

1. **Predstojnik oddelka je trenutno v sejni sobi s predstavniki študentske organizacije.**
The head of the department is at the moment in the conference room/ boardroom with student organization representatives.
2. **Avtomati za pijačo so v pritličju.**
Vending machines are on the ground floor/ in the lobby.
3. **Najemnine mi ni treba plačati v celoti. Lahko jo plačujem mesečno.**
I don't need to pay my rent in full, I can pay it monthly.
4. **Zmanjkalo nam je pisarniškega materiala.**
We run out of stationery.
5. **Prostori fakultete so na Tržaški.**
The faculty premises are in Tržaška Street/ at 19 Tržaška Street.
6. **Dekanova pisarna je v četrtem nadstropju.**
The dean's office is on the fourth floor.
7. **Profesor Kodek je na konferenci v Princetonu.**
Professor Kodek is at the conference in Princeton.
8. **Tajnica je na sestanku.**
The secretary is in/ at the meeting.
9. **Za Božič bom na smučanju.**
I'll be skiing at Xmas/ for the Xmas.
10. **Kaj so odločili na konferenci v Hagu?**
What have they decided at the conference in The Hague/ Haag.
11. **Ta pogodba ni v skladu z zakonom.**
This contract is not in accordance/ in compliance with the law.
12. **Računalniki so bili poškodovani med prevozom.**
The computers were damaged in transit.
13. **Nekateri so v zamudi s plačevanjem najemnine.**
Some are in arrears with their rents.
14. **Smo v obdobju prilagajanja slovenske zakonodaje evropski.**
We are in a process of adjusting Slovenian legislation to European.
15. **Moj prijatelj je odstopil z mesta predsednika študentske organizacije.**
My friend has resigned from the post/ position of president of the student union.
16. **Od česa je to odvisno?**
What does it depend on?
From what is this depending on?
17. **Komu si odgovoren?**
Who are you responsible to?
18. **Za kaj si odgovoren?**
What are you responsible for?
19. **Iz koliko delov je sestavljena ta naprava?**
From how many parts is this device/ gadget made up of?
From how many parts is this device assembled from?
From how many parts is this device built of?
From how many parts does this device consist of?
Of how many parts consists this device?
How many parts does this device comprise/ have?
20. **Kako izgleda delo v vašem laboratoriju?**
How does the work in your lab look?
What does work in your laboratory look like?
21. **Ali lahko računam na vašo pomoč?**
Can I rely/ count on your help?
22. **Čestitam ti za tvoj uspeh.**
I congratulate you on your success.

- 23. Kaj je tipično za Slovence?**
What is typical of the Slovenians?
- 24. Nasprotujemo zvišanju cen študentskih bonov.**
We oppose/ object/ disapprove of the increase in price of student food vouchers.
- 25. Vztrajamo na točnosti podatkov.**
We insist on accuracy of data.
- 26. V čem se ta pogodba razlikuje od prejšnje?**
In what does this contract differ from the previous one?
- 27. V katero šolo si hodil prej?**
Which school did you attend before/ go to?
- 28. Ali si moral delati sprejemni izpit?**
Did you have to take the entrance exam?
- 29. Od kod si?**
Where are you from?
Where do you come from?
- 30. Ali so predavanja na fakulteti obvezna?**
Are lectures at the faculty compulsory?
- 31. Profesor Osredkar je znan fizik.**
Professor Osredkar is a well known physicist.
- 32. Docentka Neža Mramor je dobra matematičarka.**
Senior lecturer Neža Mramor is a good mathematician.
- 33. Ni mi bilo treba plačati šolnine.**
I didn't have to pay school fee/ tuition.
- 34. Imel sem štipendijo od Hermesa.**
I had Hermes scholarship.
- 35. Koliko časa traja študij računalništva?**
How long does the study of computer science take/ last?
- 36. Veliko študentov stanuje v študentskem naselju, nekateri pa najemajo privatna stanovanja.**
Many students live on campus, but some of them rent private rooms/ apartments/ accommodations.
- 37. Moj cimer študira ekonomijo na fakulteti za ekonomijo.**
My roommate studies economy at the Faculty of Economics.
- 38. Kdaj boš zagovarjal diplomsko nalogo?**
When are you intending to/ When will you defend your thesis?
- 39. Laboratorijske vaje se pričnejo prihodnji teden.**
Lab practice starts next week.
- 40. Moj prijatelj je diplomant na mariborski univerzi.**
My friend graduated from University of Maribor.
- 41. Moja prijateljica je vpisala magistrski študij.**
My friend enrolled in masters study.
- 42. Nisem naredil izpita iz predmeta analiza II.**
I failed my Analysis II exam.
- 43. Sem študent drugega letnika FRI.**
I am a second-year student at the Faculty of Computer and Information Science.
- 44. Moj mentor je bil nezadovoljen z mojo nalogo.**
My mentor was dissatisfied with my assignment/ work/ project.
- 45. Koliko časa traja podiplomski študij na računalništvu?**
How long does post-graduate study at the FRI take/ lasts?
- 46. Prej smo imeli magisterij, sedaj pa je magisterij vključen v doktorat.**
Before we had master degree, now it is part of/ included in doctorate study.
- 47. Kdo je prodekan za študijske zadeve?**
Who is vice-dean for student matters?
- 48. Moj prijatelj ima magisterij.**
My friend holds a master degree.

