

Talking about Sweden

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

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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 suggestion, 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)

Wordlist

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

a-kassa/arbetslöshetskassa

unemployment insurance fund (what you pay into); unemployment benefit (what you get out)

abborre

perch

acklamation

acclamation

ackord

piecework rate/contract;

adeln

piece rate

administrativ börde

the nobility

advokat

administrative burden

Advokatsamfundet

barrister; solicitor;

AEA, Akademikernas erkända
arbetslöshetskassa

advocate

The Swedish Bar Association

aga

The Graduates

akademiker

Unemployment Benefit Fund

aktiebolag (AB)

corporal punishment

aktieägare

a graduate; a scholar

aktivitetsstöd

incorporated company;

aktuell

share company; public

limited company (PLC)

shareholder

support for activity

current; topical; up to

date

aktörer

stakeholders; operators

akuten

A & E (Accident and

	Emergency); ER (Emergency Room); Casualty
alkolås	alcolock
alla helgons dag	All Saints' Day
allemansrätt	Right of Common Access; Every Man's Right to Natur (informal)
allmän beredning	general discussion;
allmän handling	official document
allmän motionstid	general private member's motion period
allmän rösträtt	universal suffrage
allmänbildning	general knowledge; public knowledge; all round education
allmängiltig	universal
allmängiltigförklaring	universal declaration
allmännytt	public service company; public sector housing, pub utility
allmänt råd	general recommendation
andel	part; share; portion; proportion
anförande	speech; address
anmälan	registration; notification; report
annandag jul	Boxing Day; St Stephen's Day
annandag pingst	Whit Monday
annandag påsk	Easter Monday
anordning	device
anpassa	adapt
anseende	reputation
anslag	appropriation; allocation; funding
anslagskredit	appropriation credit
anslutningsgrad	union density; unionisation rate;

anställningsform	organisation rate employment status; employment form
anställningsförhållande	employment status
ansvarig utgivare	responsible publisher, editor-in-chief
ansvarsfriskrivning	disclaimer
ansvarsutkrävande	accountability
anta	adopt; pass; approve
anvisningar	instructions; directions
apanage	appanage
apoteket	the pharmacy; the chemist (UK); the drug store (US); formerly the Swedish state owned pharmacy chain; (et apotek – a pharmacy);
Aquis communautaire	Aquis communautaire (often just called The Aquis)
arbetsanhopning	backlog, temporary work accumulation, work accumulation
arbetsbelastning	workload
arbetsbrist	work shortage
Arbetsdomstolen	The Labour Market Court; The Labour Court
arbetsför ålder	working age
Arbetsförmedlingen	The Swedish Public Employment Service; the jc centre
arbetsgivaravgift	social insurance contribution; payroll tax; employer's contribution; employer's fee; social fee
arbetsgivare	employer
arbetsgivarverket	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
Arbetsmarknadsstyrelsen	The Labour Market Board
arbetsmarknadsutskottet	The Committee on the Labour Market
arbetsmarknadsåtgärder	labour market measures
arbetsmiljö	work environment
Arbetsmiljölagen	The Swedish Work Environment Act
Arbetsmiljöverket	The Swedish Work Environment Authority
arbetsmoment	working tasks; operations
arbetspapper	room paper; non-paper; working paper; room document; draft version
arbetsplats	workplace
arbetsplikt	industrial conscription; duty to work
arbetsro	peaceful work environment
arbetsrum	office
arbetsrätt	labour law; employment law
arbetskada	occupational injury; work-related injury
arbetstagare; anställd	employee
arbetsterapeut	occupational therapist
arbetstidslagen	Working Hours Act

arbetstillfredsställelse	job satisfaction
arbetstillstånd	work permit
arbetsvetenskap	work science
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
avbetalningsplan	repayment plan
avdelning	department; division
avdelningschef	Deputy Director-General
avdelningsdirektör	Principal Administrative Officer
avdrag	deduction
avdragsgill	deductible; tax- deductible
avfallskvarn	waste disposal unit
avgift	fee; charge
avgränsa	demarcate
avgångsersättning	severance pay;
avgångsvederlag	Severance package
avi	dispatch note; parcel slip
avkastning	earnings; income; yield
avrapporera	brief
avrapportering	brief; briefing
avreglera	deregulate
avrop	call
avropa	call
avskaffa	abolish
avsked utan uppsägningstid	summary dismissal; dismissal for gross misconduct
avskrivning	depreciation of fixed

avslag
avstyrka
avstå

avtal; häva avtal; träffa avtal

avtalsbestämmelser
avtalsbrott
avtalsenlig lön
avtalsförhandling
avtalsrörelse
avtalsstridig
avtalsvillkor

avveckla; montera ned

avvikelse

avvisa

B

b-bolag
bakläxa

bakslag
balanskonto
balansräkning
bankomat

banna
barnbidrag

barnsjukdomar
barnsjuksköterska
barnskötare
barnsköterska

assets
refusal; rejection; denial
advise against
refrain; to refrain from
voting; to abstain
contract: revoke a
contract; enter into an
agreement
terms of agreement
breach of contract
contractual wages
collective bargaining
wage negotiations
contrary to contract
conditions/terms of
contract
phase out; dismantle
deviation; variation
refuse; reject; refuse
entry

holding company
reprimand; 'do your
homework again'
setback; backlash
balance account
balance sheet
cashpoint; ATM
(Automatic Teller
Machine)
chide
child allowance
(allowance means you
get it automatically)
teething troubles
paediatric nurse
childminder
children's nurse

basindustri	primary industry
beakta	consider; take into consideration; take into account
bedragare	a fraud; fraudster
bedriva	pursue; practise
bedrägeri	fraud
bedömning	assessment; judgement; evaluation
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; accreditation
bekant	acquaintance
belasta(anslag/delegerade medel etc)	charge (belasta ett konto = charge to an account); to have an effect on the appropriation
belastningsergonomi	musculoskeletal ergonomics
belastningsregistret	criminal register
belastningsskada	strain injury, musculoskeletal disorder (MSD)
bemanningsföretag	recruitment agency; employment agency

bemyndiga	authorise; empower
bereda	prepare
bereda ett ärende	prepare a matter/case
beredningstvång	mandatory preparation
beredskap	preparedness
bergvärme	geothermal heating
beskickning	diplomatic mission; embassy
beslut och rambeslut	decision and framework decision
beslutande folkomröstning	binding referendum
beslutsmässigt antal; kvorum	quorum
beslutsunderlag	position paper
bestick	cutlery (UK); flatware (US)
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; enclose
bildning	general education
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
blomstra	thrive
BNP, bruttonationalprodukt	GDP (Gross Domestic Product)
bokför	enter (into the accounts)
bokföringsförordningen	The Bookkeeping Ordinance
bokföringslagen	The Bookkeeping Act
bokföringstext/en	(explanatory) text; transaction test
bokslut	financial year end; fiscal year end
bolag	company (Co)
bolagsordning	Articles of Association
bolagsstyrelse	Board of Directors
bolagsstämma	general meeting
Bolagsverket	The Swedish Companies Registration Office
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
bortfall	shortfall
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

brandsläckare	Planning fire extinguisher
brandvarnare	smoke detector
bransch	industry; sector
branschvana	relevant experience
bristyrke	deficit profession
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
brottsofferjouren	The Crime Victim Support Association; Victim Support Sweden
brukare	care recipient
brutto	gross
BRÅ, Brottsförebyggande rådet	Swedish National Council for Crime Prevention
budgeteringsmarginal	budget marginal
budgetproposition	Budget Bill
budgetsanering	budget streamlining; rationalisation
budgetunderskott	budget deficit
budgetår	financial year; fiscal year
budgetöverskott	budget surplus
bulvan	frontman
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

