

DIGIWOMEN

IO3 VET CURRICULUM

MODULE 4

**ENGLISH LANGUAGE
LITERACY**

LESSONS

PISMENOST V ANGLEŠKEM JEZIKU - LEKCIJA 1 (A)

LEKCIJA 1 (A) (ZAČETNA STOPNJA)

Naslov: Slovnica

Vsebina učnega načrta VET v obliki besedila

- **Besedni red. Pravila za tvorjenje angleških stavkov.**

V angleščini poznamo tri vrste stavkov: enostavne, sestavljene in zapletene. Vrsta stavka je odvisna od tega, koliko stavkov (predmetnih in glagolskih skupin) je vključenih v stavek. Enostavna stavčna struktura ima en samostojni stavek "I went on a trip." Sestavljeni stavek ima vsaj dva neodvisna stavka: "I woke up, and I went to work." V tem stavku sta oba stavka lahko samostojna kot popolna stavka. Sestavljeni stavek vključuje samostojni stavek in enega ali več odvisnih stavkov: "I woke up and then went to work." Stavek "I woke up" deluje kot celoten stavek, "then went to work" pa ne.

Večina stavkov v angleščini je zgrajena po enem od naslednjih petih vzorcev:

Predmet - Glagol, npr. Steve swims.

Subjekt - Glagol - Predmet, npr. He plays the guitar.

Predmet - Samostalnik - Pridevnik, npr. She is clever.

Predmet–Glagol–Predlog, e.g. My sister walked to town.

Subjekt – Glagol – Samostalnik, e.g. We are teachers.

Vir (spremenjen): <https://www.wordy.com/writers-workshop/basic-english-sentence-structure/>

- **Deleži govora.**

Vsaka beseda v angleščini je del govora. Izraz "del govora" opredeljuje vlogo, ki jo ima beseda v stavku. Tako kot vsak del kompleksnejše celote tudi te vloge delujejo skupaj. Obstaja 8 delov govora:

1. Samostalniki
2. Zaimki
3. Pridevniki
4. Glagoli
5. Prislovi
6. Predlog
7. Vezni
8. Členki

Več informacij o delih govora v lekciji 1 (B).

Vir (spremenjen) https://www.grammarly.com/blog/parts-of-speech/?gclid=Ci0KCCQIA3-vQBhD3ARIsAHuHT67WvO6plba_3KITuIEgVNAPmhrUm88rPinlakeO9WFd6lxi7xTsDCEaAuahEALw_wcB

- **Biti. Uporaba. Polna in skrajšana različica. Trdilne, nikalne in vprašalne oblike.**

Glagol biti

Glagol biti je temeljni glagol v angleškem jeziku. Žal je skoraj v vseh oblikah nepravilen. V enostavnem sedanjiku se glagol to be sklanja na naslednji način:

Trdilne oblike glagola to be

Predmetni zaimki	Polna oblika	Skrajšana oblika
I	am	'm
you	are	're
he/she/it	is	's
we	are	're
you	are	're
they	are	're

Ar	you?
e	
Is	he/she/it?
Ar	we?
e	
Ar	you?
e	
Ar	they?
e	

Vprašalne oblike glagola biti:

A	I?
m	

Nikalneoblike glagola biti:

Predmetni zaimki	Polna oblika	Skrajšana oblika
I	am not	'm not
you	are not	aren't
he/she/it	is not	isn't
we	are not	aren't
you	are not	aren't
they	are not	aren't

Primeri:

- **Is** Jason Momoa French?
- No, he **isn't**. He's American.
- What about Emma Stone? **Is** she American, too?
- Yes, she **is**. She **is** American.
- **Are** Jason Momoa and Emma Stone French?
- No, They **aren't**. They **are** American.

Uporaba enostavnega sedanjika to be

Osnovna raba enostavnega sedanjika je, da se nanaša na dejanje/dogodek, ki se redno odvija, vendar se z glagolom "to be" enostavni sedanji čas nanaša tudi na trenutno ali splošno stanje, bodisi začasno, stalno ali običajno.

- I **am** hungry.
- She **is** friendly.

Glagol biti v enostavnem sedanjiku se lahko uporablja tudi za označevanje nečesa, kar velja v tem trenutku.

- She **is** 10 years old.
- He **is** a dentist.

Vir (spremenjeno): <https://www.myenglishpages.com/english/grammar-lesson-simple-present-be.php>

- Sedanji čas. Uporablja se. Osnovne trdilne, vprašalne in negativne stavčne strukture.

Positivna oblika je zelo preprosta. Gre le za glagol z dodatnim "s", če je predmet 'he', 'she', ali 'it'. Vzemimo glagol 'play' kot primer:

Positivna oblika glagola 'play'

EDNINA

I **play**

you **play**
he **plays**

she **plays**
it **plays**

we **play**
you **play**
they **play**

MNOŽINA

- Ne pozabite na "s"! To je zelo pogosta napaka..
- Pri nekaterih glagolih je pred črko 's' spremenjena pisava. Na primer, '**study**' se pretvori v '**studies**'.
- Obstaja tudi nekaj glagolov, ki so v sedanjiku nepravilni:
 1. '**have**' - '**has**'
 2. '**do**' - '**does**'
 3. '**go**' - '**goes**'

Za tvorjenje nikalne oblike uporabite besedi 'do not' (don't) ali 'does not' (doesn't).

Nikalna oblika ('play')

EDNINA

I **do not** play
you **do not** play
he **does not** play
she **does not** play
it **does not** play

I **don't** play
you **don't** play
he **doesn't** play
she **doesn't** play
it **doesn't** play

MNOŽINA

we **do not** play
you **do not** play
they **do not** play

we **don't** play
you **don't** play
they **don't** play

Kaj pa vprašalna oblika sedanjega časa?

Uporaba besed 'do' ali 'does' pred subjektom za tvorjenje vprašanja "da/ne":

Da / Ne vprašanje

EDNINA

Do I play?
Do you play?
Does he play?

Does she play?
Does it play?

MNOŽINA

Do we play?
Do you play?
Do they play?

Tako kot z 'be', če želite tvoriti vprašanje "wh", besedo z začetnico "wh-" postavite na začetek vprašanja:

Wh Questions:

Where do I play?

What do you play?

Why does he play?

Who does she play with?

How do we play?

How often do they play?

Vir (spremenjen) <https://www.perfect-english-grammar.com/present-simple.html>

Rabe::

- **Za običaje ali navade**
He drinks coffee at breakfast.
She doesn't eat fish.
They watch TV regularly.
- **Ob ponavljajočih dejanjih ali dogodkih**
We go to school by bus every day.
It rains very often in the hot season.
They drive to the coast every summer.
- **Za splošna dejstva**
Water freezes at zero degrees.
The Earth goes around the Sun.
Her father is French.
- **Za navodila ali smernice**
Open the container and pour its contents into cold water.
You take the No.12 bus to Soho and then get off at the third stop.
- **Za določene ureditve**
My new colleague arrives tomorrow.
Our bus leaves at 10 a.m.
- **S prihodnjimi določenimi dogodki**
My train leaves at 08:30
Our English class starts at 10.

Vir (spremenjen): <https://www.ef.com/wwen/english-resources/english-grammar/simple-present-tense/>

- **Sedanji čas. Uporablja se. Osnovne trdilne, vprašalne in nikalne stavčne strukture.**

Present Continuous je sestavljen iz sedanjega časa glagola **be** in **-ing** obliko glagola:

EDNINA

I **am** learning

You **are** learning

He **is** learning

She **is** learning

It **is** learning

MNOŽINA

We **are** learning

You **are** learning

They **are** learning

Present continuous vprašanja

Vprašanje tvorimo tako da pred predmet postavimo **am, is** or **are**:

Are you listening?

Are they coming to your party?

When **is she** going home?

What **am I** doing here?

Present continuous nikalna oblika

Nikalno obliko tvorimo s postavitvijo besede **not** (or **n't**) za, **is** ali **are**:

*I'm **not** doing that.*

*You **aren't** listening. (or You're **not** listening.)*

*They **aren't** coming to the party. (or They're **not** coming to the party.)*

*She **isn't** going home until Monday. (or She's **not** going home until Monday.)*

Stavčni glagoli

Običajno ne uporabljamo present continuous pri statičnih glagolih. Stavčni glagoli vključujejo:

- glagole **thinking and feeling**, na primer. love, hate, prefer, understand, want, know, believe, remember, think (= believe), etc.
- glagole stavkov: look, smell, taste, seem, feel, sound, appear, itd..
- drugo: agree, own, belong, disagree, be, possess, itd.

Običajno namesto tega uporabljamo present simple:

I understand you. (IN NE I ~~am understanding~~ you.)

This cake tastes wonderful. (IN NE This cake ~~is tasting~~ wonderful.)

Present continuous uporabljamo, ko govorimo o:

- **dejanjih, ki se dogajajo v času govora**

*I'm just **leaving** work. I'll be home in an hour.*

*Sssh! The children **are sleeping**.*

- **načrti v prihodnosti**

*I **am going** to a new school **next semester**.*

*What **are you doing next week**?*

- **Preteklik. Uporaba. Osnovne trdilne, vprašalne in nikalne stavčne strukture.**

1. Trdilni stavki

PREDMET + GLAVNI GLAGOL v pretekliku

Nekateri glagoli so pravilni, v tem primeru jim dodamo končnico "ed", nekateri pa so nepravilni in se jih moramo naučiti na pamet.

I visited my grandmother last week. (pravilni)

We went to the centre to see a show. (nepravilni: iti – je šel)

2. Zanimalni in vprašalni stavki

SUBJEKT + DID + GLAVNI GLAGOL v osnovni obliki

Where did you go yesterday?

I did not meet Ms Muliner.

Krajšava – did not – didn't

Ne pozabite! V trdilnih stavkih uporabljajte glagol v pretekli obliki, v nikalnih stavkih in vprašanjih pa glagol v sedanji obliki:

PRAVILNI

+ I **worked** from home.

? **Did** you **work** from home?

- I **didn't worked** from home.

NEPRAVILNI

+ I **bought** a new book.

? **Did** you **buy** a new book?

- I **didn't buy** a new book.

Za trdilne stavke:

- Pomožnega glagola ni.
- Glavni glagol se sklanja v pretekliku: -ed (ali nepravilno)

Za nikalne in vprašalne stavke:

- Pomožni stavek se sklanja v pretekliku enostavni obliki, ki je nespremenljiva: did
- Glavni glagol je nespremenljiv v osnovni obliki: base
- Pri nikalnih stavkih med pomožnim in glavnim glagolom vstavimo ne.
- Pri vprašalnih stavkih zamenjamo predmet in pomožni glagol.

Pretekli čas z glavnim glagolom BITI

Struktura preteklika z glavnim glagolom biti je naslednja:

1. Trdilni stavki

PREDMET + BITI v pretekliku

I was here yesterday.

We were sick.

Pri besedah jaz, on/ona/to uporabljamo WAS. Pri besedah ti, oni in mi uporabljamo besedo WERE.

2. Nikalni in vprašalni stavki

SUBJEKT + TO BE v preteklosti - sprememba besednega reda

I was at school.

I was not at school. (Contracted form – was not – wasn't)

We were not at school. (Contracted form – were not – weren't)

Was she at school?

Were they at school?

- Pomožnega glagola ni niti pri vprašanjih in negativih.
- Glavni glagol (biti) se sklanja v pretekliku: *was, were*
- Pri nikalnih stavkih za glavnim glagolom vstavimo ne.
- Pri vprašalnih stavkih zamenjamo predmet in glavni glagol.

UPORABA:

- Kratka ali enkratna dejanja

We **opened** the door.

The motorbike **exploded** last night.

She **did not arrive** on time.

Did you see him?

past	present	future
■		
The action is in the past.		

- Daljši dogodki/dejanja

We **lived** in the UK for 15 years.

I **did not sing** at the concert.

The Jurassic period **lasted** around 62 million years.

Did he **watch** the news yesterday?

past	present	future
██████████		
The action is in the past.		

Ni pomembno, kako dolgo nazaj je bil dogodek: lahko gre za leta, tedne, sekunde ali celo milijone let nazaj. Prav tako ni pomembno, kako dolgo je trajal dogodek/dejanje - nekaj sekund (eksplozija motornega kolesa) ali milijone let (jursko obdobje). Čas PAST SIMPLE uporabljamo, kadar:

- dejanje/dogodek je v preteklosti.
- je popolnoma končano
- povemo ali razumemo čas in/ali kraj dogodka/dejavnosti

Vir (spremenjen): https://www.englishclub.com/grammar/verb-tenses_past.htm

- Čas Future simple. Uporablja se. Osnovne strukture trdilnih, vprašalnih in nikalnih stavkov.

Čas Future simple je zelo enostaven za razumevanje in tvorjenje. Potrebujete le dva glagola: shall (za prvo osebo - jaz, mi) in will (za vse ostale). Tako je v britanski angleščini; v ameriški angleščini se shall redko uporablja, will pa se uporablja v vseh primerih. V zadnjem času se shall uporablja v bolj formalnem govoru ali pisanju, will pa v vseh primerih v pogovornem govoru.

Skrajšana oblika: 'll (lažje, saj vam ni treba skrbeti, katero besedo uporabiti)

TRDILNI STAVKI

Struktura: subjekt + will/shall + osnovni glagol

- I'll **clean** the Windows tomorrow.
- Jack **will** probably **go** to London next year.
- **We shall** make a party for her next weekend.

NIKALNE IZJAVE: za pomožnim glagolom will/shall dodajte not.

Lahko pa ju združite v eno besedo s krajšavo: **will + not = won't**, **shall + not = shan't** ((pogosteje se uporablja v britanski angleščini)

- I **shall not come** tomorrow!
- She **won't say** a word to you.
- Julia **won't come** to our place because of you.

VPRAŠANJA

Pomožni glagol uporabite na začetku stavka:

- **Shall we go** out now?
- **Will you visit** me soon?
- **Will he play** with us?

UPORABA v Future Simple:

- Ko govorimo o preprostem, enkratnem dejanju v prihodnosti

I'll see you soon.

It won't be difficult to convince her.

- Ko govorimo o rednih, ponavljajočih se dejanjih v prihodnosti

I'll call you every day. I promise!

She will take German lessons three times a week.

- **Ko govorite o preprostih dejstvih v prihodnosti**

It will be hot in July here.

You will be cold if you don't wear a warm coat.

- **Ko govorimo o odločitvah, ki so sprejete v trenutku govorjenja**

You know, I'll take two of them.

He doesn't have my number? OK, I'll call him myself.

- **Ko govorimo o vrsti dejanj v prihodnosti**

She can't wait for her holidays. I know she will go to Barcelona, visit all the galleries and museums and go to the Sagrada Familia.

- **Pri izražanju napovedi (stavek se pogosto začne z mislim ali upam)**

I hope he'll be well again tomorrow.

I think it will be really windy today.

Source (modified): <https://preply.com/en/blog/forming-and-using-the-future-simple-tens>

Syllabus

NAMEN:

Namen te lekcije je seznaniti udeležence z nekaterimi osnovnimi slovničnimi strukturami angleškega jezika, ki bi jih lahko uporabljali v resničnem življenju. Njen namen je pomagati udeležencem, da postanejo bolj samozavestni pri uporabi angleškega jezika. Lekcija naj bi bila koristen teoretični in praktični pripomoček vsem udeležencem, ki želijo uporabljati angleščino na osnovni ravni (A1 - A2).

Cilji:

Cilji te lekcije so:

- povečati samozavest žensk pri uporabi osnovnih angleških struktur.
- razumevanje zgradbe stavka v angleškem jeziku.
- razumeti besedni red v angleški povedi.

Učni izidi:

Po končani učni uri bodo udeleženci znali tvoriti preproste stavke v angleščini, razlikovati med preteklim, sedanjim in prihodnjim časom ter znali uporabljati tretjo osebo. Na splošno naj bi postali bolj samozavestni pri uporabi angleščine, ko se naučijo ali ponovijo te osnovne strukture.

Vsebina: Vaje na naslednjih področjih:

- Besedni red
- Pravila za sestavljanje angleških stavkov. Deli govora.
- Ocenjevanje: Ocenjevanje: Izpolnjeno - neizpolnjeno

- To be.
- Uporablja se. Polne in krajše različice. Trdilne, negativne in vprašalne oblike.
- Ocenjevanje: Izpolnjen - neizpolnjen

- Sedanji stavek enostavnega časa

- Uporabe. Osnovne trdilne, vprašalne in negativne stavčne strukture.
 - Ocenjevanje: Opravljeno - Ni opravljeno
-
- Present Continuous
 - Uporablja se. Osnovne trdilne, vprašalne in negativne stavčne strukture.
 - Ocenjevanje: Opravljeno - Ni opravljeno
-
- Pretekli enostavni čas
 - Uporabe. Osnovne trdilne, vprašalne in negativne stavčne strukture.
 - Ocenjevanje: Opravljeno - Ni opravljeno
-
- Prihodnji enostavni stavek
 - Uporabe. Osnovne trdilne, vprašalne in negativne stavčne strukture.
 - Ocenjevanje: Opravljeno - Ni opravljeno

Vaje in testi/kvizi: samodejno ocenjeni (Moodle). V vrstici napredka mora biti prikazano, na kateri stopnji lekcije se udeleženec nahaja.

Lesson supporting materials

Exercise 1 :

Otázka **1**
 Este nezodpovedané
 Max. hodnotenie 10,00

Complete the text with verbs in the correct tense: Present Simple, Present Continuous, Future Simple, or Past Simple). Write max. 3 words and do not use contractions.

- Lydia normally works in the city centre but this week she (work) from home because she is not well.
- We (visit) France in 2005.
- Our technicians (not test) the samples at the moment.
- You (not/need) a driving license to do this job.
- Mum, you don't have to worry. I (call) you again tomorrow.
- Listen! What language (speak)?
- My sister is a nurse. She often (work) night shifts.
- When I (be) a small kid, I lived abroad for a year.
- I think people other (travel) more than now in 2030's.
- (he/use) a computer at work?

Test 1:

Otázka 1

Ešte nezodpovedané

Max. hodnotenie 7,00

Choose the correct tense form: Present Simple, Present Continuous, or Past Simple.

- My computer slowly. How soon can you come?
- A: Can you help me with my microphone
- How long you to get to work yesterday?
- This movie is perfect! It a very nice love story.
- Oh, do you need help? OK, I and help you in the afternoon.
- A: What is he saying? B: No idea, I him.
- My best friend Carl tennis twice a week.

Test 2:

Question 1

Not yet answered

Marked out of 6.00

Complete the sentences with the words below. One option is extra.

We students. We study biology.

I here an hour ago.

How many countries you visit last year?

I come to help you tomorrow. OK?

What he doing under the table?

What your sister eat for breakfast?

does were will was is are did

Koristni viri za nadaljnje samostojno učenje:

Internet

- Youtube: [English Grammar Course For Beginners: Basic English Grammar - YouTube](#)
- British Council: [Beginner grammar | LearnEnglish Teens - British Council](#)
- [Grammar - Basic English Grammar lessons \(talkenglish.com\)](#)

Tiskani viri:

- Murphy, Raymond: Essential Grammar in Use, Cambridge University Press, 2015
- English for Everyone Business English Course Book Level 1: A Complete Self-Study Programme
- English for Everyone: Level 1 Practice Book - Beginner English: ESL Workbook, Interactive English Learning for Adults

Teacher's version:

Answer key to exercises (automatic):

Exercise 1 (will be automatically evaluated by Moodle):

Complete the text with verbs in the correct tense: Present Simple, Present Continuous, Future Simple, or Past Simple). Write max. 3 words and do not use contractions.

- Lydia normally works in the city centre but this week she {1:SHORTANSWER:%100%is working#} (*work*) from home because she is not well.
- We {1:SHORTANSWER:%100%visited#} (*visit*) France in 2005.
- Our technicians {1:SHORTANSWER:%100%are not testing#} (*not test*) the samples at the moment.
- You {1:SHORTANSWER:%100%do not need#} (*not/need*) a driving license to do this job.
- Mum, you don't have to worry. I {1:SHORTANSWER:%100%will call#-%100%shall call#} (*call*) you again tomorrow.
- Listen! What language {1:SHORTANSWER:%100%are they speaking#} (*they/speak*)?
- My sister is a nurse. She often {1:SHORTANSWER:%100%works#} (*work*) night shifts.
- When I {1:SHORTANSWER:%100%was#} (*be*) a small kid, I lived abroad for a year.
- I think people {1:SHORTANSWER:%100%will travel#} (*travel*) more than now in 2030's.
- {1:SHORTANSWER:%100%does he use#-%100%Does he use#} (*he/use*) a computer at work?

Test 1 (will be automatically evaluated by Moodle):

Choose the correct tense form: Present Simple, Present Continuous, or Past Simple.

- My computer {1:MULTICHOICE:%0%runs#-%100%is running#-%0%ran#} slowly. How soon can you come?
- A: Can you hear me? B: No, the microphone {1:MULTICHOICE:%0%not works.#-%0%don't works.#-%100%isn't working.#}
- How long {1:MULTICHOICE:%100%did it take#-%0%it took#-%0%did it taked#} you to get to work yesterday?
- This movie is perfect! It {1:MULTICHOICE:%100%tells#-%0%telled#-%0%are telling#} a very nice love story.
- Oh, do you need help? OK, I {1:MULTICHOICE:%0%come#-%0%came#-%100%will come#} and help you in the afternoon.
- A: What is he saying? B: No idea, I {1:MULTICHOICE:%0%not understand#-%100%don't understand#-%0%am not understanding#} him.
- My best friend Carl {1:MULTICHOICE:%0%is playing#-%0%will plays#-%100%plays#} tennis twice a week.

Test 2 (will be automatically evaluated by Moodle):

Choice [[1]]	Answer	<input type="text" value="are"/>
Choice [[2]]	Answer	<input type="text" value="was"/>
Choice [[3]]	Answer	<input type="text" value="did"/>
Choice [[4]]	Answer	<input type="text" value="will"/>
Choice [[5]]	Answer	<input type="text" value="is"/>
Choice [[6]]	Answer	<input type="text" value="does"/>

Extra option: were

To make the lesson shorter, I suggest inserting tables with grammar rules instead of plain text.

ENGLISH LANGUAGE LITERACY - LESSON 1 (B)

LESSON 1 (B) (PRE-INTERMEDIATE LEVEL)

Title: **GRAMMAR**

VET Curriculum contents in text-shape

- Časi. Preplet časov - pretekli, sedanji, prihodnji in dovršni čas. Razlike. Preverjanje.

Besede, ki vam lahko pomagajo pri izbiri pravilnega časa:

- **usually, always, sometimes** in drugi prislovi pogostnosti v sedanjiku – Present Simple
- **once a week, twice a month** in drugi frekvenčni izrazi (sedanji) - Present Simple
- **How often** in the present - Present Simple

- Vprašanja, ki se začnejo z **when** glede preteklega časa – Past Simple
- **last** (week, month, Sunday) - Past Simple
- (A minute, two weeks) **ago** - Past Simple

- **When I was a child, in 1998, yesterday** - Past Simple
- Vprašanja, ki se začnejo z **when** glede prihodnjega časa – Future Simple

- **Now, right now, at the moment** – Present Continuous
- **At the time of speaking** - Present Continuous

PRESENT PERFECT

Pogosto je v nasprotju s preteklikom in sedanjikom, saj ju nekako povezuje. Nekateri jeziki tega časa nimajo v svoji slovnični strukturi, zato se ga učenci tako težko naučijo in ga uporabljajo. Poudarja namreč rezultat.

Oblika Present Perfect

	TRDILNA	NIKALNA	VPRAŠANJE
I / you / we / they	I have visited him.	I have not visited him.	Have you visited him?
he / she / it	She has visited him.	She has not visited him.	Has she visited him?

Za nepravilne glagole uporabite deležniško obliko (glejte seznam nepravilnih glagolov).

[verbshttps://www.ego4u.com/en/cram-up/grammar/irregular-verbs](https://www.ego4u.com/en/cram-up/grammar/irregular-verbs), 3. stolpec). Pri pravih glagolih dodajte "ed".

Izjeme pri črkovanju z dodajanjem "ed"

- Za črko "e" dodajte črko "d": live - lived
- Končni y za soglasnikom postane i: cry - cried
- končni soglasnik po kratkem, poudarjenem samoglasniku ali l kot končni soglasnik po samoglasniku se podvoji: permit - dovoljen

Uporaba Present Perfect

- Poudarek na rezultatu. Primer: Diana *has written* five letters.
- Dejanje, ki še vedno poteka (ni končano). Primer: School *has not started* yet.
- Nedavno dejanje/dogodek, ki je nov. Primer: Sarah *has had* a baby!
- Zaključeno dejanje, ki vpliva na sedanjost. Primer: They *have lost* my baggage.

