

UNIT 1

International Student

Vocabulary

admission
application form
attach (to an email)
attend - attendance
available
awesome
beginning
break
buddy (buddies)
campus
classes (e.g. When do your classes start?)
current address
decide
department
discuss
estimate (e.g. estimated date of arrival)
exam committee
exchange student
experience
faculty
fail exam x pass exam
famous for...
field of study
fill in
focus on
improve
insurance
international student
introduce
lab
language proficiency
lecture - lecturer
Mechanical Engineering
opportunity
participant
permanent address
rather
require (e.g. required information)
semester (e.g. summer semester, winter semester)
seminar
share
sign - signature
spend – spent - spent
subject (at school)



submit
timetable
third party liability
unbelievable
unique

Phrases

I study at the University of West Bohemia.
have lunch
highly skilled professionals
in case of emergency
look a word up in the dictionary
We are glad to have you here.
We look forward to learning something about the Czech Republic.

Vocabulary Themes

Countries, languages and people

| Country | Language | Adjective | People |
|------------------------------|----------------|--------------|----------------------------------|
| Denmark | Danish | Danish | * He's a Dane. He's Danish. |
| Germany | German | German | German |
| Italy | Italian | Italian | Italian |
| Greece | Greek | Greek | Greek |
| France | French | French | French |
| China | Chinese | Chinese | Chinese |
| South Korea | South Korean | South Korean | South Korean |
| the United States of America | English | American | American |
| Sweden | Swedish | Swedish | * He's a Swede. He's Swedish. |
| Bulgaria | Bulgarian | Bulgarian | Bulgarian |
| Poland | Polish | Polish | * He's a Pole. He's Polish. |
| India | English (etc.) | Indian | Indian |
| the Czech Republic | Czech | Czech | Czech |
| Europe | x | European | European |
| Asia | x | Asian | Asian |
| Africa | x | African | African |
| the United Kingdom | English | British | British |
| Mexico | Spanish | Mexican | Mexican |
| Spain | Spanish | Spanish | * He's a Spaniard. He's Spanish. |
| Japan | Japanese | Japanese | Japanese |
| Portugal | Portuguese | Portuguese | Portuguese |

Prepositions of time

| | | |
|--------|-----------|-------|
| after | during | on |
| at | from – to | since |
| before | in | |

Present Simple frequency expressions

| | | | | |
|------------|-------------------|-------------------------|--------|-----------------|
| always | sometimes | every day/etc. | seldom | almost always |
| often | usually | once a week/etc. | rarely | almost never |
| frequently | from time to time | three times a year/etc. | never | (and many more) |

Subjects at the Faculty of Mechanical Engineering

Computing Support
Engineering Design
Engineering Materials
Geometry
Hydrodynamics
Industrial Engineering
Machine Components and Mechanisms
Manufacturing Processes
Materials Science
Mathematics
Mechanical Engineering
Mechanics
Mechanics of Materials
Metal Forming, Casting and Welding
Physics
Thermodynamics

UNIT 2

Telephoning and Emails

Vocabulary

advantage
agree
ask for st.
assist sb.
be available
because of
cancel
create
design
disadvantage
exciting
icon
include
landline
line
logo
meaning
meeting
offer
product
quick
receive
require
sample
send - sent - sent
specs = specifications
suggest
suspension
text message
unfortunately
urgent

Phrases

answer the phone
asap = as soon as possible
Call me back...
How can I help you?
I would be glad to...



Vocabulary Themes

Making a phone call

Answer the phone

This is Phil Sanders.

Iron Bridge Ltd., Samantha speaking.

Clark speaking.

Hi, Pavel.

Say you're not available

I'm afraid she's not here at the moment.

We must cancel it, I'm afraid.

I'm not in the UK ...

Put someone through

I'll put you through.

Leave/give a message

Do you want to leave a message?

I'll give her your message.

Ask for a phone number

Does she have your phone number?

Ask for a repetition

Sorry, can you repeat that?

Give the reason for calling

I'm calling because of ...

Ask to speak to someone

Is Natalie there?

Could I speak to Mr Jason Clark, please?

Emails

@ = at

attach - attachment

bin

closing

delete

. = dot

drafts

forward

greeting

inbox

outbox

Re: = regarding (This says what the message is about.)

reply

spam

subject



Say thank you

Thank you for ...

