



Pogoste napake pri telefoniranju in rabi predlogov v angleščini

+ praktični nasveti, kako se
jim izogniti





V naslednjih nekaj minutah se boste naučili:

1. Kako samozavestno telefonirati v angleščini
2. Kako pravilno uporabiti predloge



Ključno je, da napake prepoznamo in jih razumemo, saj so osnova za naš napredek in izboljšanje znanja.

1. Telefoniranje v angleščini

Najpogostejše napake in kako se jim izogniti

Vam je poznana situacija iz pisarne, ko zazvoni telefon, na njem pa telefonska številka iz tujine? Sodelavci s pogledom poiščejo tistega, ki zna najbolje angleško, morda mu celo kdo reče: “Telefon zate.” V takih trenutkih marsikdo pomisli, da mora res nekaj storiti glede svoje angleščine.

Prav zato smo pripravili seznam najpogostejših napak in nasvete, kako se jim izogniti.



8 najpogostejših napak pri telefoniranju

1. Kako se predstavimo, ko nekoga kličemo

- Hi, my name is Jane Myers from X-Tech.
- Hi, this is Jane Myers from X-Tech.

Pravilno: Hi, this is Jane Myers from X-Tech.

Nasvet: Po telefonu se vedno predstavimo v tretji osebi.

2. Kako se bomo oglasili na telefon?

- Hello. Lingula, Rachel here.
- Lingula, Rachel speaking, please,
- Lingula, Rachel speaking. How can I help you?

Pravilno: Lingula, Rachel speaking. How can I help you?

Nasvet: Tudi tu sledimo pravilu, da se po telefonu predstavimo v tretji osebi.

3. Želim govoriti z ...

- Could I speak to Mr Johnson?
- Could I speak with Mr Johnson?

Pravilno: Could I speak to Mr Johnson?

Nasvet: Čeprav je fraza *speak with* pravilna v mnogih kontekstih, se v uradnih situacijah in telefonskem pogovoru uporablja *speak to*.

4. Kdo kliče?

- Who's calling, please?
- Who are you?



Pravilno: Who is calling, please?

Nasvet: Če želimo izvedeti ime klicatelja, je vljudno vprašati: *Who is calling, please? / May I ask who is calling? / Could I take your name, please.*

Če bi radi učinkovito izboljšali svoje znanje,
je tečaj angleščine prava izbira.

5. Klicatelj naj počaka na liniji

- Wait a moment!
- Could you hold, please



Pravilno: Could you hold, please.

Nasvet: Če želimo, da klicatelj počaka na liniji, rečemo tudi:
Could you hold please. / Please hold the line. / Just a moment, please.

6. Kako povemo, da nekdo ni na voljo

- I'm sorry he's not here at the moment.
- I'm afraid he isn't in the office at the moment.

Pravilno: I'm afraid he isn't in the office at the moment.

Nasvet: Če nekoga ni v pisarni ali je trenutno zaseden, lahko rečemo tudi:

Unfortunately, he's out of the office at the moment. / I'm afraid he is not available at the moment. / Mr Brown is on the other line at the moment, I will have him call you back as soon as possible.

7. Vprašamo, ali želi klicatelj pustiti sporočilo?

- Would you like to leave a message?
- Would you like to take a message?

Pravilno: Would you like to leave a message?

Nasvet: Če želimo prevzeti sporočilo, lahko vprašamo tudi:

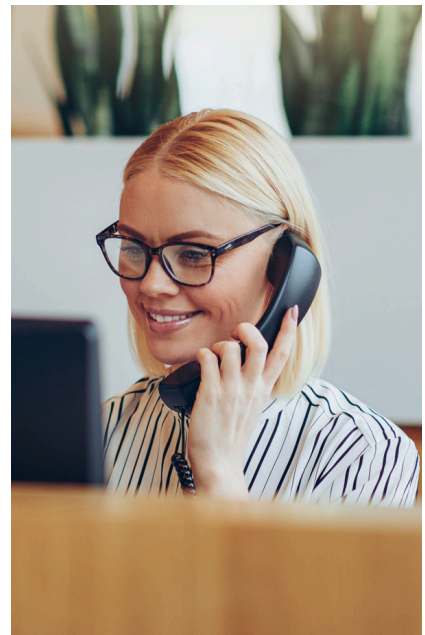
*Would you like to leave a message? / Can I take a message?
/ Can I give him/her a message?*

8. Klicana oseba je na sestanku?

- I am afraid Ms Jones is in a meeting.
- I am afraid Ms Jones is at a meeting.
- I am afraid Ms Jones is on a meeting.