bästa praxis
bönder

Officer
best practice
peasantry; farmers;
landowners

C

Centerpartiet
centralförhandling

The Centre Party
central negotiations

chefsåklagare

chief public prosecutor

citattecken

quotation marks

civil olydnad

civil disobedience

civilstånd

marital status

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; delade turer

split shift

delbetänkande

interim report; progress
report

delegerade medel

delegated budget

delgivning

detention; remand;
custody; subpoena;
summons; service;
service of a writ; service
of process;

delgivningskvitto

acknowledgement of writ
service receipt;

delmål

acknowledgement of
service
subgoal

delning	circulation for comment
delårsbokslut	interim report; sub-report
departementspromemoria	ministry memorandum
departementsråd	Director
departementsråd + enhetschef	Deputy Director-General
departementssekreterare	Desk Officer (some Ministries prefer loftier sounding titles such as Head of Section)
departementsutredning	ministry inquiry
depositioner	deposits
Deras Majestäter (DDMM)	Their Majesties the King and Queen of Sweden
dessutom	furthermore
detaljstyrning	micromanagement
diarieföra	register
diarium	postal archives
dimensionera	design
direkta/allmänna val	direct/general election
direktiv	directive
direktörsstyrelse	Board of Directors
diskriminering	discrimination
dispositiv	non-binding
distansarbete	telework; telecommuting
domsaga	jurisdiction; judicial district
Domstolsverket	The National Courts Administration
dotterbolag	subsidiary
dra lott om	draw lots for
dragning	official presentation
drift	management/maintenance; running
driva; föra	pursue; run
drivkraft	driving force; driving motivation

drygt	just over
dråp	manslaughter
DS; departementsserien	The Ministry Publication Series
dubbelfakturering	double invoicing
dygn	24 hours
dygnet runt	round the clock
dyrortstillägg	cost-of-living allowance; weighting
dödläge	stalemate; deadlock
dömd; fälld	convicted
E	
e-förvaltning	e-government
edlig försäkran	deposition
EES (Europeiska Ekonomiska Samarbetsområdet)	EEA (European Economic Area)
effektiv	effective (has an effect); efficient (works well)
effektutvärdering	impact evaluation; impact analysis
efterfrågan	demand
eftergift	concession
eftergymnasial utbildning	tertiary education
efternamn	last name; surname; family name
efterträdare; efterföljare	successor
egen anställd; egen företagare	self-employed
egen företagare	self-employed, sole proprietor
Ekobrottsmyndigheten (EBN)	Swedish National Economic Crime Authority
ekonomichef	Financial Manager; chief accountant; Chief Financial Officer (CFO); financial Manager
ekonomisk förening	co-operative economic association
ekonomisk livslängd	economic lifespan

ekonomiskt bistånd (socialbidrag) Ekonomistyrningsverket	financial/economic assistance Swedish National Financial Management Authority
eldsjäl Elektrikerförbundet, Svenska	driving spirit The Swedish Electricians' Union
elevkull; barnkull	student batch; child batch
Ellagen engagerad	The Electricity Act involved; committed; devoted (seldom engaged)
enhet	department (UD och Försvarsdepartementet); division (resten of departementen)
enhetlighet	uniformity
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
enkät	survey; questionnaire
enmansutredning; ensamutredare enmansvalkrets	one man inquiry single member constituency
ensamrätt enskilde huvudman	sole right private governing body; independent school provider
entreprenad	contract by tender

entreprenörskedja	subcontractor supply chain; subcontractor chain
erhållna bidrag	received benefits/grants
erinran	warning; admonition
ersättare	substitute; replacement
ersättning	indemnity; compensation; damages; claim
ersättning; arvode	remuneration; pay
ESK – Ekonomiska och sociala kommittén	The European Economic and Social Committee
ESV; Ekonomistyrningsverket	The Swedish National Financial Management Authority
etablera	establish
etableringsålder	age of establishment on the labour market
EU med två hastigheter	two-speed Europe; multi-speed Europe; 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;

examen

The Council
degree (sometimes
diploma)

existensminimum

subsistence minimum

expediera

deal with; dispatch;
forward; process

expeditionsavgift; exp.avg

service charge

expeditionschef

Director-General for
interim government;

expeditionsregering

caretaker government

extra bolagsstämma

extraordinary general
meeting

extraknäcka

job on the side; to
moonlight (informal)

F

F-skattsedel

F-tax card; company tax
registration

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

fall

downfall

fallskärmsavtal

golden parachute;
golden handshake
(avgångsvederlag =
severance package)

fallskärmsjägare

parabat

famös

infamous; notorious

farmor/farfar

paternal grandmother or
grandfather

fastan	Lent
fastighet	property
Fastighetsanställdas förbund	The Building Maintenance Workers' Union
fastighetsobjekt	property object
feriearbete	holiday job; holiday work
fetma	obesity
fettisdag	Shrove Tuesday
filial	branch office; branch
Finansdepartementet	The Ministry of Finance
Finansinspektionen	Swedish Financial Supervisory Authority (FSA)
finansminister	Minister for Finance
finanspolitik	fiscal policy
finansråd (i	Director-General, Ministry
Finansdepartementet)	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
folkbildning	adult education
Folkbildningsrådet	The Swedish National Council of Adult Education
folkbokförd	in the population

folkhögskola	register folk college (Swedish specific)
folklik	folksy
folkmoströstning	referendum (pl: referendums)
Folkpartiet liberalerna	The Liberal Party
folkpension	national basic pension
folkrörelse	popular movement
Folktandvården	The Swedish Public Dental Service
fordran	claim
fordringar	claims; credit; receivables
forska	to research
forskare	researcher
forskning	research
fortbildning	further education; in-service training
fotboja	electronic ankle tag
FRA	The National Defence Radio Establishment
FRA-lagen (slang)	Signals Intelligence Act
frack	dress suit; tails
framförhållning	forward planning
framskrivning	extrapolation
fredsplikt	non-strike rule; obligation to maintain industrial peace
fridlyst	protected
frihandel	free trade
frikänd	acquitted
friskola	independent school
friskrivning	disclaimer
friskvård	preventive healthcare
friställa	lay off; make redundant
fritagning	rescue
fritidsgård	youth centre; community youth club

fritidshem (fritids)	leisure-time centre
frivård	non-custodial care
frivård	non-custodial treatment
frågemall	template; transaction template; questionnaire
frånvaro	absence
främja	promote; support
främjande	promotion
främlingsfientlighet	xenophobia (do not confuse with racism)
fullmakt	power of attorney; proxy association
funktionsnedsatt	person with a disability; person living with activity limitations
fusion	amalgamation (public sector); merger (private sector)
fyra friheterna	the four freedoms
fyra stånd	the four estates (nobility, clergy, burghers and peasants)
fält	field
fängelse	prison
färdolycka	accident on the way to or from work
färdtjänst	transportation service for 1 disabled
följdmotion	private member's motion arising out of a Government Bill
föra	pursue; run
föra protokoll	keep minutes/record
förankra	gain approval for; build consensus; entrench; gather support
förankrad	deeply rooted; firmly established; entrenched
förarbete	preparatory work;

förband	preparatory material
förbifart	unit; formation
förbättra	bypass
fördela	improve
fördrag	allocate; distribute;
förebyggande åtgärder	apportion
föredragande	Treaty
föredragning	preventive measures
föredragningslista	committee secretary;
föregående	secretary; deputy
föreläggande	secretary; rapporteur;
förening	reporting clerk
föreningsfrihet	formal oral presentation
föreningsfrihetsskränkning	agenda
föreskrift	previous; preceding
föreskriva	injunction; summons;
föreståndare	subpoena;
företagsam; företagande	association
företagsamhet	freedom of association;
företagsansvar	right of association
företagsekonom	violation of the right of
företagsekonomi	association
företagshemligheter	stipulation; prescription;
företagshälsovård	regulation; provision
	stipulate; prescribe;
	regulate
	supervisor;
	administrator
	enterprising;
	entrepreneurial
	enterprise; initiative;
	business
	management liability
	business administrator
	business management;
	business administration
	trade secrets
	company healthcare;
	occupational health

