

**A PRACTICAL GUIDE
TO
ENGLISH DISCOURSE MARKERS**

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PREFACE

Your English is great! ... Or is it?

Have your friends or acquaintances ever boosted your ego with the above statement or something that comes very close to it? Has a native English speaker ever paid you a compliment on your command of English saying that it's superb?

Right, I've got no doubt that you have all enjoyed those pleasant moments when someone has flattered you pointing out that your level of English is really awesome and your fluency stunning. Still, do you sometimes get the scorching feeling that all those people might be wrong pure and simple? If so, then you're not alone. Most people tend to be extremely generous with compliments on their friends' skills and abilities, even more so when talking to strangers. A candid opinion is as rare as a pot of gold found in your backyard, yet there are those miraculous moments when you yourself notice that you managed to 'crack a good one.' Then, how come that one minute you pull off a stunning performance and the next you seem like a total beginner though you have been studying English for yonks?

The answer to the question seems rather obvious, doesn't it? Well, you still can't put your finger on it? Then, I'll be glad to give you a hand. You have a sound grasp of grammar since you studied the lot at school, in extra courses and in your free time, of course; your vocabulary is perfectly sufficient, if not overwhelming to express all your thoughts and to understand others since you watch a whole myriad of American films, listen to a whole bunch of songs which are sung in English and (perhaps) have a peek at some English webzines from time to time. Right, is it possible that you somehow forgot about all those 'petty' words and phrases that you use time and time again in your native language to make the connections between ideas? Let me give you a hint—*however, still, yet, granted, on top of that, on the flip side, in addition, by and large*—those may well be the stumbling blocks that keep you from actually reaching your goal and becoming really fluent and really awesome English speakers.

How to break the plateau, you ask? All right, now that we know what's standing in your way, we may just as well tackle the issue. This booklet will give you a chance to do what you have not managed to so far. Take a look at the rich variety of vocabulary entries featuring those sexy words and phrases that will give your speech and writing the missing sparkle along with simple and easily comprehensible explanations, examples from casual situations, and Slovak translations to help you get a feeling for the natural flair of both the languages, and thus become native-like English speakers.

The Author

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1 INTRODUCTION

Discourse marks ‘pieces of language longer than a sentence’ (Swan, 1996). Consequently, *discourse markers* label the language material that shows how those pieces of language, ie sentences, sections, paragraphs, etc. are related to each other. The glossary available at <http://www.usingenglish.com> defines discourse markers as ‘words or phrases used in conversation to signal the speaker’s intention to mark a boundary.’ And it is indeed boundaries that discourse markers point out, however, not only in speech, but also in writing.

Discourse markers (aka *linking words, linking phrases, (sentence) connectors*) address a wide variety of language needs, such as expressing similarities, contrasts, enumerations, order of ideas, emphasis, the speaker’s attitude to a message or a plan and many more. These ‘petty aids’ glue independent and isolated sentences into logical sequences of hierarchically organised strings of text that convey much more than the sum total of the denotates constituting the phrases and clauses that combine into mere sentences. Indeed, sentence connectors provide an essential added value to every conversation, report, review, description, essay and virtually any other piece of speaking or writing by inducing cohesion and coherence in the text.

Needless to say, a lack of sufficient and proper discourse markers in any text—whether written or spoken—would inevitably show traces of missing logical ties and connections between sentences and paragraphs. Worse still, otherwise clear and obvious relations between ideas are likely to get blurred, as a result of which the overall message of the speaker or writer might easily be misinterpreted or even misunderstood. However, an overuse of linking phrases is just as dangerous as its lack. Using too many discourse markers, or using the wrong, improper or unnecessary discourse markers will also take its toll. Texts abounding with numerous discourse markers often sound bulky, wordy and unnatural. What is worse, speakers and writers who overdo it with their attempts to gain a high level of cohesion and coherence often seem posh and their speech or writing artificial.

From what has just been mentioned, we may draw the conclusion that every language user ought to try and gain a sound grasp of discourse markers, their functions, usage and connotations, so that he/she masters this essential aspect of language. After all, the skilful and natural use of a wide variety of discourse markers usually indicates a high level of fluency, a good command of the language and its peculiarities as well as the ability to not only understand, but also to produce native-like, authentic discourse.

2 STRUCTURING I: INTRODUCTIONS

Chapter 2: *Structuring I: Introductions* gives profound insight into the discourse markers which are traditionally used to introduce the first point on a list and to make clear that the item in question is the most important one to be mentioned. The language tools assess and sequence individual parts of any written and spoken text which are to be conveyed and rank the most essential one highest on the list.

2.1 First (B2)

The adjective **first** refers to the thing that comes before all the others in a sequence. It is sometimes regarded as less formal and official; the adverb **firstly**, by contrast, is often recommended for the formal enumeration of arguments. They come in the initial position in a sentence.

- **First**, let me introduce you to our honourable guests, Mr Davidson and Mrs Huntington.
Dovoľte mi najskôr predstaviť Vás našim ctihodným hosťom, pánovi Davidsonovi a pani Huntingtonovej.
- **Firstly**, we shall hear out the analyst's proposal and then we will focus our attention on some more pressing matters at hand.
Najskôr si vypočujeme návrh analytika, a potom sa zameriame na naliehavejšie záležitosti.

Language Note 1:

While both **first** and **firstly** are perfectly acceptable in both formal and informal registers, **firstly** is often preferred in more formal contexts, especially in writing (eg in theses, academic papers and legal documents) while **first** is more typical of the spoken discourse, particularly when discussing a topic with friends or family.

Language Note 2:

In the print media, shorter phrases have taken a deep root since newspeople are pressed for both space (in newspapers and magazines) to convey as much information in as short space as possible as well as time (in order to make the reading as smooth and fast as possible).

Language Note 3:

Whether you make a conscious decision to use **first** or **firstly**, remember to be consistent throughout the whole of your presentation or writing. Essentially, when you use **first** to introduce the first point on your list, use **second**, **third**, etc to draw attention to the ideas to follow. The same holds true for **firstly**; once you use **firstly** for the first mention on your list, stick to the *-ly* words throughout the whole of your discourse saying **secondly**, **thirdly**, etc. In short, be consistent and do not mix registers willy-nilly. It is, however, important to remember that **fifthly**, **sixthly**, **tenthly**, etc often sound a little too pompous and posh.

Language Note 4:

The choice between **first** and **firstly** depends largely on the style guide users follow. The *Chicago Manual of Style*, for instance, explicitly discourages users from adding the suffix *-ly* to adjectives in enumerations while the *American Heritage Dictionary* states that both the forms are well established and as—being equal counterparts—can both be used in enumerations.

In spoken English, we often apply the phrase **first of all** to stress the first item on a list. It always comes in the initial position in a sentence.

- **First of all**, let me say that it is indeed a great honour working with you, Dr Keenings.
Dovoľte mi povedať hneď na začiatok, že mi je veľkou cťou pracovať s Vami, Dr. Keenings.
- **First of all**, Dr Davies has never been a strong proponent of your policies.
Po prvé, Dr. Davies nebol nikdy silným zástancom našej politiky.

To make your speech or writing sound more eloquent, you may readily use phrases such as **The first**

point to note is ..., **The first idea to bear in mind is ...** or **The first thing about ... is ...**. The phrases are used at the start of sentences to introduce the ideas in mind.

- **The first point to note is that all natural resources will get depleted one day.**
Najprv je potrebné poznamenať, že všetky prírodné zdroje sa jedného dňa vyčerpajú.
- **The first idea to bear in mind about chemistry is that it needs to be taught practically.**
Keď hovoríme o chémii, prvé, čo musíme mať na pamäti je, že je potrebné ju učiť prakticky.
- **The first thing about dentistry is that you need to communicate anything you are about to do to your patients in a way that doesn't scare them, otherwise you won't get far.**
Najdôležitejšou súčasťou zubného lekárstva je povedať pacientom čokoľvek, čo budeš robiť tak, aby si im nenahnal starch, ináč to ďaleko nedotiahneš.

2.2 To begin with (B1 / B2)

The phrases **to begin with** and **to start with** express an idea that comes first on a list. Unlike **first(ly)**, however, they stress that the first point you are to make is also the most important one to be discussed. The phrases come in the initial position in a sentence.

- *The municipal government needs to take action now. **To begin with**, it has to address the issue of growing poverty in our county and that means making some tough choices.*
*Samospráva musí teraz zakročiť. **Predovšetkým** sa musí zaoberať otázkou prehlbujúcej sa chudoby v našom okrese a to znamená, že bude musieť prijať ťažké rozhodnutia.*
- *Daniel was really mad with his brother last night. **To start with**, he knocked him to the ground. Then, as he was standing next to him, he kicked and punched him in the face and belly several times as if he had wanted to beat the crap out of him.*
*Daniel bol na svojho brata včera večer riadne nahnevaný. **Najskôr** ho zrazil na zem, a potom, keď stál vedľa neho, ho niekoľko krát kopol a udel do tváre a brucha, akoby ho chcel skutočne zmlátiť.*

Language Note:

While not entirely correct, many people feel that **to begin with** sounds more formal than **to start with**. This connotation has to do with the usage of the verbs 'begin' and 'start.' Although the former is not employed in formal contexts any more than the latter, the myth still prevails and many people stick to using 'begin' in formal and 'start' in informal language. Thus, it is advisable to make more frequent use of **to begin with** in formal registers and to reserve **to start with** for informal contexts, especially when having a conversation with somebody who is not well versed in style and register.

- **To begin with**, the honourable gentleman on my left insists on addressing the pressing issue of fresh water consumption in our county.
Po prvé, poslanec po mojej lavici trvá na tom, aby sme sa zaoberali naliehavou otázkou spotreby pitnej vody v našom okraji.
- **To start with**, I am convinced there needs to be something done to do away with poverty in our country and, actually, the whole world.
Po prvé, som presvedčený, že sa musí niečo stať, aby sa skoncovalo s chudobou v našom kraji a vlastne i všade vo svete.

2.3 For openers (B2)

The phrases **for openers** and **for starters** introduce the first of several points and, at the same time, emphasise that the first item is the most important one on the list.

- **For openers**, it will take me at least two hours to get to Vienna in heavy traffic.
Po prvé, bude mi trvať najmenej dve hodiny, kým sa v silnej premávke dostanem do Viedne.
- **For starters**, the chef has called in sick today and there is no one to actually make the lunch.
Na začiatok, šéfkuchár zavolať, že je dnes chorý, a teda nemá kto uvariť obed.

Language Note 1:

The phrases are identical in meaning with **to begin with** and **to start with**. By contrast, both **for openers** and **for starters** are employed in informal registers only.

Language Note 2:

While **for openers** and **for starters** are most commonly placed in the initial position, they may also be embedded in a sentence. In such cases, commas are inserted on either side of the sentence to separate the discourse markers from the rest of the text.

- *You need the head surgeon's consent, **for openers**, if you want to operate on any patient in this hospital.*
*Aby ste mohli v tejto nemocnici operovať pacienta, potrebujete **najskôr** súhlas primára.*
- *If the marketing manager doesn't want to be involved, **for starters**, he needs to take the matter to the CEO who will discuss the matter with us afterwards.*
*Ak sa vedúci marketingu nechce zúčastniť, musí sa **najprv** obrátiť na generálneho riaditeľa, ktorý potom celú vec prerokuje s nami.*

2.4 In the first place (B2)

The phrase **in the first place** names the first of several items which are to follow. Moreover, it is used to state the most basic reason for something. The phrase is commonly employed in the same manner as **first**, **to begin with** and **at the start**. It comes in the initial or final position in a sentence.

- ***In the first place**, the attorney needs to devise a strategy to get his client out of prison.*
*Advokát musí **v prvom rade** vymyslieť stratégiu, ako dostať svojho klienta z väzenia.*
- *The witness did not see the defendant at the scene of the crime **in the first place**.*
***Najdôležitejšie** je, že svedok nevidel obžalovaného na mieste činu.*
- *There are several reasons why people commit crimes; **in the first place**, they feel that there is no other way to achieve their goals.*
*Ludia páchajú zločiny z viacerých dôvodov, no **predovšetkým** preto, lebo majú pocit, že neexistuje iný spôsob, ako by mohli dosiahnuť svoje ciele.*

2.5 In the first instance (B2)

The phrase **in the first instance** introduces an item that comes at the beginning of a series of actions. It comes before the phrase it is used to modify or at the end of the sentence.

- *Complaints regarding school funding ought to be addressed **in the first instance** to the duly appointed headmaster.*
*Sťažnosti týkajúce sa financovania školy by mali byť **v prvom rade** adresované riadne vymenovanému riaditeľovi.*
- *Any and all expansion policies need to be approved by the Committee for Development and Research **in the first instance**, and it is only then that the PR manager will devise a practical solution for implementation.*
***Po prvé**, všetky expanzívne stratégie musia byť schválené Výborom pre rozvoj a výskum a až potom navrhne PR manažér praktické riešenie pre implementáciu.*

Language Note:

In the first instance is only used in British English. As a rule, the phrase is typically encountered in formal discourse, usually in writing only.

2.6 First and foremost (C1)

The cliché expression **first and foremost** unites the denotations of 'primarily' and 'most importantly.' It is used to emphasise the main point or the main reason for something. It comes in the initial position in a sentence.

- ***First and foremost**, law enforcement agencies need to be equipped with state-of-the-art tools and gadgets to deliver criminals to justice.*

V prvom rade musia byť orgány činné v trestnom konaní vybavené najmodernejším zariadením, aby mohli zločincov vydať do rúk spravodlivosti.

- *Why not ban smoking right away? Well, **first and foremost**, governments all over the world depend on the taxes collected from the tobacco industry. Prečo by sme nemali zakázať fajčenie okamžite? Je to **predovšetkým** kvôli vládam všade vo svete, ktoré sú závislé od daní z tabakového priemyslu.*

2.7 First and most importantly (C1)

The phrase **first and most importantly** makes clear that the item mentioned is the first point in a series. Furthermore, it stresses the fact that the idea is by far more important than anything else which is to follow. It comes in the initial position in a sentence.

- ***First and most importantly**, you need to recover from your illness and then, you can start thinking about going back to work. Najdôležitejšie je, aby si sa zotavil z choroby a potom môžeš začať premýšľať nad návratom do práce.*
- ***First and most importantly**, all EU countries need to reduce their national budget deficits. V prvom rade je nevyhnutné, aby si všetky krajiny EU znížili deficit štátneho rozpočtu.*

Language Note:

The phrase is similar in both denotation and connotation to **first and foremost**, but when we do not want to sound overly formal, we tend to use **first and most importantly** instead of **first and foremost** which conveys a rather official tone.

2.8 Introduce (B1 / B2)

The verb **introduce** builds up phrases which are used to present arguments or points on one's list. To name just a few examples, we may think about **We are introduced to ...**, **The writer/author/speaker introduces ...**, **Let me introduce ...** and **To introduce the first ... on our list ...**

- *At the beginning of the chapter, **we are introduced to** Mr and Mrs Woolsey, a husband and wife, who have been married for almost forty years. Na začiatku kapitoly spoznáme manželov Woolseyovcov, ktorí žijú v manželskom zväzku už takmer štyridsať rokov.*
- ***The speaker introduces** a most compelling argument which nobody seems to contradict. **Rečník predstavil** mimoriadne presvedčivý argument, ktorému nikto neprotirečí.*
- ***Let me introduce** our next speaker, Mr Leonard Marley. **Dovoľte mi uviesť** nášho ďalšieho rečníka – pána Marleyho.*
- ***Let me introduce you to** the concept of nuclear energy as such first. **Najskôr mi dovoľte predstaviť** Vám problematiku jadrovej energie ako takú.*
- ***To introduce the first** health hazard issue **on our list**, let me say no more than two words—air pollution. **Rád by som predstavil prvé** zdravotné riziko **na našom zozname**. Myslím, že nie je potrebné povedať viac, než len znečisťovanie ovzdušia.*

3 STRUCTURING II: FURTHER POINTS

Chapter 3: *Structuring II: Further Points* focuses on a wide variety of discourse markers that introduce subsequent points on a list. Moreover, some of the words and phrases may put special emphasis on the fact that one idea follows another or that a point may be less important than the one mentioned before. At any rate, several of the phrases are used to attribute special significance to the ideas mentioned.

3.1 Second (B2)

The adjective **second** introduces the point which ranks after the first item on a list. It is sometimes regarded as less formal and official; the adverb **secondly**, by contrast, is often recommended for the formal enumeration of arguments. Both the words are used in the initial position in a sentence.

- **Second**, there was no eyewitness present at the scene of the car accident.
Po druhé, na mieste autonehody sa nenachádzal žiaden očitý svedok.
- **Right, secondly**, the students were supposed to address the love plot of the story.
Po druhé, študenti mali za úlohu venovať sa milostnému dejú príbehu.

Language Note 1:

Second and **secondly** exhibit the same language properties as **first** and **firstly** respectively. For more language make-up regarding both **second** and **secondly**, see 2.1 *First* (Language Notes 1 – 4).

Language Note 2:

While it is perfectly correct to employ **first of all** to put heavy stress on the idea which comes before all the others, phrases such as **second of all**, **third of all**, **fourth of all** etc are neither acceptable nor correct. The reasoning goes that you only emphasise the most important point to be made—the point which naturally tops your list—and all the subsequent mention may not be as essential as the first one. Consequently, simple phrases like **second(ly)**, **third(ly)**, **fourth(ly)** etc are used in speaking and writing alike.

Just as with the phrases **The first point to note is ...**, **The first idea to bear in mind is ...** or **The first thing about ... is ...** which may be used to make your speech or writing sound more eloquent, you may readily substitute **second**, **third**, **fourth**, etc for **first** in the above phrases to achieve the same goal when enumerating further points. The phrases are used in the initial position in a sentence.

- **The second point to note is that the agenda is often marginalised in common debates while it should be taken more seriously.**
Po druhé je potrebné poznamenať, že tento program je často marginalizovaný v bežných diskusiách a to aj napriek tomu, že by sme ho mali brať vážnejšie.
- **The second idea to bear in mind concerns the company's expenditure as compared to the net profit which we made last year.**
Druhá myšlienka, ktorú by sme mali mať na pamäti sa týka výdavkov spoločnosti v porovnaní s čistým ziskom, ktorý sme dosiahli v minulom roku.
- **The second thing about maize sales is what market you are going to try and sell the goods at.**
Druhá dôležitá vec pri predaji kukurice je trh, na ktorom sa pokúsite predat' svoj tovar .

3.2 In the second place (B2)

The phrase **in the second place**, which commonly follows the construction **in the first place**, labels the second of several items which are to be mentioned. Furthermore, it is used to state one the most basic reasons for something. It comes in the initial position in a sentence.

- **To be honest with you, we're not interested in your celebration in the first place. In the second place, we would never drive seven hours straight with a young child just to spend two or three hours in your company.**
Budem k tebe úprimný. Po prvé, tvoja oslava nás nezaujíma. Po druhé, nikdy by sme

necestovali rovných sedem hodín s malým dieťaťom len, aby sme strávili dve či tri hodiny v tvojej spoločnosti.

- *In the first place, the generator was over twenty years old. **In the second place**, it could never have supplied the hospital with enough power to last even a single day. Generátor mal už **predovšetkým** cez dvadsať rokov. **Pod'alšie** by pre nemocnicu nikdy nedokázal vyrobiť dostatok elektriny čo i len na jediný deň.*

3.3 Prior to (C1)

The phrase **prior to** introduces something that happened before the idea mentioned. It comes before the phrase it modifies.

- ***Prior to** moving flats, I recommend you check out the neighbours just in case. **Skôr, než** sa presťahujete, Vám odporúčam sa pre istotu bližšie pozrieť na susedov.*
- *Mr Davidson's presentation had finished **prior to** Mr Charleston's arrival. Pán Davidson ukončil svoju prezentáciu **predtým, než** pán Charleston prišiel.*

3.4 Next (A1)

The adjective **next** points to the item which follows the present one. It comes in the initial position in a sentence.

- *We have now concluded the first part of our seminar. **Next**, there will be a short discussion about the possible impacts of massive air pollution in the cities around the globe. Práve sa skončila prvá časť nášho seminára. **Ďalej** bude nasledovať krátka diskusia o možných dôsledkoch masívneho znečisťovania ovzdušia v mestách po celom svete.*
- ***Next**, let me focus on the experiment itself. **Ďalej** mi dovoľte zamerať sa na samotný experiment.*

3.5 As follows (B2)

The phrase **as follows** is typically used to introduce a list of items, and thus provide more details about a topic. It comes just before the list of items to be enumerated and is usually separated from the list itself by a colon or a dash.

- *The thesis should be divided **as follows**: Chapter 1: Introduction, Chapter 2: Theoretical Background, Chapter 3: Experiment, Chapter 4: Tendencies and Chapter 5: Summary. Dizertácia by mala byť rozdelená **nasledovne**: Kapitola 1: Úvod, Kapitola 2: Teoretický základ, Kapitola 3: Experiment, Kapitola 4: Tendencie a Kapitola 5: Zhrnutie.*
- *We will now spend some time listening to authors' readings. The writers will quote some of their stories **as follows** – Little Woods, Living Hell, Hurricane Angela, and Decent Supper. Teraz strávime chvíľu počúvaním autorských čítaní. Spisovatelia budú citovať niektoré zo svojich príbehov a to **nasledovne**: Lesík, Peklo za živa, Hurikán Angela a Slušná večera.*

3.6 Afterwards (A2)

The adverb **afterwards** (AmE **afterward**) introduces a point that follows another point which has been mentioned previously. It comes in the initial position in a sentence.

- *We will discuss the matter in more detail and **afterwards**, there will be a short coffee break which will end at 4.30 pm. O záležitosti sa porozprávame podrobnejšie, a **potom** si urobíme krátku prestávku na kávu, ktorá sa skončí o 4.30 popoludní.*
- ***Afterwards**, the presenters will distribute copies of their selected works. **Neskôr** budú prezentujúci rozdávať kópie svojich vybraných diel.*

3.7 Subsequently (C1)

The adverb **subsequently** makes clear that a further point is to follow. It may be used to refer to both order and time alike (meaning: *succeeding*). It comes either in the initial position in a sentence or just

before the phrase it modifies.

- *The inspectors checked the cargo. **Subsequently**, they had a close look at our documentation.*
*Colní inšpektori skontrolovali náklad, a **potom** sa pozreli na našu dokumentáciu.*
- *First, people got sick in the cities but the disease **subsequently** spread in the countryside too.*
*Najskôr ochoreli ľudia v mestách, ale choroba sa **následne** rozšírila aj na vidieku.*

3.8 Penultimately (C1)

The formal expression conveys the meaning ‘next to the last in order.’ In the vast majority of cases, it comes in the initial position in a sentence.

- ***Penultimately**, I shall devote our attention to the study of aardvark population in South Africa.*
***Ešte pred koncom** sa zamieriam na štúdium populácie afrického mravčiaru v Južnej Afrike.*
- *My sincere thanks, **penultimately**, to the expert team who managed to put my theoretical ideas into practice.*
***Skôr, než sa dostaneme na koniec**, dovoľte mi poďakovať sa tímu odborníkov, ktorý premenil moje teoretické nápady na prax.*

3.9 For one thing ... for another thing (C2)

The phrase **for one thing** introduces a reason for something. It is widely used in informal registers, mostly in spoken communication. It is often followed by **for another thing**, a phrase which adds yet another reason for the same situation or concept in mind. The initial position in a sentence is the most common place for the phrases though they may be used at the very end of a sentence for emphasis.

- *A: Have you finished doing your homework yet?*
*B: Well, **for one thing**, I haven't been doing my homework and, **for another thing**, I would have finished yonks ago if you had given me a hand, Clara.*
A: Už si konečne hotový s domácimi úlohami?
*B: **Po prvé**, vôbec som si nerobil domáce úlohy a **po druhé**, ak by si mi bola pomohla, Klára, tak by som bol hotový už dávno.*
- ***For one thing**, Mr Partridge is a hard-working engineer who's really devoted to his work and the company alike. **For another thing**, he knows the ropes in the business, so he can tell you anything you want to know.*
*Pán Partridge je **po prvé** usilovný inžinier, ktorý je v skutku oddaný svojej práci a rovnako aj spoločnosti a **po druhé** pozná celú firmu ako vlastnú dľaň, takže ti bude vedieť povedať čokoľvek, na čo sa ho spýtaš.*
- *Our new CEO likes to discuss issues with each staff individually—**for one thing**.*
***Za prvé**, náš nový generálny riaditeľ si rád prediskutuje problémy s každým zamestnancom osobitne.*

3.10 The former ... the latter (B2)

The phrase **the former** labels a person, a thing, an idea, a point etc as the first of two items that were mentioned previously while **the latter** refers to a point which was discussed as the second of the same pair.

- *The articles may look alike, but they bear some remarkable differences. **The former**, for instance, makes use of the formal register whilst **the latter** is written in a clearly informal tone.*
*Je možné, že tie články sa podobajú, ale taktiež vykazujú značné rozdiely. Napríklad ten **prvý** je formálny, kým ten **druhý** je písaný v citeľne neformálnom štýle.*
- *Suddenly, Pete and Lilly's eyes met. **The former** could not help himself staring into those gorgeous bright stars while **the latter** quickly lost interest and started reading her mag.*
*Odrazu sa oči Petra a Lívie stretli. **On** sa nedokázal uprene nepozerať do tých nádherných, jasných hviezdíček, kým **ona** rýchlo stratila záujem a začala si čítať časopis.*

4 STRUCTURING III: FINAL POINTS

Chapter 4: *Structuring III: Final Points* pays attention to the discourse markers which are traditionally used to introduce the last point on a list. Moreover, the chapter points out that some of the words and phrases carry the connotation that the items on the list were connected to some strenuous activities which preceded the completion of the ideas in mind.

4.1 Finally (A2)

The adverb **finally** is used in spoken English to signal the last thing that you want to say. As a discourse marker, it comes in the initial position in a sentence.

- *First, we caught the bus to the airport. Afterwards, we bought the tickets and then, **finally**, we boarded the plane.*
*Najskôr sme sa dovezli autobusom na letisko. Potom sme si kúpili lístky a **nakoniec** sme nastúpili do lietadla.*
- ***Finally**, I'd like to say thank you to all of you who have come to listen to my presentation.*
Na záver by som rád poďakoval každému, kto si dnes prišiel vypočuť moju prezentáciu.

Language Note:

Finally often carries the connotation that an activity took a long time to complete or that it was linked to some major difficulties.

- *The search party **finally** found the injured tourist high in the mountains.*
*Pátracia čata **nakoniec** našla zraneného turistu vysoko v horách.*
- ***Finally**, my elderly father was able to get a job as a night guard at the local department store.*
*Môjmu otcovi, ktorý už mal svoje roky, sa **konečne** podarilo zamestnať sa ako nočný strážca v miestnom obchodnom dome.*

4.2 Lastly (B2)

The adverb **lastly** shows that there is one more point to be made before you finish. It makes clear that the list of things you have enumerated so far is going to be concluded by making this point. It comes in the initial position in a sentence.

- ***Lastly**, the coach will go through the strategy for tomorrow's decisive match one last time and then the training is over.*
***Nakoniec** prejde tréner ešte raz stratégiou na zajtrajší rozhodujúci zápas, a tím sa tréning skončí.*
- *As so many people participated in the project, it is very difficult to express my thanks to all of them. However, I would like to express my sincere gratitude to the head manager, the editor and, **lastly**, to my dear wife who supported me throughout the whole ordeal.*
*Keďže sa do projektu zapojilo tak veľa ľudí, je veľmi ťažké poďakovať sa všetkým. Napriek tomu by som rád vyjadril úprimnú vďaku vedúcemu manažérovi, redaktorovi a **napokon** mojej drahej manželke, ktorá so mnou pretrpela každý jeden okamih.*

4.3 Last but not least (B2)

The set phrase **last but not least** lists the last point on a list. At the same time, however, the phrase emphasises the fact that the idea, thing, person, etc mentioned is—despite being the last one to be voiced in the sequence—no less important than the points made before. It comes in the initial position in a sentence.

- ***Last but not least**, the famous director thanked his daughter for all her support throughout the making of the whole blockbuster.*
*Slávny režisér sa **v neposlednom rade** poďakoval svojej dcére za oporu, ktorou mu bola počas natáčania celého trháku.*

- *The undergraduates need to pass several hard exams in maths, chemistry, physics and, **last but not least**, applied sciences.*
*Vysokoškooláci musia zvládnuť niekoľko náročných skúšok z matematiky, chémie, fyziky a **na koniec**, **ale predsa** i z aplikovanej vedy.*

Language Note:

The cliché phrase is frequently used when introducing people.

- *The English teacher has really taken to a lot of his students, say, Diana, Pam, Simon, David, and, **last but not least**, Lilly whom he has even fallen in love with.*
*Angličtinár si skutočne obľúbil mnohých študentov, povedzme, Dianu, Pamelu, Simona, Dávida a v **neposlednom rade** aj Líviu, do ktorej sa dokonca zaľúbil.*
- *The local social worker has helped loads of people over the years. Come to think of it, the most demanding cases were those of Julia Matterson, Henry Jones, Tom Lucky and, **last but not least**, Freda Western.*
*Tunajšia sociálna pracovníčka pomohla v ostatných rokoch mnohým ľuďom. Keď sa nad tým zamyslím, jej najnáročnejšie prípady boli Júlia Mattersonová, Henry Jones, Tomáš Lucky a v **neposlednom rade** Freda Westernová.*

4.4 Eventually (B2)

The adverb **eventually** expresses the idea that something occurred at the end of a particular process or a period of time. It presupposes that many other things happened before. It comes either in the initial position in a sentence or in the mid-position with the verb.

- ***Eventually**, the chemistry teacher arrived at school just in time for her first class.*
***Napokon** sa chemikárke podarilo prísť do školy práve včas, keď mala začať prvú hodinu.*
- *The committee will, **eventually**, give green light to the project. Just wait and see.*
*Výbor dá projektu **nakoniec** zelenú. Len vydrž a uvidíš.*

Language Note:

As the adverb presupposes that many other things happened before the last one, so does it often carry the connotation that the last point in the sequence was achieved only after a significant amount of time had passed, a lot of effort had been made or numerous problems had been overcome.

- ***Eventually**, the wrongly convicted prisoner got released after spending almost twenty years in prison for a murder which she did not commit in the first place.*
*Neprávom odsúdenú **nakoniec** prepustili potom, čo strávila takmer dvadsať rokov vo väzení za vraždu, ktorú vôbec nespáchala.*
- *I suppose the party leader will **eventually** find out about the embezzlement, though it may be too late then.*
*Myslím, že líder strany sa **napokon** dozvie o sprenevere, aj keď potom už môže byť neskoro.*

5 GIVING EXAMPLES

Chapter 5: *Giving Examples* looks into the circumstances governing enumerations of examples as well as conditions under which more specific information is introduced. The list of discourse markers taps into both formal and informal registers to display the wide variety of forms and structures that stand at our disposal when dealing with examples and their manifold introductory phrases.

5.1 For example (A1)

The phrase **for example** comes to use when mentioning a supporting item that explains or specifies the type of thing that is being talked about. It can be used in the initial, medial or final position in a sentence.

- *There are manifold reasons for murder. **For example**, hatred, love, money, power, or chance pure and simple.*
*Existuje mnoho dôvodov prečo ľudia vraždia, **napríklad** nenávisť, láska, peniaze, moc či jednoducho náhoda.*
- *All our neighbours, **for example** Mr and Mrs Handrickson, are rather fond of dogs.*
*Všetci naši susedia, **ako napríklad** manželia Handricksonovci, majú psov skutočne radi.*
- *Some of the old constructions cannot withstand a 4.9- magnitude earthquake—the historical buildings in Maple Road, **for example**.*
*Niektoré staré stavby nedokážu odolať zemetraseniu magnitúdy 4,9, **napríklad** historické budovy na Maple Road.*

Likewise, it is used to introduce something that is typical of the group of things that the item is a member of itself.

- *Just like all fruits, apples, **for example**, are not only full of vitamins, but they also supply you with energy.*
*Ako každé ovocie, sú **napríklad** aj jablká plné vitamínov, no okrem toho nám dodávajú aj energiu.*
- *As all top ranking cars in the United States, SUVs, **for example**, are traditionally valued for their strength and speed alike.*
*Všetky špičkové autá v Spojených štátoch, **napríklad** aj športové užitkové vozidlá, si ľudia cenia rovnako pre ich silu ako aj pre rýchlosť.*

Language Note 1:

The phrase **for example** is often shortened to **e.g.** or **eg** in writing. The use of the dividing punctuation marks depends on the style guide you follow but, in general, the periods are more commonly used in American English than in British English where we often prefer to write **eg** without the full stops. This is especially common with elderly users.

- *There are a number of things that need to be addressed at this hearing, **e.g.** the child's custody and the legal issues surrounding the permanent residency of the underaged.*
*Na tomto konaní je potrebné vyriešiť celý rad otázok, **napr.** starostlivosť o dieťa a právne otázky týkajúce sa trvalého bydliska maloletého.*
- *The police officer has taken down the names of several people who have witnessed the crime, **eg** Mr Thomas Davidson, Ms Susan Reeds and Mr Andrew Walters.*
*Policajt si zapísal mená niekoľkých ľudí, ktorí sa stali svedkami trestného činu, **napr.** Tomáš Davidson, Zuzana Reedsová a Andrej Walters.*

Language Note 2:

The above short form is an abbreviation that originated in the Latin expression 'exempli gratia,' which translates into English as 'for the sake of example.' Even though the phrase used to be traditionally

associated with writing only, these days it may also be heard in colloquial speech—pronounced as independent letters of the alphabet. It is, however, advisable to refrain from saying the letters out loud as a substitute form of **for example** in formal speech (eg exams, official presentations and university lectures) as the usage is undoubtedly a non-standard one.

The word ‘example’ is often used in the phrase **to give an example**.

- *People tend to behave like wild animals when being threatened. **To give an example**, a mother will always protect her offspring in situations of danger and harm.*
*Ludia majú tendenciu sa správať ako divé zvery, keď sa ocitnú v ohrození. **Ako príklad** uvediem matku, ktorá bude vždy chrániť svoje deti v nebezpečných situáciách.*
- ***To give an example**, drinking and driving claimed as many as 6,146 lives in the UK last year alone.*
***Ako príklad** si vezmime Spojené kráľovstvo, v ktorom si jazda pod vplyvom alkoholu vyžiadala len v minulom roku 6.146 životov.*

5.2 For instance (B1)

The phrase **for instance** is employed in the very same way as **for example** (see above) apart from the fact that **for instance** sometimes sounds more polite and a little more formal than **for example** though the phrases are interchangeable in all contexts. Just like **for example**, the phrase may be used in the initial, medial or final position in a sentence.

- *There will be plenty of room for questions at the end of the presentation. **For instance**, when you find something difficult to grasp, jot down a short note and we will come back to it at the end of the seminar.*
*Na otázky bude k dispozícii dost' priestoru na konci prezentácie. Keď sa **napríklad** vyskytne niečo, čomu veľmi neporozumiete, urobte si krátku poznámku a k uvedenému bodu sa vrátíme na konci seminára.*
- *Yes, it is true. The sailor has come across many mythical and astounding creatures, **for instance**, a hydra, a man-eating whale and a huge sea dragon.*
*Áno, je to pravda. Národník sa stretol s mnohými bájnymi a ohromnými tvormi, **akými** boli **napríklad** hydra, veľryba, ktorá sa živila ľuďmi a obrovský morský drak.*
- *You can send us your queries by post or via email, **for instance**.*
*Otázky nám môžete zasielať **napríklad** poštou či emailom.*

Language Note 1:

Strictly speaking, there is a noticeable denotational difference between **for example** and **for instance**. While **for example** refers to examples of the preceding subject, **for instance** refers to particular occurrences or types of the preceding subject. This hair-splitting difference is seldom argued or even thought about these days anymore, though.

- *Bad things happen to people who don't respect their elders. **For example**, they themselves get no respect after growing old or they get rejected by their friends and family as a result of their improper behaviour.*
*Zlo postretne ľudí, ktorí nerešpektujú starších. **Napríklad** oni sami nebudú mať rešpekt, keď zostarnú, alebo v dôsledku ich nevhodného správania na nich priatelia a rodina zanevrajú.*
- *Animals are often cruel to their mates. **For instance**, the black widow kills its mate after it has laid eggs and no longer needs its support.*
*Zvieratá sú často kruté k svojim druhom. **Tak napríklad** čierna vdova zabije svojho druhu potom, čo znesie vajíčka a už nepotrebuje jeho podporu.*

Language Note 2:

The verb **take** is sometimes used before **for instance** (as well as **for example**).