- Dejanje, ki se je zgodilo enkrat, nikoli ali večkrat pred trenutkom govorjenja (izkušnje). Zgled: I *have never been* to Australia.

Značilne besede Present Perfect

- already, ever, just, never, not yet, so far, till now, up to now

Vir: <https://www.ego4u.com/en/cram-up/grammar/present-perfect-simple> (modified)

- **Deleži govora**

Samostalniki, pridevniki, prislovi in glagoli. Predpone in pripone. Stopnjevanje pridevnikov.

Pridevniki, ki se končajo na -ed in -ing. Pogostnostni prislovi in njihov položaj v stavku.

Vsaka beseda v angleščini je del govora. Izraz "del govora" opredeljuje vlogo, ki jo ima beseda v stavku. Tako kot vsak del kompleksnejše celote tudi te vloge delujejo skupaj.

Obstaja 8 delov govora:

1. Samostalniki

Samostalnik je beseda, ki poimenuje osebo, kraj, pojem ali predmet. Vse, kar poimenuje "stvar", je samostalnik, ne glede na to, ali govorite o košarkarskem igrišču, San Franciscu, Kleopatri ali samoohranitvi.

Samostalniki se delijo na dve kategoriji: navadne in lastne samostalnike. Običajni samostalniki so splošna imena za stvari, kot sta planet in igralna oddaja. Lastni samostalniki so posebna imena za posamezne stvari/osebe, npr. Jupiter ali Eastenders.

2. Zaimki

Zaimki so besede, s katerimi nadomeščate določene samostalnike, kadar komunikacijski partner ve, na kateri samostalnik se nanašate.

Napišete lahko "Kevin was supposed to be here at seven," nato sledite z "he's always late; next time I'll tell him to be here earlier."

Namesto da bi trikrat zapored povedali Kevinovo ime, ste uporabili zaimka "on" in "njega", vaši stavki pa so ostali slovnično pravilni.

3. Pridevniki

Pridevniki so besede, ki opisujejo samostalnike. Pomislite na svojo najljubšo knjigo. Kako bi jo opisali sodelavcu, ki je še ni prebral?

Lahko bi rekli, da je knjiga zanimiva, dobro napisana ali da spodbuja razmišljanje. Ko knjigo opišete s temi besedami, uporabljate pridevnike. Pridevnik je lahko tik pred samostalnikom, ki ga opisuje (I have a white hamster), vendar ni treba. Včasih so pridevniki na koncu stavka (my hamster is white).

Pridevniki, ki se končajo na -ed in -ing

Primer: bored – boring, excited – exciting

V teh primerih končnica "ed" opisuje, kako se oseba počuti, medtem ko končnica "ing" opisuje kakovost stvari. Na primer:

The film was boring. I was bored because I didn't like it.

Music is interesting. My sister is really interested in composing songs.

Stopnjevanje pridevnikov

Za kratke pridevnike (enzložne in nekatere dvozložne, zlasti tiste, ki se končajo na "y")

TRDILNI	KOMPARATIVNI	SUPERLATIVNI
small	smaller	the smallest
easy	easier	the easiest

Za daljše pridevnike:

TRDILNI	KOMPARATIVNI	SUPERLATIVNI
interesting	more interesting	the most interesting
careful	more careful	the most careful

Neenakomerno razvrščanje:

TRDILNI	KOMPARATIVNI	SUPERLATIVNI
good	better	the best
bad	worse	the worst
far	farther/further	the farthest/furthest

Pri primerjalnikih uporabljamo besedo "than", ker primerjamo dve entiteti. Na primer: I am taller than my brother. Poland is bigger than Slovakia. Spreminjanje vrednotenj

- razlika ni velika: a bit, a little, slightly. English is slightly easier than German.

- razlika je velika much, far

Pri superlativih lahko uporabimo izraze, kot so "in the class" ali "in the world". Na primer: Julia is the youngest student in this group. The Nile is the longest river in the world.

- velika razlika med prvo in drugo enoto: by far. London is by far the biggest city in England.

Comparing two similar entities – we use "as – as"

My mobile is as powerful as yours. This exercise is as difficult as the previous one.

- almost (= skoraj enako), nowhere near (razlika je večja, kot misli komunikacijski partner). English is nowhere near as difficult as French. I am almost as tall as you are.

4. Glagoli

Go! Be smart! Ski as fast as you can! Win the race! Congratulate every participant who competed!

Te krepko označene besede so glagoli. Glagoli so besede, ki opisujejo določena dejanja, kot so smučanje, zmaga in pamet!

Vendar se vsi glagoli ne nanašajo na dobesedna dejanja. Glagoli, ki se nanašajo na občutke ali stanja, kot sta ljubiti in biti, so znani kot nedejanski glagoli. Nasprotno pa so glagoli, ki se nanašajo na dobesedna dejanja, znani kot glagoli dejanj.

5. Prislovi

Prislov je beseda, ki opisuje pridevnik, glagol ali drug prislov. Oglejte si te primere:

I walked away quietly. Quietly opisuje način, na katerega ste odšli

A tiger is always faster than a wolf. Always opisuje, kako pogosto je tiger hitrejši (pridevnik) od volka.

Prislovi pogostosti: hej nam povedo, kako pogosto se nekaj dogaja. Najpogostejši so usually, never, sometimes, ali often.

Njihov položaj v stavku:

Pomenski glagoli - med predmetom in glagolom I never go outside at night. We usually drink tea.

"To be" – za glagolom: I am always late.

Nekateri od teh prislovov so lahko v različnih položajih, npr. sometimes: Sometimes, I play tennis. I sometimes play tennis. I play tennis sometimes. Vendar to nikoli ne velja za "always" in "never" – imajo le eno mesto v stavku.

6. Predložki

Predložki povedo, kakšno je razmerje med drugimi besedami v stavku.

Tukaj je primer I left my bike leaning against the door. V tem stavku, against je prislov, saj nam pove, kje sem pustil svoje kolo.

Tukaj ne naslednji primer: She put the cake in the oven. Brez predpanskega obrazila in, ne vemo, kje je torta.

7. Konjunkcije

Z vezniki lahko tvorimo zapletene stavke, ki izražajo več idej.

I like French sauce. I like Tartar sauce. I don't like Soya sauce. Vsak od teh treh stavkov izraža jasno idejo. Nič ni narobe, če na ta način navedete svoje želje, vendar to ni najučinkovitejši način.

Namesto tega razmislite o: I like French sauce and Tartar sauce, but I don't like Soya sauce.

V tem stavku and in but sta dva veznika, ki povezujeta vaše zamisli.

8. Članki

A movie. The wooden table. An important decision. Te krepko označene besede se imenujejo članki.

Tako kot samostalniki so tudi členki dveh vrst: določni in nedoločni členki. Tako kot pri dveh vrstah samostalnikov je tudi pri samostalnikih vrsta članka odvisna od tega, kako natančno morate opredeliti stvar, o kateri govorite.

Določni členek opisuje en samostalnik, kot sta **the in this**. Primer: Did you buy the car?

Zdaj vstavite nedoločni členek: Did you buy a car?

Vidiš, da je implikacija izginila in da postavljaš veliko bolj splošno vprašanje?

Ugotavljanje delov govora

Včasih ni lahko ugotoviti, kateri del govora je beseda. Tukaj je nekaj preprostih "napak", s katerimi boste hitro ugotovili, s katerim delom govora imate opravka:

Če gre za pridevnik s končnico "-ly", gre za prislov. Primeri: **commonly, quickly**.

Če ga lahko zamenjate s samostalnikom in je stavek še vedno smiseln, je to zaimpek. Primer: **We played basketball. / Steve and I played basketball.**

Če je to nekaj, kar počnete, in lahko stavek spremenite tako, da vanj vključite besedo "počnemo", je to glagol. Primer: **I have an umbrella. / I do have an umbrella.**

Če lahko besedo odstranite in je stavek še vedno smiseln, vendar izgubite podrobnosti, je beseda najverjetneje pridevnik. Primer: **She drives a red van. / She drives a van.**

Če lahko besedo odstranite, pa stavek ni smiseln, gre verjetno za prilastek. Primer: **I left my notebook on the desk. / I left my notebook the desk.**

In če ste kdaj v resnični zadregi, preprosto poiščite to besedo. V slovarjih je v geslu običajno naveden del govora, ki mu beseda ustreza, in če ustreza več kot enemu delu govora, sta navedena oba s primeri.

To nas pripelje do še enega pogostega problema, ki lahko zmede pisce in učence jezika:

Kdaj beseda spada v dva različna govorna dela

Obstajajo besede, ki so včasih en del govora, drugič pa drug del govora. Tukaj je nekaj primerov:

Work

I often copy files (glagol).

I need one copy of the contract (samostalnik).

Source (modified): https://www.grammarly.com/blog/parts-of-speech/?gclid=Cj0KCQiA3-yQBhD3ARIsAHuHT67WvO6plba_3KITuIEgVNAPmhrUm88rPinLakeO9WFd6lxi7xTsDCEaAuahEALw_wcB

Predpone in pripone

Predpona je končnica, ki se nahaja pred osnovo besede, končnica pa je končnica, ki se nahaja za osnovo besede.

Primeri:

Običajne pripone, kot so "er", "ship" ali "tion" predlaga, da je beseda samostalnik. Primeri: teacher, cooker, relationship, friendship, navigation, imagination.

Pogoste pripone za pridevnike:

"ed" (bored, excited), "ing" (interesting, amazing), "y" (lovely, easy), pozitiven in negativen pomen – "ful" and "less" (careful - careless). Vendar pa je "y" na koncu besede lahko tudi pridevnik (easy) ali pa je le del samostalnika (nanny, ivy).

Pogoste predpone:

Za tvorjenje nikalnosti: "un" (do – undo), "dis" (able – disable), "mis" (calculate – miscalculate), "im" (proper – improper), "in" (tolerant – intolerant), "ir" (responsible – irresponsible), "il" (legal – illegal)

- **Pogojni stavki. Ničelna, prva in druga vrsta.**

NIČELNA VRSTA - VEDNO RESNIČNA

Ničelni pogojnik uporabljamo, kadar govorimo o stvareh, ki so splošno resnične, zlasti pri zakonih in pravilih. Če lahko nadomestimo s "ko" ali "kadar".

Struktura: Če + sedanji stavek, sedanji stavek, sedanji stavek

When the sun goes down, it gets dark.

Water boils if you heat it.

PRVI POGOJNIK - MOŽEN IN RESNIČEN

Prvi pogojnik uporabljamo, ko govorimo o prihodnjih situacijah, za katere menimo, da so resnične ali možne. Struktura:

If/When + Present Simple, will (Future Simple) + infinitive

If it is nice tomorrow, we'll go to the beach.

When I finish work, I'll visit you.

Ta struktura se pogosto uporablja tudi z *unless, as long as, as soon as* or *in case* namesto z *if*.

You can go out, as long as you're back by 10 p.m.

I'll give you a key in case I'm not at home.

DRUGI POGOJNIK - MOŽEN, Vendar malo verjeten (NAMIŠLJEN)

Drugi pogojnik se uporablja za predstavljanje sedanjih ali prihodnjih situacij, ki so v resničnosti nemogoče ali malo verjetne.

Struktura: *If* + Past Simple >> + *would(could)* + infinitive.

If I won a lottery, I'd buy a new car.

If we had a garden, we could have a cat.

Kadar glagolu *if* sledi glagol biti, je slovnično pravilno reči *če bi bil, če bi bil, če bi bil, če bi bila* in *če bi bilo*. Pogosto pa te strukture slišimo tudi z *was*, zlasti v obliki *he/she*.

If I were you, I wouldn't leave.

If she was president, she would give more money to the poor ones.

Vir (modified): <https://learnenglish.britishcouncil.org/grammar/intermediate-to-upper-intermediate/conditionals-1>

- **Vprašanja. Postavljanje vprašanj. Posredna vprašanja. Odgovarjanje na vprašanja.**

Vprašanja DA/NE

Pri postavljanju vprašanj glagol pogosto postavimo pred predmet. Temu pravimo inverzija..

POTRDITEV

VPRAŠANJE

I am happy.

Am I happy?

You can come.

Can you come?

Sarah is sleeping.

Is Sarah sleeping?

We have been there.

Have we been there?

Takšna vprašanja odgovorite z "yes" ali "no" + auxiliary, e.g. Can you help me? Yes, I can. Does your sister live here? No, she doesn't.

WH VPRAŠANJA

Za njihovo tvorjenje uporabljamo vprašalne besede, kot so "kje", "kdaj", "zakaj", "koliko" itd.

Vprašalna beseda je pred glagolom.

DA/NE VPRAŠANJA

WH VPRAŠANJA

Are you sad?

Why are you sad?

Were you there?

When were you there?

Do you have books?

How many books do you have?

Na takšna vprašanja odgovorite tako, da navedete manjkajoče informacije, npr. Why are you sad?

Because I've lost my keys. How many books do you have? About a hundred. When were you there?

Last night.

TEMATSKA VPRAŠANJA

V nekaterih vprašanjih je glagol *who* ali *what* predmet glagola. V teh vprašanjih ni inverzije med predmetom in glagolom..

Who stole your bike? What made you cry?

Vir (modified): <https://learnenglish.britishcouncil.org/grammar/beginner-to-pre-intermediate/question-forms>

POSREDNA VPRAŠANJA **Can be removed if the lesson is too long**

So bolj formalna in vljudna kot običajna vprašanja. Za oblikovanje posrednega vprašanja uporabite uvodni stavek, ki mu sledi vprašanje v pozitivni stavčni strukturi: Uvodni stavek + vprašalna beseda + pozitivni stavek

NEPOSREDNO WH VPRAŠANJE POSREDNO WH VPRAŠANJE

Where is Jack? I was wondering if you know where Jack is.
How much does it cost? I'd like to know how much it costs.

Oba stavka povežite z vprašalno besedo ali besedo "če", če je vprašanje da/ne. ki se začne brez vprašalne besede.

NEPOSREDNO VPRAŠANJE DA/NE POSREDNO VPRAŠANJE DA/NE

Will he arrive? Could you tell me if he will arrive?

Do you have a car? I was wondering if you have a car.

Pogosti uvodni stavki:

Mnogi od teh stavkov so vprašanja: Do you know ... ? Can/Could you tell me ... ? Do you happen to know ...?

Druge so izjave, ki nakazujejo vprašanje: I wonder / was wondering I have no idea ...

I'm not sure ... I'd like to know ...

Vir (modified): <https://www.thoughtco.com/indirect-questions-1210671>

Syllabus

NAMEN:

Namen te učne ure je ponoviti slovnične strukture angleškega jezika, ki jih udeleženci nekoliko poznajo, in izboljšati njihovo znanje angleškega jezika. Njen namen je pomagati udeležencem, da postanejo bolj samozavestni pri uporabi angleškega jezika in razširijo svoje znanje. Lekcija naj bi bila koristen teoretični in praktični pripomoček vsem udeležencem, ki želijo uporabljati angleščino na ravni pred srednjo stopnjo (B1).

CILJI:

Cilji te lekcije so:

- ponoviti in razširiti slovnične strukture.
- povečati samozavest udeležencev pri uporabi angleškega jezika.

Učni izidi:

Po končani učni uri bodo udeleženci znali tvoriti bolj zapletene stavke v angleščini in razlikovati med različnimi časi. Na splošno naj bi postali bolj samozavestni pri uporabi angleškega jezika ob osvajanju nove slovnice ali vadbi slovničnih struktur, ki jih že nekoliko poznajo.

Vsebina: Vaje na naslednjih področjih:

- Časi
- Različni časi - pretekli, sedanji, prihodnji in dovršni časi. Razlike. Preverjanje.
- Ocenjevanje: Izpolnjen - Ni izpolnjen

- Deli govora
- samostalniki, pridevniki, prislovi in glagoli. Predpone in pripone. Stopnjevanje pridevnikov. Pridevniki, ki se končajo na -ed in -ing. Pogostnostni prislovi in njihov položaj v stavku.
- Ocenjevanje: Izpolnjen - ni izpolnjen

- Pogojni stavki
- Ničelna, prva in druga vrsta.
- Ocenjevanje: Izpolnjen - neizpolnjen

- Vprašanja
- Ustvarjanje vprašanj. Posredna vprašanja. Odgovarjanje na vprašanja.

- Ocenjevanje: Izvedeno - ni izvedeno

Vaje in testi/kvizi: samodejno ocenjeni (Moodle). V vrstici napredka mora biti prikazano, na kateri stopnji lekcije se udeležene nahaja.

Lesson supporting materials

Exercise 1 :

Question 1

Not yet answered

Marked out of 11.00

Complete the sentences with the correct form of verbs (Present Simple, Present Continuous, Past Simple, Future Simple, Present Perfect Simple). Do not use contractions.

The Star exclusive - Brad and Tiffany with baby Lilly in their amazing Greek house!

Tiffany and Brad Kinski are (be) a golden couple of 2022. The famous couple first (meet) four years ago when Brad (play) the role of Gerard in the Oscar film The Winner, and Tiffany (be) an actress in the same film. Now they (be) married for three years.

Last week I (visit) them in their new home in Greece. They (live) in their house for only two months but it (look) like a real family home. And Tiffany has just had her first baby, Lilly, who (be) born last December.

Is Brad worried about the future? 'No. This is the real thing. I (want) to stay with Tiffany forever. We (prepare) a new bedroom for Lilly right now and next year I hope we (work) together again, this time in a new version of The Celebrity Games.

Test 1:

Question 1

Not yet answered

Marked out of 5.00

Study the following comparative and superlative sentences. Correct the mistakes in the underlined parts of each sentence. Write ONLY ONE WORD into each gap.

In Spain, it is hoter than in Sweden.

I am the taller in my family.

English is easier to learn than French.

My smartphone isn't as better as yours.

My new computer was more expensiver than my sister's but it is much faster.

Test 2:

Otázka 1

Ešte nezodpovedané

Max. hodnotenie 6,00

Complete the sentences with the words below. One option is extra.

My father is a fireman. I think is very brave.

I bought Emma a birthday gift. I hope will like .

Josh and Dave are from California and are both 30 years old.

A: I passed my test yesterday. B: Congratulations! How many points did get?

Me and my friends are very tired. I guess all need a holiday.

she it they I we you he

Extra option: I

Useful sources for further self-study:

Internet

- British Council: [Intermediate grammar | LearnEnglish Teens - British Council](#)
- [Direct & Indirect Questions - YouTube](#)
- [Asking Questions in English | Question Structure | Fix Your Grammar Mistakes! - YouTube](#)
- [MASTER using the most popular ENGLISH TENSES - YouTube](#)
- [Conditionals - zero, first & second conditionals | ENGLISH GRAMMAR VIDEOS - YouTube](#)
- [Present perfect and past simple - 6 Minute Grammar - YouTube](#)
- [PARTS OF SPEECH !\[\]\(83eb2aa26b610eb6a9dca7cf4702d681_img.jpg\) | English Grammar | Learn with examples - YouTube](#)
- [Intermediate English reading resources - B1 and B2 levels \(linguapress.com\)](#)

Printed:

- Murphy, Raymond: English Grammar in Use, Cambridge University Press, 2019
- Vince, Michael: Macmillan English Grammar in Context Intermediate Student's Book with Key + CD-Rom Pack, Macmillan, 2015, ISBN 9781405071437

Teacher's version:

Answer key to exercises (automatic):

Exercise 1 (will be automatically evaluated by Moodle):

Complete the sentences with the correct form of verbs (Present Simple, Present Continuous, Past Simple, Future Simple, Present Perfect Simple). Do not use contractions.

The Star exclusive - Brad and Tiffany with baby Lilly in their amazing Greek house!

Tiffany and Brad Kinski are (*be*) a golden couple of 2022. The famous couple first {1:SHORTANSWER:%100%met#} (*meet*) four years ago when Brad {1:SHORTANSWER:%100%played#~%100%was playing#} (*play*) the role of Gerard in the Oscar film The Winner, and Tiffany {1:SHORTANSWER:%100%was#} (*be*) an actress in the same film. Now they {1:SHORTANSWER:%100%have been#} (*be*) married for three years.

Last week I {1:SHORTANSWER:%100%visited#} (*visit*) them in their new home in Greece. They {1:SHORTANSWER:%100%have lived#} (*live*) in their house for only two months but it {1:SHORTANSWER:%100%looks#} (*look*) like a real family home. And Tiffany has just had her first baby, Lilly, who {1:SHORTANSWER:%100%was#} (*be*) born last December.

Is Brad worried about the future? 'No. This is the real thing.

I {1:SHORTANSWER:%100%want#} (*want*) to stay with Tiffany forever.

We {1:SHORTANSWER:%100%are preparing#} (*prepare*) a new bedroom for Lilly right now and next year I hope we {1:SHORTANSWER:%100%will work#} (*work*) together again, this time in a new version of The Celebrity Games.

Test 1(will be automatically evaluated by Moodle):

Study the following comparative and superlative sentences. Correct the mistakes in the underlined parts of each sentence. Write ONLY ONE WORD into each gap.

In Spain, it is **hoter** than in Sweden. {1:SHORTANSWER:%100%hotter#}

I am the **taller** in my family. {1:SHORTANSWER:%100%tallest#}

English is **easier** to learn than French. {1:SHORTANSWER:%100%easier#}

My smartphone isn't as **better** as yours. {1:SHORTANSWER:%100%good#}

My new computer was more **expensiver** than my sister's but it is much faster.

{1:SHORTANSWER:%100%expensive#}

Test 2 (will be automatically evaluated by Moodle):

Volba 1	Odpoved'	<input type="text" value="he"/>
Volba 2	Odpoved'	<input type="text" value="she"/>
Volba 3	Odpoved'	<input type="text" value="it"/>
Volba 4	Odpoved'	<input type="text" value="they"/>
Volba 5	Odpoved'	<input type="text" value="you"/>
Volba 6	Odpoved'	<input type="text" value="we"/>

Extra option: were

To make the lesson shorter, I suggest inserting tables with grammar rules instead of plain text.

ENGLISH LANGUAGE LITERACY - LESSON 3

LEKCIJA 3

NASLOV: SPLOŠNA SLOVNICA

1) The most frequently used words

Colours. Names of months, days of the week. Numbers. The English alphabet and spelling.

Colours



Source: [Colours in English - Bilingual](#)

[Kidspothttps://bilingualkidspot.com/2019/05/09/teach-kids-english-esl-starter-kit/colours-in-english/](https://bilingualkidspot.com/2019/05/09/teach-kids-english-esl-starter-kit/colours-in-english/)

Dodatne barvne vaje: [Colors online exercise for Grade 2 \(liveworksheets.com\)](https://www.liveworksheets.com)

Mesci v letu

Spodnja tabela prikazuje mesece v angleško-govorečih državah iz preostalih držav/delov sveta.

Vsako četrto leto ima mesec februar 29 dni namesto 28. To leto se imenuje "prestopno leto" in 29. dan v februarju je "prestopni dan".

	Mesec	Kratka oblika	dnevi	Letni čas
1	January	Jan.	31	winter
2	February	Feb.	28/29	
3	March	Mar.	31	spring
4	April	Apr.	30	
5	May	May	31	
6	June	Jun.	30	summer
7	July	Jul.	31	
8	August	Aug.	31	
9	September	Sep.	30	autumn
10	October	Oct.	31	
11	November	Nov.	30	
12	December	Dec.	31	winter

Letni časi so približni in so odvisni od geografske širine. V nekaterih delih sveta so le trije letni časi. Na južni polobli so letni časi obrnjeni.

Vir: [Months of the Year | Vocabulary | EnglishClub](#)

Dnevi v tednu

Spodnja tabela prikazuje dneve v tednu v angleščini in njihove običajne okrajšave.

		Dnevi v tednu	Okrajšava	
days of the week (7 days)	weekdays (5 days)	Monday	Mon.	Mo.
		Tuesday	Tue.	Tu.
		Wednesday	Wed.	We.
		Thursday	Thu.	Th.
		Friday	Fri.	Fr.
	weekend (2 days)	Saturday	Sat.	Sa.
		Sunday	Sun.	Su.

Upoštevajte, da dnevi v tednu in delovni dnevi NISO enaki:

- Dnevi v tednu so vseh 7 dni od ponedeljka do nedelje.
- Dnevi v tednu pa so le 5 dni od ponedeljka do petka.
- Vikend pa sta sobota in nedelja.

