



ABBREVIATIONS

Danas se bavimo skraćenicama koje svakodnevno susrećemo u pisanom obliku. (Rješenja zadataka iz lekcije Business English – Lesson 25 – Projects nalaze se ispod Lekcije 26 – Abbreviations.)

Koje od sljedećih skraćenica prepoznajete?

- a) Pls
- b) re
- c) rgds
- d) asap

- e) FYI
- f) HQ
- g) e.g.
- h) i.e.

- i) AM
- j) NB
- k) usu
- l) vs.

Pogledajmo...

Ukoliko niste prepoznali sve skraćenice, ispod se nalazi kratka tablica s najčešće korištenim skraćenicama u engleskom jeziku.

Engleski		Hrvatski
Skraćenica	Puno značenje	Prijevod
re	regarding, with regard to	u vezi, vezano za
e.g.	lat. exempli gratia	na primjer
i.e.	lat. id est	to jest
NB	lat. nota bene	obradi pažnju
p.a.	lat. per annum	godišnje
a.m.	lat. ante meridiem	prije podne
p.m.	lat. post meridiem	poslije podne
HQ	headquarters	sjedište
asap	as soon as possible	čim prije
FYI	for your information	tebi/Vama na znanje
rgds	regards	pozdravi
pls	please	molim
vs.	versus	protiv, naspram



Prepišite sljedeće rečenice koristeći pune riječi:

- a) Urgent meeting Mon @ 10 a.m.
- b) Call Sally asap, NB: out after 12.
- c) Pls send me sales figs.
- d) Re your order ref.no. 37753759...
- e) Tx 4 info, rgds, B.

Nadamo se da nije bilo teško. Rješenja pogledajte u idućoj lekciji Business English – Lesson 27 – Being polite.

Rješenja zadataka iz lekcije Business English – Lesson 25 – Projects.

How to manage a successful project

*If you are planning to **launch** a new project, there are some things you have to think about. First you have to make a good team because **teamwork** is essential for your success. When working **on** a project, it is important to **get** regular updates so that everyone has fresh information.*

*You should allocate your **resources** wisely because this helps you to stay **within** budget and **meet** the deadline. If you fall **behind** schedule, make sure you catch **up** quickly.*

*In addition, you should delegate **tasks** so that all team members know their role and function in the team.*

*And last, but not the least, keep all your documentation in order because all suppliers, **contractors** and subcontractors must be familiar with all the terms and conditions.*