

UNIVERSITY STUDY VOCABULARY

SECONDARY SCHOOL	UNIVERSITY
lesson/class	lecture seminar
classroom	lecture hall seminar room
subject	course
Headmaster	a/mandatory (compulsory) b/optional Rector Vice Rector
Teacher	Professor Associate Professor Senior Lecturer
Headmaster	FACULTY Dean Vice Dean Head of Department
	e.g. Department of Physics

UNIVERSITY DEGREES

SLOVAK	ANGLO-AMERICAN
1 st degree Bc.	BSc. (Bachelor of Science)/ BEng. (Bachelor of Engineering) B.A. (Bachelor of Arts)
2nd degree Ing.	MSc. (Master of Science)/MEng. (Master of Engineering)

Mgr.	M.A. (Master of Arts)
3rd degree PhD.	PhD. (Doctor of Philosophy)

Article Use

In English two articles are used:

a/an - indefinite article - **in singular only** (the original meaning was "one"). Its counterpart in plural is **zero article**.

the - definite article - **in singular and in plural**

- Indefinite article **a** is used before words that **start with a consonant** - e.g. a **h**ouse, a **l**arge house, a **d**river (but **an** hour-pronunciation)
- Indefinite article **an** is used before words that start with a vowel - e.g. an **e**ngineer, an **o**ld house (but **a** university, **a** usual thing - pronunciation)

A/an

- A/an is used to say what job a person does**

My father is **a doctor**. Compare: Some members of my family are **doctors**. (zero article in plural)

Sandra is **an actress**. These two girls are **actresses**.

- is used to say what something is used as**

This circuit is used as **an amplifier**. Compare: **Amplifiers** are used to make weak signals stronger. (zero article in plural)

- A/an also means "any example of something".**

A dog is man's best friend.

A good car is usually expensive.

- A/an is used if we don't know exactly who or which.** In plural we use some or zero article.

A young lady called when you were away. (some, we don't know which one). Compare: **Some young ladies** wanted to see you when you were out.

Judith married **a doctor**. (some, we don't know which one) Compare: They both married **doctors**.

PLEASE REMEMBER

- We don't use a/an with uncountable nouns** - we can't say *a snow, *a water
- A/an is often used after quite, rather, such** e.g. such a nice day

The

- The** means "you know which one I mean".

E.g. I've got a TV set and a DVD player at home, but **the** DVD player isn't working at the moment. (it's the DVD player I've mentioned before)

Close **the** door please. (we mean the door in the room we're in)

- We often use **the** with **only or** with **superlatives**.
It's **the best** pub in town.

John is **the only** friend he has.

But compare: It's **best** to take a train. (best isn't followed by any noun, i.e. **no article** is used before it)
and also This is **the best** I can do for you. (the superlative in this sentence is used as a noun)

PLEASE REMEMBER

- We do not use **the** in generalisations with plural and uncountable nouns

Compare:

I like tea (not *the tea). (I like tea in general) This is the tea I like. (I like this sort of tea)

- **The** is used in generalisations with singular countable nouns to talk about the whole class of things. This is common in scientific and technical language
e.g. Who invented **the telescope**?

The cell phone has been widely used in Slovakia since mid 90s.

Using the and zero article - special cases

Zero article is used in some frequently used phrases after a preposition:

- to/at/from university, college, school, **but compare**

Bernard goes to school in Birmingham (he goes to school to study).

Bernard's father was invited to **the school** by Bernard's class teacher. (Bernard's father went to the school to get some information about his son).

This also applies to the nouns such as hospital, church, prison etc.

