

Class No.	Date	Lesson
Class 3	5/7/2017	Business Vocabulary

Word	Pronunciation	Meaning
swamped	/swompt/	preplavljen
drown	/draun/	udaviti se
agenda	/adzenda/	plan
board	/bord/	tabla
boarding	/bording/	ukrcavanje
note	/nout/	beleska
notice	/noutis/	primetiti
timeline/timetable/schedule	/tajmlajn/ /tajmteibl/ /skedzul/	raspored
upbringing	/apbringing/	odrastanje

### Sentences/Phrases

have a lot on one's plate - *I just have a lot on my plate right now while I'm finishing up my degree and doing this huge project for work.*

have a lot on one's mind - *He forgot to go to his appointment because he had a lot on his mind.*

take on - prihvatiti odgovornost, preuzeti nesto - *I knew it was going to be a difficult job I wouldn't want to take it on.*

start a business - *I would like to start my own business in future.*

to be swamped - biti preplavljen poslom, prezauzet - *Sorry I cannot come tonight to your party, I am swamped.*

on board - sloziti se sa necim, ucestvovati u necemu- *The entire class was on board for the excursion to the park.*

take notes - hvatati beleske - *Jim never takes notes in class and I think he'll regret it.*

walk somebody through something - objasniti - *Could you please walk us through the schedule for tomorrow?*

orderly - uredno - *This garden has orderly rows.*

in order - redom - *I would like to go through these documents in order.*

by order - po nalogu - *He was released from prison by order of the court.*

hold up - zadržavati - *Tony is always holding up the meeting by being late.*

bring up - pomenuti - *Please, don't bring up that topic at the meeting.*

keep up with something - ici u korak sa necim - *I am always keeping up with the latest news.*

Mistakes	Correction
pronunciation of "knowledge" /knolidz/	When you have "kn" k is silent /nolidz/
pronunciation of "places" /pleis/	/pleisiz/
pronunciation of "also" /olzo/	/olso/

Grammar	Rule	Example
present perfect continuous	We use the Present Perfect Continuous to show that something started in the past and has continued up until now.	<i>I have been working for my company for 8 years. They have been talking for the last hour.</i>