I really appreciated...

Thanks for ...

Ask for help

I would like to ask you for help.

Would you be able to ...

Could you please send me...

Ask for a reply

Please let me know asap if...

Get back to me.

Please let me know...

Offer help

Do you want me to help you...?

Refer to an attachment

Please find the detailed information attached.

I'm attaching...

Refer to a future contact

I'm looking forward to hearing from you.

I look forward to cooperating with you.

Looking forward to your reaction.

Greetings

| A | B |
|------------|--------------|
| Dear | (nothing) |
| Dear | Smith |
| Dear Mr/Ms | John |
| Hello | Peter |
| Simon | Sir or Madam |

Closings

| A | B |
|-----------|-----------|
| Best | the best |
| All | Regards |
| Best | regards |
| Sincerely | wishes |
| (nothing) | (nothing) |

UNIT 3

How Do I Get There?

Vocabulary

accident
announcement
approximate
building
catch – caught – caught
cheap
check
close – closer – the closest
comfortable
dangerous
deadline
decide
directions
driver
expensive
fast – faster – the fastest
far – farther – the farthest/far – further – the furthest
further details (= additional details)
happen
invitation
means of transportation
miss
navigation
participate
quick
signpost
stop (noun e.g. bus/tram stop); to stop (verb)
understand – understood – understood
university campus
unreliable x reliable



Vocabulary Themes

Travelling/Mean of transportation

| | | | |
|--------|-------------|-------|-------|
| arrive | bus – coach | taxi | tram |
| travel | car | train | plane |

Travelling by plane

air ticket = flight ticket
boarding
boarding gate
boarding pass
boarding time
carrier
class
land x take off
on board
seat

Giving directions

Can you tell me the way to...?
get lost
give directions
give way on the roundabout
How do/can I get to...?
it is situated/it is located
on the left-hand/right-hand side
ignore red lights
stay at a hotel
take place
to face
walk along the river for 150 metres
You can't miss it!

Optional vocabulary:

aisle seat x window seat
baggage claim
baggage = luggage
cabin crew
cabin approved hand luggage
check-in
fasten your seatbelt
flight attendant
hand luggage = cabin baggage = carry-on luggage
overhead lockers/compartiment
passport control
security check

IT'S

next to/beside
situated/located
in front of
opposite
behind
near/close to
between
among

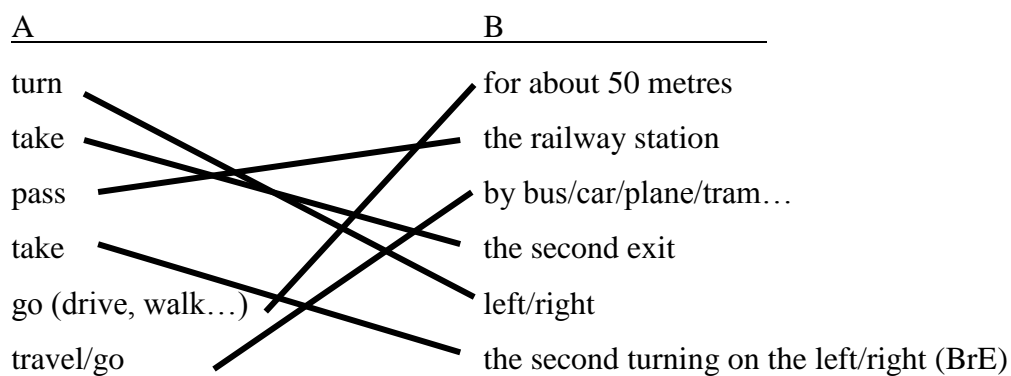
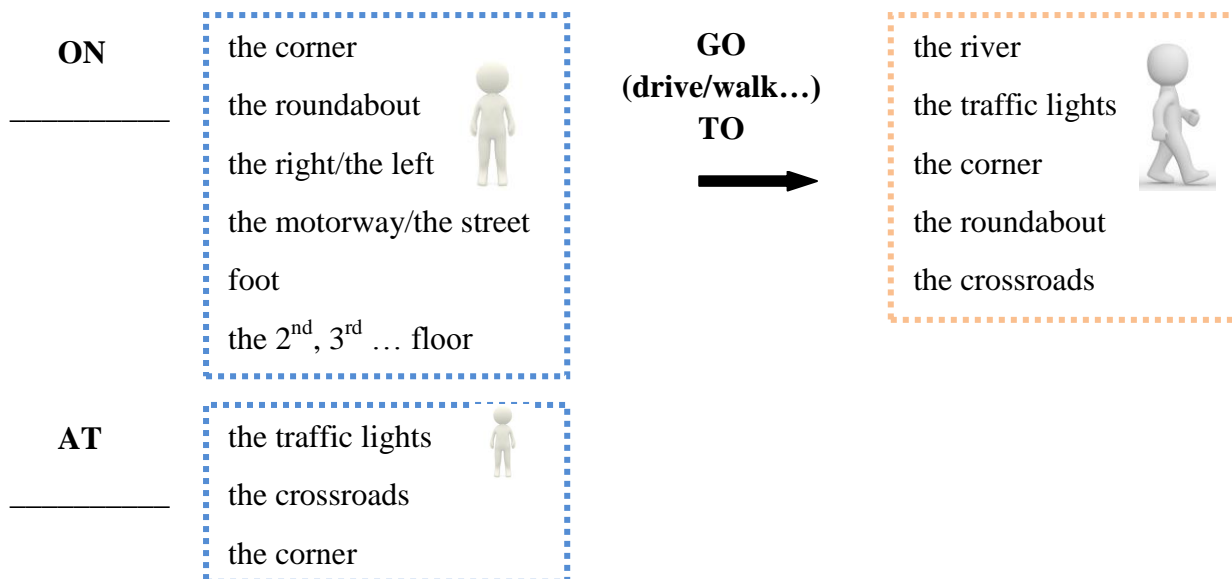