- ***Take** the two brothers **for instance**. They look alike, but they are no more similar to each other in character than George W. Bush and Mahatma Gandhi.*

Vezmite si napríklad tých dvoch bratov. Vzhľadom sa na seba podobajú, ale povahovo nemajú spoločného viac než George W. Bush a Mahatma Gandhi.

- **Take for example** this article. It has a consistent style and the writer follows the formal register. Still, the wordy comments sound too posh and superfluous at times.
Například tento článok. Štýl je konzistentný a autor sa pridrža formálnej línie, no i napriek tomu vyznievajú rozvláčené komentáre občas príliš snobsky a nepotrebné.

5.3 Such as (B2)

The phrase **such as** introduces (more) examples of the type of thing that has just been mentioned. It conveys the same meaning as **for example**. By and large, it tends to assume the position just before the series of examples to be enumerated.

- *The course fees cover all sorts of expenses **such as** travel, accommodation, city and country trips, and the start-up package.*
*Poplatky za kurz kryjú všetky možné výdavky, **akými sú například** cestovné, ubytovanie, výlety v meste a na vidiek a štartovací balíček.*
- *There are other brain-stimulating things you can still do **such as** play chess or enjoy all those computer games of yours.*
*Nájdu sa aj iné inteligenciu stimulujúce aktivity, ktorým sa stále môžeš venovať, **napríklad** šach či počítačové hry, ktoré tak veľmi obľubuješ.*

Language Note:

The phrase may also be split into **such ... as** in which case the examples follow **as** and the common denominator comes between **such** and **as**.

- *My sister's got **such** great friends **as** Clara and Monique. They are always there for her.*
*Moja sestra má **také** skvelé kamarátky, **akými sú například** Klára či Monika. Vždy sa na ne môže spoľahnúť.*
- *Our English teacher often asks us **such** difficult questions **as** 'What is the difference between 'a' and 'an?'' and 'How many letters are there in the English alphabet?'*
*Náš angličtinár sa nás často pýta **také** ťažké otázky **ako například** "Aký je rozdiel medzi "a" a "an"?" a "Koľko písmen tvorí anglickú abecedu?"*

5.4 Like (B2)

The preposition **like** introduces examples in the same way as the phrase **such as**. It is used in both British and American English, though it is a little more common in American English. **Like** comes before the examples given in a sentence.

- *Lilly's a wonderful woman who's got it all ... **like** a charming personality and a sharp mind.*
*Lívinôčka je úžasná žena, ktorá je jednoducho dokonalá. Má **napríklad** očarujúcu osobnosť a bystrú myseľ.*
- *Writers tend to be quite versatile people who can do loads of things **like** create works of fiction, get politically involved and still encourage common people to do their best.*
*Spisovatelia bývajú často veľmi všestranní ľudia, ktorí sa dokážu venovať mnohým veciam, **napríklad** tvorbe beletristických diel či politickým otázkam, a ešte stíhajú aj nabádať bežných ľudí, aby zo seba vydali maximum.*

Language Note:

The preposition is used in informal communication only.

5.5 In particular (B1)

The phrase **in particular** is used to introduce and focus on a special, perhaps a unique example. Although it may come in all the three positions in a sentence, it is usually placed sentence-medially or -finally.

- *There are many suspicious characters in the pub. **In particular**, the guy in the left corner*

looks like he's just killed somebody.

V krčme je mnoho podozrivých osôb. **Predovšetkým** ten chlap v ľavom rohu vyzerá, ako by práve niekoho zabil.

- Unfortunately, we need to face several demanding challenges this term, **in particular**, material and financial issues both.
Nanešťastie sa budeme tento semester musieť popasovať s niekoľkými náročnými úlohami, **najmä** s materiálnymi a finančnými problémami.

5.6 Especially (A2)

The adverb **especially** is used to introduce and focus on a special example. It is employed in the same way as **in particular**. It usually comes before the word(s) it is used to modify.

- It was plainly obvious that the English teacher had a huge crush on his lovely student. He was really fond of her, **especially** her playful eyes and sweet voice.
Bolo úplne jasné, že angličtinár sa nesmierne zamiloval do svojej krásnej študentky. Skutočne ju miloval, **obzvlášť** jej hravé očka a sladký hlások.
- Mr Simmons is well versed in poetry, **especially** the Romantic period.
Pán Simmons sa skutočne vyzná v poézii, **najmä** v romantizme.

5.7 Notably (C2)

Somewhat less commonly than **especially**, the adverb **notably** is used to introduce examples which we feel need to be announced with special emphasis. The adverb commonly assumes the position before the items it is supposed to modify.

- The special board have brainstormed numerous ideas which might well help the company get out of trouble, **notably** expanding into new markets and launching a brand new product line.
Mimoriadna komisia prišla s mnohými nápadmi, ktoré by skutočne mohli pomôcť spoločnosti prekonať problémy, **najmä** expandovať na nové trhy a spustiť úplne novú produktovú radu.
- The campaign manager pointed out various points which require our attention, **notably** the need for a new catalogue and an exceptionally aggressive marketing blitz.
Vedúci kampane vypíchol viaceré body, ktoré si vyžadujú našu pozornosť, **predovšetkým** potrebu nového katalógu a mimoriadne agresívnu reklamnú kampaň.

Language Note:

To put even heavier emphasis on the example, the modifier **most** may be inserted before **notably**.

- The Slovak government wants to attract foreign investors, **most notably** American and German car makers.
Vláda Slovenskej republiky chce prilákať zahraničných investorov, **predovšetkým** amerických a nemeckých výrobcov áut.
- You can find a lot of skilful craftsmen in the neighbourhood, **most notably** glaziers, carpenters and shoemakers.
V našom okolí sa nájde mnoho šikovných remeselníkov, **obzvlášť** sklenárov, tesárov a obuvníkov.

5.8 Among other things (B2)

The phrase **among other things** is used to talk about one or more things which are part of a larger number. The phrase may come in the initial, medial or final position in a sentence.

- **Among other things**, the attorney general prosecuted the infamous Marie Louis Watkins.
Generálny prokurátor stíhal **okrem iných aj** neslávne preslávenú Marie Louis Watkinsovú.
- We shall hear, **among other things**, the testimony of one Daniel Baker Jr.
Okrem iného si vypočujeme **aj** svedectvo Daniela Bakera mladšieho.
- The defendant was accused of murder; **among other things**.
Obžalovaný bol **okrem iného** obvinený **aj** z vraždy.

5.9 To name but a few (C2)

The phrase **to name but a few** is generally employed when taking a smaller number of items which stand as examples of a larger number of items. The phrase is typically used in the final position in a sentence.

- *The art critic enjoyed the paintings by Raphael, Van Gogh and Dali, **to name but a few**.
Výtvarnému kritikovi sa **okrem iných** páčili **aj** obrazy od Raphaela, Van Gogha a Dalího.*
- *Our little daughter likes all sorts of fruit—apples, oranges and mangos, **to name but a few**.
Našej dcérke chutí všetko ovocie, **napríklad** jablká, pomaranče a mangá.*

Language Note:

The phrase **to mention but a few** is used with the same meaning as **to name but a few**, namely to imply that a part of a greater number or amount stands for the whole.

- *Doctors and nurses have to work a lot of overtime these days, **to mention but a few**.
Zopár príkladov ľudí, ktorí v dnešnej dobe musia pracovať poriadne nadčas sú doktori a sestričky.*
- *The internationally renowned surgeon has performed a wide variety of surgical procedures including heart transplants and brain surgeries, **to mention but a few**.
Medzinárodne preslávený chirurg vykonal celý rad chirurgických zákrokov. **Za zmienku stoja** najmä transplantácie srdca a mozgové operácie.*

5.10 Namely (C1)

The adverb **namely** introduces further details or gives a more thorough description of the topic on discussion. It comes before the items which provide the supplementary information.

- *The management need to find practical solutions to the company's problems, **namely** ways of cutting the expenses.
Vedenie musí nájsť praktické riešenia problémov spoločnosti, **a to** možnosti zníženia nákladov.*
- *The CEO finds Michael very competent at times, **namely** when faced with short deadlines.
Generálny riaditeľ si myslí, že Michal je v istých situáciách obzvlášť schopný, **a to najmä** keď máme krátke termíny.*

5.11 To demonstrate (C1)

The infinitive construction **to demonstrate** introduces an example of the subject in question. It is seldom used on its own to path the way for examples, but rather in a wide variety of phrases. The structure is often used in the initial position in a sentence, especially to put emphasis on the example.

- ***To demonstrate**, the mice will now be injected with the serum and then they will be allowed to run freely in the maze.
Na ukážku teraz mišiam vstrekneme sérum, a potom ich necháme voľne behať v bludisku.*
- ***To demonstrate** the impact of a monopoly on the market, the PM opened his speech with a practical joke.
Aby ukázal vplyv monopolu na trh, otvoril poslanec svoj prejav praktickým vtipom.*
- *In order to show you the deadly force of the weapon, I would like **to demonstrate** its effectiveness on a live target now.
Na ukážku smrtiacej sily zbrane by som teraz rád **predstavil** jej silu na živom terči.*

5.12 To illustrate (C1)

The infinitive construction **to illustrate** provides an example of the subject in question. It is often used in the phrase **to illustrate a point**. It is commonly used in the initial position in a sentence.

- ***To illustrate his point**, the governor general invited both the quarrelling parties to dinner at his residence last night.
Generálny guvernér si včera pozval obe rozhádané strany k sebe na večeru, **aby im vysvetlil** svoje stanovisko.*

- *The following blueprints **illustrate** our opinion of the new agricultural machines.*
*Nasledujúce návrhy **prakticky dokladujú** náš názor na nové hospodárske stroje.*

Moreover, the phrase **by way of illustration** is employed to carry the meaning of ‘as an example.’ It conveys the connotation that a lengthier discussion is to follow. The phrase itself is often regarded as wordy and overly posh, and is thus used quite rarely.

- ***By way of illustration**, it is clear that the pipeline should not be built in the biggest freshwater reservoir in Europe.*
***Pre ilustráciu**, je jasné, že ropovod by sa nemal vybudovať v najväčšej zásobárni pitnej vody v Európe.*
- *The student showed her professor why she disagreed with the theory **by way of illustration**.*
*Študentka ukázala svojmu profesorovi **pomocou príkladu**, prečo nesúhlasila s uvedenou teóriou.*

6 EXPRESSING SIMILARITY

Chapter 6: *Expressing Similarity* takes a close look at those words and phrases that we commonly find in references to other concepts or points which bear some sort of resemblance and were mentioned earlier in the discourse. The language material shows that the concepts in question are related in some way and that they carry features which make them at least a little alike.

6.1 Similarly (C1)

The adverb **similarly** shows that two concepts are related or connected in a certain way. It generally assumes the initial position in a sentence.

- *If you have any questions, don't hesitate and ask me at once. **Similarly**, you may address all your comments and queries to Mr Reinhard Davidson.*
Ak by ste mali akékoľvek otázky, neváhajte sa ma hneď pýtať. Všetky pripomienky a otázky môžete posilať aj pánovi Reinhardovi Davidsonovi.
- *Ordinary citizens have to hand over all potentially dangerous objects at the airport before boarding the plane; **similarly**, police officers are not allowed to carry weapons without a special permit on passenger planes.*
*Bežní občania musia odovzdať všetky potenciálne nebezpečné predmety na letisku skôr, než nastúpia do lietadla. **Podobne** nie sú oprávnení viesť zbrane na palube osobných lietadiel bez špeciálnych povolení ani policajti.*

6.2 Likewise (C1)

The adverb **likewise** is a more formal equivalent of **similarly** which expresses that two or more things behave in the same way. It usually comes in the initial position in a sentence.

- *I'm afraid Thomson & Co. are losing money by the minute. **Likewise**, they have been losing customers just as fast as they have been losing their finances.*
*Obávam sa, že Thomson & Co. prichádzajú o peniaze závratnou rýchlosťou. **Rovnako** rýchlo ako sa im mňajú peniaze, strácajú aj zákazníkov.*
- *Downloading the latest version of the software will help you produce images faster and easier. **Likewise**, you will be able to benefit from better painting tools.*
*Stiahnutie najnovšej verzie softvéru Vám umožní vytvárať obrázky rýchlejšie a jednoduchšie a **tak isto** budete môcť ťažiť z lepších nástrojov na maľovanie.*

Likewise is also used in an informal way to express the same idea that somebody else has just told you about. It is used with the meaning of 'Me too' or 'So do I.' In this case, it is not followed by any other words, and thus constitutes a sentence on its very own.

- *I really don't like fish. – **Likewise**.*
*Rybacina mi veľmi nechutí. – **Podobne**.*
- *Jason tells me Henry is thinking about changing jobs. – **Likewise**.*
*Jason mi povedal, že Henry rozmýšľa nad zmenou zamestnania. – **Ja tiež**.*

6.3 Equally (B2)

The adverb **equally** introduces a comment which stands additional to what has just been mentioned. Though the comment may come second in the series, it is considered just as important and relevant as the one uttered first. The adverb comes either in the initial position in a sentence or immediately after a conjunction.

- *In a perfect world there should be no famine, nor poverty. **Equally**, people should not die of disease and they most certainly should not commit murder.*
*V dokonalom svete by nemali existovať hlad ani chudoba. **Rovnako** by ľudia nemali zomierať na choroby a určite by nemali páchať vraždy.*

- *The middle station has always been the cornerstone of society, but **equally** one needs to pay attention to the needs of the rich as well as the poor.*
*Stredná vrstva bola odjakživa základom spoločnosti, ale **rovnako** je potrebné dbať **aj** na potreby bohatých a chudobných.*

6.4 In the same way (C1)

The phrase **in the same way** makes clear that two ideas are conceived in the same manner or that two actions happen in the same manner. It is chiefly used in the initial position in a sentence.

- *The pilot was trying to get the altitude under control. **In the same way**, the co-pilot was busy getting the radar online again.*
*Pilot sa snažil dostať pod kontrolu výšku a **rovnako** sa usiloval aj spolupilot opraviť radar.*
- *The government should be looking for means of saving money. **In the same way**, households ought to be careful about buying things they don't really need.*
*Vláda by mala hľadať prostriedky na úsporu peňazí. **Podobne**, domácnosti by si mali dávať pozor na kúpu vecí, ktoré v skutočnosti vôbec nepotrebujú.*

Language Note:

The phrase occurs in formal registers mostly.

6.5 Just as (B2)

The phrase **just as** represents a less formal synonym of **in the same way** and is, in fact, used in the very same manner as its more formal counterpart. **Just as** is either used in the initial position in a sentence or it comes at the end as a phrase divided by a comma from the rest of the sentence.

- ***Just as** the manager criticises his assistant, the assistant criticises other staff.*
***Ravnako** ako kritizuje manažér svojho asistentku, kritizuje asistentka ostatných zamestnancov.*
- *I have to make quite important decisions from time to time, **just as** Mr Burns.*
*Z času na čas musím rozhodovať o dôležitých záležitostiach, **rovnako ako** pán Burns.*

6.6 By the same token (C2)

The set phrase **by the same token** states that something that is just about to be mentioned is true, real, valid, or correct for the very same reason or under the same circumstances as the preceding comment. The construction comes in the initial position in a sentence.

- *The general does not believe that we will have to attack the enemy after all but, **by the same token**, he does not see an end to siege any time soon either.*
*Generál sa domnieva, že nakoniec nepriateľa nebudeme musieť vôbec napadnúť, no **rovnako** tak skoro nevidí ani koniec obliehaniu.*
- *The new professor gives great lectures, and **by the same token** she expects her students to study hard.*
*Nová profesorka perfektne prednáša, a **preto** očakáva, že jej študenti budú aj usilovne študovať.*

Language Note:

The cliché phrase occurs in formal registers mostly.

7 EXPRESSING CONTRAST

Chapter 7: *Expressing Contrast* looks into how we can express the difference between two things and what language tools may be utilised to emphasise the meaning of negative statements. Moreover, the chapter sheds light on the contrasts that make the words and phrases used to express contrast distinct from one another.

7.1 On the contrary (B2)

The phrase **on the contrary** stresses that the opposite of what has just been said is or seems to be true. It comes at the start of a sentence or in the mid position with the verb.

- *A: IBM seems to have become more popular than DELL in the past few months.
B: **On the contrary**, last quarter's sales figures make it clear that DELL is by far the more popular PC producer.
A: Zdá sa, že za uplynulých pár mesiacov IBM prekonalo v popularite DELL.
B: **Práve naopak**. Tržby uplynulého štvrťroku jasne ukazujú, že DELL je oveľa obľúbenejší producent počítačov.*
- *My girlfriend was simply taken aback with the plot. – I, **on the contrary**, nearly dozed off during the first act already.
Zápleтка moju priateľku jednoducho ohromila. Ja **naproti tomu** som takmer zaspal už počas prvého dejstva.*

The phrase can also strengthen a negative statement which has just been made.

- *The armed guerrilla fighters did not stop attacking the enemy. **On the contrary**, they launched even more attacks than ever before.
Ozbrojení partizáni neprestali útočiť na nepriateľa. **Práve naopak**, spustili ešte viac útokov než kedykoľvek predtým.*
- *The chances of Terry winning the first prize aren't that terrific—**on the contrary**, she might well turn out to come in last.
Šance, že Terry vyhrá prvú cenu nie sú veľmi optimistické. **Práve naopak**, je dosť možné, že skončí posledná.*

7.2 Contrary to (C1)

The phrase **contrary to** makes clear that something is true or correct, even though it stands in a direct contrast to what other people say or believe. Commonly, it is used in the initial position in a sentence, but it may also come in the middle to join two clauses or to join a clause and a phrase.

- ***Contrary to common belief**, these herbs do not have a healing effect.
Na rozdiel od všeobecného presvedčenia nemajú tieto bylinky liečivý účinok.*
- *The shoe factory is not going to close down **contrary to** what you may have read in the press.
Továrňu na topánky, **na rozdiel od správ**, ktoré ste si mohli prečítať v tlači, nezanikne.*

7.3 As opposed to (C2)

The phrase **as opposed to** introduces and stresses a point that seems like a far cry from what has just been mentioned or from what is widely believed. It is often paraphrased by much less formal phrases, namely **rather than** and **unlike**. **As opposed to** comes either in the initial position in a sentence or is inserted in the midst and separated by a comma from the first part of the sentence.

- ***As opposed to** the Greek government, Slovak representatives have not entered into business with dubious companies which may well have ruined the country's economy.
Na rozdiel od gréckej vlády, slovenskí zástupcovia nenadviazali obchodné styky s pochybnými spoločnosťami, ktoré mohli zničiť ekonomiku štátu.*
- *The international producer can deliver the agricultural machines at a total of \$ 4.3 million, **as***

opposed to the local manufacturer who claims to be able to do the job for merely \$ 3.1 million.
Medzinárodný výrobca vie dodať poľnohospodárske stroje za 4,3 milióna dolárov **na rozdiel od** miestneho výrobcu, ktorý tvrdí, že dokáže stlačiť celkovú sumu na 3,1 milióna.

The phrase can also be used to join phrases rather than clauses. Then, it is usually paraphrased by **rather than**, a synonymous expression which is much less formal and, in fact, much more common.

- *The management would like to hold the meeting in May, **as opposed to** September.*
*Vedenie by **radšej** usporiadalo stretnutie v máji **než** septembri.*
- ***As opposed to** locking up young offenders in jail, the justice system should find ways to rehabilitate them into society.*
***Na rozdiel od** uväznenia mladých delikventov, by mal právny systém nájsť spôsob, ako ich rehabilitovať do spoločnosti.*

7.4 Quite the opposite (B2)

The phrase **quite the opposite** is used to say that what has just been said or implied stands contrary to what has been said earlier. It comes at the start of a sentence.

- *A: I hear the business is not going as well as you'd hoped, David.*
*B: **Quite the opposite**, our business is booming and we are soon going to expand into the Chinese market as well as the Asian territory.*
A: Dávid, do počul som sa, že podnikanie ti nejde až tak dobre, ako si dúfal.
*B: **Práve naopak**, naša firma je práve na vzostupe a už čoskoro expandujeme na čínsky trh ako aj do ázijskej oblasti.*
- *A: Was it a difficult negotiation, Dr Stroyan?*
*B: **Quite the opposite**, both the parties agreed on all terms in less than an hour and then we headed out for lunch.*
A: Bolo to rokovanie náročné, Dr. Stroyan?
*B: **Vôbec nie**. Obe strany sa dohodli do hodiny na všetkých podmienkach a potom sme išli na obed.*

Just like **on the contrary**, the phrase **quite the opposite** can strengthen a negative statement which has just been made.

- *When I arrived in the city I had practically nothing to go on—**quite the opposite**, I had loads of debts and I was on the verge of losing my car too.*
*Keď som prišiel do mesta, nemal som v podstate nič. **Práve naopak**, bol som riadne zadĺžený a takmer som prišiel aj o auto.*
- *The chair was not very talkative at start. **Quite the opposite**, he was rather shy and silent.*
*Predseda nebol zo začiatku veľmi zhovorčivý. **Naopak**, bol skôr plachý a tichý.*

7.5 Paradoxically (C2)

The adverb **paradoxically** introduces a weird fact that seems impossible or highly improbable at the best as it expresses the opposite of what has been expected or what is commonly considered to be true. It commonly comes in the initial position in a sentence.

- ***Paradoxically**, it was the managing director's impulsive nature that made it possible for him to close the deal with the Japanese contractor.*
***Paradoxne** sa podarilo generálnemu riaditeľovi uzavrieť dohodu s japonským dodávateľom práve vďaka impulzívnej povahe.*
- *I don't really know why but, **paradoxically**, the car vendor has agreed to your proposal.*
*Skutočne si nedokážem predstaviť prečo, ale **na počudovanie** automobilový predajca Váš návrh prijal.*

8 BALANCING CONTRASTING POINTS

Chapter 8: *Balancing Contrasting Points* gives valuable insight into words and phrases which are used to introduce the two—opposing—sides of an argument, and thus balance the issue in question. Some of the phrases are applied as ‘double expressions’ which are often employed in a sequence to provide for a logical division between the two sides of an idea and to weigh the advantages and disadvantages.

8.1 On the one hand ... on the other hand (B2)

The structures **on the one hand ... on the other hand** balance two facts or ideas that contrast and give account of two opposite sides of a situation. They are, however, not used to put together two ideas that contradict each other. The phrases come in the initial position in a sentence.

- **On the one hand**, the solicitor can assist you in resolving the legal issue. **On the other hand**, she usually works for your competitor, so he might consider this a conflict of interest.
Na jednej strane ti môže ten advokát pomôcť vyriešiť tvoj právny problém. Na druhej strane však zvyčajne pracuje pre tvojho konkurenta, takže to môže považovať za konflikt záujmov.
- **On the one hand**, the flat's got four huge rooms, but **on the other hand** the rent and the utility bills are very high indeed.
Na jednej strane má byt štyri obrovské izby, no na strane druhej sú nájomné a účty za elektrinu, vodu a plyn poriadne vysoké.

Language Note 1:

Mostly, the structures are found in rather formal registers.

Language Note 2:

The phrase is usually used as a ‘double phrase,’ and thus **on the one hand** and **on the other hand** are employed to complement each other. Nevertheless, **on the other hand** may be used all by itself, ie without being preceded by **on the one hand** to express contrast.

- *The economic situation seemed very grim indeed two years ago. On the other hand, none of our staff complained and everybody continued their work to the best of their abilities.*
Ekonomická situácia sa pred dvoma rokmi zdala byť skutočne veľmi zlá. Na druhej strane, nikto z našich zamestnancov sa nestážoval a všetci pokračovali vo svojej práci, ako najlepšie vedeli.
- *A teacher's job is not always easy when it comes to communication with young pupils. On the other hand, many teachers consider it rewarding in other ways.*
Práca učiteľa nie je vždy najjednoduchšia, keď dôjde na komunikáciu s mladými žiakmi. No na druhej strane ju mnoho učiteľov považuje za prospešnú kvôli iným aspektom.

Language Note 3:

Although **on the other hand** may be used without a corresponding **on-the-one-hand** clause, the relationship is not mutual, ie **on the one hand** cannot be used without **on the other hand**.

8.2 In theory ... in practice (B2)

The phrases **in theory ... in practice** contrast a point by considering both its theoretical and practical sides. **In theory**, which always comes before **in practice**, suggests a point which should be possible and could, in fact, be considered true. **In practice**, by contrast, introduces something that really is or that really happens as opposed to something that we only wish to occur. The phrases usually come in the initial position in a sentence, but they may readily assume the final position as well.

- **In theory**, fruit and vegetables are healthy and thus good for your body. **In practice**, when you think about all those pesticides and artificial fertilisers used to grow it, you may well arrive at a quite different conclusion.
Teoreticky sú ovocie a zelenina zdravé, a preto dobré pre naše telo. Prakticky však môžeme

dospieť k úplne inému záveru, keď si pomyslíme na všetky tie pesticídy a umelé hnojivá, ktoré sa používajú pri pestovaní.

- **In theory**, a married couple ought to stay together for the rest of their days. **In practice**, we can see a lot of marriages break up and even people divorce their spouses whom they have given an oath before God never to turn their back on.
Teoreticky by manželia mali zostať spolu až do konca života. **V praxi** však vidíme, že mnohé manželstvá sa rozpadávajú a dokonca končia rozvodmi, pričom sa manželia jeden druhému otočia chrbtom napriek tomu, že si pred Bohom sľúbili nikdy tak neurobiť.
- Smartphone technology should have made everyday communication much more interactive and faster; **in theory**. Unfortunately, the devices are no more than pricey toys as their battery performance is extremely low, **in practice**.
Teoreticky mala dať technológia smartfónov každodennej komunikácii interaktívnejšiu podobu a zrýchliť celú komunikáciu ako takú. Žiaľ, **po praktickej stránke** nie sú zariadenia vďaka mimoriadne nízkemu výkonu batérií nič viac, než drahé hračky.
- The train journey from Bratislava to Vienna takes only about an hour, **in theory**. But it usually takes me almost eighty minutes, **in practice**.
Cesta vlakom z Bratislavy do Viedne trvá **teoreticky** okolo jednej hodiny. Avšak **v praxi** mi zaberie zvyčajne takmer osemdesiat minút.

Language Note:

Both the phrases may be used independently of each other.

- **In theory**, a rabbit can move faster than a turtle.
Teoreticky sa dokáže zajac pohybovať rýchlejšie než korytnačka.
- **In practice**, the band has not brought out a single album in over six years now.
Kapela **prakticky** nevydala žiaden album už vyše šesť rokov.

8.3 While (A2)

The conjunction **while** compares things, people, ideas, concepts, etc. It shows how the items compared differ. It comes in the initial position in a sentence.

- **While** the duke was still pondering about whether to ask the baroness for her hand in marriage, his neighbour did not lose time and did so at once.
Kým vojvoda ešte stále rozmýšľal nad tým, či by mal barónku požiadať o ruku, jeho sused nestrácal čas a hneď jej ponúkol manželstvo.
- The MP supported the bill **while** some of his party members thought it was going to turn us into a surveillance society.
Poslanec podporil návrh zákona, **kým** niektorí členovia jeho strany zastávali názor, že tento zákon z nás spraví ostro sledovanú spoločnosť.

Language Note:

The phrase **while** is often used in a rather formal context to ascertain that although one accepts something as true, there are also reasonable doubts that cannot and should not be ignored altogether.

- **While** Mr Davidson's proposal is the only one we have heard so far, it does not mean that it is the one we should adopt.
Napriek tomu, že návrh pána Davidsona je jediný, ktorý sme si doposiaľ vypočuli, neznamená to, že by sme ho mali prijať.
- **While** your reasoning makes complete sense in the light of events that we have witnessed in the past few months, I cannot but think that it is too harsh a decision to make so lightly.
Aj keď Vaša argumentácia dáva zmysel vo svetle udalostí, ktorých svedkami sme sa stali v ostatných pár mesiacoch, stále si myslím, že je to príliš tvrdé rozhodnutie, ktoré by sme nemali brať na ľahkú váhu.

8.4 Whilst (A2)

The conjunction **whilst** compares things, people, ideas, concepts, etc just like **while**. It shows how the items compared differ. It comes in the initial position in a sentence.

- *Whilst the idea was agreeable to the marketing manager, the managing director didn't approve at all.*
Kým marketingový manažér s nápadom súhlasil, generálnemu riaditeľovi sa vonkoncom nepozdával.
- *Young Henry is the embodiment of capitalism when it comes to private matters of wealth and money whilst being sympathetic to the ideas of socialism as regards political issues.*
Mladý Henry je stelesnením kapitalizmu, pokiaľ ide o súkromné záležitosti týkajúce sa majetku a peňazí, no je solidárny s myšlienkami socializmu v otázkach politických.

Language Note:

The conjunction **while** is equally common in both British and American English while **whilst** is only used in British English. Additionally, **whilst** sounds a bit outdated and nowadays is, in fact, employed in formal registers only.

8.5 Whereas (B2)

The conjunction **whereas** compares two items and shows that there is a significant difference between them. Moreover, it points out what the distinction is and how the concepts in question differ. It comes in the initial position in a sentence.

- *Whereas knowledge can be learnt, intelligence is inborn.*
Kým vedomosti sa dajú naučiť, inteligencia je vrozená.
- *They looked like honest businesspeople whereas they sounded like the riff-raff we dealt with a couple of years ago once we had started the negotiation.*
Vyzerali ako čestní podnikatelia, no keď sme s nimi začali rokovať, zneli ako tá zberba, s ktorou sme mali dočinenia pred pár rokmi.

8.6 While it is true that (B2)

The phrase **while it is true that** contrasts things, people, ideas, etc and shows how they are different from each other. It normally comes in the initial position in a sentence.

- *While it is true that the honourable gentleman from Florida made an excellent point on energy consumption, there are still more circumstances that we should take into consideration.*
Aj keď je pravda, že poslanec z Floridy hovoril dobre na tému spotreby energie, nájde sa ešte mnoho ďalších okolností, ktoré by sme mali vziať do úvahy.
- *While it is true that the Forces are an integral part of our country, we cannot neglect to mention the enormous amount of money used to support them every year.*
Hoci sú ozbrojené zložky neoddeliteľnou súčasťou nášeho štátu, nemôžeme nespomenúť obrovské množstvo peňazí, ktoré na ne každoročne vynakladáme.

Language Note:

Once the contrasting argument has been made, **while it is true that** may be paraphrased by **while this is true** or **while that is true**.

- *A: We should not spend any more money on the research project in Africa.*
B: While that is true, where do you suppose we get the results we need so desperately to launch our new campaign from?
A: Nemali by sme vynakladať žiadne ďalšie financie na výskumný projekt v Afrike.
B: Hoci je to skutočne tak, odkiaľ si myslíte, že získame výsledky, ktoré tak naliehavo potrebujeme na spustenie novej kampane?
- *A: We spent almost 400,000 dollars on launching the new product.*
B: While this is true, we made a profit of nearly 430,000 dollars in the first two months after the launch only.

A: Minuli sme takmer 400.000 dolárov na uvedenie nového výrobku na trh.

B: **To je síce pravda**, ale len za prvé dva mesiace po uvedení sme zarobili takmer \$ 430.000.

8.7 By contrast (B2)

The phrase **by contrast** compares two items and states that the second is very different from the first. It comes in the initial or medial position in a sentence.

- *Our major competitor has managed to build up an excellent customer care programme which is highly appreciated by the wider public. **By contrast**, it is our products that are superior to all the others currently available on the market.*

*Nášmu hlavnému konkurentovi sa podarilo vybudovať vynikajúci program starostlivosti o zákazníkov, ktorý sa teší veľkej obľube širšej verejnosti. **Na porovnanie** sú však naše výrobky lepšie, než všetky ostatné, ktoré sú v súčasnosti na trhu k dispozícii.*

- *The prices of stocks and shares are falling by the day. The value and the prices of gold, **by contrast**, are skyrocketing. Ceny akcií padajú každým dňom. **Naopak**, hodnota a ceny zlata prudko stúpajú.*

Language Note:

The phrase **in contrast** is somewhat akin to **by contrast**. However, **in contrast** is normally used with the preposition 'to'—in the phrase **in contrast to**—to produce a comparative construction.

- ***In contrast to** the older model, the new vehicle is not only faster, but it also provides more safety to both the driver and the riders.*

***V porovnaní so** starším modelom je nové auto nielenže rýchlejšie, ale ešte aj poskytuje väčšiu bezpečnosť pre vodiča i spolujazdcov.*

- *I'm convinced that Mr Kingsley, **in contrast to** his predecessor, is doing a much better job than Ms Limestone.*

*Som presvedčený, že pán Kingsley odvádza **v porovnaní s** jeho predchodkyňou oveľa lepšiu prácu než pani Limestoneová.*

8.8 Conversely (B2)

The adverb **conversely** states the opposite of what has been said or implied. It introduces a view which contradicts either the whole of what has been said before or a single part of it. Either way, it comes in the initial position in a sentence.

- *Before Apple Inc. products became popular with the wider public, many a person heavily criticised the company's policies. **Conversely**, once the wider public took a strong liking to the brand, people stopped looking for reasons to dislike the products and immediately started to praise the company for its groundbreaking vision.*

*Skôr, než si širšia verejnosť obľúbila výrobky spoločnosti Apple Inc., mnohí ostro kritizovali politiku tejto firmy. **Na porovnanie**, v okamihu, keď si širšia verejnosť obľúbila túto značku, ľudia prestali hľadať dôvody, ktoré by viedli k odpore voči jej výrobkom a okamžite začali spoločnosť chváliť pre prelomovú víziu.*

- *I guess the teachers did not pay much attention to the key as several correct answers were marked red and, **conversely**, several incorrect answers were marked green.*

*Myslím, že učitelia nevenovali veľkú pozornosť kľúčom, pretože niekoľko správnych odpovedí označili červenou farbou a **naopak**, niekoľko nesprávnych odpovedí farbou zelenou.*

8.9 That said (B2)

The phrase **that said** introduces an opinion or a statement which seems to be contradicting what has just been said, although both the ideas may well be true. It comes in the initial position in a sentence.

- *The financial downturn has left many a company struggling for its very existence. **That said**, a great deal of entrepreneurs have taken the plunge and ventured out to set up stronger businesses.*

*Finančná kríza prinútila nejednu spoločnosť bojovať o holú existenciu. **No jedným dychom***

musíme dodať, že mnohí podnikatelia sa chytili tejto príležitosti a pustili sa do budovania silnejších firiem.

- *The real estate market seems to be falling once again. That said, the number of mortgages is not going down at all.*
Zdá sa, že trh s nehnuteľnosťami opätovne padá, avšak počet hypoték vôbec neklesá.

Language Note 1:

The phrase is chiefly used in informal registers, especially in the spoken discourse.

Language Note 2:

Somewhat akin to the above phrase, a more complex structure—**having said that**—is used to indicate that the statement to come will in some way or other contradict the meaning of what has been said or implied before.

- *English grammar is not always easy to grasp. Having said that, there's nothing a human brain is not able to process.*
Anglická gramatika nie je vždy ľahká na pochopenie. Jedným dychom však dodávam, že neexistuje nič, čo by ľudský mozog nedokázal spracovať.
- *The prosecutor is a fierce opponent. Having said that, he values justice as well as law and order above all, so he's not a sore loser if justice is served.*
Tento prokurátor je silný protivník, no zároveň si nadovšetko váži spravodlivosť ako aj právo a poriadok, takže ak zvíťazí spravodlivosť, dokáže porážky dobre prijať.

8.10 Then again (C2)

The phrase **then again** introduces a new concept which stands contrary to what has just been said or implied. The new idea may either negate the previous thought altogether, or it may make it seem less true, correct or possible. Mostly, the phrase is used to indicate that the speaker has come up with a new idea at the very moment of speaking. It commonly follows the conjunction 'but' or comes in the initial position in a sentence.

- *I suppose the maths exam was really difficult but, then again, so are most exams prepared by Dr Janiston.*
Myslím, že skúška z matematiky bola skutočne náročná, ale napokon take sú všetky skúšky, ktoré pripraví Dr. Janiston.
- *Honestly, I'll be rooting for Helen all the time. Then again, it may not be enough as she's about to face tough competition.*
Úprimne povedané budem držať Helen palce po celý čas. Nemusi to ale stačiť, pretože bude čeliť tvrdej konkurencii.

Language Note:

Mostly, the phrase is used in the spoken discourse.

8.11 At the same time (B2)

The phrase **at the same time** indicates that the point to be mentioned ought to be considered just as essential and relevant as the one made before. Often, the phrase introduces a contradictory concept to what has already been mentioned. It commonly follows the conjunction 'but' or comes in the initial position in a sentence.