företagsledare	services manager
företagsledning	management
företeelse	incident
företrädare	predecessor
företrädesrätt till återanställning	preferential right to re-employment
förfalldatum	due date
förfarande	procedure
författning	request
författningssamling	statute book, code of statutes
förfrågan	inquiry
förhandla	negotiate; bargain
förhandling (court)	hearing
förhandlingssal	court room
förhandlingsskyldighet	obligation to negotiate
förhållningssätt	approach; attitude
förkortning	abbreviation
förlikning	settlement; compromise
förmedla	convey; act as intermediary; relay
förmyndare	legal guardian
förmåga	ability
förmån	perk; perquisite; fringe benefit
förmögenhetsskatt	wealth tax
förnamn	given name; first name; Christian name
förnyelsebar	renewable
förordna	advise; ordain; appoint; decree
förordning	ordinance (an ordinance is made by government, a law is made by parliament); regulation (EU)
förordning (EU)	regulation
förort	suburb
förrättning	injunction; ban

församling	congregation; parish
förseelse	incident; offence
försiktighetsprincipen	The Precautionary Principle
förskola (dagis)	pre-school (daycare)
förskoleklass	preschool class; nursery class
förskottssemester	vacation in advance
förslag	proposal; legislative proposal
Första maj	May Day; Workers' Day
förstatliga	nationalise
Förste hovmarskalk	First Marshall of the Court
förste lärare	senior master; lead teacher
förstnämnd	former
förstudie	feasibility study; preliminary study
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
förtroendemannelagen	The Trade Union Representatives Act
förtroendetid	non-regulated working hours
förtur	priority
förundersökning	preliminary investigation
förutbetalda kostnader	prepaid costs
förutsättning	prerequisite
förvaltning	administration; department
förvaltningen	stewardship; administratorship
förvaltningsdomstolar	Administrative Courts
förvaltningsrätt	administrative courts; administrative law
förverkat	forfeit
förvärvsarbete	gainfully employed; work for a living
förvärvsarbete	paid work
föräldraledighet	paid parental leave
föräldrapenning	parents' allowance
förändringsarbete	change management
G	
galjonsfigur	figurehead
gatulangning	illegal street selling
GDPR (DSF)	General Data Protection Regulation (GDPR)
gemensam beredning	interservice consultation; internal consultation; joint preparation
gemensam beslutsfattande	joint decision making
generaldirektör	Director-General (pl:Directors- General)
generellt bemyndigande	general authorisation;

genomströmning	authorisation throughput; throughflow
genomsyra	permeate; pervade
gesällbrev	trade certificate
gesällprov	trade test
glesbygd	rural area; sparsely populated area
god sed	informal norm; informal code of conduct; unwritten rules
godkänd	approved; verified
godkänd (G)	pass
godkänna	approve; pass
godta	accept; approve
godtycklig	arbitrary
Grafiska Fackförbundet	The Graphic Workers´ Union
granska	examine; scrutinise
granskning	scrutiny
granskningsbetänkande	scrutiny report
granskningsdebatt	scrutiny debate
gravad lax	marinated raw salmon
grift	tomb
grindvakt	gatekeeper
gripa	apprehend
grogrund	breeding ground; hotbed
grovt brott	aggravated crime
grund-	fundamental
grundare	founder
grundlag	fundamental law
grundskola (-år 5)	primary school
grundskola (år 6 - 9)	secondary school
grundval	basis
gruppledare	group leader
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	burn out
gå ut	expire
gädda	pike
gäddhäng	bingo wings
gälla	apply
gälla till	valid until
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
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
hantverkare	craft and related trades workers; craftsman

harmonisering	harmonisation
hednisk	pagan
hela redogörelsen av ärendet	the full report of/on the matter
hemligt	confidential; secret
hemsjukvård	home nursing
hemspråksundervisning	mother tongue instruction
hemtjänst	home help; home care; home care service
Hennes Kungliga Höghet Kronprincessan Victoria	Her Royal Highness Crown Princess Victoria
hindra	hamper; hinder; impede; curb
hittills	hitherto
hjärt-kärlsjukdom	cardiovascular disease
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)
hotbild	threat level
Hotell- och restaurangfacket	The Hotel and Restaurant Workers' Union
Hovmarskalk	First master of the Court
Hovrätt	Court of Appeal
Hovstallet	Royal Mews
huggsexa	free for all
huruvida	whether
hushållsnära tjänster	domestic services
husläkare	general practitioner (GP)
husmanskost	home cooking; everyday food; traditional Swedish food
huvudbok	general ledger

huvudman	education provider; school provider; education organiser; responsible authority; governing body; responsible entity
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	sustainable
hållbar utveckling	sustainable development
hållbarhet	sustainability
håltimme	free period
hån	mockery
häktad	detained; taken into custody; arrested
häkte	custody; detention centre; remand prison
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)
högskoleförberedande program	higher education preparatory programme
högskolepoäng	university credits
Högskoleverket	Swedish National Agency of Higher Education
Högsta domstolen	The Supreme Court
Högsta förvaltningsdomstolen	Swedish Supreme Administrative Court
högstadiet	junior high school; upper school
hörsägen	hearsay
höstdagjämning	autumnal equinox
I	
IAF; Inspektionen för arbetslöshetsförsäkringen	Swedish Unemployment Insurance Board
icke godkänd (IG)	fail; lacks foundation for a grade
idéburen	non-profit
ideell förening	non-profit organisation
Immaterialrätt	intellectual property law
inbetalda medel	funds paid in
inbetalning	payment
inbetalningskort	paying-in form
incitament	incentive
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
inhyrd/uthyrd arbetskraft	temporary agency workers
inkasso	debt collection
inkassokrav	debt collection letter
inkomstkonto	revenue account
inkomstprövad	means-tested
innebandy	floorball; indoor hockey
inre marknad	internal market
inriktning	orientation; direction; policy stance
inrätta	establish
insats	stake; effort; unit
insatsförband	deployment unit
insatsstyrka	fighting force; reaction force; squad force; task force
inslag	content
inspel	input
instans	instance
instruktion	charter; directive; instruction
inströmning; tillströmning	influx
insynsråd	advisory board; advisory council
insändare	letter to the editor
Integrations- och jämställdhetsdepartementet	Ministry of Integration and Gender Equality
integrations- och jämställdhetsminister	Minister for Integration and Gender Equality
intendent	Superintendent
interdepartemental utredning	interministry working group
internatskola	boarding school
internet infödda	digital natives
interpellation	interpellation; written question and interpellation debate
intetsägande	futile

intjänandeår	qualifying year
intressebolag	associated company
intressenter	stakeholders
intresseorganisation	interest organisation; interest group
intressepartier	special interest parties
inträde	entry
intäkt	revenue
inventeringsnummer	asset number; asset identity; asset ID
inverka	impact
inverkan	impact
inviga	inaugurate; dedicate
invigning	inauguration; dedication
IPRED	The Intellectual Property Rights Enforcement Directive
IVO (Inspektionen för vård och omsorg)	Health and Social Care Inspectorate
J	
jobbskatteavdrag	in-work tax credit; tax credit
jordbruk	agriculture; farming
Jordbruksdepartementet	The Ministry of Agriculture
jordbruksminister	Minister for Agriculture
jour	on-call duty
julafton	Christmas Eve
juldagen	Christmas Day
juridisk	judicial
juridisk assistent	paralegal
juridiska enheten	Legal Services Department
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
justera protokoll	approve/confirm the record; check the record
justering	approval/confirmation of the record
Justitiedepartementet	The Ministry of Justice
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
justitieråd	Supreme Court Justice
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
järnmalm	iron ore
jäv	disqualification; conflict of interest
K	
kabinettssekreterare	State Secretary for Foreign Affairs
kakelugn	tile stove
kallelse	summons
kammarkansli	secretariat of the

kammarrätt	chamber Administrative Court of Appeal
kammarsekreterare	clerk of the chamber
kandidatländer	candidate countries
kansli	secretariat; (government) office
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)
kanslichef (Riksdagen)	Head of Secretariat
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; chart
kassör	treasurer (meeting; club); cashier (shop); teller (bank)
klandra	chide; reprimand
klubba	gavel
klubbrum	lounge
klyfta	gap
klämdag	bridging day; working

knappt
KOL

day between holidays
just under
chronic obstructive
pulmonary disease
(COPD)