- 49. Novice so bile slabe.**
The news was bad.
- 50. Informacije niso sveže, so zastarele.**
The information isn't up to date, it's out of date.
- 51. Hvaležen sem ti za tvoje nasvete.**
I am grateful to you for your advice.
- 52. Akustika v Cankarjevem Domu je zelo dobra.**
The acoustics in CD are very good.
- 53. Podatki niso točni.**
The data are inaccurate.
- 54. Popravki so priloženi na koncu knjige.**
The errata are enclosed in the end of book.
- 55. Poudarek je na točnosti podatkov.**
The emphasis is on the accuracy of data.
- 56. Policija še ni raziskala primera Kamenik.**
The police haven't yet investigated the Kamenik case.
- 57. Sprejmite moje opravičilo za vse nevšečnosti, ki so nastale zaradi napake v računalniku.**
Please accept my apologies for all the inconveniences, due to/ caused by the computer failure.
- 58. Opazili smo porast prodaje CDjev.**
We noticed an increase in CD sales.
- 59. Prišlo je do nenadnega padca cen nafte.**
There was a sudden decrease in oil prices.
- 60. Stopnja inflacije je nihala od januarja do marca.**
The inflation rate fluctuated from January till March.
- 61. Stopnja nezaposlenosti je ostala nespremenjena.**
The unemployment rate remained steady/ unchanged.
- 62. Cene prehrabnih artiklov so se strmo povečale avgusta.**
Food items prices rocketed in August.
- 63. Proizvodnja hroščev v Mehiki se je drastično zmanjšala.**
The production of Beetles in Mexico plunged.
- 64. Menjalni tečaj za evro se je povečal za 0,3%.**
Euro Exchange rate has increased by 0.3 %.
- 65. Prišlo je do padca cen električne energije.**
There was a fall in energy prices.
- 66. Točna dolžina x je 5 cm.**
The exact length of x is 5 cm.
- 67. Kolikšna je višina sobe?**
What is the height of the room?
- 68. Sueški kanal so morali poglobiti za 10 m.**
They had to deepen Suez Canal by 10 m.
- 69. Cesta je bila preozka, morali so jo razširiti.**
The road was too narrow, they had to widen it.
- 70. Stehtaj ta paket.**
Weigh this parcel.
- 71. Kolika je točna teža paketa?**
What is the exact weight of this parcel?
- 72. Vijaki so popustili, morali jih bomo priviti.**
Screws have loosened; we will have to tighten them.
- 73. Debelina cevi je 0,5 cm.**
The thickness of the pipe is 0.5 cm.
- 74. Stebre bomo morali ojačiti.**
The pillars have to be strengthened.

- 75. Segrej to tekočino.**
Heat this liquid!
- 76. Voda v vodnjaku je prenizka, vodnjak bomo morali poglobiti.**
The water level in the well is too low; we will have to deepen it.
- 77. Kolikšna je dolžina sobe?**
What is the length of the room?
- 78. Ali mi lahko narediš uslugo?**
Could you do me a favour?
Can you do a favour for me?
- 79. Nekaj ti moram priznati. Lagal sem.**
I have to make a confession.
I have something to confess to you. I was lying.
- 80. Prepričaj se, da je računalnik izklopljen.**
Make sure the computer is turned off/ switched off.
- 81. Prosim potrdi se in mi prepisi to pismo do enih popoldan.**
Please do your best and rewrite/ copy this letter till one p.m. / one o'clock in the afternoon.
- 82. Na koga naj napišem ta ček?**
Whom shall I make this cheque out to?
- 83. Ali ste se že pritožili zaradi slabe postrežbe?**
Have you already made a complaint, regarding poor service?
- 84. Mraz je naredil veliko škode.**
Frost has done a lot of damage.
- 85. V zvezi z vašim telefonskim klicem, vam sporočam...**
In connection with/ In reference with your phone call I am informing you...
- 86. Hvala vnaprej.**
Thank you in advance.
- 87. Prosim, potrdite pisno.**
Please confirm in writing.
- 88. Hvala za vaš email od 5. oktobra.**
Thank you for your email of/ dating 5 October/ October 5/ Oct. 5.
- 89. Opravičujem se za nevspečnosti, ki jih je povzročila napačno poslana pošiljka.**
I apologise for the inconvenience caused by/made by the consignment sent in error/ the wrong delivery.
- 90. Prosim odgovorite v dogovorjenem času.**
Please reply/ answer in due time.
- 91. V odgovor na vaše pismo...**
In response to your letter...
- 92. Prosim upoštevajte spremembe programa.**
Please consider/ acknowledge changes to the programme.
- 93. Veselimo se srečanja z vami.**
We look forward to meeting you.
- 94. Kakšen je učinek tople grede na zemljo?**
How does green-house effect affect the Earth?
- 95. Poleg portugalsčine govori norveščino in grščino.**
Besides Portuguese she speaks also Norwegian and Greek.
- 96. Sueški kanal je bil nekaj časa zaprt.**
Suez Canal has been closed for a while.
- 97. Vlaku skozi angleški preliv ni najbolj varen.**
English Channel train is not very safe.
- 98. Film je občutljiv na svetlobo.**
Film is sensitive to light.
- 99. Ta knjiga je zelo obsežna.**
This book is very comprehensive.

