

# Materijal za pripremu ispita iz predmeta Engleski jezik (stručni kurs)

Udžbenik: **Business Benchmark, Pre - Intermediate to Intermediate (second edition)**

(*Student's Book and Personal Study Book*),  
Norman Whitby  
Cambridge University Press

## **Pismeni deo ispita**

### Gramatika:

- Unit 1 Present simple and present continuous; time expressions; state verbs, pp.13, 26
- Unit 3 Past simple; regular and irregular verbs; Past continuous, pp.19, 21
- Unit 6 The present and past passive, pp. 32, 33, 44
- Unit 7 Modal verbs of obligation, pp.36, 37, 45
- Unit 9 Present continuous for future arrangements; will and going to future forms, pp.47, 48, 49, 62
- Unit 10 Contrast words (*however, whereas, although, though, in spite of...*), pp. 52, 53, 62
- Unit 11 Comparatives, pp.54, 55, 56, 63
- Unit 12 Superlatives, pp. 59, 63
- Unit 13 Present perfect: time expressions; Present perfect versus past simple, pp.65, 66, 80
- Unit 14 Countable and uncountable nouns; Articles, pp.69, 70, 71, 80
- Unit 16 Expressions of quantity, pp.77, 78
- Unit 17 Adjectives and adverbs, pp.83, 98
- Unit 18 Pronouns and reference words, pp.89, 98
- Unit 20 Relative (*which/ who/ that / where*) clauses, pp. 95, 96, 98, 99
- Unit 22 First and second conditionals, pp.104, 105, 106, 116
- Unit 24 Infinitive and *-ing* forms, pp.113, 116

### Vokabular:

- Unit 1 Job titles and describing jobs; names of company departments
- Unit 2 Computer terms; email and website terms
- Unit 4 Corporate culture, pp.22, 23  
Collocations, pp. 23, 24
- Unit 5 Vocabulary to describe objects (component parts, shapes, dimensions, materials)
  - Describing problems with equipment, pp. 28, 29, 30
- Unit 7 Vocabulary for telephoning (dodatni materijal i Personal Study Book)
- Unit 12 Vocabulary for conferences, p. 58
- Unit 15 Suffixes: word - building, p.73, 81  
Prefixes
- Unit 18 Finance vocabulary, p.86
- Unit 19 Stocks and shares vocabulary, pp.90, 91
- Unit 21 Writing CVs; Describing application procedures
- Unit 22 Employment vocabulary

### *Dodatni tekstovi*

*Careers (career move, - break, -plan, - opportunity, - path, - ladder)*

*The study of law (law degree programmes, areas of law)*

*EU Law*

*Roman Law*

*Constitutional law*

Government  
Crime  
Law, crime and punishment  
What is the crime?  
Working in law (lawyer – solicitor, barrister, attorney, advocacy, legal practice,  
pleading a case, right of audience, litigation)  
Areas of law  
Crime  
Business crimes, wrongdoing and corruption  
Employment law  
Meetings (word combinations with 'meeting', procedures before and during the meeting,  
follow up)

Tekstovi:

Unit 2 **The power of word of mouse**, p. 15  
Unit 19 **Shares and Stock Exchange**, p.90  
Unit 21 **Writing your CV**, p.101  
Unit 22 **Preparing for an interview: an extract from a book giving advice**, p. 104, 105  
**Picking the right person for the job**, p. 106

*Dodatni tekstovi*

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**Crime**  
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**What is the crime?**  
**Working in law**  
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Napomena: dodatni materijal može se dobiti putem mejla od predmetnog profesora

**Za usmeni deo ispita** treba pripremiti tekstove (čitanje, prevod i analiza vokabulara) i komentarisane teme koje se obrađuju u okviru lekcija i datih tekstova:

Tekstovi za čitanje i prevod:

Unit 2 **The power of word of mouse**, p. 15  
Unit 19 **Shares and Stock Exchange**, p.90  
Unit 21 **Writing your CV**, p.101  
Unit 22 **Preparing for an interview: an extract from a book giving advice**, p. 104, 105  
**Picking the right person for the job**, p. 106

*Dodatni tekstovi*

**The study of law**  
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Teme za diskusiju:

**Talking about your job; Asking about other people's job**  
**Discuss online communication**  
**Discuss corporate culture**  
**Discuss a law degree programme (compulsory and optional courses) and areas of law**  
**Discuss EU Law**  
**Discuss Roman Law**  
**Discuss constitutional law**  
**Discuss types of government and elections**  
**Discuss types of crimes and punishment**  
**Discuss legal profession in our country and abroad**  
**Discuss different forms of business crimes, wrongdoing and corruption**  
**Discuss employment law**  
**Discuss job application procedures**  
**Preparing a CV**  
**Discuss recruitment**

**Načini polaganja ispita:**

1. polaganje samo pismenog dela ispita, sa maksimalnom krajnjom ocenom 6 ( za prolaz je neophodno da se uradi 55% tačnih zadataka na testu)
2. polaganje pismenog i usmenog dela ispita, krajnja ocena 6 - 10 ( za prolaz je neophodno da se uradi 55% tačnih zadataka na testu, nakon čega student izlazi na usmeni deo ispita)

***Položeni pismeni deo ispita važi tri roka i u tom periodu student je dužan da upiše ocenu ili izađe na usmeni deo ispita (studenti koji žele da polažu usmeni deo ispita, a ne izađu u roku u kome su položili pismeni, ponovo prijavljuju ispit za naredni rok).***

**Primeri zadataka na testu:**

**Grammar**

**Circle the best word to complete these sentences:**

Chinese people \_\_\_\_\_ a lot of rice.

- a) are eating                      b) eating                      c) eat                      d) are eat

**Vocabulary**

**Choose the correct word to complete each sentence**

When you arrange to meet someone, it is a good idea to send an e-mail to \_\_\_ the date and time of your meeting.

- a) cancel                      b) order                      c) place                      d) confirm

**Give appropriate words or expressions for the following definitions**

A list of things to be discussed in a meeting \_\_\_\_\_

**Explain the underlined words in English in the following sentences either by giving a synonymous word or expression:**

The bank expects to make 15,000 staff redundant over the next three years.

**Use the word in brackets to make a suitable form of it in the given context:**  
Low pay and poor working conditions create \_\_\_\_\_ (satisfy) workers.