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

kommittéberättelse

written communication
concerning the work of
commissions appointed
by the Government

kommittébetänkande

committee report

kommittédirektiv

terms of reference (of a
commission of enquiry)

kommittémotion

committee group motion

kommun

municipality; local
government, borough

**kommun- och
finansmarknadsminister**

Minister for Local
Government and
Financial Markets

kommunal

municipal

kommunal skola

state school

Kommunalarbetareförbundet

The Swedish Municipal
Workers' Union

kommunalråd

local government
commissioner

Kommundirektör

local government head

kommunfullmäktige

municipal council;
municipal assembly;
local parliament; city
council

Kommunförbundet

Swedish association of

kommunstyrelse	local authorities local government; municipal executive board
kompetenser	competencies
kompetensstöd	competence supply management
kompetensutveckling	competence development
kompledighet	time in lieu (you can also be paid in lieu)
komplettera	supplement; complement
kompletterande	complementary; supplementary
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
konkurrensneutralitet	competitive neutrality
konsekvent	consistent
konselj	Council of State
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
kontoslag	type of account
kontoutdrag	monthly statement; bank 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
krav	demand; requirement
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; sheriff, high court enforcer
Kronofogdemyndighet	The Swedish Enforcement Service
kryphål; lucka (i lagen)	loophole
kränkande särbehandling	victimisation
kränkning	violation
kränkning av den personliga integriteten	violation of personal integ
kräva	demand; require
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
kungöra	promulgate;
kungörelsedelgivning	service by publication
kunskapsöversikt	knowledge overview
kurator	welfare officer; social worker; school counsellor
kursplan	syllabus
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...
kärnfamilj	nuclear family
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
landstingskommun	county council district
landstingsråd	county commissioner; county council member
lantbruk	agriculture; farming
lappsjuka	cabin fever
ledare	editorial
ledarna	The Swedish Organisation for Managers
ledarsidan	editorial page
ledning	management
ledningsgrupp	management group
legitimation	identification; ID
lekman	layman

lektor	senior subject teacher
leverantör	supplier; vendor
leverantörsreskontra	accounts payable ledger
Liberalerna	The Liberal Party
lika röstetal	tied votes
likgiltig	indifferent
likgiltighet	indifference
likvidation	liquidation
likvärdighet	equity
lindra	mitigate; alleviate
lindrande	palliative (illness)
livslängd; långt liv	longevity
livslögn	living a lie
Livsmedelsarbetareförbundet	The Swedish Food Workers' Union
LO/Landsorganisationen	The Swedish Trade Union Confederation
Lojalitetsprincipen	The Loyalty Principle
lokal	venue; premises
lokalförsörjning	property management
lyhörd	perceptive; receptive; responsive
lågkonjunktur	recession; economic downswing
lågstadiet	lower school
långfredag	Good Friday
långtidssjukskriven	long-term sick-listed
låssmed	locksmith
låt stå!	D.N.E. (do not erase)
läkarintyg	doctor's certificate; medical certificate
läkarlegitimation	licence to practise medicine
lämplighetsprövning	suitability test
län	county
länsrätten	Country Administrative Court
länsstyrelse	county administrative board

länsvapensköldar	county coats of arms
läpparnas bekännelse	lip service
lärling	apprentice
läroplan	curriculum
löneavdrag	wage/salary deduction
löneavtal	wage/salary agreement
lönebildning	salary formation; wage formation
löneglidning	wage adjustment; wage drift
lönepolitik	wage policy
lönerörelse	wage negotiations
lönesamtal	wage discussions
lönesättning	wage determination; setting of wage rate
löntagare	wage setting (weekly)/salary(monthly) earner
löpande band	conveyer belt; assembly line
löpande utgifter under månaden	running expenses during the month; running costs
M	
Maastrichtfördragen	Treaty of Maastricht
magnat	tycoon
makulera	invalidate; cancel
makulering	invalidation
mall	template; pattern
malm	ore
mammaledighet	maternity leave
mandat	mandate; seat (parliament)
mandatperiod	term of office; electoral period
mandatsystem	proportional representation system
manfall	loss of staff

mapp	folder
Marknadsdomstolen	The Market Court
marknadskontroll	market surveillance
marknadsvärde	market value
maskningsaktion	work-to-rule (slang: go-slow (UK); slowdown(US))
maskrosbarn	asphalt flower; dandelion child; superchild
maxtaxa	maximum fee ceiling
medarbetare	staff
medbeslutande förfarandet	codecision procedure
medbestämmandelagen; MBL	The Swedish Co-Determination in the Workplace Act
medborgare	citizen
medborgargård	vigilante
medborgarlön	universal basic income
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; arbitrate
medlare	mediator; arbitrator
medlemsstat	member state
medling	mediation; arbitration; conciliation
Medlingsinstitutet	Swedish National Mediation Office
mellanchef	middle manager
mellanstadiet	middle school; intermediate school
mellanstatlig	intranational
mena	argue

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
Migrationsverket	Swedish Migration Agency
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
misstroendeomröstning	vote of no confidence
mobbare	a bully
mobbning	bullying
Moderaterna	The Moderate Party
moderbolag	parent company

modersmålsundervisning	mother tongue
moment 22	instruction
moms	Catch 22
mormor/morfar	VAT (value-added tax); GST (general sales tax)
motförslag	maternal grandmother/ grandfather
motion	counter-proposal
motionstid	Private Member's motion; motion; proposal; Private Member's Bill
motiverat yttrande	Parliamentary motion
motkontering; dubbelbokföring	period
motståndare	reasoned opinion
motsvarande	double entry
motsvarighet	bookkeeping
motsägelsefullt	opponent
mottagare	correspond to; be
munlig förhandling	equivalent to
Musikerförbundet	counterpart; equivalent
MVG	contradictory
mycket väl godkänd (MVG)	recipient
myndig	hearing
myndighet	The Swedish Musicians' Union
Myndigheten för samhällsskydd och beredskap, MSB	pass with honours
myndighetsdialog	pass with special distinction
Myndighetsförordningen	of age
	public authority; authority
	The Swedish Civil Contingencies Agency
	authority dialogue
	The Government Agency Ordinance; the Ordinance on Agency Management

