

Talking about Sweden

**Some key terms for describing
government, parliament, society
and work in Sweden by Janet
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17 May 2013

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Foreword

This booklet has been a labour of love for me – as much about my journey through the Swedish language as about your journey through the English. The wordlist will be evolving with the world around us and I would be extremely grateful if you could give me as many suggestions, comments and new words as possible so that we can make it yours.

Thank you to all my students for your help

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In the common words we use every day, souls of past races, the thoughts and feelings of individual men stand around us, not dead, but frozen into their attitudes like the courtiers in the garden of the Sleeping Beauty.
Owen Barfield, author (1898–1997)

1:a kammaren	First Chamber (The Upper House)
2:a kammaren	Second Chamber (The Lower House)
4 stånden	the four estates
40-talisterna	the baby boomers
A	
abborre	perch
acklamation	acclamation
ackord	piecework rate/contract
adeln	the nobility
advokat	barrister, solicitor; advocate
AEA, Akademikernas Erkända Arbetslöshetskassa	The Graduates' Unemployment Benefit Fund, AEA
aga	corporal punishment
akademiker	a graduate
a-kassa/arbetslöshetskassa	unemployment insurance fund (what you pay into); unemployment benefit (what you get out)
aktiebolag (AB)	incorporated company; share company; public limited company (Plc)
aktieägare	shareholder
aktuell	current; topical; up to date
alkolås	alcohol lock
alla helgons dag	All Saints' Day
allmansrätt	Right of Common Access; Every Man's Right to Nature (informal)
allmän handling	official document
allmän motionstid	general private member's motion period
allmän rösträtt	universal suffrage
allmänbildning	general knowledge; public knowledge; all round education
allmängiltigförklaring	universal declaration

allmänhet	general public
allmänläkare	general practitioner; GP
allmänna domstolar	General Public Courts
allmänna råd	general advice
Allmänna rådet	EU Council for General Affairs and External Relations
allmänna val	general election
allmänåtal	public prosecution
Amsterdamfördraget	The Treaty of Amsterdam
analfabet	illiterate
analys	analysis
andrahandskontrakt	sublet
anförande	speech; address
anhörig	relative; next-of-kin
anknytning	connection
anknytning (telefon)	extension
anlag	predisposition
anläggningsnummer	asset number
anläggningsregister	asset register
anläggningstillgångar	fixed assets
anmäla	apply; register; announces
anmäla	complain; make a complaint; report; make a report; lay a charge
annandag jul	Boxing Day; St. Stephen's Day
annandag pingst	Whitmonday
annandag påsk	Easter Monday
anpassa	adapt
anskaffningsvärde	acquisition value
anslag	appropriation; allocation
anslag	poster; notice
anspråk	claim
anstifta	incite; instigate; provoke
anstånd	delay; extension of time; respite
anställningsbevis	proof of employment; certificate of employment
anställningsform	type of employment
anställningstid	period of employment
anständighet	decency
ansvar; börda	responsibility; onus
ansvarig utgivare	legally responsible publisher; responsible publisher (often) Chief Editor; Editor in Chief

ansvarsfriskrivning	disclaimer
ansvarsutkrävande; ansvarig	accountable
anta	adopt; pass; approve
anvisningar	instructions; directions
apapage	appanage
apoteket	the pharmacy; the chemist (UK); the drug store (US); formerly the Swedish state-owned pharmacy chain; (ett apotek – a pharmacy); Aquis communautaire (often just called The Aquis)
Aquis communautaire	
arbetsbelastning	workload
arbetsbrist	work shortage
Arbetsdomstolen	The Labour Market Court; The Labour Court
arbetsför ålder	working age
Arbetsförmedlingen	The Swedish Public Employment Service; the job centre
arbetsgivaravgift	social insurance contribution; payroll tax; employer's contribution; employer's fee; social fee
arbetsgivare	employer
arbetsgivareverket	Swedish Agency for Government Employers
arbetsgivarförbund	employers' organisation
arbetskraft; arbetsstyrka	manpower; labour/work force
arbetskraftsbrist	labour shortage
arbetsledare	supervisor; foreman; manager
arbetsledning	management
arbetslöshetsförsäkring	unemployment insurance; job seeker's allowance
Arbetsmarknadsdepartementet	Ministry of Employment
arbetsmarknadsminister	Minister for Employment
arbetsmarknadspolitik	labour market policy
arbetsmarknadsutskottet	The Committee on the Labour
Market	
arbetsmiljö	work environment
Arbetsmiljöverket	The Swedish Work Environment Authority
arbetspapper	room paper; non-paper; working paper; room document; draft version

arbetsplats	workplace
arbetsrum	office
arbetsrätt	labour law; employment law
arbetskada	occupational injury; work-related injury
arbetstagare; anställd	employee
arbetstillstånd	work permit
arrendator	tenant farmer; sharecropper; landholder
arvode; ersättning	remuneration; pay
askonsdag	Ash Wednesday
assistent	clerical assistant; assistant (note spelling); senior administrative assistant
asylsökande	asylum seeker
attestera	witness; certify
auktoriserad revisor	authorised public auditor
avdelning	department; division
avdelningschef	Deputy Director-General
avdelningsdirektör	Principal Administrative Officer
avdrag	deduction; allowance
avdragsgill	deductible; tax-deductible
avfallskvarn	waste disposal unit
avgift	fee; charge
avgränsa	demarcate
avgångsersättning; avgångsvederlag	severance pay; severance
packag	
avi	dispatch note; parcel slip
avkastning	earnings; income; yield
avreglera	deregulate
avrop	call
avskaffa	abolish
avsked utan uppsägningstid	summary dismissal; dismissal for gross misconduct
avskrivning	depreciation of fixed assets
avslag	refusal; rejection; denial
avstyrka	advise against
avstå	refrain; to refrain from voting; to abstain
avtal; häva avtal; träffa avtal	contract: revoke a contract; enter into an agreement
avtalsbestämmelser	terms of agreement
avtalsbrott	breach of contract

avtalsenlig lön	contractual wages
avtalsförhandling	collective bargaining
avtalsrörelse	wage negotiations
avtalsstridig	contrary to contract
avtalsvillkor	conditions/terms of contract
avveckla; montera ned	phase out; dismantle
avvikelse	deviation
avvikelse	deviation; variation
avvisa	refuse; reject; refuse entry
B	
bakslag	setback
balanskonto	balance account
balansräkning	balance sheet
bankomat	cashpoint; ATM (automatic teller machine)
banna	chides
barnbidrag	child allowance (allowance means you get it automatically)
barnsjukdomar	teething troubles
barnsjuksköterska	paediatric nurse
barnskötare	childminder
barnsköterska	children's nurse
beakta	consider, take into consideration, take into account
bedragare	a fraud
bedrägeri	fraud
bedömning	evaluation; assessment;
judgement	
befattning	post; position; office
befogad	warranted; justifiable
befogenhet	authority; power
befordra	promote
begrepp	concept; term
begränsa	limit
begå	commit
begära ordet	ask for the floor
behandla	deal with; consider
behörig	qualified; competent; due; proper, fitting
behörighet	competence; qualification; ; certification; authorisation
bekant	acquaintance

belasta(anslag/delegerade medel etc)	charge (belasta ett konto = charge to an account); to have an effect on the appropriation
belastningsregistret	criminal register
belastningsskada	strain injury
bemanningsföretag	recruitment agency; employment agency
bemyndiga	authorise; empower
bereda ett ärende	prepare a matter
bereda	prepare
beredningstväng	mandatory preparation
beredskap	preparedness
beskickning	mission; embassy
beslut och rambeslut	decision and framework decision
beslutande folkomröstning	binding referendum
beslutsmässigt antal; kворum	quorum
bestick	cutlery; flatware
bestickning	bribery
bestrida	contest
beställare	client; customer; buyer
betalningsanmärkning	default of payment note
betyg	certificate; testimonial; report; mark; grade (US)
betänkande	report
bevaka	monitor; cover
bevilja	approve; authorise; grant; award; allow
bidra till	contribute
bidrag	benefit (means-tested); allowance (automatic); grant; subsidy; contribution
bifalla	accept; approve
bifoga	attach
bistånd	development aid
biståndsminister	Minister for International Development Co-operation
biträdande jurist	lawyer's assistance
biträdande sekreterare	assistant secretary
biträdande statssekreterare	Deputy State Secretary
biverkning	side effect
bli godkänd	pass (test); be approved
BNP	GDP – Gross Domestic Product
bokför	enter (into the accounts)