GO
(drive/walk...)



straight on/straight ahead
past
over (the bridge)
along (this street)
through (the underpass)
round/around (the corner)
to the right/left





*I am **in** the car.*



Get **INTO**

get **OUT OF**

*I am **on** the bus/plane/train/ship...*



get **ON**

get **OFF**

Other useful prepositions of place:

above
across
along
behind
below
beside
beyond
from - to
in front of
inside
in the middle of
near
next to/beside
on the other side of
on top of
over
through
under

Places in the city

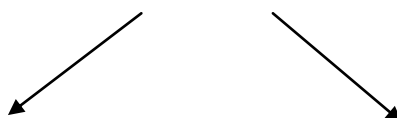
bench
bus station
bridge
car park (BrE), parking lot (AmE)
church
cinema
conference centre (BrE), conference center (AmE)
crossroads
factory
hospital
hotel
museum
park
post office
restaurant
roundabout (BrE), traffic circle (AmE)
square
supermarket
theatre (BrE), theater (AmE)
town hall

University campus

canteen/dining hall
dean's office
gym (= gymnasium)
library
rector's office
dorm (= dormitory)
students' office



University of West Bohemia



Faculties and institute on the university campus

Faculty of Applied Sciences
Faculty of Electrical Engineering
Faculty of Mechanical Engineering
Faculty of Art and Design
Institute of Applied Language Studies
New Technologies – Research Centre

Faculties in the city centre

Faculty of Economics
Faculty of Education
Faculty of Philosophy and Arts
Faculty of Law

UNIT 4

Functions and Processes

Vocabulary

adjust
apply
boil
brake
call
check
cool
device
disassemble
domestic use
ensure
equipment
fasten x unfasten
fix
flat tyre (BrE), flat tire (AmE)
gadget
guess
heat
hit
hold – held – held
identify
insert
inspect
jammed paper
light bulb
loosen x tighten
make sure
measure
must
mustn't
navigate
necessary
particular
recognize
refuel
remove
replace



