She has also successfully run a student summer camp, and various other classes with focus on telecommunications.

I appreciate not only her diligence and discipline at work but especially her enthusiasm for the job she is doing. She helps improve the students' ability to implement and broaden their knowledge of the subject. Her approach to them is very individual even in a big class.

At all times here students were asked to complete questionnaires and all expressed not only satisfaction with her work but also appreciation of her excellent personal qualities.

It is a pleasure to write this reference letter for Paula. She is thorough, reliable, enthusiastic, works co-operatively with people, and has a cheerful disposition.

I have no hesitation in recommending Paula as a candidate for studies or employment. I wish her success in her next career.

Yours Faithfully

Mira Grašič,
Member of Student Union at the Faculty of Electrical Engineering

PRIMER PRIPOROČILA, KI GA NAPIŠE ASISTENT

March 7, 1992

To Whom It May Concern:

I have been asked to write a letter of recommendation on behalf of Prof. Marjan Kovač. Jože Porenta completed a BSc program at the Faculty of Electrical Engineering in 2004 and has subsequently added to his extensive educational experience. This includes responsibility for lab practice at almost every level of the respective subjects. He was responsible for first year students in our lab and was a very conscientious member of the lab staff. This vast experience has given him a sense of education in its broadest sense.

My own work with him is related to his life as a student. In this capacity I was able to work with him as a researcher. Jože is extremely careful in his work and insists on exceptional quality. His writing style is good, flowing, and of the highest standard.

Jože Porenta is presently seeking a position which would allow him to express his skills and talents in the most productive manner. I support his desire and hope you will give his serious consideration.

Sincerely

Miha Potočnik, PhD

Associate Professor

Correct the sentences if necessary.

1. When David was seeing Mary at the conference, he knew that there was something wrong.
2. While I looked for the contracts, I suddenly remered I had left them at home.
3. I've spoken to your Customer Services manager on Monday.
4. I've seen him last week.
5. She worked in an office for sixteen year.
6. She has worked in an Office when she was sixteen.
7. I finally managed to persuade him.
8. She didn't come yet.
9. I met him before.
10. We knew our present CEO for years.
11. Did you have a chance to read the report yet?
12. I was very busy today.
13. I have received the file two hours ago.
14. I've joined the company in March.
15. He has gone out a few minutes ago.
16. He's not in. He went out.
17. Is Peter here? - No, you've just missed him.
18. I've been to England a couple of times.

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.	_____

6 EUROPASS ŽIVLJENJEPIS

Europass življenjepis

Priložite fotografijo (neobvezno).

Osebni podatki

Ime / Priimek

Naslov

Telefon

Telefaks

E-pošta

Državljanstvo

Datum rojstva

Spol

Zaželena zaposlitev / zaželeno poklicno področje

Delovne izkušnje

Obdobje

Zaposlitev ali delovno
mesto

Glavne naloge in
pristojnosti

Naziv in naslov delodajalca

Vrsta dejavnosti ali sektor

Izobraževanje in usposabljanje

Obdobje

Naziv izobrazbe in/ali
nacionalne poklicne
kvalifikacije

Glavni predmeti/pridobljeno
znanje in kompetence

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

Stopnja izobrazbe po
nacionalni ali mednarodni
klasifikacijski lestvici

Druga znanja in kompetence

Materni jezik(i)

Drug(i) jezik(i)

Samovrednotenje

Evropska raven ()*

Ime Priimek

Ulica, hišna številka, poštna številka, kraj, država

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

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

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

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

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

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

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

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

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

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

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

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 vozniško 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).

6.1 EUROPASS JEZIKOVNA IZKAZNICA



Europass jezikovna izkaznica

Del Evropskega jezikovnega listovnika, ki ga je razvil Svet Evrope



Ime in PRIIMEK

Datum rojstva ^(*)

Materni jezik(i)

Drug(i) jezik(i)

JEZIK

Samoocenjevanje
jezikovnih znanj

RAZUMEVANJE

GOVORJENJE

PISANJE

Slušno razumevanje Bralno razumevanje Govorno sporazumevanje Govorno sporočanje

Evropska raven (**)

<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"/>
----------------------	----------------------	----------------------	----------------------	----------------------

*Naziv diplome, spričevala ali
certifikata*

Ustanova podeljevalka

Obdobje

Evropska raven
(***)

Jezikovne izkušnje (*)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

Opis

Od

Do

JEZIK

Samoocenjevanje
jezikovnih znanj

RAZUMEVANJE

GOVORJENJE

PISANJE

Slušno razumevanje Bralno razumevanje Govorno sporazumevanje Govorno sporočanje

Evropska raven (**)