bokföringsförordningen	The Bookkeeping Ordinance
bokföringslagen	The Bookkeeping Act
bokföringstext/en text	(explanatory) text; transaction
bokslut	financial year end; fiscal year end
bolag	company (Co)
bolagsordning	Articles of Association
bolagsstyrelse	Board of Directors
bolagsstämma	general meeting
bollplank	sounding board
bordlägga	to table (US); to postpone (UK)
borgare	burghers
borgerliga partierna	conservative parties; centre right coalition; liberal conservative parties; the non-socialist parties; non-socialist alliance
bostadsbidrag	housing benefit (benefit means you have to prove you need it)
bostadsrätt	cooperative; tenant ownership; sectional title
bostadsrättsförening	housing cooperative
bostadsutskottet	The Committee on Housing (no longer exists)
Boverket	The National Board of Housing, Building and Planning
brandsläckare	fire extinguisher
brandvarnare	smoke detector
bransch	industry; sector
branschvana	relevant experience
brittiska samväldet	The British Commonwealth
brott mot griftefriden	crime against the peace of the tomb; desecration of the grave
brottsbalken	The criminal code; penal code
Brottsförebyggande rådet	The National Council for Crime Prevention
brutto	gross
budgeteringsmarginal	budget marginal
budgetproposition	Budget Bill
budgetunderskott	budget deficit
budgetår	financial year; fiscal year
budgetöverskott	budget surplus
burspråk	bay window

bygglov	planning permission; building permit
Byggnadsarbetareförbundet, Svenska	The Swedish Building Workers' Union
byråassistent	Senior Clerical Officer
byråchef	Director
byråkrati	bureaucracy
byråsekreterare	Senior Administrative Officer
bästa praxis	best practice
bönder	peasantry
C	
Centerpartiet	The Centre Party
centralförhandling	central negotiations
chefsåklagare	chief public prosecutor
citattecken	quotation marks
civilutskottet	The Committee on Civil Affairs
CSN	Swedish National Board of Student Aid
D	
daghem (dagis); förskola	day-care centre; day nursery; kindergarten (US); pre-school; crèche
dagordning	agenda
dagsböter	means-related unit fine; day fine
debattör	debator; controversialist
definitiva protokollet	the final minutes
delat arbetspass	split shift
delbetänkande	interim report; progress report
delegerade medel	delegated budget
delgivning	service; service of a writ; service of process; acknowledgement of writ
delgivning	detention; remand; custody
delgivning	subpoena; summons
delgivningskvitto	service receipt; acknowledgement of service
delning	circulation for comment
delårsbokslut	interim report; subreport
departemental utredning	ministry inquiry on
departementspromemoria	ministry memorandum
departementsråd + enhetschef	Deputy Director-General
departementsråd	Director

departementssekreterare	Desk Officer (some Ministries prefer loftier sounding titles such as Head of Section)
depositioner	deposits
Deras Majestäter (DDMM)	Their Majesties the King and Queen of Sweden
dessutom	furthermore
diarium	postal archives
direkta/allmänna val	direct/general election
direktiv	directive
direktörsstyrelse	Board of Directors
diskriminering	discrimination
Domstolsverket	The National Courts Administration
dotterbolag	subsidiary
dra lott om	draw lots for
driva; föra	pursue; run
drivkraft	driving force; driving motivation
drygt	just over
Ds; departementsserien	The Ministry Publication Series
dubbelfakturerering	double invoicing
dyrortstillägg	cost-of-living allowance;
weighting	
dömd; fälld	convicted
E	
edlig försäkran	deposition
EES (Europeiska Ekonomiska Samarbetsområdet)	EEA (European Economic Area)
effektiv	effective (has an effect); efficient (works well)
efterfrågan	demand
eftergift	concession
eftergymnasial utbildning	tertiary education
efternamn	last name; surname; family name
efterträdare; efterföljare	successor
e-förvaltning	e-government
egen företagare	one-man business
Ekobrottsmyndigheten (EBN)	Swedish National Economic Crime Bureau
ekonomichef	Financial Manager
ekonomisk förening	co-operative economic association
ekonomisk livslängd	economic lifespan

ekonomiskt bistånd (socialbidrag)	financial/economic assistance
Ekonomistyrningsverket	Swedish National Financial Management Authority
Elektrikerförbundet, Svenska engagerad	The Swedish Electricians' Union involved; devoted; committed (seldom engaged)
enhet	department (UD och Försvarsdepartementet); division (resten of departementen)
enhällig	unanimous
enhällighet	unanimity
enighet	consensus
enkammarriksdag	one-chamber parliamentary system; unicameral parliament
enkelt bolag; enskild firma	non-trading partnership; sole trader; sole proprietorship; one-man business
enmansutredning; ensamutredare	one man inquiry
enmansvalkrets	single member constituency
ensamrätt	sole right
erhållna bidrag	received grants
ersättare	substitute; replacement
ersättning	indemnity; compensation; damages; claim
ersättning; arvode	remuneration; pay
ESK – Ekonomiska och sociala kommittén	The European Economic and Social Committee
etablera	establish
etableringsålder	age of establishment on the labour market
EU med två hastigheter	two-speed Europe; multi-speed Europé; two tier Europe
EU-Domstolen	The Court of Justice of the European Union
EU-Kommissionen	The EU Commission
EU-minister	Minister for EU Affairs
EU-nämnd	The (Advisory) Committee on European Union Affairs
Europaparlamentet	The European Parliament
Europarådet	The Council of Europe
Europeiska centralbanken (ECB)	The European Central Bank

Europeiska gemenskapen – EG	The European Community – EC
Europeiska ombudsmannen	The European Ombudsman
Europeiska rådet	The European Council
Europeiska unionens råd	The Council of Ministers; The
Council	
examen	degree (sometimes diploma)
expediera	deal with; dispatch; forward
expeditionsavgift; exp.avg	service charge
expeditionschef	Director-General for
	Administrative Affairs
expeditionsregering	interim government; caretaker
	government
extra bolagsstämma	extraordinary general meeting
extraknäcka	job on the side; to moonlight
	(informal)
F	
facit	answer key; answer sheet
fackförening	trade union (UK); labor union
(US)	
facktermer	specialized terms
fackutskott (Riksdag)	specialised committee; standing
	committee; parliamentary
	committee
faktablad	fact sheet
faktura	invoice
fakturamottagare	invoice recipient
fakturera	to invoice
faktureringsavgift; fakt.avg	invoice fee
fallskärmsavtal	golden parachute; golden
	handshake (avgångsvederlag =
	severance package)
fallskärmsjägare	parabat
famös	infamous; notorious
farmor/farfar	paternal grandmother/
grandfather	
fastan	Lent
Fastighetsanställdas förbund	The Building Maintenance
	Workers' Union
fastighetsobjekt	property object
fetma	obesity
fettisdag	Shrove Tuesday
filial	branch office; branch
Finansdepartementet	The Ministry of Finance

Finansinspektionen	Swedish Financial Supervisory Authority (FSA)
finansminister	Minister for Finance
finansråd (i Finansdepartementet)	Director-General, Ministry of Finance
finansutskottet	The Committee on Finance
firmatecknare	authorised signatory
fjäll	mountain
fjälljägare	army ranger
flaggdag	flag day
flexklocka	time clock
flexkort	time card
flextid	flexitime
flicknamn	maiden name
florera	flourish
flygblad	flyer; leaflet
flygledare	air traffic controller
flykting	refugee
foajé	lobby; foyer
fog	reason
folkbokförd	in the population register
folkhögskola	folk college (Swedish specific)
folklig	folksy
folkomröstning	referendum (pl: referendums)
Folkpartiet liberalerna	The Liberal Party
folkpension	national basic pension
fordran	claim
fordringar	claims; credit; receivables
fotboja	electronic ankle tag
FRA	The National Defence Radio Establishment
frack	dress suit; tails
FRA-lagen (slang)	Signals Intelligence Act
framförhållning	forward planning
fredsplikt	non-strike rule; obligation to maintain industrial peace
fridlyst	protected
frihandel	free trade
frikänd	acquitted
friskrivning	disclaimer
friskvård	preventive healthcare
fritagning	rescue
fritidshem (fritids)	leisure-time centre

frivård	non-custodial care
frågemall	template; transaction template; questionnaire
frånvaro	absence
främja	promote; support
främjande	promotion
främlingsfientlighet	xenophobia (do not confuse with racism)
F-skattesedel	F-tax card; company tax
registrering	
fullmakt	power of attorney; proxy
fullmäktigeordförande	
funktionsnedsatt	person with a disability; people living with activity limitations
fyra friheterna	four freedoms
fyra stånd	the four estates (nobility, clergy, burghers and peasants)
fält	field
fängelse	prison
färdtjänst	transportation service for the disabled
föra protokoll	keep minutes/record
föra	pursue; run
förankra	gain approval for; build consensus; entrench
förankrad	deeply rooted; firmly established; entrenched
förband	unit; formation
förbifart	bypass
förbättra	improve
fördela	allocate; distribute
fördrag	Treaty
förebyggande åtgärder	preventive measures
föredragande	secretary; deputy secretary; rapporteur; reporting clerk
föredragning	formal oral presentation
föredragningslista	agenda
föregående	previous; preceding
föreläggande	injunction; summons; subpoena; order
föreningsfrihet	freedom of association; right of association

