

Definitions:

1. Information or facts about a particular subject that someone else has collected... data
2. An accepted method and order of doing something in a formal situation...procedure
3. Sets of programs put into a computer to perform particular... software
4. Computer machinery and equipment... hardware
5. To collect information, ideas... gather

Sentences:

1. V niektorých kultúrach nie je pýtanie sa priamou otázkou považované za zdvorilé.
2. Potrebuješ požiadať zamestnanca, aby ťa nahradil na jeden deň na obchodnej výstave.
3. Nepoužívajte firemné počítače pre aktualizáciu svojho blogu.

Phrases:

1. Robiť zmeny
2. Odzbrojujúca úprimnosť
3. Napadnúť/ osočiť niekoho
4. Okamžité uspokojenie
5. Zverejniť niečo na internete
6. Etický kódex
7. Žiadať hlásenie
8. Znížiť výdavky
9. Elektronický prístroj

Prepositions:

1. to speed st.
2. to spy ... sb.

3. Objective ... st.
4. To give st.
5. Harch ... sb.
6. Enhanced ... sb.

Questions:

1. Peter played football yesterday, ?
2. I´m beautiful and smart, ?
3. Where are you from? I´d like to know.... ?
4. What´s the mater? Please tell me, ?
5. It´s cold outside, ?
6. I bet you hate me,?

ANSWERS:

Definitions:

1. **Data**
2. **Procedure**
3. **Software**
4. **Hardware**
5. **Gather**

Sentences:

1. **In some cultures it is not considered polite to ask direct questions**
2. **You need to ask an employee to replace you for one day at a trade show.**
3. **do not use company´s computers to update your blog**

Phrases:

1. **make modifications**
2. **disarming honesty**

3. **to take a swipe at**
4. **instant satisfaction**
5. **to put st. on the internet**
6. **code of conduct**
7. **demand a report**
8. **reduce spendings**
9. **electronic device**

Prepositions:

1. **up**
2. **on**
3. **of**
4. **away**
5. **on**
6. **by**

Questions:

1. **didn't he**
 2. **aren't I**
 3. **where are you from**
 4. **what the matter is**
 5. **isn't it**
 6. **don't you**
-

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U4 Mock Test with answer key:

1. Nasycený trh –
2. Nadbytečné pracovní místo –
3. Zahájit jednání o možné spolupráci –
4. Odborový předák –
5. Vyšetřování nedovolené finanční machinace –
6. Mít podezření, že nadřízený nedodrží pokyny
7. Zvěsti o průmyslové špionáži v oddělení lidských zdrojů

Explain these definitions in English:

Intranet -

Business intelligence -

Answer key

1. Saturated market
2. Redundancy
3. Start negotiations about possible cooperation
4. Trade union representative
5. Investigation of financial misconduct
6. To suspect, that supervisor is not following instructions
7. Rumors about industrial espionage in Human resources department

Intranet - a local or restricted computer network

Business intelligence –collection of information through public sources, such as newspaper, magazines and databases

Ondřej Sikora

U4 - MOCK TEST

- 1) Phrases
 - a. Využít příležitosti –
 - b. Umožnit přístup k seznamu zaměstnanců –
 - c. Sbírat informace –
 - d. Přetížit systém –
 - e. Slabá stránka zabezpečení –
 - f. Řídit se pokyny –
 - g. Dohodnout si schůzku s někým –
 - h. Mimořádná schůze –
 - i. Narazit na odpor –
 - j. Dospět k závěru –

- 2) Sentences to be translated into English
 - a. Tato firma je známá pro své utkvělé hledání dokonalosti. –
 - b. Informační technologie zvyšují výkon společnosti. –
 - c. Jak těžké je řídit intranet? –
- 3) Prepositions
 - a. What are main benefits of real-time enterprise?
 - b. Put information on the internet
 - c. What is your position in your company?
 - d. How many people work in your department?
 - e. Who contacted you about the new software?
 - f. Could I ask you for some advice on this?
 - g. What are the main security issues with the intranet?
- 4) Definitions
 - a. A local or restricted computer network, a private or corporate network that uses Internet protocols – intranet
 - b. Somebody whose job is to oversee and guide the work or activities of group of other people – supervisor
 - c. People considered as a significant asset of a business or other organization; manpower – human resources
 - d. The person who is chosen to preside over a meeting, to conduct its proceedings, and who occupies the chair of seat provided for this function - chairman
- 5) Grammar exercise
 - a. Let's go for a walk, *shall we / let's we?*
 - b. You're tired, *are / aren't you?*
 - c. You wouldn't tell anyone, *should / would you?*
 - d. Don't drop that vase, *do / will you?*
 - e. Jack's on holiday, *is / isn't he?*