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
mästerbrev	master craftsman diploma
mönstra	muster
mörkertal	hidden number
Möte med Kungen el Victoria	Audience with...
N	
namnsdag	name day
naturbruk	land management
naturlig avgång	natural wastage; attrition
naturvetenskap	natural science
Naturvårdsverket	The Swedish Environmental Protection Agency
nav	hub
nedlägga	close down; close
nedrevidering	downward revision
nedskärningar	cutbacks
netto	net
Nicefördraget	Treaty of Nice
nolltolerans	zero tolerance
nollvision	zero tolerance
normerade böter	standardised fine
notarie	law clerk

nyanmälda	newly reported
nyval	snap election
nyårsafton	New Year's Eve
nå	reach; achieve
nämnd	board; committee; council
nämndeman	lay judge
närhet (formellt)	proximity
närhetsprincipen	proximity principle
näringen	industry
Näringsdepartementet	Ministry of Enterprise and Innovation
näringsidkare	businessman; businessperson;
näringsliv	business world; industry and commerce; industry and trade
näringsminister	Minister for Enterprise and Energy
näringspolitik	industrial policy
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; deadlock
oavsett	whatever; irrespective
OB-tillägg	unsociable hours allowanc
OB, obekväm arbetstid	unsocial/inconvenient working hours
obducent	medical examiner; coroner
obefogad	unwarranted;

obegriplig

unjustifiable
incomprehensible;
unbelievable

obligatorisk

mandatory; compulsory

offentlig handling

public document

offentlig sektor

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

offert

tender, bid, offer, quote

OFR

Public Employees
Negotiation Council

ohälsa

ill-health

okunnighet

ignorance

olaga hot

unlawful threat

om än

albeit

ombud

representative; agency

ombudsman

ombudsman; union
officer; negotiator; union
representative

omfattande

comprehensive; huge

omfattning

scope; extent

omföring/ombokning

re-entering the figures;
transfer

omorganisation; effektivisering

refocusing business
strategy; right-sizing;
downsizing; de-hiring;
outplacement; increasing
capital effectiveness;
tightly controlling
operating cost

omplacering

reassignment

omplaceringsskyldighet

obligation to transfer an
employee to a vacancy

omröstning (Riksdag)	division; voting
omröstningssignal (Riksdag)	division signal; voting signal
omskolning	retraining
omställningsförsäkring	career readjustment insurance
omsättning	turnover (staff turnover; stock turnover; financial turnover)
omvärldsanalys; omvärldsbevakning	Business or news intelligence; news monitoring
omyndig	under-age
opinionsbildning	opinion formation; opinion building
opinionsundersökning	opinion poll; survey; gallup poll
opålitlig	unreliable
orderingång	incoming order/s
ordförande	Chair; Madam Chairman; chairman
ordförande (kommitté)	committee chair
ordförandeskap	chairmanship; presidency (EU)
ordinarie ledamot	full member; regular member
organ	body
organisationsgrad	organisation rate; union density
organisationsnummer	organisation number
oseriösa	unscrupulous
otrygga anställning	precarious employment
P	
pant	deposit
pappaledighet	paternity leave
Pappersindustriarbetareförbundet	The Swedish Paper Workers' Union

parafera	to initial
paraff	initial
paragraf	article; section; clause
paragrafryttare	jobsworth
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;summary fine
penningpolitik	monetary policy
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 parole; weekend parole; temporary redundancy; parole;
permittera	temporarily dismiss
permittering	redundancy

permitteringslön	redundancy pay; severance pay
personal	staff
personalbrist	personnel shortage; staff 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
personuppgifter	personal information; personal details
personuppgiftslagen, PUL	Data Protection Act
piggvar	turbot
pingstdagen	Pentecost; Whit Sunday
planeringschef	chief of staff
plantskola	nursery
plastmatta	linoleum
platschef	site manager
plenisal	assembly hall
plenisalsfoajé	main lobby
plenumregler	rules of the House; floor rules; rules of the floor
plit	turnkey
plåtslagare	panel beater; sheet-metal worker; steeple-jack; roofer
plädering	closing argument; plea; appeal
podium	podium; platform

polissekreterare	Assistant Commissioner
politik	policy
politisk sakkunnig	political adviser
politisk vilde	maverick; independent member
porcelain	crockery
postförskott	cash on delivery; COD
praktik	traineeship; practice; experience; internship
praktikant	trainee; intern
praktikplats	trainee job; trainee post; job as an apprentice
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 sektor	private sector
privatskola	public school
produktifiering	commodification
prognos	forecast; prognosis
programstyrning	programme management
projektanställning	employed for the duration of a specific project
promemoria	memorandum; memo
proportionalitetsprincipen	Proportionality Principle
proposition	Government Bill
protokoll	minutes; record
protokollföra	minuted; record in the

protokollförare
protokollkansliet

provanställning
provision

provisorisk
provtjänstgöring

präglas
präster; prästerskap
prövning
prövning; MKB
(miljökonsekvensbeskrivning)
prövningstillstånd
psykisk störning
PTK

punktades upp

punktskatt
på sannolika skäl misstänkt
för brott
påföljd
påminnelse
påskafton
påskdagen
påstå
påverka
pärm

R

radhus
ram
rambeslut
rapportör

minutes; taken down in
the minutes
recording clerk
Department for the
Parliamentary Record
probationary employment
commission (Note: NOT
kickback which is an
illegal bribe)
interim
employment for a
probationary period
characterised by
clergy
review
environmental impact
assessment
leave to appeal
mental disorder
The Swedish Federation
of Salaried Employees in
Industry and Services
bulleted; put in bullet
points
excise duty
suspected on probable
cause of a crime
sanction
reminder
EasterSaturday
Easter Sunday
claim
influence; affect
file

terraced house
(usually) framework
framework decision
Rapporteur

ratificera	ratify
recept	prescription (at the pharmacy); recipe (cooking)
redaktion	newsroom; editorial staff
redaktör	editor
redigera	revise; edit
redovisa	show; present; report
redovisning	report; presentation; accounting (financial)
redovisningsansvarig	officer in charge of accounting
referensramen	frame of reference
regelverk	legal framework; regulatory framework
regelvidrig	against the rules
regeringsformen	The Instrument of Government
regeringsförklaring	Statement of Government Policy
Regeringskansliet	The Government Offices
regeringsombildning	government reshuffle
regeringssammanträde	Cabinet Meeting
regeringsskrivelse	written communication from the Government
regeringsuppdrag	government assignment; government commission
registrator	Senior Registry Clerk
regleringsbrev	letter of appropriation; budget directions; budget document; appropriation directions; spending authorization; annual guidelines; public service agreement
rehabilitering	rehabilitation
rektor	head (of a school). (Rector in English is a vicar); principal, school

	leader, school head, headmaster/headmistress; head teacher
remiss	referral; consultation
remiss (Riksdagen)	referral; proposal referred for consideration
remissinstans	consultation body
remissrunda	referral rounds
remissvar	consultation response
remissynpunkter	consultation comments
replik	right of rejoinder
replik/genmälen	reply; rejoinder, right of rejoinder
reppen	Representation
representantskap	representative body; body of representatives
reskostnader	travel expenses
reservation	reservation
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 Riksdag Act; The Parliament Ordinance Act
riksdagsskrivelse	riksdag communication
Riksdagstryck	parliamentary prints
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
Rikspolisstyrelsen	Swedish National Police Board
Riksrevisionen	Swedish National Audit Office
Riksrevisor	The Auditor-General
riksrättsåtal	impeachment
Riksåklagarens kansli	Office of the Prosecutor-General
riktkurs	target price
riktlinjer	guidelines
ringa	minor; petty
ringleden	ring road
riskbild	risk profile
ROT avdrag	tax-deduction for household repairs and renovations

roterande	rotating
RUT avdrag	tax-deduction for domestic services
ruta ett	square one
rutin	procedure; routine
råd	advisory council
rådande	prevailing
Rådet	The Council
rådfrågas	consulted
rådgivande organ	advisory body
rådighet	resource
räkenskaper	accounts; books; records
ränta	interest rate
rättegång	trial
rättfärdiga	justify
rättsakter	legal instruments
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
rättspraxis	case law
rättsstat	rule of law; constitutional state
rättssäker	consistent with the law
rättssäkerhet	legal certainty; legal security; rule of law; law and order
rättstillämpningen	application of the law
rättsväsendet	the judicial system
röd dag	public holiday; bank holiday (UK)
rödspätta	plaiice
röstfördelningstablå	indicator panel; result board