- *The public transport system in our city needs to be modernised as soon as possible. People know that, we know that. At the same time, nobody would be very happy about a further increase in fare.*
Mestskú hromadnú dopravu v našom meste je potrebné modernizovať čo najskôr. Je to jasné občanom, je to jasné i nám. Zároveň by však nikoho nepotešilo opätovné zvýšenie cestovného.
- *Truly good teachers will inspire their students to develop their skills and abilities all the time, not just in the classroom. At the same time, they need to be quite strict, so that they keep their*

students under control and create a conducive learning environment.

*Skutočne dobrí učitelia inšpirujú svojich študentov, aby rozvíjali svoje schopnosti a zručnosti neustále, teda nie len počas vyučovania. **Zároveň však** musia byť dosť prísni, aby si udržali študentov pod kontrolou a vytvorili priaznivé prostredie pre výučbu.*

8.12 Alternatively (B2)

The adverb **alternatively** is used to introduce another suggestion or possibility, ie an alternative to something that has already been mentioned or implied. It carries the connotation that the two concepts are mutually exclusive possibilities. It commonly follows the conjunction 'or' or comes in the initial position in a sentence.

- *The fighters can take a break now. **Alternatively**, they may spend their time training a bit more in the hall at the back of the arena.*
*Zápasníci si môžu teraz oddýchnuť. **Prípadne** môžu stráviť čas prípravou v hale, ktorá sa nachádza v zadnej časti arény.*
- *We could order Chinese, or **alternatively**, we could make something ourselves for a change.*
*Mohli by sme si objednať čínske jedlo, **alebo** si pre zmenu pripraviť niečo sami.*

Language Note:

The adverb is historically related to the Latin word 'alter,' meaning 'the other of two.' Therefore, it is mostly used to refer to a choice between two only.

8.13 On the flip side (C1)

The set phrase **on the flip side** introduces a contrasting point or another aspect of a situation which has not been mentioned yet. It comes in the initial position in a sentence.

- *Customer satisfaction is extremely important for every company on the market. **On the flip side**, customers are often rather demanding and are not always right.*
*Spokojnosť zákazníkov je nesmierne dôležitá pre každú firmu na trhu. No **na druhej strane** sú zákazníci často veľmi nároční a nemajú vždy pravdu.*
- *The new tablet computer comes with a whole bunch of cool features. **On the flip side**, its slow and outdated processor makes the whole tech experience extremely unsatisfactory.*
*Nový tablet prichádza na trh s mnohými skvelými funkciami, ale **napriek tomu** je celý zážitok po technickej stránke viac než neuspokojivý, a to práve kvôli pomalému a zastaranému procesoru.*

Language Note:

The idiomatic expression is mostly used in the spoken discourse.

9 EMPHASISING A CONTRAST

Chapter 9: *Emphasising a Contrast* pays attention to a wide variety of discourse markers which are commonly used to express contrast. Moreover, some of the phrases convey additional emphasis as well as other, supplementary connotations that the chapter elaborates on.

9.1 However (B2)

The conjunction **however** makes clear how a sentence is related to what has already been said. It emphasises the fact that the second point contrasts with the first. It often expresses an idea that sounds surprising in the light of what has been said before. The conjunction comes in the initial, medial or final position in a sentence.

- *The young prince met several fascinating princesses in the past few months. **However**, none of them seems to have won his heart.*
*Mladý princ spoznal v uplynulých pár mesiacoch hneď niekoľko fascinujúcich princezien, **no** zdá sa, že sa žiadnej nepodarilo získať si jeho srdce.*
- *The business plan was excellent. Its implementation, **however**, left a lot to be desired.*
*Podnikateľský zámer bol vynikajúci. Jeho realizácia mala **však** značné medzery.*
- *The general suggested marching south during the night. His first in command did not feel it was a good decision, **however**.*
*Generál navrhol pochodovať v noci smerom na juh, **ale** jeho prvý dôstojník si nemyslel, že to bol dobrý nápad.*

Language Note 1:

Similarly, **however** is often used informally, especially in spoken English, to express surprise at something that seems rather unlikely or impossible even, and thus contrasts the known circumstances or facts. This use applies to interrogative sentences only. In this case, **however** is considered an emphatic form of the interrogative pronoun **how**.

- *A: Have you heard? Mona Lisa was stolen last night.*
*B: **However** did that happen? Don't they have state-of-the-art security system at the gallery?*
A: Už si to počul? Včera v noci ukradli Monu Lisu.
*B: **Ako** sa mohlo **také čosi** stať? Nemajú v galérii najmodernejší bezpečnostný systém?*
- *A: My brother Jack got lost in the woods around here last Saturday.*
*B: **However** did he manage to do that? It's just a few trees and a meadow, isn't it?*
A: Môj brat Jack sa minulú sobotu stratil niekde v tunajších lesoch.
*B: **A to** sa mu **ako** podarilo? Ved' je tu len pár stromov a lúka, či vari nie?*

Language Note 2:

Although **however** may be placed in the initial, medial and final positions alike, it sometimes seems prudent to avoid the medial position. This is especially the case when addressing a rather conservative audience who may believe that it is incorrect to bury the conjunction in the middle of an idea. Strictly speaking, this is no more than a linguistic myth, but some style guides actually advise users not to put **however** in the medial position as quite a few people believe it is incorrect. Then again, the initial position is the most favourable one since it shows the connection between the aforementioned and the following statements most clearly.

9.2 Nevertheless (B2)

The adverb **nevertheless** expresses the idea of 'despite what has just been mentioned or said.' It comes in the initial, medial or final position in a sentence.

- *I suppose Mr Snowlen made a few good suggestions at the meeting. **Nevertheless**, as the implementation would require a substantial amount of money—which we do not have at our disposal at the moment—we will not be able to take advantage of any of them.*

Myslím si, že pán Snowlen na schôdzi predniesol zopár dobrých návrhov. **Napriek tomu** nebudeme mať prospech zo žiadneho, pretože realizácia by si vyžiadala značný obnos peňazí, ktorý momentálne nemáme k dispozícii.

- *Little Daniel used to be an underachiever when he was at school. He managed, **nevertheless**, to get a great job as a car dealer and has already opened his own business.*
*Danielkovi sa v škole veľmi nedarilo, **no predsa** si dokázal nájsť skvelú prácu ako predajca áut a už si aj založil vlastnú firmu.*
- *They say Martin was a rather impulsive young man, but **nevertheless** he never got into any serious trouble.*
*Počul som, že Martin bol skutočne impulzívny mladík, **ale aj tak** sa nikdy nedostal do vážnych problémov.*
- *Daniel Jackson could not persuade his fellow archaeologists of the truth, but his presentation was very interesting **nevertheless**.*
*Danielovi Jacksonovi sa nepodarilo presvedčiť kolegov archeológov, že mal pravdu, **no napriek tomu** bola jeho prezentácia veľmi zaujímavá.*

Language Note:

Nevertheless is used when talking about doing something despite the facts or despite the odds rather than to refer to amounts.

- *You could tell the train was about to leave. The husband and wife did not stop running and tried to catch it **nevertheless**.*
*Bolo jasné, že vlak už bol na odchode, **ale** manželia sa nezastavili a snažili sa ho stihnúť.*

9.3 Nonetheless (C1)

The adverb **nonetheless** expresses the idea of ‘despite what has just been mentioned or said.’ In the vast majority of cases, it is considered synonymous to **nevertheless**. It comes in the initial, medial or final position in a sentence.

- *There are several important issues we need to address at a meeting, gentlemen. **Nonetheless**, we don't have to discuss them at the present meeting but can postpone them to the next one.*
*Nájde sa niekoľko dôležitých otázok, ktoré musíme vyriešiť na schôdzi, páni. **Napriek tomu** ich nemusíme prediskutovať na tejto schôdzi. Môžeme ich odložiť na budúce stretnutie.*
- *The poor family doesn't have much money to support their ailing uncle's business. They will, **nonetheless**, do their best to help him out.*
*Chudobná rodina nemá veľa peňazí, ktorými by mohla podporiť upadajúcu firmu svojho strýka, **no jednako** urobia čo je v ich silách, aby mu pomohli.*
- *Kate's son has started taking drugs recently and lost a lot of friends as a result. Julie is determined to stand by him **nonetheless**.*
*Katkin syn začal pred časom drogovať, a preto stratil mnohých priateľov. Júlia je **však napriek tomu** odhodlaná zotrvať po jeho boku.*

Language Note:

Even though **nonetheless** and **nevertheless** are considered synonymous, there is a slight difference in usage as well as meaning between the two. Unlike the adverb **nevertheless**, which is used to refer to something that is done despite the facts or despite the odds, **nonetheless** commonly refers to amounts.

- *Recently, Henry has found out that he's suffering from leukaemia. **Nevertheless**, he's not giving up and is determined to live his life to its fullest.*
*Henry nedávno zistil, že trpí leukémiou. **Napriek tomu** sa nevzdáva a je odhodlaný žiť svoj život plnými dúškami.*
- *My friend Larry has three sons. **Nonetheless**, he loves them all equally.*
*Môj priateľ Larry má troch synov, **a predsa** ich má rovnako rád.*

9.4 Notwithstanding (C1)

The word **notwithstanding**, which is used as both an adverb and a preposition, is a formal synonym of **nevertheless**. It expresses the meaning of ‘despite what has just been said or mentioned.’ It comes in the initial or final position in a sentence.

- *Notwithstanding the senior analyst's warnings, the chairman decided to continue the inhuman experiments on the chimps.*
Napriek opakovanému upozorneniu nadriadeného analytika sa predseda rozhodol pokračovať v nehumánných experimentoch na šimpanzoch.
- *Their fear notwithstanding, the soldiers attacked the enemy at dawn.*
Napriek strachu zaútočili vojaci za úsvitu na nepriateľa.

Language Note:

The word is sometimes used in the phrase **notwithstanding that**.

- *The general in charge of the western troops let the men march at night, notwithstanding that they had been marching the whole day too.*
Generál, ktorý velil západnému vojsku, prikázal svojim mužom pochodovať v noci, a to aj napriek tomu, že pochodovali aj celý deň.
- *Notwithstanding that Mr and Mrs Bermeese set off for the airport in time, they arrived an hour after the plane had taken off.*
Manželia Bermeeseovci sa dali na cestu na letisko včas, no jednako dorazili až hodinu po odlete ich lietadla.

9.5 Mind (you) (C2)

The phrase **mind (you)** is an informal expression mostly used in spoken language to make something that has just been said sound less strong or less general.

- *Most scientists are rather stiff and do not make very good conversation partners. Mind you, I'm not a scientist and I don't like to converse with many a person.*
Väčšina vedcov je veľmi upätých a rozhovory s nimi nie sú veľmi zaujímavé. Vieš, ja nie som vedec, ale tiež sa nerád rozprávam s mnohými ľuďmi.
- *Our company's stockbroker received first-class education and has a good understanding of the markets. Mind, everybody slips from time to time and makes a bad decision.*
Obchodník s cennými papiermi, ktorý zastupuje našu spoločnosť, získal prvotriedne vzdelanie a trhom sa skutočne rozumie, ale každému sa môže stať, že sa pomýli a urobí zlé rozhodnutie.
- *The money may be hidden in the fireplace, mind.*
Chápeš, peniaze môžu byť ukryté v kozube.
- *His parents are not fully aware of his potential—they sent him to an excellent school, mind.*
Jeho rodičia si celkom neuvedomujú, aký veľký potenciál má, no predsa ho poslali na vynikajúcu školu.

9.6 Still (B2)

The adverb **still** introduces a contrasting point, and just like ‘mind you,’ is often employed as an afterthought. Moreover, it can add a feeling of surprise to what has been said before. It comes in the initial position in a sentence.

- *The young lady seems a trifle pretentious and posh at times too. Still, she's quite an agreeable woman once you get to know her a little better.*
Mladá dáma sa zdá byť trochu domýšľavá a z času na čas i povýšenecká. Napriek tomu, keď ju lepšie spoznáte, zistíte, že je veľmi príjemná.
- *The young inventor's research shows promise when it comes to curing cancer in a human cell; still, the work is miles away from being tested even.*
Výskum mladého vynálezcu je sľubný čo sa týka liečby rakoviny, ktorá postihla ľudské bunky. Jeho práca je však ešte aj od testovania na míle ďaleko.

9.7 In spite of (B1)

The phrase **in spite of** introduces a phrase which attributes the make-up of surprise, astonishment or amazement to another fact. It comes in the initial position in a sentence.

- ***In spite of** his profound love for Lilly, Pete was well aware of the fact that he would never have managed to make her sweet heart sing even for a split second.*
***Napriek** úprimnej láske, ktorú Peter k Lívii cítil, si veľmi dobre uvedomoval, že by sa mu nebolo nikdy podarilo urobiť ju šťastnou čo i len na okamih.*
- *The factory workers had to continue working **in spite of** feeling exhausted.*
*Robotníci pracujúci v továrni museli **navzdory** vyčerpaniu pokračovať v práci.*

Language Note 1:

The complex preposition **in spite of** consists of three elements, namely the preposition 'in,' the noun 'spite' and the preposition 'of.' As a result, it is used in two constructions:

a) To introduce a noun or a noun phrase:

- ***In spite of** numerous attempts to catch the fraudster, the police still remain at a loss as to his identity and whereabouts both.*
***Napriek** početným pokusom o dolapenie podvodníka nemá polícia aj naďalej žiadne informácie o jeho totožnosti či mieste pobytu.*
- *The banker testified against his former associates **in spite of** fears for his family's safety.*
*Bankár svedčil proti svojim bývalým spolupracovníkom **napriek** obavám o bezpečie svojej rodiny.*

b) To introduce a gerund:

- ***In spite of** feeling unappreciated and rather demotivated, the sales reps continue their assignments as planned.*
***Aj napriek tomu, že** sa obchodní zástupcovia cítia nedocenení a demotivovaní, pokračujú aj naďalej podľa plánu vo svojich úlohách.*
- *Our spies still haven't figured out the gangster's hideaway **in spite of** being on the case for almost three months.*
*Naši špióni ešte stále nenašli gangstrov úkryt, a to **aj napriek tomu, že** na prípade pracujú už takmer tri mesiace.*

Language Note 2:

The phrase is often used in the construction **in spite of the fact that**.

- ***In spite of the fact that** he was feeling under the weather, Michael still went to work.*
***Napriek tomu, že** sa Michal cítil pod psa, išiel do práce.*
- *The new smartphone is sure to sell well **in spite of the fact that** it's quite pricey.*
*Ten nový smartfón sa bude iste dobre predávať a to **aj napriek tomu, že** je dosť drahý.*

However, the construction is frequently considered wordy by many an English speaker, and is thus often rephrased using less language material.

- ***In spite of** feeling under the weather, Michael still went to work.*
***Napriek tomu, že** sa Michal cítil pod psa, išiel do práce.*
- *The new smartphone is sure to sell well **in spite of** being quite pricey.*
*Ten nový smartfón sa bude iste dobre predávať a to **aj napriek tomu, že** je dosť drahý.*

9.8 Despite (B1)

The preposition **despite** conveys a phrase whose meaning suggests that the activity might well have prevented another activity from happening but it did not. It comes in the initial position in a sentence.

- ***Despite** all the ambassador's efforts, the Prime Minister decided to break off all diplomatic relations with the US and all its government agencies.*

Navzdory veľkému úsiliu veľvyslanca sa premiér rozhodol prerušiť všetky diplomatické vzťahy so Spojenými štátmi a všetkými americkými vládnymi agentúrami.

- *The accountant managed to keep her distance **despite** being provoked every single day. Účtovníčke sa podarilo udržať si odstup a to **aj napriek tomu**, že ju provokovali každý boží deň.*

Language Note 1:

Etymologically, the preposition **despite** is the short form of **in spite of**, and is thus used in the same two constructions as its three-word counterpart, namely:

a) To introduce a noun or a noun phrase:

- ***Despite** widespread opposition, the governing party passed the bill last week. **Napriek** rozsiahlemu odporu schválila vládna strana minulý týždeň návrh zákona.*
- *The farmer is determined to grow rice on his fields **despite** his brother's warnings. **Hospodár** je odhodlaný pestovať ryžu na svojich poliach **napriek** varovaniu svojho brata.*

b) To introduce a gerund:

- ***Despite** having lost his job, Jane remains at ease for the time being. **Janka** je na teraz pokojná, **hoci** prišla o prácu.*
- *The Spanish merchants resumed their negotiations with the Arabian manufacturer **despite** losing a substantial amount of money to their partner's incompetence two years ago. **Španielski** obchodníci pokračujú v rokovaní s arabským výrobcom, **hoci** pred dvoma rokmi prišli o značný obnos peňazí vďaka jeho neschopnosti.*

Language Note 2:

The phrase is often used in the construction **despite the fact that**.

- ***Despite the fact that** the ship was sinking, the captain did not panic but kept a cool head. **Napriek tomu**, že sa loď potápala, kapitán nespanikáril, ale si udržal chladnú hlavu.*
- *The carpenter lives a happy life **despite the fact that** he's often short of money. **Tesár** je šťastný, **hoci** často trpí nedostatkom peňazí.*

However, the construction is frequently considered wordy by many an English speaker, and is thus often rephrased using less language material.

- ***Despite** a leak in the ship, the captain did not panic but kept a cool head. **Napriek tomu**, že sa loď potápala, kapitán nespanikáril, ale si udržal chladnú hlavu.*
- *The carpenter lives a happy life **despite** being often short of money. **Tesár** je šťastný, **hoci** často trpí nedostatkom peňazí.*

9.9 Yet (B2)

The adverb **yet** introduces an idea that seems surprising, astonishing or amazing even because of what has just been mentioned.

- *The company was on the verge of financial collapse, **yet** the management did not show any signs of concern at all. **Spoločnosť** sa pohybovala na pokraji finančného kolapsu, **ale** vedenie sa vôbec nezdalo byť znepokojené.*
- *We all felt relieved after we had heard the good news, **yet** somehow, we could not forget how close we came pounding the pavement. **Všetkým** nám odľahlo, keď sme sa do počuli dobré správy, **no** akosi sme nevedeli zabudnúť na to, ako tesne sme sa minuli strate zamestnania.*

10 EXPRESSING COUNTER-ARGUMENTS

Chapter 10: *Expressing Counter-arguments* highlights linguistic solutions aimed at contradicting, correcting and contrasting statements which have been mentioned or implied before. It focuses on words and phrases that are commonly associated with counter-arguments, and may thus be used to convey surprise and astonishment in the process.

10.1 However (B2)

The conjunction **however** expresses a contrasting point, a counter-argument which often carries a connotation of surprise, astonishment or amazement. It comes in the initial, medial, or final position.

- *It goes without saying that technology markets all over the globe have become saturated to such an extent that it's becoming increasingly difficult to sell any product at all. **However**, the markets may not be to blame; it may well be the fault of a wide variety of unimaginative advertising campaigns and overpriced products.*

*Je úplne jasné, že globálny technologický trh je nasýtený do takej miery, že je čím ďalej tým ťažšie predat' akýkoľvek výrobok. Nemusi to byť **ale** chyba trhov. Je dosť možné, že vinu nesú reklamné kampane bez fantázie a predražené výrobky.*

- *Mr Washington is going to suggest cuts in the marketing costs for the coming year. The CFO, **however**, is less inclined to agree to such drastic measures as he's a firm believer of huge and intense advertising campaigns.*

*Pán Washington sa chystá navrhnúť škrty v marketingových nákladoch na nasledujúci rok. Finančný riaditeľ je **však** menej naklonený takýmto drastickým opatreniam, keďže je pevne presvedčený o pozitívach obrovských a intenzívnych reklamných kampaní.*

- *The sum of all advantages is really overwhelming. There is a significant disadvantage, **however**. I feel we need to discuss the point before making a final decision, my friends. Súčet všetkých výhod je skutočne ohromujúci. Existuje **však** závažná nevýhoda. Myslím, že tento bod by sme mali prediskutovať ešte skôr, než prijmeme konečné rozhodnutie, priatelia.*

10.2 Nevertheless (B2)

The adverb **nevertheless** is used to introduce a concept which contradicts an idea which has already been mentioned. In this way, it voices a counter-argument, in particular when a matter of importance is concerned. It comes in the initial, medial or final position in a sentence.

- *The up-and-coming lawyer is keen on making some significant changes in the city once he has been elected mayor. **Nevertheless**, he will have to realise that the world is not just black and white, but there are many grey areas which are very hard to change.*

*Nádejný právnik chce v meste urobiť niekoľko významných zmien, keď ho zvolia za primátora. Bude si **však** musieť uvedomiť, že svet nie je len čierno-biely, ale že existuje mnoho šedých zón, ktoré je veľmi ťažké zmeniť.*

- *The man you see in the photo was an obscure but **nevertheless** genius character of 19th century poetry.*

*Muž, ktorého vidíte na fotografii, bol nevýraznou, no **napriek tomu** geniálnou postavou poézie 19. storočia.*

- *The actors did not seem to understand the true message of the play, and thus did not perform as passionately as one would have hoped, but the play turned out very well **nevertheless**.*

*Zdalo sa, že herci nepochopili skutočné posolstvo hry, a preto nehrali tak precízne, ako by sa očakávalo. Hra bola **ale aj napriek tomu** veľmi dobrá.*

10.3 Nonetheless (C1)

The adverb **nonetheless**, which is considered a more formal synonym of **nevertheless**, conveys an argument which opposes an idea which has been mentioned before. It comes in the initial, medial or

final position in a sentence.

- *The prosecution has made a prima facie case. **Nonetheless**, the defence is intent on proving the defendant's innocence.*
*Obžaloba predniesla prípad jednoznačne. **Napriek tomu** je obhajoba odhodlaná preukázať nevinu obžalovaného.*
- *The veep feels very comfortable in the executive chair. I believe, **nonetheless**, the Secretary of State is not likely to go easy on him although they've been friends for years now.*
*Viceprezidentovi sa zapáčila stolička prezidenta. Myslím si **však**, že minister zahraničných vecí mu nič nedaruje a to aj napriek tomu, že sú priatelia už celé roky.*
- *Dr Rogers himself studied archaeology, but he found Dr Simmon's presentation intriguing and thought-provoking **nonetheless**.*
*Aj Dr. Rogers vyštudoval archeológiu, ale **i napriek tomu** bola pre neho prezentácia Dr. Simmonsa zaujímavá a podnetná.*

10.4 Although (B1)

The conjunction **although** introduces a point which lessens the strength as well as validity of what is just about to be mentioned. It is often used to express surprise, astonishment and amazement, or even to add a connotation of a mild shock to a statement. It conveys a similar meaning as the preposition **despite**. Commonly, the conjunction comes in the initial position in a sentence.

- ***Although** the earthquake was not particularly strong, it may have damaged the water pipes.*
***Hoci** zemetrasenie nebolo obzvlášť silné, mohlo poškodiť vodovodné potrubie.*
- *Mr and Mrs Cunnings would like to stay in the kings' room **although** it will cost them.*
*Manželia Cunningsovci chcú bývať v kráľovskej izbe **a to aj napriek tomu**, že ich to bude niečo stat.*

10.5 Even though (B1)

The two-part adverb **even though** introduces a point which is—in the light of what is just about to be said—considered very surprising. It comes in the initial position in a sentence.

- ***Even though** he was awarded a PhD in English literature, Mr Stephens does not know a single thing about Shakespeare or the Lake Poets.*
***Hoci** mu bol udelený doktorát z anglickej literatúry, pán Stephens nievie absolútne nič o Shakespearovi či Jazerných básnikoch.*
- *Ms Hancock's proposal was put on hold for the time being **even though** it could have solved numerous important issues regarding international trade.*
*Návrh pani Hancockovej bol odložený na neskôr **a to aj napriek tomu**, že mohol vyriešiť mnohé dôležité otázky týkajúce sa medzinárodného obchodu.*

Language Note:

Although **even though** expresses the same denotation as **although**, it is often considered a bit more formal than **although**.

10.6 Though (B2)

The conjunction **though** expresses a point which is surprising or astonishing even. At the same time, the word may make an idea sound less strong or valid. It comes in the initial, medial or final position in a sentence.

- ***Though** hard of hearing, my grandmother refuses to use her hearing aid.*
***Navzdory** nedoslýchavosti odmieta moja babička sluchovú protézu.*
- *Mr Petterson, **though** an excellent sharpshooter, did not manage to wound the criminal.*
***Hoci** je pán Petterson vynikajúci ostrostrelec, zločinca sa mu zraniť nepodarilo.*
- *The maths exam was not very difficult. Half the class failed it, **though**.*
*Skúška z matematiky nebola veľmi ťažká, **no aj tak** polovica triedy neprešla.*

Language Note:

The conjunction is also used with the meaning of **however**, and may thus be readily placed in the medial position.

- *The new satirical magazine has become popular with the wider reading public already. The editor, **however**, still believes that certain things need to change asap.*
*The new satirical magazine has become popular with the wider reading public already. The editor, **though**, still believes that certain things need to change asap.*
*Širšia čitateľská verejnosť si už nový satirický časopis obľúbila. Redaktor si **ale** ešte stále myslí, že niektoré veci je potrebné zmeniť čo najskôr.*

10.7 Even so (C1)

The phrase **even so** introduces an idea which seems surprising after what has just been said or implied. It comes in the initial position in a sentence or immediately after an introductory conjunction.

- *Phillip is white as a sheet and has a really nasty cough, but **even so** he's working harder than most of his colleagues.*
*Filip je biely ako stena a škaredo kašle, ale **aj napriek tomu** pracuje usilovnejšie než väčšina jeho kolegov.*
- *I suppose the company will have to take out a loan in the end if they want to survive this year. **Even so**, I don't really believe it will do them any good.*
*Myslím, že firma si bude musieť nakoniec predsa len vziať pôžičku, ak chce tento rok prežiť. Neverím **však**, že jej to nejako pomôže.*

10.8 But (A1)

The conjunction **but** connects two ideas in which the latter is different from the former. As a result, it may also express surprise, astonishment or amazement in the process.

- *The experiment is a difficult one, **but** it ought to be performed nonetheless.*
*Experiment je zložitý, **ale** aj napriek tomu by sme ho mali vykonať.*
- *Mr Blockenhurst has always been a hard-headed **but** honest businessman.*
*Pán Blockenhurst je už odjakživa tvrdohlavý, **no** čestný obchodník.*

Language Note 1:

The conjunction may join phrases or clauses.

- *Sister Ruth speaks quickly **but** clearly.*
*Sestra Ruth hovorí rýchlo, **no** zreteľne.*
- *The CFO wants to fight for the survival of the company, **but** his fellow colleagues are inclined to sell to the highest bid and leave the sinking ship for good.*
*Finančný riaditeľ chce bojovať o prežitie spoločnosti, **ale** jeho kolegovia sú skôr naklonení predajú firmy najlepšej ponuke a tak nadobro opustia potápajúcu sa loď.*

Language Note 2:

Although a lot of prescriptive grammar guides suggest that a correct English sentence should not start with conjunctions (eg *but*, *and*, *or*), this is not true. You may well consider this a linguistic myth that still survives in modern English, though it is perfectly unreasonable. In fact, sometimes it may be more prudent to start a sentence with **but** than **however**.

- *The business is going down the drain by the day, my dear lad. **But** don't quote me on that.*
*S firmou to ide zo dňa na deň dole vodou, môj milý. **Ale** nie, že ma budeš citovať.*
- *Yes, Ms Thomson's got all the information you're asking about. **But** what do you need it for?*
*Áno, pani Thomsonová má všetky informácie, na ktoré sa pýtate. **Ale** načo ich potrebujete?*

Language Note 3:

In the above example sentences, **however** might be substituted for **but** with little or no change of meaning. There is, though, a smallish difference in connotational colouring that makes the two words

slightly different; **however** sounds more ponderous, and thus conveys less impact than a simple **but**.

- *The young man would do anything to help his sweetheart. **But** he doesn't know how.*
*Mladík by pre svoju milú urobil čokoľvek, len aby jej pomohol. **Ale** nevie ako.*
- *We are quite willing to give our consent to the new development strategy. **However**, we would prefer to sleep on it.*
*Sme pripravení podporiť novú rozvojovú stratégiu. Radi by sme si to **však** ešte premysleli.*
Nakoniec, ráno je múdrejšie večera.

10.9 Still (B2)

The adverb **still** states, and emphasises at the same time, a point which remains true contrary to what has just been said or hinted. It comes in the initial position or immediately before the word it is used to modify.

- *Lilly has never fallen in love with Pete. **Still**, he has never loved anyone nearly as much as her.*
Hoci sa Lívia do Petra nikdy nezaľúbila, on nikdy nemiloval žiadnu inú ani zďaleka tak veľmi ako ju.
- *The team knew they were going to lose the contest, but they **still** enjoyed every single moment.*
*Tím vedel, že súťaž prehrá, ale **napriek tomu** si jeho členovia užívali každý okamih.*

10.10 All the same (C1)

The phrase **all the same** contradicts a statement which has just been made or it makes the idea sound less true and valid. It comes in the final position in a sentence or immediately after a conjunction such as *but*.

- *The accountant has never worked with capital accounts. She was confident in her ability to meet the challenge **all the same**.*
*Účtovníčka nikdy predtým nepracovala s kapitálovými účtami, **no predsa** si verila a bola si istá, že výzvu zvládne.*
- *The brakes on the car haven't been checked for years now, but **all the same**, the club manager took it without thinking.*
*Brzdy na aute nikto neskontroloval už celé roky, ale manažér klubu si ho **aj tak** vzal bez premýšľania.*

Language Note:

The phrase **all the same** is chiefly used in informal language, particularly in spoken English. It may be paraphrased by **just the same** which sounds even more informal.

- *It looks like it'll start raining any moment now. The kids have gone to the movies **all the same**.*
*It looks like it'll start raining any moment now. The kids have gone to the movies **just the same**.*
*Zdá sa, že každú chvíľu začne pršať. No deti **aj napriek tomu** išli do kina.*
- *I suppose she wouldn't have got lost, but **all the same**, I walked Sarah home last night.*
*I suppose she wouldn't have got lost, but **just the same**, I walked Sarah home last night.*
*Myslím si, že Sára by nebola zablúdila, ale **predsa** som ju včera večer odprevadil domov.*

11 EXPRESSING CONCESSION

Chapter 11: *Expressing Concession* gives numerous insights into the linguistic make-up of words and phrases which are used to express concession, ie to negotiate, argue and lessen the impact of previous statements.

11.1 It is true (B1)

The phrase **it is true (that)** is used to admit a fact and to make it sound credible. However, it tends to be followed by a statement that refutes the generally positive or negative impression which the **it-is-true** sentence has given. It comes in the initial position in a sentence.

- *The governing party is certain to lose the forthcoming election. **It is true that** they have made some significant improvements to the health care system, but the increase in corruption will undoubtedly put an end to their government.*
*Vládna strana nadchádzajúce voľby určite prehrá. **Pravdou síce je, že** v oblasti zdravotnej starostlivosti urobili niekoľko dôležitých náprav, no nárast korupcie ich bude nepochybne stáť ďalšie vládne obdobie.*
- ***It is true** I haven't studied Chinese properly, but I can speak it very well nonetheless.*
***Je pravdou, že** čínštinu som riadne neštudoval, ale aj napriek tomu viem po čínsky hovoriť veľmi dobre.*

11.2 Certainly (A2)

The adverb **certainly** expresses agreement and is often used to emphasise the fact that there is no doubt about something. It comes in the initial or medial position in a sentence.

- *May I leave the window open for a while, Jack? – **Certainly**, Helen.*
*Môžem nechať okno na chvíľu otvorené, Jack? – **Samozrejme**, Helen.*
- *You **certainly** drive a hard bargain, Daniel.*
*Je **jasné**, že si neúprosny obchodník, Daniel.*

Language Note:

It is most commonly used in spoken English.

11.3 Of course (A1)

The phrase **of course** voices an emphatic consent. Similarly, it expresses an emphatic permission to do something. It comes in the initial position in a sentence.

- *May I ask you a question? – **Of course**. Shoot.*
*Smiem sa Vás niečo spýtať? – **Samozrejme**, len do toho.*
- *May I take the last piece of cake, please? – **Of course** you may.*
*Môžem si prosím vziať posledný kus koláča? – **Prirodzene**.*

It is also employed in phrases of concession. Then, it comes in the initial, medial or final position.

- *Our subcontractor says he needs one more day to complete the transaction. **Of course**, we will grant him the time. After all, it's no more than a single day.*
*Náš subdodávateľ hovorí, že potrebuje ešte jeden deň na dokončenie transakcie. Ten čas mu **prirodzene** poskytneme, veď nakoniec ide len o jediný deň.*
- *We will, **of course**, tell the police everything we saw, Sir.*
***Prirodzene**, že polícii oznámime všetko, čo sme videli, pane.*
- *A: The negotiations aren't going that well. I'm convinced the manufacturer will give in to his partner's demands in the end.*
*B: You're absolutely right. He'll have to because he wants to do business with him, **of course**.*
A: Rokovanie veľmi nepokročilo. Som si istý, že výrobca nakoniec ustúpi požiadavkám svojho

partnera.

B: Máš úplnú pravdu. Bude tak musieť urobiť, **ved'** s ním chce **nakoniec** obchodovať.

11.4 Granted (B2)

The adverb **granted** is used to admit or to accept something. The phrase introduces a point that stands opposed to the main argument, but does not overshadow it as it is weaker than the main point. It comes in the initial or final position in a sentence.

- **Granted (that)** *the head of the Nuclear Physics Department is a bit sneaky in this respect, but you will find no better an expert than her.*
Je pravdou, že *vedúca Katedry jadrovej fyziky je v týchto veciach trochu záhudná, ale nikde nenájdeš väčšiu odborníčku než ju.*
- *Michel is quite a bookworm who likes to spend his Friday evenings studying in the library, granted, but once you get to know him better, you come to realise that he's pretty outgoing too.*
Je pravdou, že *rád trávi piatkové večery študovaním v knižnici, ale keď ho spoznáš lepšie, zistíš, že je aj spoločenský.*

Language Note:

Although **granted (that)** is used in both British and American English, it is chiefly used in British English.

11.5 If (B2)

The conjunction **if** is also used to introduce a point which lessens the strength as well as validity of what has just been mentioned. It is often used to express a mild surprise.

- *The painter seems a very talented, if lazy young man.*
Zdá sa, že *maliar je veľmi talentovaný, aj keď lenivý mladý muž.*
- *The CEO, if somewhat strict from time to time, has never been rude or tactless.*
Aj keď *je generálny riaditeľ z času na čas trochu prísny, nikdy nebol nezdvorilý či netaktný.*

Language Note:

This use of **if** is constrained to a highly formal, mostly literary style.

11.6 Albeit (C2)

The conjunction **albeit** introduces a remark which slightly alters or reduces the impact of what has just been mentioned or implied. It comes in the initial position in a sentence.

- *The business proposal sounded reasonable, albeit a little risky for a start-up company.*
Obchodná ponuka *znela rozumne, aj keď až trochu príliš riskantne pre novozaloženú firmu.*
- *I'm sure you did your best, albeit without giving much thought to the consequences.*
Hoci *ste sa veľmi nezamysleli nad následkami, som si istý, že ste urobili všetko, čo bolo vo vašich silách.*

Language Note:

The conjunction **albeit** is quite a formal linguistic device that is usually paraphrased by **although, though** or **even though** in less formal contexts.

- *The burglars conceived a flawless plan, albeit it sounded crazy at first sight.*
The burglars conceived a flawless plan, although it sounded crazy at first sight.
Lupiči *prišli s bezchybným plánom, aj napriek tomu, že na prvý pohľad vyznieval šialene.*
- *The young man always feels lonely, albeit surrounded by his friends.*
The young man always feels lonely, though surrounded by his friends.
Mladý muž *sa cíti neustále osamelo, hoci je obklopený svojimi priateľmi.*

11.7 Auxiliary Verbs (B2)

Auxiliary verbs may be used to express a wide variety of emotional as well as linguistic shades—including concession—when stressed.

- *We **may** come to a mutually satisfactory conclusion of the matter provided you are also willing to make a sacrifice or two.*
*K obojstranne uspokojivému záveru tejto záležitosti **môžeme** dospieť, ak budete tiež ochotní urobiť jeden či dva ústupky.*
- *I **can**, after all, offer you a discount of 20 per cent on the next shipment.*
*Ved' nakoniec Vám **môžem** ponúknuť dvadsať percentnú zľavu na nasledujúcu*

12 DISMISSING PREVIOUS DISCOURSE

Chapter 12: *Dismissing Previous Discourse* gives insight into a wide variety of linguistic means which are commonly used to either change the statement which has been made before, or to make a slight alteration to the original idea at least.