Vir: [Days of the Week | Vocabulary | EnglishClub](#)

Extra: [Days of the Week Song | Vocabulary | EnglishClub](#)

Številke

Angleške številke od 0 do 10

Številka	Pravopis	Izgovorjava
0	zero	ZEEUH-roh
1	one	wuhn
2	two	too
3	three	three
4	four	fawr
5	five	faiv
6	six	six
7	seven	SEH-vuhn
8	eight	ayt
9	nine	nain

10	ten	tehn
----	-----	------

Število nič (0) je pred enico in ne predstavlja nobene količine, niti negativne niti pozitivne. V britanski angleščini se nič včasih imenuje tudi "nought" ali "nil", v igri tenisa pa celo "love".

Angleške številke od 11 do 20

Številka	Pravopis	Izgovorjava
11	eleven	ee-LEHV-uhn
12	twelve	TWEL-vh
13	thirteen	THUHR-teen
14	fourteen	FAWR-teen
15	fifteen	FIF-teen
16	sixteen	SIX-teen
17	seventeen	SEH-vuhn-teen
18	eighteen	AY-teen
19	nineteen	NAIN-teen
20	twenty	TWEHN-tee

Tako kot številke od 1 do 10 so tudi te številke sestavljene iz ene besede brez pomišljajev (-).

Angleške številke od 21 do 50

Številke	pravopis	Izgovorjava
21	twenty-one	TWEN-tee-WUHN
22	twenty-two	TWEN-tee-TOO
23	twenty-three	TWEN-tee-THREE
24	twenty-four	TWEN-tee-FAWR
25	twenty-five	TWEN-tee-FAIV
26	twenty-six	TWEN-tee-SIX
27	twenty-seven	TWEN-tee-SEH-vuhn
28	twenty-eight	TWEN-tee-AYT
29	twenty-nine	TWEN-tee-NAIN
30	thirty	THUHR-tee
31	thirty-one	THUHR-tee-WUHN
32	thirty-two	THUHR-tee-TOO
33	thirty-three	THUHR-tee-THREE
34	thirty-four	THUHR-tee-FAWR

35	thirty-five	THUHR-tee-FAIV
36	thirty-six	THUHR-tee-SIX
37	thirty-seven	THUHR-tee-SEH-vuhn
38	thirty-eight	THUHR-tee-AYT
39	thirty-nine	THUHR-tee-NAIN
40	forty	FAWR-tee
41	forty-one	FAWR-tee-WUHN
42	forty-two	FAWR-tee-TOO
43	forty-three	FAWR-tee-THREE
44	forty-four	FAWR-tee-FAWR
45	forty-five	FAWR-tee-FAIV
46	forty-six	FAWR-tee-SIX
47	forty-seven	FAWR-tee-SEH-vuhn
48	forty-eight	FAWR-tee-AYT
49	forty-nine	FAWR-tee-NAIN
50	fifty	FIF-tee

Ko število preseže dvajset, lahko sledite zanesljivemu vzorcu. Vsaka od teh številskih besed se začne z deseterico (dvajset, trideset itd.), ki se s pomišljajem poveže z enico.

Medtem ko imamo v angleščini 'four' in 'fourth', pisava 'forty' veliko ljudi zmede.

Angleške številke od 51 do 100

Številke	Pravopis	Izgovorjava
51	fifty-one	FIF -tee-WUHN
52	fifty-two	FIF-tee-TOO
53	fifty-three	FIF-tee-THREE
54	fifty-four	FIF-tee-FAWR
55	fifty-five	FIF-tee-FAIV
56	fifty-six	FIF-tee-SIX
57	fifty-seven	FIF-tee-SEH-vuhn
58	fifty-eight	FIF-tee-AYT
59	fifty-nine	FIF-tee-NAIN
60	sixty	SIX-tee
61	sixty-one	SIX-tee-WUHN
62	sixty-two	SIX-tee-TOO
63	sixty-three	SIX-tee-THREE
64	sixty-four	SIX-tee-FAWR
65	sixty-five	SIX-tee-FAIV
66	sixty-six	SIX-tee-SIX
67	sixty-seven	SIX-tee-SEH-vuhn
68	sixty-eight	SIX-tee-AYT
69	sixty-nine	SIX-tee-NAIN
70	seventy	SEH-vuhn-tee
71	seventy-one	SEH-vuhn-tee-WUHN
72	seventy-two	SEH-vuhn-tee-TOO
73	seventy-three	SEH-vuhn-tee-THREE
74	seventy-four	SEH-vuhn-tee-FAWR
75	seventy-five	SEH-vuhn-tee-FAIV
76	seventy-six	SEH-vuhn-tee-SIX

77	seventy-seven	SEH-vuhn-tee-SEH-vuhn
78	seventy-eight	SEH-vuhn-tee-AYT
79	seventy-nine	SEH-vuhn-tee-NAIN
80	eighty	AY-tee
81	eighty-one	AY-tee-WUHN
82	eighty-two	AY-tee-TOO
83	eighty-three	AY-tee-THREE
84	eighty-four	AY-tee-FAWR
85	eighty-five	AY-tee-FAIV
86	eighty-six	AY-tee-SIX
87	eighty-seven	AY-tee-SEH-vuhn
88	eighty-eight	AY-tee-AYT
89	eighty-nine	AY-tee-NAIN
90	ninety	NAIN-tee
91	ninety-one	NAIN-tee-WUHN
92	ninety-two	NAIN-tee-TOO
93	ninety-three	NAIN-tee-THREE
94	ninety-four	NAIN-tee-FAWR
95	ninety-five	NAIN-tee-FAIV
96	ninety-six	NAIN-tee-SIX
97	ninety-seven	NAIN-tee-SEH-vuhn
98	ninety-eight	NAIN-tee-AYT
99	ninety-nine	NAIN-tee-NAIN
100	one hundred	WUHN HUHN-druhd

Sto se piše s presledkom in brez pomišljajev ter se preprosto imenuje "sto".

Večje Angleške številke: od 1,000 do 1,000,000

Številke	Pravopis	Izgovorjava
1000	one thousand	WUHN THOW-suhnd
10,000	ten thousand	TEHN THOW-suhnd
100,000	one hundred thousand	WUHN HUHN-druhd THOW-suhnd
1,000,000	one million	WUHN MIL-yuhn

VRSTNA ŠTEVILA

Kardinalna in vrstna števila

Korenska številka	Zaporedna števila	Krajšave
1	first	1st
2	second	2nd
3	third	3rd
4	fourth	4th
5	fifth	5th
6	sixth	6th
7	seventh	7th
8	eighth	8th
9	ninth	9th
10	tenth	10th

Angleška abeceda in pravopis

Pri učenju črkovanja v angleščini je poznavanje fonetike zelo koristno. Pomembno je, da si zvoke zapomnite in jih vadite, saj si tako olajšate življenje. Abeceda in fonetika: A = [eɪ], B = [bi:] C = [si:] D = [di:] E = [i:] F = [ef] G = [dʒi:] H = [extʃ] I = [aɪ] J = [dʒeɪ] K = [keɪ] L = [el] M = [em] N = [en] O = [oʊ] P = [pi:] Q = [kju:] R = [ɑr] S = [ɛs] T = [ti:] U = [ju:] V = [vi:] W = [ˈdʌbəl ju:] X = [eks] Y = [waɪ] Z = [zɛd] (British English) in [zi:] v ameriški angleščini. To so edini zvoiki, ki jih morate uporabljati pri črkovanju v angleščini, vendar se morate zavedati, da imajo številne črke v angleščini več kot en zvok, kadar se pojavljajo v določenih besedah.

Vir: <https://blog.abaenglish.com/the-alphabet-and-spelling-in-english/>

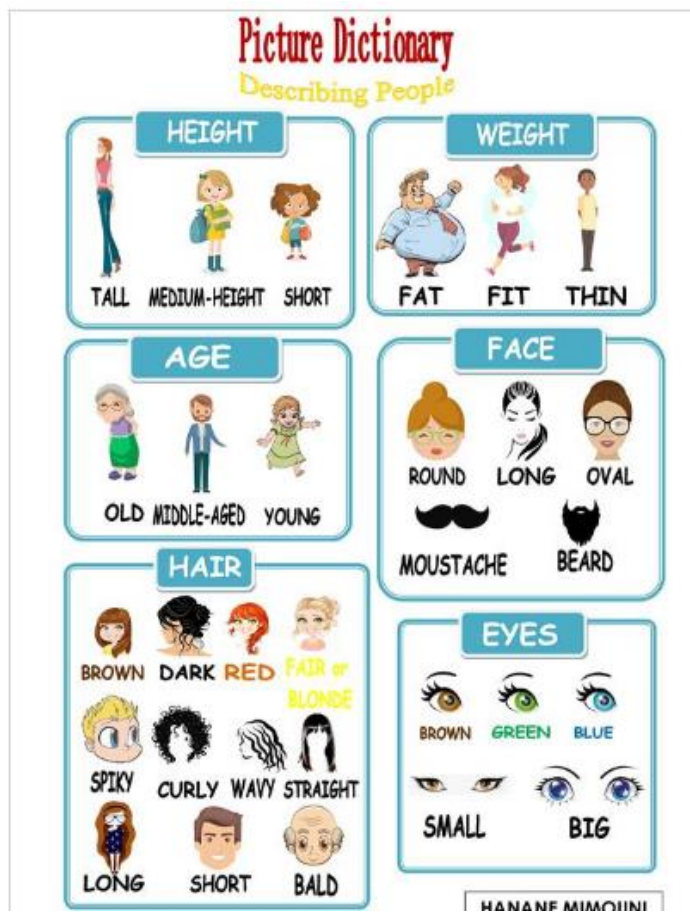
Dodatna naloga: [Pronunciation: The English Alphabet - Learning English Online \(learning-english-online.net\)](https://www.learning-english-online.net/pronunciation-the-english-alphabet/)

2) Pridevniki in prislovi

Razlike. Najpogostejši pridevniki (za opis videza, občutkov, okolja itd.)

Najpogostejši pridevniki:

Videz:

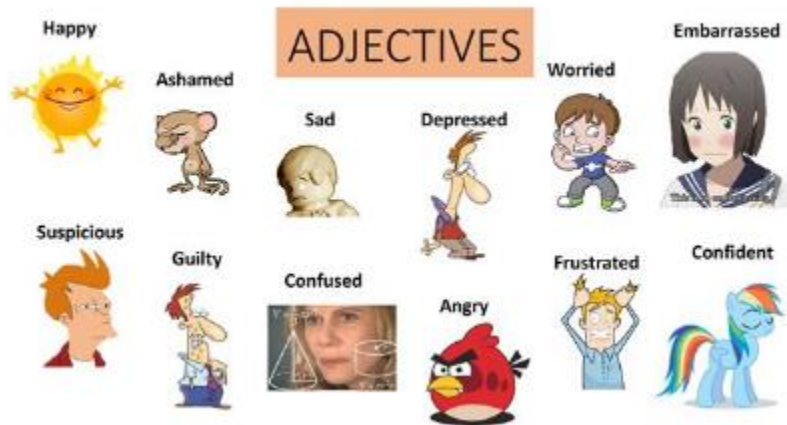


Vir: [Picture Dictionary - Describing](#)

[people - English ESL Worksheets for distance learning and physical classrooms](#)

[\(isllcollective.com\)](#)

Čustva:



Vir: [Adjectives feelings - English ESL Powerpoints for distance learning and physical classrooms \(islcollective.com\)](https://www.islcollective.com)

Splošni pridevniki:

List of Adjectives		
<p><u>Appearance Adjectives</u></p> <p>adorable beautiful glamorous magnificent old-fashioned</p> 	<p><u>Color Adjectives</u></p> <p>orange yellow green purple white</p> 	<p><u>Condition Adjectives</u></p> <p>alive important tender clever better</p> 
<p><u>Feeling (Bad) Adjectives</u></p> <p>clumsy embarrassed jealous mysterious repulsive</p> 	<p><u>Feeling (Good) Adjectives</u></p> <p>agreeable kind obedient faithful delightful</p> 	<p><u>Shape Adjectives</u></p> <p>chubby narrow square curved straight</p> 
<p><u>Size Adjectives</u></p> <p>large massive small immense tiny</p> 	<p><u>Sound Adjectives</u></p> <p>melodic voiceless quiet thundering whispering</p> 	<p><u>Time Adjectives</u></p> <p>ancient modern rapid old-fashioned early</p> 
<p><u>Taste/ Touch Adjectives</u></p> <p>delicious nutritious fresh bitter yummy</p> 	<p><u>Touch Adjectives</u></p> <p>breeze chilly boiling cuddly cool</p> 	<p><u>Quantity Adjectives</u></p> <p>empty heavy numerous few sparse</p> 

Vir: [\(185\) Pinterest](#)



Vir: [List of Adjectives: Learn Popular Adjectives in English - Fluent Land](#)

Pridevniki

Pridevnike uporabljamo za opisovanje samostalnikov in zaimkov. Pridevniki so lahko pred samostalniki ali za veznimi glagoli.

Pred samostalnikom

- He dropped the hot plate.
- I have a black cat.
- The small boy ran down the street.
- What a beautiful view!

Po vezalnem glagolu:

- He seems tired.
- The view is beautiful.
- The weather became cold.
- My cat is black.

Prislov

Prislovi se uporabljajo za opis glagolov, pridevnikov ali drugih prislovov. Pogosto (vendar ne vedno) jih naredimo tako, da pridevniku dodamo 'ly'.

- I walked slowly ('slowly' tells us about the verb 'walk').
- They worked quickly.

Primerjalno in presežno obliko prislovov tvorimo z uporabo 'more / most'.

- She sang loudly.
- She sang more loudly than her friend.
- She sang most loudly in the class.

Prislov ali pridevnik?

Pomembno je, da ne pozabite uporabiti pridevnika za veznim glagolom. Vendar je to lahko zapleteno, saj se nekateri glagoli lahko uporabljajo tako kot običajni glagoli kot povezovalni glagoli. Eden od preizkusov je, da glagol zamenjate z enako obliko 'biti' in preverite, ali je stavek še vedno smiseln. Če je tako, se glagol uporablja kot vezalni glagol, zato potrebuje pridevnik in ne prislov.

- He smells the hot soup carefully. (Tu govorimo o dejanju vonjanja in uporabljamo 'vonjati' kot običajni glagol, zato potrebujemo prislov.)
- The soup smells good. (V tem primeru uporabljamo 'vonj' kot vezalni glagol za opis juhe. Besedo 'diši' lahko nadomestimo z besedo 'je' in stavek bo še vedno smiseln. Zato potrebujemo pridevnik.)
- He looked tiredly at the dirty kitchen. (V tem primeru uporabljamo 'vonj' kot vezalni glagol za opis juhe. Besedo 'diši' lahko nadomestimo z besedo 'je' in stavek bo še vedno smiseln. (Tu govorimo o dejanju gledanja in uporabljamo 'gledati' kot navaden glagol, zato za opis načina gledanja uporabimo prislov (torej potrebujemo pridevnik).)
- You look beautiful. (Poglej' je povezovalni glagol, ki podaja več informacij o osebi. Lahko zamenjamo 'look' z 'are' in stavek bo še vedno smiseln. Zato potrebujemo pridevnik.)

Nepravilne oblike

Običajno naredimo prislov tako, da pridevniku dodamo 'ly'.

- Careful (pridevnik): He is always careful.
- Carefully (prislov): She put the glasses down carefully.

- Quiet (pridevnik): This is a quiet room.
- Quietly (prislov): She spoke quietly.

- Bad (adjective): This coffee is bad!
- Badly (adverb): He sings badly!

Če se pridevnik konča na 'y', spremenimo 'y' v 'i' in dodamo 'ly'. Če se pridevnik konča na 'le', opustimo 'e' in dodamo 'y'.

- Happy (pridevnik): She looks very happy.
- Happily (prislov): He sang happily.
- Gentle (pridevnik): He has a gentle touch.
- Gently (prislov): He stroked the dog gently.

Vendar obstajajo nekatere izjeme.

- Fast (pridevnik): That's a fast car.
- Fast (prislov): She walks fast.
- Early (pridevnik): She was early for the meeting.
- Early (prislov): He arrived early.
- Late (pridevnik): He is always late!
- Late (prislov): He got up late this morning ('lately' je prav tako prislov, vendar pomeni 'recently').
- Good (pridevnik): That is a good book.
- Well (prislov): She did well on the exam
- Hard (pridevnik): Maths is hard!
- Hard (prislov): She tried hard ('hardly' je prav tako prislov, vendar pomeni 'almost none').

Obstaja tudi nekaj pridevnikov, ki se končajo na 'ly' in nimajo prislovne oblike. Namesto tega uporabljamo 'in a ---way'. Ti so friendly, lovely, lonely, lively, and silly.

- He talked to me in a friendly way.

Vir : [Adjectives and Adverbs \(perfect-english-grammar.com\)](https://perfect-english-grammar.com)

Dodatna vaja: [Adjective or Adverb? | Learn English \(ecenglish.com\)](https://ecenglish.com)

Dodatna vaja: [Adverbs or Adjectives Exercise 1 \(perfect-english-grammar.com\)](https://perfect-english-grammar.com)

3) Antonimi


Običajne besede z nasprotnim pomenom, kot so zanimivo - dolgočasno, črno - belo itd.

Kaj so antonimi

Antonimi so pravzaprav le besede z nasprotnim pomenom.


Primeri antonimov (nasprotij):

- Night – Day
- Arrive – Leave
- Junior – Senior
- Better – Worse
- Right – Left
- Rich – Poor
- Smart – Stupid
- Small – Big



ANTONYMS IN ENGLISH

Accurate.....Inaccurate	Capable.....Incapable	Expand.....Shrink	Important.....Trivial
Add.....Subtract	Capture.....Release	Guilty.....Innocent	Justice.....Injustice
Adore.....Hate	Change.....Remain	Fake.....Real	Lawful.....Unlawful
All.....None	Clever.....Foolish	High.....Low	Leave.....Stay
Allow.....Forbid	Combine.....Separate	Famous.....Unknown	Live.....Die
Amateur.....Professional	Conceal.....Reveal	Hungry.....Full	Loose.....Tight
Amuse.....Bore	Continue.....Interrupt	Float.....Sink	Love.....Hate
Arrive.....Depart	Cruel.....Kind	Harmful.....Harmless	Loyal.....Disloyal
Back.....Front	Deep.....Shallow	Foolish.....Wise	Mature.....Immature
Beginning.....Conclusion	Demand.....Supply	Forget.....Remember	Merry.....Sad
Better.....Worse	Despair.....Hope	Friend.....Enemy	Narrow.....Broad
Blunt.....Sharp	Doubt.....Trust	Generous.....Stingy	Near.....Far
Boring.....Interesting	Early.....Late	Gentle.....Rough	Neat.....Messy
Bottom.....Top	Effective.....Ineffective	Harsh.....Mild	Noisy.....Silent
Bright.....Dull	Evening.....Morning	Hero.....Coward	Notice.....Overlook
Calm.....Windy	Evil.....Good	Ignorant.....Educated	Obedient.....Disobedient



Vir: [300+ Opposites \(Antonyms\) from A-Z with Great Examples • 7ESL](#)

Po drugi strani pa besede z enakim ali podobnim pomenom imenujemo sopomenke. V spodnji preglednici opazujte razliko med antonimi in sinonimi:



Examples of Synonyms & Antonyms

Antonym		Synonyms	
Accidental	- Intentional	Large	- Big
Arrival	- Departure	Exit	- Leave
Arrive	- Depart	Present	- Gift
Artificial	- Natural	Alike	- Same
Beginning	- End	Stone	- Rock
Behind	- in front of	Last	- Final
Below	- Above	Easy	- Simple
Best	- Worst	False	- Untrue
Better	- Worse	Difficult	- Hard
Beautiful	- Ugly	Mistake	- Error
Big	- Small	Occur	- Happen
Birth	- Death	Trip	- Journey
Bitter	- Sweet	Sad	- Unhappy
Black	- White	Good	- Fine
Blunt	- Sharp	Infant	- Baby
Body	- Soul	Select	- Choose
Bore	- Amuse	Accurate	- Correct
Boring	- Exciting	Always	- Forever
Borrow	- Lend	Connect	- Join
Centre	- Outskirts	Clarify	- Explain
Far	- Near	Fast	- Quick
Fast	- Slow	ill	- Sick
Fat	- Slim	Near	- Close
Fear	- Courage	Start	- Begin
Floor	- Ceiling	Raise	- Lift
Hate	- Enjoy	Under	- Below

Vir: [100 Examples of Synonyms and Antonyms Vocabulary - English Grammar Here](#)

Syllabus

NAMEN:

Namen te lekcije je predstaviti nekaj zelo uporabnega besedišča, ki ga ženske s podeželja potrebujejo v svojem zasebnem in poklicnem življenju. Njen namen je izboljšati njihovo znanje angleškega jezika, ko gre za število besed, ki jih poznajo, in tako postati bolj samozavestne pri uporabi angleščine ter razširiti svoje znanje.

CILJI:

Cilji te lekcije so:

- zagotoviti uporabno besedišče.
- usposobiti udeležence, da si te besede zapomnijo in jih znajo uporabljati.

Učni izidi:

Udeleženci bodo po zaključku te lekcije potrebovali manj časa za izražanje mnenj, misli in drugih idej v angleščini. Bolje bodo razumeli druge ljudi, ki se z njimi pogovarjajo ali jim pišejo v angleščini.

Vsebinska: Vaje na naslednjih področjih:

- 4) Najpogosteje uporabljene besede
Barve. Imena mesecev in dni v tednu. Številke. Angleška abeceda in črkovanje.
- 5) Pridevniki in prislovi
Razlike. Najpogostejši pridevniki (za opisovanje videza, občutkov, okolja itd.).
- 6) Antonimi
Pogoste besede z nasprotnim pomenom, kot so zanimivo - dolgočasno, črno - belo itd.

Vključena bo tudi različica za učitelje in vodje usposabljanja.

Lesson supporting materials

To make the lesson shorter, I suggest inserting tables with grammar rules instead of plain text. Also, using a picture would take less space than writing all the rules or examples.

Exercise 1 (active)

Question 1
Not yet answered
Marked out of 6.00

Write the correct word to complete the sentences. Write ONE WORD into each gap.

- My brother isn't tall, he is .
- One year has months.
- The day of a year is the 1st of January.
- Her new car is fast while my old one is really .
- She speaks loudly, not .
- The second weekend day is called .

Test 1 (passive)

Question 1
Not yet answered
Marked out of 7.00

Choose the correct word to complete the sentences.

- I finished sixth in the race and my brother was .
- When you mix blue and yellow, you get .
- A year with February 29 is called a year.
- In , you can hear "forty love".
- When something is difficult, we can say it is really .
- My boyfriend's mother talked to me in a very way.
- "Frustrated" is a rather adjective.

Koristni viri za nadaljnje samostojno učenje:

Spletni viri:

[Colours in English - Bilingual Kidspot](https://bilingualkidspot.com/2019/05/09/teach-kids-english-esl-starter-kit/colours-in-english/)<https://bilingualkidspot.com/2019/05/09/teach-kids-english-esl-starter-kit/colours-in-english/>

[Months of the Year | Vocabulary | EnglishClub](#)

[Days of the Week | Vocabulary | EnglishClub](#)

<https://blog.abaenglish.com/the-alphabet-and-spelling-in-english/>

[Picture Dictionary - Describing people - English ESL Worksheets for distance learning and physical classrooms \(islcollective.com\)](#)

[List of Adjectives: Learn Popular Adjectives in English - Fluent Land](#)

[Adjectives feelings - English ESL Powerpoints for distance learning and physical classrooms \(islcollective.com\) \(185\) Pinterest](#)

[Adjectives and Adverbs \(perfect-english-grammar.com\)](#)

[300+ Opposites \(Antonyms\) from A-Z with Great Examples • 7ESL](#)

[100 Examples of Synonyms and Antonyms Vocabulary - English Grammar Here](#)

Dodatne naloge:

[Colors online exercise for Grade 2 \(liveworksheets.com\)](#)

[Days of the Week Song | Vocabulary | EnglishClub](#)

[Pronunciation: The English Alphabet - Learning English Online \(learning-english-online.net\)](#)

[Adjective or Adverb? | Learn English \(ecenglish.com\)](#)

[Adverbs or Adjectives Exercise 1 \(perfect-english-grammar.com\)](#)

Tiskani viri:

- Michael McCarthy, Felicity O'Dell: English Vocabulary in Use - Elementary (+CD). Cambridge University Press, 2005
- Stuart Redman: English Vocabulary in Use Pre-intermediate and Intermediate with Answers (Third Edition). Cambridge University Press, 2011
- Simon Clarke: Macmillan English Grammar in Context Essential Student's Book with Key and CD-ROM, MacMillan, 2008

Različica za učitelje:

Answer key to exercises (automatic):

Exercise 1 (will be automatically evaluated by Moodle):

Write the correct word to complete the sentences. Write ONE WORD into each gap.