föreningsfrihetsskränkning	violation of the right of association
föreskrift	stipulation; prescription;
regulation	
föreskriva	stipulate; prescribe; regulate
föreståndare	supervisor; administrator
företagsam; företagande	enterprising; entrepreneurial
företagsamhet	enterprise; initiative; business
activity	
företagsansvar	management liability
företagsekonomi	business management
företagshemligheter	trade secrets
företagshälsovård	company healthcare
företagsledare	manager
företagsledning	management
företeelse	incident
företrädare	predecessor
företrädesrätt till återanställning	preferential right to re-employment
employment	
förfalldatum	due date
förfarande	procedure
författning	request
förfrågan	inquiry
förhandla	negotiate; bargain
förhandling (court)	hearing
förhandlingssal	court room
förhandlingsskyldighet	obligation to negotiate
förkortning	abbreviation
förlikning	settlement; compromise
förmedla	act as intermediary; relay
förmyndare	legal guardian
förmåga	ability
förmån	perk; perquisite; fringe benefit
förmögenhetsskatt	wealth tax
förnamn	given name; first name; Christian name
	name
förnyelsebar	renewable
förordna	advise; ordain; appoint; decree
förordning (EU)	regulation
förordning	Ordinance (an ordinance is made by government, a law is made by parliament); regulation (EU)
förort	suburb

församling	congregation; parish
förseelse	incident; offence
försiktighetsprincipen	The Precautionary Principle
förskola (dagis)	pre-school (daycare)
förskottssemester	vacation in advance
förslag	proposal; legislative proposal
Första maj	May Day; Workers' Day
Förste hovmarskalk	First Marshall of the Court
förstämnd	former
försummelse	negligent behaviour
Försvarets Materielverk FMV	The Swedish Defence Material Administration
Försvarsdepartementet	The Ministry of Defence
Försvarsmakten	The Armed Forces
försvarsminister	Minister for Defence
försvarsutskottet	The Committee on Defence
Försäkringskassan	The Swedish Social Insurance Agency
försökskanin	guinea pig
försörjningskrav	requirement to be self-supporting
försörjningsstöd (socialbidrag)	income support; financial aid
förtal	libel (written); slander (spoken)
förtidspension	early retirement
förtjänst och skicklighet	merit and competence
förtroendeman/vald	elected representative; facklig förtroendeman---trade union representative
förtroendetid	non-regulated working hours
förtur	priority
förutbetalda kostnader	prepaid costs
förvaltning	administration; department
förvaltningsrätt	administrative courts
förvaltningsavdelning	Office for Administrative Affairs
förvaltningschef	Permanent Secretary
förvaltningsdomstolar	Administrative Courts
förvaltningsrätt	administrative law
förverkat	forfeit
föräldradighet	paid parental leave
G	
galjonsfigur	figurehead
gatulangning	illegal street selling

gemensam beredning	joint preparation
gemensam beslutsfattande	joint decision making
Gemensam jordbrukspolitik (CAP)	Common Agricultural Policy
gemensam vårdnad	joint custody
generaldirektör	Director-General (pl:Directors-General)
generellt bemyndigande	general authorisation;
authorisation	
genomsyra	permeate; pervade
gesällprov	trade test
glesbygd	rural area; sparsely populated
area	
god sed	informal norm; informal code of conduct; unwritten rules
godkänd (G)	pass
godkänd	approved; verified
godkänna	approve; pass
godta	accept; approve
godtycklig	arbitrary
Grafiska Fackförbundet	The Graphic Workers' Union
granska	examine; scrutinise
granskningsbetänkande	scrutiny report
granskningsdebatt	scrutiny debate
grift	tomb
grindvakt	gatekeeper
gripa	apprehend
grogrund	seedbed
grovt brott	aggravated crime
grund-	fundamental
grundare	founder
grundlag	fundamental law
grundskola (- år 5)	primary school
grundskola (år 6 - 9)	secondary school
gruppstyrelse	management group
gruppptryck	peer pressure
grus	grit; gravel
grönbok	green paper
GS	The Swedish Union of Forestry, Wood and Graphical Workers
gymnasium	upper secondary school; college; sixth-form; high school (US)
gå i konkurs	go bankrupt

gå in i väggen	hit the wall
gå ut	expire
gädda	pike
gälla till	valid until
gälla	apply
gärningsman	offender; culprit
H	
hallick	pimp
hallåa	continuity announcer; announcer
handel	trade
Handelsanställdas förbund	The Commercial Employees´
Union	
handelsbolag (HB)	trading partnership
Handelshögskolan	Stockholm School of Economics
Handelshögskolan	Stockholm School of Economics
handelsminister	Minister for Foreign Trade
handledare	advisor; fellow-adviser; mentor; supervisor; tutor
handling	document; record
handlingsplan	action plan
handläggare	official dealing with a matter; administrator; case officer
handläggning (court)	trial; hearing; procedure
handläggningstid	turnaround time; processing time; handling time
harmonisering	harmonisation
hela redogörelsen av ärendet	the full report of/on the matter
hemligt	confidential; secret
hemspråksundervisning	mother tongue instruction
Hennes Kungliga Höghet Kronprincessan Victoria	Her Royal Highness Crown Princess Victoria
hindra	hamper; hinder; impede; curb
HKH Princessan Madeleine, Hertiginna av	Her Royal Highness Princess Madeleine (Duchess of Hälsningland and Gästrikland)
HKH Prins Carl Philip (Hertig av...)	His Royal Highness Prince Carl Philip (Duke of Värmland)
Hotell- och restaurangfacket	The Hotel and Restaurant Workers´ Union
Hovmarskalk	First master of the Court
Hovrätt	Court of Appeal
Hovstallet	Royal Mews
hushållsnära tjänster	domestic services

husläkare	general practitioner (GP)
husmanskost	home cooking; everyday food; traditional Swedish food
huvudbok	general ledger
huvudman	responsible authority
huvudsekreterare	principal secretary
huvudstad	capital
hycklare	hypocrite
hyckleri	hypocrisy
hyresgäst	tenant
hyresgästsförening	resident's association
hyreskontrakt	lease; rental contract
Hyresnämnden	the regional rent and tenancies tribunals
hyresrätt	rental/rented apartment
hyresvärd	landlord
hållbar utveckling	sustainable development
hållbar	sustainable
hållbarhet	sustainability
hån	mockery
häktad	detained; taken into custody; arrested
häkte	custody; detention centre
häkte	remand prison; detention centre
häktning	detention; remand; custody
häktningsframställning	application for remand order
häktningsförhandling	custody hearing; remand hearing
häleri	fencing; handling stolen goods
händelse	incident
hängavtal	application agreement
hävda	claim
högkonjunktur	economic boom; boom; economic upswing
högskola	university college (less correctly, university)
högskolepoäng	university credits
Högskoleverket	Swedish National Agency for Higher Education
Högsta domstolen	The Supreme Court
Högsta förvaltningsdomstolen	Swedish Supreme Administrative Court
högstadiet	junior high school; upper school
hörsägan	hearsay

höstdagjämning	autumnal equinox
I	
icke godkänd (IG)	fail; lacks foundation for a grade
ideell förening	non-profit organisation
iksdagstryck	parliamentary prints
Immaterialrätt	intellectual property law
inbetalda medel	funds paid in
inbetalning	payment
indian (from US)	Native-American
indirekta val	indirect election
Industrifacket	The Industrial Workers' Union (now IFMetall)
informatör	Information Officer; Communication Officer
infrastrukturminister	Minister for Communications
införliva	incorporate
införlivande	incorporation
ingen motprestation krävs	no reciprocation required
ingress	preamble
inkassokrav	debt collection letter
inkomstkonto	revenue account
inkomstprövad	means-tested
innebandy	floorball; indoor hockey
inre marknad	internal market
insats	stake; effort; unit
insatsförband	deployment unit
insatsstyrka	fighting force, reaction force, squad force, task force
instans	instance
instruktion	charter; directive; instruktion
inströmning; tillströmning	influx
insändare	letter to the editor
Integrations- och jämställdhetsdepartementet	Ministry of Integration and Gender Equality
integrations- och jämställdhetsminister	Minister for Integration and Gender Equality
interdepartemental utredning	interministry working group
internatskola	boarding school
interpellation	interpellation; written question
intetsägande	futile
intjänandeår	qualifying year
intressebolag	associated company
intressenter	stakeholders

intressepartier	special interest parties
intäkt	revenue
inventeringsnummer	asset number; asset identity; asset ID
inviga	inaugurate; dedicate
invigning	inauguration; dedication
IPRED	The Intellectual Property Rights Enforcement Directive
J	
jobbskatteavdrag	in-work tax credit; tax credit
Jordbruksdepartementet	The Ministry of Agriculture
jordbruksminister	Minister for Agriculture
jour	on-call duty
julafton	Christmas Eve
juldagen	Christmas Day
juridisk assistent	paralegal
jurist	lawyer; legal counsel; legal adviser; legal expert
JUSEK	Swedish Union of University Graduates of Law, Business Administration and Economics, Computer and Systems Science, Personnel Management and Social Science
Justitiedepartementet	The Ministry of Justice
justera protokoll	approve/confirm the record; check the record
justering	approval/confirmation of the record
justitiekanslern	Chancellor of Justice (Office of the Chancellor of Justice)
justitieminister	Minister for Justice
justitiemord	to be wrongly convicted; miscarriage of justice
justitieombudsmannen (JO)	The Parliamentary Ombudsman
justitieutskottet	The Committee on Justice
jägare	army ranger
jämföra	compare
jämförelse	comparison
jämlikhet	class equality
jämna födelsedagar	40; 50; 60
jämna siffror	even numbers
jämställdhet	gender equality

jämställdhetsintegrering

gender mainstreaming
disqualification; conflict of

jäv

interest

K

kabinettssekreterare

State Secretary for Foreign

Affairs

kallelse

summons

kammarkansli

secretariat of the chamber

kammarrätt

Administrative Court of Appeal

kammarsekreterare

clerk of the chamber

kandidatländer

candidate countries

kansli

secretariat; (government) office

kanslichef (Riksdagen)