röstkort	voting card
röstlängd	electoral register; voters' roll
rösträtt	the right to vote; be entitled to vote
S	
Saco	The Swedish Confederation of Professional Associations
sakkunnig	expert; expert adviser
sallad	lettuce
sambo	person with whom one lives; common-law spouse; cohabitant
samhällsbyggare	community developer
samhällskunskap	social studies; civics; social sciences
samhällsskydd	civil protection
samklang	chime; resonate
samkörning	register comparison, directory interlinking, cross-referencing
sammanbindningsbanan	The Grand Gallery
sammanhang	context
sammanslagning; fusion	merger; amalgamation (public sector)
sammanställa	compile
sammanvägd; viktad	weighed
samordningskansli	coordinating secretariat
samordningsnummer	co-ordination number
samråd	consultation
samt	as well as
samtycke	consent
sannolika skäl	probable cause

satsning	campaign; effort; investment; drive
SCB	Statistics Sweden
schablonbelopp	standard amount
SEKO (Facket för service- och kommunikation)	The Union for Service and Communications Employees
sekretariat	secretariat
sekretess	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
SFS; Svensk	Swedish Code of Statutes
författningssamling	
Signalspaningslagen	The Signals Intelligence Act
latter	
sistnämnd	disability pension; incapacity benefit
sjuk-och aktivitetsersättning (förtidspension)	absenteeism
sjukfranvaro	absence due to illness
sjukfrånvaro	physiotherapist
sjukgymnast	presenteeism
sjuknärvaro	sickness
sjukpenning	allowance/benefit; sick pay (US)
sjukskriven	sick-listed; on sick leave; off sick
sjuktal	sick rate; sickness rate
självgenererande	self generating
sjöfart	shipping
sjöfartsverket	Swedish Maritime

sjötunga	Administration
sk snabbprotokollet	sole The 'short' minutes; the so-called 'quick minutes'
skadeglädje	Schadenfreude
skadestånd	damages; reparation; restitution
skadeståndslagen	law on damages; The Tort Liability Act
skallkrav	compulsory requirement
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
skolenhet	administrative school unit
Skolinspektionen	The Swedish Schools Inspectorate
skolka	play truant; cut class (US) (skolkare—a truant; skolkning – truancy)
skolkurator	school welfare officer; school social worker; school counsellor
skollagen	The Education Act
skolminister	Minister for Schools

skolpeng	school vouchers
skolplikt	compulsory school attendance
Skolverket	The Swedish National Agency for Education
skottår	Leap Year
skriftlig fråga	written question
skriva av	write off
skriva ner	write down
skrivelse	written communication
skrå	guild
skuggkabinett	shadow cabinet
skulder	debts (silent b)
skuldsanering	debt restructuring
skyddsbestämmelse	protection regulation
skyddsombud	safety representative; safety delegate
skyddstillsyn	probation
skyldighet; belastning	liability
skyttesoldat	rifleman
skäligen misstänkt	reasonably suspected
skäligen misstänkt för brott	reasonably suspected of a crime
skärgård	archipelago; skerries
skärtorsdag	Maundy Thursday
skönmålning	whitewash; flattering description
skönsmässigt	arbitrary; judgemental assessment
slarv	negligence
slentrian	routine
sluta/stänga	close/settle the
räkenskaperna	books/accounts
slutbetänkande	final report
slutenvård	inpatient care
sluttentamen	final examination
slå fast; fastslå	establish
slå samman	amalgamate; merge
släta över	gloss over

Smittskyddsinstitutet	Swedish Institute for Communicable Diseases
smittskyddslagen	The Communicable Diseases Act
småpengar	small change; loose money
snabbinsatsstyrka	rapid reaction battalion
snus	moist snuff; oral tobacco
social inkludering	social inclusion
social oro	social unrest
social rörlighet	social mobility
sociala kostnader	payroll overheads
socialbidrag; ekonomiskt 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
språkvårdare	language purist
spärta/t belopp	freeze a/frozen sum of money; block an amount
spärregel (Riksdagen)	threshold rule; 4% cutoff
ST	The Union of Civil Servants
stadga (substantiv)	steadiness; stability
stadga (verb)	enact
stadgar	bye-laws; regulations; statutes
stadsdel	urban area; urban quarter; city district; ward
stadsdelsförvaltning	municipal district administration
stadsdelsnämnd	district committee; municipal district committee; district of municipality of
stadsdirektör	mayor
stapla	stack
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
Statskontoret	The Swedish

statsminister	Agency for Public Management Prime Minister
statsobligationer	treasury bond; government bond; state bond
statsråd	Minister
statsrådsberedningen	The Prime Minister's Office
statssekreterare	State Secretary
statsvetare	political scientist
stenograf	stenographer
stenogram	shorthand note
stifta	legislate
stiftare	founder
stiftelse	foundation; trust
stillasittande	sedentary
straffmyndig	age of criminal responsibility; age of legal majority
strida mot	contrary to; conflict with
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
studieplan	education plan; course of study
studiero	peaceful study environment
studievägledare	guidance counsellor
styra	guide; steer; govern
styrdokument	steering document
styrelse	board; steering

	committee; executive committee;
styrmedel	instruments
styrning	operating rules; financial management;
	governance; steering
stånd, fyra	the four estates (nobility, clergy, burghers and peasants)
	cancel
ställa in	deputy
ställföreträdande	balance the books; check;
stämma av	reconcile
stämning	complaint; summons; writ; subpoena
stämningsansökan	application for summons/ indictment
	sign on
stämpla	strategic votes
stödröster	disorder
störning	subsidiarity
subsidiaritet	subsidy
subvention	subsidise
subventionera	The Act of Succession
successionsordningen	binge drinking
supande	substitute (some are working substitutes);
suppleant; ersättare	deputy member;
	alternate; stand-in
svartjobb	off the books job; cash in hand job; under the table payment;
	undeclared work
svavel	sulphur
Svenska Fotografers Förbund	Association of Swedish Professional Photographers
Svenskt Näringsliv	The Confederation of Swedish Enterprise

Sverigedemokraterna	The Sweden Democrat Party
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
synnerliga skäl	probable cause
syskon	siblings; brothers and sisters
sysselsättning	occupation; employment; pursuit
sysselsättningsgrad	employment rate
sysling; tremänning;	second cousin
nästkusin	
systematisk kvalitetsarbete	quality management process
Systembolaget	The state-owned alcohol retail monopoly; bottle store
systemförvaltning	application management
säga upp; friställa;	lay off; make redundant;
bortrationalisera	retrench
sägning	one-liner
SÄPO	Swedish Security Service
särbo	LAT (living apart together)
särintresse	vested interest
särskild kommendering	special commendation
särskild undervisningsgrupp	remedial classes
särskild utredare	inquiry chair
särskilda skäl	possible cause
särskilt yttrande	separate statement of opinion
söka asyl	to seek asylum
sökande	applicant