- 100. Pojdi v papirnico in kupi sponke, risalne žebličke, spenjalnik, edigs, mapo, tri kulije, eno peresnico, škatlo termofolij, blok za pisanje, papir za tablo, gumice in voščilnice.**
Go to stationery's and buy paper clips, drawing pins, stapler, T-pax/ whitener/ corrector, folder, three ball pens/ biros, pencil-case, box of transparencies, writing pad, flip-chart paper, rubber bands and greeting cards.
- 101. Ker nisem knjig vrnil pravočasno, so mi poslali opomin.**
They sent me a reminder, because I didn't return books on time.
- 102. Dam ti dober nasvet: bolj študiraj.**
I give you good piece of advice: study harder!
- 103. Stavili smo na Publikum Celje.**
We bet/ laid bids on Publikum Celje. (to lay bids)
- 104. Ekonomska situacija se je poslabšala.**
The economic situation has deteriorated.
- 105. Potrebuješ več vaje.**
You need more practice.
- 106. To je v nasprotju z mojimi principi.**
This is against my principles.
- 107. Gospod Nash je ravnatelj šole.**
Mr Nash is a headmaster/ principal of the school.
- 108. Ali si se že prijavil za to službo?**
Have you already applied for this job?
- 109. Ali imaš kakšne možnosti za napredovanje?**
Are there any possibilities/ chances of promotion?
Have you got any of promotion options?
- 110. Služben avto je zelo lepa ugodnost.**
Company car is nice benefit/ perk.
- 111. Aldata je objavila več prostih mest za inženirje računalništva.**
Aldata has advertised several vacancies for computer science engineers.
- 112. Koliko kandidatov je prišlo na razgovor?**
How many candidates attended the interview?
- 113. Mislim, da ga bodo kmalu odpustili.**
I think they will fire him soon.
- 114. Ali se vsak dan voziš v službo v Ljubljano?**
Do you commute to work in Ljubljana everyday?
- 115. Na razgovor ni prišel primerno oblečen.**
He came improperly dressed to the interview.
- 116. Njegova prošnja je bila zavrnjena.**
His application was rejected.
- 117. Kakšno napredovanje so ti obljubili?**
What kind of promotion did they promise/ offer you?
- 118. Koliko vprašanj so te vprašali na razgovoru?**
How many questions did they ask you at the interview?
- 119. Ali ti vrnejo potne stroške?**
Do you get travel cost/ expenses reimbursed?
- 120. Peter je svobodni umetnik.**
Peter is a freelancer.
- 121. Ali si že odposlal prošnjo?**
Have you already sent off your application form?
- 122. Sestanek se bo začel ob petih in končal ob sedmih popoldan.**
The meeting starts at 5 p.m. and ends at 7 p.m.
- 123. Kdo vodi danes sestanek?**
Who is charring the meeting today?
Who is the chair today?