12.1 At least (B1)

The phrase **at least** limits the extent of what has been said or implied earlier. Further, it may be used to make a slight change to the meaning of the previous discourse. It comes in the initial position.

- *Our current Prime Minister never makes false promises. **At least**, that's what I think.*
*Náš súčasný premiér nikdy nedáva prázdne sľuby. To si **aspoň** myslím.*
- *The sweet next-door neighbour did not murder Ms Davidson, or **at least** there is no evidence to suggest otherwise.*
*Ten milý sused odvedl'a pani Davidsonovú nezavraždil, či **prinajmenšom** nie sú na to dôkazy.*

Language Note:

At least is a phrase that is typically used in British English. In American English, by contrast, the adverb **leastways** is by far more common.

- *I have never spoken to Mr Burns—**at least**, I do not remember his face.*
*I have never spoken to Mr Burns—**leastways**, I do not remember his face.*
*S pánom Burnsom som sa nikdy nerozprával. **Prinajmenšom** si nespomínam na jeho tvár.*
- *A rich drug dealer was arrested in the capital last night. **At least**, it says so in the paper.*
*A rich drug dealer was arrested in the capital last night. **Leastways**, it says so in the paper.*
*Včera večer zatkli v hlavnom meste bohatého drogového dílera. **Aspoň** tak píšú v novinách.*

12.2 Anyway (B1)

The adverb **anyway** dismisses a statement which has been made or a point which has been implied before. It comes in the initial as well as final position in a sentence.

- *The financial downturn has affected the global financial market severely. **Anyway**, let us not lose hope and think positive.*
*Finančná kríza vážne ovplyvnila finančné trhy po celom svete. **V každom prípade** nesmieme strácať nádej a musíme myslieť pozitívne.*
- *No one could ever have predicted such enormous tidal waves in our small corner of the world. They are hitting the coast as we speak, **anyway**.*
*Nikto nemohol predvídať take obrovské prílivové vlny v našom malom kúte sveta. **Akokoľvek**, práve narážajú na pobrežie.*
- *Money is always important when running a successful business, but **anyway**, there are more important things to keep in mind.*
*Peniaze sú pre úspešné podnikanie vždy dôležité, no **rozhodne** existujú aj dôležitejšie veci, na ktoré treba mať na pamäti.*

Language Note:

As the adverb illustrates an informal discourse marker, it is chiefly used in the spoken discourse.

12.3 Anyhow (B2)

The adverb **anyhow** shows or indicates that something which has just been mentioned is not nearly as important as one might think at first glance. It is used both sentence initially and finally alike.

- *House prices have been rising steadily for the past six months. **Anyhow**, Jack and Jill just can't wait to buy their own place, so I guess they won't be patient enough to wait for a drop in the housing market anymore.*

Počas ostatných šiestich mesiacov rástli ceny domov a bytov nepretržite. **Akokoľvek**, Jack a Jill sa už nevedia dočkať vlastného bývania, a preto si myslím, že nebudú mať dosť trpezlivosti na to, aby ešte počkali na zníženie cien na trhu s bývaním.

- Give people all the freedom in the world and they will maintain they're constantly being oppressed **anyhow**.
Dajte ľuďom všetkú slobodu sveta a oni budú **aj tak** naďalej trvať na tom, že sú neustále utláčani.
- The hotel manager's got loads of work, but **anyhow**, he'll pop in for a moment at least.
Manažér hotela má množstvo práce, ale **v každom prípade** sa aspoň na chvíľu zastaví.

Language Note:

The adverb **anyhow** is typically used in British, though not American English. Just like **anyway**, it is mainly used in informal language, especially in the spoken discourse.

12.4 At any rate (C2)

The phrase **at any rate** makes a slight change to a statement that has just been said, and thus makes the following utterance a bit more exact. It comes in the initial or final position in a sentence.

- The farmer is not going to sell us his crop at such a low price. **At any rate**, he won't do so unless we offer him some other incentive in return.
Poľnohospodár nám svoju úrodu za tak nízku cenu nepredá. **Rozhodne** nám nič nepredá, ak mu za ňu neponúkne nejakú inú odmenu.
- Either Andrew or Dave is responsible for the fire. **At any rate**, the warehouse has burned to the ground.
Za požiar je zodpovedný buď Andrej alebo Dávid. **Tak či tak**, sklad zhorel do tla.
- Jane's brother is studying philosophy. He's trying to, **at any rate**.
Jankin brat študuje filozofiu, **alebo** sa o to aspoň pokúša.
- I don't know a single thing about French politics, well **at any rate**, not contemporary French politics.
O francúzskej politike, teda **rozhodne** o súčasnej francúzskej politike, neviem absolútne nič

Language Note:

The phrase is mostly used in spoken language.

12.5 In any case (B2)

The phrase **in any case** expresses the meaning 'no matter what,' 'regardless of the occurrence,' or 'never mind the situation,' and is thus used to dismiss what has just been said or implied in a polite manner. It comes in the initial position in a sentence.

- Your son may not have studied very hard for his final exam, but **in any case** he's passed.
Váš syn sa možno veľmi nepripravoval na záverečnú skúšku, no **v každom prípade** ju zložil úspešne.
- I don't speak a single word Spanish. **In any case**, I have clearly understood that the Spanish manufacturer is not going to do any business with us.
Po španielsky neviem povedať ani slovička, no **rozhodne** som pochopil, že španielsky výrobca s nami nechce a nebude obchodovať.

13 CHANGING THE SUBJECT

Chapter 13: *Changing the Subject* focuses on how—from the linguistic point of view—the topic of conversation may be changed. It looks at the words and phrases that are typically employed in both formal and informal communication to start a new subject of discussion. Additionally, the chapter elaborates on how speakers and writers may smoothly pass to a new topic.

13.1 By the way (A2)

The phrase **by the way** opens a new subject in a casual manner. It mostly comes in the initial position, but may also be used at the end of a sentence.

- *Daniel would make an excellent teamleader. There's simply no one more qualified for the job than him. Oh, **by the way**, how about his replacement on the junior team?*
*Z Daniela by bol vynikajúci vedúci. Jednoducho sa nenájde nikto kvalifikovanejší pre túto úlohu než je on. Oh, **mimochodom**, a čo jeho náhrada v juniorskom time?*
- *The meeting went really well today. **By the way**, one Simon Clarke called you earlier today. Dnešné stretnutie dopadlo skutočne dobre. **Mimochodom**, istý Simon Clarke ti dnes volal.*
- *There seems to be some sort of problem with the deliveries to China. Mr Maloch would like to have a word with you regarding his pay rise, **by the way**.*
*Zdá sa, že sa vyskytol nejaký problém pri dodávkach do Číny. A **mimochodom** pán Maloch by sa s Vami rád porozprával o zvýšení platu.*

Language Note:

The phrase is mostly used in spoken language. In informal writing, especially in text messaging and email communication, it is frequently abbreviated to **btw** (also written in capitals as **BTW**).

13.2 Incidentally (C2)

The phrase **incidentally** introduces a new subject of conversation, one that has not been discussed or even implied before. Often, it carries the connotation that the new topic seems less important than it really is. The phrase is used with the meaning of 'by way of interjection' or 'by way of digression.' It is commonly used in the initial position, though it may also come at the end of a sentence or be used in the medial position too.

- *The accountant informed her supervisor about the current financial standing of the company. **Incidentally**, she also made hints as to how personal costs could be saved in the long run.*
*Účtovníčka informovala svojho nadriadeného o aktuálnej finančnej situácii spoločnosti. **Mimochodom**, taktiež naznačila, ako by sa dalo ušetriť na osobných nákladoch v dlhodobom horizonte.*
- *The new management do everything by the book. The odds of getting creative or imaginative on their part are next to nothing, **incidentally**.*
*Nové vedenie robí všetko podľa pravidiel. **Mimochodom**, šanca, že by boli čo i len trochu kreatívni či nápadití je takmer nulová.*
- *I hear Ms Southways was given the sack. This, **incidentally**, is not surprising, is it?*
*Dopočul som sa, že pani Southwaysovú prepustili. Len tak **mimochodom**, nebolo to veľké prekvapenie, však?*

Language Note:

The phrase is mostly employed in rather formal registers. In less formal communication, **by the way** is used instead.

13.3 All right (B1)

The phrase **all right** signals the shift from one subject of conversation to another. It comes in the initial position in a sentence.

- *So much for nuclear power. **All right**, let us have a look at wind energy now.*
*Toľko k jadrovej energii. **V poriadku**, pozrime sa teraz na veternú energiu.*
- *We have now successfully analysed last year's sales figures. **All right**, we can move to asset management at this point.*
*Práve sme úspešne analyzovali minuloročné údaje o predaji. **Dobre teda**, teraz môžeme prejsť na investičný manažment.*

Language Note 1:

The phrase **all right** is most frequently employed in the spoken discourse, especially in presentations.

Language Note 2:

The phrase **right** is somewhat less informal than **all right** although **all right** itself is quite an informal phrase. Still, **right** is commonly used to make a presentation sound even less informal. It is usually employed by lecturers, teachers, instructors, etc to show that they are just about to start a new point.

- ***All right**, let us take a closer look at the housing market now.*
***Right**, let us take a closer look at the housing market now.*
A teraz sa budeme bližšie venovať trhu s bývaním.
- *The investors withdrew their funds as a result of which the company went bankrupt. **All right**, who can tell me what the investors' primary concern was?*
*The investors withdrew their funds as a result of which the company went bankrupt. **Right**, who can tell me what the investors' primary concern was?*
*Investori stiahli svoje finančné prostriedky, v dôsledku čoho spoločnosť skrachovala. **A teraz**, kto mi vie povedať, čoho sa investori najviac obávali?*

13.4 OK (B1)

The interjection **OK** makes clear that one intends to change the topic of conversation, ie to start a new topic or to return to a previously discussed point. It comes in the initial position in a sentence.

- *Indeed, that was an fascinating insight into the life of a polar bear. **OK**, let's get back to our regular stuff.*
*To bol skutočne fascinujúci náhľad do života medveďa ľadového. **V poriadku**, späť k našemu každodennému učivu.*
- ***OK**, I believe we were just about to revise the second conditional when the class was over last time. Let's take it from there.*
***No dobre**, myslím, že sme sa naposledy chystali práve začať opakovanie druhej podmienky, keď sa hodina skončila. **Začnime teda tam**, kde sme skončili.*

Language Note 1:

Just like the phrase **all right**, **OK** is most frequently employed in the spoken discourse, especially when giving presentations.

Language Note 2:

Just like **OK**, the informal interjection **okey-dokey** (also spelt **okey-doke**), which is even more colloquial and informal than **OK**, is also used to indicate that the speaker intends to start or continue talking about something.

- ***Okey-dokey**, so what common ways are there to look for gold in a river or a brook?*
***Dobre teda**, akými bežnými metódami môžeme hľadať zlato v rieke či potoku?*
- ***Okey-doke**, Tom is not coming then. Let's not waste any more time, guys.*
V poriadku**, Tomáš teda nepríde. **Nestráčajme už čas a ide sa!

13.5 Anyway (A2)

The adverb **anyway** is used to change the subject of conversation, to return to a point that was talked about before, or to highlight the most intriguing idea. It comes in the initial as well as final position in a sentence.

- *Automobiles have most certainly changed our way of life. **Anyway**, what about some other inventions which have contributed to the manifold changes in our society?*
*Autá určite zmenili náš život. **Mimochodom**, a čo iné vynálezy, ktoré prispeli k rozmanitým zmenám v našej spoločnosti?*
- ***Anyway**, as I was saying, if we do not start taking some serious measures right away, we may well reach deadlock next month.*
V každom prípade, ako som už povedal, ak nezačneme presadzovať vážne opatrenia a to okamžite, môžeme sa už budúci mesiac ocitnúť na mŕtvom bode.
- *A: Mr Stephord is a moral young man.*
*B: What was he doing in a strip bar at 2 am on a working Friday **anyway**?*
A: Pán Stephord je morálny mladík.
*B: Čo **vlastne** robil v striptízovom bare o 2.00 ráno v pracovný piatok?*

Language Note:

Anyway is an informal word that is chiefly used in the spoken discourse.

13.6 Anyhow (B1)

The adverb **anyhow** may be used in the very same way as **anyway**, namely to change the topic of conversation, to return to a point that was on discussion before, or to stress an interesting notion. Although it usually comes in the initial position, it may also be used at the end of a sentence.

- *The fancy dress party was awesome. I loved every single minute of it. **Anyway**, I did not put on the fancy dress you got for me last week, Helen.*
*The fancy dress party was awesome. I loved every single minute of it. **Anyhow**, I did not put on the fancy dress you got for me last week, Helen.*
*Maškarný bál bol skutočne úžasný. Baval som sa po celý čas. **Mimochodom** Helen, kostým, ktorý si mi minulý týždeň dala, som si neobliekol.*
- *I sure hope maize prices will drop this week by 2.1 per cent at least. **Anyway**, how's your business doing, Fred?*
*I sure hope maize prices will drop this week by 2.1 per cent at least. How's your business doing, **anyhow**, Fred?*
Pevne verím, že ceny kukurice tento týždeň klesnú prinajmenšom o 2,1 percenta. A ako sa darí tvojej firme, Fred?

13.7 However (B2)

The adverb **however** is used to change the subject of conversation. It comes in the initial, medial, or final position.

- *Duncan sounds like a jovial fellow. **However**, we should discuss a different matter.*
*Duncan sa zdá byť veselý típek, **no** porozprávať by sme sa mali o inej záležitosti.*
- *The new computer chip should make a significant difference in battery life. It is, **however**, not the major issue that the computer manufacturer should be concerned about.*
*Nový počítačový čip by mal priniesť výrazný rozdiel v životnosti batérie. Nie je to **však** hlavný problém, ktorým by sa mal výrobca počítačov zaoberať.*
- *The restaurant's speciality always looks very tasty indeed. I don't eat fish much, **however**.*
*Špecialita reštaurácie vyzerá vždy mimoriadne chutne, **ale** ja rybacinu veľmi nejeďavam.*

14 RETURNING TO PREVIOUS DISCOURSE

Chapter 14: *Returning to Previous Discourse* looks into the manifold words and phrases that are typically used to reintroduce a topic which has already been under discussion. Furthermore, it lists a structure which is generally used to form phrases which lead us back to a point of previous discourse.

14.1 To return to the previous point (B1)

The phrase **to return to the previous point** draws attention to a subject which has been mentioned at an earlier point in time after an interruption or a brief change of topics. It comes in the initial position in a sentence.

- *We have just now demonstrated the negative effects of water pollution on both fauna and flora. **To return to the previous point**, how are these effects linked to the human race?*
*Práve sme preukázali negatívne následky znečistenia vody na faunu i flóru. **A teraz späť k predchádzajúcej téme**, ako sú tieto následky prepojené s ľudstvom?*
- *So much for state-of-the-art weaponry of our country today. **To return to the previous point**, is there anything in our arsenal which we could use to protect our people from a nuclear strike?*
*Tolko k najmodernejšej výzbroji nášho štátu v súčasnosti. **Vrát' me sa teraz k predchádzajúcej téme**. Nájde sa niečo v našom arzenály, čím by sme dokázali ochrániť naše obyvateľstvo pred jadrovým útokom?*

Language Note:

The phrase is typically used in formal registers only, mostly in writing, though it may also be heard in lectures and official speeches.

14.2 As above-mentioned (C1)

The adjectival phrase **as above-mentioned** refers back to something that has been mentioned at an earlier point in a written piece of text. It comes in the initial position in a sentence.

- ***As above-mentioned**, politics is a dirty business which requires a substantial lack of character in many an instance.*
***Ako je uvedené vyššie**, politika je špinavá, a preto si v mnohých prípadoch vyžaduje značnú bezcharakternosť.*
- ***As above-mentioned**, the contract may be terminated at any time provided a four-week notice is given to the partner.*
***Ako sa už spomínalo**, zmluvu je možné vypovedať kedykoľvek, ak sa tak oznámi partnerovi štyri týždne pred samotnou výpoveďou.*

Language Note 1:

The phrase used to be employed in a formal style only and is actually seldom used nowadays anymore, especially in everyday communication, whether it be writing or speaking.

Language Note 2:

The phrase **as above-mentioned** sounds very stiff and rather formal which is why it is often, even in formal writing, paraphrased by **as mentioned above** which sounds less distant.

- ***As above-mentioned**, the new guidelines are going to become valid at the start of September.*
***As mentioned above**, the new guidelines are going to become valid at the start of September.*
***Ako sa uvádza vyššie**, nové smernice vstúpia do platnosti začiatkom septembra.*
- ***As above-mentioned**, the fiction authors have all been awarded prizes for their achievements.*
***As mentioned above**, the fiction authors have all been awarded prizes for their achievements.*
***Ako je spomenuté vyššie**, získali všetci autori beletristickej literatúry ceny za svoje úspechy.*

Language Note 3:

Unlike **as above-mentioned**, the phrase **as mentioned above** may be used in the initial, medial as well as final positions in a sentence.

- *As mentioned above, the prices of crude oil are expected to go through the roof this month.*
Ako je uvedené vyššie, tento mesiac sa očakáva dramatické zvýšenie cien ropy.
- *Mr Stroker, as mentioned above, is going to report on the changes in our agricultural portfolio later in the afternoon.*
Ako sa už spomínalo, pán Stroker nás bude informovať o zmenách nášho poľnohospodárskeho portfólia neskôr popoludní.
- *Police investigators have found no evidence of drug abuse in the defendant's house, as mentioned above.*
Ako sa uvádza vyššie, policajní vyšetrovatelia nenašli žiadne dôkazy zneužívania drog v dome obžalovaného.

14.3 As aforementioned (C1)

The adjectival phrase **as aforementioned** refers back to something that has been mentioned at an earlier point in a written piece of text. It usually comes in the initial position in a sentence.

- *As aforementioned, when the conditions are conducive to our business activities, we shall strive for further expansion in the Chinese market.*
Ako sa už spomínalo, keď budú podmienky priat' našim obchodným aktivitám, pokúsime sa opätovne expandovať na čínsky trh.
- *We need to behave responsibly and invest only as much as stands at our disposal; that is, as aforementioned, not to try and venture into capital markets just now.*
Musíme sa správať zodpovedne a investovať len toľko, koľko máme k dispozícii. To znamená, ako sa už spomínalo, na teraz sa nepokúšať preraziť na kapitálových trhoch.

Language Note:

The phrase—just like **as above-mentioned**—is only used in very formal language, and is thus seldom encountered in everyday communication.

14.4 As I was saying (B1)

The phrase **as I was saying** returns to a point which has already been spoken about by repeating either the idea or the very words that have been uttered before. It comes in the initial position in a sentence.

- *As I was saying, if we do not find a practical solution to the rapidly falling sales figures in the US, we may well pack up and start looking for a job.*
Ako som hovoril, ak sa nám nepodari nájsť praktické riešenie rýchlo klesajúcich tržieb v USA, je dosť možné, že sa budeme musieť pobrať a začať si hľadať novú prácu.
- *Right, as I was saying, the housing market is particularly weakened at the moment which is why I suggest we start buying immediately.*
Ako som už spomenul, trh s bývaním je teraz obzvlášť oslabený, a preto navrhujem, aby sme začali kupovať okamžite.

Language Note 1:

The phrase **as I was saying** is synonymous to **like I was saying**. While the former is used in any situation, formal and informal alike, the latter—including 'like'—is a typical form of colloquial and informal language only.

Language Note 2:

Some variations of the phrase may be used with the very same meaning or with a slight change in aspect, eg **as I have said**, **as I have been saying**, **as I said before** etc.

- *As I have said, we need not be concerned with our competitors at the time being when we are going to be audited by tax authorities.*

Ako som už povedal, na teraz sa nemusíme zaoberať našimi konkurentami, pretože k nám príde na kontrolu daňový úrad.

- *As I have been saying for years now, what you deserve is what you get.
Ako hovorím už celé roky, čo si zaslúžiš, to aj dostaneš.*
- *As I said before, hot spots are a marvellous idea provided they are placed in areas of public interest which people visit on many an occasion.
Ako som už spomínal, verejné prístupové body k internetu sú úžasný nápad za predpokladu, že sa nachádzajú na miestach verejného záujmu, ktoré sú navštevované pri mnohých príležitostiach.*

14.5 As has been noted (B2)

The phrase **as has been noted** refers back to an issue which has already been under discussion. It comes in the initial position in a sentence.

- *As has been noted, the old nuclear powerplant ought to be shut down for good now.
Ako sa už spomínalo, prevádzku starej jadrovej elektrárne by teraz mali zastaviť už nadobro.*
- *As has been noted by my esteemed fellow from South Carolina, paper does not grow on trees, so we'd better start using it more efficiently unless we want to find ourselves with nothing but a computer on our desks in, say, twenty years.
Ako už uviedol môj ctený kolega z Južnej Karolíny, papier nerastie na stromoch, takže by sme ho mali začať používať efektívnejšie, ak sa nechceme, povedzme za dvadsať rokov, ocitnúť v situácii, kedy budeme mať na stoloch len počítače.*

14.6 As + verb + adjective/adverb (B2)

The construction **as + verb + adjective/adverb** is frequently used to return to a previous point of discourse in both formal and informal language. Common phrases that are employed in this structure include: **as explained earlier**, **as mentioned earlier**, **as noted before**, **as mentioned previously** and **as suggested above**. Primarily, they are used in the initial position in a sentence.

- *As explained earlier, the English teacher fell in love with one of his students and lost any romantic interest in all other women for good.
Ako sme už vysvetlili, angličtinár sa zaľúbil do jednej zo svojich študentiek a nadobro stratil akýkoľvek ľubostný záujem o všetky ostatné ženy.*
- *As mentioned earlier, a 1.4 per cent increase in revenues is not a life-saver, but it definitely helps us find a sound footing after so long a time in red numbers.
Ako sa už spomínalo, nárast príjmov o 1,4 percenta nás nezachráni, ale rozhodne nám pomôže nájsť pevnú pôdu pod nohami po dlhom čase červených čísel.*
- *As noted before, an academic year consists of two terms, namely the summer and the winter term, both of which are divided equally into fourteen weeks of in-class study.
Ako sa uvádza vyššie, akademický rok pozostáva z dvoch semestrov, a to z letného a zimného semestra, pričom oba sú rozdelené rovnomerne do štrnástich týždňov denného školského štúdia.*
- *As mentioned previously, the heroine tracks down and captures the lone wolf and takes him to the castle to be beheaded.
Ako sa už spomínalo, hrdinka vystopuje a zajme samotára a odvedie ho na hrad, kde ho majú sŕať.*
- *As suggested above, the acquisition of Marc & Llyods at such turbulent economic times might cost us as much as 1.9 million dollars in net profit.
Ako sme už naznačili, akvizícia Marc & Llyods nás v tejto nepokojnej dobe môže vyjsť na 1,9 milióna dolárov čistého zisku.*

15 ADDING INFORMATION

Chapter 15: *Adding Information* focuses on linguistic devices which are used to add details as well as further facts to ideas which have been mentioned before. Further, it looks into the structures and usage of words and phrases which put emphasis on the extra information to be mentioned aiming at stressing the fact that the supplementary details bear importance on the linguistic or extralinguistic situation.

15.1 And (A1)

The conjunction **and** is the most common linguistic means of adding information to what has already been mentioned. It can join words, phrases, clauses and sentences alike. It comes between the units to be joined.

- *The CFO has never spoken in public before **and** I have never written a speech to be read in public before.*
*Finančný riaditeľ doteraz nikdy nehovoril na verejnosti **a** ja som doposiaľ nikdy nepísal prejav, ktorý sa má čítať na verejnosti.*
- *The new business strategy is well thought out **and** shows a lot of promise.*
*Nová obchodná stratégia je dobre premyslená **a** má veľký potenciál.*

Language Note 1:

Although most grammar guides suggest that **and** should not be used to start a sentence, this rule is not true and is in fact a grammar myth. There are, in fact, quite a few instances when the conjunction can readily start a sentence.

- *My mom loves ice-cream. **And** so do I.*
*Moja mama miluje zmrzlinu. **A** ja tiež.*
- *We haven't heard from Simon for weeks now. **And** what about his brother?*
*O Simonovi sme už celé týždne nič nepočuli. **A** o jeho bratovi?*
- *A: My name is David. They call me Dave for short, though.*
*B: **And** I'm Francis.*
A: Volám sa Dávid, no všetci ma volajú Dave.
*B: **A** ja som Francis.*

Language Note 2:

Make sure to avoid the 'comma splice' by not using **and** in situations when such a use would sound improper or incorrect even. A comma splice is a type of run-on sentence in which a comma is used to splice together two complete clauses or sentences when that isn't the function of a comma.

- *The latest analysis clearly shows the great potential of the investment in Germany, we should not pass up the opportunity. (example of comma splice)*
*The latest analysis clearly shows the great potential of the investment in Germany **and** (thus) we should not pass up the opportunity.*
*Najnovšia analýza jasne ukazuje veľký potenciál investície v Nemecku **a** my by sme (preto) túto príležitosť nemali zmeškať.*
- *Our company's shares have gone through the roof this week, we made 2.1 million dollar yesterday only. (example of comma splice)*
*Our company's shares have gone through the roof this week **and** we made 2.1 million dollar yesterday only.*
*Akcie našej spoločnosti tento týždeň rýchlo vystrelili smerom nahor **a** my sme len včera zarobili 2,1 milióna dolárov.*

For further information about the comma splice, feel free to consult a reliable grammar book.

15.2 Also (A1)

The adverb **also** comments on a topic which has been mentioned before by adding some relevant information or details to the point in mind. Commonly, it comes between the subject and the verb.

- *Xetra is a very sophisticated electronic trading system which is used in the DAX index. Other indices **also** use similar software solutions in trading.*
Xetra je vysoko sofistikovaný elektronický obchodný systém, ktorý využíva index DAX.
Rovnako aj statné indexy využívajú pri obchodovaní podobné softvérové riešenia.
- *The company has penetrated the Asian market this year. It has **also** tried to get into the US, but those plans still need some more time.*
Spoločnosť prenikla tento rok na ázijský trh. Pokúsila sa preniknúť aj na americký trh, no tieto plány si vyžadujú ešte trochu času.

Language Note:

The adverb may also be used in the initial position, usually separated from the rest of the sentence by a comma, to put special emphasis on the additional comment.

- *The newly appointed chair is famous for his extraordinary ideas. **Also**, he's quite well-known for his radical approach to absenteeism.*
*Novovymenovaný predseda si získal reputáciu výnimočnými nápadiami. **Rovnako** známy je aj radikálnym prístupom k absentérstvu.*
- *Unfortunately, the company lost a substantial amount of funds during the financial downturn. **Also**, one of its most important investors claims he's going to withdraw this year.*
*Spoločnosť, žiaľ, stratila značnú časť finančných prostriedkov počas finančnej krízy. **Navyše**, jeden z najdôležitejších investorov tvrdí, že ešte tento rok vystúpi zo spoločnosti.*

15.3 As well (A1)

The adverb **as well** adds a piece of information to something that has been mentioned earlier. It always conveys the meaning of **in addition**. It comes in the final position in a sentence.

- *The interpreter speaks four languages. Our company lawyer speaks four languages **as well**.*
Tlmočník hovorí štyrmi jazykmi. Aj náš firemný právnik hovorí štyrmi jazykmi.
- *Thomas likes reading romantic novels. His girlfriend is rather fond of them **as well**.*
*Tomášovi sa páčia romantické romány. Jeho priateľka si ich **tiež** obľúbila.*

The phrase may also be used in the construction **as well as** to connect two ideas on both the structural and the semantic levels. In this case, however, it comes between the two items to be joined.

- *We need to buy some bread **as well as** butter.*
*Musíme kúpiť chlieb **ako aj** maslo.*
- *The management ought to take a closer look at the funding **as well as** the outsourcing issues.*
*Vedenie by si malo vziať na mušku financovanie **ako aj** outsourcingové záležitosti.*

Language Note:

The adverb is chiefly used in the UK. In American English, by contrast, **too** is by far more common.

15.4 Too (A1)

The adverb **too** connects an extra item to something that has been mentioned before. Unlike **as well**, the adverb **too** does not link ideas on the structural level as it is always used in a separate sentence. It always assumes the final position.

- *The successful entrepreneur bought the shares of the technology company at a low price. I believe his business associates got them quite cheap **too**.*
Úspešný podnikateľ nakúpil akcie spoločnosti, ktorá sa zaoberá technológiami za nízku cenu. Myslím si, že aj jeho obchodní partneri ich kúpili dosť lacno.
- *All my English students love exams. I daresay my German students do so **too**.*

Všetci študenti, ktorých učím angličtinu, milujú skúšky. Trúfnem si povedať, že **rovnako** radi majú skúšky aj študenti, ktorých učím nemčinu.

Language Note 1:

The adverb may also come between the subject and the verb of a sentence—usually separated by commas on either side—to stress the idea of addition.

- *The Prime Minister, **too**, has expressed his full support of the Labour presidential candidate. Dokonca **aj** premiér vyjadril plnú podporu prezidentskému kandidátovi Strany práce.*
- *The other team leaders, **too**, may have made their suggestions today. After all, we are in some sort of hurry to find a suitable replacement for Mr Kingsley. **Aj** ostatní vedúci mohli ešte dnes predniesť svoje návrhy. Napokon, čas nás tlačí a my musíme nájsť vhodnú náhradu za pána Kingsleyho.*

Language Note 2:

The adverb is chiefly used in the US. In British English, by contrast, **as well** is by far more common.

Language Note 3:

Speakers of both British and American English employ the affirmative phrase **Me too**, on a regular basis as a substitute form of the rather formal ‘So do I,’ ‘So am I,’ etc.

- *A: Honestly, I want to get a pay rise this year.
B: **Me too.** / **So do I.**
A: Budem úprimný. Tento rok chcem dostať zvýšenie platu.
B: Ja **tiež.** / **Aj ja.***
- *A: My supervisor has been with the company for over twenty years now.
B: **Me too.** / **So have I.**
A: Mój vedúci pracuje v spoločnosti už vyše dvadsať rokov.
B: Ja **tiež.** / **Aj ja.***

15.5 As well as that (A2)

The phrase **as well as that** connects a statement to what has already been mentioned and adds more information. Structurally, it connects a sentence to a previous sentence by making a link not only between ideas, but also between sentential constructions. It comes in the initial position in a sentence.

- *The company has taken out a huge credit. **As well as that**, the management have decided to postpone the pay-out of this year's dividends.
Spoločnosť si vzala obrovský úver. **Okrem toho** sa vedenie rozhodlo odložiť vyplatenie tohtoročných dividend.*
- *The financial advisor to the CFO was forced to resign last week. **As well as that**, he had to apologise publicly for his misconduct over the past three months.
Poradca finančného riaditeľa musel minulý týždeň odstúpiť. **Navyše** sa musel verejne ospravedlniť za zlé hospodárenie počas ostatných troch mesiacov.*

15.6 Additionally (B2)

The adverb **additionally** provides an extra fact, circumstance or opinion to what has been mentioned earlier, thus conveying the meaning ‘by way of addition.’ It comes in the initial position in a sentence.

- *Top managers in our corporation can have their laptops for private use too. **Additionally**, they get a smartphone which they can also make private calls from.
Špičkoví manažéri našej spoločnosti môžu využívať pracovné laptopy aj na súkromné účely. **Navyše** dostanú aj smartfóny, z ktorých môžu realizovať aj súkromné telefonáty.*
- *Mr Lock would like to file an order for a new computer for his assistant. **Additionally**, he has requested a printer for the accountant's office.
Pán Lock by rád objednal nový počítač pre svoju asistentku. **Okrem toho** požiadal o tlačiareň pre učtáreň.*

Language Note:

The phrase **in addition** is used as a synonym of **additionally** to add extra information to something that has been mentioned before. It comes in the initial position in a sentence too.

- *Lara can speak four languages. **In addition**, she's well versed in using the computer and a wide variety of apps.*
*Lara hovorí štyrmi jazykmi. **Navyše** je zbehlá v používaní počítača a širokej škály aplikácií.*
- *Jane's cousin has been studying philosophy for three years now and, **in addition**, he took up Italian half a year ago.*
*Janin bratranec študuje už tretí rok filozofiu a pred pol rokom sa **taktiež** začal učiť taliančinu.*

15.7 Furthermore (B2)

The adverb **furthermore** introduces a statement which is logically linked to something that has just been said. It introduces a concept which is often more important or relevant than what has just been mentioned and, at any rate, denotes extra information. It comes in the initial position in a sentence.

- *The delegates will arrive at 8.40 on Monday and will go on a sightseeing tour in the morning. **Furthermore**, they will meet Mr Greenlink at about noon and will have lunch then.*
Delegáti pricestujú v pondelok o 8.40 a hneď ráno pôjdu na prehliadku pamätihodností.
***Okrem toho** sa okolo poludnia stretnú s pánom Greenlinkom a potom pôjdu na obed.*
- *The new software solution is going to make our work much easier. **Furthermore**, it will give us a chance to check each other's work.*
*Nové softvérové riešenie našu prácu ešte viac zjednoduší. **Navyše** nám umožní vzájomne si kontrolovať prácu.*

Language Note:

The adverb is chiefly used in British English. It is commonly used in formal registers only.

15.8 Moreover (B2)

The adverb **moreover** introduces an idea which is linked to something that has just been mentioned or implied. It points out that the concept to follow is often more essential or relevant than what has been said before. The conjunct comes in the initial position in a sentence.

- *The manager has decided to cut down on employees' fringe benefits. **Moreover**, she is thinking about reducing Christmas bonuses.*
*Manažér sa rozhodol znížiť nefinančné zamestnanencké výhody. **Okrem toho** uvažuje aj nad znížením vianočných prémieí.*
- *The company lawyer has been accused of embezzlement. **Moreover**, he has been under suspicion of insider trading for quite some time now.*
*Firemný právnik čelí obvineniam zo sprenevery. **Navyše** je už dlhšie podozrivý z insider tradingu.*

Language Note:

The adverb is used in formal registers only.

15.9 Besides (B1)

The adverb **besides** introduces a statement which adds information to something that has already been mentioned and connects the latter to the former. Often, the adverb adds a stronger and more conclusive argument to support the preceding statement. It is used in the initial position in a sentence.

- *Dorian is an excellent swordsman. **Besides**, he's a great actor; so he earns his living by playing historic parts.*
*Dorian je vynikajúci šermiar. **Okrem toho** je skvelý herec, takže sa živí hraním historických rolí v divadle.*
- *The CEO doesn't seem to have a cure for the company's problems. **Besides**, he's been having quite a few difficulties with his own agenda recently.*

Zdá sa, že generálny riaditeľ nemá liek na problémy spoločnosti. V poslednom čase mal aj dosť veľa problémov s vlastnou agendou.

15.10 What's more (B2)

The phrase **what's more** introduces an additional comment to what has just been said or implied. It usually provides surprising, astonishing or interesting information. Often, it is employed to convey dramatic immediacy and to create suspense. It comes in the initial position in a sentence.

- *Jules is a heck of a sportsman. **What's more**, he's a really witty guy, so he's great fun to be with when going jogging.*
Jules je sakra dobrý športovec, a čo viac, je to ozaj vtipný típek, takže je s ním veľká sranda, keď si ideme zabehať.
- *Yeah, those two brothers look a lot alike. **What's more**, they even speak and walk the same way which makes it hard to say who's who actually.*
*Áno, tí dvaja bratia sa na seba skutočne podobajú. **Okrem toho** ešte aj rovnako rozprávajú a chodia, takže je ťažké povedať, kto je vlastne kto.*

Language Note:

The phrase is used in informal registers only. Moreover, it's always used in the contracted form **what's more**, never 'what is more.'

15.11 On top of (B2)

The phrase **on top of** gives an additional piece of information that complements something that has been talked about before. It introduces a concept which is often more important or relevant than what has just been mentioned. Commonly, the comment tends to be unpleasant or unfavourable. It comes in the initial position in a sentence.

- *The once famous actor lost all his fortune, and **on top of that** his marriage is breaking up.*
Kedysi slávny herec prišiel o celý svoj majetok a čo viac, rozpadáva sa mu aj manželstvo.
- ***On top of being** unemployed, Jerry's soon to be evicted.*
***Okrem toho**, že je Jerry nezamestnaný, ho ešte aj čoskoro vyst'ahujú.*

Language Note:

The phrase is chiefly used with the relative pronoun *that* forming the construction **on top of that**. It is most common in rather informal registers.

15.12 Another thing is (B2)

The phrase **another thing is** introduces a comment which adds extra information to what has just been said or implied. It comes in the initial position in a sentence.