Head of Secretariat

kanslichef

Head of Chancery (ambassad);

Senior Judge Referee (Högsta

domstolen, Regeringsrätten);

Secretary (Riksdagens utskott);

Chief Executive (kommunkansli,

landsting); Administrative

Director (nämnder och kanslier i

övrigt)

kanslihus, statsrådsberedning (sb) The Prime Minister's Office

kansliråd

Deputy Director

kanslisekreterare

Administrative Officer

kansliskrivare

Clerk

karensdag

qualifying day; day without pay;

waiting day; compensation-free

day

karensperiod

qualifying period; waiting period;

compensation-free period

kartlägga

map (out); survey

kassör

treasurer (meeting; club); cashier

(shop); teller (bank)

klandra

chide; reprimand

klubba

gavel

klubbrum

lounge

klyfta

gap

klämdag

bridging day; working day

between holidays

knappt

just under

koldioxid

carbon dioxide

kollektivanslutning

collective affiliation

kollektivavtal

collective agreement

kollektivtrafik	public transport
kolonilott	allotment
kommanditbolag (KB)	limited partnership
kommitté	committee of inquiry; committee
kommittéassistent	committee assistant
kommittébetänkande	committee report
kommittédirektiv	terms of reference (of a commission of enquiry)
kommittémotion	committee group motion
kommun- och finansmarknadsminister	Minister for Local Government and Financial Markets
kommun	municipality; local government/ authority; borough
kommunal skola	state school
kommunal	municipal
Kommunalarbetareförbundet	The Swedish Municipal Workers´ Union
Kommundirektör	local government head
kommunfullmäktige	municipal council; municipal assembly; local parliament; city council
Kommunförbundet	Swedish association of local authorities
kommunstyrelse	local government; municipal executive board
kompetenser	competencies
kompledighet	time in lieu (you can also be paid in lieu)
komplettera	supplement; complement
komvux	municipal adult education
koncernbolag	affiliated company; group
company	
konflikthantering	conflict management
konjunktur	economic cycle
Konjunkturinstitutet	National Institute of Economic Research
konjunkturedgång	economic downturn; recession
konjunkturuppgång	economic upswing; boom
konjunkturutsikter	economic outlook
konkurrenskraftig	competitive
konsekvent	consistent
konstitutionella fördrag	Treaty establishing a Constitution for Europe

konstitutionsutskottet	The Committee on the
Constitution	
konsultativ folkomröstning	consultative referendum
konsumentskydd	consumer protection
kontering	accounting
konto	account
kontorslandskap	open-plan office
kontorsmaterial	stationery
kontoutdrag	monthly statement
kontraposition	counter proposal
kontroll av EG-rättens tillämpning	monitoring the application of Community Law
kontrollorgan	regulatory body; watchdog
koppleri	procuring; pimping
korrektur	proof; correction
korrekturläsning	proofreading; correction
kostnad	cost
kriminalunderrättelsetjänst	notification of suspected crime
Kriminalvården	The Prison and Probation Service
krisberedskap	crisis preparedness
Kristdemokraterna	The Swedish Christian
Democrats	
kristi himmelfärdsdag	Ascension Day
kritik	criticism
kritiker	critic
krogrelaterat våld	pub and restaurant related crime
kronofogde	debt collector; bailiff;
Kronofogdemyndighet	The Swedish Enforcement Service
kryphål; lucka (i lagen)	loophole
kränkning av den personliga integriteten	violation of personal integrity
kränkning	violation
Kulturdepartementet	Ministry of Culture
kulturminister	Minister for Culture
kulturråd	Counsellor for Cultural Affairs
kulturutskottet	The Committee on Cultural
Affairs	
kundfakturering	client invoicing
kundreskontra	accounts receivable ledger
Kungliga Hovet	Royal Court
kurator	welfare officer; social worker
Kustbevakningen	The Swedish Coast Guard
kustjägare	coastal ranger

kvalificerad majoritet	qualified majority
kvittningsman (Riksdag)	member responsible for pairing
kvittningssystem (Riksdag)	pairing system
kvitto	receipt
kvotering	affirmative action; positive discrimination
kvällsplenum	late sitting
källa	source
kärn-	core...
kärnverksamhet	core activity
kön	gender; sex
Köpenhamnskriterier	Copenhagen criteria
L	
lag	act
laga kraft	validity; legal force
lagen om anställningsskydd (LAS)	The Employment Protection Act
lagen om offentlig anställning; LOA	The Public Employment Act
lagen om totalförsvarsplikt	The National Defence Service Act
lagman	Chief Justice; Chief District Judge
lagom	just enough; not too much, not too little; just right
lagregler	statutory requirements
Lagrådet	The Council on Legislation
lagrådsremiss	proposal referred to the Council on Legislation for consideration
lagstadgad	statutory
lagstadgad minimilön	statutory minimum wage
lagstiftning	legislation
lagstridig	conflicts with the law
lagutskottet	The Committee on Civil Law (no longer exists)
landsbygd	rural areas
landsbygdsdepartementet	Ministry of Rural Affairs
landshövding	county governor
landskap	province
landsting	county council
landstingsråd	county commissioner; county council member
ledare	editorial
ledarna	The Swedish Organisation for Managers

ledarsidan	editorial page
ledarsidan	editorial page
ledning	management
ledningsgrupp	management group
lekman	layman
leverantör	supplier; vendor
leverantörsreskontra	accounts payable ledger
likgiltig	indifferent
likgiltighet	indifference
likvidation	liquidation
lindra	mitigate; alleviate
lindrande	palliative (illness)
Livsmedelsarbetareförbundet	The Swedish Food Workers´
Union	
LO/Landsorganisationen	The Swedish Trade Union
	Confederation
Lojalitetsprincipen	The Loyalty Principle
lokal	venue; premises
longevity	livslängd; långt liv
lyhörd	perceptive; receptive; responsive
lågkonjunktur	recession; economic downswing
lågstadiet	lower school
långfredag	Good Friday
långtidssjukskriven	long-term sick-listed
låsmed	locksmith
låt stå!	D.N.E. (do not erase)
läkarintyg	doctor's certificate; medical certificate
läkarlegitimation	licence to practise medicine
län	county
länsstyrelse	county administrative board
länsvapensköldar	county coats of arms
läroplan	curriculum
lärling	apprentice
löneavdrag	wage/salary deduction
löneavtal	wage/salary agreement
lönepolitik	wage policy
löntagare	wage (weekly)/salary(monthly)
earner	
löpande band	conveyer belt; assembly line
löpande utgifter under månaden	running expenses during the month; running costs

M

Maastrichtfördraget	Treaty of Maastricht
magnat	tycoon
makulera	invalidate; cancel
makulering	invalidation
mall	template; pattern
mammaledighet	maternity leave
mandat	mandate; seat (parliament)
mandatperiod	term of office; electoral period
mandatsystem	proportional representation
system	
mapp	folder
Marknadsdomstolen	The Market Court
marknadsvärde	market value
maskningsaktion	work-to-rule (slang: go-slow (UK); slowdown(US))
medbeslutande förfarandet	codicision procedure
medbestämmandelagen; MBL	The Swedish Co-Determination in the Workplace Act
medborgare	citizen
meddelarfrihet	The freedom to publish; The freedom of communication
meddelarskydd	informant protection; the right to anonymity in publishing information; whistleblower's protection
medellivslängd	average life expectancy
medfinansiera	co-finance
medla	mediate
medlemsstat	member state
mellanchef	middle management
mellanstadiet	middle school; intermediate school
mellanstatlig	intranational
mened	perjury
Meppar	MEPs (slang) (Member of the European Parliament)
mervärde	added value
Metallindustriarbetareförbundet	The Swedish Metalworkers' Union (now IFMetall)
midsommarafton	Midsummer Eve
midsommardagen	Midsummer Day
migrationsminister	Minister for Migration and Asylum Policy