- My brother isn't tall, he is {1:SHORTANSWER:%100%short#}.
- One year has {1:SHORTANSWER:%100%twelve#} months.
- The {1:SHORTANSWER:%100%first#} day of a year is the 1st of January.
- Her new car is fast while my old one is really {1:SHORTANSWER:%100%slow#}.
- She speaks loudly, not {1:SHORTANSWER:%100%quietly#}.
- The second weekend day is called {1:SHORTANSWER:%100%Sunday#}.

Test 1 (will be automatically evaluated by Moodle):

Choose the correct word to complete the sentences.

I finished sixth in the race and my brother was

{1:MULTICHOICE:%0%seven#~%0%seventeen#~%100%seventh#}.

When you mix blue and yellow, you get {1:MULTICHOICE:%0%brown#~%100%green#~%0%orange#}.

A year with February 29 is called a {1:MULTICHOICE:%100%leap#~%0%gap#~%0%skip#} year.

In {1:MULTICHOICE:%0%the cinema#~%100% a game of tennis#~%0%a mathematics lesson#}, you can hear “forty love”.

When something is difficult, we can say it is really {1:MULTICHOICE:%100%hard#~%0%soft#~%0%easy#}.

My boyfriend’s mother talked to me in a very {1:MULTICHOICE:%0%friend#~%0%friends#~%100%friendly#} way.

“Frustrated” is a rather {1:MULTICHOICE:%0%positive#~%0%neutral#~%100%negative#} adjective.

ENGLISH LANGUAGE LITERACY - LESSON 4

LEKCIJA 4

Naslov: **ESP Slovnica**

Vsebina učnega načrta za poklicno izobraževanje in usposabljanje v obliki besedila. Vsebina usposabljanja/učenja za dodeljene lekcije. Dolžina: Največ pet strani na lekcijo.

Ta lekcija vsebuje osnovno besedišče, povezano s kmetijstvom. Besedišče ESP je sestavljeno iz petih delov: Kmetijski stroji in orodja, živali, rastline, bolezni živali in rastlin, vreme v kmetijstvu.

1 Agricultural Machinery and Tools

Besedišče

Garden Tools	Definitions
dibber	a small tool used by gardeners to make a hole in the soil where they want to put a seed or small plant
cultivator	a tool or machine which is used to break up the earth or to remove weeds
hoe and fork	a gardening tool with a long handle and a small square blade, which you use to remove small weeds and to break up the surface of the soil
hose	a long flexible pipe made of rubber or plastic through which water is directed
fork	a large tool that is used to break up soil when you are gardening; it consists of three or four long prongs that attached to a long handle
rake	a garden tool consisting of row of metal or wooden teeth attached to a long handle
saw	a tool for cutting wood which has a blade with sharp teeth along one edge
spade	a tool used for digging, with a flat metal blade and a long handle
trowel	a rounded spade garden tool that is rather like a small spade
wheelbarrow	a small open cart with one wheel and handles that is used for carrying things
Machinery	
lawn mower	a machine for cutting grass on lawns

harvester	a machine which cuts and often collects ripe crops such as maize, wheat, or vegetables
combine harvester	a large machine which is used on farms to cut, sort, and clean grain
rotary machine	a machine that have parts that turn round a fixed point
potato harvester	a machine used for collecting potatoes
beet harvester	a machine used for collecting beet
plough	a large farming tool with sharp blades which is attached to a tractor or an animal
drill	a tool or machine that you can use for making holes
harrow	a piece of equipment consisting of a row of spikes fixed to a heavy frame; it breaks up large lumps of soil
tractor	a farm vehicle that is used to pull farm machinery and to provide the energy needed for the machinery to work

Vir (spremenjen): Collins Cobuild English Dictionary, HarperCollins Publishers, Ltd. 1995

2 Animals

Besedišče

Domestic animals	Definitions
cow	a large female animal that is kept on farm for its milk
horse	a large animal that people can ride; some horses are used for pulling plough and carts
donkey	an animal which is like a horse but which is smaller and has longer ears
pig	a pink or black animal with short legs and not much hair on its skin
sheep	a large animal with a thick woolly coat kept for their wool and meat
goat	a farm animal or a wild animal that is about the size of a sheep
goose, geese (pl.)	a large animal that has a long neck and webbed feet
dog	a very common four-legged animal that is often kept as a pet or to guard or hunt
cat	a small, furry animal with a tail, whiskers, and sharp claws
rabbit	a small furry animal with long ears
chicken	a small bird that is kept for its egg and meat
hen	a female chicken kept for eggs
cock	an adult male chicken
turkey	a large bird that is kept on a farm for its meat
duck	a very common water bird with short legs, webbed feet, a short neck, and a large flat beak
peacock	a large bird of the pheasant family
bee	an insect with a yellow-and-black striped body that makes a buzzing noise as it flies

Vir (spremenjen): Collins Cobuild English Dictionary, HarperCollins Publishers, Ltd. 1995

3 Plants

Besedišče

Vegetables	Definitions
bean	a seed of a tall climbing plant or a long thin cases which contains these seeds
cabbage	a round vegetable with green leaves that you usually chop up and boil in water before eating
carrot	A long, thin, orange-coloured vegetable; it grows under the ground
cauliflower	a hard, roundish, white vegetables that is surrounded by green leaves
celery	a vegetable with long pale green stalks
cucumber	a long thin vegetable with a hard green skin and wet transparent flesh
kohlrabi	a green vegetable that has a round ball of leaves like a cabbage
leek	a long thin vegetable which smells similar to onions
lettuce	a plant with a large green leaves that is the basic ingredient o many salads
onion	a small round vegetable with a brown skin that grows underground
parsley	a small plant with curly leaves that is used for flavouring or decorating savoury food
pea	a small, round , green seed which grows in pods and is eaten as a vegetable
pumpkin	a large, round,, orange-coloured vegetable with a thick skin
radish	a small red or white vegetable that is the root of a plant; it is eaten raw in salads
spinach	a vegetable with large dark green leaves that you chop up and boil in water before eating
potato	a roundish vegetable with brown or red skin and white inside
Fruit	
apple	a round fruit with smooth green, yellow, or red skin and firm white flesh
banana	a long curved fruit with yellow skin
currants	small dried black grapes used especially in cakes
pear	a sweet, juicy fruit which is narrow near its stalk, and wider and rounded at the bottom; it has white flesh and thin green or yellow skin
blackberry	a small , soft black or dark purple fruit
blackcurrant	very small, dark purple fruits that grow in bunches
strawberry	a small red fruit which is soft and juicy and has tiny yellow seeds on its skin
cherry	a small, round fruit with red skin
apricot	a small, soft, round fruit with yellowish-orange flesh and a stone inside
plum	a small, sweet fruit with a smooth red or yellow skin and a stone in the middle
peach	a soft, round, juicy fruit with sweet yellow flesh and pinky-orange skin
grapes	small green or dark purple fruit which grow in bunches
tomato	a small, soft, red fruit that you can eat raw in salads or cooked as a vegetable
Arable crops	
rye	a cereal grown in cold countries; its grains can be used to make bread

wheat	a cereal crop grown for food
barley	a crop that can be reorganized by the heads of its stalks which have long spiky hairs surrounding seeds
oats	a cereal crop or its grains, used for making porridge or feeding animals
maize	a tall plant which produces large cobs of sweet corn
rice	white or brown grains taken from a cereal plant
sugar beet	a crop with a large round root, grown for the sugar which can be obtained from this root

Vir (spremenjen): Collins Cobuild English Dictionary, HarperCollins Publishers, Ltd. 1995

4 Animal and plant diseases

Besedišče

Animal diseases	Descriptions
Anthrax	<p>Anthrax is a bacterial infection that can be contracted through contact with infected animals or their products. It can also be inhaled, which can be deadly. Anthrax, a highly infectious and fatal disease of cattle, is caused by a relatively large spore-forming rectangular shaped bacterium called <i>Bacillus anthracis</i>. Anthrax causes acute mortality in ruminants. The bacteria produce extremely potent toxins which are responsible for the illeffects, causing a high mortality rate. Signs of the illness usually appear 3 to 7 days after the spores are swallowed or inhaled. Once signs begin in animals, they usually die within two days.</p> <p>Hoofed animals, such as deer, cattle, goats, and sheep, are the main animals affected by this disease. They usually get the disease by swallowing anthrax spores while grazing on pasture contaminated (made impure) with anthrax spores. Inhaling (breathing in) the spores, which are odourless, colourless, and tasteless, may also cause infection in animals and people.</p>
Black quarter (Black leg)	<p>It is an acute infectious and highly fatal, bacterial disease of cattle. Buffaloes, sheep and goats are also affected. Young cattle between 6-24 months of age, in good body condition are mostly affected. It is soil-borne infection that generally occurs during rainy season. In India, the disease is sporadic (1-2 animal) in nature.</p>
Foot and mouth disease	<p>The foot-and-mouth disease is a highly communicable disease affecting cloven-footed animals. It is characterized by fever, formation of vesicles and blisters in the mouth, udder, teats and on the skin between the toes and above the hoofs. Animals recovered from the disease present a characteristically rough coat and deformation of the hoof.</p>

	<p>In India, the disease is widespread and assumes a position of importance in livestock industry. The disease spreads by direct contact or indirectly through infected water, manure, hay and pastures. It is also conveyed by cattle attendants. It is known to spread through recovered animals, field rats, porcupines and birds.</p>
Rabies (Mad dog disease)	<p>It is a disease of dogs, foxes, wolves, hyenas and in some places, it is a disease of bats which feed on blood.</p> <p>The disease is passed to other animals or to people if they are bitten by an animal with rabies. The germs which cause rabies live in the saliva of the sick (rabid) animal. This is a killer disease but not every dog which bites is infected with rabies.</p> <p>When the rabid animal bites another animal or human, the germs which live in its saliva pass into the body through the wound caused by the bite. The germs travel along the nerves to the brain. The time between the bite and the first appearance of signs that the bitten animal or human has been infected can take from 2 to 10 weeks or more. The time taken depends on the distance of the bite from the brain. If the bite is on the face or head, the bitten animal or human will quickly show signs, but if the bite is on the leg it will take much longer for signs to develop.</p>
Blue tongue	<p>Blue tongue, a disease which is transmitted by midges, infects domestic and wild ruminants and also camelids, however sheep are particularly badly affected. Cattle, although infected more frequently than sheep, do not always show signs of disease. Virus spreads between animals occurs via the midges of <i>Culicoides</i> species.</p> <p>The likelihood of mechanical transmission between herds and flocks, or indeed within a herd or flock, by unhygienic practices (the use of contaminated surgical equipment or hypodermic needles) maybe a possibility.</p>
Pox	<p>Sheep-pox is a highly contagious disease. It causes a mortality of 20 to 50 per cent in animals below the age of 6 months, and causes damage to the wool and skin in adults. Of the pock diseases, sheep-pox ranks only second to human small-pox in virulence. The disease is transmissible to in-contact goats but not to other species of animals. It, however, spreads slowly.</p>
Brucellosis of sheep	<p>The mode of entry is by ingestion or via conjunctiva. The aborted foetus, vaginal discharge and milk from infected goats contain a large number of organisms.</p> <p>Symptoms in infected goats and sheep state of abortion may occur followed by a quiescent period during which a few abortions occur. The aborted animals do not breed. After 2 years or more another abortions to mislikely to occur.</p>
Tetanus	<p>This is an infectious, non-febrile disease of animals and man, and is characterized by spasmodic tetany and hyperaesthesia. This disease is prevalent all over the world.</p>

	Infection takes place by contamination of wounds. Deep punctured wounds provide favourable conditions for the spores to germinate, multiply and produce toxin which is subsequently absorbed in the animal body. The micro-organism present in soil and in animal faeces, and is carried into the wound by a penetrating object. The organism present in the intestine of normal animals, and under some undetermined conditions multiplies rapidly and produces toxin in sufficient quantities to be absorbed and cause the disease.
Listeriosis	The organisms are excreted in the faeces, urine, aborted fetuses, uterine discharge and milk of infected animals. The organisms are sufficiently resistant to remain viable in animal and human faeces, sewage, soil, silage and dust for several weeks and months. The bloodsucking arthropods may spread infection since organisms have been isolated from cattle ticks and tabanid flies. Under natural conditions certain predisposing factors are related to clinical infection.
Campylobacter abortion (Vibriosis)	Transmission occurs by coitus. The affected bull scarry the organisms in preputial cavity indefinitely. Mature cows and heifers also carry the infection for long periods. Infected semen from an infected bull is the important means of the disease. The organism survives slow temperature used in semen storage.
Plant diseases	Descriptions
Powdery Mildew	Powdery mildew leaves a white dusty coating on leaves, stems and flowers. Caused by a fungus, it affects a number of plants, including lilacs, apples, grapes, cucumbers, peas, phlox, daisies and roses.
Downy Mildew	Downy mildew is caused by fungus-like organisms and affects many ornamentals and edibles, such as impatiens, pansies, columbine, grapevines, lettuce and cole crops such as broccoli and cauliflower. Often occurring during wet weather, downy mildew causes the upper portion of leaves to discolour, while the bottoms develop white or gray mold.
Black Spot	Black spot is a fungal disease commonly found on roses, but also on other flowers and fruits. While it does not kill plants outright, it weakens them and makes them susceptible to other problems. In cool, moist weather, small black spots appear on foliage, which starts to turn yellow and eventually drops off.
Mosaic Virus	There are a number of mosaic viruses, but gardeners are most likely to encounter two: tomato mosaic virus and tobacco mosaic virus. The former infects tomatoes, peppers, potatoes, apples, pears and cherries; the latter infects tomatoes, peppers, cucumbers, lettuce, beets, petunias and, of course, tobacco. Mosaic virus causes mottled yellow and green leaves that are sometimes curled and distorted. Some plants exhibit yellowing, stunted growth, malformed fruits and reduced yield. Mosaic virus is more common in hot weather.

Damping-Off Disease	Damping-off disease, caused by several soil-borne fungi, is most problematic in wet, humid conditions. It infects seedlings and causes them to collapse and decay. It is often found in greenhouses but can occur outdoors as well.
Fusarium Wilt	Caused by a soil-borne fungus, fusarium wilt affects ornamental and edible plants, including dianthus, beans, tomatoes, peas and asparagus. The disease causes wilted leaves and stunted plants, as well as root rot and sometimes blackened stem rot. It is especially active in hot summer temperatures.
Verticillium Wilt	Verticillium wilt is a fungal disease that affects hundreds of species of trees, shrubs, edibles and ornamentals. Pathogens, which can live in the soil for years, make their way into the plant through the roots, eventually clogging the vascular system and causing branches to wilt suddenly and foliage to turn yellow and fall off prematurely. It can also lead to stunted growth.
Sooty Mold	Sooty mold refers to fungi that grow on the sticky deposits, called honeydew, left by plant-sucking insects. On leaves it is not only unsightly; it impedes photosynthesis and stunts plant growth. Leaves coated with sooty mold also drop off prematurely.
Snow Mold	Snow mold is a fungus that flourishes in the cold, moist conditions found beneath snow. It attacks turf grass. After snow melts, symptoms become visible: light tan areas of matted grass caused by threads of mold.
Rust	Rust, another fungal disease, is easy to spot because it forms rusty spots on leaves and sometimes stems. The spots eventually progress from reddish-orange to black. There are many types of rust that can attack plants such as hollyhocks, roses, daylilies and tomatoes. Even your lawn is susceptible to grass rust.

Vir (spremenjen): [Animal Transmitted Diseases | Washington State Department of Health](#); [10 Common Plant Diseases \(and How to Treat Them\) | The Family Handyman](#)

5 Weather in agriculture

Vreme ima pomembno vlogo v kmetijstvu. Vreme vpliva na rast, razvoj in pridelek, pojav škodljivcev in bolezni, potrebe po vodi in gnojilih. Lahko povzroči fizično škodo na pridelkih in erozijo tal. Od vremena je odvisna tudi kakovost rastlinskih pridelkov med premikom s polja v skladišče in prevozom na trg. Vreme vpliva na štiri področja kmetovanja: rast pridelkov/na namakanje, časovni raspored gnojil in njihova dostava, obvladovanje škodljivcev in bolezni ter obdelanost polja.

Vir (spremenjeno): [Weather impact on crop yields-searching for simple answers to a complex problem \(iop.org\)](#)

Besedišče

Weather	Definitions
weather forecast	a statement saying what the weather will be like next day or for the next few days

cloud	a mass of water vapour that flows in the sky
overcast	the sky is completely covered with cloud and there is not much light
rain	water that falls from the clouds in small drops
rainfall	the amount of rain that falls in a place during a particular period
drizzle	light rain falling in fine drops
shower	a short period of rain, especially light rain
downpour	heavy rain
snow	a lot of soft snow bits of frozen water that fall from the sky in cold weather
frost	the temperature falls under freezing point and the ground becomes covered in ice crystals
hail/hailstone	a small ball of ice that falls like rain from the sky
blizzard	severe snowstorm with strong wind
sleet	snow or hail mixed with rain and often some wind
wind	a current of air that is moving across the earth's surface
breeze	a gentle wind
gale	a very strong wind
precipitation	rain, snow, or hail; a technical use in meteorology
air	the mixture of gases which forms the earth's atmosphere and which we breathe
evaporation	change from a liquid state to a gas because its temperature has increased
fog	tiny drops of water in the air which form a thick cloud and make it difficult to see things, a thick cloud close to land
mist	light fog, often on the sea or caused by drizzle
haze	light mist, usually caused by heat
thunder	the loud noise that you hear from the sky after a flash of lightning, especially during a storm
storm	very bad weather, with heavy rain, strong winds, and often thunder and lightning
thunderstorm	a storm in which there is thunder and lightning and a lot of heavy rain
lightning	the very bright flashes of light in the sky that happen during thunderstorm
drought	long periods of time without rain causing a lack of water in the area
rainbow	an arch of colour in the sky formed when the sun shines through rain
sunshine	the light and the heat from the sun
smog	a cloud of pollution hanging over a city

Vir (spremenjeno) Collins Cobuild English Dictionary, HarperCollins Publishers, Ltd. 1995

Učni načrt - Povzetek/načrt vsake učne ure z učnimi izidi in zajetimi vsebinami. En predlog za ocenjevanje in obrazci za ocenjevanje.

NAMEN:

Namen te lekcije je predstaviti nekaj zelo uporabnega besedišča ESP (angleščina za posebne namene), ki ga ženske s podeželja lahko potrebujejo v svojem poklicnem življenju v povezavi s kmetijstvom in podeželjem. Njen namen je izboljšati njihovo znanje angleškega jezika, kar zadeva število besed, ki jih poznajo, in tako postati bolj samozavestne pri uporabi angleščine ter razširiti svoje znanje.

Objectives:

Cilji te lekcije so:

- za zagotavljanje uporabnega besedišča ESP.
- usposobiti udeležence, da si te besede zapomnijo in jih znajo uporabljati.

Učni rezultati:

Udeleženci bodo po končani učni uri znali govoriti in pisati o svojem delu in odgovornostih v angleščini. Bolje bodo razumeli druge ljudi, ki se z njimi pogovarjajo o temah, povezanih s kmetijstvom, v angleščini.

Vsebina: Vaje na naslednjih področjih:

1. Stroji in orodja

Besedišče, povezano s stroji, orodji, pripomočki, vozili in napravami, ki se uporabljajo v kmetijstvu (npr. viličar, molzni stroj, grablje itd.).

2. Živali

Imena živali, deli telesa, vrste mesa itd.

3. Rastline

Pidelki, cvetje in druge rastline ter njihovi deli. Besede, povezane z njihovim gojenjem (kot so gnojilo, gnoj, pridelek itd.).

4. Rastlinske in živalske bolezni

imena bolezni in kako jih zdraviti (npr. hruškasta rja, slinavka in parkljevka itd.)

5. Vreme

Vremenski besednjak, povezan s kmetijstvom.

Orisla 1
šola
metodopovedani

Match the words with their definitions.

- a large animal with a thick woolly coat kept for their wool and meat
- a small, furry animal with a tail, whiskers, and sharp claws
- a pink or black animal with short legs and not much hair on its skin
- a large female animal that is kept on farm for its milk
- a very common water bird with short legs, webbed feet, a short neck, and a large flat beak
- a small bird that is kept for its egg and meat
- a large animal that has a long neck and webbed feet
- an animal which is like a horse but which is smaller and has longer ears
- a very common four-legged animal that is often kept as a pet or to guard or hunt
- a small furry animal with long ears

dog | cat | cow | goose | chicken | duck | sheep | rabbit | donkey | pig

Vaje in testi/kvizi: samodejno ocenjeni (Moodle). V vrstici napredka mora biti prikazano, na kateri stopnji lekcije se udeleženec nahaja.

Podporno gradivo za lekcijo - ne. 1 vaja na lekcijo, študije primerov, bibliografija/sitografija, dodatna literatura in uporabni viri, testi, kvizi

Vaja 1:

Test 1:

Otázka 1

Élő
nezodpovedané

Match the words with their definitions.

- 1 a long, thin, orange-coloured vegetable; it grows under the ground
- 2 a long thin vegetable with a hard green skin and wet transparent flesh
- 3 a small red or white vegetable that is the root of a plant; it is eaten raw in salads
- 4 a roundish vegetable with brown or red skin and white inside
- 5 a plant with a large green leaves that is the basic ingredient o many salads
- 6 a sweet, juicy fruit which is narrow near its stalk, and wider and rounded at the bottom; it has white flesh and th
skin
- 7 a small, soft, red fruit that you can eat raw in salads or cooked as a vegetable
- 8 white or brown grains taken from a cereal plant
- 9 a tall plant which produces large cobs of sweet corn
- 10 a round fruit with smooth green, yellow, or red skin and firm white flesh

pear cucumber carrot maize rice tomato lettuce potato apple raddish

Test 2:

← → ↻ 🏠 https://moodle.tuke.sk/moodle/question/preview.php?id=17938511&courseid=286 🔍 🗂️ 📄 🗑️ ⋮

Otázka 1
 Élő
 nezodpovedané

Match the words with their definitions.