- *The COO keeps apparently no track of time. **Another thing is**, he's quite disorganised which, all in all makes him quite an unreliable person.*
*Prevádzkový riaditeľ nemá očividne poňatie o čase. **Pod'alšie** je aj veľmi rozpačitý, takže keď si to všetko spočítame, dôjdeme k záveru, že je relatívne nespoľahlivý.*
- *The company has been losing customers to the competition for quite a while now. **Another thing is**, the quality of work of the Customer Service Department has been going down the drain rapidly for the past six months.*
*Spoločnosť už dlhší čas stráca zákazníkov, ktorí prebiehajú ku konkurencii. **Okrem toho** to ide s kvalitou práce Oddelenia služieb zákazníkom už vyše pol roka dole vodou.*

15.13 In any case (B2)

The phrase **in any case** introduces a statement which contributes further information to something that has been mentioned before and thus connects the latter to the former. Often, the adverb adds a stronger and more conclusive argument to support the idea that has been expressed earlier. The phrase comes in the initial position in a sentence.

- *Mr Miller has never been to China and **in any case**, he's not keen on visiting the country.*
*Pál Miller nikdy nebol v Číne a **navyše** ju ani nechce navštíviť.*
- *The vast majority of economists is not interested in stock markets. **In any case**, most of them don't have the necessary feeling for trading, anyway.*
*Väčšinu ekonómov burzy nezaujímajú. **Okrem toho** väčšina z nich nemá ani len cit potrebný pre obchodovanie.*

15.14 Incidentally (C1)

The adverb **incidentally** adds further information to something that has been mentioned before. The comments added, however, are less important and less significant than the facts already conveyed. In the vast majority of cases, it appears in the initial position, but the adverb may also be used at the end of a sentence.

- *I'm well aware of the fact that Mr Rogers is flying to Rome next week. **Incidentally**, I booked his flight tickets.*
*Som si vedomý skutočnosti, že pán Rogers letí budúci týždeň do Ríma. **Mimochodom**, ja som mu rezervoval letenku.*
- *The oil tycoon has sold crude oil worth millions of dollars over the past three months. **Incidentally**, he has made quite a fortune selling used cars.*
*Počas uplynulých troch mesiacov predal ropný magnát ropu v hodnote niekoľkých miliónov dolárov. Oh, **mimochodom**, zarobil obrovský majetok predajom ojazdených áut.*

15.15 Apart from (B1)

The phrase **apart from** introduces an additional point to what has just been mentioned. It is usually followed by noun phrases or gerunds. It comes in the initial position in a sentence.

- ***Apart from** being greedy, Mr McCornick seems quite stingy too.*
***Okrem toho**, že je pán McCornick chamtivý, sa zdá, že je aj poriadne lakomý.*
- ***Apart from** delivering medical supplies to the MASH unit, the pilot also flies the doctors and nurses on short holidays to the capital.*
***Okrem toho**, že pilot dodáva zdravotnícke potreby americkej mobilnej armádnej chirurgickej nemocnici, taktiež preváža doktorov a sestričky na krátke dovolenky do hlavného mesta.*

Language Note:

The phrase is chiefly used in British English.

15.16 Aside from (B2)

The phrase **aside from** introduces an additional point to what has just been mentioned. It is usually followed by noun phrases or gerunds. It comes in the initial position in a sentence.

- ***Aside from** lacking in discipline, the soldiers also seem quite cruel.*
***Okrem toho**, že vojakom chýba disciplína, zdá sa, že sú aj poriadne krutí.*
- ***Aside from** running a multimillion business, Dr Rochester supports his sons' companies too.*
***Okrem toho**, že Dr. Rochester riadi multimiliónový podnik, taktiež podporuje firmy svojich synov.*

Language Note:

The phrase is chiefly used in American English.

15.17 Except for (B2)

The prepositional phrase **except for** introduces an extra point which has not been included in the main statement, and thus presents additional information. It comes in the initial position in a sentence or simply between the two statements to be connected.

- ***Except for** ruining his grandfather's business, Mr Donalds had always been a great manager.*

Až na to, že pán Donalds priviedol podnik svojho starého otca na mizinu, bol vždy skvelým manažérom.

- *Our captain has never been defeated in a match **except for** that incident four years ago. Náš kapitán nikdy neutrpel porážku v zápase s **výnimkou** istého incidentu, ktorý sa udial pred štyrmi rokmi.*

15.18 Not only ... but also (B2)

The phrase **not only ... but also** states that a point is true or correct, but at the same time there is another point that is also true or correct, perhaps even more correct and more important than the first. The two points expressed are related and are both true or correct, yet they may sound surprising or even shocking.

- *The company's **not only** made a significant profit this quarter, **but** it has **also** employed 500 new workers. V tomto kvartály spoločnosť **nielenže** vytvorila značný zisk, **ale ešte aj** zamestnala 500 nových robotníkov.*
- *The new family lawyer **not only** came and paid us a visit, **but** he **also** recommended that everybody make their will just in case. Nový rodinný právnik nás **nielenže** navštívil, **ale** nám **taktiež** odporučil, aby sme si pre prípad najhoršieho všetci napísali závet.*

Language Note 1:

The structure is considered rather formal, and is thus chiefly used in writing.

Language Note 2:

Although the two parts of the phrase may come directly before the words they are used to modify, as seen above, the construction may be used in the mid-position as well as fronted.

When used in mid-position, **not only** comes between the subject and the verb.

- *The wealthy aristocrat **not only** gives money away to charity, **but** she **also** organises special events to collect money for the poor. Bohatá aristokratka **nielenže** daruje peniaze charite, **ale ešte aj** usporadúva špeciálne podujatia, na ktorých vyberá peniaze pre chudobných.*
- *A professor I know **not only** delivers lectures at university, **but** **also** runs his own business. Poznám istého profesora, ktorý **nielenže** prednáša na univerzite, **ale ešte aj** riadi vlastnú firmu.*

When fronted, **not only** is used in the sentence structure **not only** + auxiliary verb + subject. This construction puts greater emphasis on the idea expressed. Incidentally, **but** may be dropped from the sentence in this construction.

- ***Not only** had we seen clear signs of yet another economic downturn closing on us fast, **(but)** we **also** realized it was going to be much harder than the last one. **Nielenže** sme videli jasné známky ďalšej ekonomickej krízy, ktorá sa na nás valila, **ale taktiež** sme si uvedomili, že bude ešte tvrdšia než tá posledná.*
- ***Not only** do we answer customers' calls all day long, **(but)** we **also** respond to email requests. **Nielenže** celý deň odpovedáme zákazníkom na telefóne, **ale ešte** reagujeme **aj** na emailové žiadosti.*

16 EXPRESSING GENERALISATIONS

Chapter 16: *Expressing Generalisations* gives insight into words and phrases that are used to introduce general statements and implications. Moreover, the chapter looks into linguistic devices which are employed to make a statement less detailed and specific. The chapter focuses primarily on how we can express broad and vague ideas.

16.1 In general (B1)

The phrase **in general** introduces an argument which tends to be true in the vast majority of situations. Similarly, it gives information about a situation without including any particular details. It comes in the initial position in a sentence though it may be used in mid-position too.

- **In general**, the CEO has always been quite popular with his staff.
Generálny riaditeľ sa vždy tešil celkom veľkej obľube medzi svojich zamestnancov.
- **In general**, turtles all over the globe are becoming extinct as a result of man's destructive influence on their environment.
Vo všeobecnosti vymierajú korytnačky na celom svete v dôsledku ničivého vplyvu ľudí na životné prostredie.
- A contractor's contacts **in general** are not enough to make his business successful.
Vo všeobecnosti nie sú kontakty staviteľa dosť na to, aby podnikal úspešne.
- I suppose most staff **in general** don't really feel any kind of company loyalty.
Myslím si, že vo všeobecnosti väčšina zamestnancov necíti vernosť spoločnosti, v ktorej pracuje.

Language Note:

The phrase **as a (general) rule** is often used as a synonym of **in general** though it can only come in the initial position in a sentence. The construction ranks as a B2 discourse marker.

- **As a (general) rule**, companies lay off staff in times of economic turbulences.
Firmy z pravidla prepúšťajú zamestnancov v čase ekonomických výkyvov.
- **As a (general) rule**, the suggestions made by Mr Willkins cannot be implemented as the costs would outweigh the gains by far.
Ako to už býva pravidlom, návrhy pána Willkinsa nie je možné implementovať, pretože by náklady na ich realizáciu d'aleko prevýšili dosiahnutý zisk.

16.2 Generally (speaking) (B1)

The phrase **generally (speaking)** is commonly used to say that the information given is often, though not always, considered true or valid. At the same time, it indicates that the message conveyed does not refer to any particulars, but rather offers the sum of the most essential points. It tends to assume the initial position in a sentence.

- **Generally (speaking)**, politicians do not tell lies unless there is a good reason for doing so.
Politici vo všeobecnosti neklamú, len keď na to majú dobrý dôvod.
- **Generally (speaking)**, Ms Simmons always gives her students more homework than other teachers.
Pani Simmonsová zvykne dávať svojim študentom viac domácich úloh než iní učitelia.

16.3 Broadly speaking (A1)

The phrase **broadly speaking** is commonly used to say that the information given is often, though not always, considered true or valid. At the same time, the structure expresses a vague statement which is used to convey a generalisation. It usually comes in the initial position in a sentence.

- **Broadly speaking**, the janitor takes good care of the school.
Všeobecne vzaté, školník sa stará o školu dobre.

- **Broadly speaking**, law enforcement agencies are doing their best to put criminals behind bars. *Orgány činné v trestnom konaní robia vo všeobecnosti čo je v ich silách, aby dostali zločincov za mreže.*

16.4 All things considered (C1)

The phrase **all things considered** makes clear that all aspects of a point have been thought about carefully before voicing an opinion. The idiomatic construction often carries the connotation that there are or may be possible indications of the contrary. It comes in the initial or final position in a sentence.

- **All things considered**, the transportation company did a heck of a job under those rather unfortunate circumstances. *Ak zväžeme všetky aspekty situácie, prepravná spoločnosť odvieďa za takých nešťastných okolností riadny kus práce.*
- The mayor managed to fulfil the vast majority of his election promises, **all things considered**. *Po zväžení všetkých okolností môžeme povedať, že primátor splnil väčšinu volebných sľubov.*

16.5 On the whole (B1)

The phrase **on the whole** points to a general fact that has resulted from careful consideration of all facts, beliefs, opinions, etc. It comes in the initial or final position in a sentence.

- **On the whole**, the acquisition turned out really profitable for both the parties. *Celkovo sa ukázalo, že akvizícia bola výhodná pre obe zúčastnené strany.*
- The senior advisor to late General Graham was a most competent man **on the whole**. *Starší poradca nebohého generála Grahama bol vcelku veľmi kompetentný človek.*
- We have seen some ups and downs recently but, **on the whole**, the business is a great success. *V poslednom čase sme sa stali svedkami niekoľkých vzostupov a pádov, ale vo všeobecnosti sa firme darí.*

16.6 On balance (B2)

The phrase **on balance** is a clear signpost of all facts having been taken into consideration before forming an opinion or coming to a conclusion. It comes in the initial position in a sentence.

- **On balance**, the committee agree that the loss was minimal. *Pri bližšej úvahe výbor súhlasí s názorom, že straty boli minimálne.*
- **On balance**, the financial instability in the region could not have been prevented. *Berúc všetko do úvahy, finančnej nestabilite v regióne sa skutočne nedalo zabrániť.*

16.7 By and large (C1)

The phrase **by and large** refers to all the facts considered in a very general way. It comes in the initial position in a sentence.

- **By and large**, the Internet Service Provider should take greater care of its customer care than ponder about the next PR campaign. *Vo všeobecnosti by sa poskytovateľ internetových služieb mal lepšie starať o zákazníkov, než premýšľať nad ďalšou reklamnou kampaňou.*
- The arms dealer seemed rather secretive about his goods, but **by and large** the leader of the freedom fighters' movement decided to make the deal. *Obchodník so zbraňami sa tváril relatívne tajnostkársky, keď prišla reč na jeho tovar, no vodca hnutia partizánov sa s ním skrátka a dobre rozhodol obchodovať.*

The set phrase may be used directly after the verb in a sentence to put heavier emphasis on the general nature of the idea expressed. Then, it is usually separated from the rest of the sentence by commas on either side; short pauses are used in speaking.

- The ship has, **by and large**, anchored in every major port in the world. *Skrátka a dobre, táto loď už zakotvila v každom väčšom prístave na svete.*

- *The famous opera singer is, **by and large**, considered the foremost authority on both opera and popular art.*
*Známy operný spevák je **vo všeobecnosti** považovaný za popredného odborníka v oblasti opery i ľudového umenia.*

16.8 In ... cases (B1)

The structure **in ... cases** is used to refer to the frequency of occurrence of actions or situations in a general way. The most common modifiers include **most**, **all**, **many** and **some** as in **in most cases**, **in all cases**, **in many cases** and **in some cases**. The constructions commonly come in the initial position in a sentence, especially for emphasis.

- ***In most cases**, applicants will prepare carefully for their personal interviews.*
Vo väčšine prípadov sa uchádzači na osobné pohovory pripravujú svedomite.
- ***In some cases**, though, you might meet an applicant who will have done no preparation at all.*
No v niektorých prípadoch sa môžete stretnúť s uchádzačom, ktorý sa vôbec nepripravoval.
- *The top dogs in business are—**in most cases**—intelligent, innovative and industrious people.*
*Šéfovia v oblasti podnikania sú **vo väčšine prípadov** inteligentní, inovatívni a pracovití ľudia.*

16.9 To ... extent (B2)

The structure **to ... extent** is used to express a generalisation. Depending on what is inserted in the mid-part, the phrase can convey a moderate, mild or extensively strong meaning. The most popular phrases include **to some extent** and **to a great extent**. They commonly come in the initial position in a sentence.

- ***To some extent**, the PA is knowledgeable about her work, but she definitely needs more experience and some practical training too.*
*Osobná asistentka vie o svojej práci **do istej miery** veľa, ale rozhodne potrebuje nazbierať viac skúseností a zišlo by sa jej aj nejaké praktické školenie.*
- ***To a great extent**, product quality has always been at the heart of this company.*
*Kvalita produktov bola **do značnej miery** vždy v stredobode pozornosti tejto spoločnosti.*

16.10 Weighing up the evidence, we can see that (C1)

The phrase **weighing up the evidence, we can see that** shows that all aspects concerning a point have been thought about and considered carefully before coming to a conclusion. The structure is usually used in the initial position in a sentence, especially when putting heavier emphasis on the idea that all the relevant and important facts were taken into consideration.

- ***Weighing up the evidence, we can see that** the electronics company has found itself on the brink of bankruptcy.*
Ak zvážime všetky okolnosti, dôjdeme k záveru, že firma s elektronikou sa ocitla na pokraji krachu.
- ***Weighing up the evidence, we can see that** the common European currency is stirring up troubled waters once again.*
Po zvážení všetkých okolností, je jasné, že spoločná európska mena opäť plaví v ústrety rozbúrenému moru.

16.11 For the most part (C1)

The phrase **for the most part** expresses a broad idea which is true to a large, though not full extent. The construction emphasises the connotation that the message does not apply fully or without any constraints at all. **For the most part** comes in the initial or final position, but it may also come directly before the phrase it modifies.

- ***For the most part**, teachers are satisfied with their working conditions, but I suppose they might want to have their salaries increased at least a little.*
*Učítelia sú **zväčša** spokojní so svojimi pracovnými podmienkami, no mám pocit, že by radi dostali aspoň malé zvýšenie platu.*

- *The special committee members do not support the new company policy **for the most part**.*
Členovia osobitného výboru **do veľkej miery** nepodporujú novú firemnú politiku.
- *Kate seems, **for the most part**, witty, jocular and good-hearted.*
Zdá sa, že Katka je **zväčša** vtipná, veselá a dobrosrdečná.

16.12 In the main (C1)

The phrase **in the main** conveys the idea that the message expressed is true, valid, right or relevant in most situations. It usually comes in the initial or final position in a sentence, but it may also assume different positions for emphasis.

- ***In the main**, our students are well versed in both technical and linguistic subjects.*
Naši študenti sú **pováčšine** zbehlí v technických, ale aj jazykových predmetoch.
- *I get the feeling that the company lawyer is rather stubborn **in the main**.*
Mám taký pocit, že firemný právnik je **zväčša** relatívne tvrdohlavý.
- *The PR campaign has, **in the main**, turned out to be a huge success, especially with regular staff talking to potential clients about our products and services in casual conversations.*
Ukázalo sa, že reklamná kampaň bola **do veľkej miery** obrovským úspechom, obzvlášť, keď sa naši zamestnanci rozprávali o našich výrobkoch a službách s potenciálnymi zákazníkmi v bežných rozhovoroch.

Language Note:

The phrase is chiefly used in more formal contexts, especially in writing. In less formal and official language, **mostly** is usually used instead.

16.13 All in all (C1)

The set phrase **all in all** indicates that all aspects of a situation or condition have been taken into account and the subsequent decision is going to be based on the sum total of all the facts relevant. The idiom comes in the initial position in a sentence.

- ***All in all**, you guys put a good fight although you knew you couldn't beat the enemy.*
*Po **zvážení všetkých faktov** môžem povedať, chlapci, bojovali ste skutočne dobre a to aj napriek tomu, že ste vedeli, že ste nepriateľa nemohli poraziť.*
- ***All in all**, the scenery around here is really spectacular.*
Celkovo je príroda v okolí skutočne nádherná.

Language Note:

The phrase is mostly used in the spoken discourse.

16.14 Overall (B1)

The adverb **overall** states that all aspects or points of a situation or condition have been considered before drawing a conclusion. It is usually used in the initial position in a sentence.

- ***Overall**, the advantages outweigh the disadvantages by far.*
Celkovo možno povedať, že výhody vysoko prevyšujú nevýhody.
- ***Overall**, the inexperienced manager produced a very effective campaign.*
*Neskúsený manažér vytvoril **vo všeobecnosti** veľmi efektívnu kampaň.*

17 EXPRESSING CONSEQUENCES

Chapter 17: *Expressing Consequences* focuses on the manifold words and phrases which are typically associated with results and consequences. It looks into what language material is used to introduce explanations and logical results of preceding actions and situations.

17.1 Consequently (B2)

The adverb **consequently** expresses the result of an action. The result mentioned is usually negative as the preceding activity or situation was negative as well. The adverb comes in the initial position in a sentence.

- *Dr Toothy graduated from Harvard Law School with honours, I guess as the top of his class. **Consequently**, he must be a heck of an up-and-coming lawyer.*
*Dr: Zubatý vyštudoval na Harvardskej škole práva s vyznamenaním. Myslím si, že bol najlepší vo svojej triede. **Preto** si myslím, že musí byť skutočne nádejný právnik.*
- *The advertising campaign was very expensive indeed and **consequently** your department will have to see that you do not exceed this year's budget.*
*Reklamná kampaň bola skutočne veľmi drahá, a **z tohto dôvodu** si bude musieť dať vaše oddelenie pozor, aby neprečerpalo tohtoročný rozpočet.*

17.2 Therefore (B1)

The adverb **therefore** shows that two ideas are logically connected. While the former idea expresses a reason for something, the latter presents the result of what has been mentioned before. As a result, the adverb conveys the consequence of an action. It comes in the initial or medial position in a sentence.

- *The newspaper's readership has been on the decline for over a year now. **Therefore**, the editor-in-chief is going to make some fundamental improvements in order to save the paper.*
*Okruh čitateľov novín už vyše roka klesá, **a preto** sa šéfredaktor chystá urobiť niekoľko zásadných zlepšení, aby noviny zachránil.*
- *Oil prices have been going up steadily for the past few weeks and **therefore** a vast number of drivers has decided to walk to work or to take the bus instead.*
*Ceny ropy v uplynulých týždňoch neustále stúpali, **a tak** sa obrovské množstvo vodičov rozhodlo ísť do práce peši alebo autobusom a nie autom.*

Language Note:

The adverb is frequently used in scientific, mathematic and logical proofs, especially in writing.

- ***Therefore**, $74y + 49 = 83x - 32$.*
***Preto** $74y + 49 = 83x - 32$.*
- *Deforestation is a serious issue and **therefore** it needs to be addressed as soon as possible.*
*Odlesňovanie je vážny problém, **a preto** je ho potrebné riešiť čo najskôr.*

17.3 Thus (B2)

The adverb **thus** introduces an idea which is understood to be the result of what has just been said or indicated. It comes in the initial position in a sentence.

- *The shortage of fresh fruit and vegetables is making all our lives much more difficult. **Thus**, we ought to turn to the government with an urgent plea for help.*
*Nedostatok čerstvého ovocia a zeleniny nám všetkým život poriadne sťažuje. **Preto** by sme sa mali obrátiť na vládu s naliehavou prosbou o pomoc.*
- *The last shipment arrived damaged and we **thus** need to think of a quick-fix solution to address the sales issue.*
*Posledná zásielka dorazila poškodená a **z tohto dôvodu** si musíme rýchlo premyslieť, ako na teraz tento predajný problém vyriešime.*

Language Note:

The adverb chiefly appears in rather formal registers.

17.4 As a result (B2)

The structure **as a result** connects a statement with something that has been mentioned before. The set phrase indicates that something happened after something else with the first action or situation being the cause and the second the effect. It comes in the initial position.

- *The production came to a standstill. **As a result**, the customers could not buy our goods, the workers were stripped of their overtime pay and the company suffered a loss of 1.3 million dollars.*
*Výroba sa zastavila, **a preto** si zákazníci nemohli kúpiť naše výrobky, pracovníci prišli o prémie za nadčasy a firma utrpela stratu 1,3 milióna dolárov.*
- *The CEO has embezzled funds worth 4.3 million euros and **as a result** the company is most likely to go into administration soon.*
*Generálny riaditeľ spreneveril finančné prostriedky v hodnote 4,3 milióna eur a **z tohto dôvodu** firma s najväčšou pravdepodobnosťou skrachuje.*

17.5 Under the circumstances (B2)

The phrase **under the circumstances** indicates that a fact or condition affects a situation, often in a negative way. It makes clear that something happens in a particular situation or following a special series of events which have served as an influencing factor altering the general conditions. It comes in the initial or final position in a sentence.

- ***Under the circumstances**, a further investment into the company would equal wasting money big time.*
***Za týchto okolností** by sa investícia do spoločnosti rovnala peniazom vyhodným von oknom.*
- *The photo shoot will not continue, **under the circumstances**.*
***Za týchto okolností** nebude fotenie pokračovať.*

17.6 Accordingly (B2)

The adverb **accordingly** points out that the action or situation to follow is the result of something that happened before. It implies that the result is suitable and appropriate to the particular circumstances which have preceded the cause. It comes in the initial position in a sentence.

- *There seems to be no legal concern about the construction work whatsoever. **Accordingly**, the police have no business here.*
*Zdá sa, že neexistuje žiaden právny problém týkajúci sa stavebných prác, **a preto** tu polícia nemá čo riešiť.*
- *The entrepreneur filed no formal complaint; **accordingly**, the agency did not launch any investigation into the matter.*
*Podnikateľ nepodal formálnu sťažnosť. **Z tohto dôvodu** nezačala agentúra v tejto záležitosti žiadne vyšetrovanie.*

Language Note:

The adverb chiefly appears in rather formal registers.

17.7 Hence (C1)

The adverb **hence** introduces a statement which is the reason for something. The idea to follow is an inference drawn from the sum of facts or circumstances which happened before. It comes in the initial position in a sentence.

- *Mr and Mrs Greenbaum have decided to emigrate to Canada. **Hence**, they have flown there already to look around and try to find a suitable house to live in.*
*Manželia Greenbaumovi sa rozhodli odsťahovať do Kanady, **a preto** tam už odleteli, aby sa poobzerali po vhodnom bývaní.*

- *The young accountant was convicted of fraud and embezzlement; **hence**, he's going to spend ten years in prison.*
*Mladého účtovníka usvedčili z podvodu a sprenevery, **a teda** si odsedí desať rokov vo väzení.*

Language Note:

The adverb chiefly appears in rather formal registers.

17.8 So (A2)

The conjunction **so** connects a point with something that has been mentioned before to show that there is a cause-and-effect relation between the two ideas. It introduces a result or a reason which is the inevitable effect of the actions and situations which happened earlier. **So** is usually used to connect a second clause to the first, but it may also start a separate sentence, especially in an informal register.

- *My son thought there might be drug dealers sitting in the van outside, **so** he called the police just in case.*
*Môj syn si myslel, že v dodávke stojacej pred domom by mohli sedieť drogoví dileri, **a preto** pre istotu zavolať políciu.*
- *There was no evidence to suggest that Mr Thomson had anything to do with the robbery, **so** the case was dismissed.*
*Neexistovali žiadne dôkazy, ktoré by svedčili o tom, že pán Thomson mal niečo s lúpežou, **a tak** bol prípad zamietnutý.*
- *That friend of yours insulted me good. **So**, I gave him a piece of my mind at once. I haven't seen him since.*
*Ten tvoje kamoš ma teda riadne urazil. **Takže** som mu hneď vynadal a viac som ho už nevidel.*

Language Note:

The conjunction chiefly, though not exclusively, appears in rather informal registers.

17.9 Following (B2)

The preposition **following**, which is followed by a noun phrase, points to a statement that gives the reason for something. It commonly comes in the initial position in a sentence.

- ***Following** a series of recent unrests in Chinatown, the officials are going to send out more black and whites to the streets.*
***Po** sérii nedávnych nepokojov v čínskej štvrti sa činitelia rozhodli poslať do ulíc viac policajných hliadok.*
- *Mr Daniels broke his leg last week. **Following** his accident, Ms Handerson will be in charge of the agenda until Mr Daniels has made a complete recovery.*
*Pán Daniels si minulý týždeň zlomil nohu. **Vzhľadom** na túto nehodu ho bude až do úplného uzdravenia zastupovať pani Handersonová.*

17.10 For this reason (B2)

The phrase **for this reason** provides an explanation for something. It comes in the initial position in a sentence.

- *A major car manufacturer has just withdrawn from our city. **For this reason**, we need to start looking for other job opportunities for those 1,200 unemployed.*
*Z nášho mesta práve odchádza významný výrobca áut, **a preto** musíme začať hľadať iné pracovné príležitosti pre 1.200 nezamestnaných.*
- *The cash flow has reached the lowest level since the beginning of the year. **For this reason**, strict economic measures need to be put in place as soon as possible to get the situation under control.*
*Tok peňazí dosiahol najnižšiu úroveň od začiatku roka. **Z tohto dôvodu** musíme čo najskôr zaviesť prísne ekonomické opatrenia, aby sme dostali celú situáciu pod kontrolu.*

17.11 Needless to say (C1)

The phrase **needless to say** expresses a point that is well known, self-evident, obvious or expected as previous discourse has proven it to be correct, valid, relevant or existing. The set phrase comes in the initial position in a sentence.

- *The company had been suffering from massive financial problems for months. **Needless to say**, it went out of business two weeks ago.*
*Spoločnosť mala už celé mesiace obrovské finančné problémy. **Preto netreba dodávať**, že pred dvoma týždňami skrachovala.*
- ***Needless to say**, all the staff lost their jobs and did not get any compensation as the company had completely run out of money.*
***Prirodzene**, že všetci zamestnanci prišli o prácu a nedostali ani len žiadnu náhradu, keďže firma skončila úplne na mizine.*

Language Note:

The structure is generally used for emphasis.

17.12 That being so (C1)

The phrase **that being so** introduces a consequence of an action or situation. It comes in the initial position in a sentence.

- *We need to tap into additional financial resources some time soon if the company is not to go bust. **That being so**, we ought to start looking for investors as well as new partners.*
*Musíme čo najrýchlejšie začať čerpať financie z dodatočných zdrojov, ak nechceme, aby spoločnosť skrachovala. **Z tohto dôvodu** by sme mali začať hľadať investorov ako aj nových partnerov.*
- *Your expansion plans seem rather realistic, Dr White. **That being so**, we need to devise a clever strategy to implement them asap.*
*Dr. White, Vaše rozvojové plány sa zdajú byť skutočne realistické, **a preto** potrebujeme vytvoriť chytrú stratégiu, aby sme ich mohli čo najskôr zaviesť do praxe.*

17.13 Due to (the fact that) (B1)

The preposition **due to (the fact that)** labels a reason for something. Commonly, the reason to be conveyed is a negative one. It comes before the phrase it modifies.

- ***Due to** a vast number of visitors in the Alps, the government are thinking about creating replicas for tourists to visit instead of the real sights.*
***Vzhľadom na** obrovský počet turistov, ktorí navštívia Alpy, uvažuje vláda nad vytvorením replík, ktoré by turisti navštevovali namiesto skutočných pamiatok.*
- *The company's fall was **due to** numerous bad investments in the Detroit area.*
*Pád spoločnosti **zapríčinilo** množstvo zlých investícií v oblasti Detroitu.*
- *The financial advisor is going to be sacked **due to the fact that** she had unintentionally disclosed the company's secrets to the competition.*
*Finančnú poradkyňu prepustia, **pretože** neúmyselne zverejnila firemné tajomstvá konkurencii.*

Language Note:

Although both the prepositional meaning and use of **due to** are grammatically correct and common in both British and American English, some speakers object to it stating that **owing to** ought to be used in the prepositional function instead of **due to** while **due to** should be employed in its adjective form and use only. The objection is based on etymological research. Historically, *due* was an adjective and should thus be used only predicatively.

17.14 Owing to (the fact that) (B2)

The preposition **owing to (the fact that)** introduces a reason for something. It comes directly in front of the word or phrase it is used to modify.

- **Owing to** substantial debts and irresponsible management, late Mr Harker's factory is going to close for good at the end of the month.
Kvôli značným dlhom a nezodpovednému konaniu sa brány továrne nebohého pána Harkera otvoria koncom tohto mesiaca naposledy.
- You will not be able to continue your journey today **owing to** bad weather.
Pre zlé počasie dnes nebudete môcť pokračovať v ceste.
- **Owing to the fact that** the marketing manager has not filed his report yet, we will need to postpone the meeting to next week.
Z dôvodu, že marketingový manažér doposiaľ neodovzdal svoju správu, budeme musieť preložiť schôdzu na budúci týždeň.

17.15 Because of (B2)

The complex preposition **because of** shows a reason for something. It occurs before noun phrases and comes directly in front of the word or phrase it is used to modify.

- **Because of** several procedural mistakes during the investigation, the defendant was acquitted of all charges.
Z dôvodu niekoľkých procedurálnych pochybení, ku ktorým došlo počas vyšetrovania, zbavili obžalovaného všetkých obvinení.
- The young manager will not be promoted **because of** his irresponsible nature.
Mladého manažéra kvôli jeho nezodpovednej povahe nepovýšia.

17.16 As (B1)

The adverb **as** provides an explanation for something conveying the meaning 'considering that ...'

- **As** the payments had correct authorisation, there is no doubt that they were legitimate.
Vzhľadom na to, že platby mali správne povolenie, nie je pochýb o tom, že boli opodstatnené.
- Mr Downslide is no longer liable for the debts of the company **as** he left two weeks ago.
Pán Downslide už nenesie zodpovednosť za dlhy spoločnosti, pretože pred dvoma týždňami z firmy odišiel.

17.17 Since (B2)

The phrase **since** explains why something happened. It comes in the initial position in a sentence.

- The CFO should not be held accountable for the mistake **since** it was his predecessor who caused the problem in the first place.
Finančný riaditeľ by nemal niesť zodpovednosť za toto pochybenie, pretože ten problém spôsobil v prvom rade jeho predchodca.
- **Since** we have never received the shipment in question, we shall not be obliged to pay for it.
Keďže sme spomínanú zásielku nikdy nedostali, nevzniká nám povinnosť za ňu zaplatiť.

18 EXPRESSING PURPOSE

Chapter 18: *Expressing Purpose* gives insight into the discourse markers which are employed to talk about the goals and aims we wish to achieve.

18.1 In order to (B1)

The phrase **in order to** introduces the aim which one is trying to achieve and sheds light on why somebody does something.

- *The CTO has decided to found his own company **in order to** broaden his horizons.*
*Technický vedúci sa rozhodol založiť si vlastnú spoločnosť, **aby** si rozšíril obzory.*
- ***In order to** reduce criminality in our beloved suburbs, the mayor and the police chief have decided to send out more police officers to the streets.*
***Za účelom** zníženia kriminality na našom milovanom predmestí sa primátor a policajný riaditeľ rozhodli vyslať do ulíc viac policajtov.*

Language Note 1:

The full wording of the structure is **in order for somebody to do sth**. As it sounds a little too wordy and complex, the construction is not commonly used in its full form except in formal, usually written, registers.

- ***In order for us to identify** your payment, please send us your order number asap.*
***Za účelom identifikácie** Vašej platby Vás prosíme o urýchlené zaslanie čísla objednávky.*
- *The CEO had to make some tough decisions last year **in order for the company to survive**.*
*Generálny riaditeľ musel minulý rok pristúpiť k tvrdým rozhodnutiam, **aby spoločnosť** zachránil.*

Language Note 2:

The three-part prepositional phrase may be paraphrased by **in order that** which is, though, typically used in formal context only.

- *The machines need to be operated twenty-four hours a day **in order that** the production does not come to a standstill.*
*Stroje je nutné obsluhovať dvadsaťštyri hodín denne, **aby** sa výroba nezastavila.*
- *The solicitor has been subpoenaed to testify in court **in order that** the background of Mr Donaldson's actions might be explained.*
*Advokáta predvolali vypovedať na súd, **aby** sa vysvetlilo pozadie činností pána Donaldsona.*

Language Note 3:

When there is a choice between **in order to** and a simple **to**, the shorter version is preferable. Actually, an overuse of **in order to** sounds unnatural and wordy, and should thus be avoided.

- *Ambitious students always study hard (**in order**) to make their dreams come true one day.*
*Ctižiadostiví študenti sa vždy usilovne učia, **aby** si jedného dňa uskutočnili svoje sny.*
- *The cleaning lady knelt down on her knees (**in order**) to clean the legs of the chairs.*
*Upratovačka si kľakla na kolená, **aby** očistila nohy stoličiek.*

18.2 So as to (B2)

The phrase **so as to** introduces a specific aim, a goal or a target one is trying to achieve. The idiom is always followed by a *to*-infinitive.

- *The landlord always collects the rent at the very start of the month **so as to** get the money before the tenants get a chance to spend it elsewhere.*
*Prenajímateľ vyberá nájomné vždy na úplnom začiatku mesiaca, **aby** dostal svoje peniaze ešte skôr, než si nájomníci nájdú príležitosť minúť ich na niečo iné.*

- *Our partners do like to invest their money in risky funds **so as to** get the highest possible revenues.*
*Naši partneri veľmi radi investujú do rizikových fondov **za účelom** získania čo najvyšších výnosov.*

Language Note:

The phrase is a more formal synonym of **in order to**, and is thus more commonly employed in formal contexts, especially when used in the negative.

- *The head accountant likes to keep small bits of paper stuck to her monitor **so as not to** forget to do important tasks.*
*Hlavný účtovník si zvykne lepiť kúsiky papiera na monitor, **aby** nezabudol na dôležité veci.*
- *The stockbroker decided to wait one more day **so as not to** lose his clients' money and trust.*
*Maklér sa rozhodol vyčekať ešte jeden deň, **aby** neprišiel o peniaze svojho klienta i jeho dôveru.*

18.3 So that (B1)

The phrase **so that** explains the reason for something. It can also convey the means of achieving a specific end.

- *The farm will have to be sold by the end of the year **so that** the owner does not lose any more money than she already has.*
*Farmu bude treba do konca roka predat', **aby** majiteľka neutrpela ešte vyššiu finančnú stratu než doteraz.*
- *Please, leave a complete list of your questions with my PA **so that** I can have a quick look at them during the break and, afterwards, I will give you my feedback.*
*Dajte prosím kompletný zoznam otázok mojej asistentke, **aby** som si ich cez prestávku mohol rýchlo pozrieť a po skončení prestávky Vám dám svoju spätnú väzbu.*

18.4 With sb/sth in mind (B2)

The phrase **with sb/sth in mind** expresses why it would be a good or bad idea to do something. Also, it points out that a point has been taken into consideration which has influenced a situation, an action, a decision, etc. It comes in the initial or final position.

- *Our staff's productivity has increased by 12 per cent this quarter. **With this in mind**, it would be just fair if we increased the employees' salaries too.*
*V tomto kvartály stúpila produktivita našich zamestnancov o dvanásť percent. **Vzhľadom na túto skutočnosť** by bolo len spravodlivé, ak by sme im zvýšili aj platy.*
- *The governor is going to make a public speech **with the mountain rescue workers' conditions in mind**.*
*Keď bude guvernér na verejnosti prednášať svoj prejav, bude **pritom myslieť na podmienky vysokohorských záchranárov**.*

19 FOCUSING AND LINKING

Chapter 19: *Focusing and Linking* introduces a wide variety of language material used to express relations between ideas. The words and phrases show that two points—which may seem unrelated at first glance—do bear some sort of connection. In addition, the chapter looks into how focus may be put on particular ideas by using certain words and phrases.

