

## 1. Education:

kindergarten – otroški vrtec

primary school – osnovna šola

secondary school – višja šola

university – univerza

issue a report (izdati poročilo ????)

run by a headmaster (šolski ravnatelj)

- a school fee (šolnina)
- a scholarship (štipendija)
- the rector (rektor – predsednik univerze)
- faculty, faculties (fakulteta, fakultete)
- the dean (dekan – predsednik fakultete)
- the staff (učno osebje fakultete)
- a lecture (a talk given by a lecturer to a group of students)
- lecture room (predavalnica)
- consultation hours (govorilne ure)
- a seminar (a discussion between a lecturer and a small group of students)
- a tutorial (a discussion between a tutor/mentor and student)
- a tutor (vodnik študenta skozi študij)
- at the end of the study you produce a thesis (bachelor),  
you defend your thesis,  
you obtain a bachelor degree (univerzitetna diploma)

post graduate study – podiplomski študij

- M.A.V. – master of arts
- work on your master thesis
- M.S.C. (???)
- Ph. D. SC. – doctor of science
- Ph. K. – philosophy doctor
- work on your Ph. D. tesis

the entrance exams – sprejemni izpiti (pass entrance exams, fail entrance exams)

keep a list of entrance – beležiti

## Exercises:

- V katero šolo si hodil?  
Which school did you **attend** (go to)?
- Kdaj si se vpisal na univerzo?  
When did you **enter (enroll in)** university?
- Kje so prostori fakultete za rač. in inf.?  
Where are the **premises** of computer and information science faculty?
- Kdo je prestojnik oddelka za umetno inteligenco?  
Who is the **head** of the artificial intelligence **department**?
- Kako izgleda delo v laboratoriju?  
What (How) does **lab practice** look like?
- Moj prijatelj je naredil izpit Analiza2 zelo dobro.  
My friend passed the exam Analiza2 **with flying colors**.
- Nisem še šel delat izpita iz angleščine.  
I have not **taken** the English exam yet.
- Ali si moral delati sprejemni izpit?  
Did you have to take the **entrance exam**?
- Moj prijatelj je diplomiral na Mariborski univerzi.

- My friend **graduated from** Maribor university.
- Diplomo je zagovarjal junija.  
He defended his thesis in June.
  - Ali nameravaš nadaljevati z podiplomskim študijem?  
Do you **intend to** continue with **post graduate study**?
  - Študentska pisarna je v pritličju.  
The student office is **on the ground floor**.
  - Dekanat je v četrtem nadstropju.  
**The office of the dean** is on the fourth (4<sup>th</sup>) floor.
  - Kakšni so pogoji za vpis v 3. letnik?  
What are **the requirements** to enter the **third (3<sup>rd</sup>) year**.
  - Laboratorijske vaje so obvezne.  
Lab. (laboratory) practice are **compulsory**.
  - Pri angleščini predavatelj ne beleži prisotnosti na predavanjih.  
At English the teacher **does not keep a list** of attendance.
  - Avtomati za hrano in pijačo so na hodniku.  
**Vending machines** are in the hall.
  - Študentska organizacija je postala zelo aktivna, izdajajo časopis, poizkušajo reševati probleme in organizirajo različne aktivnosti za dostopno ceno ali zastonj.  
The Student union has become very active; they **issue the bulletin**, they try to solve the problems and they organize various activities at reasonable price.
  - Izpit je zelo obsežen.  
The exam is very **comprehensive**.

## 2. Numbers:

444 – **four-hundred** and **fouty-four**

12 – **twelve**

9 – **nine**

1/9 – **one ninth**

6.533 – **six thousand** five-hundred and thirty-three

0,793 – nought **point** seven nine three

99-00-81 – double nine **dash** double o **dash** eight one

75/2b – sevety-five **stroke** two b

1€ ≈ 2,05 – one euro **equals** two point o five deutsche marks **approximately**.

\$ 1.6 pa – one point six **million** dollars **per annum** (per annum – na leto)

5.000.000.000 – five **billion**

2<sup>2</sup> – two **squared**

2<sup>3</sup> – two **cubed**

3<sup>4</sup> – three **to the power of** four

7<sup>12</sup> – seven to the power of twelve

√9 – the **square root of** nine

<sup>3</sup>√64 – the **cubed root of** sixty-four

<sup>5</sup>√... - the **fifth root of** ...