- in/to hospital, church, prison
- at/from home, work
- by car, bus, plane, but also pay by cheque, invoice, credit card
- at night, but in the morning, evening
- at/to/after lunch, breakfast, dinner
- at Easter, Christmas
- in summer, spring, autumn, winter

Zero article is used

- before the names of most countries and continents - Europe, Slovakia, Austria, but **the Netherlands**

- before the names of regions - Texas, Essex, Normandy
- before the names of towns - Bratislava, Vienna, **but the Hague**
- before the names of streets - Downing Street, Lexington Avenue
- before the names of lakes and mountains - Lake Erie, Mont Blanc
- **in a combination of a town and institution name or building** - London University, Gatwick Airport

The is used

- before the **official** names of countries - **the Slovak Republic**, the United States
- before the names of oceans, rivers and deserts - the Pacific Ocean, the Danube, the Kalahari Desert
- before the names of mountain ridges and archipelagos - the Tatras, the British Isles
- before the names of most geographical regions - the Middle East, the Indian Subcontinent
- before the names of **hotels and cinemas** - the Sheraton, the Odeon

PRESENT PERFECT VS PAST SIMPLE

PRESENT PERFECT TENSE

Present Perfect is a "bridge" between the past and the present. It is used

- **to describe an action that started in the past and continues up to the present**

I have not seen him for five years. (I saw him five years ago and have not seen him since then, but I could possibly see him some time in the future).

- **for an action just concluded**

I have lost all the data on my hard disk; I am unable to do any schoolwork now.

- **with time words such as: since, before, lately, already, ever, never, so far etc.**

Let's take a look at the work you have done *so far*.

I have *never* been **to** Paris.

- **with "This is the first time ..."**

This is the first time I have seen a landscape like this.

- **with this morning, this afternoon, this evening if something is said during this time.**

I have heard in the news **this morning**. (said **during the morning**)

PAST SIMPLE TENSE

is used

- **to talk about something that happened in the past**

We were in Croatia **last summer**. We swam a lot and played beach volleyball.

- **to describe an action that was wholly completed in the past. This tense is usually used with words and phrases that are time indicators, e.g. yesterday, last week, in 2010, last summer etc.**

I completed my university study in 2010.

We **lived** in Žilina **for two years**. (We don't live in Žilina any more. Compare: We **have lived** in Žilina **for two years** - we moved to this town two years ago and we still live there)

- **to talk about the origin of something present**

Who did it? (Not ~~Who has done it?~~)

Jane gave me this watch.

- **in conditional sentences (second conditional)**

If you worked harder, you would have all your exams ready.

DOS AND DON'TS OF LETTER WRITING

DO

- use proper layout (see the study material)
- write the date like this: 12 June 20__, in order to avoid confusion (compare: 6/12/20__ (American style) 12/6/20__ (British style). **Please remember that months are spelt with a capital letter.**
- use a complimentary close "I/we look forward to hearing from you" before the closing salutation
- use the opening/closing salutations like this:
Dear Ms Johnson/Yours sincerely

Dear Sir or Madam/Yours faithfully (We use this way when writing to a recipient whose name we do not know)

- sign the letter also by hand to authorise it
- put Enc. or Encl. in the bottom left-hand corner of your letter if you send something with your letter

DO NOT

- use short verb forms e.g. I'd , I've, I don't etc.

HOW TO WRITE AN (ESPECIALLY FORMAL) EMAIL

- Write a subject in the subject line
- Start with an appropriate opening salutation - Dear Mr. Morgan, Dear Sir or Madam (formal first contact email), Hello (acceptable also in a formal email if you have been in contact with the recipient before), Dear John, Hi (John) (informal)
- In a formal email thank for the email if you received one from the sender you are writing to
- In a formal email use could, would instead of can, will to show politeness
- Always use a closing salutation - Yours faithfully (in a very formal email if you do not know recipient's name) Yours sincerely (in a very formal email if you know recipient's name), Best wishes, Best regards (in both formal and informal messages), Regards (in informal messages)
- If you write a formal message, sign it with your full name
- Short forms of verbs like "don't, haven't, wouldn't" are acceptable
- Read your message again to correct mistakes

PAST SIMPLE QUESTIONS

Questions in Past Simple are formed by using the auxiliary verb **did**, e.g.

We **played** volleyball last weekend. (regular verb)
When **did** you **play** volleyball?

John **went** to town in the morning. (irregular verb)
Where **did** John **go** in the morning?

We must not forget that the main verb is in its basic form (infinitive without to). The fact that the tense is Past Simple is indicated by the auxiliary verb did.