- 124. Ali si že prebral zapisnik prejšnjega sestanka?**
Have you already read the minutes of the previous meeting?
- 125. Kaj je danes na dnevnem redu?**
What is the agenda today?
What is on agenda today?
- 126. Ali si že dobil spremembe programe?**
Have you already got changes to the programme?
- 127. Preidimo k drugi točki dnevnega reda.**
Let's move on to the second item at the agenda.
- 128. Ali se vsi strinjate?**
Are you all agreed?
- 129. Kdo beleži prisotnost in odsotnost udeležencev?**
Who keeps a record of attendance?
- 130. Koliko stane konferenčnina?**
How much is the conference fee?
- 131. Sestanek je bil preložen na 5. september zaradi odsotnosti predsedujočega.**
The meeting was postponed to 5 December, due to the absence of the chair.
- 132. Sklep je bil soglasno sprejet.**
The proposal/ The resolution/ The conclusion/ The article was unanimously accepted.
- 133. Ne strinjam se z njegovim predlogom.**
I disagree with his suggestion/ proposal.
- 134. Prosim, da predlog potrdite z dvigom rok.**
Please confirm the proposal with show of hands.
- 135. Čas je potekel.**
The time is up.
- 136. V odgovor na...**
In response to...
In reply to...
- 137. Naše zahteve so naslednje...**
Our requirements/ demands are as follows...
are the following...
- 138. ...za primerne cene...**
...for suitable/ reasonable prices...
- 139. Pozivamo vas, da izpolnite obrazec čimprej.**
We urge you to fill in your form ASAP.
- 140. Prosim, navedite datume vašega bivanja v Ljubljani.**
Please state the days of your stay in Ljubljana.
- 141. Opravičujemo se za nevšečnosti.**
We apologize for inconvenience.
- 142. Pridržujemo si pravico, da spremenimo čas dobave.**
We reserve the right to change the time of delivery/ the delivery time.
- 143. Vaši pogoji niso v skladu s slovensko zakonodajo.**
Your terms are not in compliance/ in accordance with Slovenian legislation.
Your terms do not comply with Slovenian legislation.
- 144. Ali nam lahko zagotovite prostor za sto ljudi?**
Could you provide us with facilities for/ capable of sitting 100 people?
- 145. Z natančno izpolnjeno prijavo ste upravičeni do 10% popusta.**
With accurately filled in form/ accurate form, you are eligible to discount of 10%.
- 146. Poskrbeli bomo za prevoz gospoda White-a od letališča do hotela.**
We will organise a transfer for Mr White from the airport to the hotel.

- 147. Kdaj nameravaš diplomirati?**
When are you going/ planning/ intending to graduate?
When are you going to do your bachelor degree?
When are you going to defend your thesis?
- 148. Nadaljeval bo z magisterijem.**
He will continue his study with masters study.
- 149. John je priznan fizik in bo predaval na Inštitutu Jožef Štefan.**
John is a well known/ esteemed/ respected physicist and will lecture/ will give a lecture at institute Jožef Štefan.
- 150. Razpravljali bodo o možnostih zaposlitve za več inženirjev elektrotehnike.**
They are going to discuss employment possibilities for several electrical engineers.
- 151. Svoje zapiske sem posodil Gašperju.**
I lent my notes to Gašper.
- 152. Preverite podatke najkasneje do 15. februarja.**
Please check/ verify the data by 15 February.
- 153. Zaokroženo je to bilo 80000 sit.**
In round figures that was 80000 sit.
- 154. Žal nimamo pristojnosti, da bi o tem odločali.**
Unfortunately we are not in position to decide about this matter.
- 155. Ravnali bomo v skladu s predpisi.**
We will act in accordance with regulations.
- 156. Bil sem 2 meseca v zaostanku s plačilom najemnine, pa me niso tožili.**
For two months I was in arrears with rent payment, but they didn't sue me/ didn't ask legal advice.
- 157. Pišem Vam v zvezi z Vašo ponudbo.**
I am writing to you in connection with / with reference to your offer.
- 158. Oprostite za zamudo, ki je nastala zaradi okvare na računalniškem sistemu.**
We apologise for the delay, due to the failure on a computer system.
- 159. Priloženo Vam pošiljamo zadnji cenik in katalog.**
Please find enclosed the latest price-list and catalogue.
- 160. V roke prodajnemu oddelku.**
For the attention of Sales Department.
- 161. Dekan je trenutno na službenem potovanju.**
The dean is currently on a business trip.
- 162. Laboratorijske vaje so obvezne.**
Lab practice is compulsory/ obligatory.
- 163. Kdo je predstojnik Laboratorija za arhitekturo in organizacijo računalnikov?**
Who is the head of Laboratory of Computer Systems Architecture?
- 164. Obiskoval sem seminar iz statistike in analize podatkov.**
I attended/ visited a seminar in statistics and data analysis.
- 165. Vse je odvisno od prisotnosti na vajah.**
Everything depends on/ upon attendance at practice.
- 166. V zvezi z našim telefonskim razgovorom...**
With reference to our telephone conversation...
- 167. Kar zadeva šolnino, vam sporočamo...**
Concerning/ Considering your school fee we inform you...
- 168. V imenu prodekana g. XY...**
On behalf of Vice-dean Mr XY...
- 169. Prosimo, da nemudoma preučite to zadevo.**
Please give the matter your immediate attention.
- 170. V pričakovanju vašega odgovora Vas lepo pozdravljamo.**
I look forward to hearing from you. With best regards.
- 171. Ali sta žici zvezani zaporedno ali vzporedno?**
Are wires connected in series or in parallel?

