



ПУШКИЦЕ
ФОН андерграунд

Engleski 2 kolokvijum

UNIT 1

Enroll - register formally as a participant or member

Pre-school – kindergarten, a school or class for children usually from 4 to 6 years old

Compulsory – I am forcing someone to attend a meeting

Mandatory – I want everyone to attend a meeting; required

Obligatory – I want to make someone feel they should attend the meeting out of loyalty; obligatory (**vs. optional**)
compulsory, mandatory, required, indispensable, necessary

Undergraduate – awarding a bachelor's degree

Graduate studies (post-graduate studies UK.eng) – leading to master's degree

To graduate from – to successfully complete an academic degree, course or training

Vacancy – a position to be filled (slobodno radno mesto)

Recruitment agency – an agency that finds jobs for people seeking them and finds people to fill particular vacancies

Brief - give essential information to someone

Post - a job in an organization

High achievers - a person who achieves more than the average person in their work

Career - the particular occupation for which you are trained

Career ladder - structured sequence of job positions through which a person progresses in an organization

Promotion – advancement in rank or position in the company (unapređenje)

Per annum – per year

Wage – (nadnica - dnevno, nedeljno...)

Salary – (plata - mesečno)

Be fired – sack, plunder, displace, fire, give notice, can, dismiss, give the axe, send away, force out, give the sack, terminate, remove

Resign – leave a job voluntarily (dati ostavku)

Retire – leave employment because of age (penzionisati se)

Pension - a regular payment to a person that is intended to allow them to subsist without working

An applicant – a person who applies for or requests something, typically a job; a candidate

Appropriate – suitable, proper, fitting; relevant, pertinent, applicable, material, significant, right, convenient, favorable, timely, well judged, well timed, corresponding

Look for – search, seek, try, attempt, quest, explore, inquire

Job open/position – job hunting

Be present at – to attend

Well-off – wealthy (**vs. poor**), rich, affluent, flush, loaded, moneyed

Benefit – profit, gain



Lowest paying jobs – minimum wage jobs (minimalac)

Workload – the amount of work that you have to do

Maternity/paternity leave – absence because of pregnancy

Cubicles – employees work in them in many offices

University degree – an award given by a college or university signifying that a student has completed a course of study

Semesters (UK) / Terms (US) – the 2 or more divisions in the school year

Freshman – a first-year student of high-school, college or university

First year: Freshmen

Second Year: Sophomores

Third-year Students: Juniors

Fourth-year students: Seniors

Prospects – opportunities for success or promotion in a career

Unemployment benefits – payments made by the state to an unemployed person

Sick leave – absence because of illness (bolovanje)

Make redundant – dismiss for economic reasons (tehnološki višak)

Notice – advance warning of intention to leave one's job – to give or hand in one's resignation (obavestiti o ostavci)

Background – education, qualifications, experience

Bonus – additional payment to an employee as an incentive (podstrek) or reward

Attainable - capable of being attained or accomplished

The “**inquiry**” method of learning – schools are asked not only to teach the new information, but to help students ask their own questions about it

Endowments - funds or property donated to institutions or individuals

Elementary school – 1st to 5th grade

Middle school (junior high school) – 6th to 8th grade

High school (or secondary education)

Post-secondary education – college or university

Vocational and technical high schools: provide for a variety of occupations and vocations; educational training that provides practical experience in a particular occupational field, as agriculture, home economics, or industry

Academic high schools emphasize their schooling in academic and intellectual disciplines

Undergraduate study - Bachelor's degree

Graduate study - Master's degree (taught or by research, typically taken in one year, though research-based master's degrees may last for two)

Postgraduate study - Doctor's degree (typically taken in three years)

College - usually refers to an institution that concentrates on a four-year study leading to graduation with a bachelor's degree; it sometimes refers to academic units within universities



University – usually larger and provides advanced research and studies in academic areas and professional fields leading to master and doctoral degree after four years of undergraduate work; can refer to a public system of higher education within a state that includes many campuses

Community Schools – funded through the Local Authorities

Academies – funded directly by the government

Free Schools – proposed by the government to be set up in response to parental request

Private schools – funded by private individuals organizations, or educational trusts

Bachelor – the person that completes the undergraduate academic/ professional studies obtains the professional title of first degree of academic/professional studies in the appropriate field - Bachelor's degree

Master –graduate academic studies can be organized by a university, faculty and college, and last one or two years (depending on the duration of undergraduate academic studies). After completing these studies the person gains the academic title – Master

A Master's thesis - something you have to write in order to obtain a Masters Degree

Doctoral studies – can be organized by universities or faculties and last at least one year, provided undergraduate and graduate academic studies that last at least five years

To cram - to study hard in a short period of time (usually before an exam)

A part-time student - the one who doesn't have a full course load

Essay - a short literary composition on a single subject, usually presenting the personal view of the author

