

practice(N)-practise(V)
advice(N)-advise(V)
comprehensive(obvezen)-understanding
stationery(papirnica)-stationary(postaja)
beside(krajevno)-besides(nastevanje)
economic(ekonomski)-economical(varcen)
canal(navaden kanal)-channel(British channel)

affect(V)-effect(N)
sensible(razumen,pameten)-sensitive(obcutljiv)
loose(ADJ)-lose(V)
principal-principle(princip)
to browse through
retrieve- retrieval
maintain- maintenance

SPELLING DICTATION:

accommodation, achieve, applicable, beginning, choice, criticism, development, disappeared, divided, emphasis, experimental, foreigner, frequently, government, height, hypothesis, increasingly, insufficient, interesting, interviewed, knowledge, labourers, maintaining, medicine, necessary, occupation, occurred, predominantly, raised, referring, research, resources, studying, successful, techniques, through, whether, which, writing, physician, physicist, cassette, graphite

GLOSSARY:

biti mnenja, verjeti- believe, hold the opinion
biti sestavljen iz- to consist of, made up of
cilj, namen- goal, purpose
ceprav- even though, although, despite of
dobiti- get, gain, obtain
dokaz- proof, evidence
doseci- achieve, reach, obtain
glaven- main, head, principal
izpeljati, voditi raziskavo- to run, do, carry out
kategorija, tip, vrsta- category, type, kind, sort, group
ker, zaradi- because, due to, therefore
klasicen, obicajen- common, usual, standard
koncati- finish, end, conclude
na splosno- in general, generally
naslednji- next, following
ocenjevati- mark, estimate, grade, evaluate
omogociti- allow, enable, make possible
ocitno- obviously, clearly, naturally
omeniti, na kratko opisati- mention, summarize
osredotociti se na- concentrate on, focus on
podobno- similarly, alike
poleg tega- besides, moreover, also, apart from
pomankljivost- disadvantage, weakness

pomemben- important, crucial
ponazoriti - to demonstrate, to give an example, to illustrate
poskusati - to try, to test, to attempt
povezati- connect, correlate link
proucev, raziskovati- research, study, examine
predlagati - to suggest, to propose
preveriti- check, verify
pridobiti- gain, obtain
razdeli, klasificirati- divide, classify, group
sklepati - to deduce, draw conclusion
spodbujati - to encourage, to stimulate
se posebno- especially, particularly
trditi- to claim, to state
ucinkoviti - effective, efficient
ugotoviti- find out, determine, to solve
uporabiti (rezultate) - use, apply
upostevati- consider
vpliv- influence, effect
z drugimi besedami- in other words
zakljuciti študijo- conclude, close the study, bring to an end, finalize
zato- because, thus, therefore, hence
zmanjsati- lower, reduce, fall, cut, decrease
znamenitost- characteristic, feature

absent from	belong to	decide on	full of	operate on	remind sbd of	specialize in
accuse of	better at	depend of	good at	opposed to	resign from	succeed in
accustomed to	blame for	dependent on	guilty of	pay for	responsible to	suffer from
afraid of	borrow a book from	designed for	hope for	prevent from	retire from	suitable for
apologize for	capable of	differ from	insist on	proud of	satisfied with	suspicious of
approve of	concentrate on	escape from	jealous of	ready for/to	search for	terrible at
ashamed of	congratulate sbd on	famous for	keen on	recover from	short of	terrified of
aware of	consist of	fill in	late for	relevant to	similar to	tired from
believe to	count on	forgive for	object to	rely on	sorry for	typical of

GRAFI:

increase by, rise	decrease, fall	shoot up, take off	plunge, slump
fluctuate	recover, pick up	stabilize, level of	remain steady
to peak	to hit a low, to bottom out	grow, expand	shrink, decline
slight decrease			

ABREVIATIONS:

P.S. – post scriptum	encl. – enclosures	n.b. – nota bene – note well
RSVP(invitation) – answer please	c.v. curriculum vitae	P.T.O. – please turn over
C/O – care of (envelope)	e.g. exempli gratia – for example	P.N. – plenoum nominiae (s polnim imenom)
c.c. copies to (carbon copies)	i.e. id est – that is	AOB – any other business
p.p. – per pro – on behalf of	ibid. – ibidem – in the same place	AGM – annual general meeting
pp. – pages	cf. – confer – compare	RSUP – answer please
PLURALS:	et al – et alii – and others	
analysis – analyses	basis – bases	erratum – errata
appendix – appendixes,	criterion – criteria	nucleus – nuclei
appendices	datum – data	phenomenon – phenomena
	emphasis - emphases	thesis – theses

ACADEMIC WRITING

Forms: reports, journal articles, proposals, theses, abstracts, speeches and presentations, chapters, review papers
Functions: to describe, to define, to give examples, to classify, to compare and contrast, to generalize, to argue, to draw conclusions;

Language: concise, the use of passive, no adjectives, no colloquialism, no jargon