1/2 - **one a half**

3/4 - three quarters

1/8 – one **an** eighth

3/7 – three **sevenths**

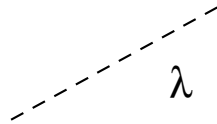
one two two one five five

two twos four                      two fives ten  
three twos six                      three fives fifteen

↓12!

### 3. Geometry, math:

The basic shape is a rectangle with the upper and lower side twice as long as the left and the right one. There is a broken line going from the left hand corner to the upper right hand corner, crossing centre. There is the letter y upside down.



Shapes (oblike):

- a rectangle (pravokotnik) → rectangular
- a square (kvadrat) → square
- a triangle (trikotnik) → triangular
- a cone (stožec) → conical
- a tube (valj) → tubular
- a circle (krog) → circular
- a semi-circle (polkrog) → semi-circular
- a sphere (sfera) → spherical

Lines (črte):

- straight line (navadna ravna črta)
- dotted line (pikčasta črta)
- broken line (lomljena črta) \\\\\\\
- dashed line (prekinjena črta, črta iz pomišljajev) - - - - -
- wavy line (valovita črta)
- a perpendicular (pravi kot)

Dimensions:

5m high – the height (višina)

15m long – the length (dolžina)

7m wide – the width (širina)

2,5cm thick – the thickness (debelina)

22m deep – the depth (globina)

Matematične operacije:

addition (seštevanje), subtraction (odštevanje), multiplication (množenje), division (deljenje)

### 4. adjectives → verbs:

loose                      to loosen (zrahljati)

tight                      to tighten (pritegniti)

deep                      to deepen (poglobiti)

wide                      to widen (razširiti)

short                      to shorten (skrajšati)

long	to lengthen (podaljšati)
high	to heighten (povišati)
strong	to strengthen (ojačati, okrepiti)
weighty	to weigh (tehtati, pretehtati)

### Exercises:

- Približna dolžina x-a je 3cm.  
The **approximate** length of x is 3cm.
- X je dolg približno 3cm.  
X is **approximately** 3cm long.
- Točna dolžina y-lona je 5cm.  
The **exact** length of y is 5cm.
- Y-lon je dolg točno 5cm.  
Y is **exactly** 5cm long.
- 50m od obale ima morje globino 20m.  
50m **offshore** the sea is 20m deep.
- Stebri so popustili, morali jih bomo ojačati.  
The pillars are **loosened**, we will have to **strengthen** them.
- Stehtajta paket!  
**Weigh** the **parcel**!
- Točna teža paketa je 20kg.  
The exact **weight** of parcel is 20kg.
- Vijaki so popustili, morali smo jih priviti.  
The screws **loosened**, we had to **tighten** them.
- Čestitam vam za vaš uspeh.  
I congratulate you **on your success**.
- To je tipično za slovenske študente računalništva.  
This is **typical of** slovenian computer science students.

### 5. Plural:

singular:	plural:	slo:
analysis	analyses	analiza
basis	bases	osnova
phenomenon	phenomena	fenomen, čudež
criterion	criteria	merilo, kriterij
datum	data (is/are)	dejstvo, podatek
erratum	errata	napaka
nucleus	nuclei	jedro
	the police are	
	the news is	
	the information is	
	the acoustics are	
	interests are	

### Exercises:

- Analize narejene na inštitutu Jožef Štefan niso bile točne.  
**Analyses** done by institute of Jože Štefan Were inaccurate.
- Novice so zastarele.

The **news is out-of-date**.

- Akustika v Cankarjevem domu je dobra.  
The **acoustics** in Cankarjev dom **are** good.
- Popravki so priloženi na koncu knjige.  
The **errata are enclosed** at the end of the book.
- Analiza je bila narejena na osnovi podatkov oddelka za raziskave in razvoj.  
**Analysis** was based on the data by department for research and development.
- Policija še vedno raziskuje primer.  
The **police are** still investigating the case.
- To je pojav, ki zadeva točnost podatkov.  
This is a special **phenomenon**, concerning the accuracy of data.

