

VSEBINA

Travelling = Potovanje	5
1. Useful vocabulary = Uporabno besedišče	5
2. Additional travel vocabulary = Dodatno besedišče za potovanja	6
3. Useful phrases = Uporabne fraze	8
4. Money = Denar	12
5. Travel related activities = Aktivnosti povezane s potovanji	12
6. At the customs = Na carini	12
7. Health = Zdravje	13
Vaje	13
Restaurant = Restavracija	36
1. Useful vocabulary = Uporabno besedišče	36
2. Useful phrases = Uporabne fraze	39
Vaje	40
Telephoning = Telefoniranje	52
1. Pronunciation of letters = Izgovorjava črk	53
2. Reading the numbers = Branje telefonskih števil	53
3. Different kinds of telephone numbers = Različne vrste telefonskih števil	53
4. Useful vocabulary = Uporabno besedišče	54
5. Useful phrases = Uporabne fraze	54
Vaje	57
Arranging meetings = Dogovarjanje za sestanke	68
1. Useful phrases = Uporabne fraze	68
2. Making meeting arrangements using a letter = Dogovarjanje za sestanek preko pisma	68
Vaje	70
Meetings = Sestanki	74
1. Different types of meetings = Različne vrste sestankov	74
2. Useful vocabulary = Uporabno besedišče	74
3. Useful phrases = Uporabne fraze	76
4. Ending a meeting = Zaključimo sestanek	79
Vaje	80
Presentations = Predstavitve	89
1. Types of business presentations = Vrste poslovnih prezentacij	89
2. Useful vocabulary = Uporabno besedišče	89
3. Useful phrases = Uporabne fraze	91
4. Use of intensifiers = Uporaba besed, ki poudarjajo	95
5. Diagrams, charts and graphs = Diagrami, tabele in grafi	96
Vaje	97
Negotiations = Pogajanja	102
1. Types of negotiations = Vrste pogajanj	105
2. Levels of negotiations = Stopnje pogajanj	105
3. Useful vocabulary = Uporabno besedišče	105
4. Useful phrases = Uporabne fraze	108
5. Making adjustments = Usklajevanje	109
6. Coming closer to an agreement = Približamo se dogovoru	110
7. Summary and agreement = Povzetek in dogovor	110
Vaje	111
(Job) interviews = Razgovori	118
1. Types of interviews = Vrste razgovorov	118
2. Useful vocabulary = Uporabno besedišče	118
3. Useful phrases = Uporabne fraze	120

4. Tenses = Časi.....	124
5. Tips = Nasveti	124
Vaje.....	124
Graphs and charts = Grafi in tabele.....	130
1. Useful words = Besedišče.....	130
2. Useful phrases = Uporabne fraze	132
Vaje.....	133
Giving instructions and orders = Dajanje navodil in ukazov.....	146
1. Instructions = Navodila.....	146
2. Orders = Ukazi	147
Vaje.....	147
Asking for opinion, expressing opinion and rephrasing = Spraševanje po mnenju, izražanje mnenja in parafraziranje.....	151
1. Opinions = Mnenja	151
2. Agreement and Disagreement = Strinjanje in nestrinjanje	152
3. Clarifying = Razjasnimo	152
4. Interrupting = Prekinemo.....	152
5. Rephrasing (sometimes also 'paraphrasing') = Parafraziramo	153
Vaje.....	153
Receiving guests = Sprejemanje gostov.....	156
1. Useful phrases = Uporabne fraze	156
Vaje.....	157
Agreement/disagreement = Strinjanje/nestrinjanje	158
1. Useful phrases = Uporabne fraze	158
2. Expressing positive and negative agreement using 'so' and 'too' / 'neither' and 'either' = Izražanje pozitivnega in negativnega strinjanja z besedami 'so' in 'too' / 'neither' in 'either'	159
Vaje.....	160
Asking for permission = Spraševanje za dovoljenje	163
1. Useful phrases = Uporabne fraze	163
2. The use of modal verbs (always with base infinitive) = Uporaba modalnih glagolov (vedno z golim nedoločnikom)	163
3. Other possibilities of asking for permission = Ostale možnosti spraševanja za dovoljenje.....	163
4. Examples of giving/refusing to give permission = Primeri dajanja/odklanjanja dovoljenja.....	163
Vaje.....	164
Appendix = Dodatek.....	165
Etiquette = Bonton	165
Types of companies = Vrste podjetij.....	169
Governing bodies = Vodstveno osebje	170
Departments = Oddelki.....	171
Abbreviations and acronyms = Krajšave in akronimi	171
Small talk = Poslovni klepet.....	190
Rešitve vaj	175