screw x unscrew
set
tighten x loosen
undo
wash

Phrases

apply mechanical power

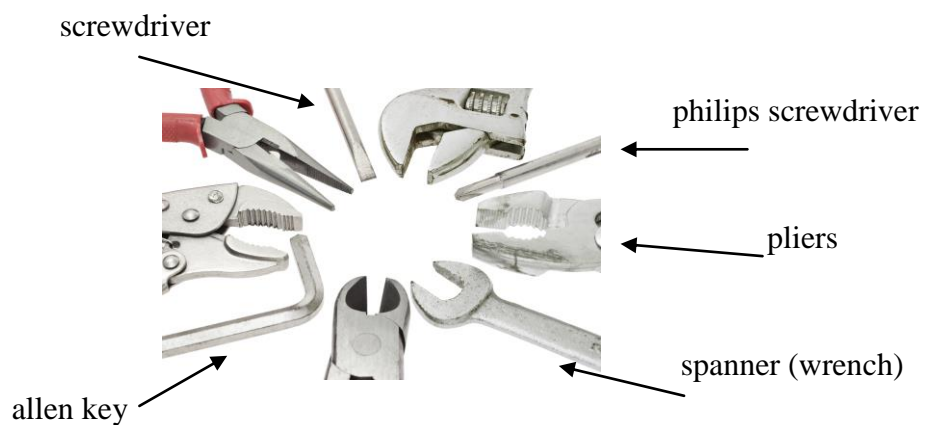
give instructions

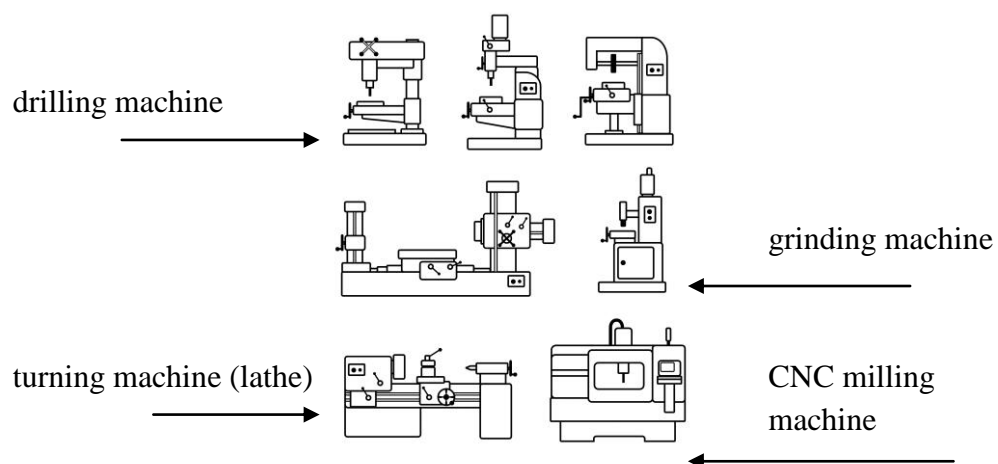
What is a washing machine used for?

– It is used for washing clothes. It is used to wash clothes.

What is the function of the washing machine? – Its function is to wash clothes.

Vocabulary Themes





UNIT 5

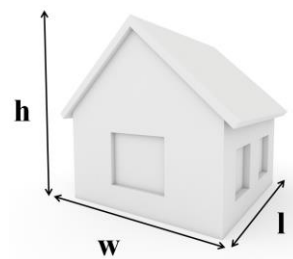
Shapes and Dimensions

Vocabulary

capacity
cheap
comma (,)
comfortable
construction
cost
cruising speed
curve
decimal numbers
diameter
dimensions
distance
divide
effective
expensive
fast
knot
knowledge
line
passenger
pint
point (.)
reliable
revolution
safe
sensitive
shape
short
structure
time-consuming

Phrases

gross tonnage



Vocabulary Themes

Shapes

What shape is the roof? – The roof is triangular. / The roof is a triangle.

NOUN

a cylinder
a cube
a triangle
an oval
a semi-circle

ADJECTIVE

cylindrical
cubic
triangular
oval
semi-circular

NOUN

a cone
a square
a circle
a sphere
a rectangle

ADJECTIVE

conical/conic
square
circular
spherical
rectangular

Dimensions

What is the length of the Opera House? – The length is 183 meters.

How long is the Opera House? – It is 183 meters long.

NOUN

length
width
height
weight
depth
age

ADJECTIVE

| | | |
|-------|---|---------|
| long | x | short |
| wide | x | narrow |
| high | x | low |
| heavy | x | light |
| deep | x | shallow |
| old | x | young |

Comparison of adjectives

... younger than ...

... more natural than ...

... as wide as ...

