

CONTENTS

PART I	
UNIT 1	9
<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
UNIT 2	17
<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
UNIT 3	26
<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
UNIT 4	35
<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
UNIT 5	44
<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

UNIT 6	51
<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

UNIT 7	60
<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

FORMAL CONTACTS	69
<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
PRESENTATIONS	85
<i>Introduction</i>	85
<i>Presentation summary</i>	87
TELEPHONING	102

PART III - APPENDICES

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