19.1 With + noun + to (B1)

The construction **with + noun + to** is used to form phrases such as **with reference to**, **with respect to** and **with regard to** which are used in letters, particularly in business letters, to introduce the subject that the writer is going to outline. The phrases may be used to start a sentence, especially when putting emphasis on the idea to follow.

- **With reference to** the formal hearing of July 20, the police officer has come to the following conclusion: ...
Na základe formálneho vypočúvania z 20. júla došiel policajt k nasledujúcemu záveru: ...
- **With respect to** new technologies, this school is both well equipped and well financed.
Čo sa týka nových technológií možno povedať, že škola je ako dobre vybavená, tak aj dobre financovaná.
- The committee are considering tougher punishments for anybody breaking the rules and regulations **with regard to** recent events.
Výbor zvažuje pri pohľade na nedávne udalosti prísnejšie tresty pre každého, kto poruší pravidlá a predpisy.

Language Note 1:

Likewise, we may form similar phrases with **in + noun + to**, eg **in reference to**, **in respect to** and **in regard to** which convey the same meaning as their *with*-counterparts.

- **In reference to** our phone conversation this morning, I hereby order three bottles of the new cough medicine.
Na základe nášho telefonického rozhovoru z dnešného rána, si týmto objednávam tri fľaše nového lieku proti kašľu.
- **In respect to** safety measures, your power plant is considered one of the safest in the world.
Pokiaľ ide o bezpečnostné opatrenia, považujeme Vašu elektrárňu za jednu z najbezpečnejších na svete.
- We are sending you the tablecloth samples **in regard to** your letter of March 16.
Odvolačame sa na Váš list zo 16. marca a posielame Vám vzorky obrusov.

Language Note 2:

Both the types of constructions are typically used in formal writing only.

19.2 Regarding (B1)

The preposition **regarding** introduces a point that concerns a particular subject. It comes before the phrase it is used to modify. Moreover, it may be used at the start of a sentence to add emphasis to the idea in mind.

- **Regarding** the last series of attacks, the government is still quite unsure how to approach the enemy warships.
Vzhľadom na posledné útoky si je vláda ešte stále neistá, ako pristupovať k nepriateľským vojnovým lodiam.
- We must not make a hasty decision **regarding** the sales of our German branch.
V otázke predaja našej nemeckej pobočky sa nesmieme unáhliť.

Language Note 1:

The phrase is often used in business letters and documents with the same meaning as **with reference to** (meaning 'about'). **Regarding**, however, sounds less formal than **with reference to**.

- *We would like to receive further information **regarding** the special offer you have informed us about on May 20.*
Radi by sme získali dodatočné informácie o špeciálnej ponuke, o ktorej ste nás informovali 20. mája.
- *We would like to express our sincere apologies **regarding** your request of 19 April.*
Čo sa týka Vašej žiadosti z 19. apríla sa Vám touto cestou hlboko ospravedľňujeme.

Language Note 2:

Although the preposition is less formal than **with reference to**, it is nonetheless used in rather formal contexts as a rule.

Language Note 3:

In modern business correspondence, the preposition **regarding** is often abbreviated to **re** to introduce the subject that you are going to write about. This is especially common in email communication.

19.3 As regards (B2)

The phrase **as regards** introduces a subject of conversation much like its counterpart **regarding**. It comes before the phrase it is used to introduce. In addition, it is used at the start of a sentence to add emphasis to the idea in mind.

- ***As regards** the consolidation of the company, opinions have been divided for quite some time.*
Pokiaľ ide o konsolidáciu spoločnosti sú názory na túto tému už nejaký čas značne rozdielne.
- *The committee could not find anything wrong at all **as regards** the financing of the offshore company.*
Výboru sa nepodarilo nájsť ani jedinú stopu nejasností čo sa týka financovania zahraničnej spoločnosti.

Language Note:

The phrase is mostly used in rather formal registers.

19.4 As far as ... is concerned (B2)

The phrase **as far as ... is concerned** makes clear which subject is being talked about. It comes before the phrase it is used to introduce. Furthermore, it is used at the start of a sentence to add emphasis to the idea in mind.

- ***As far as the latest sales figures are concerned**, the CFO has been pleasantly surprised at our profit margin which has been rising steadily since last November.*
Pokiaľ ide o najnovšie údaje týkajúce sa predaja, finančného riaditeľa príjemne zaskočila zisková marža, ktorá od minulého novembra neustále stúpa.
- *Mr Donovan is now in charge of business trip expenses **as far as documentation and supervision are concerned**.*
Pán Donovan je teraz zodpovedný za výdavky služobných ciest čo sa týka dokumentácie a kontroly.

19.5 Speaking of/about (B1)

The phrase **speaking of/about** relates a new piece of information regarding a subject that is being talked about at the moment. It comes in the initial position in a sentence.

- ***Speaking of** holiday resorts, would you agree to visiting one of those lovely destinations in Asia or Africa?*
Keď už hovoríme o dovolenkových strediskách, navštívili by ste niektoré z tých krásnych destinácií v Ázii či Afrike?

- **Speaking of debt**, your company still owes us a total of 21,000 euros.
K téme dlhy, Vaša spoločnosť nám ešte stále dží spolu 21.000 eur.

Language Note 1:

The phrase is mostly used in a rather informal register, chiefly in the spoken discourse.

Language Note 2:

The phrase is more commonly employed with the preposition ‘of’ than ‘about.’

19.6 Talking of/about (B1)

The phrase **talking of/about** relates a new piece of information regarding a subject that is being talked about at the moment. It comes in the initial position in a sentence.

- **Talking of having a good time**, have you already been to the new seaside restaurant?
Ked’ už hovorme o zábave, navštívili ste už tú novú prímorskú reštauráciu?
- **Talking of weird coincidences**, I’ve got a story that will knock you off your feet.
Ked’ už je reč o podivných náhodách, teraz ti porozprávam príbeh, ktorý ti vyrazí dych.

Language Note 1:

The phrase is mostly used in a rather informal register, chiefly in the spoken discourse. It is even more informal than **speaking of/about**.

Language Note 2:

The phrase is more commonly employed with the preposition ‘of’ than ‘about.’

19.7 Turning to (B1)

The phrase **turning to** draws attention to a topic that is just about to be introduced. It comes in the initial position in a sentence.

- **Turning to a matter that seems to be growing more and more serious by the day**, I’d like to introduce the issue regarding specialised software education.
Na konto záležitosti, ktorá je každým dňom závažnejšia, by som chcel predstaviť problém týkajúci sa vzdelávania v oblasti špecializovaných softvérov.
- **Turning to our students’ final exam results**, we can easily come to the conclusion that the standard of knowledge is dropping year by year by more than 12.4 per cent on average.
Čo sa týka záverečných skúšok našich študentov môžeme dôjsť ľahko k záveru, že ich vedomostná úroveň klesá z roka na rok v priemere o vyše 12,4 percenta.

19.8 As for (B2)

The phrase **as for** connects a point that has just been talked about to a point that has been mentioned before. Additionally, it can convey how a person or thing is affected by somebody or something. It comes in the initial position in a sentence, as a rule.

- **As for fixed costs**, we need to take preventative measures to reduce any unnecessary expenses.
Pokiaľ ide o fixné náklady, musíme prijať preventívne opatrenia na zníženie zbytočných výdavkov.
- **As for the Sales Department**, we need to find a new teamleader asap.
K téme predajného oddelenia: Musíme nájsť čo najskôr nového vedúceho.

20 CLARIFYING

Chapter 20: *Clarifying* draws attention to words and phrases which are used to make statements clear and easy to understand by providing more details or simpler explanations. It is this language material that is commonly used to paraphrase utterances, and thus make them more comprehensible.

20.1 Actually (A2)

The adverb **actually** is used to correct what has been said or believed in a most tactful and polite manner. It insinuates that the statement following is unusual, weird or contrary to common belief or a norm. It comes in the initial, medial or final position in a sentence.

- *Actually, the business did not go wrong at all, it just lasted a little longer to receive the necessary funding than expected.*
V skutočnosti podnik neskrachoval, len trvalo trochu dlhšie než sa očakávalo, kým získal potrebné financie.
- *Mr Norbertson has actually not been accused of any crime, he's just assisting the police in a criminal investigation.*
Pán Norbertson nebol v skutočnosti obvinený zo žiadneho zločinu. On len pomáha polícii s vyšetrovaním.
- *Dr Dortmund's patient is feeling rather well, actually.*
Naozaj, pacient Dr. Dortmora sa cíti skutočne dobre.

The adverb **actually** is also used to admit something somebody has done or something that has happened. It comes in the initial, medial or final position in a sentence.

- *Actually, it is true that Linda broke into Mr Sander's apartment to steal the documents.*
Ono je v podstate pravda, že Linda sa vlámala do bytu pána Sandera, aby mu ukradla tie dokumenty.
- *Dr Davidson has actually contributed to our work a great deal.*
Dr. Davidson nám s prácou naozaj veľmi pomohol.
- *Well, yes, I lost quite a substantial amount of money on horse racing, actually.*
Veru, už je to tak, že som skutočne prišiel o značnú sumu peňazí na konškých dostihoch.

Language Note 1:

The adverb is mostly used in informal registers, chiefly in the spoken discourse.

Language Note 2:

Actually often introduces comments which are surprising, astonishing or even amazing.

- *A: I suppose Dalilah and Pete do not get on much.*
B: Actually, they've been married for over twenty years now and I've never actually seen such a happy married couple in my whole life.
A: Myslím si, že Delilah a Pete moc dobre ne vychádzajú.
B: V skutočnosti sú už vyše dvadsať rokov manželia a vlastne som doteraz ani nikdy nestretla manželský pár, ktorý by bol taký šťastný ako oni.
- *A: The business is going down the drain, isn't it?*
B: Well, we made a net profit of well over ten million dollars last year, actually. This is a major profit for a company which employes as many as ten people.
A: S firmou to ide dole vodou, však?
B: Hm, minulý rok sme v skutočnosti dosiahli čistý zisk vo výške vyše desať miliónov dolárov. Na spoločnosť, ktorá zamestnáva len desať ľudí je to obrovský zisk.

20.2 I mean (to say) (A2)

The phrase **I mean (to say)** is used to provide an explanation for something that has just been said or to add an additional comment to make a matter clearer. It comes in the initial position in a sentence.

- *You can't run a business all by yourself and expect to become successful overnight. **I mean, that's simply ridiculous.***
*Nemôžeš podnikat úplne sám a očakávať, že z jedného dňa na druhý dosiahneš úspech. **Tým chcem povedať,** že je to jednoducho smiešne.*
- *There was no hardware mistake found in all the circuits. We checked everything. **I mean, the wiring is all fine.***
*V žiadnom obvode sme nenašli ani jedinú hárdvérovú chybu. Skontrolovali sme všetko. **Tým chcem povedať,** že vedenie je v poriadku.*

The phrase **I mean (to say)** corrects something that has just been said in a friendly and polite manner.

- *Let's ask Dave for his opinion. **I mean Mr Sanders.***
*Spýtajme sa na názor Dávida. **Chcem povedať** pána Sandersa.*
- *The company lawyer has never made a single mistake in his work. **I mean, he's never made a mistake that would actually matter.***
*Firemnému právnikovi sa nepritrafila v práci jediná chybička. **Tým chcem povedať,** že nikdy neurobil chybu, ktorá by bola skutočne stála za zmienku.*

Language Note:

The phrase is mostly used in informal registers, chiefly in the spoken discourse.

20.3 That is to say (C1)

The phrase **that is (to say)** provides more exact and more thorough information about something that has just been mentioned or talked about. It indicates that the speaker is about to paraphrase, clarify or simplify something that has already been mentioned to make it more comprehensible. It comes in the initial position in a sentence.

- *We ought to deal with the most serious problem first, **that is (to say)** find a way to fight corruption in courts.*
*Najskôr by sme mali vyriešiť najzávažnejší problém, **t.j.** mali by sme nájsť spôsob boja proti korupcii na súdoch.*
- *The CFO has never committed a crime. **That is to say,** he has never committed an offence.*
*Finančný riaditeľ nikdy nespáchal žiaden zločin. **Inými slovami** nikdy nespáchal žiaden trestný čin.*

Language Note:

The phrase is mostly used in formal registers.

20.4 In other words (B2)

The set phrase **in other words** clarifies, simplifies or paraphrases a statement that has been said before by providing a simpler, more comprehensible version of the topic that has just been talked about. It comes in the initial or final position in a sentence.

- *The suspect was avoiding the detectives' questions—**in other words,** he was stalling.*
*Podозrivý sa vyhýbal otázkam policajtov, **inými slovami** naťahoval čas.*
- *Mr Jonson's business was becoming more and more successful. It was soon to become the market leader in electronics, **in other words.***
*Spoločnosť pána Jonsona bola neustále úspešnejšia. **Inými slovami,** už onedlho sa stala lídrom na trhu v oblasti elektroniky*

20.5 To put it another way (B1)

The phrase **to put it another way** repeats something that has already been mentioned or talked about in simpler, more comprehensible terms. It comes in the initial position in a sentence.

- *The defendant was executed two hours ago. **To put it another way**, any evidence you may present now or in the future will serve no real purpose.*
*Obžalovaného pred dvoma hodinami popravili. **Ináč povedané**, akékoľvek dôkazy, ktoré predložíte teraz alebo v budúcnosti nebudú mať žiaden skutočný význam.*
- *All the shops in the neighbourhood are closed for the holidays. **To put it another way**, you won't even get a piece of bread till after the Christmas break.*
*Všetky obchody v okolí sú kvôli prázdninám zatvorené. **Inými slovami** si nekúpime ani len chleba, kým sa Vianoce neskončia.*

20.6 To put it differently (B1)

The phrase **to put it differently** is used to paraphrase something that has already been mentioned or talked about in order to make it more understandable. It comes in the initial position in a sentence.

- *Our informants as well as numerous analyses show that the odds are not working against us, but rather favour our enterprise. **To put it differently**, we feel there is a slim chance of being caught red-handed which is why we are going ahead with the project as planned.*
*Naši informátori ako aj početné analýzy ukazujú, že máme veľkú šancu uspieť. **Inými slovami**, myslíme si, že šanca, že by nás prichytili pri čine je skutočne malá, a preto budeme v projekte pokračovať podľa plánu.*
- *I'm afraid there are no more vacancies at our department. **To put it differently**, Mr Mayers has already promised the job to somebody else, so you won't get hired. Don't even bother sending them your CV, Carol.*
*Žiaľ, na našom oddelení už nemáme žiadne voľné pozície. **Ináč povedané**, pán Mayers už dané miesto sľúbil niekomu inému, takže ťa nezamestnáme, Karolína. Je zbytočné, aby si nám vôbec posielala svoj životopis.*

20.7 To put it simply (B1)

The phrase **to put it simply** is used to simplify and clarify something that has already been mentioned or talked about with the aim of making it clear and simple to grasp. It comes in the initial position in a sentence.

- *I really don't know how to break the news to you, Ms Cummings. **To put it simply**, you will not get the promotion, not this month, anyway.*
*Skutočne neviem, ako by som Vám mal tieto správy oznámiť, pani Cummingsová. **Skrátka** Vás nepovýšime, aspoň teda nie tento mesiac.*
- *You're quite an incompetent staff who is always showing up late for meetings and does not keep any deadlines at all. **To put it simply**, as of now you can consider yourself out of work. Ste veľmi nespôsobilý zamestnanec. Na stretnutia vždy prichádzate neskoro a nestíhate žiadne termíny. **Skrátka a dobre**, od tohto okamihu sa môžete považovať za prepusteného.*

Language Note:

To put it simply is often paraphrased by **simply put**. The short version is particularly common in an informal style.

- ***Simply put**, we are running out of resources and if we don't do something right away, we will find ourselves with workers standing around doing nothing as early as next month.*
***Skrátka a dobre**, dochádzajú nám zdroje a ak nepodnikneme niečo hneď teraz, ocitneme sa už budúci mesiac v situácii, kedy nám budú robotníci postávať s rukami vo vreckách, pretože nebudú mať čo robiť.*
- ***Simply put**, the management do not agree with your negotiation techniques.*
***Jednoducho povedané**, vedeniu sa Vaše vyjednávacie techniky nepozdávajú.*

21 EXPRESSING OPINION

Chapter 21: *Expressing Opinion* looks into the manifold ways of expressing one's own opinion or beliefs. The chapter lists a wide variety of constructions and set phrases which are typically used to say what one thinks. Further, it conveys the connotative meanings of the phrases and makes clear how the structures are different from one another, especially with respect to their persuasive character.

21.1 I think (A1)

The phrase **I think** introduces a person's subjective view on a topic based on facts or ideas. It comes in the initial position in a sentence. However, the phrase may also be used in the final position; then, it is usually separated by a comma from the rest of the sentence, though.

- **I think (that)** *we will soon get our fringe benefits halved if we don't do something about it.*
Myslím si, že už čoskoro nám skrátia sociálne výhody, ak niečo nepodnikneme.
- *The exhibition will take place next month, I think.*
Myslím, že výstava sa bude konať budúci mesiac.

Language Note:

The phrase can also be placed in the mid-position with the verb. This, however, only happens when we put emphasis on the idea to follow, particularly to stress that what we are about to say is not objective or may not be true for that matter, but is rather something we feel or believe is the case.

- *Dr Brentold, I think, is an excellent professional who's got a great talent for handling such sensitive issues like this.*
Myslím si, že Dr. Brentold je vynikajúci odborník, ktorý má obrovský talent na riešenie takýchto citlivých otázok.
- *The managers are, I think, still considering the competitor's offer.*
Myslím si, že manažéri ešte stále zvažujú ponuku konkurencie.

This use is most commonly encountered in the spoken discourse.

21.2 I believe (A2)

The phrase **I believe** is used to express one's view on a subject although there is no hard evidence to suggest that what one believes is actually true, right, real or relevant. It comes in the initial position in a sentence. However, the phrase may also come at the end of a sentence to stress the fact that what has just been expressed is not an objective fact, but a subjective opinion only.

- **I believe (that)** *Susan Handerson is the best candidate for the position so far.*
Som presvedčený, že Zuzana Handersonová je zatiaľ najlepšia kandidátka na túto pozíciu.
- *The prices might start going up again at the end of the month, I believe.*
Domnievam sa, že ceny by mohli koncom mesiaca opätovne začať stúpať.

Language Note:

The phrase can also be placed in the mid-position with the verb. This, however, only happens when we lay stress on the idea to follow, particularly to emphasise that what we are about to say is not objective or may not be true for that matter, but is rather something we feel or believe is the case.

- *The shipment, I believe, should be delivered by the end of next week.*
Myslím si, že zásielku by nám mali dodať do konca týždňa.
- *Mr Andrew's car, I believe, was towed away this morning.*
Myslím, že auto pána Andrewa dnes ráno odtiahli.

This use is most commonly encountered in the spoken discourse.

21.3 I guess (A2)

The phrase **I guess** indicates a subjective opinion, which may or may not be true, as opposed to an objective fact based on hard evidence. It carries a high degree of doubt and uncertainty. The phrase comes in the initial position in a sentence. However, it may also come at the end of a sentence to put emphasis on the fact that the idea expressed may not be true, real or believable.

- **I guess (that) the meeting will be over in a few minutes.**
Myslím, že stretnutie sa o pár minút skončí.
- *The industrious entrepreneur is thinking about setting up his own company in Zurich, I guess.*
Tuším, že pracovitý podnikateľ uvažuje nad tým, že si v Zürichu založí firmu.

Language Note:

The phrase can also be placed in the mid-position with the verb. This, however, only happens when we put emphasis on the idea to follow, particularly to stress that what we are about to mention is not objective or may not be true for that matter, but is rather something we feel or believe is the case.

- *Ms Doodwood has, I guess, never attended a single company meeting.*
Mám pocit, že pani Doodwoodová sa nikdy nezúčastnila žiadnej firemnej schôdze.
- *The Canadian delegates might, I guess, withdraw from the negotiations if you keep up this line of questioning.*
Myslím, že zástupcovia z Kanady by mohli odstúpiť od rokovania, ak budeš pokračovať s týmto vypytovaním.

This use is most commonly encountered in the spoken discourse.

21.4 I feel (A2)

The phrase **I feel** introduces an opinion, a subjective view on a topic which is based on one's feelings or one's emotional state rather than on evidence. It comes in the initial position in a sentence, as a rule. However, it may come last in a sentence to put emphasis on the fact that the idea expressed is not a fact but a mere opinion.

- **I feel (that) the UN delegates won't reach a compromise today.**
Mám taký pocit, že delegáti OSN dnes neuzavrú kompromis.
- *David, you should reconsider your decision and not leave school at 16, I feel.*
Dávid, myslím si, že by si mal prehodnotiť svoje rozhodnutie a neodísť zo školy v 16. rokoch.

Language Note:

The phrase can also be placed in the mid-position with the verb. This, however, only happens when we put emphasis on the idea to follow, particularly to stress that what we are about to say is not objective or may not be true for that matter, but is rather something we feel or believe is the case.

- *The marketing manager is, I feel, working on a brand new campaign as we speak.*
Mám taký pocit, že marketingový manažér práve pracuje na novej kampani.
- *The judge's ruling, I feel, was too harsh, wasn't it?*
Myslím si, že rozsudok sudcu bol príliš tvrdý, či vari nie?

This use is most commonly encountered in the spoken discourse.

21.5 I suppose (B1)

The phrase **I suppose** shows one's attitude to and viewpoint of a topic. The opinion is based on previous experience, knowledge, data or any other information available. The phrase usually comes in the initial position in a sentence although it may also be used at the end to stress the subjective nature of the comment made.

- **I suppose (that) the company lawyer will have the whole documentation ready by Tuesday.**
Myslím si, že firemný právnik pripraví celú dokumentáciu do štvrtka.

- *The contract has been signed for two years, **I suppose.***
Mám dojem, že zmluva bola podpísaná na dva roky.

Language Note:

The phrase can also be placed in the mid-position with the verb. This, however, only happens when we put emphasis on the idea to follow, particularly to stress that what we are about to say is not objective or may not be true for that matter, but is rather something we feel or believe is the case.

- *Master Edwards, **I suppose,** will be sent to a boarding school in Kent next term.*
Predpokladám, že mladého pána Edwardsa pošlú na budúci semester do internátnej školy v Kente.
- *The new retailer, **I suppose,** is going to make a fortune with his great sales policy.*
Mám pocit, že ten nový maloobchodník zarobí pomocou skvelej obchodnej stratégie celý majetok.

This use is most commonly encountered in the spoken discourse.

21.6 I assume (B2)

The phrase **I assume** introduces a view on a topic based on subjective grounds rather than objective reality or facts. It comes in the initial position in a sentence although it may be put at the end of a sentence to add emphasis to the fact that the point made may not be true, real or verified as it is merely an assumption, ie an opinion formed on the basis of subjective evidence.

- ***I assume (that)** oil prices will not be dropping any time soon, Dave.*
Dávid, nepredpokladám, že cena ropy bude v dohľadnej dobe klesať.
- *Ms Jennifer Lang was supposed to meet the director at the station at 12.00, **I assume.***
Myslím si, že pani Jennifer Langová sa mala s riaditeľom stretnúť na stanici o 12.00.

Language Note:

The phrase can also be placed in the mid-position with the verb. This, however, only happens when we put emphasis on the idea to follow, particularly to stress that what we are about to say is not objective or may not be true for that matter, but is rather something we feel or believe is the case.

- *The CFO's PA, **I assume,** is in charge of the department while the boss is away on business.*
Predpokladám, že asistentka finančného riaditeľa zastupuje svojho šéfa, kým sa nevráti zo služobnej cesty.
- *The price of the shares should, **I assume,** be going up any time now again.*
Domnievam sa, že cena akcií by mala opäť každú chvíľu stúpnuť.

This use is most commonly encountered in the spoken discourse.

21.7 I presume (B1)

The phrase **I presume** introduces a view that is considered true, valid or reasonable since it seems very likely although it is not entirely certain. It comes in the initial position in a sentence. However, it may come in the end position as well. This usually happens when we wish to emphasise the idea of uncertainty.

- ***I presume (that)** the assistant has not discarded last year's contracts yet.*
Mám dojem, že asistentka minuloročné zmluvy ešte nevymazala.
- *The technical analyst will be working in Ukraine for half a year, **I presume.***
Predpokladám, že technický analytik bude pol roka pracovať na Ukrajine.

Language Note:

The phrase can also be placed in the mid-position with the verb. This, however, only happens when we put emphasis on the idea to follow, particularly to stress that what we are about to say is not objective or may not be true for that matter, but is rather something we feel or believe is the case.

- *The new staff haven't, I presume, met Mr Donaldson yet, have you?*
Domnievam sa, že noví zamestnanci sa ešte s pánom Donaldsonom nezoznámili.
- *The quality manager, I presume, is not satisfied with our quarterly results.*
Mám dojem, že manažér kvality nie je spokojný s našimi kvartálnymi výsledkami.

This use is most commonly encountered in the spoken discourse.

21.8 I reckon (B2)

The phrase **I reckon** shows one's opinion on a topic. The idea is considered subjective and may thus not be true. The construction is often used to express expectations. It comes in the initial position in a sentence even though it may be used at the end as well, usually to stress the fact that the statement is subjective.

- *I reckon (that) the factory will not last very long if you continue running it irresponsibly, Dan.*
Počítam s tým, že továrňu dlho nevydrží, ak ju budeš aj naďalej takto nezodpovedne riadiť, Dan.
- *The business partner is most likely to agree to the proposal, I reckon.*
Myslím si, že obchodný partner bude asi s návrhom súhlasiť.

Language Note 1:

The phrase can also be placed in the mid-position with the verb. This, however, only happens when we put emphasis on the idea to follow, particularly to stress that what we are about to say is not objective or may not be true for that matter, but is rather something we feel or believe is the case.

- *The inexperienced banker, I reckon, had no idea what he was talking about.*
Myslím si, že neskúsený bankár nemal ani potuchy, o čom rozprával.
- *The Customer Support Department has, I reckon, not received the latest infomail.*
Domnievam sa, že oddelenie služieb zákazníkom infomail nedostalo.

This use is most commonly encountered in the spoken discourse.

Language Note 2:

The verb 'reckon' as well as the phrase **I reckon** is more commonly used in American than British English.

21.9 I + be + adjective (B2)

The construction **I + be + adjective** is often used in phrases such as **I'm positive (that)**, **I'm certain (that)**, **I'm sure (that)** and **I'm confident (that)** to express one's opinion about something. The phrases are used in the initial position in a sentence.

- *I'm positive (that) the accused did not commit the crime.*
Som si istý, že obvinený zločin nespáchal.
- *I'm quite certain (that) the murder weapon will turn up sooner or later.*
Som pevne presvedčený, že vražedná zbraň sa skôr či neskôr objaví.
- *I'm really sure (that) the supervisor will be checking our work this week.*
Som si skutočne istý, že vedúci tento týždeň skontroluje našu prácu.
- *I'm not very confident (that) the investor has as much money as she claims to.*
Nie som veľmi presvedčený o tom, že investorka má tak veľa peňazí, ako nám tvrdí.

21.10 In my opinion (B2)

The phrase **in my opinion** mirrors someone's view on a topic. It makes clear that what is to follow is a subjective statement which may not be true, real or believable. Often, it is used to persuade others to do something or to make clear that the speaker believes that what they have said is true, real or valid. Commonly, it comes in the initial position in a sentence, though it may also be used at the end.

- **In my opinion**, we should be investing more money into field research activities as we are lacking in real-life data.
Podľa môjho názoru by sme mali investovať viac peňazí do aktivít súvisiacich s primárnym výskumom, pretože nám chýbajú údaje z reálneho života.
- The new washing powder ought to remove any stains you may encounter, **in my opinion**.
Myslím si, že nový prací prášok by mal odstrániť všetky škvrny, s ktorými sa môžete stretnúť.

Language Note 1:

The phrase can also be placed in the mid-position with the verb. This, however, only happens when we put emphasis on the idea to follow, particularly to stress that what we are about to say is not objective or may not be true for that matter, but is rather something we feel or believe is the case.

- The credit, **in my opinion**, will never be paid back.
Podľa môjho názoru ten úver nikdy nesplatia.
- A hardened criminal should, **in my opinion**, never be released from prison again.
Myslím si, že skúseného recidivistu by z väzenia už nikdy nemali prepustiť na slobodu.

This use is most commonly encountered in the spoken discourse.

Language Note 2:

The phrase **in my humble opinion** is used to express one's opinion, often in a humours manner. It usually implies that the speaker or writer is absolutely certain about what they have said or implied.

- **In my humble opinion**, irrigation is what we need in our dry region to make our crops grow.
Podľa môjho skromného názoru potrebujeme v našom suchom kraji zavlažovanie, aby sme mohli naše plodiny vypestovať.
- Yet another increase in the country's VAT might well trigger a wave of social unrest, **in my humble opinion**.
Podľa mňa môže opätovné zvýšenie DPH vyvolať v štáte vlnu sociálnych nepokojov.

21.11 In my view (B2)

The phrase **in my view** shows the way someone thinks about a topic. It commonly comes in the initial position in a sentence although it may be used at the end too.

- **In my view**, the shares should never have been traded at a stock exchange.
Podľa môjho názoru sa tie akcie nikdy nemali dostať na burzu.
- The local DA is not responsible for the mess we're in at the moment, **in my view**.
Podľa mňa nie je miestny prokurátor zodpovedný za problémy, v ktorých teraz plávame.

21.12 As far as I'm concerned (B2)

The phrase **as far as I'm concerned** introduces somebody's point of view or attitude towards a topic. It comes either in the initial or final position in a sentence.

- **As far as I'm concerned**, the business partners may sign the agreement right away.
Čo sa mňa týka, obchodní partneri môžu zmluvu podpísať okamžite.
- The COO says we can both go on holiday at the same time, **as far as he's concerned**.
Podľa prevádzkového riaditeľa môžeme ísť obaja na dovolenku súčasne.

21.13 It seems to me that (B1)

The phrase **it seems to me that** is used to express something that may be true, real or believable. It comes in the initial position in a sentence.

- **It seems to me that** the economic downturn is far from over.
Mám (taký) pocit, že ekonomická kríza sa ešte zďaleka neskončila.
- **It seems to me that** the risk is far greater than the potential profit we might make.
Myslím, že riziko je oveľa väčšie než potenciálny zisk, ktorý by sme mohli dosiahnuť.

Language Note 1:

The phrases **it appears to me that** and **it looks to me that** are synonymous to the above phrase. They come in the initial position in a sentence. The former phrase is a bit more common in formal registers.

- *It appears to me that the CFO is not likely to agree to our suggestions for improvement.*
Mám (taký) pocit, že finančný riaditeľ asi nebude súhlasiť s našimi vylepšujúcimi návrhmi.
- *It looks to me that the prices of crude oil are going up again.*
Zdá sa mi, že ceny ropy pôjdu opäť hore.

Language Note 2:

Both the phrases sound a little wordy and pompous and are therefore commonly avoided in informal registers. Usually, the structures are employed in rather formal, written discourse.

21.14 To my mind (B1)

The phrase **to my mind** is used in the same way as **in my opinion** expressing someone's view on a topic. It comes in the initial position in a sentence.

- *In my view, the president's most important role is to lead the company into the next century.*
Podľa môjho názoru spočíva najdôležitejšia úloha prezidenta v tom, že má uviesť spoločnosť do nového storočia.
- *Mr Burton's presentation which, to my mind, did not provide any new information was a complete waste of time.*
Prezentácia pána Burtona, ktorá nám podľa mňa neposkytla žiadne nové informácie, bola úplná strata času.

Language Note:

The phrase is sometimes considered slightly formal and is mostly used by middle-class speakers.

21.15 As I see it (B2)

The phrase **as I see it** shows someone's way of thinking about a subject. It usually comes in the initial position in a sentence although it may be used in the end position too.

- *As I see it, the company is not going to get on its feet any time soon.*
Vidím to tak, že firma sa tak skoro na nohy nepostaví.
- *The start-up company is likely to get successful really fast, as I see it.*
Mám taký pocit, že tá nová firma sa začne veľmi rýchlo vzťahovať.

22 SHOWING ATTITUDE TO A SUBJECT

Chapter 22: *Showing Attitude to a Subject* focuses on the word material that is regularly encountered when speakers or writers intend to express their attitude to a topic and stress their opinions at the same time. Furthermore, the chapter looks into how English speakers may make clear that what they are saying is not only their belief, but also their honest opinion.

22.1 Honestly (B2)

The adverb **honestly** puts emphasis on a statement, especially when expressing one's own opinion. It indicates that what the speaker is saying is actually true and valid, in particular when referring to himself or herself. It comes either in the initial position in a sentence or between the subject and its verb.

- *Honestly, the business won't take off anymore.*
Úprimne povedané, firma už úspech nezožne.
- *I honestly don't remember asking you to pay back that debt.*
Na môj veru si nespomínam, že by som ťa poprosil, aby si splatil ten dlh.

Language Note:

The adverb is usually used in rather informal registers, especially in the spoken discourse.

22.2 Frankly (B2)

The adverb **frankly** introduces an honest opinion, ie a statement which you believe to be fair and right although the person who receives your comment may not like it. It comes in the initial position.

- *Frankly, I don't think you should be doing any more business with Mrs Donaldson.*
Úprimne povedané nemyslím si, že by si mal obchodovať s pani Donaldsonovou.
- *Frankly, there are much worse things that could have happened to you or your partners.*
Pravdu povediac, mohlo sa tebe alebo tvojim rodičom prihodiť ešte čosi oveľa horšie.

Language Note:

The adverb is usually used in rather informal registers, especially in the spoken discourse.

22.3 To tell the truth (B1)

The phrase **to tell (you) the truth** indicates that the statement made expresses a person's real and honest feelings or beliefs. The idiomatic expression asserts the frank honesty of the speaker and their comment alike. It comes in the initial position in a sentence.

- *To tell (you) the truth, Sarah and I have never been sure about doing business with Marc.*
Pravdu povediac sme so si Sárrou nikdy neboli celkom istý, že by sme mali obchodovať s Marekom.
- *To tell (you) the truth, the shares will plummet the moment you have announced the news.*
Na rovinu, akcie dramaticky klesnú, keď oznámite tieto správy.

22.4 No doubt (C1)

The phrase **no doubt** stresses that something is sure, probable or very likely. It comes in the initial, medial or final position in a sentence.

- *No doubt the agency will have the scared investors' assets frozen.*
Nepochybujem o tom, že úrad nechá vystrašeným investorom zmraziť majetok.
- *The financial analyst will, no doubt, try to put the blame on his associates.*
Niet pochyb, že finančný analytik sa bude snažiť zvaliť vinu na svojich spolupracovníkov.
- *The program will be up and running again in no time, no doubt.*
Programu bude samozrejme už čoskoro opäť fungovať.

22.5 I hear you (C1)

The set phrase **I hear you** indicates that the speaker understands another person's point of view and can actually sense why the person feels the way they feel. However, the speaker does not agree with the statement expressed or does not share the very same opinion. The idiom expresses empathy. Nowadays, the phrase is usually followed by the subordinating conjunction 'but.' The idiom comes in the initial position in a sentence.

- *A: I'm a strong proponent of the capital punishment. There are crimes that should be punished with the most severe penalty there is.*
B: I hear you.
A: Som silným zástancom trestu smrti. Existujú totiž trestné činy, ktoré by sa mali trestať najprísnejším trestom, ktorý máme k dispozícii.
B: Chápem.
- *A: I believe you should have the house painted. It looks really shabby.*
B: I hear you, but I like it this way.
A: Myslím si, že by ste si mali dať namaľovať dom. Vyzera skutočne úboho.
B: Viem, čo myslíš, ale takto sa mi páči.

Language Note 1:

The phrase **I hear you** can be paraphrased by **I hear what you're saying**. The latter idiom conveys the same message as its former counterpart.

- *A: I guess there's never enough schooling which is why I'd like to see children go to school six times a week, rather than five only.*
B: I hear what you're saying. I feel our kids wouldn't agree with you, though, darling.
A: Myslím, že školy nikdy nie je dost', a preto by som bol rád, ak by deti chodili do školy šesťkrát do týždňa a nie len päť.
B: Viem, čo tým chceš povedať, ale nemyslím si, že by s tebou naše deti súhlasili, miláčik.
- *A: I want to break off school and start working at last.*
B: I hear what you're saying, but so many people with excellent qualifications are out of work these days that it might be quite hard to find a job.
A: Chcem odísť zo školy a konečne začať pracovať.
B: Chápem, ale v súčasnosti je tak veľa ľudí s vynikajúcimi kvalifikáciami nezamestnaných, že môže byť ťažké nájsť si prácu.