- 172. Podatki niso v skladu z dogovorom.**
Data are not in accordance with our arrangement.
- 173. Moral bi se prijaviti na izpit, pa se nisem.**
I should entered/ applied for this exam, but I didn't.
- 174. Kakšna je razlika med dodiplomskim in podiplomskim študijem?**
What is the difference between graduate and post-graduate study?
- 175. Te napake so tipične za študente računalništva.**
These mistakes are typical of computer science students.
- 176. Število študentov na univerzi se je povečalo za 3 procente.**
Number of students at the university has increased for 3 percent.
- 177. Iz koliko delov je sestavljena varovalka?**
From how many parts is fuse made up of?
- 178. Fakulteta za računalništvo in informatiko je objavila več prostih mest za mesto asistenta v laboratoriju za raziskave in razvoj.**
The Faculty of Computer and Information Science has advertised several vacancies for assistant in Laboratory for Research and Development.
- 179. Študenti se ne za nimajo za pogodbeno delo v popoldanskem času.**
Students are not interested in contract work in their afternoon time.
- 180. Rok za oddajo projekta je 20. april.**
The deadline for posting the project is 20 April.
- 181. Ne bi vam bilo treba plačati DDVja.**
You shouldn't have paid VAT. (value added tax)
- 182. Zaokroženo to pomeni 500 000 sit.**
In round figures that is 500 000 sit.
- 183. Rezultate ankete nameravajo predstaviti v tabeli oz. grafih.**
Results of the pull/ inquiry/ survey will be presented in tables and plots.
- 184. Petek zame ni primeren dan za sestanek.**
Friday is not suitable for me to have a meeting.
- 185. Priloženo vam pošiljam odgovor o zvišanju štipendij.**
Please find enclosed arrangement regarding scholarship increment.
- 186. Hvala za vašo reklamacijo, ki se nanaša na pokvarjene tipkovnice.**
Thank you for your reclamation regarding damaged keyboard.
- 187. Žal vam moramo sporočiti, da ste padli na testu.**
We are sorry to inform you that you haven't passed the examination.
- 188. Z veseljem vam sporočamo, da ste med izbranimi kandidati in vas vabimo na razgovor v petek, 13. januarja ob 3 popoldan v prostorih Univerze, v 3. nadstropju.**
We have great pleasure in informing you that you are one of selected candidates and are invited to the interview on Friday 13 January at 3 p.m. at the University premises on 3rd floor.
- 189. Prosim, da poravnate račun v dogovorjenem času.**
Please settle the invoice in due time.
- 190. Žarnici sta zvezani zaporedno.**
Bulbs are connected in serial.
- 191. Nismo še podpisali pogodbe, ker ni v skladu z našimi pravili.**
We haven't yet signed the contract as it is not in accordance with our regulations.
- 192. Zaokrožena cena znaša 528 funtov na osebo, za mesec dni.**
In round figures the price is 528 pounds per person for a month.
- 193. Navodila boste prejeli najkasneje do 1. marca.**
You will receive the instructions by 1 March.
- 194. Fakulteta za elektrotehniko je objavila 3 prosta mesta za ing. računalništva.**
Faculty for Electronics has advertised three vacancies for computer science engineers.
- 195. Petra so imenovali za prodekana.**
Peter has been appointed vice-dean.

PREPOSITIONS

- Time
 - *Hour:* **at** 5 p.m., **at** half past 2
 - *Day:* **on** Monday, **on** Monday morning, **on** May 16, **on** Thursday June 4, **on** Easter Monday
 - *Month:* **in** July, **in** the middle of the month, **in** end of July, **in** early September
 - *Year:* **in** 2004, **in** the 1980s
 - *Season:* **in** the Winter
 - *Holiday:* **at** Xmas
 - **In** the morning
 - **at** the weekend
 - **at** night, **at** lunch time
- Place
 - *Big towns:* **in** Ljubljana
 - *Small towns:* **at/in** Bled
 - *Streets:* **in** Tržaška Street
 - *Address:* **at** 19 Tržaška Street
 - *Floor/storey:* **on** 3rd floor
- Expressions
 - **In** time (with enough time to be able to do sth), **in** the right time, just **in** time
 - **On** time(at exactly the correct time)
 - **In/at** the meeting
 - **At** the faculty
 - **At** work
 - **At** school
 - **In** the red
 - **On** a weekly basis
 - **By** courier
 - Out **of** order
 - **In** trouble
 - **For** a trial period
 - **In** full (v celoti)
 - **In** addition
 - **Under** a lot of pressure
 - **Out** of stock
 - **In** perfect condition
 - A problem **with** delivery
 - A delay **in** sending
 - A complaint **about** a service
 - The solution **to** the problem
 - Mistakes **in** the invoice
 - An explanation **for** the delay
 - An apology **for** the mistake
 - A letter **about** a missing consignment
 - A fire **in/at** our main warehouse
 - A breakdown **on** the production line