miljonprojekt	'housing for a million' project
miljö- och jordbrukutskottet	Committee on Environment and Agriculture
miljöbil	green car; environmentally friendly car
Miljödepartementet	Ministry of the Environment
Miljökonsekvensbeskrivning (MKB)	environmental impact assessment
miljöminister	Minister for the Environment
Miljöpartiet de gröna	The Green Party
Ministerrådet	Council of Ministers
ministerstyre	ministerial rule; ministerial control
minnesanteckningar; protokoll	record; minutes
misstroendeförklaring	declaration of no confidence
mobbare	a bully
mobbning	bullying
Moderata samlingspartiet	The Moderate Party
moderbolag	parent company
modersmålsundervisning	mother tongue instruction
moment 22	catch 22
moms	VAT (value-added tax); GST (general sales tax)
mormor / morfar	maternal grandmother / grandfather
motförslag	counter-proposal
motion	Private Member's motion; motion; proposal; Private Member's Bill
motionstid	Parliamentary motion period
motiverat yttrande	raised opinion
motkontering; dubbelbokföring	double entry bookkeeping
motståndare	opponent
motsvarande	correspond to; be equivalent to
motsvarighet	counterpart; equivalent
motsägelsefullt	contradictory
mottagare	recipient
muntlig förhandling	hearing
Musikerförbundet	The Swedish Musicians' Union
MVG	pass with honours
mycket väl godkänd (MVG)	pass with special distinction
myndig	of age
myndighet	public authority; authority

Myndigheten för samhällsskydd och beredskap, MSB The Swedish Civil Contingencies Agency

myndighetsutövning

exercise of public authority

myndighetsåtgärder

authority measures

Målareförbundet, Svenska

The Swedish Painters' Union

målmedveten

goal-oriented

målsägande

injured party; prosecuted

månadsbokslut

month end; monthly closing

mångfald

diversity

mäkla

to broker

mängdbrott

everyday crime (theft, assault, vandalism); petty crime

mönstra

muster

Möte med Kungen el Victoria

Audience

N

namnsdag

name day

naturlig avgång

natural wastage; attrition

naturvetenskap

natural science

Naturvårdsverket

The Swedish Environmental Protection Agency

nedlägga

close down; close

nedrevidering

downward revision

nedskärningar

cutbacks

netto

net

Nicefördraget

Treaty of Nice

normerade böter

standardised fine

notarie

law clerk

nyanmälda

newly reported

nyårsafton

New Year's Eve

nå

reach; achieve

nämnd

board; committee; council

nämndeman

lay judge

närhet (formellt)

proximity

Näringsdepartementet

Ministry of Enterprise, Energy and Communications

näringsidkare

businessman, businessperson;

näringsliv

business world; industry and commerce; industry and trade

näringsminister

Minister for Enterprise and Energy

näringsutskottet

The Committee on Industry and Trade

närmare samarbete

enhanced cooperation

närmaste anhörig	next of kin
närmaste chef	immediate superior
närpolis	community police
närvaro	presence
nöjdförklaring	declaration of satisfaction
O	
oavgjort resultat; lika röstetal	a tie; a stalemate; a deadlock
oavsett	whatever; irrespective
obducent	medical examiner; coroner
obefogad	unwarranted; unjustifiable
obegriplig	incomprehensible; unbelievable
obligatorisk	mandatory; compulsory
OB-tillägg	unsociable hours allowance
offentlig handling	public document
offentlig sector	public sector
offentlig upphandling	public procurement
offentlig upphandlingsprocess	public procurement process
offentlig utfrågning	public hearing
offentlighetsprincipen	The principle of public access to official documents
offentligt	public
OFR	Public Employees Negotiation Council
ohälsa	ill-health
okunnighet	ignorance
olaga hot	unlawful threat
ombud	representative
ombudsman	ombudsman; union officer; negotiator; union representative
omfattande	comprehensive; huge
omfattning	scope
omfattning	scope
omföring/ombokning	re-entering the figures; transfer
omorganisation; effektivisering	restructuring; re-engineering; refocusing business strategy; right-sizing; downsizing; de-hiring; outplacement; increasing capital effectiveness; tightly controlling operating costs
omplacering	reassignment
omplaceringsskyldighet	obligation to transfer an employee to a vacancy

omröstning (Riksdag)	division; votin
omröstningssignal (Riksdag)	division signal; voting signal
omskolning	retraining
omställningsförsäkring	career readjustment insurance
omsättning	turnover (staff turnover; stock turnover; financial turnover)
omvärldsanalys; omvärldsbevakning	business/news
intelligence	
omyndig	under-age
opinionsbildning	opinion formation; opinion
building	
opinionsundersökning	opinion poll; survey; gallup poll
opålitlig	unreliable
orderingång	incoming order/s
ordförande (kommitté)	committee chair
ordförande	Chair; Madam Chairman;
chairman	
ordförandeskap	chairmanship; presidency (EU)''
ordinarie ledamot	full member, regular member
organ	body
organisationsnummer	organisation number
P	
pant	deposit
pappaledighet	paternity leave
Pappersindustriarbetareförbundet	The Swedish Paper Workers' Union
Union	
parafera	to initial
paraff	initial
paragraf	section; article; clause
parhus	semi-detached house
parlamentarisk kommitté	all-party/cross party commission of inquiry
partigrupp	party group
partilokal	party hall; caucus (Am)
partipolitisk	party-political
passerellen	communitisation
patent- och registreringsverket	The Swedish Patent and Registration Office
pelare	pillars of the EU
pendeltåg	commuter train
pendla	commute
pendlare	commuter
penningböter	monetary sanction

penningböter	summary fine
pensionerade	pensioned, retired, on pension
pensionsförsäkring	pension insurance; pension
policy	
Pensionsmyndighetent	The Pension Authority
pensionsstiftelse	pension fund
pensionsålder	retirement age; pensionable age
periodiseringar	accruals; accrued
permanent uppehållstillstånd; PUT	permanent residence permit
permission	leave of absence; temporary redundancy; parole; temporary parole; weekend parole
	temporarily dismiss
permittera	redundancy
permittering	redundancy pay; severance pay
permitteringslön	staff
personal	personnel shortage; staff
personalbrist	
shortage	
personbevis	extract from the population
register	
personlig assistent	care assistant
personnummer	civil registration number; civic registration number; PIN (personal identity number); NI (national insurance) number (UK); social security number (US); identification number; ID number
	Data Protection Act
personuppgiftslagen, PUL	Pentecost; Whit Sunday
pingstdagen	nursery
plantskola	linoleum
plastmatta	assembly hall
plenisal	main lobby
plenisalsfoajé	rules of the House; floor rules;
plenumregler	rules of the floor
	panel beater, sheet-metal worker, steeple-jack, roofer
plåtslagare	closing argument; plea; appeal
	podium; platform
plädering	policy
podium	political adviser
politik	maverick; independent member
politisk sakkunnig	crockery
politisk vilde	
porcelain	

postförskott	cash on delivery; COD
praktikant	trainee; intern
prao	practical work experience;
trainee job	
praxis; prejudikat	precedent
prenumerera	subscribe
preskribera	fall under the statute of
limitations	
preskriptionslagen	law on the statute of limitations
pressattaché	Press Attaché
pressekreterare	Press Secretary
pricksystem	penalty point system
primärvård	primary healthcare
prinsgemål	Prince Consort
prisbasbelopp	price base amount
privat sector	private sector
privatskola	public school
prognos	forecast; prognosis
projektanställning	employed for the duration of a specific project
	Proportionality Principle
proportionalitetsprincipen	Government Bill
proposition	minutes; record
protokoll	minuted, record in the minutes;
protokollföra	taken down in the minutes
	recording clerk
protokollförare	Department for the
protokollkansliet	Parliamentary Record
	probationary employment
provanställning	commission (Note: NOT kickback
provision	which is an illegal bribe)
	interim
provisorisk	employment for a probationary
provtjänstgöring	period
	characterised by
präglas	clergy
präster; prästerskap	
prövning; MKB (miljökonsekvensbeskrivning)	environmental impact
assessment	
psykisk störning	mental disorder
punktades upp	bulleted; put in bullet points
punktskatt	excise duty
på sannolika skäl misstänkt för brott	suspected on probable
	cause of a crime

påföljd
påminnelse
påskafton
påskdagen
påstå
påverka
pärm

R

radhus
ram
rambeslut
rapportör
ratificera
recept

redaktion
redaktör
redigera
redovisningsansvarig
referensramen
regelverk
regeringsformen
regeringsförklaring
Regeringskansliet
regeringsombildning
regeringssammanträde
regeringsskrivelse

registrator
regleringsbrev

rehabilitering
rektor

remiss (Riksdagen)