To register for classes - to sign up for classes

To take notes - to quickly summarize (in writing) what someone says (during a lecture)

Orientation - An tour of the campus (university area) and information session for new students

To register for classes - to sign up for classes

To major in - to have a subject as your primary area of study

Midterms - exams that are given during the middle of each semester

Alumnus - a graduate or former student of a school, college, or university

Teaching/teacher's assistant (T.A.) - someone who helps the professor by grading papers, preparing material, etc

*refer to

*enjoy freedom to

*be given substantial freedom to

*enter University

*be eligible to

*be accountable to

*take place

*be run by

*be carried out

UNIT 2

Recruit - look for and hire personnel



Headhunter – a person whose profession is to find executives and top managers to fill open positions in corporations

Concise - expressing much in few words

Submission - something or submitted for the judgment of others (as in a competition)

Credentials - a document attesting to the truth of certain stated facts

Skill - an ability that has been acquired by training

Chronological CV – starts by listing your work history in reverse chronological order with your current, or most recent job, first

Functional CV – focuses on your skills and experience, rather than on your chronological work history

Targeted CV – it specifically highlights the experience and skills relevant to the job you are applying for; a type of CV that focuses on a specific job opening that the candidate is applying for

Consistent - marked by an orderly, logical, and aesthetically consistent relation of parts

Cover letter – job application letter; provides additional information on your skills and experience and the reason for your interest in specific organization

Resume (US) / CV – written evidence of qualifications and achievements (e.g. certificates, diplomas, references, etc.); it is a written compilation of candidate's: education, work experience, credentials, skills, accomplishments; a marketing tool used to promote ourselves to potential employers for the purpose of obtaining an interview

Advertised – called to public attention

To obtain - receive a specified treatment

Complement - make complete or perfect; supply what is wanting or form the complement to

To conduct - manner of acting or controlling yourself

Screening interview – a job interview whose purpose is to eliminate unsuitable applicants before scheduling interviews in person

In-person interviews

Cognitive test - assessments of the cognitive capabilities, include various forms of IQ tests

Short listed – (ući u uži izbor)

Pool of applicants – the total number of individuals who apply for a single position

Referees – previous employees, teachers and others who provided the applicant with a recommendation letters; a person who recommends someone based on that person's character or capabilities

Recommendation letter

Essential - absolutely necessary; vitally necessary, basic and fundamental, of the greatest importance

To follow-up - to get in touch by saying thank you, asking about their decision, etc.

To reiterate - to say, state, or perform again

Job hunter – a person who is actively looking for employment

Expertise – expert skill or knowledge in a particular field

An entry-level position – (bez nekog preteranog radnog iskustva)

To land a job – to get a job

Assessment	Evaluation of one's abilities
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Dismiss	Discharge from employment (to fire, to sack, to let go)
Employee	Person who works for a firm or company.
Employer	Person or firm who employs people.
Fire	To dismiss from a job.
Hire	Employ or take on personnel in a company.
Interview	Oral examination of a candidate for employment.
Personnel officer	Manager responsible for recruitment, training and welfare of personnel (employees).
Staff	People who work for a firm or department; employees.
Strength	Strong characteristic or particular ability.
Trainee	Person being trained for a job
Training course	A course of study to prepare for a job
Weakness	A lack of ability or a shortcoming in character.

UNIT 3

Management – those leading and organizing the company

Workforce/personnel – staff; the people who carry out the work of the company

Headquarters – main office; the center of operations of a business where most of the important functions of an organization are conducted

Open-plan offices – offices having no or few dividing walls between areas

Nine-to-five workers – they have regular working hours, they have to clock-in and clock-out every day

Clock-in – to register your arrival at work

Blue-collar workers – factory worker; usually work in shifts and are sometimes asked to stay overtime if a need arises

White-collar workers – office workers

Commute – travel; the time it takes someone to get to work

Commuters – workers who live far away from their office and commute to work

Teleworking / telecommuting – working from home by using a computer and the internet

Flextime system – employees can choose their own working hours, with certain limits

Payroll – (platni spisak)

Commission – (provizija) paid to people in sales based on the amounts of goods sold



End-of-year bonus

Fringe benefits – an employment benefit given in addition to a person’s wage or salary; ex. company car or paid accommodation; Advantages offered in addition to salary (life insurance, retirement scheme, company car, etc.); perks

On-the-job training (OJT) – training that is given to a paid employee while he/she is doing the actual job and that provides hands-on knowledge and skills essential to the full and adequate performance on the job

To downsize – (smanjenje broja zaposlenih)

To delayer – (raslojavanje)

Redundancy payment – a sum of money given by an employer to an employee who has been made redundant

Freelancer – (honorarac)

