

# CONTENTS

## PART I

<b>UNIT 1</b>		<b>9</b>
<i>Focus A</i>	The Calculus.....	9
	<i>Exercises</i> .....	10
<i>Focus B</i>	Lines .....	12
<i>Focus C</i>	Irregular Plural of Nouns: Special Cases .....	14
	I. <i>Nouns of Greek and Latin origin</i> .....	14
	II. <i>Nouns with singular and plural the same</i> .....	16
<b>UNIT 2</b>		<b>17</b>
<i>Focus A</i>	Proof Strategies.....	17
	<i>Exercises</i> .....	18
<i>Focus B</i>	Angles and Triangles .....	19
	I. <i>Angles</i> .....	19
	II. <i>A triangle</i> .....	21
	III. <i>A right-angled triangle</i> .....	22
	IV. <i>Congruence, similarity and symmetry</i> .....	22
<i>Focus C</i>	Articles .....	23
	1. <i>Use of indefinite article</i> .....	23
	2. <i>Use of definite article</i> .....	24
	3. <i>Use of no article</i> .....	25
<b>UNIT 3</b>		<b>26</b>
<i>Focus A</i>	Continuous Function.....	26
	<i>Exercises</i> .....	28
<i>Focus B</i>	A Circle .....	30
<i>Focus C</i>	Infinitive.....	32
	1. <i>Forms of the infinitive</i> .....	32
	2. <i>Infinitive without to</i> .....	32
	3. <i>Perfect infinitive</i> .....	32
	4. <i>Use of infinitive</i> .....	33
<b>UNIT 4</b>		<b>35</b>
<i>Focus A</i>	Some Mathematical Notation .....	35
	<i>Exercises</i> .....	36
<i>Focus B</i>	More 2-dimensional Figures.....	38
<i>Focus C</i>	-ing Form of Verbs .....	41
	1. <i>Verbs + gerund</i> .....	41
	2. <i>Verb + -ing form or infinitive?</i> .....	42
	3. <i>Use of -ing form in mathematical texts</i> .....	43
<b>UNIT 5</b>		<b>44</b>
<i>Focus A</i>	Riemann Sums.....	44
	<i>Exercises</i> .....	45
<i>Focus B</i>	Conics .....	47
<i>Focus C</i>	Passive Voice.....	49
	1. <i>Forms of passive</i> .....	49
	2. <i>The most frequent passive structures in mathematical texts</i> ..	49
	Forming Opposites.....	50

<b>UNIT 6</b>		<b>51</b>
<i>Focus A</i>	The Way I remember It.....	51
	<i>Exercises</i> .....	51
<i>Focus B</i>	Solid Figures.....	53
<i>Focus C</i>	Inversion.....	57
	<i>Main uses of inversion</i> .....	58
	American English .....	58
	1. <i>Some differences in spelling</i> .....	58
	2. <i>Some differences in vocabulary</i> .....	59

<b>UNIT 7</b>		<b>60</b>
<i>Focus A</i>	Integration of Rational Functions by Partial Fractions .....	60
	Integrace racionální funkce rozkladem na parciální zlomky.....	60
	<i>Phrases and linking expressions used in mathematical texts</i> ...	62
<i>Focus B</i>	Basic Rules for Translating Passive, Infinitive and Gerund.....	63
	<i>Exercises</i> .....	64

## PART II

<b>FORMAL CONTACTS</b>		<b>69</b>
<i>Introduction</i>	.....	69
<i>Correspondence</i>	.....	70
	Formal Letters.....	70
	Job Application / Covering Letter.....	72
	Building up the letter – general guide.....	72
<i>Curriculum Vitae</i>	.....	74
<i>Interviews</i>	.....	76
<i>Practical usage</i>	.....	77
<b>PRESENTATIONS</b>		<b>85</b>
<i>Introduction</i>	.....	85
<i>Presentation summary</i> .....		87
<b>TELEPHONING</b>		<b>102</b>

## PART III - APPENDICES

<b>APPENDIX 1</b>		
<i>Greek Alphabet</i>	.....	107
<i>How to read mathematical expressions</i> .....		107
<b>APPENDIX 2</b>		
<i>Weights and measures</i> .....		114
<b>APPENDIX 3</b>		
<i>Abbreviations</i>	.....	115
<b>APPENDIX 4</b>		
<i>Czech-English Dictionary</i> .....		119
<b>REFERENCES</b>		<b>126</b>