- 1 a garden tool consisting of row of metal or wooden teeth attached to a long handle
- 2 a machine for cutting grass on lawns
- 3 a tool used for digging, with a flat metal blade and a long handle
- 4 a large tool that is used to break up soil when you are gardening; it consists of three or four long prongs that attached to a long handle
- 5 a long flexible pipe made of rubber or plastic through which water is directed
- 6 a machine which cuts and often collects ripe crops such as maize, wheat, or vegetables
- 7 a large farming tool with sharp blades which is attached to a tractor or an animal
- 8 a tool or machine that you can use for making holes
- 9 a piece of equipment consisting of a row of spikes fixed to a heavy frame; it breaks up large lumps of soil
- 10 a farm vehicle that is used to pull farm machinery and to provide the energy needed for the machinery to work

harvester hose fork spade rake tractor harrow plough lawn mower drill

Začít znova Uložit Vyplniť správne odpovede Odoslať a ukončiť Zatvoriť náhľad

Technické informácie [↗](#)

Stiahnuť túto otázku vo formáte XML Moodle

Koristni viri za nadaljnje samostojno učenje:

Internet

- Youtube: [World Modern Agriculture Technology - Broccoli, Cabbage, carrot, onion Harvesting machine 2021 - YouTube](#)
- [Tomatoes Harvesting Machine - Tomato Processing in Factory - How it made Canned Tomato, ketchup - YouTube](#)

- [Awesome Hydroponic Strawberries Farming - Modern Agriculture Technology - Strawberries Harvesting - YouTube](#)
- [Top 10 Agriculture Machines Videos - YouTube](#)
- [TOP 15 BIGGEST AGRICULTURAL MACHINES - YouTube](#)
- [CSEC Agricultural Science Pests & Diseases of Farm Animals - YouTube](#)
- [Level of Seriousness of Animal Diseases. Grade 12 Agricultural Sciences. - YouTube](#)
- [Introduction to Plant Pathology - YouTube](#)
- [Plant Pathology - Master Gardener Training - Lina Rodriguez-Salamanca - YouTube](#)
- [Agriculture Unit II: Influence of weather on crops & Weather Forecasting - YouTube](#)
- [Major 10 farming decisions to make based on weather info | English - YouTube](#)
- [Climate, Agriculture and the Challenges Ahead - YouTube](#)
- [Classification of Farm Animals \(Grade 12 Agricultural Sciences\) Animal Nutrition - YouTube](#)
- [Introduction to Agriculture | Crop Production and Management | Don't Memorise - YouTube](#)

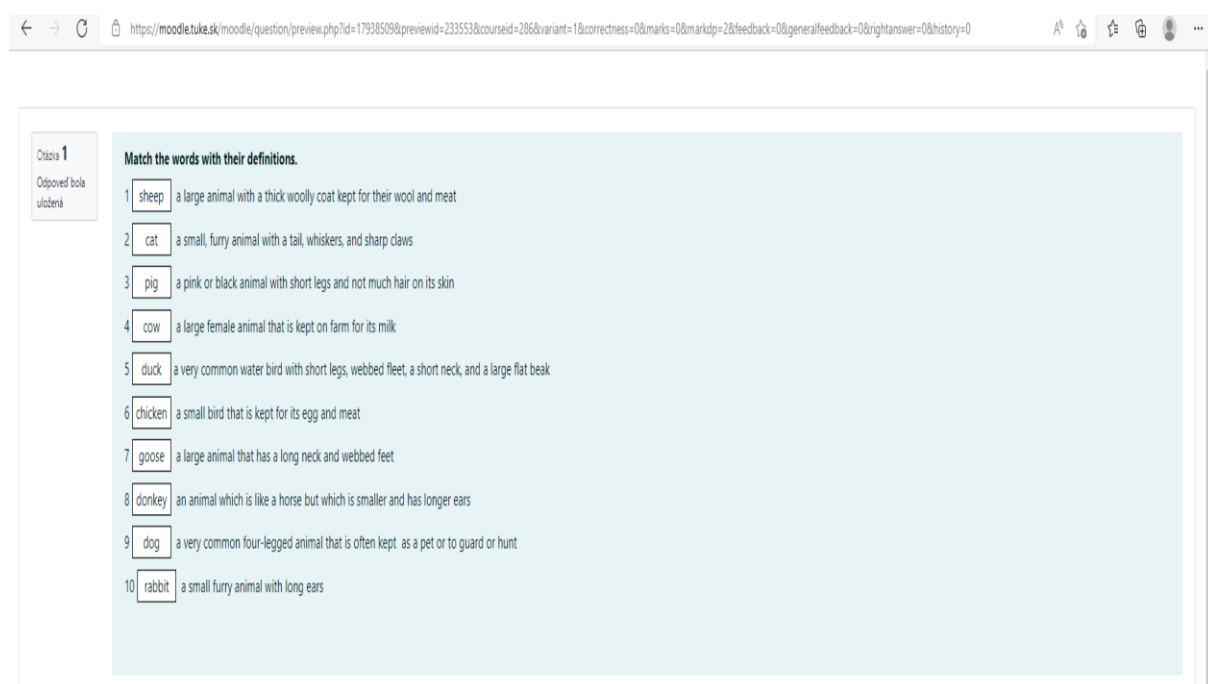
Tiskani viri:

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- The Oxford-Duden Pictorial English Dictionary, Oxford University Press, 1990
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- M. Carolan. 2012. The Sociology of Food and Agriculture. 3rd ed. Routledge.
-

Različica za učitelje:

Ključ za odgovore na vaje (samodejno):

Vaja 1 (Moodle jo oceni samodejno):



← → ↻ 🏠 <https://moodle.tuke.sk/moodle/question/preview.php?id=17938509&previewid=233553&courseid=286&variant=1&correctness=0&marks=0&markdp=2&feedback=0&generalfeedback=0&rightanswer=0&history=0> A 🏠 🗑️ 🔄 🗑️ ...

Ostalo 1
Odpoved bola uložena

Match the words with their definitions.

- 1 a large animal with a thick woolly coat kept for their wool and meat
- 2 a small, furry animal with a tail, whiskers, and sharp claws
- 3 a pink or black animal with short legs and not much hair on its skin
- 4 a large female animal that is kept on farm for its milk
- 5 a very common water bird with short legs, webbed feet, a short neck, and a large flat beak
- 6 a small bird that is kept for its egg and meat
- 7 a large animal that has a long neck and webbed feet
- 8 an animal which is like a horse but which is smaller and has longer ears
- 9 a very common four-legged animal that is often kept as a pet or to guard or hunt
- 10 a small furry animal with long ears

Test 1 (Moodle ga oceni samodejno):

Číslo 1

Odpoved bola uložena

Match the words with their definitions.

- 1 a long, thin, orange-coloured vegetable; it grows under the ground
- 2 a long thin vegetable with a hard green skin and wet transparent flesh
- 3 a small red or white vegetable that is the root of a plant; it is eaten raw in salads
- 4 a roundish vegetable with brown or red skin and white inside
- 5 a plant with a large green leaves that is the basic ingredient o many salads
- 6 a sweet, juicy fruit which is narrow near its stalk, and wider and rounded at the bottom; it has white flesh and thin green or yellow skin
- 7 a small, soft, red fruit that you can eat raw in salads or cooked as a vegetable
- 8 white or brown grains taken from a cereal plant
- 9 a tall plant which produces large cobs of sweet corn
- 10 a round fruit with smooth green, yellow, or red skin and firm white flesh

Začať znova
Uložiť
Vyplniť správne odpovede
Odoslať a ukončiť
Zatvoriť náhľad

Test 2 (Moodle ga oceni samodejno):

Číslo 1

Odpoved bola uložena

Match the words with their definitions.

- 1 a garden tool consisting of row of metal or wooden teeth attached to a long handle
- 2 a machine for cutting grass on lawns
- 3 a tool used for digging, with a flat metal blade and a long handle
- 4 a large tool that is used to break up soil when you are gardening; it consists of three or four long prongs that attached to a long handle
- 5 a long flexible pipe made of rubber or plastic through which water is directed
- 6 a machine which cuts and often collects ripe crops such as maize, wheat, or vegetables
- 7 a large farming tool with sharp blades which is attached to a tractor or an animal
- 8 a tool or machine that you can use for making holes
- 9 a piece of equipment consisting of a row of spikes fixed to a heavy frame; it breaks up large lumps of soil
- 10 a farm vehicle that is used to pull farm machinery and to provide the energy needed for the machinery to work

Začať znova
Uložiť
Vyplniť správne odpovede
Odoslať a ukončiť
Zatvoriť náhľad

ENGLISH LANGUAGE LITERACY - LESSON 4

LEKCIJA 4

Naslov: ESP Slovnica

Vsebina učnega načrta za poklicno izobraževanje in usposabljanje v obliki besedila. Vsebina usposabljanja/učenja za dodeljene lekcije. Dolžina: Največ pet strani na lekcijo.

Ta lekcija vsebuje osnovno besedišče, povezano s kmetijstvom. Besedišče ESP je sestavljeno iz petih delov: Kmetijski stroji in orodja, živali, rastline, bolezni živali in rastlin, vreme v kmetijstvu.

1 Agricultural Machinery and Tools

Besedišče

Garden Tools	Definitions
dibber	a small tool used by gardeners to make a hole in the soil where they want to put a seed or small plant
cultivator	a tool or machine which is used to break up the earth or to remove weeds
hoe and fork	a gardening tool with a long handle and a small square blade, which you use to remove small weeds and to break up the surface of the soil
hose	a long flexible pipe made of rubber or plastic through which water is directed
fork	a large tool that is used to break up soil when you are gardening; it consists of three or four long prongs that attached to a long handle
rake	a garden tool consisting of row of metal or wooden teeth attached to a long handle
saw	a tool for cutting wood which has a blade with sharp teeth along one edge
spade	a tool used for digging, with a flat metal blade and a long handle
trowel	a rounded spade garden tool that is rather like a small spade
wheelbarrow	a small open cart with one wheel and handles that is used for carrying things
Machinery	
lawn mower	a machine for cutting grass on lawns
harvester	a machine which cuts and often collects ripe crops such as maize, wheat, or vegetables
combine harvester	a large machine which is used on farms to cut, sort, and clean grain
rotary machine	a machine that have parts that turn round a fixed point
potato harvester	a machine used for collecting potatoes
beet harvester	a machine used for collecting beet
plough	a large farming tool with sharp blades which is attached to a tractor or an animal

drill	a tool or machine that you can use for making holes
harrow	a piece of equipment consisting of a row of spikes fixed to a heavy frame; it breaks up large lumps of soil
tractor	a farm vehicle that is used to pull farm machinery and to provide the energy needed for the machinery to work

Vir (spremenjen): Collins Cobuild English Dictionary, HarperCollins Publishers, Ltd. 1995

2 Animals

Besedišče

Domestic animals	Definitions
cow	a large female animal that is kept on farm for its milk
horse	a large animal that people can ride; some horses are used for pulling plough and carts
donkey	an animal which is like a horse but which is smaller and has longer ears
pig	a pink or black animal with short legs and not much hair on its skin
sheep	a large animal with a thick woolly coat kept for their wool and meat
goat	a farm animal or a wild animal that is about the size of a sheep
goose, geese (pl.)	a large animal that has a long neck and webbed feet
dog	a very common four-legged animal that is often kept as a pet or to guard or hunt
cat	a small, furry animal with a tail, whiskers, and sharp claws
rabbit	a small furry animal with long ears
chicken	a small bird that is kept for its egg and meat
hen	a female chicken kept for eggs
cock	an adult male chicken
turkey	a large bird that is kept on a farm for its meat
duck	a very common water bird with short legs, webbed feet, a short neck, and a large flat beak
peacock	a large bird of the pheasant family
bee	an insect with a yellow-and-black striped body that makes a buzzing noise as it flies

Vir (spremenjen): Collins Cobuild English Dictionary, HarperCollins Publishers, Ltd. 1995

3 Plants

Besedišče

Vegetables	Definitions
bean	a seed of a tall climbing plant or a long thin cases which contains these seeds
cabbage	a round vegetable with green leaves that you usually chop up and boil in water before eating
carrot	A long, thin, orange-coloured vegetable; it grows under the ground

cauliflower	a hard, roundish, white vegetables that is surrounded by green leaves
celery	a vegetable with long pale green stalks
cucumber	a long thin vegetable with a hard green skin and wet transparent flesh
kohlrabi	a green vegetable that has a round ball of leaves like a cabbage
leek	a long thin vegetable which smells similar to onions
lettuce	a plant with a large green leaves that is the basic ingredient o many salads
onion	a small round vegetable with a brown skin that grows underground
parsley	a small plant with curly leaves that is used for flavouring or decorating savoury food
pea	a small, round , green seed which grows in pods and is eaten as a vegetable
pumpkin	a large, round,, orange-coloured vegetable with a thick skin
radish	a small red or white vegetable that is the root of a plant; it is eaten raw in salads
spinach	a vegetable with large dark green leaves that you chop up and boil in water before eating
potato	a roundish vegetable with brown or red skin and white inside
Fruit	
apple	a round fruit with smooth green, yellow, or red skin and firm white flesh
banana	a long curved fruit with yellow skin
currants	small dried black grapes used especially in cakes
pear	a sweet, juicy fruit which is narrow near its stalk, and wider and rounded at the bottom; it has white flesh and thin green or yellow skin
blackberry	a small , soft black or dark purple fruit
blackcurrant	very small, dark purple fruits that grow in bunches
strawberry	a small red fruit which is soft and juicy and has tiny yellow seeds on its skin
cherry	a small, round fruit with red skin
apricot	a small, soft, round fruit with yellowish-orange flesh and a stone inside
plum	a small, sweet fruit with a smooth red or yellow skin and a stone in the middle
peach	a soft, round, juicy fruit with sweet yellow flesh and pinky-orange skin
grapes	small green or dark purple fruit which grow in bunches
tomato	a small, soft, red fruit that you can eat raw in salads or cooked as a vegetable
Arable crops	
rye	a cereal grown in cold countries; its grains can be used to make bread
wheat	a cereal crop grown for food
barley	a crop that can be reorganized by the heads of its stalks which have long spiky hairs surrounding seeds
oats	a cereal crop or its grains, used for making porridge or feeding animals
maize	a tall plant which produces large cobs of sweet corn
rice	white or brown grains taken from a cereal plant
sugar beet	a crop with a large round root, grown for the sugar which can be obtained from this root

Vir (spremenjen): Collins Cobuild English Dictionary, HarperCollins Publishers, Ltd. 1995

4 Animal and plant diseases

Besedišče

Animal diseases	Descriptions
Anthrax	<p>Anthrax is a bacterial infection that can be contracted through contact with infected animals or their products. It can also be inhaled, which can be deadly. Anthrax, a highly infectious and fatal disease of cattle, is caused by a relatively large spore-forming rectangular shaped bacterium called <i>Bacillus anthracis</i>. Anthrax causes acute mortality in ruminants. The bacteria produce extremely potent toxins which are responsible for the illeffects, causing a high mortality rate. Signs of the illness usually appear 3 to 7 days after the spores are swallowed or inhaled. Once signs begin in animals, they usually die within two days.</p> <p>Hoofed animals, such as deer, cattle, goats, and sheep, are the main animals affected by this disease. They usually get the disease by swallowing anthrax spores while grazing on pasture contaminated (made impure) with anthrax spores. Inhaling (breathing in) the spores, which are odourless, colourless, and tasteless, may also cause infection in animals and people.</p>
Black quarter (Black leg)	<p>It is an acute infectious and highly fatal, bacterial disease of cattle. Buffaloes, sheep and goats are also affected. Young cattle between 6-24 months of age, in good body condition are mostly affected. It is soil-borne infection that generally occurs during rainy season. In India, the disease is sporadic (1-2 animal) in nature.</p>
Foot and mouth disease	<p>The foot-and-mouth disease is a highly communicable disease affecting cloven-footed animals. It is characterized by fever, formation of vesicles and blisters in the mouth, udder, teats and on the skin between the toes and above the hoofs. Animals recovered from the disease present a characteristically rough coat and deformation of the hoof.</p> <p>In India, the disease is widespread and assumes a position of importance in livestock industry. The disease spreads by direct contact or indirectly through infected water, manure, hay and pastures. It is also conveyed by cattle attendants. It is known to spread through recovered animals, field rats, porcupines and birds.</p>
Rabies (Mad dog disease)	<p>It is a disease of dogs, foxes, wolves, hyenas and in some places, it is a disease of bats which feed on blood.</p> <p>The disease is passed to other animals or to people if they are bitten by an animal with rabies. The germs which cause rabies live in the saliva of the sick (rabid) animal. This is a killer disease but not every dog which bites is infected with rabies.</p>

	<p>When the rabid animal bites another animal or human, the germs which live in its saliva pass into the body through the wound caused by the bite. The germs travel along the nerves to the brain. The time between the bite and the first appearance of signs that the bitten animal or human has been infected can take from 2 to 10 weeks or more. The time taken depends on the distance of the bite from the brain. If the bite is on the face or head, the bitten animal or human will quickly show signs, but if the bite is on the leg it will take much longer for signs to develop.</p>
Blue tongue	<p>Blue tongue, a disease which is transmitted by midges, infects domestic and wild ruminants and also camelids, however sheep are particularly badly affected. Cattle, although infected more frequently than sheep, do not always show signs of disease. Virus spreads between animals occurs via the midges of <i>Culicoides</i> species.</p> <p>The likelihood of mechanical transmission between herds and flocks, or indeed within a herd or flock, by unhygienic practices (the use of contaminated surgical equipment or hypodermic needles) maybe a possibility.</p>
Pox	<p>Sheep-pox is a highly contagious disease. It causes a mortality of 20 to 50 per cent in animals below the age of 6 months, and causes damage to the wool and skin in adults. Of the pock diseases, sheep-pox ranks only second to human small-pox in virulence. The disease is transmissible to in-contact goats but not to other species of animals. It, however, spreads slowly.</p>
Brucellosis of sheep	<p>The mode of entry is by ingestion or via conjunctiva. The aborted foetus, vaginal discharge and milk from infected goats contain a large number of organisms.</p> <p>Symptoms in infected goats and sheep state of abortion may occur followed by a quiescent period during which a few abortions occur. The aborted animals do no breed. After 2 years or more another abortions to unlikely to occur.</p>
Tetanus	<p>This is an infectious, non-febrile disease of animals and man, and is characterized by spasmodic tetany and hyperaesthesia. This disease is prevalent all over the world.</p> <p>Infection takes place by contamination of wounds. Deep punctured wounds provide favourable conditions for the spores to germinate, multiply and produce toxin which is subsequently absorbed in the animal body. The micro-organism present in soil and in animal faeces, and is carried into the wound by a penetrating object. The organism present in the intestine of normal animals, and under some undetermined conditions multiplies rapidly and produces toxin in sufficient quantities to be absorbed and cause the disease.</p>
Listeriosis	<p>The organisms are excreted in the faeces, urine, aborted fetuses, uterine discharge and milk of infected animals. The organisms are sufficiently resistant to remain viable in animal and human faeces, sewage, soil, silage and dust for several weeks and months. The bloodsucking arthropods may</p>

	spread infection since organisms have been isolated from cattle ticks and tabanid flies. Under natural conditions certain predisposing factors are related to clinical infection.
Campylobacter abortion (Vibriosis)	Transmission occurs by coitus. The affected bull scarry the organisms in preputial cavity indefinitely. Mature cows and heifers also carry the infection for long periods. Infected semen from an infected bull is the important means of the disease. The organism survives slow temperature used in semen storage.
Plant diseases	Descriptions
Powdery Mildew	Powdery mildew leaves a white dusty coating on leaves, stems and flowers. Caused by a fungus, it affects a number of plants, including lilacs, apples, grapes, cucumbers, peas, phlox, daisies and roses.
Downy Mildew	Downy mildew is caused by fungus-like organisms and affects many ornamentals and edibles, such as impatiens, pansies, columbine, grapevines, lettuce and cole crops such as broccoli and cauliflower. Often occurring during wet weather, downy mildew causes the upper portion of leaves to discolour, while the bottoms develop white or gray mold.
Black Spot	Black spot is a fungal disease commonly found on roses, but also on other flowers and fruits. While it does not kill plants outright, it weakens them and makes them susceptible to other problems. In cool, moist weather, small black spots appear on foliage, which starts to turn yellow and eventually drops off.
Mosaic Virus	There are a number of mosaic viruses, but gardeners are most likely to encounter two: tomato mosaic virus and tobacco mosaic virus. The former infects tomatoes, peppers, potatoes, apples, pears and cherries; the latter infects tomatoes, peppers, cucumbers, lettuce, beets, petunias and, of course, tobacco. Mosaic virus causes mottled yellow and green leaves that are sometimes curled and distorted. Some plants exhibit yellowing, stunted growth, malformed fruits and reduced yield. Mosaic virus is more common in hot weather.
Damping-Off Disease	Damping-off disease, caused by several soil-borne fungi, is most problematic in wet, humid conditions. It infects seedlings and causes them to collapse and decay. It is often found in greenhouses but can occur outdoors as well.
Fusarium Wilt	Caused by a soil-borne fungus, fusarium wilt affects ornamental and edible plants, including dianthus, beans, tomatoes, peas and asparagus. The disease causes wilted leaves and stunted plants, as well as root rot and sometimes blackened stem rot. It is especially active in hot summer temperatures.
Verticillium Wilt	Verticillium wilt is a fungal disease that affects hundreds of species of trees, shrubs, edibles and ornamentals. Pathogens, which can live in the soil for years, make their way into the plant through the roots, eventually clogging the vascular system and causing branches to wilt suddenly and foliage to turn yellow and fall off prematurely. It can also lead to stunted growth.

Sooty Mold	Sooty mold refers to fungi that grow on the sticky deposits, called honeydew, left by plant-sucking insects. On leaves it is not only unsightly; it impedes photosynthesis and stunts plant growth. Leaves coated with sooty mold also drop off prematurely.
Snow Mold	Snow mold is a fungus that flourishes in the cold, moist conditions found beneath snow. It attacks turf grass. After snow melts, symptoms become visible: light tan areas of matted grass caused by threads of mold.
Rust	Rust, another fungal disease, is easy to spot because it forms rusty spots on leaves and sometimes stems. The spots eventually progress from reddish-orange to black. There are many types of rust that can attack plants such as hollyhocks, roses, daylilies and tomatoes. Even your lawn is susceptible to grass rust.

Vir (spremenjen): [Animal Transmitted Diseases | Washington State Department of Health](#); [10 Common Plant Diseases \(and How to Treat Them\) | The Family Handyman](#)

5 Weather in agriculture

Vreme ima pomembno vlogo v kmetijstvu. Vreme vpliva na rast, razvoj in pridelek, pojav škodljivcev in bolezni, potrebe po vodi in gnojilih. Lahko povzroči fizično škodo na pridelkih in erozijo tal. Od vremena je odvisna tudi kakovost rastlinskih pridelkov med premikom s polja v skladišče in prevozom na trg. Vreme vpliva na štiri področja kmetovanja: rast pridelkov/na namakanje, časovni razpored gnojil in njihova dostava, obvladovanje škodljivcev in bolezni ter obdelanost polja.

Vir (spremenjeno): [Weather impact on crop yields-searching for simple answers to a complex problem \(iop.org\)](#)

Besedišče

Weather	Definitions
weather forecast	a statement saying what the weather will be like next day or for the next few days
cloud	a mass of water vapour that flows in the sky
overcast	the sky is completely covered with cloud and there is not much light
rain	water that falls from the clouds in small drops
rainfall	the amount of rain that falls in a place during a particular period
drizzle	light rain falling in fine drops
shower	a short period of rain, especially light rain
downpour	heavy rain
snow	a lot of soft snow bits of frozen water that fall from the sky in cold weather
frost	the temperature falls under freezing point and the ground becomes covered in ice crystals
hail/hailstone	a small ball of ice that falls like rain from the sky
blizzard	severe snowstorm with strong wind

sleet	snow or hail mixed with rain and often some wind
wind	a current of air that is moving across the earth's surface
breeze	a gentle wind
gale	a very strong wind
precipitation	rain, snow, or hail; a technical use in meteorology
air	the mixture of gases which forms the earth's atmosphere and which we breathe
evaporation	change from a liquid state to a gas because its temperature has increased
fog	tiny drops of water in the air which form a thick cloud and make it difficult to see things, a thick cloud close to land
mist	light fog, often on the sea or caused by drizzle
haze	light mist, usually caused by heat
thunder	the loud noise that you hear from the sky after a flash of lightning, especially during a storm
storm	very bad weather, with heavy rain, strong winds, and often thunder and lightning
thunderstorm	a storm in which there is thunder and lightning and a lot of heavy rain
lightning	the very bright flashes of light in the sky that happen during thunderstorm
drought	long periods of time without rain causing a lack of water in the area
rainbow	an arch of colour in the sky formed when the sun shines through rain
sunshine	the light and the heat from the sun
smog	a cloud of pollution hanging over a city

Vir (spremenjeno) Collins Cobuild English Dictionary, HarperCollins Publishers, Ltd. 1995

Učni načrt - Povzetek/načrt vsake učne ure z učnimi izidi in zajetimi vsebinami. En predlog za ocenjevanje in obrazci za ocenjevanje.

NAMEN:

Namen te lekcije je predstaviti nekaj zelo uporabnega besedišča ESP (angleščina za posebne namene), ki ga ženske s podeželja lahko potrebujejo v svojem poklicnem življenju v povezavi s kmetijstvom in podeželjem. Njen namen je izboljšati njihovo znanje angleškega jezika, kar zadeva število besed, ki jih poznajo, in tako postati bolj samozavestne pri uporabi angleščine ter razširiti svoje znanje.

Objectives:

Cilji te lekcije so:

- za zagotavljanje uporabnega besedišča ESP.
- usposobiti udeležence, da si te besede zapomnijo in jih znajo uporabljati.

Učni rezultati:

Udeleženci bodo po končani učni uri znali govoriti in pisati o svojem delu in odgovornostih v angleščini. Bolje bodo razumeli druge ljudi, ki se z njimi pogovarjajo o temah, povezanih s kmetijstvom, v angleščini.

Vsebina: Vaje na naslednjih področjih:

1. Stroji in orodja

Besedišče, povezano s stroji, orodji, pripomočki, vozili in napravami, ki se uporabljajo v kmetijstvu (npr. viličar, molzni stroj, grablje itd.).

2. Živali

Imena živali, deli telesa, vrste mesa itd.

3. Rastline

Pridelki, cvetje in druge rastline ter njihovi deli. Besede, povezane z njihovim gojenjem (kot so gnojilo, gnoj, pridelek itd.).

4. Rastlinske in živalske bolezni

imena bolezni in kako jih zdraviti (npr. hruškasta rja, slinavka in parkljevka itd.)

5. Vreme

Vremenski besednjak, povezan s kmetijstvom.



Match the words with their definitions.