... much more modern than ...

... the tallest ...

... the most comfortable ...

... far less time-consuming ...

good – better – the best
more / less

bad – worse – the worst
the most / the least

UNIT 6

Vocabulary

Mechanisms



add
attach
box
bucket
button
catch
cause
consist of
cut – cut – cut
damage
effect
enough
hand drill
hit
ignite
include
knife
mechanism
move up x move down
press
pull x push
shaft
spin
string
transform
weight

Phrases

When the left end moves up , the right end goes down.

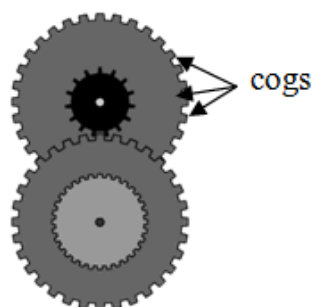
The right end goes down **when** the left end moves up.

The mechanism consists of two spoons, a parrot on a lever....

Vocabulary Themes

Mechanisms

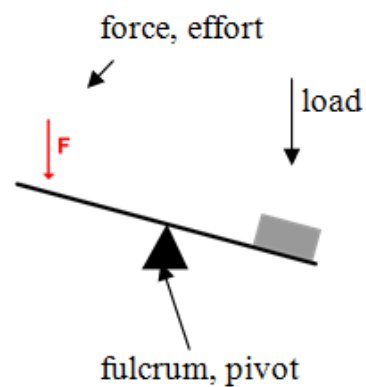
a) **Gear**



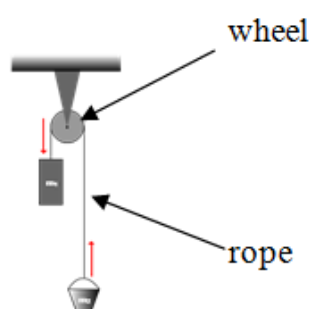
b) **Cam**



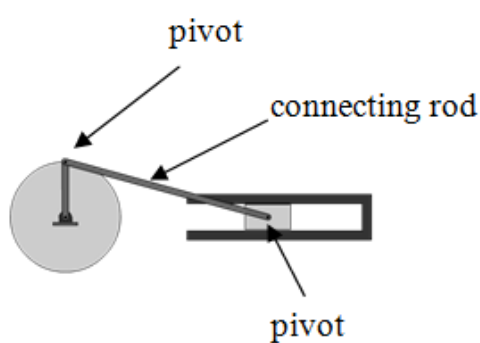
c) **Lever**



d) **Pulley**



e) **Crank**



Motions / Movements

reciprocating – The piston in the cylinder reciprocates (it moves back and forth).

rotary – The shaft rotates.

oscillating – The pendulum of the wall clock oscillates (it swings).

linear – The train moves in a linear motion.

Sequence words used:

a) at the beginning: first,

b) in the middle: second, then, next, after..., after that,

c) at the end: finally,

Section A - LISTENING

You will hear a short recording. Answer the questions, fill in the gaps and decide whether the sentences are true (T) or false (F). You will hear the recording twice.



Sears Tower

- 1) In which year was the Sears Tower built? **1974**
- 2) New York's World Trade Center towers were 25 metres taller. T x **F**
- 3) How high is the Sears Tower? **442 m**
- 4) The Sears Tower's antennas are not included in the total height of the building. **T** x F

"The Sears Tower is still the (5) **tallest** Chicago skyscraper. The building consists of nine framed tubes, which are actually nine skyscrapers put together (6) **into** one building. Originally, the plan included (7) **15** tubes...."

- 8) How many stories do all nine tubes have? **49 stories**
- 9) A lot of tourists visit the Sears Tower's skydeck. **T** x F
- 10) When did Sears sell the building? **1993**

| | |
|--|-----------|
| | 10 |
|--|-----------|

Section B – USE OF ENGLISH

1. Conversation

Fill in the gaps in the short dialogues using the most suitable phrases, sentences or questions. Possible answers

- 1) A: Can I speak to Phoebe Norton?
B: I'm **afraid she's not here at the moment.**
A: OK. So, I will leave her a message.
- 2) A: How **can I get to your office?**
B: Turn left and my office is next to the copy machine.
- 3) A: **What shape is a TV?**
B: A TV is rectangular.

| | |
|--|---|
| | 6 |
|--|---|

2. Questions

Make questions. Ask about the underlined information.