Language Note 2:

After the above phrases are voiced, the conversation usually moves on. It may even be taken over by another speaker, so that the subject changes at once. This is due to the fact that although the idioms both express empathy, they tend to carry a connotation of impatience too.

- *A: Nuclear weapons represent a deadly force, but the force may be harnessed when necessary.*
B: I hear you.
C: Well, how about getting something for lunch, guys?
A: Jadrové zbrane predstavujú smrtiacu silu, ale v prípade potreby túto silu môžeme použiť.
B: Viem, čo myslíš.
C: No dobre, a čo tak niečo na obed, chlapci?

Language Note 3:

The phrase **I hear you** is usually used in informal registers, especially in the spoken discourse. Then, the idiom may change slightly, in particular in speech, into **I hear ya**.

23 SOFTENING AND CORRECTING

Chapter 23: *Softening and Correcting* gives insight into the manifold language means which may be harnessed to make potentially disruptive, bothersome, unpleasant or even upsetting information sound less dramatic and drastic. Additionally, the chapter introduces words and phrases which are commonly used to correct slight mistakes in a way that does not offend the person who may have made the mistake by accident only.

23.1 Actually (A2)

The adverb **actually** corrects something that has been said, often implying that the mistake was a minor one. It comes in the initial, medial or final position in a sentence.

- *A: One Dave Brown called you before.
B: **Actually**, his name is Daniel Brown.
A: Predtým Vám volal nejaký Dávid Brown.
B: Ten pán sa v **skutočnosti** volá Daniel Brown.*
- *The masked robbers did not **actually** shoot anybody dead. They just shot a guard in the arm.
Maskovaní lupiči **vlastne** nikoho nezastrelili. Oni len postrelili jedného strážnika do ramena.*
- *Well, I wasn't born in Washington DC. I was born in the state of Washington, **actually**.
Ja som sa nenarodil v meste Washington, **ale** v štáte Washington.*

Language Note:

The adverb is usually used in rather informal registers, especially in the spoken discourse.

23.2 As it were (C2)

The phrase **as it were** expresses an idea that is not to be understood exactly as it is stated. Often, the phrase is used to soften a point which might upset other people. It is usually said after a figurative or unusual exclamation. It comes in the final position in a sentence or before the phrase it modifies.

- *The President could always order the Armed forces to attack the enemy, **as it were**.
Prezident môže **tak povediac** vždy vydať príkaz ozbrojeným silám, aby na nepriateľa zaútočili.*
- *The poor young boy became, **as it were**, a martyr for the wrong cause.
Dalo by sa povedať, že z chudáka chlapčeka sa stal mučeník pre nesprávnu vec.*

Language Note:

The phrase is usually used in rather formal registers, especially in the written discourse.

23.3 So to speak (C2)

The phrase **so to speak** comments on a statement which is not to be understood literally. It is often used after a figurative or unusual exclamation. It comes in the final position in a sentence or before the phrase it is used to modify.

- *Surprisingly, the marketing manager is not the one who actually comes up with all those great ideas for our campaigns. It is one of the regular staff who's the brains of the department, **so to speak**.
Všetky tie úžasné nápady na naše kampane nie sú na prekvapenie dielom marketingového riaditeľa. **Dalo by sa povedať, že** mozgom oddelenia je radový zamestnanec.*
- *The newly appointed CEO says we are to get back to the basics, **so to speak**, if the company is to survive the downturn.
Novovymenovaný generálny riaditeľ hovorí, že sa musíme vrátiť **takpovediac** k základom, ak má spoločnosť krízu prežiť.*

Language Note:

The adverb is usually used in rather informal registers, especially in the spoken discourse.

23.4 More or less (B2)

The phrase **more or less** implies that the statement made may not be entirely correct, exact or true. It is usually used with numbers, amounts and totals to show that the quantity is a mere approximation, not the very quantity, though. It comes before the phrase it modifies.

- *The rumours about the company going bust any time now are, **more or less**, a fabrication of a sick mind.*
*Chýry o krachu spoločnosti, ktorý by mohol nastať každým okamihom sú **viac-menej** výplod chorej mysle.*
- *The latest advertising campaign should provide enough incentives to boost our profits by 32 per cent, **more or less**.*
*Posledná reklamná kampaň by mala vytvoriť dostatok stimulov na to, aby sa náš zisk zvýšil o **približne** 32 percent.*

23.5 Give or take (B2)

The phrase **give or take** suggests that a little more or less of a unit may be involved in what has just been said as the statement made was a mere approximation. It comes before the phrase it modifies.

- *The whole company, including its foreign assets, is worth 2,000,000 euros, **give or take**.*
*Celková hodnota spoločnosti vrátane zahraničných aktív je **okolo** 2.000.000 eur.*
- *Mr Palmer will see you at 2.00 pm, **give or take** a few minutes.*
*Pán Palmer Vás príjme o 2.00 poobede, **plus minus** pár minút.*

Language Note 1:

Both the phrases **more or less** and **give or take** state that the quantity we are giving is no more than an estimate, perhaps an educated guess, but most definitely not the right number.

Language Note 2:

While **more or less** is used in both formal and informal registers alike, **give or take** is employed in informal registers only, mostly in the spoken discourse.

23.6 Kind of (A1)

The colloquial phrase **kind of** softens an idea and lessens its meaning and/or impact. It comes before the phrase it modifies.

- *Mr Larson is **kind of** slow when faced with real crises.*
*Pán Larson je **akosi** spomalený, keď musí čeliť skutočným krízam.*
- *The COO seems **kind of** worried about the future of the company and its staff.*
*Zdá sa, že prevádzkový riaditeľ sa **tak trochu** obáva o budúcnosť firmy a jej zamestnancov.*

Language Note 1:

The phrase **sort of** can be used as a synonym of **kind of** conveying the very same meaning.

- *The expert translator has **sort of** made a mistake in a vital translation.*
*Odborný prekladateľ sa v dôležitom preklade **akosi** pomýlil.*
- *The committee seem to be **sort of** uncertain about their next steps.*
*Zdá sa, že výbor si je **tak nejako** neistý ďalším postupom.*

Language Note 2:

The phrases are usually used in rather informal registers.

Language Note 3:

In colloquial language, the form **kinda** is often used, especially in spoken English, as a synonym of

kind of. At any rate, **kinda** is also the form of connected speech.

- *That's **kinda** weird, isn't it, Denise?*
*To je **tak trochu** divné, či vari nie, Denisa?*
- *You **kinda** hafta admit you're nothing compared to Lord Dodorian.*
*Už musíš **nejako** priznať, že v porovnaní s lordom Dodorianom nie si nič.*

23.7 Well (A1)

The interjection **well** softens pieces of information which might prove unpleasant or annoying to other people while the speaker or writer expresses disapproval of an idea. It comes in the initial position in a sentence.

- *A: Do you really believe that the new piece of legislation will make a difference in car thefts?*
*B: **Well**, I suppose, it's not completely useless, but I've got great doubts if it will bring about a real change in car thieves' behaviour.*
A: Skutočne si myslíte, že nový právny predpis niečo zmení na krádežiach áut?
*B: (**Nuž**), myslím si, že nie je úplne zbytočný, ale silne pochybujem o tom, že prinesie skutočnú zmenu v správaní zlodejov áut.*
- ***Well**, we really ought to discuss the policy again to provide the best customer care possible.*
***V poriadku**, naozaj by sme túto stratégiu mali prebrať ešte raz, aby sme mohli našim zákazníkom poskytnúť čo najlepšiu starostlivosť a zákaznícky servis.*

23.8 Really (B1)

The adverb **really** is used to talk about something that is in fact true, in particular when something else has been suggested as true in its place. It contradicts a statement that has been mentioned or implied earlier. The adverb comes before the phrase it modifies.

- *The captain isn't **really** interested in selling his ship; he only wants to know how much people would offer him for her.*
*Kapitán svoju loď **v skutočnosti** nechce predat', len ho zaujíma, koľko by mu za ňu ponúkli.*
- *What **really** happened at the meeting was that Mr Sutton stood up and walked away from the negotiations. He never came back.*
*Na stretnutí sa **v skutočnosti** stalo nasledovné: Pán Sutton vstal, odišiel od vyjednávacieho stola a už sa nevrátil.*

23.9 That is to say (C1)

The phrase **that is (to say)** softens a piece of information that has already been mentioned by making a more comprehensible, perhaps even a more exact and simpler explanation.

- *The muddy water has not flooded the whole city, **that is (to say)** the city center still remains intact and quite undamaged.*
*Kalná voda nezaplavila celé mesto, **teda aspoň** centrum zostalo povedňami nedotknuté a relatívne nepoškodené.*
- *The new schoolmaster will take over a vast number of your present duties, **that is to say** you will remain responsible for class attention and school morale.*
*Nový riaditeľ Vás odbremeni od mnohých úloh, ktoré musíte v súčasnosti plniť. **To znamená**, že naďalej budete zodpovedať za dochádzku a školskú morálku.*

23.10 At least (B2)

The phrase **at least** reduces the effect of something that has been said. It often conveys an advantage or a positive side of a situation for which a disadvantage or a negative has been expressed. The main goal is to convey that the advantage somehow outweighs the disadvantage(s).

- *Mr Clarkson doesn't have much experience in our field of work, but **at least** he's got some really impressive educational background.*
*Pán Clarkson nemá veľa skúseností v našej pracovnej sfére, ale **aspoň** že má naozaj pôsobivé vzdelanie.*

- *The working conditions are awful, but **at least** the staff are as nice as one could hope for.*
*Pracovné podmienky sú strašné, ale **aspoň** zamestnanci sú takí milí, ako sa dá len očakávať.*

Language Note:

The phrase often follows the conjunction 'but.'

23.11 I'm afraid (that) (A2)

The adjectival phrase **I'm afraid (that)** conveys politely and tactfully news that may stir up negative emotions, for example sadness, disappointment, anger or frustration, on the part of the receiver.

Commonly, it comes in the initial position in a sentence, though it may also be used at the very end.

- ***I'm afraid (that)** the company will have to lay off at least two hundred staff by Christmas.*
***Je mi to ľúto, ale** spoločnosť bude musieť do Vianoc prepustiť prinajmenšom dvesto zamestnancov.*
- ***I'm afraid (that)** the sales figures have not improved by more than 0.4 per cent since the same period last year.*
***Obávam sa, že** zisk z predaja sa nezvýšil o viac než 0,4 percenta v porovnaní s rovnakým obdobím minulého roka.*
- *Dr Winchester is not going to attend the conference in Berlin, **I'm afraid.***
***Je mi ľúto, ale** Dr. Winchester sa na konferencii v Berlíne nezúčastní.*
- *The Business Intelligence team say they are going to introduce the changes no sooner than at the end of next month, **I'm afraid.***
***Žiaľ,** tím oddelenia podnikovej inteligencie hovorí, že zmeny nezavedie pred koncom mesiaca.*

Language Note:

The phrase is usually used in rather informal registers, especially in the spoken discourse.

23.12 I'm sorry (but) (B2)

The phrase **I'm sorry (but)** softens unpleasant information that might upset other people in a polite and tactful manner. It is usually used when the speaker or writer has to decline what somebody has asked of them or when they cannot agree with something somebody else has mentioned. It comes in the initial position in a sentence.

- ***I'm sorry but** you seem to have miscalculated. These figures don't add up.*
***Prepáčte, ale** zdá sa mi, že ste to zle spočítali. Tieto údaje nedávajú zmysel.*
- ***I'm sorry,** I simply don't see how we can raise as much as 2.4 million dollars in a single night at an event which was made public just three days ago.*
***Je mi ľúto, ale** jednoducho nechápem, ako môžeme vyzbierať celých 2,4 milióna dolárov za jedinú noc, pričom bola táto akcia ohlásená len pred tromi dňami.*

Language Note:

The phrase is usually used in rather informal registers, especially in the spoken discourse.

23.13 I mean to say (A2)

The phrase **I mean (to say)** corrects and clarifies what you have just said or implied. It comes in the initial or final position in a sentence.

- *You ought to discuss the matter with Mr Donley. **I mean** Mr Downley.*
*Túto záležitosť by ste mali prediskutovať s pánom Donleym, **chcem povedať** s pánom Downleym.*
- *The young English teacher is really fond of this sweet student of his. He's got a huge crush on her, **I mean.***
*Mladý angličtinár sa skutočne zamiloval do svojej sladkej študentky. **Tým chcem povedať,** že je do nej úplne zbláznený.*

Language Note:

The adverb is usually used in rather informal registers, especially in the spoken discourse.

23.14 To put it mildly (C2)

The phrase **to put it mildly** expresses ideas in words which sound less extreme, harsh and direct than one could have used to describe the same object of extralinguistic reality. It introduces topics which are negative or rather hard for others to swallow. It commonly comes in the initial or final position in a sentence.

- *To put it mildly, the staff you have recently hired are clumsy, PC illiterate and have little knowledge of data processing.*
Zamestnanci, ktorých ste len nedávno zamestnali, sú mierne povedané nešikovní, nevedia pracovať s počítačom a o spracovávaní údajov nevedia takmer nič.
- *The share prices of our newspaper company have somewhat decreased, to put it mildly.*
Mierne povedané, ceny akcií našej novinovej spoločnosti akosi klesli.

24 GAINING TIME

Chapter 24: *Gaining Time* is devoted to the language material that is mostly used in speech when speakers are pondering about the right words to express their opinions or simply thinking about what they should say next. Then again, they do not want to allow for a lapse of silence, and thus utter words and phrases which make clear to their speech partners that they are looking for the right words.

24.1 Let's see (B1)

The phrase **let's see** suggests that the speaker is pondering about something or trying to remember a particular detail, and thus needs some time for thinking. It comes in the initial position in a sentence.

- *Monday morning, let's see, no, I don't have any appointments then.*
Pondelok ráno. Moment prosím. Nie, vtedy nemám žiadne stretnutia.
- *Let's see—you were trying to get a work permit, weren't you?*
Počkajte! Vy ste sa snažili získať pracovné povolenie, však?

Language Note 1:

The phrases **let me see**, **let me think**, and **let's think** are somewhat akin to **let's see**, and are, in fact, used in the very same way as **let's see**.

- *Let me see... I suppose Mr Brown has not submitted his proposal yet.*
Vydržte! Mám dojem, že pán Brown svoj návrh ešte nepredložil.
- *Well, let me think for a moment. ... Yes, I believe the agenda may be handled by Dr Owens.*
Hmm, okamih prosím. Áno, zdá sa mi, že túto agendu môže riešiť Dr. Owens.
- *The moment Pete looked into her eyes, let's think, I guess it was then that he fell in love with sweet Lilly forever.*
V okamihu, keď sa Peter pozrel do Lívinôčkinich očí ... vydržte ... áno, myslím, že práve v tom okamihu sa do nej navždy zamiloval.

Language Note 2:

The phrases are usually used in the spoken discourse.

24.2 Well (A2)

The adverb **well** precedes a hesitant statement when the speaker or writer need some extra time to think about or to remember something. It comes in the initial position in a sentence.

- *Mr Simmons, you say. Well, I can't really recall having ever met a man of that name.*
Takže pán Simmons. Teda, nespomínam si, že by som sa s týmto pánom bol niekedy stretol.
- *Well, that seems to be the one million dollar question, doesn't it? Honestly, I've got no clue.*
No, zdá sa, že to je tá správna otázka. Pravdu povediac nemám ani potuchy.

Language Note:

The adverb is usually used in the spoken discourse.

24.3 You know (B1)

The phrase **you know** does not contribute towards expressing any denotational or connotational meanings, but rather stalls as the speaker is considering what to say next. This use extends to both the choice of right words and ideas. It comes in the initial, medial or final position in a sentence.

- *You know, I was thinking about going away for the weekend and asking you to come with me.*
Premýšľal som teda, že by som išiel na víkend preč a chcel som sa ťa spýtať, či by si nechcela ísť so mnou.
- *I just thought, you know, we could organise a small get-together for a few friends and have a*

little party on Saturday night.

Vieš, práve som premýšľal, že by sme mohli usporiadať menšie stretnutie pre pár priateľov a urobiť si v sobotu večer oslavu.

- *There's really little you could say or do now, John, **you know**, but if you are sincere about your feelings, then just give it a go with Helen.*
*Janko, teraz toho **v podstate** už veľa nenarobiš a ani nemusíš nič hovoriť, ale ak sú tvoje city úprimné, tak to s Helen teda skús.*

Language Note:

The adverb is usually used in the spoken discourse only.

24.4 I don't know (A2)

The construction **I don't know** introduces a hesitant statement which the speaker was thinking about carefully and, perhaps, for a long time. The phrase stresses the fact that what is being expressed is a sum of doubts which may not be true, real, relevant or believable at all. It comes in the initial position in a sentence or just before the phrase that the speaker finds most questionable.

- *I don't know about Kate, but I feel I am well prepared for the trip.*
Neviem ako Katka, ale mám pocit, že ja som na cestu dobre pripravený.
- *She's the kind of person, I don't know, who always makes you feel relaxed and at ease.*
Neviem ako to povedať, ale ona je ten typ človeka, s ktorým sa vždy cítim uvoľnene a v pohode.

Language Note:

The adverb is usually used in the spoken discourse only.

24.5 I mean (A2)

The phrase **I mean** may carry no denotational significance whatsoever when stalling, especially when the speakers need some time to think about what they want to say. Additionally, it is often followed by a short pause produced as a result of the thinking process taking place and/or due to hesitation on the part of the speaker. Consequently, it is usually used at the start of a sentence.

- *Hmm, that's an interesting point. I mean, we are all aware of the potential risks, but nobody has actually done anything to deal with them.*
*Hmm, to je zaujímavý názor. **Tým chcem povedať, že** všetci si dobre uvedomujeme možné riziká, ale nikto v podstate nepodnikol nič, čím by sme ich dokázali odstrániť.*
- *Yes, I clearly see what you're trying to say. I mean, the new manager is undoubtedly a well qualified person for the job, but I'm not so sure about her interpersonal skills.*
*Áno, je mi jasné, čo sa mi snažíte povedať. **Tým chcem povedať, že** nová manažérka je nepochybne kvalifikovaná na túto prácu, ale nie som si celkom istý jej medziludskými zručnosťami.*

Language Note:

The adverb is usually used in rather informal registers, particularly in the spoken discourse.

24.6 Kind of (A2)

The phrase **kind of** is often used before other phrases when the speaker needs to think about what they want to say next. Then, it does not convey any message at all, but merely provides some time for the speaker to formulate an idea and to voice it subsequently.

- *It seems **kind of** weird trying to build a house on a highway, doesn't it?*
*Zdá sa byť **tak nejako** divné, keď sa niekto snaží postaviť si dom na diaľnici, či vari nie?*
- *The new secretary makes **kind of** a bored impression.*
*Nová sekretárka pôsobí **akýmsi** znudeným dojmom.*

Language Note 1:

The phrase is usually used in rather informal registers, particularly in the spoken discourse.

Language Note 2:

Similarly, the phrase **sort of** is applied in the same manner as **kind of**, ie to provide time for a speaker to ponder about what they want to say.

- *The inexperienced state attorney was **sort of** trying to get the witness to tell the truth.*
*Neskúsený prokurátor sa **ako – tak** usiloval primäť svedka, aby povedal pravdu.*
- *I feel **sort of** betrayed by my partner though there is no evidence to suggest that he's been stealing from me.*
*Cítim sa **viac – menej** podvedený svojím partnerom a to aj napriek tomu, že neexistujú žiadne dôkazy, ktoré by nasvedčovali, že ma okrádal.*

25 PERSUADING

Chapter 25: *Persuading* sheds light on the words and phrases which are typically associated with situations when the speaker or writer is trying to make someone else believe that something is true, real or possible. In addition, the chapter looks into how we can convince others to do something.

25.1 Look (A2)

The verb **look** directs a person's attention to someone or something. It is often used in a persuasive way to introduce an argument which ought to be taken into consideration, especially before making a final decision. It comes in the initial position in a sentence.

- **Look**, *there's no way to save a company that has already gone into administration.*
Počúvaj! *Keď už spoločnosť raz skrachovala, tak už nenájdeš spôsob, ako ju zachrániť.*
- **Look!** *I've got no idea why you have decided to make that investment, but it's your investment and you should take care of it.*
Počkaj! *Nemám ani potuchy, prečo si sa rozhodla do tej firmy investovať, ale keď si sa tak už raz rozhodla, mala by si sa o svoju investíciu postarať.*

Language Note:

The verb **look** is frequently followed by *here* in the phrase **Look here!** to stress the immediacy of the issue at hand. It conveys the connotation that the speaker or writer is annoyed or upset. The phrase is often considered somewhat old-fashioned.

- **Look here**, *you are not the only person who's made a bad investment.*
Počujte, *nie ste jediný, kto zle investoval.*
- **Look here!** *Do you seriously believe I would ever let you run my grandfather's company?*
Nože vydrž! *To si skutočne myslíš, že by som ti dovoľil riadiť firmu môjho starého otca?*

25.2 After all (C1)

The phrase **after all** lists an additional reason for something and conveys a moderately persuasive tone of voice at the same time. The compelling nature of the idiom is the result of a reason which was mentioned beforehand—in a very clear and straightforward manner. The construction comes in the initial or final position in a sentence.

- *The international company is likely to take over the local software manufacturer. **After all**, they have expressed a great deal of interest in the business several times already.*
*Medzinárodná spoločnosť pravdepodobne zhltnie miestneho softvérového výrobcu. **Koniec koncov** už veľa krát vyjadrili záujem o túto spoločnosť.*
- *David, you ought to go to a fire drill and the subsequent practical exercises. You are the designated security officer for our staff, **after all**.*
*Dávid, mal by si sa zúčastniť požiarneho cvičenia a následných praktických cvičení, **ved' napokon** si vybraný bezpečnostný pracovník pre naše oddelenie.*

Language Note:

The phrase may also be used in the mid-position with the verb to put even greater emphasis on the persuasive nature of the statement made.

- *An internal auditor, **after all**, is supposed to be well versed in accounting as well as law.*
*Medzinárodný auditor sa má **predsa** dobre vyznať v účtovníctve ako aj práve.*
- *I don't believe the plans will fail. The joint venture is, **after all**, composed of numerous big enterprises which have loads of free funds available.*
*Nemyslím si, že sa nám plány nevydaria. **Ved' napokon** sa na spoločnom podniku podieľajú viaceré veľké firmy, ktoré majú k dispozícii množstvo voľných finančných prostriedkov.*

25.3 No doubt (C1)

The phrase **no doubt** is used in an emphatic way to stress that what has just been said or implied is true, real or believable. It is often employed in a persuasive and insistent manner to clear all doubt of the contrary. It comes in the initial, medial or final position in a sentence.

- *No doubt every team member has received their instructions already.*
Nie pochýb (o tom), že každý člen tímu už dostal svoje pokyny.
- *The marketing trainee is, no doubt, an intelligent and hard-working young man.*
Marketingový praktikant je nesporne inteligentný a usilovný mladý muž.
- *The receptionist has forwarded the email to Mr Donovan, no doubt. She's very reliable.*
Nepochybujem, že recepcná preposlala email pánovi Donovanovi. Je skutočne spoľahlivá.

The phrase **no doubt** is also used to persuade people to do something. Although the tone of voice is direct and strong, the overall impression is polite and socially correct.

- *No doubt the senior staff will assist their junior partners during the preparation.*
Skúsenejší zamestnanci nepochybne pomôžu svojim mladším kolegom pri príprave.
- *The typist will, no doubt, make you a copy of last week's minutes.*
Nepochybujem o tom, že ti zapišovateľka urobí kópiu protokolu z minulého týždňa.

26 STRUCTURING IV: CONCLUDING

Chapter 26: *Structuring IV: Concluding* gives insight into the manifold collocations and constructions which are employed to signal that the speaker or writer is just about to finish the speech or writing by making the final point or by summarising the most essential ideas of what he or she has already said or indicated in the previous parts of his or her discourse.

26.1 In conclusion (B2)

The phrase **in conclusion** indicates that the point to be made next is going to be the very last point to be made. On top of that, it may be used to sum up the most essential ideas that have been expressed before. It comes in the initial position in a sentence.

- **In conclusion**, let me stress that once a decision has been made, we will have to stick to it no matter how profitable or troublesome it may turn out to be in the end.
Na koniec mi dovoľte zdôrazniť, že keď už raz padne rozhodnutie, nebudeme ho môcť zmeniť, a to bez ohľadu na to, či pre nás bude nakoniec výhodné alebo problematické.
- **In conclusion**, a well-functioning underground system may require substantial initial funding, but it would undoubtedly prove efficient and very handy for all those who travel daily for work, school, shopping or otherwise.
Na záver môžeme povedať, že dobre fungujúci systém podzemnej dopravy by si vyžiadaval značné počiatkové investície, ale nepochybne by sa ukázal ako efektívny a veľmi užitočný pre každého, kto denne cestuje do práce, do školy, nakupovať či za inými účelmi.

Language Note:

The prepositional phrase is mostly used in formal registers, especially in the written discourse.

26.2 To conclude (B2)

The phrase **to conclude** suggests that the next thing to be mentioned is going to be the final point that is going to be voiced. It comes in the initial position in a sentence.

- **To conclude**, we should not forget that although we cannot change the past, the past can change us.
Na záver by som ešte rád dodal, že by sme nemali zabudnúť na to, že hoci minulosť zmeniť nemôžeme, minulosť môže zmeniť nás.
- **To conclude**, further incentives dedicated to the stabilisation campaign of the product in question are not going to stimulate any more sales than they already have.
Na koniec, ďalšie stimuly určené na stabilizačnú kampaň dosiahli svoje maximum a už nedokážu zvýšiť predajnosť daného výrobku.

Language Note:

The prepositional phrase is mostly used in formal registers, especially in the written discourse.

26.3 In summary (B2)

The phrase **in summary** is used at the end of a piece of writing or speaking, especially at the end of a report, to convey the main information only. It comes in the initial position in a sentence.

- **In summary**, the loan shark finally reached his goal.
Aby som to zhrnul, úžerník konečne dosiahol svoj cieľ.
- **In summary**, the company ought to maintain a stable course if it really wants to survive and continue trading on the international market.
Na záver, spoločnosť by si mala zachovať stabilný kurz, ak chce skutočne prežiť a pokračovať v obchodovaní na medzinárodnom trhu.

Language Note:

The prepositional phrase is mostly used in formal registers, especially in the written discourse.

26.4 To summarise (B2)

The phrase **to summarise** introduces a brief statement which provides the most basic and essential facts only. It comes in the initial position in a sentence.

- **To summarise**, *the major general did command his troops to the best of his abilities.*
Na koniec, generálmajor velil svojim vojakom tak dobre, ako len vedel.
- **To summarise**, *the CEO should never have entered into formal negotiations with the computer producer as early as that.*
Aby sme to zhrnuli, generálny riaditeľ nemal začať oficiálne rokovania s výrobcom počítačov tak skoro.

Language Note:

The prepositional phrase is mostly used in formal registers, especially in the written discourse.

26.5 To sum up (C1)

The phrasal verb **to sum up** gives a summary of something. The construction usually refers to the main points of an argument. It comes in the initial position in a sentence.

- **To sum up**, *the shares of the company are expected to hit the roof once the take-over has been made public.*
Aby sme to zhrnuli, očakáva sa, že akcie spoločnosti vystrelia hneď, ako sa zverejní plán prevzatia spoločnosti.
- **Summing up** *last week's meeting, the PA stressed that the final decision regarding the new company premises has still not been made.*
Aby som zhrnul minuloťždenné stretnutie, asistentka zdôraznila, že konečné rozhodnutie týkajúce sa nových priestorov spoločnosti ešte nepadlo.

Language Note:

The phrasal verb sounds less formal and official than **in summary** and **to summarise** and is in fact used in both formal and informal registers.

26.6 Briefly (B2)

The adverb **briefly** introduces the main point or points without giving too many details which might seem unnecessary at the time. It comes in the initial position in a sentence.

- **Briefly**, *our competitors are facing three important challenges which we have already mastered well enough to maintain our market share.*
V krátkosti, naši konkurenti čelia trom dôležitým výzvam, ktoré sa nám už podarilo zvládnuť a to tak dobre, že sme si udržali aj pozíciu na trhu.
- **Briefly**, *my partner just as well as I are not going to sell.*
Slovom, ani brat ani ja nepredáme.

Language Note:

The adverb sounds a bit formalish, and is thus mostly used in formal registers, especially in the written discourse.

26.7 To be brief (B2)

The infinitive construction **to be brief** suggests that what is going to be mentioned is the main point or the most important idea, but no details or specifications are to be included—in order to remain brief. It comes in the initial position in a sentence.

- **To be brief**, *indices all over the world have lost a substantial share of their profit this week.*
Jednoducho povedané, indexy na celom svete prišli tento týždeň o značný podiel na zisku.

- *To be brief, the company is worth more when sold part by part than as a whole.*
Jedným slovom, spoločnosť má vyššiu hodnotu, ak ju predáme po častiach než ako celok.

Language Note:

The structure **to be brief** is even more formal than **briefly**.

26.8 In brief (B2)

The prepositional phrase **in brief** is used in the very same way as **briefly**, ie to point out the main idea or the message of a piece of writing or a speech without actually mentioning too much background information. It comes in the initial position in a sentence.

- *In brief, the company is facing bankruptcy in less than a year if nothing is done at once.*
V krátkosti, firma čelí bankrotu, od ktorého ju delí už ani nie rok, ak okamžite niečo nepodnikneme.
- *In brief, Mr Jo's associate persists in doing business with the Japanese car dealer.*
Stručne povedané, spoločník pána Joa trvá na obchodovaní s japonským predajcom áut.

26.9 In short (C1)

The prepositional phrase **in short** introduces a brief summary of what has just been mentioned. Thus, it is the main information only that is conveyed; details are commonly avoided. It comes in the initial position in a sentence.

- *In short, the bank is willing to grant us the loan some time at the end of the month.*
V skrátkosti, banka je ochotná poskytnúť nám pôžičku niekedy koncom mesiaca.
- *In short, if we do not pay the loan shark back by the end of June, he will have our assets frozen and will try and take over our stables and the ranch too.*
Jedným slovom, ak úžerníkovi nesplátíme dlh do konca júna, nechá nám zmraziť majetok a pokúsi sa prevziať naše stajne a ranč.

26.10 In effect (C1)

The prepositional phrase **in effect** summarises a situation and gives one's opinion of what the situation is actually like. Although it comes in the initial, medial or final position in a sentence, it is the initial position which is by far the most common.

- *In effect, the CFO has promised to find sufficient funding to continue our research.*
V skutočnosti nám finančný riaditeľ prisľúbil nájsť dostatočné finančné prostriedky, aby sme mohli pokračovať vo výskume.
- *The miser will, in effect, give no money away to the charity at all.*
Lakomec vskutku neprispieje vôbec žiadnymi peniazmi na charitu.
- *As for the economic downturn, we will all have to tighten our belts just a bit more, in effect.*
Pokiaľ ide o ekonomickú krízu, v skutočnosti si všetci budeme musieť pritiahnúť opasok ešte o čosi viac.

26.11 (To put it) in a nutshell (C1)

The phrase **(to put it) in a nutshell** indicates that an idea is to be expressed in as simple, clear-cut and direct manner as possible. It summarises the most essential information and omits any and all details. It comes in the initial position in a sentence.

- *Right, to put it in a nutshell, the company is broke as is its management.*
Jednoducho povedané, spoločnosť ako aj jej vedenie nemajú ani groša.
- *In a nutshell, if we do not receive sufficient funding to complete the project, seven years of hard work will go to waste.*
Tak teda polopate. Ak nedostaneme dostatočné finančné prostriedky na dokončenie projektu, sedem rokov tvrdej práce vŕbe navnivoč.

Language Note:

The structure is usually used in informal registers, especially in spoken discourse.

26.12 The long and short of it (C2)

The phrase **the long and short of it** suggests that one is to elaborate on a complex, complicated and most likely difficult situation in a short and concise manner without providing the details of the story. It comes in the initial position in a sentence.

- *Right, **the long and short of it** is that the partners had a huge quarrel and went their separate ways.*
Aby som to zhrnul, partneri sa riadne pohádali a každý si šiel svojou cestou.
- ***The long and short of it** was that the minister refused the trade union representatives' proposal and, as a result, the workers went on strike.*
V kocke, minister odmietol návrh zástupcov odborov v dôsledku čoho robotníci vyhlásili štrajk.

26.13 The bottom line (C2)

The phrase **the bottom line** introduces the most basic, yet the most essential aspect of a situation. It comes in the initial position in a sentence.

- ***The bottom line** is that without further subventions, the project as well as the whole company may get into serious existential problems.*
Suma sumárum, bez ďalších dotácií sa projekt i celá firma môžu dostať do vážnych existenciálnych problémov.
- ***The bottom line** is that the young CEO, who's never been faced with such serious decisions, simply doesn't know what to do now.*
Pointa je, že mladý generálny riaditeľ, ktorý doposiaľ nikdy nemusel rozhodnúť v tak závažných veciach, jednoducho nevie čo robiť.

Language Note:

The phrase is often simplified in informal English, especially in the spoken discourse, by omitting the definite article and dropping the relative pronoun as well as the linking verb.

- ***Bottom line**, the Canadian entrepreneur lost his US contacts, his partner and a great deal of money last year.*
Suma sumárum, kanadský podnikateľ stratil v minulom roku kontakty v Spojených štátoch, svojho partnera a veľký balík peňazí.
- ***Bottom line**, be there or be square.*
Jednoducho povedané, každý, kto niečo znamená tam bude.

27 MULTIPLE CHOICE

Exercise 1: Complete the gaps by choosing the correct discourse marker.

- 1 ... I am concerned, the company should try to save more money on fixed costs.
A) As far as B) Regarding C) As for D) For
- 2 The teachers at our school are usually quite strict. ... , they seem to have eased up on us this month.
A) Although B) Though C) However D) Supposedly
- 3 Mr Wilkinson's utility bills have been increasing steadily for the past few months. ... , his phone costs have gone through the roof this month as he had to make several long-distance calls.
A) Still B) Overmore C) In addition D) Granted
- 4 ... your efforts to reclaim the domain, I am sad to say that you cannot and will not succeed.
A) Granted B) I suppose C) Nevertheless D) Regarding
- 5 Cricket has become quite popular in the UK over the years ... in Slovakia it is virtually unknown.
A) still B) while C) though D) despite
- 6 It has been proven that smoking causes cancer. ... there are loads of people who have fags every day.
A) In spite of B) Nonetheless C) Virtually D) Additionally
- 7 My mom and dad are coming to the performance tonight. ... , they will get me some ice if I do well.
A) On top of that B) Similarly C) Secondly D) Since
- 8 So much for health hazards in our company. ... , so let's continue our presentation now.
A) Then B) Likewise C) Right D) Albeit
- 9 I seem to have lost my purse on the way home. Well, ... I got to speak to Lilly for a sec, so it wasn't a total waste.
A) similarly B) although C) in the end D) at least
- 10 Jane's brother isn't a couch potato really. ... he does watch a lot of TV.
A) And B) So C) But D) Or
- 11 I hear Martin finds his new boss quite intimidating. ... who wouldn't? He's a tall, muscular guy with a powerful voice.
A) Then again B) Though C) However D) Besides
- 12 ... the presentation lasted almost three hours, the audience never felt bored or uninterested.
A) Although B) Despite C) In spite of D) Nonetheless
- 13 Good evening to you all. ... let me welcome you to our little get-together tonight.
A) Finally B) First of all C) Moreover D) At the start
- 14 I arrived at the office at 7.00 o'clock. ... , I turned on my computer and made some coffee.
A) After B) Secondly C) In the first place D) Then
- 15 New York is a huge cosmopolitan city. Newcastle, ... , is a lovely rural place with few facilities.
A) besides B) contrary C) by contrast D) by chance
- 16 Look! It's raining again. ... , I've got a ton of homework to do by tomorrow. Now way I am going.
A) Then B) Secondly C) On the other hand D) Besides

Exercise 2: Complete the gaps by choosing the correct discourse marker.