remiss
remissinstans
remissvar

sanction
reminder
Easter Saturday
Easter Sunday
claim
influence; affect
file

terraced house
(usually) framework
framework decision
Rapporteur
ratify
prescription (at the pharmacy);
recipe (cooking)
newsroom; editorial staff
editor
revise; edit
officer in charge of accounting
frame of reference
legal framework
The Instrument of Government
Statement of government policy
The Government Offices
government reshuffle
Cabinet Meeting
Written communication from the
Government
Senior Registry Clerk
budget directions; budget
document; appropriation
directions; spending
authorization; letter of
appropriation; annual guidelines;
public service agreement
rehabilitation
head (of a school). Rector in
English is a vicar
referral; proposal referred for
consideration
referral; consultation
consultation body
consultation response

remissynpunkter	consultation comments
replik/genmälen	reply; rejoinder
reppen	Representation
representantskap	representative body; body of representatives
reskostnader	travel expenses
reseräkning	travel claim
resultatkonton	profit and loss account
resultaträkning	operating report; income statement
revision	audit
revisor	auditor
riks-	national
riksavtal	national collective agreement
Riksbanken	The Swedish Riksbank; The Swedish Central Bank; The Swedish National Bank
Riksdagen	The Swedish Riksdag (The Swedish Parliament)
riksdagsarbete	Parliamentary work
riksdagsdirektör	Secretary-General of the Riksdag
riksdagsförordningen	The Riksdag Act
riksdagsförvaltning	Riksdag Administration
riksdagsgrupp	Parliamentary party group
riksdagshuset	The Riksdag/Parliament building
riksdagsledamot	MP (Member of Parliament)
Riksdagsordningen	The Parliament Ordinance Act
riksdagsskrivelse	riksdag communication
Riksdagstryck; RD tryck	Parliamentary Prints
riksföreståndare	regent; representative of Head of State, Head of the Nation
Riksgäldskontoret	Swedish National Debt Office
Riksmarskalk	The Marshall of the Realm (title: His Excellency)
Riksmarskalk	Master Of the realm
riksmöte	Parliamentary year/session
Riksrevisionen	Swedish National Audit Office
Riksrevisor	The Auditor-General
riksrättsåtal	impeachment
Riksåklagarenskansli	Office of the Prosecutor-General
rikt kurs	target price
riktlinjer	guidelines
ringa	minor; petty

ringleden	ring road
ROT avdrag	
roterande	rotating
RUT avdrag	
ruta ett	square one
rutin	procedure; routine
råd	advisory council
Rådet	The Council
rådfrågas	consulted
rådgivande organ	advisory body
rådighet	
räkenskaper	accounts; books; records
ränta	interest rate
rättegång	trial
rättfärdiga	justify
rättsakter	legal instruments
rättsapparat	legal system
rättsapparat; rättsväsendet	legal system
rättschef	Director-General for Legal
Affairs	
rättsgenetik	forensic genetics
rättshaverist	dogmatist
rättskemi	forensic chemistry
rättsmedicin	forensic medicine
Rättsmedicinalverket	The Board of Forensic Medicine
rättssäkerhet	rule of law; law and order; legal
rights	
rättsväsendet	the judicial system
röd dag	public holiday; bank holiday (UK)
rödspätta	plaice
röstfördelningstablå	indicator panel; result board
röstlängd	electoral register; voters' roll
rösträtt	the right to vote; be entitled to
vote	
S	
SACO	The Swedish Confederation of
	Professional Associations
sakkunnig	Adviser
sallad	lettuce
sambo	person with whom one lives; common-law spouse; cohabitant

	spouse; life companion; partner; cohabitant
samhällsbyggare	community developer
samhällskunskap	social studies; civics; social
sciences	
samhällsskydd	civil protection
samklang	chime
sammanbindningsbanan	grand gallery
sammanbindningsbanan	The Grand Gallery
sammanhang	context
sammanslagning; fusion	merger; amalgamation (public
sector)	
sammanställa	compile
sammanvägd; viktad	weighed
samordningsnummer	co-ordination number
samråd	consultation
sannolika skäl	probable cause
SCB	Statistics Sweden
SEKO (Facket för service- och kommunikation)	The Union for Service and Communications Employees
sekretariat	secretariat
sekreteress	professional secrecy;
confidentiality	
sekretesslagstiftning	secrecy legislation
sektion	section
semesterersättning	holiday compensation; holiday
pay	
semestertillägg	holiday pay supplement
senarelägga	postpone
servicehus	residential home
sessionsal	conference room
	setting of wage rates
SFS; Svensk författningssamling	Swedish Code of Statutes
Signalspaningslagen	The Signals Intelligence Act
sistnämnd	latter
sjukfrånvaro	absence due to illness
sjuk-och aktivitetsersättning (förtidspension)	disability pension; incapacity benefit
sjukpenning	sickness allowance/benefit; sick pay (US)
sjukskriven	sick-listed; on sick leave; off sick
sjöfart	shipping

sjöfartsverket	Swedish Maritime Administration
sjötunga	sole
sk snabbprotokollet	The 'short' minutes
skadestånd	damages; reparation; restitution
skadeståndslagen	law on damages
skattekvot	tax ratio
skattetryck	tax burden
skatteutjämning	tax equalisation system
skatteutskottet	The Committee on Taxation
Skatteverket	The Swedish Tax Agency
skenäktenskap	sham marriage; bogus marriage; marriage of convenience
skiftarbete	shift work
skiljedom	arbitration
skiljedomstol	Arbitration Court
skiljenämnd	Arbitration Board
Skogs- och Träfacket	The Swedish Forest and Wood Workers' Union
skolaga	corporal punishment in school
skolka	play truant; cut class (US) (skolkare-a truant; skolkning - truancy)
skolminister	Minister for Schools
skottår	Leap Year
skriva av	write off
skriva ner	write down
skrivelse	written communication
skrå	guild
skuggkabinet	shadow cabinet
skulder	debts (silent b)
skyddsbestämmelse	protection regulation
skyddsombud	safety representative
skyddstillsyn	probation
skyldighet; belastning	liability
skyttesoldat	rifleman
skäligen misstänkt för brott	reasonably suspected of a crime
skäligen misstänkt	reasonably suspected
skärgård	archipelago; skerries
skärtorsdag	Maundy Thursday
skönmålning	whitewash; flattering description
skönsmässigt	arbitrary; judgemental
assessment	
slarv	negligence

slentrian	routine
sluta/stänga räkenskaperna	close/settle the books/accounts
slutbetänkande	final report
sluttentamen	final examination
slå fast; fastslå	establish
släta över	gloss over
Smittskyddsinstitutet	Swedish Institute for Communicable Diseases
smittskyddslagen	The Communicable Diseases Act
småpengar	small change; loose money
snabbinsatsstyrka	rapid reaction batallion
snus	moist snuff; oral tobacco
social inkludering	social inclusion
social rörlighet	social mobility
sociala kostnader	payroll overheads
socialbidrag; ekonomisk bistånd; försörjningsstöd	social (welfare) benefit (benefit means you have to prove you need it); financial assistance; income support
Socialdemokratiska Arbetarepartiet	The Social Democratic Party
Socialdepartementet	The Ministry of Health and Social Affairs
socialförsäkringsminister	Minister for Social Security
socialförsäkringutskottet	The Committee on Social Insurance
socialminister	Minister for Health and Social Affairs
Socialstyrelsen	National Board of Health and Welfare
socialutskottet	The Committee on Health and Welfare
sommarsolståndet	the summer solstice
sommaruppehåll	summer recess
SOU; statens offentliga utredningar	Swedish Governmental Commission Official Reports; Swedish Government Inquiries
spegla	reflect; mirror
sponsring	sponsorship
sporre; incitament; morot	incentive
språkrör	spokesman; spokesperson

spärra/t belopp	freeze a/frozen sum of money; block an amount
spärregel (Riksdagen)	threshold rule; 4% cutoff
ST	The Union of Civil Servants
stadga (substantive)	steadiness; stability
stadga (verb)	enact
stadgar	bye-laws; regulations; statutes
stadsdel	urban area, urban quarter, city
district, ward	
stadsdirektör	mayor
Statens Haverikommission, SHK	The Swedish Accident Investigation Board
statlig inkomstskatt	state tax
statligt bidrag	state grant
statligt verk	state authority; state agency
statsanställda	state employees, government employees
statsbesök	State Visit
statschef	Head of State
statsförvaltning	state/central government administration
statsminister	Prime Minister
statsråd	Minister
statsrådsberedningen	The Prime Minister's Office
statssekreterare	State Secretary
statsvetare	political scientist
stenograf	stenographer
stenogram	shorthand note
stifta	legislate
stiftelse	foundation; trust
stillasittande	sedentary
straffmyndig	age of criminal responsibility; age of legal majority
strida mot	contrary to
stridsåtgärd	strike action; industrial action; lockout; blockade
strukturfonder	structural funds
stryka	cross out
Strålsäkerhetsmyndighet	Swedish Radiation Safety Authority
studiebidrag	study grant; study benefit
studielån	study loan
styra	guide; steer; govern