Contractor – the agency that works on contract

Labor units / Trade units (UK) -

Walk-out – strike; to stop working in protest against something

Perks – benefits

Required to – obligated

Select – choose

Differ – to vary

To work overtime – to do more than the usual hours required by the contract

To take a sabbatical – to organize a business or system in a new way to make it more efficient

Expenses – the costs that you incur doing your job that are reimbursed by the company (for travel, etc)

Distinguished career – one which is respected for its extremely high standard

To demote – to move someone to a lower level in the hierarchy

To restructure – to organize a business or a system in a new way to make it more efficient

Colleagues – coworkers

Content – happy

To assess – to evaluate

Work – process, activity

Job – a position, for money

UNIT 7

A meeting – a formal or informal gathering of people to present or exchange information, plan joint activities, make decisions, or carry out actions already agreed upon

Joint activities – mutual activities (zajedničke aktivnosti)

Chairperson / chair – the person who leads or presides (conducts) at a meeting; his job is to lead the discussion of points on the agenda and summarize it by clearly restating ideas and proposals

Executive - a person responsible for the administration of a business

Venue - the scene of any event or action (especially the place of a meeting)



To draw up – to create

Agenda – a list of the most important issues for the members to discuss; most formal meetings have it; list of objectives to cover in a meeting

General or Any Other Business (A.O.B) – the last item on agenda; its purpose is to allow individuals to raise questions not included on the agenda; any other business -unspecified item on agenda

Attendee - a person who is present and participates in a meeting

Attendance register – (spisak prisutnih)

Minutes - a written record of everything said at a meeting

Participant - person who attends and joins in on an event

Consensus – discussion and general agreement

Vote / Voting – to express (the expression of) an opinion in a group by voice or hand etc

Ballot - a type of vote, usually in writing and usually secret

Quorum – the minimum number of people who must be present for the meeting to conduct business and take decisions

To restate – (ponoviti)

Chat – informal discussion

Department meeting / Departmental meeting – meeting of employees in a particular section of a company

Board meeting – an official, formal meeting of a company's directors

AGM: annual general meeting (UK) / annual meeting (US) – a formal meeting where shareholders discuss the company's annual report

Shareholder - someone who holds shares of stock in a corporation

Brainstorming – meeting among colleagues where as many ideas are produced as possible, but are evaluated later

Brainstorm - thinking to gather ideas

Project meeting / team meeting – meeting of employees involved involved in a particular activity

To arrange / set up / fix a meeting – to schedule a meeting at a particular time, to set a date

To put back / put off / postpone a meeting– to delay, reschedule a meeting to a later date

To call off / cancel – to completely abort

To run / chair a meeting a meeting – to be in charge of a meeting, to preside over a meeting

To attend a meeting a meeting – to participate, to arrive and be present at a meeting

To adjourn a meeting – to break off, to stop, to dismiss, to close, finish a meeting

Purpose – the most important thing about a meeting

Boardroom – a large meeting room, often has one long table and many chairs

Absent - not present

Accomplish - succeed in doing something

Address (verb) - deal with, speak on

Adjourn – close a meeting

AGM – annual (yearly) general meeting

Allocate – assign roles/tasks to certain people



- Apologies** - item on agenda announcing people who are absent; apologies for absence
- Board of directors** - group of elected members of an organization/company who meet to make decisions
- Clarification/verification** - explanation/proof that something is true/understood
- Closing remarks** - last thoughts spoken in a meeting (i.e. reminders, thank you)
- Comment** - express one's opinions or thoughts
- Conference** - formal meeting for discussion, a regular one held by an organization
- Conference call** - telephone meeting between three or more people in different locations
- Confidential** - private; not to be shared
- Deadline** - due date for completion; future date at which something must be done
- Opening remarks** - chairperson or leader's first words at a meeting (i.e. welcome introductions)
- Punctual** - on time (not late)
- Recommend** - suggest
- Show of hands** - raised hands to express an opinion in a vote
- Strategy** - plan to make something work
- Unanimous** - in complete agreement; united in opinion
- Implement** - make something happen; follow through
- Wrap up** - finish

absentee	Person not at the meeting, not present.
alternative	Choice of two or more possibilities.
casting vote	Deciding vote, usually by the Chairman, when votes are in equal number.
clarify	Make something clearer by giving more information.
decision	Reach a conclusion or resolution concerning future action.
i-conference	A meeting or discussion between two or more people via the internet.
interrupt	Stop a person who is speaking in order to say or do something.
item	A separate point for discussion on an agenda.
main point	What is most essential.
objective	What is aimed at, what one wants to achieve or obtain.
point out	Draw attention to something e.g. point out an increase in demand.
proposal	A course of action put forward for consideration; to make a proposal.



proxy vote	A vote cast by one person for another.
recommend	Advise a course of action; make a recommendation.
summary	A brief statement of the main points.
task	A piece of work to be done; to assign a task to someone.
video conference	Conference linking people in different locations by satellite, TV, etc.