- 1 ... you should give yourself a good start in life. Go to university and broaden your horizons, Tina.
A) As for B) I suppose C) Firstly D) Granted
- 2 Honestly, I don't feel like doing any more business with people like your brother-in-law. He's quite dishonest and unfair. ... , he doesn't care about anything else but himself and his profit.
A) Secondly B) However C) Besides D) Additional
- 3 ... the take-over, the senior management was heard talking about great changes to come.
A) Next B) As follows C) Prior to D) Penultimately
- 4 The professor mentioned several important market players, ... as IBM, Lenovo and HP.
A) such B) namely C) for example D) particularly
- 5 Tina and Greg seem really agitated about the entrance exams. –
A) Similarly B) Equally C) So I. D) Likewise
- 6 On the one hand, the monthly revenues are going up again. ... , the management still need to find ways to cut costs in order to save the company.
A) On the other hand B) By contrast C) On the contrary D) Primarily
- 7 A dog will always wag its tail when its owner comes home ... a cat will just lie around lazily.
A) still B) in contrast C) whilst D) conversely
- 8 ... the fire alarm, the staff went on doing their jobs as though there was no imminent danger ahead.
A) Although B) Notwithstanding C) Despite of D) Albeit
- 9 The government is just about to pass a piece of legislation which will, ... a little late, improve the status of all self-employed workers.
A) still B) despite C) in spite of D) albeit
- 10 ... that the party leader has done a great deal of work which we all take great pride in, but we should think about the future rather than bury our heads in the sands of the past.
A) It is true B) If C) May D) Yet
- 11 This is a controversial issue, I admit. ... , there will be some opposition, but in the end people will come to realise that we had no choice but to make that difficult decision.
A) Naturally B) Admittedly C) Eventually D) Penultimately
- 12 The new supercomputer is certain to break new ground in data processing. ... , many a company will have to adjust its internal systems to make the new technology blend with the rest.
A) All right B) Despite C) On the flip side D) Similarly
- 13 Lilly is a jovial and outgoing girl you can always count on. ... , she's got great looks.
A) By contrast B) Additional C) Farther D) On top of that
- 14 David, you broke Lucy's china vase. ... , you are going to pay for a new one.
A) By and large B) Consequently C) Due to D) All things considered
- 15 Our western branch has lost nearly 1,200 clients this quarter only. In addition, their new computer system cost us almost 20,000 dollars. ... , I recommend to replace the senior management and to lay off staff whose productivity has dropped below the company's standards.
A) Owing to the fact B) Since C) I mean D) Under the circumstances

Exercise 3: Complete the gaps by choosing the correct discourse marker.

- 1 ... the structural funds that stand at our disposal, we still haven't figured out the technical process.
A) As concerns B) Regarding C) Meaning D) Actually
- 2 ... we will all find out about Mr Donald's intentions soon enough.
A) As for B) Assuming C) I reckon D) I suppose
- 3 Murderers, terrorists, drug dealers, they're all the same to me. ... , they take the lives of others, so their lives should be taken in return, too.
A) To my mind B) In my mind C) On my mind D) Due my mind
- 4 The workers' position changed significantly, ... , after the leader has announced his resignation.
A) especially B) in particular C) that is to say D) at least
- 5 My sister Hannah works for Deloitte. ... , she used to work for them until she got sacked yesterday.
A) Sort of B) In my view C) More or less D) Actually
- 6 A: So why don't you share some of your ideas with the rest of us, Greg?
B: Right, I believe we shouldn't make any hasty decisions now. I suggest we wait up.
A) You know. B) Let me see C) Kind of D) Nevertheless
- 7 I should hope you get promoted this time, Dave. ... , it was you who closed the two-million-dollar deal last month. You've really earned it.
A) After all B) Then C) Consequently D) Given
- 8 I don't know really. I guess I ... like Laura, but I'm not sure whether it's love or just infatuation.
A) somewhat B) somehow C) sort of D) well
- 9 Once again you picked the worst time ever to start such a silly discussion. ... , I don't know how you do it, but your timing always seems to be way off.
A) Still B) Nevertheless C) No doubt D) Frankly
- 10 A: The men crossing the street right now are looking rather suspicious.
B: ... , the one on the left is the mayor and the chap to his right is the chief of the fire department.
A) Indeed B) As a matter of fact C) Granted D) Under the circumstances
- 11 The town council are planning to spend a great deal of money on road repairs this year. ... , they claim to find some money to fix the school roof and do some work around the local park.
A) Equally B) In contrast C) Just as D) For example
- 12 First, we need to find excessive funds. Second, we need to get a permission to relocate the money. ... , we have to do the lot by the end of December.
A) Then B) Eventually C) Subsequently D) Last but not least
- 13 The students studied various topics this term, ... nouns, adjectives and adverbs.
A) to illustrate B) to demonstrate C) particular D) in particular
- 14 Your suggestions seem logical and practical, ... , but I don't think we can raise that much money to actually realise any of them any time soon.
A) however B) granted C) albeit D) incidentally
- 15 Greag and Jo are going to join our staff this term. The former teaches maths and ... geography.
A) the later B) the letter C) the litter D) the latter

Exercise 4: Complete the gaps by choosing the correct discourse marker.

1 The days of the week in English are ... : Monday, Tuesday, Wednesday, Thursday, Friday, Saturday and Sunday.

- A) next B) penultimately C) as follows D) by the way

2 ... the shares are certain to go through the roof once the take-over has been announced and, for another thing, the whole company is going to be revitalised and restored to its former self.

- A) For the first thing B) For one thing C) For first thing D) For once

3 Martin used to be quite nervous in the company of pretty girls. ... , he managed to overcome his fears and he even married one of the prettiest girls he's ever met.

- A) Eventually B) Subsequently C) Last but not least D) Namely

4 The new sports car is supposed to be faster than any other car on the market now. ... , will it comply with the speed regulations? Well, that's another question, isn't it?

- A) Likewise B) Penultimately C) Yet D) Granted

5 I suppose Dave is taller than Sarah. He's gained a few inches during the summer and is now two inches taller than her.

- A) Contrary to B) As opposed C) Paradoxically D) On the contrary

6 In theory, SUVs are always a great choice. ... , they might not as they are quite expensive to run.

- A) In practice B) In practicality C) Really D) Reality

7 Two years ago, the company had to lay off almost 500 staff. ... , it was worth it because yesterday they announced that they are going to take on 1,000 new staff having recovered from their problems.

- A) On the other hand B) Mind you C) On the flip side D) Notwithstanding

8 ... , the COO is a little cranky at times, but other than that he's an awesome manager.

- A) Although B) Granted C) Naturally D) Albeit

9 I would like to make you a new offer, Mr Dawson. ... , if you have any questions do not hesitate and interrupt me, so that we can discuss anything you feel uneasy about.

- A) After all B) Nonetheless C) Even so D) Incidentally

10 ... studying the whole summer for the exam, Bertha failed it miserably.

- A) Despite B) In spite of C) Still D) Nevertheless

11 ... increasing the taxes, the government hasn't made any changes at all.

- A) Apart from B) Despite C) In spite of D) On the whole

12 The CEO has not only sold the mobile division of his company, ... he's also considering getting rid of the plants in Georgia and Slovenia.

- A) so B) or C) but D) and

13 Jason is very proud of his excellent performance. I, ... , have my pride, though.

- A) however B) as well C) also D) too

14 The research project costs us almost one million dollars a year. It's been active for five years now and we haven't seen a single result yet. ... , it's high time we killed this one.

- A) So as to B) With this in mind C) By and large D) With reference

15 The delivery guy is rude, unhelpful and lazy. ... , start looking for his replacement at once.

- A) In other words B) I think C) As regards D) Since

Exercise 5: Complete the gaps by choosing the correct discourse marker.

1 Our biggest competitor is trying to convince our suppliers and other partners not to cooperate with us anymore ... push us out of business.

- A) in order B) so as C) with this in mind D) so as to

2 ... skin care, have you already tried the new lotion?

- A) Speaking B) Talking about C) Due to D) As

3 There's a huge storm coming our way and we are leaking water. ... , I recommend returning home.

- A) That is B) I suppose C) Nevertheless D) To put it another way

4 ... that the current is getting weaker by the hour, though I can't be certain.

- A) In my opinion B) To my mind C) It seems to me D) As far as I'm concerned

5 The husband and wife seem to have some sort of psychic connection, The one always knows what the other is thinking about.

- A) as it were B) as it was C) so to said D) I guess

6 The company needs to find new financial resources asap—... decrease it costs.

- A) however B) or rather C) I'm afraid D) actually

7 ... that you will not get promoted this year, Sarah. It pains me to say there's somebody else more suitable for the position you were keeping an eye on.

- A) I'm sorry B) That is to speak C) I'm afraid D) Give or take

8 ... Patricia will give us a hand. She's always extremely helpful and kind.

- A) No doubt B) Doubtfully C) Doubtlessly D) Really

9 The train should be arriving at 7.30, ... a minute or two.

- A) by and large B) more or less C) as it were D) give or take

10 The economic situation is not showing much promise at the moment. ... is that unemployment has increased again and foreign investors are keeping as much distance from our country as possible.

- A) On the whole B) By and large C) In a nutshell D) The long and short of it

11 ... to the latest figures, net profit has gone up by two percent as compared the same period last year.

- A) According B) In consent C) In effect D) I believe

12 A: Have you already met the new solicitor?

B: Yes, I have. That's him over there,

- A) as a result B) in fact C) actualy D) well

13 So much for progress. ... , technology is definitely our friend, but it can't solve all problems.

- A) Secondly B) Following C) To sum up D) I say

14 Pete fell in love with a wonderful, a perfect woman. She, however, did not have any romantic feelings for him. ... , it broke his heart.

- A) Resultingly B) Needless to say C) For this reason D) Under the circumstances

15 There are several things that need to be discussed asap, ... the research project, the Christmas bonus and the September event.

- A) as it were B) so to say C) namely D) particular

28 REFORMULATIONS

Exercise 6: Rewrite the sentences using the words and phrases in bold. Make sure to keep the meaning of the original sentences.

- 1 There is a number of people you should talk to, for example Dr Louis and Mr Daniels. **such as**
There is
- 2 Before we come to the last point, I'd like to comment on the quarterly sales figures. **penultimately**
. . . .
- 3 The local mine workers ought to get a pay rise as well as a proper health insurance scheme. **likewise**
The local mine workers ought
- 4 As opposed to the general trend of companies going bankrupt, LTC Inc. has made a net profit of nearly 16.4 million dollars this year. **paradoxically**
. . . .
- 5 While I don't believe in killing innocent civilians, the government need to do something about the growing danger of terrorism in the country. **whilst**
. . . .
- 6 The guy in the red outfit is a strong fighter. On the other hand, his opponent has never won a single match in his entire career. **by contrast**
The guy in the red outfit is a strong fighter. . . .
- 7 Everybody likes to take it easy for a while now and then. Still, negligence at a nuclear power plant might have devastating consequences. **however**
Everybody likes to take it easy for a while now and then;
- 8 The police have tried to catch the murderer at the airport although it was all in vain. **albeit**
The police have tried to catch the murderer
- 9 The minister is going to read the crop report on the news tonight. By the way, it's expected to contain some really interesting facts about orange juice production. **incidentally**
The minister is going to read the crop report on the news tonight. . . .
- 10 The investment seems very risky indeed. Further, the gain appears rather marginal. **in addition**
The investment seems very risky indeed. . . .
- 11 As noted before, mistakes like the ones I have just mentioned are the reason why we are falling behind our competition. **as mentioned earlier**
. . . .
- 12 Generally speaking, the students at our school do much less homework every year. **by and large**
. . . .
- 13 Our maths teacher is really strict. Therefore, I suggest we learn hard for the exam. **thus**
Our maths teacher is really strict. . . .
- 14 I'm afraid I'm not a bearer of good news today. **I'm sorry but**
. . . .

Exercise 7: Rewrite the sentences using the words and phrases in bold. Make sure to keep the meaning of the original sentences.

- 1 In short, the young wizard had no other chance but to hide from the blizzard. **in a nutshell**
....
- 2 To summarise, we may only realise our goals if we all work together. **to sum up**
....
- 3 In David's opinion, the merger should be performed before the summer starts. **according to**
....
- 4 The man you have just described is in fact my husband. **actually**
The man you ...
- 5 Look! We don't have much time, so hurry up, will you? **Look here!**
...
- 6 I suppose the apples are still sort of not ripe. **kind of**
I suppose ...
- 7 Well, I wouldn't count on that if I were you, John. **you know**
....
- 8 It seems to me that our young friend does not appreciate the simplicity of Mrshall's plan. **As far as I'm concerned**
....
- 9 The accountant has checked the data already; most of it actually. **or rather**
The accountant has checked ...
- 10 This is the most conspicuous consumption, as it were, you'll ever see. **so to speak**
This is ...
- 11 If the company does not take out the loan, it will go bankrupt in less than a year. That is to say, we do not have any other options to choose from. **in other words**
If the company does not take out the loan, it will go bankrupt in less than a year. ...
- 12 As regards the construction plans, they have not been completed yet. **as for**
....
- 13 We need to hurry, so that we can still catch the plane. **so as to**
We need to hurry ...
- 14 The king is to abdicate at the end of the year. Thus, his son will be crowned king. **hence**
The king is to abdicate at the end of the year. ...
- 15 Lilly's got great looks. Moreover, she's intelligent and really smart. **not only ... but also**
Not only ...
- 16 On the whole, the general had no other option but to charge the enemy. **on balance**
....
- 17 Aside from a minor cold, you seem to be in perfect health, Joan. **apart from**
....

Exercise 8: Rewrite the sentences using the words and phrases in bold. Make sure to keep the meaning of the original sentences.

- 1 To begin with, you must master the strength within you, Gohan. **to start with**
....
- 2 The most important thing is that we find a hiding place from the storm now. **in the first place**
....
- 3 My elder brother is a maths teacher and my young sister is a nurse. **the former ... the latter**
....
- 4 Just keep studying hard. Then, you will become knowledgeable and wise. **afterwards**
Just keep studying hard; ...
- 5 The last point I would like to discuss is the condition of our mainframe computer. **lastly**
....
- 6 As opposed to the wider reading public, our students enjoy all kinds of books, not just romantic novels and adventure stories. **contrary to**
....
- 7 We could increase the output of our plant by taking on more staff. By contrast, we might just as well increase the productivity of the workers we employ now. **conversely**
We could increase the output of our plant by taking on more staff. ...
- 8 Your suggestion seems really intriguing. Nevertheless, it seems a bit too radical as well. **however**
Your suggestion seems really intriguing. ...
- 9 I admit your power increased significantly since the last time we fought, but you're still no match for me or my clique. **granted**
....
- 10 Finally, we meet face to face, Jason. **at last**
....
- 11 I, too, have my pride, you know. **as well**
I ...
- 12 The stockbroker has prepared a fascinating presentation. Besides, he really knows what he's doing, so you can trust him with your money, my friends. **in any case**
The stockbroker has prepared a fascinating presentation. ...
- 13 All in all, we might stand a fighting chance after all. **all things considered**
....
- 14 The skiing instructor broke her leg on Monday. Consequently, she will be staying at hospital for a few weeks now. **as a result**
The skiing instructor broke her leg on Monday. ...
- 15 With regard to a more serious matter, we need to make a decision about our eastern branch soon. **turning to**
....

Exercise 9: Rewrite the sentences using the words and phrases in bold. Make sure to keep the meaning of the original sentences.

- 1 Tonight's matinee was canceled because the leading actor went down with the flu. **due to**
Tonight's matinee was canceled
- 2 The young man did not say a word so that he wouldn't hurt the girl's feelings. **in order to**
The young man did not say a word
- 3 The local art institute is to close for good, and thus many teachers will lose their jobs. **consequently**
The local art institute is to close
- 4 The brother and sister decided to save money because they want to buy a car. **so that**
The brother and sister decided to save money
- 5 The judge did not send the couple to prison as the evidence was circumstantial only. **since**
The judge did not send the couple
- 6 First, study hard and pass all your exams. Then, you will find it easy to get a good job. **afterwards**
First, study hard and pass all your exams.
- 7 Although the soldiers were outnumbered, they did not give up and fought on. **despite**
... .
- 8 The mason completed the work on time although it was not easy at all. **even though**
The mason completed the work on time
- 9 Tony apologised to his sister many times, but she still wouldn't talk to him. **however**
Tony apologised to his sister
- 10 The pilots were flying to Morocco even though it was raining heavily. **in spite of**
The pilots were flying to Morocco
- 11 Martin speaks Spanish. He also speaks French. **as well as**
Martin
- 12 The painter is really good with children. He also gets on with teenagers really well. **in addition**
The painter
- 13 Before you leave the office, don't forget to switch off all the lights. **prior to**
... .
- 14 As you are unaware of the dangers of a big city, listen to every word your big brother tells you, Marc. **since**
... .
- 15 Washington is a cosmopolitan city. I've never got lost there, anyway. **even though**
Even though
- 16 We'd love to join you on Saturday. Unfortunately, we are flying to Rome on Friday. **however**
We'd love to join you on Saturday;
- 17 Apparently, the plan is not nearly as perfect as we had originally thought. **obviously**
... .

Exercise 10: Rewrite the sentences using the words and phrases in bold. Make sure to keep the meaning of the original sentences.

- 1 The accountant works overtime every day. However, the teacher seldom stays at school after 3.00 pm. **the former ... the latter**
....
- 2 Mostly, it was Mr Thomson who worked on the project. **to a great extent**
....
- 3 By and large, the farmer does not have enough money to pay back his debts. **in general**
....
- 4 Sarah is studying physics as well as chemistry. **not only ... but also**
Not only
- 5 Apart from a few minor changes to the layout, I don't need to redo anything else. **except for**
....
- 6 Liz has been studying day and night in order to catch up with the rest of her class. **so as to**
Liz has been studying day and night
- 7 For this reason, the US may have to act after all. **because of**
....
- 8 Joe's friend has been hitting the books every single night this month. Still, she can't seem to get the grasp of the third conditional at all. **however**
Joe's friend has been hitting the books every single night this month.
- 9 David watches the news every morning and every evening. He really knows what's going around in the world these days. **therefore**
David watches the news every morning and every evening;
- 10 As for finding a new business partner, that might be a little harder. **as regards**
....
- 11 I'm sorry but I don't know the answer to that question, Sir. **I'm afraid**
....
- 12 Lucy is an excellent speaker. However, she only got a B in her presentation. **but**
Lucy is an excellent speaker
- 13 I'm positive your kitten will be all right. **no doubt**
No doubt
- 14 In fact, he's not my elder brother, he's my fiancé. **actually**
....
- 15 Quite the opposite, Helen is totally fluent in Japanese. **on the contrary**
....
- 16 The young graduate has advanced degrees in both maths and astronomy. **not only ... but also**
The young graduate I

29 COMPREHENSIVE EXERCISES

Exercise 11: Complete the sentences with the correct prepositions.

1 The new schoolmaster speaks no Spanish except _____ a few words. 2 There's no one else you can ask for advice except _____ Gill. 3 Apart _____ being unprofessional, the inexperienced receptionist is also unfriendly. 4 Actually, I liked everything about Laura except _____ her trendy haircut. 5 Priests usually dress all in black apart _____ a white collar. 6 Except _____ the mayor, the villagers have never left their sleepy hollow. 7 Apart _____ taking care of the children, the nanny is also supposed to look after the household. 8 Except _____ a mistake or two, you've done an excellent job, Helen. 9 My youngest son always loved school except _____ chemistry. 10 The oil tycoon is rich beyond imagination and has it all, actually, apart _____ a good wife. 11 You seem to have a great voice, David, apart _____ a few ups and downs here and there. 12 Master Brown did all his homework apart _____ Chinese. 13 The dentist is available every day except _____ Friday. 14 Everybody got arrested except _____ the drunkard. 15 Apart _____ moving too slowly, the goalkeeper can't seem to catch the ball properly at all.

Exercise 12: Correct one mistake in each of the following sentences.

- 1 Apart from washing the dishes, my cousin is also supposed to help out in the restaurant.
- 2 Accept for a mild headache, there seems to be nothing wrong with you, Mr Davies.
- 3 Little Dorothy likes all her teachers except from Mr Thomas.
- 4 The ruthless dictator let all the freedom fighters be shot dead apart for his best friend.
- 5 My children fear nothing excet their mother.

Exercise 13: Rewrite the following sentences using the words given. Make sure to keep the meaning of the original sentences.

- 1 Apart from feeling a bit homesick, the young campers had a really good time. **except for**
... a really good time.
- 2 There's always loads of tourists around here, well, except for Wednesday evenings. **apart from**
There's always
- 3 Apart from providing moral support, Lindsay has come to look after her sick brother. **except for**
Lindsay has come
- 4 Except for \$ 1.40, we have already managed to account for all the funds we received. **apart from**
We have already managed to
- 5 The trainee can turn up for work every day except Thursday next week. **apart from**
The trainee
- 6 The COO never leaves his desk apart from his lunch break. **except for**
... his desk.
- 7 The guerrilla fighters were hiding in the forest the whole time except for the winter. **apart from**
The guerrilla fighters

Exercise 14: Complete the sentences with the correct word(s): *also, as well, too*.

1 Mr Blockenhurst speaks Spanish and _____ Russian. 2 My sister-in-law sings in a choir; she plays the guitar _____. 3 The children visit their grandmother in the countryside every other week and I go with them _____. 4 The king has just been to Madrid. _____, he has visited Moscow. 5 You are a lovely person, but you're _____ very gullible. 6 I _____ know the difference between *mora accipiendi* and *mora solvendi*. 7 Jason, _____, seems very agitated about something. 8 Give me a chance _____. 9 The construction workers _____ work at the weekend. 10 The girl next door has beautiful hair _____. 11 I want to go out now. – Me _____. 12 The Prime Minister, _____, needs some time to get on his feet again. 13 Gloria is a tall girl. – Her baby sis is _____. 14 _____, the painter needs some new brushes. 15 Edith trains on Friday nights _____ as at the weekends.

Exercise 15: Correct one mistake in each of the following sentences.

- 1 Too, your brother needs some help with his maths homework.
- 2 Dr local GP, also, pays visits to his patients.
- 3 The electrician is very talkative; he's pretty smart to.
- 4 The caretaker as too as the landlord were present at the meeting.
- 5 I'd really love to see that new James Bond film. – Me as well.

Exercise 16: Rewrite the following sentences using the words given. Make sure to keep the meaning of the original sentences.

- 1 The coach is both strong and very muscular. **also**
The coach
- 2 Martin's wife doesn't like working in the garden as well. **too**
Martin's wife
- 3 The professor studied biology and economics. **as well**
... as economics.
- 4 The CEO earns big bucks. – So do I. **too**
The CEO earns big bucks. –
- 5 I've got a splitting headache today. – So do I. **as well**
I've got a splitting headache today. – I
- 6 My job is really boring; Martin's job's boring as well. **too**
My job is really boring;
- 7 Clara, too, had to go through the application process. **also**
Clara
- 8 Your sister is really stubborn. You are stubborn too. **as well**
... are really stubborn.

Exercise 17: Complete the sentences with the correct word: *besides* or *beside*.

1 Who's the dude standing _____ Jeff Bezos? 2 The hard-working cleaning lady put the Hoover _
_____ the bed. 3 I don't know about that. _____, I don't want to get into any kind of trouble. 4
My sis is not at home right now; _____, she'd not go out with you, anyway. 5 The fighters power
seems puny _____ Lord Martock's. 6 I suppose Georg has not idea about software solutions; ____
_____, he's never around before 10.00 am. 7 The anchor is still preparing for the broadcast. _____,
she never talks to anyone shortly before she goes on air. 8 _____ the bed I can see a tiny spider
crawling. 9 A new shopping centre is going to be built _____ the river bank. 10 John is a bit weaker
than his brother; _____, he'd not give you a hand even if you asked him. 11 It's a little too late to
show remorse now, isn't it? _____, the judge has already formed her opinion. 12 The delivery guy
standing _____ the lamp post seems to be rather lost. 13 I haven't got all day to explain everything
twice, Jessica. _____, there's Paul who can answer all your questions. 14 What's that thing lurking
_____ the airmchair? 15 The teacher was feeling _____ herself with anger and frustration after
going through her students' essays.

Exercise 18: Correct one mistake in each of the following sentences.

- 1 I've never seen any of the guys before besides Henry.
- 2 Beside, the accountant is on holiday this week, so she won't be able to tell you anything.
- 3 Besides the armour, there is a lovely golden curtain.
- 4 Laura's work seems really awesome besides her lazy and disorganised colleagues'.
- 5 You should really go home and lie down; beside, we haven't got much work around here.

Exercise 19: Rewrite the following sentences using the words given. Make sure to keep the meaning of the original sentences.

- 1 Next to the orchard there is a beautiful meadow. **beside**
....
- 2 Apart from Lilly, the gifted English teacher has never been interested in anyone else. **besides**
The gifted English teacher
- 3 The new iPhone seems really expensive; on top of that, it's available in the US only. **besides**
... the new iPhone seems really expensive.
- 4 You should sit next to Henry, Paul. **beside**
....
- 5 Aside from looking really disinterested, the students were also yawning all the time. **besides**
..., the students were also yawning all the time.
- 6 Your moderately looking drawings are nothing compared to the famous painter's works. **beside**
... famous painter's works.
- 7 The chair speaks not only Spanish, but also French and Chinese. **besides**
..., the chair speaks French and Chinese.

Exercise 20: Complete the sentences with the correct word: *despite* or *in spite*.

1 _____ of being late for the meeting, Mr Harding managed to get the contract signed in under an hour. 2 The grandmother seems happy enough _____ the fact that she's got serious lung problems. 3 The last applicant did not get the job _____ of the fact that he was actually well-educated and very smart. 4 _____ many a protest, the CEO has decided to take on some new staff. 5 _____ of the traffic, the tourists managed to catch the flight no problem. 6 The coffee was lukewarm, but _____ this, the senior manager did not say a single word. 7 The Chinese enjoyed their stay _____ all the rain. 8 The unhappy young man still loves his sweetheart _____ of her painful rejection. 9 _____ all the mountain rescue service staff efforts, the climbers could not be found alive. 10 Miss Winston will remain at home tonight _____ of the fact that it's Friday night. 11 The mechanic will take a close look at the engine _____ the fact that it sounds all right. 12 _____ of his bad temper, the COO is a very sociable chap. 13 _____ of losing her mind, Laura is an excellent chess player. 14 _____ all the commotion, the devoted husband could still hear his wife's sweet voice. 15 _____ a great need for well-qualified technical staff, the head of HR has done nothing at all to find suitable candidates.

Exercise 21: Correct one mistake in each of the following sentences.

1 Despite of feeling a little down, the good doctor was still able to make his patients feel comfortable.
2 In spite the fact that I haven't seen her for years, I recognised her eyes immediately.
3 The little ones are not going to be disappointed in spite your not taking them to the funfair.
4 It was despite of the strong wind that we could not fly kites this weekend.
5 The marketing manager does not know much about the topic, but in spite this, she wants to help and contribute towards our project.

Exercise 22: Choose the correct answer to complete the sentences.

1 My sister managed to get a well-paid job the first time she applied *while / as / before* I had to go through several of those nasty interview before scoring a good one.
2 The train was delayed *owing of / because / because of* some urgent rail repairs.
3 *Although / Even though / still* the minister does not speak English perfectly, he's always managed to get his message across.
4 The PA seldom drinks coffee *because of / due to / as* it makes her really nervous and ill-tempered.
5 The sinister villain from Dawson's Rookery was brought to justice last year; his son, *still / however / although*, remains at large.
6 The chocolate cake looks really tasty, *similarly / yet / nonetheless* rich in calories.
7 Mr Van Horton knows very little about rugby. *Similarly / Likewais / Although*, he's not very knowledgeable about tennis or football.
8 The bartender did not get the desk job *although / since / however* he was not qualified to do it at all.
9 The pilgrims reached the holy city of Jerusalem *finally / at last / at the end*.
10 *Since / Yet / Whereas* Jane's brother can speak six languages, Jane herself speaks two only.

- 11 So you're a real doctor? – *Let me see / Yet / I don't know*, I graduated six years ago from Harvard Medical School, so I guess I am.
- 12 We are really sorry for the inconvenience this delay has caused you. *Though / Yet / Last but not least*, there's nothing we can do about it right now but wait for the goods to be delivered asap.
- 13 The profit is definitely very important to us, but *nonetheless / equally / in the sane manner* we must pay attention to our customers' satisfaction.
- 14 The CFO has actually studied economics and financing at university. His predecessor, *by contrast / although / similarly* was a total stranger to the whole thing when he started with our company.
- 15 *At start / Finally / First* you tell me the calculation makes sense and now you're telling me that you can't figure out anything at all!
- 16 The music festival was cancelled *because / due to / owing to* a tornado threat.
- 17 Sarah's boyfriend pretended to like her new outfit, though she look absolutely hideous, *in not order to / not in order to / in order not to* hurt her feelings.
- 18 *Although / Nevertheless / Despite* it wasn't easy all the time, the husband and wife managed to bring up five well-brought up and well-educated children.
- 19 *Owing to / Despite / No doubt* feeling the growing tension between the colleagues, the supervisor said nothing at all.
- 20 Bill Gates, co-founder and the brains of a software tycoon, resigned from his post as CEO of Microsoft *in order / so as to / that* become a philanthropist.

KEY

Exercise 1:

1 A 2 C 3 C 4 D 5 B 6 B 7 A 8 C 9 D 10 C 11 A 12 A 13 B 14 D
15 C 16 D

Exercise 2:

1 B 2 C 3 C 4 A 5 D 6 A 7 C 8 B 9 D 10 A 11 A 12 C 13 D 14 B 15 D

Exercise 3:

1 B 2 C 3 A 4 C 5 D 6 B 7 A 8 C 9 D 10 B 11 A 12 D 13 D 14 B 15 D

Exercise 4:

1 C 2 B 3 A 4 C 5 D 6 A 7 B 8 B 9 D 10 B 11 A 12 C 13 D 14 B 15 A

Exercise 5:

1 D 2 B 3 D 4 C 5 A 6 B 7 C 8 A 9 D 10 D 11 A 12 B 13 C 14 B 15 C

Exercise 6:

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- 7 however, negligence at a nuclear power plant might have devastating consequences
- 8 at the airport, albeit in vain
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- 13 Thus, I suggest we learn hard for the exam.
- 14 I'm sorry but I'm not a bearer of good news today

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- 4 have just described is actually my husband
- 5 Look! We don't have much time, so hurry up, will you?
- 6 the apples are still kind of not ripe
- 7 You know, I wouldn't count on that if I were you, John
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- 9 the data already, or rather most of it.
- 10 the most conspicuous consumption, as it were, you'll ever see
- 11 In other words, we do not have any other options to choose from
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- 13 so as to still catch the plane
- 14 Hence, his son will be crowned king
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- 5 Lastly I would like to discuss is the condition of our mainframe computer
- 6 Contrary to the wider reading public, our students enjoy all kinds of books, not just romantic novels and adventure stories
- 7 Conversely, we might just as well increase the productivity of the workers we employ now
- 8 However, it seems a bit too radical as well
- 9 Granted your power increased significantly since the last time we fought, but you're still no match for me or my clique
- 10 At last, we meet face to face, Jason / We meet face to face at last, Jason
- 11 have my pride as well
- 12 In any case, he really knows what he's doing, so you can trust him with your money, my friends
- 13 All things considered we might stand a fighting chance after all
- 14 As a result, she will be staying at hospital for a few weeks now
- 15 Turning to a more serious matter, we need to make a decision about our eastern branch soon

Exercise 9:

- 1 due to the fact that the leading actor went down with the flu / due to the leading actor's going down with the flu / due to the leading actor's illness
- 2 in order not to hurt the girl's feelings
- 3 for good, and consequently many teachers will lose their jobs
- 4 so that they can buy a car
- 5 to prison since the evidence was circumstantial only
- 6 Afterwards, you will find it easy to get a good job
- 7 Despite being outnumbered, the soldiers did not give up and fought on
- 8 even though it was not easy at all
- 9 many times; however, she still wouldn't talk to him
- 10 in spite of the heavy rain / in spite of the fact that it was raining heavily
- 11 speaks Spanish as well as French
- 12 is really good with children. In addition, he gets on with teenagers really well
- 13 Prior to leaving the office, don't forget to switch off all the lights / Prior to your leave the office, don't forget to switch off all the lights
- 14 Since you are unaware of the dangers of a big city, listen to every word your big brother tells you, Marc
- 15 Washington is a cosmopolitan city, I've never got lost there
- 16 however, we are flying to Rome on Friday
- 17 Obviously, the plan is not nearly as perfect as we had originally thought

Exercise 10:

- 1 The former works overtime every day. However, the latter seldom stays at school after 3.00 pm
- 2 To a great extent, it was Mr Thomson who worked on the project
- 3 In general, the farmer does not have enough money to pay back his debts
- 4 is Sarah studying physics, but she's also studying chemistry
- 5 Except for a few minor changes to the layout, I don't need to redo anything else
- 6 so as to catch up with the rest of her class
- 7 Because of this, the US may have to act after all
- 8 However, she can't seem to get the grasp of the third conditional at all
- 9 therefore, he really knows what's going around in the world these days
- 10 As regards finding a new business partner, that might be a little harder
- 11 I'm afraid (that) I don't know the answer to that question, Sir
- 12 but she only got a B in her presentation
- 13 will your kitten be all right

- 14 Actually, he's not my elder brother, he's my fiancé
 15 On the contrary, Helen is totally fluent in Japanese
 16 has advanced degrees not only in maths, but also in astronomy

Exercise 11:

- 1 for 2 for 3 from 4 for 5 from 6 for 7 from 8 for 9 for 10 from 11 from 12 from 13 for 14 for 15 from

Exercise 12:

- 1 apart 2 except 3 for 4 from 5 except

Exercise 13:

- 1 Except for feeling a bit homesick, the young campers had
 2 loads of tourists around here, well, apart from Wednesday evenings
 3 to look after her sick brother except for providing moral support
 4 account for all the funds we received apart from \$ 1.40.
 5 can turn up for work every day apart from Thursday next week
 6 Except for his lunch break, the COO never leaves
 7 were hiding in the forest the whole time apart from the winter

Exercise 14:

- 1 also 2 as well/too 3 as well/too 4 Also 5 also 6 also 7 too 8 as well/too 9 also
 10 as well/too 11 too 12 too 13 as well/too 14 Also 15 as well

Exercise 15:

- 1 Also, your brother needs some help with his maths homework.
 2 Dr local GP also pays visits to his patients. / Dr local GP, too, pays visits to his patients.
 3 The electrician is very talkative; he's pretty smart too.
 4 The caretaker as well as the landlord were present at the meeting.
 5 I'd really love to see that new James Bond film. – Me too.

Exercise 16:

- 1 is strong and also very muscular
 2 doesn't like working in the garden too
 3 The professor studied biology as well
 4 Me too
 5 have as well
 6 Martin's job's boring too
 7 also had to go through the application process
 8 Your sister as well as you

Exercise 17:

- 1 beside 2 beside 3 Besides 4 besides 5 beside 6 besides 7 Besides 8 Beside 9 beside 10 besides 11 Besides 12 beside 13 Beside 14 beside 15 beside

Exercise 18:

- 1 I've never seen any of the guys before beside Henry.
 2 Besides, the accountant is on holiday this week, so she won't be able to tell you anything.
 3 Beside the armour, there is a lovely golden curtain.
 4 Laura's work seems really awesome beside her lazy and disorganised colleagues'.
 5 You should really go home and lie down; besides, we haven't got much work around here.

Exercise 19:

- 1 Beside the orchard there is a beautiful meadow
 2 has never been interested in anyone else besides Lilly

- 3 Besides being available in the US only,
- 4 You should sit beside Henry, Paul
- 5 Besides looking really disinterested
- 6 Your moderately looking drawings are nothing beside the
- 7 Besides Spanish

Exercise 20:

- 1 In spite
- 2 despite
- 3 in spite
- 4 Despite
- 5 In spite
- 6 despite
- 7 despite
- 8 in spite
- 9 Despite
- 10 in spite
- 11 despite
- 12 In spite
- 13 In spite
- 14 Despite
- 15 Despite

Exercise 21:

- 1 Despite feeling a little down, the good doctor was still able to make his patients feel comfortable.
- 2 In spite of the fact that I haven't seen her for years, I recognised her eyes immediately.
- 3 The little ones are not going to be disappointed in spite of your not taking them to the funfair.
- 4 It was despite the strong wind that we could not fly kites this weekend.
- 5 The marketing manager does not know much about the topic, but in spite of this, she wants to help and contribute towards our project.

Exercise 22:

- 1 while
- 2 because of
- 3 Although
- 4 as
- 5 however
- 6 yet
- 7 Similarly
- 8 since
- 9 at last
- 10 Whereas
- 11 Let me see
- 12 Yet
- 13 equally
- 14 by contrast
- 15 First
- 16 due to
- 17 in order not to
- 18 Although
- 19 Despite
- 20 so as to

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