- a large animal with a thick woolly coat kept for their wool and meat
- a small, furry animal with a tail, whiskers, and sharp claws
- a pink or black animal with short legs and not much hair on its skin
- a large female animal that is kept on farm for its milk
- a very common water bird with short legs, webbed feet, a short neck, and a large flat beak
- a small bird that is kept for its egg and meat
- a large animal that has a long neck and webbed feet
- an animal which is like a horse but which is smaller and has longer ears
- a very common four-legged animal that is often kept as a pet or to guard or hunt
- a small furry animal with long ears

dog | cat | cow | goose | chicken | duck | sheep | rabbit | donkey | pig

Vaje in testi/kvizi: samodejno ocenjeni (Moodle). V vrstici napredka mora biti prikazano, na kateri stopnji lekcije se udeleženec nahaja.

Podporno gradivo za lekcijo - ne. 1 vaja na lekcijo, študije primerov, bibliografija/sitografija, dodatna literatura in uporabni viri, testi, kvizi

Vaja 1:

Test 1:

Číslo 1

Ešte
nezodpovedané

Match the words with their definitions.

- 1 a long, thin, orange-coloured vegetable; it grows under the ground
- 2 a long thin vegetable with a hard green skin and wet transparent flesh
- 3 a small red or white vegetable that is the root of a plant; it is eaten raw in salads
- 4 a roundish vegetable with brown or red skin and white inside
- 5 a plant with a large green leaves that is the basic ingredient o many salads
- 6 a sweet, juicy fruit which is narrow near its stalk, and wider and rounded at the bottom; it has white flesh and th
skin
- 7 a small, soft, red fruit that you can eat raw in salads or cooked as a vegetable
- 8 white or brown grains taken from a cereal plant
- 9 a tall plant which produces large cobs of sweet corn
- 10 a round fruit with smooth green, yellow, or red skin and firm white flesh

pear cucumber carrot maize rice tomato lettuce potato apple raddish

Test 2:

← → ↻ 🏠 https://moodle.tuke.sk/moodle/question/preview.php?id=17938511&courseid=286


Číslo 1
Elite
nezodpovedané

Match the words with their definitions.

- a garden tool consisting of row of metal or wooden teeth attached to a long handle
- a machine for cutting grass on lawns
- a tool used for digging, with a flat metal blade and a long handle
- a large tool that is used to break up soil when you are gardening; it consists of three or four long prongs that attached to a long handle
- a long flexible pipe made of rubber or plastic through which water is directed
- a machine which cuts and often collects ripe crops such as maize, wheat, or vegetables
- a large farming tool with sharp blades which is attached to a tractor or an animal
- a tool or machine that you can use for making holes
- a piece of equipment consisting of a row of spikes fixed to a heavy frame; it breaks up large lumps of soil
- a farm vehicle that is used to pull farm machinery and to provide the energy needed for the machinery to work

harvester hose fork spade rake tractor harrow plough lawn mower drill

Začať znova Uložiť Vypíšiť správne odpovede Odoslať a ukončiť Zatvoriť náhľad

Technické informácie 

Stiahnuť túto otázku vo formáte XML Moodle

Koristni viri za nadaljnje samostojno učenje:

Internet

- Youtube: [World Modern Agriculture Technology - Broccoli, Cabbage, carrot, onion Harvesting machine 2021 - YouTube](#)
- [Tomatoes Harvesting Machine - Tomato Processing in Factory - How it made Canned Tomato, ketchup - YouTube](#)
- [Awesome Hydroponic Strawberries Farming - Modern Agriculture Technology - Strawberries Harvesting - YouTube](#)
- [Top 10 Agriculture Machines Videos - YouTube](#)
- [TOP 15 BIGGEST AGRICULTURAL MACHINES - YouTube](#)
- [CSEC Agricultural Science Pests & Diseases of Farm Animals - YouTube](#)
- [Level of Seriousness of Animal Diseases. Grade 12 Agricultural Sciences. - YouTube](#)
- [Introduction to Plant Pathology - YouTube](#)
- [Plant Pathology - Master Gardener Training - Lina Rodriguez-Salamanca - YouTube](#)
- [Agriculture Unit II: Influence of weather on crops & Weather Forecasting - YouTube](#)
- [Major 10 farming decisions to make based on weather info | English - YouTube](#)
- [Climate, Agriculture and the Challenges Ahead - YouTube](#)
- [Classification of Farm Animals \(Grade 12 Agricultural Sciences\) Animal Nutrition - YouTube](#)
- [Introduction to Agriculture | Crop Production and Management | Don't Memorise - YouTube](#)

Tiskani viri:

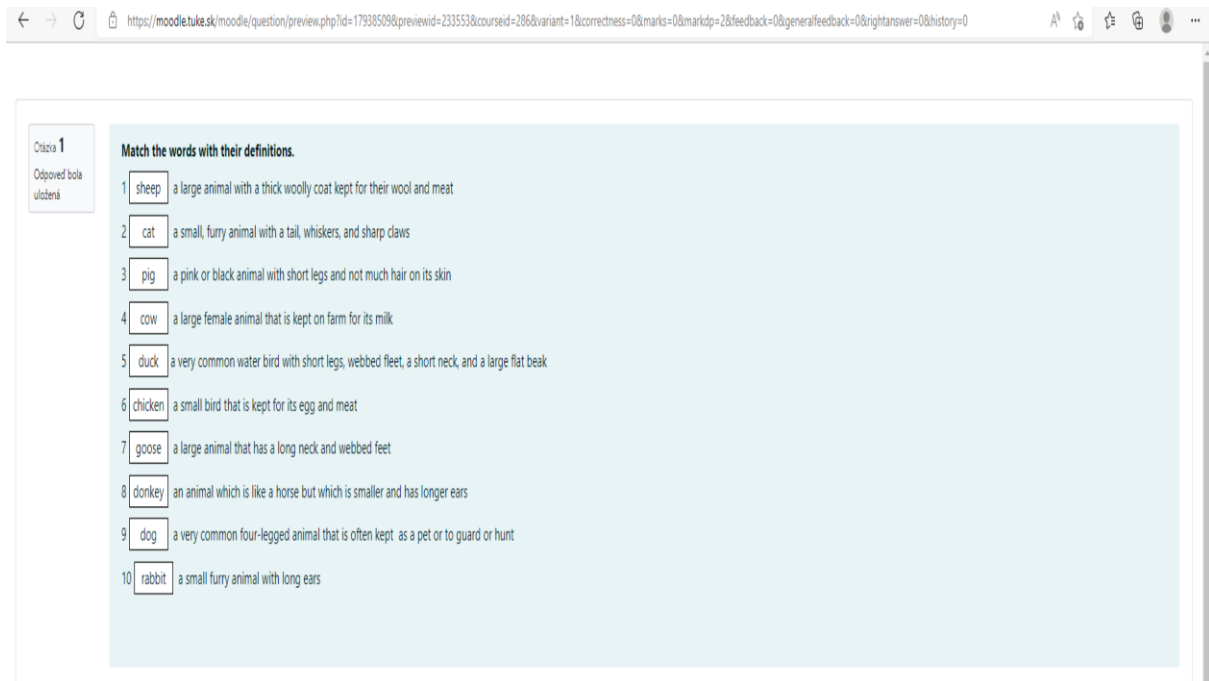
- Collins Cobuild English Dictionary, HarperCollins Publishers, Ltd. 1995
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- Ray V. Herren. 2014. Agricultural Mechanics: Fundamentals and Applications. 7th ed. Cengage Learning.
- W. S. Damron & W. S. Damron. 2018. Introduction to Animal Science: Global, Biological, Social and Industry Perspective. 6th ed. Pearson
- R. M. Bourdon. 2000. Understanding Animal Breeding. 2nd ed. Pearson.
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- M. Carolan. 2012. The Sociology of Food and Agriculture. 3rd ed. Routledge.

Različica za učitelje:

Ključ za odgovore na vaje (samodejno):

Vaja 1 (Moodle jo oceni samodejno):



The screenshot shows a Moodle quiz question titled "Očitka 1" (Question 1). The question is "Match the words with their definitions." and is worth 10 points. The question text is: "Match the words with their definitions." Below the question, there are 10 numbered items, each with a text input field for the word and a definition. The definitions are: 1. a large animal with a thick woolly coat kept for their wool and meat; 2. a small, furry animal with a tail, whiskers, and sharp claws; 3. a pink or black animal with short legs and not much hair on its skin; 4. a large female animal that is kept on farm for its milk; 5. a very common water bird with short legs, webbed feet, a short neck, and a large flat beak; 6. a small bird that is kept for its egg and meat; 7. a large animal that has a long neck and webbed feet; 8. an animal which is like a horse but which is smaller and has longer ears; 9. a very common four-legged animal that is often kept as a pet or to guard or hunt; 10. a small furry animal with long ears.

← → ↻ <https://moodle.tuke.sk/moodle/question/preview.php?id=179385098&previewid=2335538&courseid=2868&variant=18&correctness=0&marks=0&markdp=2&feedback=0&generalfeedback=0&rightsanswer=0&history=0> A 🏠 🔍 🗑️ ⌂ ⋮

Očitka 1
Odpoved bola
uložena

Match the words with their definitions.

1 a large animal with a thick woolly coat kept for their wool and meat

2 a small, furry animal with a tail, whiskers, and sharp claws

3 a pink or black animal with short legs and not much hair on its skin

4 a large female animal that is kept on farm for its milk

5 a very common water bird with short legs, webbed feet, a short neck, and a large flat beak

6 a small bird that is kept for its egg and meat

7 a large animal that has a long neck and webbed feet

8 an animal which is like a horse but which is smaller and has longer ears

9 a very common four-legged animal that is often kept as a pet or to guard or hunt

10 a small furry animal with long ears

Test 1 (Moodle ga oceni samodejno):

Číslo 1
Odpoved bola uložená

Match the words with their definitions.

- 1 a long, thin, orange-coloured vegetable; it grows under the ground
- 2 a long thin vegetable with a hard green skin and wet transparent flesh
- 3 a small red or white vegetable that is the root of a plant; it is eaten raw in salads
- 4 a roundish vegetable with brown or red skin and white inside
- 5 a plant with a large green leaves that is the basic ingredient of many salads
- 6 a sweet, juicy fruit which is narrow near its stalk, and wider and rounded at the bottom; it has white flesh and thin green or yellow skin
- 7 a small, soft, red fruit that you can eat raw in salads or cooked as a vegetable
- 8 white or brown grains taken from a cereal plant
- 9 a tall plant which produces large cobs of sweet corn
- 10 a round fruit with smooth green, yellow, or red skin and firm white flesh

Začať znova Uložiť Vyplniť správne odpovede Odoslať a ukončiť Zatvoriť náhľad

Test 2 (Moodle ga oceni samodejno):

Číslo 1
Odpoved bola uložená

Match the words with their definitions.

- 1 a garden tool consisting of row of metal or wooden teeth attached to a long handle
- 2 a machine for cutting grass on lawns
- 3 a tool used for digging, with a flat metal blade and a long handle
- 4 a large tool that is used to break up soil when you are gardening; it consists of three or four long prongs that attached to a long handle
- 5 a long flexible pipe made of rubber or plastic through which water is directed
- 6 a machine which cuts and often collects ripe crops such as maize, wheat, or vegetables
- 7 a large farming tool with sharp blades which is attached to a tractor or an animal
- 8 a tool or machine that you can use for making holes
- 9 a piece of equipment consisting of a row of spikes fixed to a heavy frame; it breaks up large lumps of soil
- 10 a farm vehicle that is used to pull farm machinery and to provide the energy needed for the machinery to work

Začať znova Uložiť Vyplniť správne odpovede Odoslať a ukončiť Zatvoriť náhľad

ENGLISH LANGUAGE LITERACY - LESSON 5

LEKCIJA 5

Title: **EMAILS AND WRITTEN BUSINESS COMMUNICATION**

Vsebina učnega načrta za poklicno izobraževanje in usposabljanje v obliki besedila. Vsebina usposabljanja/učenja za dodeljene lekcije. Dolžina: Največ pet strani na lekcijo.

1 PISANJE URADNIH E-POŠTNIH SPOROČIL V ANGLEŠČINI

Elektronska pošta je med najpogosteje uporabljenimi komunikacijskimi sredstvi na svetu. So hitra, takojšnja in omogočajo interakcijo z vsemi vrstami podjetij znotraj in zunaj državnih meja. Predvsem na delovnem mestu je za pravilno pisanje uradnih elektronskih sporočil v angleščini potrebno določeno znanje, in ker gre za profesionalno situacijo, je bistveno, da ne storite napak, da bi naredili dober vtis o sebi in svojem podjetju.

PRAVILA ZA PISANJE URADNIH E-POŠTNIH SPOROČIL V ANGLEŠČINI

Zadeva

Predmet je prva informacija, ki jo vidijo prejemniki e-poštnega sporočila, in če je napisan napačno ali nejasno, je to pomembno. Pomembno je, da že na samem začetku podate jasno in natančno sporočilo, pri čemer v dveh ali treh besedah navedete vsebino ali razlog pisanja, ki pritegne prejemnikovo pozornost.

Stil

V nasprotju s številnimi drugimi jeziki, ki v uradnem pisnem kontekstu zahtevajo dolge zapletene stavke, je angleščina zelo jedrnata in daje prednost kratkim stavkom in preprosti strukturi. Poskrbite, da besedilo razčlenite na dva ali tri odstavke - to bralcu omogoča, da vidi ključne točke.

Vljudnostne formule

Ko pišete elektronsko sporočilo v angleščini, ne uporabljate le drugega jezika, ampak vstopate tudi v drugo kulturo z drugačnimi navadami. Anglosasi na splošno posvečajo veliko pozornosti oblikam vljudnosti in hvaležnosti, zato jih nikoli ne pozabite dodati.

Preverite elektronsko sporočilo

Nikoli ne pošljite elektronskega sporočila v angleščini, ne da bi ponovno prebrali, kaj ste napisali. Slovnice ali tipkarske napake so zelo pogoste tudi v vašem jeziku, zato lahko v angleščini veliko lažje naredite napake. Dvojno preverjanje napisanega je preprost korak, ki lahko prepreči, da bi bili videti neprofesionalni in predvsem neprevidni.

Podpis

Prepričajte se, da ste elektronska sporočila nastavili tako, da se končajo z vsemi pomembnimi informacijami o vas, vključno z:

- ime in priimek
- naziv delovnega mesta
- podjetje (ime, naslov ...)

- povezava na spletno stran podjetja

OBLIKA URADNEGA ELEKTRONSKEGA SPOROČILA V ANGLEŠČINI

- Vodja e-pošte
- Uvod
- Osnovni del besedila
- Zaključek

Glava e-pošte

Glava e-poštnega sporočila je sestavljena iz informacij o prejemniku in drugih prejemnikih (Cc) ter predmeta.

To:
Cc:
Subject:

Uvod

Glede na vrsto odnosa z osebo, ki ji pišete, lahko elektronsko sporočilo začnete na različne načine, vendar se mora vsako elektronsko sporočilo vedno začeti s pozdravom. V našem konkretnem primeru, ki je formalen, so najprimernejše naslednje možnosti:

- **Dear Mr/Mrs/Ms** (priimek prejemnika, npr. gospod Black)
- **Dear Sir/Madam** (če ne poznate imena prejemnika) ali splošneje
- **'To whom it may concern'**.

Po začetnem pozdravu morate napisati uvodni stavek, ki jasno navaja razlog za pisanje in je skladen s temo e-pošte. Predstavite se na kratko (dolga besedila ljudi pogosto odvrnejo od branja), nato pa nadaljujte:

- **I am writing with regard to...** (predmet e-pošte)
- **I am writing in connection with...** (predmet e-pošte)
- **I am writing in reference to...**

Če pišete elektronsko sporočilo za pošiljanje informacij, lahko začnete z enim od naslednjih stavkov:

- **I am writing to let you know...**
- **I am delighted to tell you...** (če sporočate dobre novice)
- **I regret to inform you that...** (če sporočate slabe novice)

Če namesto tega odgovarjate na prejeto e-poštno sporočilo, lahko rečete:

- **I am writing in response to...**
- **I am writing in reply to...**

- **I am writing to thank you for...** (če se morate zahvaliti prejemniku)

Jedro besedila:

Za pisanje osrednjega dela besedila ni običajnih formul, saj se razlikuje glede na funkcijo, ki jo želite sporočiti. Koristno je pripraviti začetni osnutek in nato nadaljevati z morebitnimi popravki.

Splošna pravila so, da je treba besedilo razdeliti na kratke odstavke, v katerih se je treba izogibati kraticam in okrajšavam, oboje pa lahko, nasprotno, uporabite pri pisanju neformalnega elektronskega sporočila družini in prijateljem.

Glede na vrsto sporočila, ki ga pošiljate, obstajajo različni načini za pisanje zaključnega vabila pred zaključkom elektronskega sporočila, kot npr:

- **I look forward to hearing from you soon.**
- **Thank you in advance.**
- **For further information, please do not hesitate to contact me.**
- **Please let me know if you have any questions.**
- **Thank you for your attention.**

Zaključek

Najpogostejši načini zaključevanja e-poštnega sporočila so:

- **Best regards**
- **Kind regards**
- **Yours faithfully** (če ste elektronsko sporočilo začeli z "Spoštovani gospod/madam", ker ne poznate imena prejemnika)
- **Yours sincerely** (če ste e-poštno sporočilo začeli z "Spoštovani gospod/gospod/gospodinja + priimek")
- **Regards**

Source (modified): <https://www.wallstreetenglish.com/blog/how-to-write-formal-emails-in-english>

Primer uradne poslovne e-pošte

To : jane.snow@vision.com
From: thomas.smith@euworld.uk
Cc :
Subject : Extension of trading agreement

Dear Ms Snow

It was very good to see you again at our meeting in Prague on October 20. I hope you had a safe journey home afterwards.

We agreed that your company will continue to represent us and to promote the full range of our services throughout Europe for three years, with effect from January 1. During this period, we expect to see an increase of at least 15% in the value of business we do in this region.

Full details of the payment we will make and the expenses we will cover are included in the attached agreement. Can you, please, check this and, if it all is in order, sign and return one copy of the agreement to me.

We look forward to continuing to develop our business in the region in association with you.

Best regards

Thomas Smith
Managing Director
Professional Services
52 Abbey Street
London EC1 4SW

PISANJE NEFORMALNIH E-POŠTNIH SPOROČIL V ANGLEŠČINI

Pisanje neformalnih e-poštnih sporočil v angleščini je komunikacija med prijatelji, sodelavci ali družinskimi člani.

PRAVILA ZA PISANJE NEFORMALNIH E-POŠTNIH SPOROČIL V ANGLEŠČINI

Za pisanje neuradnih e-poštnih sporočil ni pravil glede teme in sloga. Slog je neformalen, pisem ni treba uporabljati vljudnostnih besed in besednih zvez. Elektronska sporočila so lahko zelo kratka (npr. beležka) ali dolga, ni jih treba razdeliti na odstavke. Oblika neformalnih elektronskih sporočil ni nujno skladna s strukturo formalnih elektronskih sporočil: uvod, jedro besedila in zaključek. Elektronska sporočila so podpisana s prvimi imeni piscev.

Primer neformalne poslovne e-pošte

To: jane.snow@vision.com
From: tom.hardy@europrojects.com
Cc: jim.king@europrojects.com
Subject: Tuesday's meeting

Jane

Just to confirm that we'll be able to attend the meeting next Tuesday. I'll be there with my colleague, Jim King.

Tom

2 PISANJE POSLOVNIH PISEM

Poslovna pisma so v obliki elektronske pošte, vendar so uradna poslovna pisma še vedno običajna oblika komunikacije v poslovnem in javnem življenju. Obstaja veliko vrst poslovnih pism, npr. prošnje za kredit, poizvedbe, naročila blaga in storitev, uradne poslovne objave, priporočilna pisma, pisma, ki obravnavajo pritožbe in zahtevke, korespondenca v podjetju in drugo.

Postavitev poslovnega pisma

Dopisni naslov

Your company's name and address
The recipient's name and address
Date

Vsebina pisma (dopis s povpraševanjem)

Salutation
First paragraph – say where you saw the advertisement
Second paragraph – give some general information about your business/state your general reason for writing
Third paragraph – request action

Zaključek

Close
Formal Ending
Signature
Name
Position in company
Enclosures

Primer poslovnega pisma

Nábytok Európa

Hlavná ulica 116
040 01 Košice
Slovakia

Ms Elizabeth Johnson
2022
New Art Company Ltd.
100 Wood Lane
Chiswick
London
W5A 3EU

March 10,

Dear Ms Johnson

We have seen your advertisement for your hand-made sofa-beds in an English newspaper The Guardian last week.

We are one of the largest furniture shops in Slovakia, and we are interested in purchasing your hand-made sofa-beds for our customers.

Could you please send us your latest catalogue and price list, including details of quantity discounts.

Thank you in advance.

Yours sincerely



Zuzana Múdra
Sales Manager

3 FORMALNI IN NEFORMALNI SLOG

Uradna pisma so prošnje, vloge, poizvedbe itd., poslane ljudem ali organizacijam. Pismo ima spoštljiv ton in je strukturirano.

Neformalna pisma se pošiljajo prijateljem in sorodnikom. Pisma so običajna in prijazna. Tukaj je nekaj fraz, ki se uporabljajo v uradnem in neuradnem slogu.

	Formalni	Neformalni
Začetek	▪Dear Sir/Madam / Dear Mr/Ms Brown	▪Dear Mark/Laura
Konec	▪Yours faithfully / Yours sincerely	▪Best/kind regards
Razlog pisanja	<ul style="list-style-type: none"> ▪I am writing -with regard to ... -to request -to enquire about ... -to inform you that... -in response to ... 	<ul style="list-style-type: none"> ▪This is a short note -to thank you -to apologise -to mention ▪I thought you might like to know that ...
Spominjanje dejstev	<ul style="list-style-type: none"> ▪As you may recall, we recently discussed the possibility of ... ▪As you know, our company is interested in ... 	<ul style="list-style-type: none"> ▪As you know, we talked about... ▪You probably remember our recent conversation about ...
Kaj predlagate	<ul style="list-style-type: none"> ▪In order to develop this idea ▪To allow us to take the matter further, may I suggest that.. ▪To enable us to move forward on this, we would like to propose ... ▪I/we/our firm would be pleased to ... 	<ul style="list-style-type: none"> ▪If you agree, we could ... ▪It might be a good idea to ... ▪What I suggest is ... ▪One /another possibility would be to ...
Nadaljnji kontakt	<ul style="list-style-type: none"> ▪Please do not hesitate to contact us if you require further details / more information. ▪We would be happy to provide more detailed information. 	<ul style="list-style-type: none"> ▪Feel free to contact me at any time for more details. ▪Let me know how you feel about my suggestion.
Odpisovanje	<ul style="list-style-type: none"> ▪We would be pleased to have an opportunity to work with your firm. ▪I look forward to hearing from you. 	<ul style="list-style-type: none"> ▪We could discuss this over lunch one day. ▪Hope to hear from you soon.

Source: <https://learn-english-today.com/vocabulary/formal-informal.html>

Učni načrt - Povzetek/načrt vsake učne ure z učnimi rezultati in zajetimi vsebinami. En predlog za ocenjevanje in obrazci za ocenjevanje.

NAMEN:

Namen te lekcije je podati splošen pregled formalnega in neformalnega sloga pisnega poslovnega komuniciranja, zlasti elektronske pošte, ter posredovati nekaj zelo uporabnega besedišča in pisnih veščin, ki jih ženske s podeželja lahko potrebujejo v svojem poklicnem življenju v povezavi s kmetijstvom in podeželjem. Njegov namen je izboljšati njihovo znanje angleškega jezika, zlasti pisanja, in tako postati bolj samozavestne pri poslovnem sporazumevanju v angleškem jeziku, da bi lahko promovirale in prodajale svoje izdelke itd.

Cilji:

Cilji te lekcije so:

- zagotoviti informacije o sestavljanju e-poštnih sporočil
- pomagati udeležencem pri razlikovanju med formalnim in neformalnim slogom pisanja.
- usposobiti udeležence, kako odgovarjati na elektronska sporočila.
- naučiti udeležence pisati formalno pismo (poslovno komuniciranje).

Učni izidi:

Udeleženci bodo znali napisati elektronsko pošto in pismo, značilno za poslovno komunikacijo, v formalnem, neformalnem ali polformalnem slogu. Razumeli bodo razlike med slogi in fraze, ki so povezane s posameznimi slogi.