ADJ. AND VERBS WITH PREPOSITIONS

- o Accustomed **to**
- o Ashamed **of**
- o Aware **of**
- o Call **on** sb.
- o Capable **of**
- o Dependent **on**
- o Affect **on**
- o Famous **for**
- o Full **of**
- o Good **at**
- o Ready **for**
- o Relevant **to**
- o Responsible **for**
- o Typical **of**
- o Accuse sb **of**
- o Apologise **for**
- o Approve **of**
- o Consist **of**
- o Object **to**
- o Specialise **in**
- o Succeed **in**
- o Supply **with** (stock sb sth)
- o Concentrate **on**
- o Congratulate sb **on**
- o Differ **from**
- o Insist **on**
- o Rely **on**
- o Resign **from**
- o Retire **from**

EDUCATION

- Primary school (compulsory) – issues a report
- Secondary school – gymnasium , vocational school
- University
 - o Faculty of ... (pl. faculties)
 - o a lecture = a talk given by lecturer
 - o a seminar = a discussion between a lecturer and a group of students
 - o a tutorial = a discussion between two students and a tutor/mentor (mentorship tutorials)
 - o lab practice
- Scholarship, school fee
- Off-campus students , on-campus students

UNIVERSITY

- At the end of the study you produce a thesis
- Defend your thesis
- You graduate
- When you graduate you become a bachelor (univerzitetni diplomirani inženir) B.Sc. in Comp.Sc.
- Computer engineer (visokošolski diplomirani inženir)
- Post graduate study
 - o M.A.(master of arts) – a university master degree in an ARTS subject
 - o M.Sc. (master of science) - a university master degree in science -You produce master thesis
 - o Ph.D.(doctor of philosophy) – You have to produce Ph.D. thesis
 - o D.Sc. (doctor of science)

SINGULAR/PLURAL

Singular	Plural
Basis (osnova, baza)	bases
Analysis	analyses
Criterion (merilo)	criteria
Emphasis (poudarek)	emphases
Erratum (tiskovna napaka)	errata

Phenomenon (fenomen, čudež)	phenomena
Datum (podatek)	data
Nucleus (jedro)	nuclei
Index (kazalo)	indexes

The acoustics are

The news is

The information is

The government is, are

The police are

Knowledge (ni množine)

Advice (ni množine)

Apology -> apologies

Book -> books (auditing - revizorstvo) – court of Audit – računsko sodišče

Account -> accounts (finance)

Content (of a box) -> contents (of sth written)

Verb	Noun
Go up/ rise/ increase	a rise/ an increase(in production)
Go down/ fall/ decrease	a fall/ a decrease
To shoot up/ rocket	
To plunge (padec)	
To fluctuate (valovati)	
To reach a peak/ to peak	
To reach a low	
To expand	
To shrink	
To remain steady	

The inflation rate

The exchange rate

The unemployment rate

The interest rate

DIMENSIONS

Adjective	Noun	Verb
long	the length	to lengthen
high	the height	to heighten
deep	the depth	to deepen
strong	the strength	to strengthen
wide	the width	to widen
	the weight	to weight
tight		to tighten
weak		to weaken
loose		to loosen

SHAPES

Rectangle-rectangular (table)	Pravokotnik
A square-square	Kvadra
A triangle-triangular	Trikotnik
A cone - conical	Stožec
A tube- tubular	Vlčaj
a circle- circular	Krog

A semi circle-semi-circular	Polkrog
A sphere-spherical	Krogla
A straight line	Ravna črta
A wavy line	Valovita
Broken line	Zlomljena
Dotted line	Pikasta
A perpendicular	pravokotna

MAKE/ DO

Make	Do
money	favour
complaint	your best
confession	damage
bid	business
cheque out to	research
discoveries	job
profit/ loss	

FORMAL LETTER

THE OPENINGS

- I am writing (to you) to
 - complain about
 - inform you
 - remind you
 - confirm the terms
 - postpone the meeting
 - congratulate you on
 - enquire ...
- I am writing in reply/ in response to your fax of November 12.
- I am writing to you with reference to a post of an animator in your summer camp.
- I am writing to you in response to your advertisement in the latest edition of..
- Thank you for your letter of / dated 15 September 2003.
- Thank you for your enquiry dated...
- I have just received your letter of March 11.
- With reference to/ in connection with our telephone conversation I would like to ...
- Sorry for the delay in writing to you due to my student commitments.
- I am pleased to hear that...
- Thank you for your letter concerning our recent meeting.
- Thank you for your letter inquiring about...
- I am sorry to hear that ...
- I am writing to you on behalf of ...

MAIN PART OF THE LETTER

- Could/ Would you please let me know/ inform me about your terms of payment.
- As I am a student I would like to know whether ...
- Thank you in advance.
- I would also like some more information about ...