T

ta examen

tak

talarstol

talman

tankesmedja

TCO

tecken

tentamen

textgranskare

tidsanda

tillbud

tillfälle

tillförordnad

tillgodoräkna

tillgång och efterfrågan

tillhandahålla

tillit

tillkännagivande

tillströmning

tillsvidareanställning

tillsyn

tillsyns-

tillsynsmannen

tillsynsmyndighet

tillsätta

tillsätta en kommitté

tilltalade

tillägg

to graduate

ceiling; cap

rostrum

Speaker of

Parliament/the Riksdag

think tank

The Swedish

Confederation for

Professional Employees

character

examination

language reviser; subedito

zeitgeist; spirit of the

time/age

incident

opportunity;

occasion

temporarily appointed;

acting

count in;

include

supply and demand

provide; supply

trust; faith; confidence

announcement

influx

permanent employment

supervision

supervisory

groundskeeper

supervisory authority

appoint

appoint a committee of

inquiry

defendant

supplement; addition;

addendum

tilläggsavgift	surcharge; extra fee
tilläggsbudget/ändringsbudget	amendment budget
tilläggs pension	supplementary pension
tillämpa	apply
tillämplig	applicable
tillämpning	implementation; application
timlön	hourly wage
timtaxa	hourly rate
tingsmeritering	articles
tingsrätt	District Courts
tjänstedirektivet	The Services Directive
tjänstefel	misconduct
tjänsteman	civil servant (in the government offices); office worker; white- collar worker; salaried employee
tjänsteman (Riksdagen)	parliamentary officer; administrator; official
tjänsteresa	business trip
tjänsteärende	business matter
tjänstledighet	leave of absence
tonsättare	composer
toppmöte	summit; meeting of the council
torg	square
torsk	cod
Totalförsvarets Forskningsinstitut, FOI	The Swedish Defence Research Agency
trafikutskottet	The Committee on Transport and Communications
Trafikverket	The Swedish Transport Administration
trafikövervakning	traffic control
trakasseri	harrassment
traktamente	subsistence allowance; daily

transparens/öppenhet och insyn	allowance; per diem transparency
Transportarbetareförbundet	The Transport Workers' Union
Transportstyrelsen	The Swedish Transport Agency
tredje land	third country
tredje man	third party
trettondagen	Epiphany
trio	trio
trojka	troika
tromb	whirlwind; vortex
trossamfundet	faith community
trovärdig	credible
trovärdighet	credibility
tryckfrihetsförordningen	The Freedom of the Press Act
trycklova	announce
Trygghetsrådet	TRR
Trygghetsstiftelsen	Job Security Foundation
träda i kraft	come into effect/force
trängselavgift	congestion charge
tröskel	threshold
tull	customs charges
tunnelbana	underground; subway; metro
turordning	last in, first out; last hired, first fired
turordning vid uppsägning	priority of notice
tvist	dispute
tvåkammarriksdag	two-chamber system (bicameral)
tvångsvård	custodial care
tvångsåtgärder	coercive measures
tydlig	clear
tydliggöra	clarify
tygla	rein in
tysnadsplikt	duty of confidentiality

tätort

urban area

U

udda siffror

odd numbers

undantag

exception

undantag (EU)

derogation; opt-out;
exemption

undantagstillstånd

state of emergency

underentreprenör;

sub-contractor

underleverantör

underlag

background document;
basic document; basic
data; transaction report;
briefing material;
background dialogue

underlätta

facilitate

underrätta

notify; inform

underrättelse

notification

underskott

deficit

undersköterska

assistant nurse; nursing
aide

undertak

ceiling

undvika

avoid

Unionen

Unionen

uppdrag

assignment; task;
mission; remit; mandate
commissioning body

uppdragsgivare

upphållstillstånd

residence permit

uppfatta

perceive

uppföljning

follow-up; review

uppgift

task; assignment;
mission; duty

uppgiftslämnarplikt

information provider's
obligation

uppgörelse

deal

upphandling

purchase; procure

upphandlingsprocess

upphandlingsprocess -
tender
process/procurement
process

upphovsrätt	copyright
upphäva	abrogate; revoke; repeal
upplopp	riot; uprising
upplupna kostnader	accrued costs
upplysningskampanj	information campaign
upplöst	disbanded
uppnå	achieve
upprevidering	upward revision
upprop	roll call
upprop	roll call
upprätta	establish; institute
upprättande av kollektivavtal	Establishment of collective agreement
upprättelse	restitution; redress
upptagningsområde	catchment area
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 advance
utfall	actual figures
utfrågning	public hearing; question and answer session
utfärda	issue; promulgate
utförsäkrad	expired insurance; no longer entitled to/eligible for insurance
utgift	expenditure
utgiftsanslag	expenditure appropriation

utgiftsområde	expenditure area
utgiftstak	expenditure ceiling
utgivningsbevis	publication licence
utgångspunkt	starting point; point of departure
uthyrd/inhyrd arbetskraft	temporary agency workers
utjämningsmandat (UM)	adjustment seat
utlandsmyndighet	mission; embassy; consulate
utlåtande	statement; opinion
utlägg	outlay; expense
utmätning	foreclosure
utränga	to scrap; to remove from asset register
utreda	investigate
utredare	investigator
utredning	investigation; inquiry; commission of inquiry
utredningssekreterare (general)	inquiry secretary; research officer
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
utskottshandläggare	committee officer
utskottsråd	senior committee secretary
utskrift	transcript
utslag	sentence; ruling; judgement; verdict
utslagsröst	casting vote
utsläpp	emission; discharge
utspel	gambit; weather balloon; balloon
utstationeringsdirektivet	The Posting Directive
utsänt	posted abroad
utträde	exit
utvecklingssamtal	development dialogue
utvidgning	enlargement
utvisa	deport
utvärdera	evaluate
utvärdering	evaluation
V	
V.G.V. (var god vänd)	P.T.O. (Please Turn Over)
VAB	care of sick children
vaktmästare	janitor; caretaker; messenger; porter
valbar	eligible
valberedning	election committee
valborgsmässoafton	Walpurgis Night
valdeltagande	voter turnout
valkretsar	constituencies
vallagen	
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 for formal consultation
varsel	notice
varsla	to give notice
varslingsperiod	notice period
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
vemodig	melancholy
verifikation	verification; voucher
verifikationsunderlag	basic documentation for verification
verk	agency; board; authority
verksamhet	activity; operation; business; organisation; work
verksamhetsförklaring	mission statement
verksamhetsplan	operational plan; activity plan
verksamhetsplanering	business planning; corporate planning; operational planning
verkställande utskott	executive committee; policy committee; management committee
verkställighet	execution (be put into action/ carried

VG	out/executed)
vice statsminister	pass with distinction
vice talman	Deputy Prime Minister
vidareutbildning	Deputy Speaker of
vikarie	Parliament/ the Riksdag
vild strejk	further education
vilde	substitute; locum
villkorlig	(medical); supply
villkorlig dom	teacher; temp (slang)
villkorlig frigivning	wildcat strike; unofficial
vinst	strike
vinstandelssystem	maverick
vintersolståndet	conditional
visstidsanställning	conditional sentence
vitbok	probation
vite	profit
voteringsignal	profit-sharing scheme
vråka	the winter solstice
vuxenutbildning	employment for a certain
vågmästarroll	period
våld i offentlig miljö	white paper
vård och omsorg	fine; penalty; financial
vårdagjämningen	sanction
vårdbiträde	voting signal; division
	signal
	evict
	adult education
	swing vote; kingmaker
	role; weighmaster role;
	balance of power role
	public violence
	human health and social
	work establishments;
	health care and social
	care
	the vernal (spring)
	equinox
	orderly; hospital ward
	assistant

vårdcentralen	district health care centre
Vårdförbundet	The Swedish Association of Health Professionals
vårdnadshavare	primary caregiver; guardian
vårdtagare	care recipient
vårproposition	Spring Fiscal Policy Bill; Spring Budget Bill
väl godkänd (VG)	pass with distinction
väljare	constituent; voter
välstånd	wellbeing; prosperity
Vänsterpartiet	The Left Party
värdeflödesanalys	value stream mapping (VSM)
värdegrund	value system; core values
värnplikt	conscription
värnpliktig	conscript
växel	switchboard
Y	
yppandeförbud	bound by secrecy
yrka på	call for; demand; press for; motion
yrkande	sections or clauses of a motion
yrke	profession; occupation; trade; vocation
yrkesarbete	skilled work
yrkeskår	profession
yrkesutbildning	vocational training
yttrande	statement; opinion
yttrandefrihetsgrundlagen	The Fundamental Law on Freedom of Expression
yttre tjänst	external duty; on the streets, field duty
Å	
å	creek
åhörläktare	public gallery