Vsebina: Vaje na naslednjih področjih:

1. Pisanje e-poštnega sporočila
Osnovna struktura e-pošte. Besedišče in besedne zveze, ki se uporabljajo v e-poštnih sporočilih.
2. Pisanje pisma
Osnovna struktura pisma. Besedišče in besedne zveze, ki se uporabljajo v pismih.
3. Formalni in neformalni slog
Sinonimi, razlike, razširitev besedišča

Podporni materiali za lekcije - ne. 1 vaja na lekcijo, študije primerov, bibliografija/sitografija, dodatna literatura in uporabni viri, testi, kvizi

Exercise 1 :

Otázka 1

Ešte nezodpovedané

Text otázky

New Art Company Ltd.
100 Wood Lane
Chiswick
London
W5A 3EU

Ms Zuzana Múdra
2022 Nábytok Európa
Hlavná ulica 116
040 01 Košice
Slovakia

March 22,

Ms Múdra

We thank you for your letter of March 10, 2022, in which you enquired about our home-made sofa-beds.

We enclose our latest catalogue and price list. We can offer you a discount of 10% for orders over a hundred, increasing to 15% on orders over two hundred.

Please do not hesitate to contact us if you need further information.

We look forward to hearing from you.

Yours sincerely
Elisabeth Johnson
Sales Manager

enclose quote orders hearing Ms Dear thank hesitate enquired sincerely

Test 1

Otázka 1
 Ešte
 nezodpovedané

Reservations

Arrow Bank Hotel
Midford
15 June 2022

Dear Sir or Madam

: **Reservation enquiry**

I would like to four single rooms and one double room for three nights from 10th to 14th August. We would like room and only.

Could you please your current prices?

I forward to hearing from you.

Yours

James Lee

faithfully Re breakfast Manager reserve look confirm

Test 2:

Otázka 1
 Ešte
 nezodpovedané

Add the appropriate informal phrase or sentence to the formal one.

Dear Mr Lees /

Thank you for your enquiry. /

I am pleased to confirm your reservation for / four single rooms and one double-room from the tenth to the fourteenth of August. The price for the single room is €111; the price for the double room is €150, room and breakfast only.

Please let me know if you have any questions or special request. /

We look forward to welcoming you in our hotel. /

Yours sincerely /

Agostino Messi

Agostino Messi
Reservation Manager

Good to hear from you. Best regards It's OK for you to have See you in August. Hi James Tell me if you need anything else.

Koristni viri za nadaljnje samostojno učenje:

Internet:

<https://edu.gcfglobal.org/en/business-communication/how-to-write-a-formal-business-letter/1/>
<https://www.wikihow.com/Write-a-Business-Letter>
<https://www.indeed.com/career-advice/career-development/business-letter-format-and-example>
<https://writing.wisc.edu/handbook/assignments/businessletter/>
<https://www.fluentu.com/blog/business-english/writing-a-business-letter-in-english/>

Tiskani viri:

Taylor, Shirley. Model Business Letters, Emails and Other Business Documents. 7th edition. 2012. Financial Times.
Business Letters and Emails. Made Easy. 2021. Lawpack Publishing Ltd.
How to Write Better Business Letters. 2013. Barrons Educational Series.
Bly, Robert. Encyclopedia of Business Letters, Faxes and E-mail. 2009. Career Press.
Roche, Marc. Business English Writing. 2019.

Različica za učitelje:

Ključ za odgovore na vaje (samodejno):

Exercise 1 (will be automatically evaluated by Moodle):

	New Art Company Ltd. 100 Wood Lane Chiswick London W5A 3EU
Ms Zuzana Múdra Nábytok Európa Hlavná ulica 116 040 01 Košice Slovakia	March 22, 2022
Dear Ms Múdra	
We thank you for your letter of Match 10, 2022, in which you enquired about our home-made sofa-beds.	

We enclose our latest catalogue and price list. We can quote you a discount of 10% for orders over a hundred, increasing to 15% on orders over two hundred. Please do not hesitate to contact us if you need further information.

We look forward to hearing from you.

Yours sincerely
Elisabeth Johnson
Sales Manager

Test 1 (Moodle ga oceni samodejno):

Reservations Manager
Arrow Bank Hotel
Midford
15 June 2022

Dear Sir or Madam

Re : Reservation enquiry

I would like to reserve four single rooms and one double room for three nights from 10th to 14th August. We would like room and breakfast only.

Could you please confirm your current prices?

I look forward to hearing from you.

Yours faithfully
James Lee

Test 2 (Moodle ga oceni samodejno):

Add the appropriate informal phrase or sentence to the formal one.

Dear Mr Lees / Hi James

Thank you for your enquiry. / Good to hear from you.

I am pleased to confirm your reservation for / It's OK for you to have four single rooms and one double-room from the tenth to the fourteenth of August. The price for the single room is €111; the price for the double room is €150, room and breakfast only.
Please let me know if you have any questions or special request. / Tell me if you need anything else.
We look forward to welcoming you in our hotel. / See you in August.

Yours sincerely / Best regards

Agostino Messi

Agostino Messi

Reservation Manager

ENGLISH LANGUAGE LITERACY - LEKCIJA 6

LEKCIJA 6

Title: **VLOGA ZA ZAPOSLOVANJE IN ŽIVLJENJEPIS**

Vsebina učnega načrta za poklicno izobraževanje in usposabljanje v obliki besedila. Vsebina usposabljanja/učenja za dodeljene lekcije. Dolžina: Največ pet strani na lekcijo.

1 Pisanje življenjepisa (CV)

Pisanje dobrega življenjepisa (curriculum vitae) ali življenjepisa (AE) je pomemben del pri iskanju dobre zaposlitve. Kot standardni življenjepis lahko uporabite Europass življenjepis, ki je strukturiran, njegova postavitev in oblika pa sta priznani po vsej Evropi.

Pripravite lahko svoj življenjepis Europass, ki ga najdete na <https://europa.eu/europass/en>.

Osnovna načela za pisanje dobrega življenjepisa

1 Osredotočite se na bistvene stvari

- Delodajalci življenjepis običajno preberejo manj kot eno minuto, preden se odločijo, da ga bodo zavrnil ali uvrstili v ožji izbor za podrobnejšo obravnavo.
- Bodite kratki: dve strani A4 sta običajno več kot dovolj.
- Ali so vaše delovne izkušnje omejene? Najprej opišite svojo izobrazbo in usposabljanje; poudarite prostovoljne dejavnosti in prakse ali pripravništva.

2 Bodite jasni in jedrnat

- Uporabljajte kratke stavke. Osredotočite se na pomembne vidike svojega usposabljanja in delovnih izkušenj.
- Navedite konkretne primere. Navedite svoje dosežke.
- Svoje življenjepise posodablajte glede na svoje izkušnje. Ne oklevajte in odstranite stare informacije, če ne prinašajo dodane vrednosti za delovno mesto.

3 Življenjepis vedno prilagodite delovnemu mestu, na katerega se prijavljate.

- Poudarite svoje prednosti glede na potrebe delodajalca in se osredotočite na spretnosti, ki ustrezajo delovnemu mestu.
- V življenjepis ne vključite delovnih izkušenj ali usposabljanja, ki niso pomembni za prijavo.
- Preden delodajalcu pošljete življenjepis, še enkrat preverite, ali ustreza zahtevanemu profilu.

4 Bodite pozorni na predstavitev svojega življenjepisa

- Svoje spretnosti in kompetence predstavite jasno in logično.
- Na prvo mesto postavite najpomembnejše informacije.
- Bodite pozorni na pravopis in ločila.
- Ohranite predlagano pisavo in postavitev.

5 Po izpolnitvi življenjepisa ga preverite

- Popravite morebitne pravopisne napake ter poskrbite, da bo postavitev jasna in logična.
- Ne pozabite napisati spremnega pisma.

Vir (spremenjen): https://www.eea.europa.eu/about-us/jobs/application/documents/instructions_for_europass_cv.pdf

Struktura življenjepisa

Glavni deli življenjepisa so:

- Osebni podatki
- položaj, za katerega se prijavljate
- delovne izkušnje
- izobrazba in usposabljanje
- Osebne spretnosti
- Dodatne informacije







Predloga življenjepisa Europass

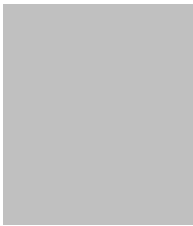
Tukaj je Europassova predloga življenjepisa, ki jo lahko uporabite pri pisanju življenjepisa.



PERSONAL INFORMATION Replace with First name(s) Surname(s)

[All CV headings are optional. Remove any empty headings.]

-  Replace with house number, street name, city, postcode, country
-  Replace with telephone number  Replace with mobile number
-  State e-mail address
-  State personal website(s)
-  Replace with type of IM service Replace with messaging account(s)



Sex Enter sex | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies

**JOB APPLIED FOR
POSITION
PREFERRED JOB
STUDIES APPLIED FOR**

Replace with job applied for / position / preferred job / studies applied for (delete non relevant headings in left column)

WORK EXPERIENCE

[Add separate entries for each experience. Start from the most recent.]

Replace with dates (from - to) Replace with occupation or position held
 Replace with employer's name and locality (if relevant, full address and website)
 ▪ Replace with main activities and responsibilities
 Business or sector Replace with type of business or sector

EDUCATION AND TRAINING

[Add separate entries for each course. Start from the most recent.]

Replace with dates (from - to) Replace with qualification awarded Replace with EQF (or other) level if relevant
 Replace with education or training organisation's name and locality (if relevant, country)
 ▪ Replace with a list of principal subjects covered or skills acquired

PERSONAL SKILLS

Mother tongue(s) Replace with mother tongue(s)

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Replace with language	Enter level	Enter level	Enter level	Enter level	Enter level
Replace with name of language certificate. Enter level if known.					
Replace with language	Enter level	Enter level	Enter level	Enter level	Enter level
Replace with name of language certificate. Enter level if known.					

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
 Common European Framework of Reference for Languages

Communication skills Replace with your communication skills. Specify in what context they were acquired. Example:

- good communication skills gained through my experience as sales manager

Organisational / managerial skills Replace with your organisational / managerial skills. Specify in what context they were acquired. Example:

- leadership (currently responsible for a team of 10 people)

Job-related skills Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired. Example:

- good command of quality control processes (currently responsible for quality audit)

Computer skills Replace with your computer skills. Specify in what context they were acquired. Example:

- good command of Microsoft Office™ tools

Other skills Replace with other relevant skills not already mentioned. Specify in what context they were acquired. Example:

- carpentry

Driving licence Replace with driving licence category/-ies. Example:

- B

ADDITIONAL INFORMATION

Publications Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column.

Presentations

Projects

Conferences

Seminars

Honours and awards

Memberships

References

Example of publication:

- How to write a successful CV, New Associated Publishers, London, 2002.

Example of project:

- Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).

ANNEXES

Replace with list of documents annexed to your CV.

Examples:

- copies of degrees and qualifications;
- testimonial of employment or work placement;
- publications or research.

Source: <https://europa.eu/europass/en>

2 Pisanje pisma za prijavo na delovno mesto

Pismo za prijavo na delovno mesto, znano tudi kot spremno pismo, se pošlje ali naloži skupaj z življenjepisom (CV), ko se prijavljate na delovno mesto. Medtem ko življenjepis vsebuje zgodovino vaših delovnih izkušenj ter opis vaših znanj, spretnosti in dosežkov, v pismu, ki ga pošljete delodajalcu, navedete dodatne informacije o svojih spretnostih in izkušnjah ter pojasnite, zakaj ste usposobljeni za delovno mesto in bi morali biti izbrani na razgovor. S pisanjem pisma za prijavo na delovno mesto imate priložnost, da se delodajalcu predstavite s svojega zornega kota. Lahko naredite dober vtis in vpliv, svoj trenutni položaj, status zaposlitve, svoje delovne izkušnje.

Vir (spremenjen): <https://www.thebalancecareers.com/how-to-write-a-job-application-letter-2061569>

Struktura pisma za prijavo na delovno mesto

Deli pisma za prijavo na delovno mesto so:

- **Naslov**

Pismo s prošnjo za zaposlitev se mora začeti z vašimi in delodajalčevimi kontaktnimi podatki (ime in priimek, naslov, telefonska številka, e-pošta), ki jim sledi datum. Če gre za elektronsko pošto, vključite svoje kontaktne podatke na koncu elektronskega sporočila, za vašim podpisom.

- **Pozdrav**

Če poznate ime naslovnika, začnite pismo z najpogostejšim pozdravom. "Dear Mr/Mrs" in ime zadnje osebe; če imena osebe ne poznate, začnite pismo z "Dear Sir or Madam".

- **Vsebina pisma**

Napisati morate največ tri ali štiri odstavke. V prvem odstavku napišite, za katero delovno mesto se prijavljate in kje ste videli oglas ali ponudbo za delo. V drugem odstavku napišite ustrezne informacije o svojih izkušnjah in dosežkih, ki ustrezajo potrebam bodočega delodajalca. V tretjem odstavku se zahvalite delodajalcu in ponudite nadaljnje informacije.

- **Zaključek**

Pismo v tiskani obliki morate zaključiti z "Yours sincerely" če naslovnika pozdravljate z "Dear Mr/Mrs White" ali "Yours faithfully", če pismo začnete z "Dear Sir or Madam". Ko pišete elektronsko sporočilo, ga lahko zaključite z "Kind regards" ali "Best regards".

- **Podpis**

Če gre za tiskano pismo, ga podpišite in nato vpišite svoje ime. Če gre za elektronsko pošto, vpišite svoje ime, nato pa še svoje kontaktne podatke.

Smernice za pisanje pisma za prijavo na delovno mesto

Dolžina: Prijavno pismo naj ne bo daljše od ene strani. Običajno so trije do štirje odstavki.

Oblika in robovi strani: Prijavno pismo mora biti napisano z enojnim presledkom in presledkom med vsakim odstavkom. Besedilo poravnajte levo, kar je standardna poravnava za večino dokumentov.

Pisava: Uporabite tradicionalno pisavo, kot so Times New Roman, Arial ali Calibri. Velikost pisave naj bo med 10 in 12 točkami.

Vir (spremenjen): <https://www.thebalancecareers.com/how-to-write-a-job-application-letter-2061569>

Vzorec pisma za prijavo na delovno mesto (spremno pismo)

26 Standard Street
Winchester
Wiltshire
WN2 3TS

May 15, 2022
Mrs. Joanne Evans
Personnel Officer
Bakery, Ltd.
1 London Road
Winchester
Wiltshire
WN5 7PT

Dear Mrs. Evans,

I have read your advertisement in today's "Guardian" and I wish to apply for the position of baker in your company.

I am thirty years old and at secondary school I took examinations in English, Maths, Economics, and Biology. Since I left school I have been working as a baker for a small company in London, but for personal reasons I would like to return to my native town. I have had experience in bakery for 14 years, so I am able to become a member of your team and fulfil my duties from the very beginning.

I enclose my curriculum vitae. Please let me know if there is any further information you require.

I look forward to hearing from you.

Yours sincerely,

Jane White (Mrs.)

Enc. Curriculum Vitae

3 Intervju za službo

Ko podjetje potrebuje nove zaposlene, se lahko odloči, da bo nova delovna mesta objavilo v časopisu ali na spletu. Zainteresirane osebe se lahko prijavijo na delovna mesta tako, da pošljejo prošnjo za zaposlitev (spremno pismo) in življenjepis (CV). Podjetje lahko od kandidatov zahteva tudi, da izpolnijo standardni prijavitni obrazec. V podjetju je za zaposlovanje novega osebja odgovoren kadrovski oddelek (HR oddelek). V postopku zaposlovanja novih delavcev kadrovski oddelek izbere najprimernejše prijave in pripravi ožji seznam kandidatov, ki jih povabi na zaposlitveni razgovor. Agencija za zaposlovanje (podjetje za iskanje) lahko izbere primerne kandidate, če jo podjetje najame za zaposlovanje novih zaposlenih.

Razgovor za zaposlitev je strukturiran pogovor, pri katerem se izpraševalec ali skupina izpraševalcev pogovarja s kandidati za zaposlitev, da bi ocenila njihovo primernost (kvalifikacije, delovne izkušnje in veščine) za nova delovna mesta v podjetju.

Obstajajo različne vrste zaposlitvenih razgovorov. Vodja razgovora lahko izbere in izvede vrsto razgovora za zaposlitev, ki mu pomaga najti najboljšega kandidata za delovno mesto. Najpogostejši zaposlitveni razgovor je tradicionalni zaposlitveni razgovor.

Med tradicionalnim razgovorom za zaposlitev se vodja kadrovske službe ali vodja razgovora sreča s kandidatom in se pogovori o njegovi primernosti za delovno mesto tako, da mu postavlja vprašanja o njegovih kvalifikacijah, delovnih izkušnjah in spretnostih.

Razgovor za službo običajno poteka v petih fazah:

- 1) Predstavitev
- 2) pogovor
- 3) Zbiranje informacij
- 4) Vprašanja
- 5) Zaključek

Intervjuvanci so običajno zelo pozorni na strukturo zaposlitvenega razgovora. Pripraviti se morajo na posamezne faze. Kandidati morajo biti na vsako od teh faz razgovora za službo pripravljeni vnaprej. Pripraviti se morajo na vsako fazo, da bodo naredili dober vtis in povečali možnost za zaposlitev na določeno delovno mesto.

Viri (prilagojeni): <https://uk.indeed.com/career-advice/interviewing/types-of-interview>

10 najpogostejših vprašanj na razgovoru

Postavljanje vprašanj in odgovarjanje nanje je najpomembnejši del razgovora za službo. Izpraševalec lahko izpolni manjkajoče informacije o kandidatih ter izve več o njihovi osebnosti in delovnih izkušnjah.

Tukaj je deset najpogostejših vprašanj, ki jih kandidati postavljajo na razgovorih za zaposlitev:

1. Tell me about yourself.
2. What is your greatest strength?
3. What is your greatest weakness?
4. Why should we hire you?
5. What is something positive your boss would say about you?
6. What are your salary expectations?
7. Why are you leaving your current role?
8. What interests you about this position?
9. What are your future goals?
10. Describe a difficult work situation on how you overcame it.

Večina vprašanj je odprtih, njihov namen pa je ugotoviti nekaj osebnega o kandidatih, njihovem značaju ali spretnostih; nekatera vprašanja so namenjena kandidatovemu znanju o podjetju in njegovi sposobnosti opravljanja delovnih nalog. Kandidati se morajo vnaprej skrbno pripraviti in poskušati najti odgovore na ta vprašanja, preden se udeležijo razgovora za službo.

Veščine intervjuja

Če se želijo kandidati za zaposlitev pripraviti na razgovor za službo, morajo razviti in izboljšati svoje spretnosti za razgovor, ki jih lahko razdelimo v dve kategoriji: spretnosti, potrebne za pripravo na razgovor za službo (spretnosti pred razgovorom), in spretnosti, potrebne za interakcijo z osebo, ki opravlja razgovor (spretnosti za razgovor).

Spretnosti pred razgovorom

- 1) **Opravite raziskavo**
- 2) **Preizkusite pogosta vprašanja na razgovoru**
- 3) **Preizkusite vprašanja, ki se nanašajo na delovno mesto**
- 4) **Načrtujte svoja vprašanja**
- 5) **Bodite pripravljeni**

Pred zaposlitvenim razgovorom bi morali kandidati izvedeti več o potencialnem delodajalcu, njegovih ciljih, prednostnih nalogah, potrebah, strukturi podjetja in delovnem mestu, za katerega se potegujejo. Pokazati morajo, kako resno mislijo z delom v tem podjetju. Prebrati morajo spletno stran podjetja ali njegove strani v družabnih medijih in poiskati informacije o samem delovnem mestu. Kandidati lahko vadijo običajna vprašanja na razgovoru in vprašanja za konkretno delovno mesto z nekom drugim, da dobijo povratne informacije o svojem nastopu. Pokazati morajo zanimanje za delovno mesto, biti radovedni glede podjetja in postavljati smiselna vprašanja, povezana s podjetjem ali delovnim mestom.

Spretnosti pri opravljanju intervjujev

- 6) **Pridi zgodaj**
- 7) **Pokažite spoštovanje do vseh**
- 8) **aktivno poslušajte**
- 9) **Zavedajte se govornice svojega telesa**
- 10) **Uporabite metodo STAR**
- 11) **izrazite hvaležnost**
- 12) **preverite svojo uspešnost**

Kandidati naj pridejo vsaj 5 minut prej in naj se počutijo sproščeno in brez stresa. Na kandidate morajo narediti dober vtis, biti vljudni in spoštljivi, se nasmehnuti in deliti povratne informacije. Med razgovorom morajo aktivno poslušati, da bi razumeli, kaj jih sprašujejo, in kako učinkovito odgovarjati na vprašanja. Govorica telesa je pomemben del celotnega vtisa kandidata; imeti mora stik z očmi s spraševalcem, sedeti vzravnan, biti samozavesten in ne živčen, biti odprt in sproščen. Ob koncu razgovora se mora kandidat zahvaliti za čas, ki ga je namenil za srečanje. Po končanem razgovoru naj kandidati pregledajo razgovor za službo; in ocenijo svojo uspešnost.

Vir (spremenjen): <https://uk.indeed.com/career-advice/interviewing/interview-skills>

Učni načrt - Povzetek/načrt vsake učne ure z učnimi izidi in zajetimi vsebinami. En predlog za ocenjevanje in obrazci za ocenjevanje.

NAMEN:

Splošni cilj te lekcije je pripraviti ženske s podeželja na razgovor za službo v angleščini, napisati življenjepis in pismo za prijavo na delovno mesto. Njen namen je tudi izboljšati njihovo znanje angleškega jezika, pisne in komunikacijske spretnosti ter tako postati bolj samozavestne pri uporabi angleškega jezika, ko se potegujejo za zaposlitev.

CILJI:

Cilji te lekcije so:

- zagotoviti informacije o pisanju življenjepisa.
- usmeriti udeležence, kako napisati pismo za prijavo na delovno mesto.
- izvedeti, kako se pripraviti na razgovor za zaposlitev.

Učni izidi:

Udeleženci bodo znali napisati življenjepis in prošnjo za zaposlitev. Znali bodo uspešno komunicirati v angleščini, se pripraviti na razgovor za službo, poslušati in odgovarjati komisiji za razgovor, govoriti o svojih delovnih izkušnjah, izobrazbi, načrtih za prihodnost itd.

Vsebina: Vaje na naslednjih področjih:

1. Pisanje življenjepisa

Osnovna struktura življenjepisa, osnovna pravila za pisanje življenjepisa.

2. Pisanje pisma za prijavo na delovno mesto

Osnovna struktura pisma za prijavo na delovno mesto. Besedišče in fraze, ki se v njem uporabljajo.

3. Razgovor za službo

Besedišče, dejavnosti za poslušanje in govorjenje (primeri zaposlitvenih razgovorov, igre vlog itd.)

- Ocenjevanje: Ocenjevanje: opravljeno - neopravljeno

Vaje in testi/kvizi: samodejno ocenjeni (Moodle). V vrstici napredka mora biti prikazano, na kateri stopnji lekcije se udeleženelec nahaja.

Podporno gradivo za lekcijo - ne. 1 vaja na lekcijo, študije primerov, bibliografija/sitografija, dodatna literatura in uporabni viri, testi, kvizi

Vaja 1:

Orisla 1
Ete
nezodpovedané

Read the text and fill in the correct verb into the gaps.

Applying for a job

These days, many applicants their curriculum vitae speculatively to companies they would like to . In other words, they do not an advertised job, but hope the employer will be interested enough to their CV on file and contact them when they have a vacancy. When replying to an advertisement, candidates often an application form and a cover letter. The employer will then invite the best candidates to an interview. Sometimes candidates will psychometric test before the interview to their mental ability and reasoning skills. These days, it is normal for successful candidates to have to a probationary period in a company. This is usually three or six months; after that, they are offered a permanent post.

Source (modified): Cotton, D. et al, 2010, Market Leader Intermediate, 3rd ed.

work for write keep take assess apply for fill in work submit attend

Test 1:

Orisla 1
Ete
nezodpovedané

Read the job application letter (cover letter) as an email and fill in the missing words into the text.

Subject: Graphic Designer Position

Dear Ms. Richardson,

Please attached my application for the Graphic Designer position you on the McGill CaPS website. I have both my C.V. and cover letter.

If you encounter any difficulties, or further information, please do not to contact me at 514-987-6543.

Thank you for my application.

Sincerely,

Serena Fox

advertised hesitate find enclosed considering require

Test 2:

Orisla 1
Ete
nezodpovedané

Read the sentences and fill in the gaps with the appropriate words.

- 1 A well-prepared does well at any job interview.
- 2 What is your present annual ?
- 3 Could you explain to me what of the job are?
- 4 When you retire, you will receive a good .
- 5 All job applications are handled by the department.
- 6 First, you need to a form.
- 7 The applicants will be interviewed by a of three managers.
- 8 A British company will ask you to send a with your job application letter.
- 9 She has been working part-time for three years, so now she is looking for a job.
- 10 I am looking for a new in my future job.