<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"/>
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*Naziv diplome, spričevala ali
certifikata*

Ustanova podeljevalka

Obdobje

Evropska raven
(***)

Jezikovne izkušnje (*)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

Opis

Od

Do

JEZIK

Samoocenjevanje
jezikovnih znanj

RAZUMEVANJE

GOVORJENJE

PISANJE

Slušno razumevanje Bralno razumevanje Govorno sporazumevanje Govorno sporočanje

Evropska raven (**)

<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"/>
----------------------	----------------------	----------------------	----------------------	----------------------

*Naziv diplome, spričevala ali
certifikata*

Ustanova podeljevalka

Obdobje

Evropska raven
(***)

Jezikovne izkušnje (*)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

Opis

Od

Do

6.2 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 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, govornega 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 pomenovanja, 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 lahkoto 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, hobije, dela, potovanj in aktualnih dogodkov).	Sposoben/sposobna sem se precej tekoče in spontano izražati, tako da se brez večjih težav sporazumevam z rojenimi govori. 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 lahkoto sodelujem v vsakem pogovoru in razpravi. Dobro poznam pogovorni jezik in besedne zveze. Govorim tekoče in znam natančno izraziti tudi majhne pomenske odtenke. Če pri sporazumevanju naletim na kakšno težavo, jo znam spretno zaobiti in preoblikovati težavno mesto tako, da sogovorniki to malo verjetno opazijo.
	Govorno sporočanje	Uporabljati znam preproste besedne zveze in povedi, s katerimi lahko opišem, kje živim, in ljudi, ki jih poznam.	Uporabiti 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.	Tvoriti 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. Razložiti 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	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.	Sestavljati 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 izkušnji.	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 prepričljivem in osebnem slogu, primernem za bralca, ki mu je tako besedilo namenjeno.	Tvoriti znam jasna, tekoča, slogovno primerna besedila. Sestaviti 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 –

6.3 PRIMER: CURRICULUM VITAE

Personal Details

Melanie Henderson
Date of birth
3.11.1978

Address

99 Newlands Park London
SE30 8Uj
Tel: 0171 25650

Education

1997 - present

Degree in French and Film Studies, University of London
Degree performance to date: 2.1
Specialist subjects: British Cinema, The Narrative Technique

1992 - 1997

Royal Latin School, Aylesbury
4 A Levels: French (8), German (C), English (B), Film studies (A)
7 GCSEs: French (A), German (A), English (A), History (B), Art (A), Maths (8),
Economics (8)

Work experience

1999

Information Officer, Futuroscope, France

Responsible for dealing with enquiries in a busy office, responding to 2,000 enquiries a week. This demonstrated my ability to retain a professional approach and a sense of humour while working under pressure.

1998

Customer Services Assistant

Provided support for customer enquiries. Dealing with customers' complaints demonstrated my ability to remain calm under pressure. Explaining complex issues simply and clearly helped me to develop my communication skills.

Positions of responsibility

In my final year at school, I helped organise a careers fair for all final year students.

Skills

Good working knowledge of Microsoft Word and Excel Spreadsheets Working
knowledge of French and Italian
Current clean driving licence

Interests

Travel: I have travelled extensively and independently in Europe.

Music: I play the guitar in a semi-professional band and have done a number of 'gigs' for school and student clubs.

Referees

Hamish Roberts
(Tutor at University of London) 17
Woodland Avenue
Oxford
OX11 7GGR

Richard Gayle
(Customer Services Manager/DAT)
31 Pleasant Street
London
Sb8 3LSR

6.4 PRIMER: COVER LETTER

March 25,1997

Mr. Donald Park
Manager, Human Resources
Shoreline Industries
100 Lake Blvd.
Toronto, Ontario M4M 1M4

Dear Mr. Park,

(Introduction) This is in reply to your advertisement for an Accounting Representative which appeared in the Sunday Toronto Star on March 20, 1997. As the following comparison shows, my experience and background match this position's requirements.

YOUR REQUIREMENTS

MY QUALIFICATIONS

(Interest Builder)

Three to five years accounting expenence.

Five years in-depth accounting experience. Results achieved in reducing costs and improving inventory control for three years, responsible for administration of staff of 5 individuals.

Strong communication skills

Proven excellence in ongoing oral and written communication with clients and staff. Developed and presented operational procedures and accounting manuals.

Knowledge of accounting systems

Experience in day-to-day processing of complex accounting system. This includes generating input and analyzing output. Updated existing system to provide greater operational flexibility.