### Questions:

WH-beseda + pomožni glagol + osebek + glagol + predlog

### Exercises:

- Od česa je to odvisno?  
What does this depend on?
- S kom se pogovarjaš?  
Who are you talking to?
- Koga čakaš?  
Who are you waiting for?
- S čim pišeš?  
What are you writing with?
- Komu si odgovoren?  
Who are you responsible to?
- Za kaj si odgovoren?  
What are you responsible for?
- S čim jedo kitajci? Z paličicami.  
What do chinese eat with? With chopsticks.
- S kom si prišel v šolo? S Petrom.  
Who did you come to school with? With Peter.

snorkelling – potapljanje

diving – potapljanje

### Modal verbs:

can, could, will, should, shall, must, need

obligation (obveznost):

present: have to/must

We have to submit the report by the end of the week.

past: had to

We had to postpone the meeting.

future: will have to

We will have to cancel the meeting.

Where is the dean? He must be at the meeting.

Where was the dean yesterday? He must have been at the meeting.

ability (zmožnost):

can – present

could – past

able to – all tenses

I can speak Chinese.

I couldn't come earlier.

I will be able to attend the conference in Ljubljana.

should – morali bi:

We should stop now.

I should have contacted him yesterday.

permission (dovoljenje):

May I go out?

Can I have another pint?

Could I speak to Mr. White? (vljudno vprašanje)

must, should, could, might → preteklost:

modalni glagol + have + 3. oblika glagola

He must have been out late.

I could have helped you.

Exercises:

- Ali ste morali plačati kazen?  
**Did you have to** pay the **fine**?
- Moral bom poiskati opomin, da vrnem knjige v knjižnico  
I **will have to** find the **reminder**, to return the books to the library.
- Kje je tajnica? Gotovo je na bolniški!  
Where is the secretary? She **must be** on **sick leave**.
- Ali boste morali napisati poročilo?  
**Will you have to** write (produce) a report?
- Moral bi k zobarju, pa nimam denarja.  
I **should see** a dentist, but I don't have enough money. (to have an appointment)
- Morali bi se bili pogovoriti o plačilu najmenine.  
We **should have** discussed the payment of the rent.
- Ali morate sami delati zapiske?  
**Do you have to** make notes by yourself?
- Ni mi treba plačati šolnine.  
**I don't have to** pay the school fee.
- Ali boš moral kupiti mesečno vozovnico za avtobus?  
**Will you have to** buy the season bus ticket?

Translate next words!

obvezen, mentorstvo, dekan, delati izpit, diplomska naloga, magisterska naloga, doktorat, rok (za oddajo), rok poteče

compulsory, mentorship (tutorial), the dean, take the exam, bachelor thesis, M.A. thesis, Ph. D. thesis, deadline, the deadline expires

Meetings:

- Meeting (organised, hold, postponed, cancelled, rescheduled)
  - invitation (date, time, venue (place))
  - participants
  - the chair (the chair chairs the meeting)
  - a secretary (writes the minutes)
  - to keep a record of the attendants (the presence, the absence)
  - AGM – annual general meeting (skupščina)
- Conference
  - to register
  - to pay the fee
  - send off the registration form by the deadline
  - bring the receipt
  - book accommodation
  - the date, the time, the venue
- Agenda
  - items of the agenda:
    - presence and absence of participants
    - the minutes of the previous meeting registration form
    - matters arising
    - AOB – any other business

#### Exercises:

- Kdo vodi danes sestanek?  
Who is **chairing** the meeting today?
- Sestanek je bil odpovedan zaradi delovnih obveznosti predsednika.  
The meeting was **canceled** due to **work commitments** of the chair.
- Zapisnik prejšnjega sestanka je v kroženju. Dobil ga boš.  
The **minutes** is **in circulation**.
- Tajnica je na sestanku.  
The secretary is **attending** a meeting.
- Kaj je danes na dnevnem redu?  
What 's **on agenda** today?
- Preidimo k drugi točki dnevnega reda. Pa začnimo.  
Let's move on to the second **item of the agenda**. Let's get started/down to business.
- Ali se vsi strinjate?  
Do you all agree?
- Čas je potekel!  
**Time is up!**
- Koliko je kotizacija za konferenco v Londonu?  
What is the **conference fee** in London?
- Izpolni prijavnico in jo odpošlji, z navadno pošto.  
**Fill in** the registration form and snail mail it.
- Kje bo naslednji sestanek? V Celju.  
What is the **venue** of the next meeting?
- Ob prijavi priložite potrdilo o plačani kotizaciji.  
Please **produce the receipt** of payment at the registration.