styrning	operating rules; financial management; governance
stånd, fyra	the four estates (nobility, clergy, burghers and peasants)
ställa in	cancel
stämma av	balance the books
stämning	complaint; summons; writ;
subpoena	
stämningsansökan	application for summons /
indictment	
stämpla	sign on
störning	disorder
stödröster	strategic votes
subsidiaritet	subsidiarity
subvention	subsidy
subventionera	subsidise
successionsordningen	The Act of Succession
supande	binge drinking
suppleant; ersättare	substitute (some are working substitutes); deputy member; alternate; stand-in
svartjobb	off the books job; cash in hand
job	
svavel	sulphur
Svenska Fotografers Förbund	Association of Swedish Professional Photographers
Svenskt Näringsliv	The Confederation of Swedish Enterprise
Sveriges Ingenjörer	The Swedish Association of Graduate Engineers
Sveriges Kommuner och Landsting	The Swedish Association of Local Authorities and Regions (SALAR).
syfte	aim; purpose
syndabock	scapegoat
syskon	siblings; brothers and sisters
sysselsättningsgrad	employment rate
sysling; tremänning; nästkusin	second cousin
Systembolaget	The state-owned alcohol retail monopoly; bottle store
säga upp; friställa; bortrationalisera	lay off; make redundant;
retrench	
särbo	LAT (living apart together)

särintresse
särskild kommendering
särskild utredare
söka asyl
sökande

T

ta examen

tak

talarestol

talman

Riksdag

tankesmedja

TCO

tecken

tentamen

tillgodoräkna

tillgång och efterfrågan

tillit

tillkännagivande

tillsvidareanställning

tillsyn

tillsyns-

tillsynsmannen

tillsätta en kommitté

tillsätta

tilltalade

tillägg

tilläggs pension

tillämpa

tillämplig

tillämpning

timlön

timtaxa

tingsrätt

tjänstedirektivet

tjänstefel

tjänsteman (Riksdagen)

tjänsteman

tjänsteresa

vested interest

special commendation

inquiry chair

to seek asylum

applicant

to graduate

ceiling; cap

rostrum

Speaker of Parliament/the

thinktank

The Swedish Confederation for
Professional Employees

character

examination

count in; include

supply and demand

trust; faith; confidence

announcement

permanent employment

supervision

supervisory

groundskeeper

appoint a committee of inquiry

appoint

defendant

supplement; addition; addendum

supplementary pension

apply

applicable

implementation; application

hourly wage

hourly rate

District Courts

The Services Directive

misconduct

parliamentary officer;

administrator; official

civil servant (in the government

offices); office worker; white-

collar worker; salaried employee

business trip

tjänsteärende	business matter
tjänstledighet	leave of absence
tonsättare	to broker
toppmöte	composer
torg	summit; meeting of the council
torsk	square
Totalförsvarets Forskningsinstitut, FOI	cod
trafikutskottet	The Swedish Defence Research Agency
Trafikverket	The Committee on Transport and Communications
trafikövervakning	The Swedish Transport Administration
trakasseri	traffic control
traktamente	harrassment
transparens/öppenhet och insyn	subsistence allowance; daily allowance; per diem
Transportarbetareförbundet	transparency
transportstyrelsen	The Transport Workers' Union
tredje land	The Swedish Transport Agency
tredje man	third country
trettondagen	third party
trio	Epiphany
trojka	trio
tromb	troika
trovärdig	whirlwind; vortex
trovärdighet	credible
tryckfrihetsförordningen	credibility
trycklova	The Freedom of the Press Act
träda i kraft	announce
trängselavgift	come into effect/force
tröskel	congestion charge
tull	threshold
tunnelbana	customs charges
turbot	underground; subway; metro
turordning vid uppsägning	piggvar
turordning	priority of notice
tived	last in, first out; last hired, first
tvåkammarriksdag	two-chamber system (bicameral)
tvångsåtgärder	coercive measures
tydlig	clear
tydliggöra	clarify

tysnadsplikt	duty of confidentiality
tätort	urban area
U	
udda siffror	odd numbers
undantag (EU)	derogation; opt-out; exemption
undantag	exception
undantagstillstånd	state of emergency
underentreprenör; underleverantör	sub-contractor
underlag	background document; basic document; basic data; transaction report; briefing material; background dialogue
underlätta	facilitate
underskott	deficit
undersköterska	assistant nurse; nursing aide
undvika	avoid
Unionen	Unionen
uppdrag	assignment; task; mission; remit; mandate
uppehållstillstånd	residence permit
uppfatta	perceive
uppföljning	follow-up; review
uppgift	task; assignment; mission; duty
uppgörelse	deal
upphandling	purchase; procure
upphandlingsprocess	upphandlingsprocess - tender process/procurement process
upphovsrätt	copyright
upphäva	abrogate; revoke
upphäva	revoke
upplopp	riot; uprising
upplupna kostnader	accrued costs
upplöst	disbanded
uppnå	achieve
upprevidering	upward revision
upprop	roll call
upprättande av kollektivavtal	establishment of collective agreement
upprättelse	restitution; redress
urbefolkning	indigenous population
utanförskap	marginalisation; isolation; social exclusion

Utbildningsdepartementet	Ministry of Education and Research
utbildningsminister	Minister for Education and Research
utbildningsutskottet	The Committee on Education
utdelning	dividend
utdrag	excerpt
uteliggare	rough sleeper
utestående förskott	outstanding advances
utfall	actual figures
utfrågning	public hearing; question and answer session
utfärda	issue
utförsäkrad	expired insurance; no longer entitled to/eligible for insurance
utgift	expenditure
utgiftsanslag	expenditure appropriation
utgiftsområde	expenditure area
utgiftstak	expenditure ceiling
utgivningsbevis	publication licence
utjämningsmandat	adjustment seat
utlandsmyndighet (UM)	mission; embassy; consulate
utlåtande	statement
utlåtande	opinion
utlägg	outlay; expense
utrangera	to scrap; to remove from asset register
utredning	investigation; inquiry; commission of inquiry
utredningssekreterare	inquiry secretary; research officer
utredningssekreterare	Secretary to the Committee (on....); Secretary
utrikesdeklaration	Statement of Government Policy on Foreign Affairs
Utrikesdepartementet	The Ministry for Foreign Affairs
utrikesförvaltning	mission abroad + MFA in Stockholm
utrikesminister	Minister for Foreign Affairs
utrikesnämnden	Advisory Council on Foreign Affairs
utrikespolitisk debatt	general debate on foreign policy
utrikesutskottet	The Committee on Foreign Affairs

utsatt	vulnerable
utse	select
utskott	committee; standing committee
utskottsassistent	Administrative Officer; Senior Clerical Officer
utskottsbetänkande	committee report
utskottshandläggare	committee officer
utskottsråd	senior committee secretary
utskrift	transcript
utslagsröst	casting vote
utsläpp	emission; discharge
utstationeringsdirektivet	The Posting Directive
utsänt	posted abroad
utvecklingssamtal	development dialogue
utvidgning	enlargement
utvisa	deport
utvärdera	evaluate
V	
V.G.V (var god vänd)	P.T.O. (Please Turn Over)
VAB	Care of sick children
vaktmästare	janitor; caretaker; messenger
valbar	eligible
valberedning	election committee
valborgsmässoafton	Walpurgis Night
valdeltagande	voter turnout
valkretsar	constituencies
vallagen	The electoral law
vallokal	polling station
Valmyndigheten	Swedish Election Authority
valprövningsnämnden	election review board
valrörelse	election campaign
valsedel	ballot paper
valsystem	electoral system
valurna	ballot box
vara ute på remiss	being circulated or formal consultation
varsel	notice
varsla	to give notice
varsågod	here you go; here you are; you're welcome; of course; please do
vartannat	every second; every other
varuhandel	commodities trade; retail

VD; verkställande direktör	Managing Director/MD (UK); Chief Executive Officer/CEO(US) Note: VD in English is Venereal Disease! (venerisk sjukdom)
veckoberedning	weekly drafting meeting
verifikation	verification; voucher
verifikationsunderlag	basic documentation for
verifikation	
verk	agency; board; authority
verksamhet	activity; operation; business
verksamhetsförklaring	mission statement
verksamhetsplanering	business planning; corporate planning
verkställande utskott	executive committee; policy committee; management committee
verkställighet	execution (be put into action/ carried out/executed)
VG	pass with distinction
vice statsminister	Deputy Prime Minister
vice talman	Deputy Speaker of Parliament/ the Riksdag
vidareutbildning	further education
vikarie	substitute; locum (medical); supply teacher; temp (slang)
vild strejk	wildcat strike; unofficial strike
vilde	maverick
villkorlig dom	conditional sentence
villkorlig frigivning	probation
villkorlig	conditional
vinandelssystem	profit-sharing scheme
vintersolståndet	the winter solstice
visstidsanställning	employment for a certain period
vitbok	white paper
vite	fine; penalty
voteringsignal	voting signal
vräka	evict
vågmästareroll	weighmaster role; balance of power role
våld i offentlig miljö	public violence
vårdagjämningen	the vernal (spring) equinox
vårdbiträde	orderly; hospital ward assistant