ANSWER KEY

- 6) Phrases
 - a. Využít příležitosti – to exploit an opportunity
 - b. Umožnit přístup k seznamu zaměstnanců – to give access to staff directory
 - c. Sbírat informace – to gather information
 - d. Přetížit systém – to overload system
 - e. Slabá stránka zabezpečení – security weakness
 - f. Řídit se pokyny – to follow instructions
 - g. Dohodnout si schůzku s někým – to arrange a meeting with sb.
 - h. Mimořádná schůze – emergency meeting
 - i. Narazit na odpor – to meet with opposition
 - j. Dospět k závěru – to reach a conclusion
- 7) Sentences to be translated into English
 - a. Tato firma je známá pro své utkvělé hledání dokonalosti. – This company is known for its obsessive quest for perfection.
 - b. Informační technologie zvyšují výkon společnosti. – Information technologies improve a performance of company.
 - c. Jak těžké je řídit intranet? – How difficult is to manage intranet?
- 8) Prepositions
 - a. What are main benefits of real-time enterprise?
 - b. Put information on the internet

- c. What is your position at your company?
- d. How many people work in your department?
- e. Who contacted you about the new software?
- f. Could I ask you for some advice about this?
- g. What are the main security issues for the intranet?

9) Definitions

- a. A local or restricted computer network, a private or corporate network that uses Internet protocols – Intranet
- b. Somebody whose job is to oversee and guide the work or activities of group of other people – Supervisor
- c. People considered as a significant asset of a business or other organization; manpower – Human resources
- d. The person who is chosen to preside over a meeting, to conduct its proceedings, and who occupies the chair of seat provided for this function - Chairman

10) Grammar exercise

- a. Let's go for a walk, shall we / let's we?
- b. You're tired, are / aren't you?
- c. You wouldn't tell anyone, should / would you?
- d. Don't drop that vase, do / will you?
- e. Jack's on holiday, is / isn't he?

U4 – MOCK TEST

Martin Čtvrtníček

Translate into English:

- 1) Využít příležitost
- 2) Hledání čeho, pátrání po čem, hon za čím
- 3) Dodavatelský řetězec

- 4) Slučovat se s cílem, odpovídat cíli

- 5) Mzdový balíček

- 6) Bezpečnostní prověrka

- 7) Mimořádná schůze

- 8) Dělat změny/úpravy

- 9) Dospět k názoru

- 10) Informace je klíčový zdroj pro moderní firmy.

- 11) Cílem je sledovat všechno v reálném čase.

Prepositions:

- 1) He went to England ____ two weeks.
- 2) I will go to school ____ 5 o'clock.
- 3) This is the area characterized ____ features.
- 4) A piece of paper lies ____ the floor.
- 5) We met him ____ the meeting.

Definitions:

- 1) Intranet
- 2) Supervisor
- 3) Human resources
- 4) Business intelligence

Questions (Rewrite the following sentences):

- 1) Where is the meeting? – I wonder where
- 2) What is on the lunch? – I don't know what
- 3) Who is the chairman? – I know who
- 4) Where did she go? – I don't know where
- 5) How can we establish the rules? – I wonder how

Key:

Into English:

- 1) to exploit an opportunity
- 2) quest for st
- 3) supply chain
- 4) to match an objective
- 5) remuneration package
- 6) security review
- 7) emergency meeting
- 8) to make modification
- 9) to reach a conclusion
- 10) Information is a key resource for modern businesses.
- 11) Aim is to monitor everything in real time.

Prepositions:

- 1) for
- 2) at
- 3) by
- 4) on
- 5) at

Definitions:

- 1) intranet - a local restricted computer network; a private or corporate network that uses Internet protocols
- 2) supervisor – somebody whose job is to oversee and guide the work or activities of a group of other people
- 3) human resources – people (personnel or workers) considered as a significant asset of a business or other organization; manpower
- 4) business intelligence – a broad category of applications and technologies for gathering, storing, analyzing, and providing access to data to help enterprise users make better business decision

Questions:

- 1) where the meeting is.
- 2) is on the lunch.
- 3) is the chairman.
- 4) she went.
- 5) we can establish the rules.