### Work:

- apply/application, employ/employment, employer/employee
- temporary/permanent
- ads (oglasi)
- apply for the job
- fill in the application form → send off by the deadline → enclose: c.v. (biography), references, certificates of education, medical report, a copy of clean driving license,...
- interview:
  - employer:
    - clean driving license
    - the reasons
    - expectations
    - comminte (???) → residence
    - marital status
    - experiences, skills
  - candidate
    - conditions
    - salary
    - vacation
    - clock in, clock out
    - working hours (fixed, flexible)
    - promotion
    - maternity leave (za ženske)
    - commission (provizija)
    - company car

### Place & time:

countries – IN	years, centuries, decades – IN
towns, cities – IN	seasons, months – IN
small towns – AT	days – ON
streets – IN	time – AT
adress – AT	holidays: on Xmas eve (1dan)
floor – ON	at Christmas (več dni)
buildings – IN/AT(public institution)	
IN enclosed space	

verbs of movement: go, ride, drive, come, run → TO (izjema: arrive IN)  
arrive in Brnik      arrive at Brnik Airport

### Exercises:

- Kraj sestanka je Dunaj.  
The **place (venue)** of the meeting is Dunaj.
- Sestanek bo 5. dec ob petih popoldne na Dunaju.  
The meeting will be hold **on 5<sup>th</sup> December at 5 pm in Dunaj.**
- Prostor fakultete so na Tržaški.  
The premises of the faculty are **in Tržaška street.**



- Avtomat za kavo je v pritličju.  
The coffee machine is **on the ground floor**.
- Dekanat je v 4. nadstropju.  
The office of the dean is **on the 4<sup>th</sup> floor**.
- Naša fakulteta je 4 nadstropna zgradba.  
Our faculty is a **four-storey building**. (five-storey – pet nadstropen)
- Za Božič bomo v Avstraliji.  
We will be in Australia **at Xmas**.
- Predavanja imamo v petkih, izpiti pa so junija.  
The lectures are **on Friday** and the exams are **in June**.

**on a weekly bases** – tedensko

It is **typical of** students beeing late – za študente je značilno, da zamujajo

#### 6. Adjectives & prepositions (pridevniki in predlogi):

accustomed to	relavant to	famous for
typical of	capable of	jealous of
afraid of	ready for	aware of
responsible for/to	dependent on	good for
ashamed of	proud of	full of
absend from	tired of	better at
terrible at	guilty of	keen on = fond of
terrified of	suspicious of	late on
suitable for	opposed to	satisfied with
sorry for	short of	similar to
different from		

#### Exercises:

- Ne prihaja na obisk, ker se boji našega psa.  
He doesn't visit us any more, because he is **affraid of** our dog.
- Učitelj je naveličan poslušanja enih in istih izgovorov.  
The teacher is **tired of** listening the same lame excuses.
- V soseski je bilo nekaj kraj, zato so sumničavi do tujcev.  
There has been some crime in the neighbourhood, that is way people are **suspicious of** foreigners.
- Njen brat se boji teme.  
Her brother is **afraid of** the dark.
- Viki ni nikoli zadovoljna s tem, kar ima.  
Vicky is never **satisfied with** what she has got.
- Poročena je z norvežanom.  
She is **married to** a Norwegian.
- Živi pri starših.  
He **lives at** his parents.
- Boleha za neozdravljivo tropsko boleznijo.  
He is **suffering from** an incurable disease.

accuse of murder  
approve of his friends  
belong to my cat

apologize for beeing late  
believe in healthy exercise  
blame me for the disaster

consist of two parts	forgive me for the ...	
hope for the best	object to	
pay or	remind me of something	
search for files	specialize in fast food	
succeed in meeting her	borrow a book from the library	
concentrate on your work	congratulate on your success	
decide on a colour scheme	depend on	suffer from
differ from	escape from	insist on
resign from	retire from	operate on
prevent me from	recover from	rely on someone