Organization of material: logical, spatial, familiar to unfamiliar

IMRAD – introduction, methodology, results, analysis, discussion

Title: Authors/Institution

Abstract: Basic information, main goals of study, main results, conclusions/suggestions (Past tense)

Introduction: definition of the problem, references (other studies), research techniques (Present Tense)

Methodology: descriptions of materials, method, statistical data (Past tense)

Results: referring to results, findings, comments (Past tense) Discussion: confrontation of research hypothesis and obtained results (i.e. presentation of principles and relationships), how your study agrees/disagrees with research so far, theoretical and practical implications of your results (present tense)

Acknowledgements, References

The use of tenses:

Present Simple: to describe a process that is regularly carried out, to describe universally accepted fact

Present Perfect: used for descriptions that are otherwise in Present Simple to show that a particular step happened earlier, to determine the results of some past action in the present, used in citations when the focus is on research

Past Simple: to describe a process that was carried out in the past, to denote result which refer only to one specific study, to describe only tentative results

Past perfect: used in description of past actions which happened prior to some other past action

Citations: surname and initials of authors, year of publication, title of the book, editor, publisher, place of publication

Article: surname and initials of authors, year of publication, title of the article, title of the journal, volume, part, inclusive numbers

Formal letter: Dear Sir or Madam – Yours faithfully, Dear John – Yours sincerely

To overwrite is to write data to a location and, in doing so, to destroy any data already contained in that location.

To warn is to say that something dangerous is about to happen, to say that there is a possible danger.

To ignore means not to recognize or not to do what someone says.

To assign is to give a computer or someone a job.

To eliminate is to remove something completely.

To service is to check or repair or maintain a system.

To fail is not to do something which should be done; not to work properly.

To range is to vary or to be different.

To launch is to start or run a program.

Appendix – this are additional pages, added to the end of the book

Index – list of words in alphabetical order at the back

Erratum – a correction of mistakes

Footnotes – remarks at the bottom of the page

Acronym – a word put together of different words

Add - subtract	Infinite – closed
Authorize - forbid	Landscape – portrait
Automated – manual	Monospaced – proportional
Backward – forward	Multiply – divide
Boot up – shut down	Open – close
Character based – graphical	Parallel – serial
Column – row	Physical – virtual
Confirm – cancel	Problem – solution
Contiguous – fragmented	Simplex – duplex
Continue – interrupt	Simple – complicated
Delete – restore	Single – multiple
Flexible – rigid	Transmit – receive
Software – hardware	
Men. tečaj – exchange rate	Obvezen – compulsory
Obrestna mera - interest rate	Kraj – venue
Inflacija – inflation	Sestanek – meeting (called, held, organised)
Predavanja – lectures	Prelóžen – postponed
Mentor – tutor	Vodja sestanka – the chair
Lecture – talk, given by lecturer to stud.	Zapisnik – minutes
Seminar – discussion between students	Tajnica – secretary
Tutorial – discussion between 1-3 students	Dnevni red – the agenda
Stipendija – Scholarship	Točke – items
Dekan – The dean	Klic med dvema mestoma – trunk call
Predstojnik – the head	Dvojček (telefonski) – pary line
Boni – vouchers	Telefon na kovance – coin operated
Stud. Naselje – campus (on, off-campus st)	Linija – busy, engaged, occupied
Naloga – the thesis	Dobiti zvezo – get trough
Diplomska nal. – bachelor thesis	Imenik – directory
Oddati – submit, hand in	Interna št. – extension no.
Delati izpit – take the exam	Pisarniški materjal – stationery
Podiplomski – post graduate	

Graduate from – get a degree – obtain B.Sc. in...

At 5.00. on monday, on 1.1.2000, in July, in 1999, in the summer, at xmas, at place

BIG TOWNS – in N.Y., SMALL TOWNS – in/at Bled, in Oxford STREET., on 3rd FLOOR, on 5th AVENUE

Interview – candidate – salary, work. Conditions, w. time, premises, promotion, clock-in sys., vacation, benefits, perks, further education

Interview – employer – experience, skills, ambition, sex, residence, previous job, part-time job, no moonlighting, marital status

A – števeni sam. V ednini, ki jih prvič omenjamo. Vedno pred poklici. Nationality (a Slovenian...)

THE – števene in neštevene sam. V ednini in množini, ki jih 2. omenjamo oz. jih že poznamo. Določene stvari (pass me the salt). Glasbeni inštrumenti. Kjer obstaja samo ena stvar (the world, the president...). Nekaj je bilo odkrito (the phone was invented...). Names of nations (the Slovenes). Rivers, cinemas, theatres, galleries, mountain regions, groups of islands

BREZ – nešteveni samostalniki in sam. V množini, ki jih prvič omenjamo. Subjects (math), days (monday...), lunch, breakfast, geog.

Names, continents, countries (except the USA, the UK, the P.R. of China, the Netherlands), towns, isladsn, peaks