Vårdförbundet

vårdnadshavare
vårdnadshavare
vårproposition

väl godkänd (VG)
väljare; valman
Vänsterpartiet
värdeflodesanalys
värnplikt
värnpliktig
växel

Y

yppandeförbud
yrka på
motion
yrkande
yrke

yrkesarbete
yrkeskår
yrkesutbildning
yttrande
yttrandefrihetsgrundlagen

Å

åhörläktare
Åklagarmyndigheten
ångerrätt
årsarbetskraft
årsbokslut
statement
årsredovisning
årsstämma
åtagande
återfall
återredovisa
återställa
återställare
återvinna
åtgärder

The Swedish Association of
Health Professionals
administrator
primary caregiver; guardian
Spring Fiscal Policy Bill; Spring
Budget Bill
pass with distinction
constituent; voter
The Left Party
value stream mapping (VSM)
conscription
conscript
switchboard

bound by secrecy
call for; demand; press for;

sections or clauses of a motion
profession; occupation; trade;
vocation
skilled work
profession
vocational training
statement; opinion
The Fundamental Law on
Freedom of Expression

public gallery
The Prosecution Authority
cancellation rights
annual manpower
financial year end; final
annual report
AGM, Annual General Meeting
undertaking; commitment
relapse
re-enter
reinstated
hair of the dog (that bit you)
recycle
steps; measures

åtnjuta	enjoy; benefit from
Ä	
äldre- och folkhälsominister	Minister for Elderly Care and Public Health
ämnesområde	subject area
ämnesråd	senior adviser (director)
ämnessakkunnig	special adviser
ändring i lagförslag/författningen	amendment
ärende	matter; issue
Ö	
ömsesidighet	reciprocity
öppna samordningsmetoden	open method of co-ordination
öresavrundning	rounding off; rounding up; rounding down
öronmärka	earmark; target
överblick	overview
Överceremonimästare	Grand Master of Ceremonies
övergripande	overriding
övergång (övergångsperiod)	transition; changeover (transition period)
överklaga	appeal
överläggning	consultation; deliberation
överenskommelse	agreement
Överlämna kreditbrev, som nyanländ ambassadör till Sverige	To present their credentials to the King
överlämna	surrender
överskott	surplus
överstatlig	supranational
överste	colonel
översyn	review
övrigt (on a meeting agenda)	A.O.B./Any Other Business (on a meeting agenda)

Spelling Aloud

Letter	How the Letter Sounds for	Letter
A	ej	Alfred	a
B	bi	Benjamin	b
C	si	Charlie	c
D	di	David	d
E	i	Edward	e
F	eff	Freddie	f
G	dji	George	g
H	ejtch	Harry	h
I	aj	Italy	i
J	djej	John	j
K	kej	King	k
L	ell	London	l
M	em	Mother	m
N	en	No one	n
O	o	Orange	o
P	pi	Peter	p
Q	kjo	Queen	q
R	ar	Robert	r
S	es	Samuel	s
T	ti	Tom	t
U	jo	Uncle	u
V	vi	Victor	v
W	dubbel jo	William	w
X	eks	X Ray	x
Y	waj	Yellow	y
Z	zed (UK); zi (US)	Zebra	z
Å	ej with a circle above		å
Ä	ej with two dots above		ä

Ö	o with two dots above		ö
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- * asterisk (note: NOT asterix)
- # hash
- / slash
- \ backslash
- hyphen, dash
- _ underscore

Prepositions

Prepositions of Place

- arrive + at/in NOT to (at Arlanda, in Stockholm, at Centralen, in Sweden)
- at + address with a number (at 7 Rock Road)
- at a conference or a meeting NOT on
- in + street (in Rock Road)

Prepositions of Time

- at + exact time (at 10pm, at the weekend, at night – NOT in the night)
- at + special times of year (at Christmas, at Easter)
- in + times of day, months, years, seasons (in the morning, in February, in spring)
- on + days of the week, dates, special days of the year (on Christmas Day)

Subject-Verb Agreement

- In the present simple use the +s –s rule (if the subject has s the verb does not, if the verb has s the subject does not. e.g. the dogs play, the dog plays; the court decides, the courts decide)
- if a subject is singular, its verb must be singular. If a subject is plural, its verb must be plural (the boy is in the classroom the boys are in the classroom)

Present Simple and Present Continuous

Present Simple (no -ing)

- habit (I bite my nails; I snore every night)
- regular (I catch the bus at 7am; I go to Egypt every summer)
- happens all the time (it rains in Stockholm; the bus comes late)
- scientific fact (water boils at 100C; water freezes at 0C)
- permanent (I work at SEB; I live in Gröndal)
- generally true (dogs bark; babies cry)
- What do you do every Tuesday at 7pm? I eat my dinner and watch tv.

Present Continuous (ing)

- happening NOW (I am eating an apple; I am feeling sick)
- temporary (I am working at the Parliament; I am training for a marathon)
- What are you doing now? I am eating my dinner and watching TV.

The Apostrophe

1. The apostrophe indicates that a number or a letter has been omitted:

it is = it's '65 = 1965

does not = doesn't '90 = 1990

2. Apostrophes are also used to show possession or ownership. The apostrophe follows the noun that is owning something.

3. Singular Nouns (not ending with -s)

Owner	Thing Owned	Correct form
a child	shoes	a child's shoes
anyone	idea	anyone's idea
society	values	society's values
a person	income	a person's income
a country	leader	a country's leader

4. Singular Nouns (ending with -s)

Owner	Thing Owned	Correct form
Chris Jones	dog	Chris Jones' dog
James	room	James' room

5. Plural Nouns (not ending with -s)

Owner	Thing Owned	Correct form
people	beliefs	people's beliefs
children	songs	children's songs
women	rights	women's rights
men	shoes	men's shoes

6. Plural Nouns (ending with -s)

Owner	Thing Owned	Correct form
two weeks	vacation	two weeks' vacation

Common Abbreviations

a/c	account	Ltd	Limited
a.m.	before noon (ante meridiem)	Mr	Mr
a.s.a.p.	as soon as possible		(pronounced Mister)
cc:	copies to	Mrs	Mrs
c/o	care of		(pronounced Missiz)
Co.	Company	Miss	Miss
e.g.	for example	Ms	Ms
(<i>exemplii gratia</i>)			(pronounced Miz)
enc.	enclosed	no.	number
exc.	excluding	p.a.	per annum
f.o.b.	free on board	P.L.C.	Public Limited
G.M.T.	Greenwich Mean Time		Company
HQ	headquarters	p.m.	after noon
i.e.	that is (<i>id est</i>)		(<i>post meridiem</i>)
inc.	including	p.t.o.	please turn
Inc.	Incorporated		over
		Rd	Road
		re	referring to
		St	Saint
		St.	Street
		v.a.t.	value added
			tax

False Friends

The Swedish word is	the correct English word is
affär	business
akademiker	a graduate
aktuell	current; topical; up-to-date
baksida	back; downside (backside is what you sit on)
blankett	form
bransch	sector, industry
kritik	criticism
examen	degree
fantasi	imagination
feber	temperature
gymnasium	upper secondary school
historia	story
hus	building
högskola	university college
kommun	municipality
konkurrent	competitor
konsekvent	consistent
koncern	group
kontrollera	check
leg	id
lokal	venue; premises
lång	tall
natur	the outdoors; the countryside
privatskola	public school
personer	people
personlig assistant	care assistant

pocketbok	paperback
presentera	introduce
rektor	principal
resa	journey; trip
ränta	interest
smoking	tuxedo
sympatisk	likeable
bada	swim
träna	practise; work out
upptagen	busy (a toilet is occupied)
VD	MD; CEO

Talking about numbers

Svenska:

1.000.000 – miljon

1.000.000.000 – miljard

1.000.000.000.000 – biljon

1.000.000.000.000.000 – biljard

1.000.000.000.000.000.000 – triljon

1.000.000.000.000.000.000.000 – triljard

Amerikanska:

1,000,000 – million

1,000,000,000 – billion

1,000,000,000,000 – trillion

Websites

<http://tyda.se> – Swedish/English dictionary

<http://www.onelook.com> – database of over 1000 online dictionaries

<http://www.thefreedictionary.com>

<http://www.phrases.org.uk> – meanings of idioms and phrases

<http://www.ord.se/>– Nordstedt’s English/Swedish

Notes

Försvarshögskolan, FHS – the Swedish National Defence College (No longer Födep’s authority, sorts under Ministry of Education and Research)

Myndigheten för samhällsskydd och beredskap, MSB – the Swedish Civil Contingencies Agency

FORMED BY THE FORMER THREE AUTHORITIES:

1. Krisberedskapsmyndigheten The Swedish Emergency Management Agency (SEMA)

2. Räddningsverket The Swedish Rescue Services Agency (SRSA)

3. Styrelsen för psykologiskt försvar The Swedish National Board of Psychological Defence (SPF)

Note: when Swedes talk about The Attorney-General in English they can mean either the Prosecutor-General or the Minister of Justice.