- In case of any further/ extra/ additional information/ details please do not hesitate to contact me by email ...
- Please get in touch with me as soon as possible if you require more information about...
- I am pleased to enclose a copy of ...
- We have (great) pleasure in enclosing ...
- We hope you will find our catalogue of interest.
- We find your terms satisfactory.
- I promise to give the matter my immediate attention.
- Would you please look into this matter for me?
- I am afraid therefore that we cannot offer you a refund as the goods have already been used.
- Please pass on my very best wishes to...
- I apologise for any inconvenience this may cause.
- I hope I shall not be obliged to take this matter any further.
- We hope that sth. will go some way to making up for the delay.
- We hope that it will not deter you from doing business with us in the future.
- I hope we shall have the pleasure of welcoming you to our...

ENDINGS

- I look forward to hearing from you soon.
- I look forward to your positive answer.
- We look forward to doing business with you in the near future.
- Looking forward to hearing from you soon.
- I look forward to receiving an order from you soon.
- With best regards

ABBREVIATIONS

- Mr / Ms
- P.N. = s polnim imenom, prejme naj
- P.O.B. = post office box
- P.B. = post box
- P.O. = post order
- R.S.V.P. = please reply (written on invitations) R.S.V.P. 8000900
- e.g. = for example (popular pets, e.g. cats and dogs)
- i.e. = that is (explain exactly – the basic essentials of life, i.e. food and water)
- c.f. = compare
- et al = and others (for people)
- etc = naštevanje za stvari "..."
- pp. = pages (see pp. 100-187)
- p. = page (see p. 100)
- p.p. = on behalf of sb (on letters, documents)
- c.c. = copies to (to Rok Žlender, c.c. Tamara Korotaj)
- encl. = enclosures
- ASAP = as soon as possible
- pls = please
- No. = number
- c/o = care of (on the envelope) used on letters to a person staying at sb. else's house
- p.a. = per year

- P.S. = post subscription
- PTO = pls. turn over (at the bottom of the page)
- Ibid = in the same reference

ENCLOSURES

- C.V. = curriculum vitae, biography
- Certificate of passed exams
- Health certificate
- Copy of clean driving licence
- References, recommendations

WELCOME SPEECH

On behalf of our student union and on my own I would like to welcome you to this meeting/ conference. I have a pleasure to introduce our guests Mr XY, Ms YX to you. I believe this will be a very fruitful event and I wish you every success with your work. Mr XY the floor is yours/ over to you.

GOODBYE SPEECH

On behalf of our student union and my own I would like to thank everybody for attending this event. I believe it was a very fruitful/ productive conference/ meeting. I would like to thank our guests for their contribution and I would like to present them with the gift which will remind them of Slovenia. Thank you very much again and I wish you all a safe journey home.

VOCABULARY

Refund = reimbursement

Catalogue

Price list

Leaflet (prospekt)

Enquiry (povpraševanje)

Full details (podrobnosti)

Purchase (nakup)

To acknowledge (potrditi)

Current issue

Postage (poštnina)

To reserve the right

Quotation (navedba)

Delivery = consignment

To despatch (dostaviti)

To deter (vrniti nazaj, upočasniti)

To mislay (založiti)

To inquire (poizvedovati)

A colleague

A complimentary copy (zastonj kopija)

Extensively trialled (dobro preizkušen)

Favourable response (ugoden odziv)

Terms of payment

of delivery

of agreement

of contract

Experiences (vtisi - travel)

Experience (izkušnje - work)

To feature (predstavljati) featured/ presented/ described

To call on you/ to see you/ to contact you

Meet the terms

requirements

demands

deadline

sb. needs

To be specially selected by sb.

To keep up to date with the latest developments

Comprehensive range (obsežna kolekcija)

Distinguished speakers (slavni, ugledni)

Ever-increasing role of the new technologies

In-depth discussion of the issues raised (poglobljena razprava na tekočo problematiko)

A venue (kraj - place)

Conveniently situated venue

To hold session (priređiti sejo)

Capable of seating

Full board

Conference facilities

This is a popular time of the year with many companies.

Exact

Approximately

To gain experiences

The Earth (tisto kar je eno je zmeraj the)

The sky

Suez Canal (goe. Ožine brez člena)

Film (material brez člena)

Ko naštevamo ni členov

Go to/at somewhere's - go to stationary's

Receipt (račun)

Recipe (recept za kuho)

Prescription (recept za v lekarno)

Term address (trenutni naslov)

Moonlighting (delo na črno) to moonlight

In round figures (zaokroženo)

The union (sindikar)

To exceed – go over

Submit – hand in

Completely – entirely

Occur – take place

Have an effect on – have an influence

Forecast – predict, foresee

Support – stand behind

Explain more clearly – clarify

Initiate – start, begin

Competent (zadosten, primeren)