Human Resources responsibilities curriculum vitae board full-time candidate pension salary fill in challenge

**Koristni viri za nadaljnje samostojno učenje:
Na voljo je veliko tiskane in spletne literature o danih temah. Tukaj je nekaj nasvetov.**

Internet

KA202: Strategic Partnerships in the Field of Vocational Education and Training
Project number: 2020-1-SI01-KA202-075891

- YouTube: Writing a CV at <https://www.youtube.com/watch?v=rCbPDFO7MfQ>
- YouTube: How to write a perfect CV at <https://www.youtube.com/watch?v=PX8PfCBXell>
- YouTube: How to write a perfect cover letter at <https://www.youtube.com/watch?v=WmWtK3iZYw0>
- YouTube: How to Write an Amazing Cover Letter in 2022 at <https://www.youtube.com/watch?v=tlfeKhZ556A>
- YouTube: BEST Cover Letter Tips for Career Changers at <https://www.youtube.com/watch?v=wWs-zl8zRpU>

Tiskani viri:

- Whitmore, Tracey. 2022. How to Write an Impressive CV and Cover Letter: A Comprehensive Guide for Jobseekers. Robinson.
- McGrimmon, Lisa. 2014. The Resume Writing Guide: A Step-by-Step Workbook for Writing a Winning Resume.
- Clay, Dan. 2018. How to Write a Perfect Resume: Stand Out, Land Interviews, and Get the Job you Want.
- McKee, Peggy. 2017. How to Answer Interview Questions: 101 Tough Interview Questions.
- Wilkerson, Denise; Wilkerson, Randy. 2020. Interview with Desire and Get Hired! How to Ace the Interview, Self Yourself & Get Your Dream Job.
- Bolles, Richard N., Brookes, Katharine. 2020. What Color Is Your Parachute? Job-Hunter's Workbook, Sixth Edition: A Companion to the World's Most Popular and Bestselling Career Handbook.
- Bolles, Richard N., Brookes, Katharine. 2022. What Color Is Your Parachute? 2022: Your Guide to a Lifetime of Meaningful Work and Career Success.

Različica za učitelje:

Ključ za odgovore na vaje (samodejno):

Vaja 1 (Moodle jo oceni samodejno):

Read the text and fill in the correct verb into the gaps.

Applying for a job

These days, many applicants **submit** their curriculum vitae speculatively to companies they would like to **work for**. In other words, they do not **apply for** an advertised job, but hope the employer will be interested enough to **keep** their CV on file and contact them when they have a vacancy. When replying to an advertisement, candidates often **fill in** an application form and **write** a cover letter. The employer will then invite the best candidates to **attend** an interview. Sometimes candidates will **take** a psychometric test before the interview to **assess** their mental ability and reasoning skills. These days, it is normal for successful candidates to have to **work** a probationary period in a company. This is usually three or six months; after that, they are offered a permanent post.

Source (modified): Cotton, D. et al, 2010. Market Leader Intermediate, 3rd ed..

Test 1 (Moodle ga oceni samodejno):

Otázka 1
Odpověď byla
uložena

Read the job application letter (cover letter) as an email and fill in the missing words into the text.

Subject: Graphic Designer Position

Dear Ms. Richardson,

Please attached my application for the Graphic Designer position you on the McGill CaPS website. I have both my C.V. and cover letter.

If you encounter any difficulties, or further information, please do not to contact me at 514-987-6543.

Thank you for my application.

Sincerely,
Serena Fox

Test 2 (Moodle ga oceni samodejno):

Otázka 1
Odpověď byla
uložena

Read the sentences and fill in the gaps with the appropriate words.

- 1 A well-prepared does well at any job interview.
- 2 What is your present annual ?
- 3 Could you explain to me what of the job are?
- 4 When you retire, you will receive a good .
- 5 All job applications are handled by the department.
- 6 First, you need to a form.
- 7 The applicants will be interviewed by a of three managers.
- 8 A British company will ask you to send a with your job application letter.
- 9 She has been working part-time for three years, so now she is looking for a job.
- 10 I am looking for a new in my future job.

PISMENOST V ANGLEŠKEM JEZIKU - LEKCIJA 7

Naslov: **GOVORNE SPRETNOSTI - POSLOVNO KOMUNICIRANJE**

Vsebina učnega načrta VET v obliki besedila

1. Učinkovito poslušanje

Kako učinkovito poslušati:

- Poskusite uganiti pomen iz konteksta.
- Pozorno poslušajte.
- Če ne razumete, prosite govorce, naj ponovi povedano.
- Govorca ne prekinjajte.
- Uporabljajte signalne besede in besedne zveze.

Signalizirajte z besedami in frazami, ki kažejo, da poslušate:

- Uhm..
- Yes, I see.
- I can imagine.
- Tell me more about it.
- What do you think about...?
- Do you agree?
- What's your opinion?

Telesna govorica:

- Ohranite očesni stik.
- Zrcalite geste ali mimiko govorca.
- Ne prekrizajte nog ali rok - to kaže na nestrinjanje, obrambo ali strah.

2. Govorne dejavnosti

Najprej določite cilj pogovora. Lahko je eden od teh:

- za izmenjavo informacij,
- zaprositi za informacije,
- za nakup/prodajo izdelkov,
- prepričati nekoga,
- za predstavitev izdelkov,
- da nekoga poučite, kako uporabljati stroj ali orodje,
- poučiti nekoga, kako naj opravi določeno dejavnost,
- se pogajati (o ceni ali pogojih),
- vodenje pogovora,
- za sprejem gostov,
- sprejeti/odkloniti ponudbo,
- sodelovati na razgovoru za službo.

Preučite naslednje kratke pogovore:

Prodajalec (S.A.) in stranka (C):

S.A.: Hello, welcome. What would you like?

C: Oh, hello. I am here on holiday and I am looking for a gift for my parents. I was wondering whether you sell any local homemade products?

S.A.: Yes, we have homemade jams and honey, and we also make our own hand cream with herbs.

C: That's interesting. Maybe I'd buy this honey for my father and a hand cream for my mother. Which one do you recommend?

S.A.: If she has normal skin, I would recommend this one with buckthorn, but if she has drier skin, I'd go for that one with almonds and cherry blossom.

C: OK, so I'll take the latter. How much is it?

S.A.: So the honey costs 9 Euros and the cream 5 Euros. The total price is 14 Euros.

C: Here you are, 15 Euros. Keep the change.

S.A.: Thank you very much and enjoy the rest of your holiday!

C: Thank you, bye!

Receptor (R) na kmetiji in gost (G):

R: Good morning, this is Wonderful Vacancies, Kelly Jones speaking. How can I help you?

G: Good morning, James White speaking. I looked up your bed and breakfast and I would like to book one room for three nights from this Sunday to Wednesday. Do you have anything available?

R: Wait a minute, Mr White, and I will check. Yes, we have three rooms available. How many people will there be, please?

G: Oh, just two. I am travelling with my wife.

R: OK, so that's one en-suite double room with a balcony, including breakfast. The total price including local tax is 210 €, is that OK for you?

G: Yes, thank you. When and how do I pay you?

R: We have a free cancellation policy, however, you need to pay 50 € as a deposit. I will send you the details by email if you give me your email address.

G: Oh, sure. It's j.white@gmail.com.

R: Let me write it down - j.white@gmail.com. OK, thank you very much. So let me just read it all back to you. You are booking one double room for three nights from Sunday 5 September until Wednesday 8 September for two adults. Is that correct?

G: Yes, exactly. So, you are going to send me an email?

R: Yes, I will send you a email with payment instructions and booking confirmation in a few minutes. Please, check your spam folder, too. In case you have any additional questions, you can contact me anytime on my email or on this telephone number. I will be happy to help you.

G: That's very kind of you, you are very helpful. Thank you very much. Goodbye.

R: We are looking forward to welcoming you here on Sunday, Mr White. Goodbye.

Dva kmeta rešujeta težavo pri delu

F1: So, what should we do with this cow? I think she's going to calve.

F2: Oh yes, I can see she is struggling. What's the problem?

F1: I guess the calf is in the wrong position.

F2: Hmm, I've never seen a cow lying on her side like this. It looks serious.

F1: Yes, I agree. I think we need to call a vet.

F2: Exactly what I was thinking. Do you have her phone number?

F1: No, I don't. But I'll ask Frank, I'm sure he has it. Will you stay with the cow while I'm away?

F2: Sure. And bring some hot water with you when you arrive. I guess we'll need it.

F1: OK. I'm off now.

3. Razvoj besedišča (besede in besedne zveze, ki se uporabljajo v ustnem sporazumevanju)

Upoštevajte stopnjo formalnosti - govorite s stranko, sodelavcem ali šefom? Uporabo besedišča prilagodite razmeram.

Primeri:

NEURADNI

Can you...?

I want to...

Sure.

No way.

URADNI

Could you, please?

I would like to...

Certainly.

I am afraid that is not really possible.

Fraza, ki jo uporabite, ko ne razumete:

- Sorry, I didn't quite catch that. Can you repeat it, please?
- Would you say it one more time, please?
- Would you please send it to me by email to confirm? Thank you.
- Could I read that back to you?
- Could you speak more slowly, please? Thank you.

Učni načrt

NAMEN::

Namen te lekcije je podati splošen pregled formalnega in neformalnega sloga ustnega poslovnega sporazumevanja, obogatiti besedišče in izboljšati govorne spretnosti, ki so potrebne za poslovno sporazumevanje in s tem spodbujanje poslovanja in prodaje izdelkov.

Cilji:

Cilji te lekcije so:

- izboljšanje govornih in komunikacijskih spretnosti v angleščini v različnih situacijah (npr. pogajanja, sprejemanje obiskovalcev, pogovori, vabljenje, sprejemanje ali zavračanje ponudbe itd.)
- spoznavanje ustreznega sloga in besedišča v različnih situacijah.

Učni izidi:

Udeleženci bodo znali učinkovito komunicirati v angleščini v različnih situacijah, se pogajati s potencialnim poslovnim partnerjem, uspešno promovirati in oglaševati svoje podjetje in izdelke ter postavljati in odgovarjati na poslovna vprašanja in se pogovarjati.

Vsebina: Vaje na naslednjih področjih:

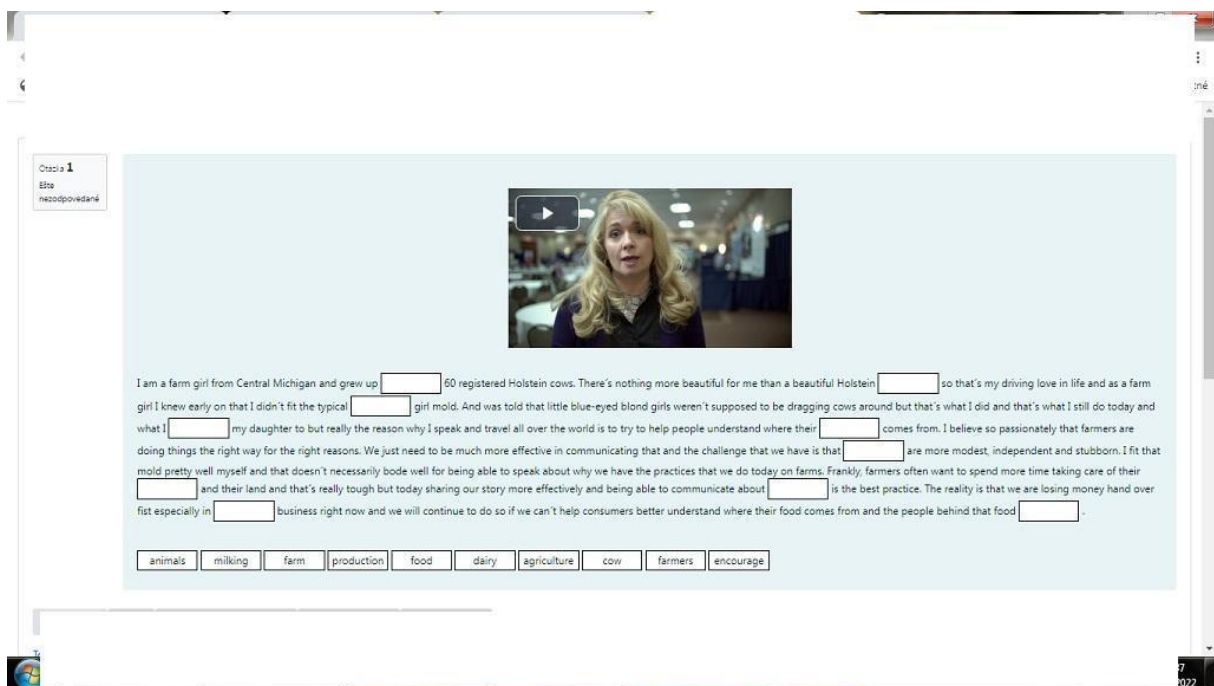
1. Učinkovito poslušanje
2. Govorne dejavnosti
3. Razvoj besednega zaklada (besede in besedne zveze, ki se uporabljajo v ustnem sporazumevanju)

Vključena bo tudi različica za učitelje in vodje usposabljanja.

Podporno gradivo za lekcijo

Različica za učitelje:

E1



Ozci 1
Ešte nezodpovedana

I am a farm girl from Central Michigan and grew up 60 registered Holstein cows. There's nothing more beautiful for me than a beautiful Holstein so that's my driving love in life and as a farm girl I knew early on that I didn't fit the typical girl mold. And was told that little blue-eyed blond girls weren't supposed to be dragging cows around but that's what I did and that's what I still do today and what I my daughter to but really the reason why I speak and travel all over the world is to try to help people understand where their comes from. I believe so passionately that farmers are doing things the right way for the right reasons. We just need to be much more effective in communicating that and the challenge that we have is that are more modest, independent and stubborn. I fit that mold pretty well myself and that doesn't necessarily bode well for being able to speak about why we have the practices that we do today on farms. Frankly, farmers often want to spend more time taking care of their and their land and that's really tough but today sharing our story more effectively and being able to communicate about is the best practice. The reality is that we are losing money hand over fist especially in business right now and we will continue to do so if we can't help consumers better understand where their food comes from and the people behind that food .

animals milking farm production food dairy agriculture cow farmers encourage

T1

Číslo 1
Éste
nezodpovedané

Ms. Jane Lee
12 Abbey Road
London NW3 1BP

April 19, 2022

Dear Ms. Lee

I write to 20 rakes you had advertised on your . I believe this product is still on .

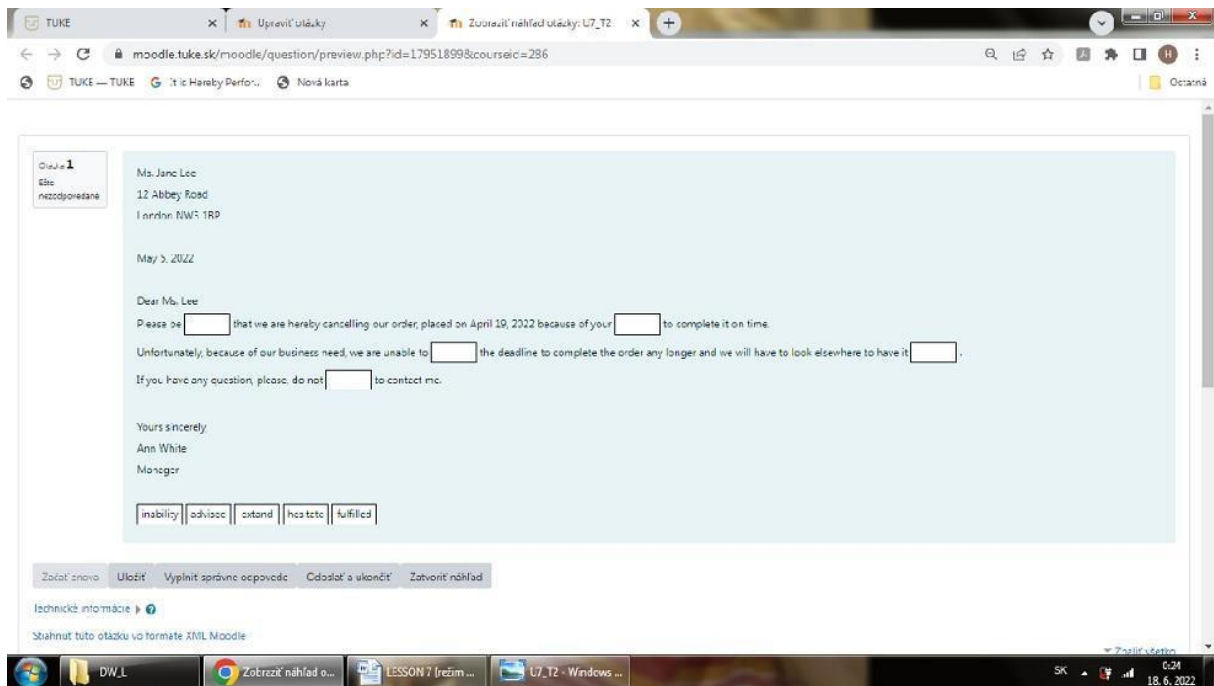
I will be glad if I can receive these products before the end of the month. this order to our .

We look forward to doing business with you.

Yours sincerely
Ann White
Manager

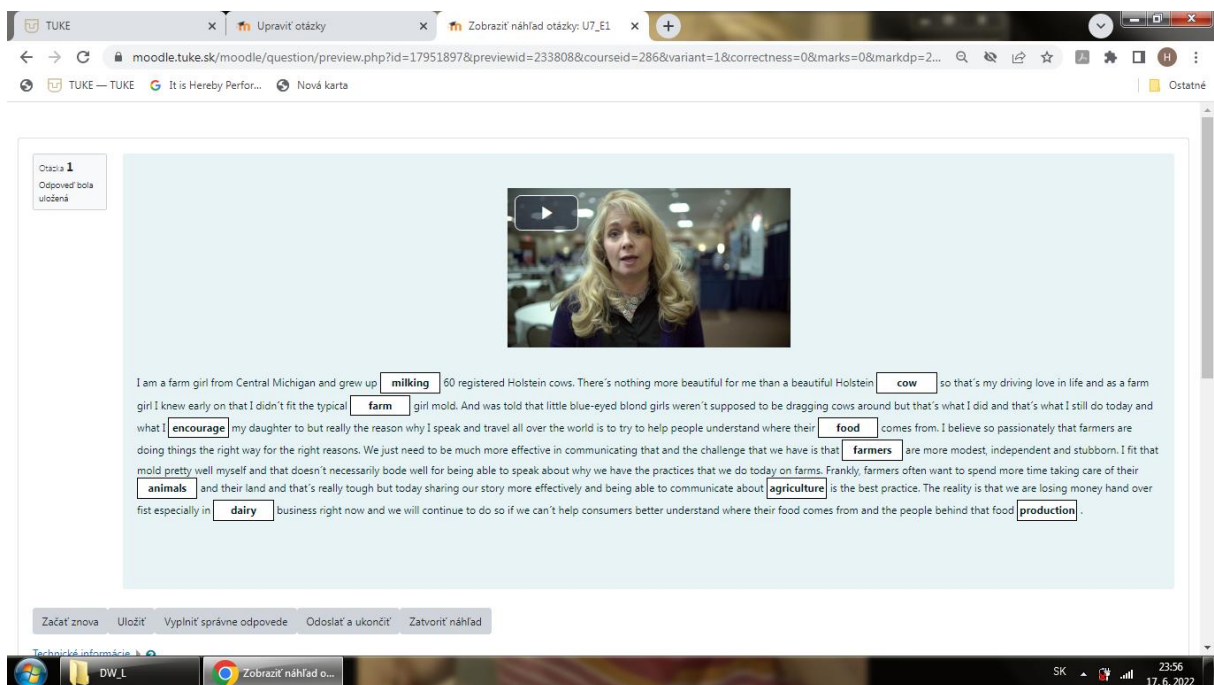
order account offer charge webside

T2

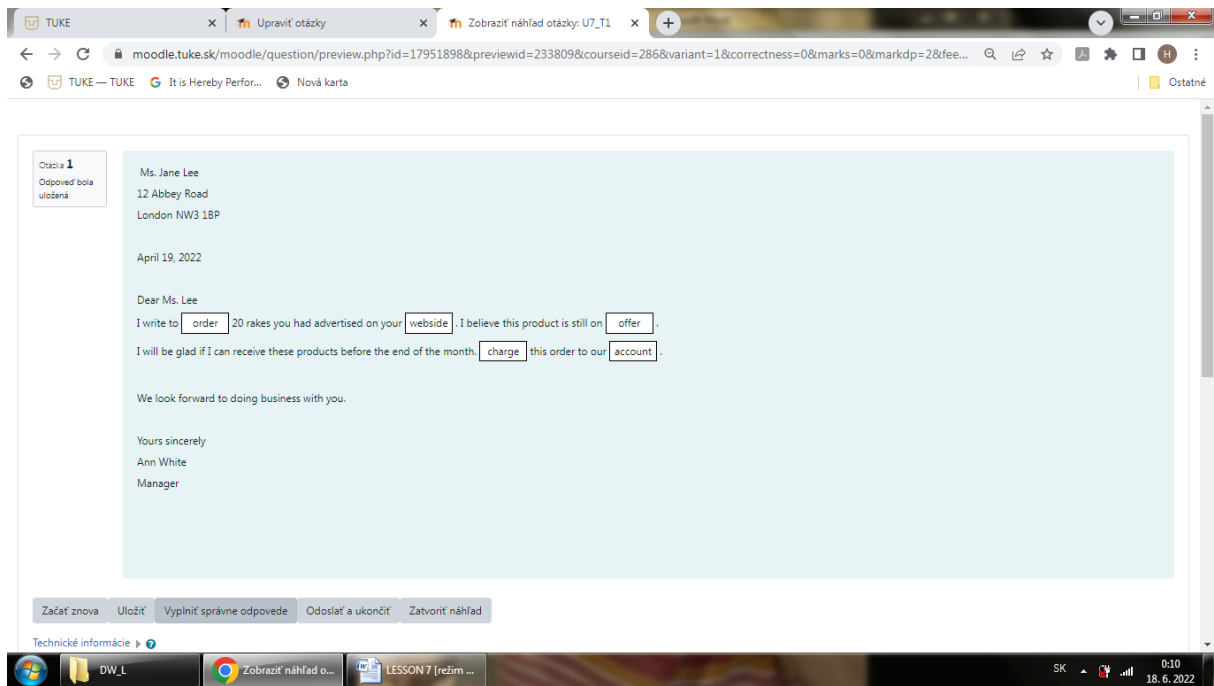


Answer key to exercises (automatic):

E1



T1



The screenshot shows a Moodle question preview page. The question is a business letter with several words missing, indicated by boxes. The letter is from Ann White, Manager, to Ms. Jane Lee. The missing words are: order, website, offer, charge, and account. The letter text is as follows:

Ms. Jane Lee
12 Abbey Road
London NW3 1BP

April 19, 2022

Dear Ms. Lee

I write to 20 rakes you had advertised on your . I believe this product is still on .

I will be glad if I can receive these products before the end of the month. this order to our .

We look forward to doing business with you.

Yours sincerely
Ann White
Manager

Below the letter, there are buttons: Začiat' znova, Uložit', Vyplnit' spravne odpovede, Odoslat' a ukončit', and Zatvorit' náhľad. At the bottom of the browser window, the taskbar shows DW_L, Zobrazit' náhľad o..., and LESSON 7 [režim ...]. The system tray shows SK, signal strength, and the date 18. 6. 2022.

T2

Upraviť otázky x Zobrazit' náhľad otázky: U7_T2 x +

← → ↻ 🔒 moodle.tuke.sk/moodle/question/preview.php?id=17951899&previewid=233811&courseid=286&variant=1&correctness=0&marks=0&markdp=2&fee... 🔍

🏠 TUKE — TUKE 🌐 It is Hereby Perfor... 🔄 Nová karta

Otázka 1
Odpoveď bola uložená

Ms. Jane Lee
12 Abbey Road
London NW3 1BP

May 5, 2022

Dear Ms. Lee

Please be **advised** that we are hereby cancelling our order, placed on April 19, 2022 because of your **inability** to complete it on time.

Unfortunately, because of our business need, we are unable to **extend** the deadline to complete the order any longer and we will have to look elsewhere to have it **fulfilled**.

If you have any question, please, do not **hesitate** to contact me.

Yours sincerely,
Ann White
Manager

Začať znova Uložiť Vyplniť správne odpovede Odoslať a ukončiť Zatvorit' náhľad

Technické informácie [?](#)

Stiahnuť túto otázku vo formáte XML Moodle

🌐 DW_L 🌐 Zobrazit' náhľad o... 🖥️ U7_T2_key - Wind... 📄 LESSON 7 [režim ...