Pravilna sta dva odgovora:

- I am afraid Ms Jones is in a meeting.
- I am afraid Ms Jones is at a meeting.



Če je za vas pogovor v tujem jeziku po telefonu hud stres, si pod tipkovnico shranite list s praktičnimi frazami.

2. Napake pri rabi predlogov

Izboljšajte svoje znanje o predlogih

Ne glede na to, ali ste začetnik ali že izkušen govorec, vam bo boljše razumevanje predlogov pomagalo pri doseganju samozavestnejše komunikacije v angleščini. Pravilna raba predlogov je ključna za jasno in natančno sporazumevanje.

Da bi vam olajšali to pot, smo zbrali najpogostejše napake in pripravili koristne nasvete.



Predlogi v angleščini - kako se izogniti pogostim napakam

1. Arrive in / arrive at

- What time did you arrive in the restaurant?
- What time did you arrive at the restaurant?

Pravilno: What time did you arrive at the restaurant?

Razlaga: Glagolu *arrive* vedno sledi predlog *at*, kadar gre za lokacijo, ki ni mesto ali država: *arrive at the bus stop/the museum/school...*

2. Arrive in / arrive at

- What time did you arrive in London?
- What time did you arrive at London?



Pravilno: What time did you arrive in London?

Razlaga: Če glagolu *arrive* sledi kraj, mesto ali država, uporabimo predlog *in*: *arrive in Paris/France*.

3. Working as a dog / like a dog

- I've been working as a dog.
- I've been working like a dog.

Pravilno: I've been working like a dog.

Razlaga: *Like* je predlog, ki ga uporabimo pred samostalnikom ali zaimkom, kadar izražamo podobnost.

- *He speaks like a native speaker.*
- *It's like a dream.*



4. Working like / working as

- I've been working like a waitress.
- I've been working as a waitress.

Pravilno: I've been working as a waitress.

Razlaga: *As ima več pomenov, uporablja se:*

1. Ko povemo, kakšno funkcijo ima oseba ali predmet oziroma kakšno delo nekdo opravlja.

- *Before I became a teacher, I worked **as a waitress**.*
- *Please don't use the cup **as an ashtray**.*

2. Kot veznik pred povedjo in pred izrazi, ki se začnejo s predlogom.

- *Nobody knows her **as she does**.*
- *On Tuesday, **as on Wednesday**, the class will be at 8.*

*Če bi radi učinkovito izboljšali svoje znanje,
je tečaj angleščine prava izbira.*

5. Write to / write me

- He wrote to me.
- He wrote me.



Pravilno: He wrote to me.

Razlaga:

1. Ko se dejanje glagola nanaša na neko osebo, uporabimo osebni zaimek (*me, you, him...*)

- *I wrote to him that he has to work harder.*

2. Če gre za dejanje brez vpliva na neko drugo osebo, zaimek ni potreben.

I write every day. I never send letters.



6. On foot / by foot

- I always go to work on foot.
- I always go to work by foot.

Pravilno: I always go to work on foot.

Razlaga: Za različne oblike prevoze se uporablja predlog *by* (*by train/car/plane/bus*), če gremo peš, pa uporabimo predlog *on* (*on foot*).

7. Speak to / speak with

- Were you speaking with your boss on the phone?
- Were you speaking to your boss on the phone?

Pravilno: Were you speaking to your boss on the phone?

Razlaga: *Speak to* in *speak with* se včasih uporabljata zamenljivo, vendar je *speak to* pogostejša oblika, še posebej kadar gre za enostransko komunikacijo ali formalne situacije.

- *I need to speak to the manager.* (poudarek na tem, da nekoga nagovarjamo, morda v formalni situaciji)
- *I was speaking with my friend for hours.* (poudarek na enakovrednem pogovoru)



8. Married to /married with

- She is married to a doctor.
- She is married with a doctor.

Pravilno: She is married to a doctor.



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Postanite samozavestnejši govorec

Redno prepoznavanje napak in njihovo odpravljanje je najboljši način, da izboljšate svoje znanje angleščine. Z našimi preprostimi nasveti in tehnikami boste samozavestno obvladali pravilno rabo jezika in hitro napredovali.

Če bi radi učinkovito izboljšali svoje znanje angleščine, je tečaj angleščine prava izbira.

Vas zanima več?

Če ne veste, katero raven izbrati ali pa imate dodatna vprašanja, se dogovorite za brezplačen osebni pogovor z učiteljem.

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