If we ask about the subject, did is not used in the question. Also the main verb does not change - it is the same as in the original affirmative sentence.

John (subject) broke the vase.
Who **broke** the vase? John.

BUT COMPARE

Mark went to the pub with **Martin** (object).
Who **did** Mark **go** to the pub with? or
With whom **did** Mark **go** to the pub?

In these questions we do not ask about the **subject**, but about the **object**. For this reason, even though the question starts with 'who', did must be used.

HOW TO PREPARE A GOOD PRESENTATION

- choose a topic you are familiar with
- find several resources related to the topic (not just one or two)
- take time to work with the material you have collected and pick up the most important pieces of information. Remember that your time is limited.
- take time to prepare the visual material; the slides should be organised like this:

Slide 1 Author's name, presentation title, institution name and address, contact

Slide 2 Main points of the presentation

Slides 3, ..., text, graphs pictures

Slide before last - short summary

Last slide - thanking the audience for attention

PLEASE REMEMBER

Spell check the text before saving the final version.

Recommended font - ARIAL

Recommended font size - heading - 40-44, text - 28-32

Recommended number of lines per slide 5-6

Recommended number of words per line - 5-6

Recommended background colours - dark blue in larger rooms, green in smaller rooms. **Avoid using white background; it is very tiring for audience's eyes.**

do a little training - go through your presentation aloud and check if you fit in the given time limit (especially if you have a copresenter), otherwise you may be stopped and penalised for exceeding the time limit

prepare the notes - the piece of information you need should be accessed very quickly. Use a marker pen to mark the most relevant information in a printed text or numbered cards that fit in your palm

USEFUL LANGUAGE

start your presentation by saying "Ladies and Gentlemen", not *Gentlemens, or "Dear colleagues". Then introduce yourself (or if you have a copresenter, introduce him/her and yourself)

then continue like this: In my/our presentation I/we would like to talk about, to present, to inform you about

when presenting the main points, use listing expressions- first(ly), second(ly), or First, then, next, and finally

PLEASE REMEMBER

"At first" means "originally", therefore it is not a listing expression.

when presenting pictures in the slides, use "in this picture you can see, in this slide there is/are...", in Figure 1 you can see ..."

if you want to say that your copresenter is going to continue, do it like this-"And now my colleague X takes the floor and informs you about, Now my colleague X will continue. Never say "*Now I give the word to my colleague."

if you do not know how to answer a question from the audience, you may try saying - "I am sorry, but I cannot answer your question at the moment. Please contact me ..., I am sorry, but this is not my area. I am sorry, but I haven't got any more information about this problem/area at the moment".

INDIRECT QUESTIONS

Look at the following examples:

What time is it? - direct question Do you know what time it is? - indirect question

Compare:

When does the match start? Can you tell me when the match starts?

Have you been to the USA? Ask your partner if he/she has been to the USA.

Where do you study? Ask him/her where he/she studies.

As you can see from the above examples, the word order in an indirect question is the same as that in an affirmative sentence (oznamovacia veta), i.e. auxiliary verbs are used in the same way as in affirmative sentences.

PRESENT PERFECT SIMPLE

is a "bridge" between the present and the past

Susan has been married for three years. (Susan got married three years ago and she is still married)

is used for action that are finished, but their consequences last up to the present, or the action is a new piece of information to the recipient

THE CONSEQUENCE LASTS UP TO THE PRESENT

I have lost my wallet. I haven't got any money. (present consequence)

THE ACTION IS NEW TO THE RECIPIENT

I have passed my exam, Mom! (Your mother didn't know about it before you told her)

Sentences in Present Perfect can often be converted into sentences in Present Simple with approximately the same meaning, e.g.

COMPARE

I have lost my keys. = I can't find them.

He has hurt his back. = He has a bad back.

He has gone. = He is not here.

is used with time words, e.g. ever, never, before, recently, often already, yet, lately.

Compare with other words and expressions that are usually used with Past Simple, e.g. yesterday, last week, two years ago, then, when