### Formal e-mail / letter (uradno e-pismo / pismo)

#### Layout (izgled, ureditev):

- left margin (levi rob, meja)
- new paragraph – new line (nov odstavek – nova vrstica)
- no name in the address (v naslovu ni imena)
- address on the right side (naslov na desni strani)
- the date – below the address on the right side (datum na desni, pod naslovom)
- receiver's address – on the left side (naslov prejemnika na levi strani)

#### register (raba jezika):

- Dear Sir / Sirs / Sir or Madam / Mr or Ms Jones (vmes ni pik in za frazo ni vejice!)
- Yours faithfully (after Dear Sir) / sincerely (after Dear Mr...)/ truly  
With best wishes / regards (bolj vljudno)  
Best wishes / regards (manj vljudno)
- I'm writing to inform you ... no contractions! (brez okrajšav!)
- date: no more st,nd,rd,th (izginja tak zapis, se pa tako bere!)  
8 November 2002 (najboljši način)  
the eighth of November 2002  
November 8 2002 (v Ameriki se najprej pise mesec)  
8/11/2002, 11/8/2002  
8.11.2002
- You→vi→you (you sredi stavka nikoli ne pišeš z veliko začetnico, razen če pišeš kralju ali predsedniku)
- za pozdravom (npr. Dear Sir) začneš stavek z veliko začetnico
- I look /am looking forward of ... (hearing from you soon) (uradno)  
Looking forward to... (your reply) (za prijatelje)

#### contents (vsebina nečesa napisanega, content – vsebina torbe, zavoja):

- Thank you for your letter of ... /dated 8 Sept. 2002
- I am writing to:
  - apologize for the delay due to my work commitments
  - thank you for your hospitality during my stay with you / at your department
  - inform you about the visit of your ...
  - postpone the date of our meeting

- confirm the time of the beginning of our talk
- answers:
- we are pleased with your interest
- I am glad / pleased to inform you about ...  
I am sorry to let you know that your project has not been accepted
- with reference to our telephone conversation I would like to let you know that we have ...  
referring to our telephone conversation ...  
in connection with ...
- enclosed please find the documentation requested /required
- thank you in advance
- in case of any further /extra information please do not hesitate to contact us by...
- usa: skoraj ne uporabljano pres. perfecta, samo past tense, za Dear Mr: pride dvipičje
- closing (zaključek): I am looking forward to hearing from you / receiving your answer  
with best regards ...  
vse je poravnano ob levem robu! Pod podpisom je tiskan podpis

#### Exercises:

Spoštovani, rad bi se naročil na revijo computers today. Sem študent rač. in me zanima, če nudite kakšen popust za študente. Prosim, če mi pošljete vse podrobnosti v zvezi z naročnino in vaš najnovejši cenik. V pričakovanju vašega odgovora vas lepo pozdravljam.

Dear Sir

I am writing to subscribe to your magazine computers today. I am a student of computer science student, and I would like to know whether (if) you offer any student discount. Could you please send me all information about subscription and your up-dated price list.

Looking forward to hearing from you

Yours faithfully

Ime Priikek

Spoštovani, videl sem vaš oglas v delu za mesto animatorja v vašem poletnem taboru. Sem študent 2. Letnika rač. in bom svoje obveznosti opravil do konca junija. Zato bi bil zame najprimernejši čas jilij in avgust. Imam že nekaj izkušenj z delom v taboru. Lansko leto sem delal v podobnem taboru na Bledu. Sem učitelj plavanja, srfanja in znam igrati šah in kitaro, tudi lepo pojem. Iz oglasa ni razvidno, ali si sam plačam stroške prevoza, ali vi prevzamete stroške ob mojem prihodu v Ameriko.

V primeru dodatnih informacij me preosim pokličite po telefonu ali e-mailu.

V upanju na ugodno rešitev vas lepo pozdravljam

S spoštovanjem ...

Priloge: življenjepis, potrdilo o opravljenih izpitih, potrdilo o testu za aids, kopija voziškega dovoljenja brez prekrškov, priporočila

Dear Sir or Madam

I noticed your ad in the Delo for the an animator in your summer camp.