Book-keeping (knjigovodstvo)

To appreciate (ceniti)

Ten years – decade

Organisation – arrangement

Stress – emphasise

Combination – mixture

Initial – primary, elementary

Talk with, chat with

HARD WORDS TO WRITE

- Accommodation
- Acoustic
- Achieve
- Applicable (uporaben, primeren)
- Assistants
- Beginning
- Cassette
- Choice
- Conscious (zavesten)
- Criticism
- Development
- Divided
- Disappeared
- Disobedient
- Emphasis (poudarek)
- Experimental
- Foreigner
- Frequently
- Government
- Height
- Hypothesis
- Inadequate (neprimeren)
- Increasingly
- Insufficient (nezadosten, nesposoben)
- Interesting
- Interviewed
- Knowledge
- Labourers
- Maintaining
- Medicine
- Necessary
- Occupation
- Occurred (dogoditi se)
- Predominantly
- Raised
- Really
- Referring
- Research
- Resources
- Schools
- Studying
- Successful
- Techniques
- All of them (oni vsi)
- They -> that pl. those (oni)
- This pl. these (ta)
- Thorough (temeljiti)
- Whether (bodisi)
- Which (kateri)
- Writing

WORK

- Learn about jobs/ vacancies from media, job centres
- Apply for a post/ vacancy
- Fill in the application form and send it off
- Enclose C.V., cover letter, request, references, certificate of passed exams, health certificate
- Contact employers
- Short-listed candidates are invited to the interview
- Employee
- To be out of work – jobless
- Department that deals with employees – human resources department and personnel department

THE INTERVIEW

THE CANDIDATE	THE EMPLOYER
Salary, lunch time	Previous employment
Working conditions (flexible, fixed)	Your study
Holiday/ vacation	Vision
13 TH salary	Reasons for applying
Perks (benefits) car...	Hobbies, religion, health, smoking habits
Health insurance	When can you start the job
Promotion options	Working experiences
	Marital status

MEETINGS

- Items of the agenda:
 - Presence/ absence of participants
 - Minutes of the previous meeting
 - Matters arising (trenutne zadeve)
 - AOB = any other business
- Meetings can be held
 - organised
 - cancelled
 - postponed
- Invitation -> time, date, the venue
- Agenda is enclosed in invitation
- Participants
- The chair
- The secretary (she writes the minutes)
- AGM = annual general meeting

THE CONFERENCE

- To attend the conference
- Registration form
- To register
- The fee
- Accommodation
- Key speaker
- Preliminary programme (pred program)
- Presentations
- Changes to the programme
- Poster presentations

OPPOSITES

Complete success ≠ partial success

Exact figures ≠ approximate figures

External candidate ≠ internal candidate

High risk ≠ low risk

In the long term ≠ in short term

Optional ≠ compulsory

Part-time job ≠ full-time job

Positive reaction ≠ negative reaction

Public sector ≠ private sector

Simple management structure ≠ complex management structure

Slight improvement ≠ marked improvement

Sophisticated equipment ≠ simple equipment

Temporary job ≠ permanent job

In parallel (vzporedno) ≠ In series (zaporedno)

To attract ≠ to repel

To transmit ≠ to receive

To create ≠ to delete, to remove, to destruct

To consider ≠ to ignore

WORD PARTNERSHIP

Annual conference
Early retirement
Extended credit
Limited liability (omejeno jamstvo)
Natural resources
Occupational pension
Private enterprise
Unfair dismissal
Effective communication
Financial difficulties
High priority
Introductory offer
Skilled workers
Sound investment (brez hipoteke posest)
Vacant property
Wide range

EXPLAIN

Commission - the money you earn of what you sell
Fee – you pay the fee to be a member of a club (school fee, membership fee)
Stationary – not moving, permanent
Stationery – office supply
Errata – corrections of mistakes
Footnotes – remarks at the bottom of the page
Map – plan of town
Folder – is used to store files and notes in it
Content – things inside the box (of a can, of a box, of a bag)
Contents – of something written
Look up – look up sth. in dictionary
Look up to sb. – to have sb. for a role model, respect sb.
Abstract – a short piece of writing containing the main ideas in a document
Summary – a short statement that gives only the main points of sth., not the details
Biography - the story of a persons life written by sb. else
Bibliography – list of books or articles that have been used by sb. writing an article
Lose – to lose sth., you cannot find it anymore
Loose – not firmly fixed
Compulsory – obligatory, it is not voluntary
Comprehensive – including all or almost all the items, details, facts, information (obsežen)
Acronym – a word formed from the first letters of the words that make up the name of sth., hasn't got any dots (kratica AIDS)
Abbreviation – a short form of a word, has got a dot (sth., okrajšava)
Index – a list of words in alphabetical order in the end of the book (kazalo)
Fine – a sum of money that must be paid as punishment