

K E Y

English 1, semester 1, Autumn 2004

**Assignment 3/6 – deadline: Tuesday, 23 November 2004 (to be collected in seminars)**

Review – Unit 3

**I. Vocabulary** (20 pts.)

*Translate into English.*

1. hovor na účet volaného – **transferred charge call / collect call**
2. příjem zakázky – **receipt of order**
3. prudké zvýšení počtu – **a rapid increase/rise in the number (of)**
4. spoléhat se na označení na obalu – **to rely on the labelling on the wrapping/packing**
5. spotřební zboží – **consumer goods**
6. vyhnout se používání rozkazů – **to avoid using orders/imperatives**
7. požádat o svolení - **to ask permission**
8. zlepšit výkon - **to improve performance**
9. bezprostředně poté - **immediately afterwards**
10. záloha - **deposit/advance**

**II. Prepositions** (10 pts.)

*Fill the gaps with suitable prepositions or adverbials, if necessary.*

1. Please phone \_ \_ Robert Grant **on** 029 567 8678 if you have any problems.
2. Who do you want to talk **to**?
3. Say right away what you are calling **about**.
4. Hold **on** a moment, please.
5. If you are interested **in** our products, please fill **in/out** the order form.
6. Comment **on** the text you have read.
7. We couldn't see \_ \_ each others' faces well.
8. Would you like me to call a taxi **for** the airport?

**III. Grammar** (20 pts.)

*Put the verbs in brackets into the correct forms. Add auxiliary verbs, prepositions or particle to where necessary.*

1. I **have been thinking about** your idea for days now, but I still don't know whether I shall join you.
2. What is so difficult **about making** calls in English?
3. Unless someone **agrees to check** the figures by the end of month, we **will refuse to sign** the contract.
4. Our offices **are being cleaned** at the moment.

**IV. Translation** (20 pts.)

*Translate the following sentences into English.*

1. Šéf nebude zpátky dřív než po půl druhé; mám něco vyřídit?

**The boss will not be back until after half past one; shall I take a message?**

2. Zásilka, na kterou jste dlouho čekali, se právě vykládá.

**The shipment you have been waiting for so long is being unpacked now.**

3. Bere někdo telefony, když jsi teď s kolegyní na obědě?

**Is anyone answering the phone(s)/taking your calls while you are at lunch with your colleague?**

4. Poté, co jste navrhl schůzku, ujistěte se, že druhá osoba plně pochopila váš úmysl.

**After you have proposed an appointment, make sure that the other person has fully understood your intention.**

**Total: 70 points**