I am second-year computer science student and I will complete (fulfill) my study requirements by the end of June. Therefore the most convenient time for me will be July and August. I have gained some experiences working in youth camp. Last year I worked in a similar camp at Bled.

I am a swimming and surfing instructor and I can play chess and **the guitar** (vsi instrumenti so z te!). I can sing as well.

It is not evident from the ad whether I cover travel expenses, or I have them reimbursed at my arrival to the USA.

In case of any further information you can contact me by e-mail / call me by phone.

I look forward to your positive answer.

Yours faithfully

Ime Priimek

Enclosures:

c.v. (curriculum vitae), certificate of passed exams, AIDS certificate, a copy of a clean driving license, recommendations

### Abbreviations (okrajšave, kratice):

envelope:

- Mr Peter Jones (moški pred žensko)
- Ms Marry Jones (Ms bereš [miz])
- % (=care of = na tem baslovu) London university

invitation:

- RSVP = answer please (ta kratica je na koncu pisma, pomeni pa, da moraš na pismo odgovoriti in potrditi svoj prihod)

contents:

- eg = exempli gratia = for example = na primer
- ie = id est = that is (uporabis kadar potem nekaj dodatno razložiš, mpr. adults ie people that over 18)
- cf = confer = compare (used to introduce something else that should be compared or considered)
- ibid = ibidem = in the same place (book, article,...)
- et al = and others (people)
- etc = et cetera = and other things = itd
- pp = pages (npr. see pp 15 – 17)
- p.p. = per procuratorem – on behalf of std. (???)
- c.c = copies to = carbon copy = I cc you a copy... (na koncu pisma poves, kdo vse bo prejel kopijo pisma, npr: To Neil Jones, cc. Mary Tyler, Tom Jones,...)
- asap = as soon as possible
- pm/am = popoldne (post meridiem)/dopoldne (ante meridiem, time after midnight, but before midday)
- vat = value added tax = davek na dodano vrednost
- No = number = številka
- max/min = maximum/minimum
- m = million / metre / mile / male / married / medium
- pa = per annum = per year = na leto
- cca = circa = približno

## Exercises:

### Translate!

1. biti mnenja/verjeti – in my opinion, I believe in, I hold an opinion, I am of an opinion
2. biti sestavljen iz – be built of, consists of, made up of, it comprises (vsebuje)
3. cilj/namen (raziskave) – goal, purpose, target, objective
4. čeprav – although, eventhough, nonetheless, nevertheless
5. dobiti (informacije) – gain, collect, obtain, acquire
6. dograjevati – upgrade, improve, modernize, perfect
7. dokaz – proof, evidence, signal
8. dokazati – to prove, show, indicate
9. določiti – appoint (???), set, determine
10. doseči – achieve, reach, accomplish
11. glavni (razlog) – main, primary, top, priority
12. izdelati – produce, make, develop, build, provide
13. izpeljati/voditi (raziskavo) – run the research, lead, be in charge, conduct
14. kategorija, tip, vrsta, skupina – type, category, kind, group, specie
15. klasičen, običajen – classic, regular, typical, traditional, casual, standard, casual
16. končati – accomplish, finish, end, bring to an end
17. na splošno – in general, on the whole, in common (???)
18. nakazati – indicate, point out, draw attention to, suggest, imply (???)
19. nanašati se na – concerning, referring to, apply to
20. naslednji – next, following, subsequent
21. naštevati – enumerate, list
22. ocenjevati – evaluate, estimate, judge
23. očitno – obvious, evidently
24. omeniti, na kratko opisati – mention, describe, a brief look at
25. osredotočiti se na – focus on, concentrate on, put an eye on (informal!!!)
26. podobno – look-a-like (???), similarly, likewise
27. poleg tega – besides, furthermore, in addition to
28. pomankljivost – disadvantage, flaw, weakness
29. pomemben
30. povezati
31. preučevati/raziskovati
32. preveriti
33. pridobiti
34. razdeliti/klasificirati
35. sprejeti/strinjati se
36. še posebno
37. ugotoviti
38. vpliv
39. z drugimi besedami
40. zato
41. zmanjšati
42. značilnosti