(Next Step) As additional information, enclosed is a copy of my resume. I would like an opportunity to personally discuss the position with you. You may call me at home or leave a message at (416) 423-8700.

Your sincerely,
Susan Bedford
5460 Kent Street, Apt. #9
Toronto, Ontario M3M 9T5
(416) 863-5767

6.5 EMPLOYABILITY SKILLS PROFILE

MANAGEMENT SKILLS

POSITIVE ATTITUDES AND BEHAVIOURS

- Self-esteem and confidence
- Honesty, integrity and personal ethics
- A positive attitude toward learning, growth and personal health;
- Initiative, energy and persistence to get the job done.

RESPONSIBILITY

- The ability to set goals and priorities in work and personal life;
- The ability to plan and manage time, money and other resources to achieve goals;
- Accountability for actions taken.

ADAPTABILITY

- A positive attitude toward change;
- Recognition of and respect for people's diversity and individual differences;
- The ability to identify and suggest new ideas to get the job done - creativity.

TEAMWORK SKILLS

WORK WITH OTHERS

- Understand and contribute to the organization's goals;
- Understand and work within the culture of the group;
- Plan and make decisions with others and support the outcomes;
- Respect the thoughts and opinions of others in the group;
- Exercise "give and take" to achieve group results;
- Seek a team approach as appropriate;
- Lead when appropriate mobilizing the group for high performance.

ACADEMIC SKILLS

COMMUNICATE

- Understand and speak the languages in which business is conducted;
- Listen to, understand and learn;
- Read, comprehend and use written materials, including graphs, charts and displays;
- Write effectively in the languages in which business is conducted.

THINK

- Think critically and act logically to evaluate situations, solve problems and make decisions;
- Understand and solve problems involving mathematics and use the results;
- Use technology, instruments, tools and information systems effectively;
- Access and apply specialized knowledge from various fields (e.g., skilled trades, technology, physical sciences, arts and social sciences).

APPENDIX

6.6 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:

- a) What's the time?
- b) What's the date today?
- c) What's the day today?
- d) What do you do?
- e) Where do you work?
- f) How long have you been working here?
- g) What are you doing at the moment?
- h) How are you?
- i) What is your citizenship?
- j) 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 | j) OSCE |
| b) Attn. | VAT |
| c) a.m. | R.S.V.P. |
| d) cc | i.e. |
| e) encl. | 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.
- 13. We often go to the beach.....summer.
- 14. George isn't here.....the moment.
- 15. Julia's birthday isJanuary.
- 16. Do you workSaturdays?
- 17. The company started.....1969.
- 18. I like to look at the stars.....night.
- 19. I'll send you the money.....the end of the month.

12. Underline the correct word in each sentence.

- a Jan and Karmen *live/lives* in Madrid.
- b Jože *watch/watches* television every evening.
- c I usually *go/goes* to school by bus.
- d It never *snow/snows* in this city.
- e Suzana *live/lives* in that house.
- f Katja *get/gets* up early every day.
- g All the buses *leave/leaves* from this bus-stop.

13. Write a question or a negative sentence.

- a Jan – get up at 7.00.....*Does Jan get up at 7.00.....?*
- b Ana in Miha - walk to work.....?

- c Jan- leave home at
8.00.....?
- d Ana in Miha – relax in the
evening.....?
- e Ana in Miha – not/like tennis*Ana in Miha don't like
tennis*.....
- f Jan – not/where school
uniform.....
- g Ana in Miha – not/use
computers.....
- h Jan – not/do his
homework.....

14. Ana in Bojan meet in a bar. Bojan usually says the wrong thnig. Correct his mistakes.

- ANA: Good evening.
- BOJAN: Good day.
- ANA: How are you?
- BOJAN: Terrible. I've got a bad cold and ...
- ANA: It's my birthday today.
- BOJAN: Congratulations.
- ANA: Would you like a drink?
- BOJAN: No, thank you. Coke.
- ANA: With ice?
- BOJAN: No, please.
- ANA: Here you are. Cheers.
- BOJAN: Bless you.

6.7 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 nevednosti.

.....

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 whilile 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.

C. Find the prepositions.

- | | | | |
|----------|---------------|----------|----------------------|
| 1) | the afternoon | 5) | a business trip |
| 2) | night | 6) | a meeting |
| 3) | Thursday | 7) | Friday at the latest |
| 4) | May 1 | 8) | 3 o'clock |

D) Form questions .

1) Mr Collins is writing *a letter of complaint*.

.....

2) We started our business *5 years ago*.

.....

3) On Monday he called *twice*.

.....

4) *Mr Miller* signed the contract.

.....

5) I didn't call you back, *because I was too busy*.

.....

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?

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