- 1) The technician checks the device every six months.
How often does the technician check the device?
- 2) The ship is 200 meters long.
How long is the ship?

| | |
|--|---|
| | 4 |
|--|---|

3. Gap-filling

Fill in the gaps with the most suitable word. Use ONE word only.

Contracted forms such as don't, didn't ... = 1 word.

- 1) The CD is **as** big as the DVD.
- 2) Robin will start cleaning a new tool **in** five minutes.
- 3) Please **don't** turn off the light. I want to read.
- 4) A spanner is used **for** tightening bolts.
- 5) Were you driving a car or did you come **by** bus?

| | |
|--|---|
| | 5 |
|--|---|

4. Gap-filling

Complete each sentence with a suitable word from this list. Choose 7 of the 10 words.

| | | | | | |
|----------|----------|--------|--------|----|-------|
| boarding | Europe | flight | remove | at | field |
| on | European | wide | width | | |

- 1) The laboratory is situated **on** the third floor.
- 2) Austria is a **European** country.
- 3) What is the **width** of the garage? I want to buy a new car but I don't know if it will fit inside.
- 4) When the paper is jammed in the printer, it's best to **remove** it.
- 5) There are no classes **at** Christmas.
- 6) To get on the plane, you need to have a **boarding** pass.
- 7) My sister's **field** of study is Machine Design.

| | |
|--|---|
| | 7 |
|--|---|

5. Multiple-choice

Circle the letter of the correct option to fill in the gap.

- 1) The bucket is attached to the string and **makes** a swinging motion.
A) maked **B) makes** C) making D) make
- 2) This new grinding machine is **less reliable** than the older one.
A) reliable B) most reliable **C) less reliable** D) reliabler

| | |
|--|---|
| | 2 |
|--|---|

How a Piano Works

A piano is an instrument with a keyboard and strings which is designed to produce a lot of musical tones. The main parts of the piano, in particular the grand piano, are the cast iron frame, the pin block, the bridge, the soundboard, the case, the keyboard of 88 keys (52 white and 36 black), the action, and the pedals, as well as the 220 to 240 strings.

The way all of these parts work is very complicated. The first thing is the depression of a key by the pianist. The pressing of the key causes the mechanism to lift levers and depress points of the action, leading to the hammer striking the string. The string then vibrates and the sound is heard for a period of time; it is influenced by a pedal which is pressed by the pianist. The first pedal softens the music by shifting the action. The second pedal shortens the length of time of the note by quickening the attack. The *sostenuto*, the third pedal, lengthens the time of sound heard. The *sostenuto* is mostly used when playing many bass or lower end notes. The strings vibrate across the soundboard to the bridge. The soundboard, cast iron frame and case hold the sound as it flows through and then out of the piano. With the top up, the sound coming out of the piano has not only high tone quality, but also good resonance. The resonance is affected by the wood used in creating the piano. If the wood is of high quality, the resonance is great, but if the piano is poorly constructed with a weak wood, the resonance of the sound will also be of poor quality. If the top of the piano is down, the music is certainly quieter but also has more resonance.

Adapted from: Wolfe, K. (2004)

1. Answer according to the text.

- 1) What are the main components of a piano? (name at least 3)
frame, pin block, bridge, soundboard, case, keyboard, pedals, strings...
- 2) What is the basic principle of creating one tone of the piano?
...depression of a key by the pianist
- 3) How does it happen that the string vibrates? **...a hammer strikes the string**

2. Are these statements true (T) or false (F)?

- 4) Thanks to *sostenuto*, the sound can be heard longer.
- 5) The quality of wood has no effect on the piano sound.
- 6) If you do not want the music to be loud, put the top of the piano down.

T x F
T x F
T x F

3. Find the words in the text which have a very similar meaning to the following words.

- 7) long, cylindrical things used to make sound in the piano **pressing**
- 8) to make, create **produce**

4. Briefly explain IN YOUR OWN WORDS what it means. Possible answers

- 9) key **making faster**
- 10) to lift **opposite of lower; to move to a higher position; to pick up**

| | |
|--|----|
| | 10 |
|--|----|