Åklagarmyndigheten	The Prosecution Authority
åklagarväsendet	the prosecutor's service; the prosecution service
ålägga	impose
ångerrätt	cancellation rights
årsarbetskraft	annual manpower
årsarbetskrafter	annual working units
årsbokslut	financial year end; final statement
årskurs	school year
årsredovisning	annual report
årsstämma	AGM; Annual General Meeting
åtagande	undertaking; commitment
återanställningsrätt	right to re-employment
återfall	relapse
återhämtning	rest and recovery
återkoppling	feedback
återredovisa	re-enter
återställa	reinstate
återställare	hair of the dog (that bit you)
återupprätta	reestablish
återvinna	recycle
åtgärda	fix
åtgärder	steps; measures
åtnjuta	enjoy; benefit from
åtstramning	austerity
Ä	
äldre- och folkhälsominister	Minister for Elderly Care and Public Health
ämnesområde	subject area
ämnesråd	senior adviser (director)
ämnessakkunnig	special adviser
ändring i	amendment
lagförslag/författningen	
ändringsbudget	supplementary budget;

ärende

amendment budget
matter; issue; case;
individual case

Ö

ömsesidighet

reciprocity

öppenvård

outpatient care

öppna samordningsmetoden

open method of co-
ordination

öresavrundning

rounding off; rounding
up; rounding down

öronmärka

earmark; target

överblick

overview

Överceremonimästare

Grand Master of
Ceremonies

överenskommelse

agreement

övergripande

overriding; overarching;
overall

övergång (övergångsperiod)

transition; changeover
(transition period)

överklaga

appeal

överläggning

consultation;
deliberation

**överlämna kreditbrev, som
nyanländ ambassadör till
Sverige**

to present their
credentials to the King

överskott

surplus

överskrida

exceed; overstep; pass

överstatlig

supranational

överste

colonel

översyn

review

övervakningsorgan

monitoring bodies;
treaty bodies

övrigt (on a meeting agenda)

A.O.B./Any Other
Business (on a meeting
agenda)

Writing Guide

General Tips

- **Get** is a lazy word – find a better one! (*e.g. receive an email, obtain permission, catch the train*)
- Keep your sentences short and simple. A sentence that takes up more than two lines is **too long!**
- Read your document aloud to find any sentences that do not ‘flow’ and discover grammatical errors.
- Remember to capitalise language, nationality, religion, days, months.
- Be consistent with spelling.
- To avoid using his/her throughout a document, use their (*Each visitor to Sweden must be prepared to show their passport upon arrival*)
- Ask someone else to proofread your document.
- Use your grammar and spelling checker. Make sure to set it to UK/British English.
- if you are writing a speech, write co-ordinate and co-operate with a hyphen (-) to stress that it has two separate syllables.
- Do not use fancy fonts if you are emailing a document. The person you are sending your document to may not have the font and their computer will use another one, perhaps changing your layout.

Formal emails and letters

- Dear Sir/Madam.....Yours faithfully (*formal. You don't know their name*)
- Dear Mr Last Name.....Yours sincerely (*formal. You do know their name*)
- Dear Ms Last NameYours sincerely (*Use Ms instead of Mrs or Miss*)
- Dear FirstnameRegards, Best regards, Best wishes, All the best, Kind regards
- Dear Title Lastname..... (*as for Dear Firstname*)
- Useful introductory phrases - thank you for your email, with reference to....., we acknowledge receipt of....

Writing the Date

- 30 July 2007 (no the, no th, no of, no comma. The simpler the better and the less chance of errors)
- Be consistent. Write the date the same way throughout.

Well vs. Good

- Well is an adverb and follows a verb (sing well, run well, cook well)
- Good is an adjective and follows a noun (good song, good race, good food)

Apostrophes

- show genitive (possession) the cat's tail, the cats' tails
- show contractions – it's, won't, isn't. Do not use contractions in formal letters.
- do NOT show plurals (~~banana's, apple's~~)

- Acronyms do **not** have apostrophes unless they are possessive (NGOs)

Abbreviations

- am (ante meridian) – before 12.00 (*e.g. 8.30am*)
- asap – as soon as possible
- btw – by the way
- b/w - between
- e.g. (exempli gratia) – for example (t.ex)
- fao – for the attention of
- fyi – for your information
- hth – hope this helps
- i.e (id est) – that is (d.v.s.)
- n/a – not applicable
- pm – (post meridian) – after 12.00 (*e.g. 6.30pm*)
- ia (inter alia). Not that common in most English writing
- vs. - versus

(let your spellchecker decide where to use punctuation in abbreviations)

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*)

- each, each one, either, neither, everyone, everybody, anyone, anybody, nobody, someone, somebody, no one – are all singular and all take a singular verb (e.g. everyone is here)

-ing forms

- *Would you mind* and *Looking forward to* and *I am used to* are followed by –ing form
- use –ing if something is temporary or happening right now (I am working with your application)
- no -ing if something is permanent, regular, habit, fact, generally true (I work at the Ministry)

Swenglish

- don't use the word black to describe something illegal (an unauthorised taxi, an off the books worker, an off the books job, to pay someone off the books or under the table is better). Black market and black economy is, however, acceptable.
- vd means venereal disease, leg is what you stand on, fart is speed, pricks are dots, we don't use fack in English.
- *how long* instead of *how long time*
- one person two people.
- *during* the Presidency (not under)

Common False Friends

- akademiker in English is a graduate
- examen in English is a degree
- gymnasium is upper secondary school

- a house in English is where you live. A building is where you work
- private school in the UK is called public school. (use state school for a government school)
- bransch is usually sector or industry
- feber is usually temperature

Prepositions of Place

- arrive + at/in NOT to (in Sweden, at Arlanda, in Stockholm, at Centralen)
- 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)

Political Correctness

- use people after certain 'sensitive' terms – black people, disabled people, Jewish people.
- the opposite of disabled is able-bodied, not normal.

- Native American (not Red Indian), Inuit (not Eskimo), Hispanic, Asian, Roma (not gypsy), visually impaired (not blind), hearing impaired (not deaf), developmentally disabled, developmentally challenged (not retarded or mentally handicapped)
- avoid pikey, chav, scally, negro, handicapped

Since, for and ago

- **since** refers to specified time (*since I was small, since 3pm, since 1999*)
- **for** refers to duration (*for five years, for a long time, for an hour*)
- we never use since and for with ago.

UN, WTO, EU, UK, US, NATO media, internet etc

- if used as a noun it has a definite article (the WTO, the UN, the EU)
- if used as an adjective it has no article (EU law, internet policy, media coverage)
- arbetslösheten takes no article in English. We say *unemployment*.

Being diplomatic

- avoid harsh consonants (get, must, can't, stupid, mistake)
- use softer words (receive, should, unable, unwise, error)
- require is a softer word than demand.

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
Ä	ej with a circle above		ä
Ä	ej with two dots above		ä
Ö	o with two dots above		ö

* asterisk (note: NOT asterix)
hash

/	slash
\	backslash
-	hyphen, dash
_	underscore

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

False Friends

The Swedish word is

affär

the correct English word is

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; high school	
historia	story	
hus	building	
högskola	university college	
kommun	municipality	
konkurrent	competitor	
konsekvent	consistent	
koncern	group	
kontrollera	check	
leg	id	
livvakt	bodyguard	
lokal	venue; premises	
lång	tall	
natur	the outdoors; the countryside	
privatskola	public school	
personer	people	
pocketbok	paperback	
presentera	introduce	
rektor	principal	
resa	journey; trip	
rutin	procedure	
ränta	interest	
smoking	tuxedo	
sympatisk	likeable	
träna	practise; work out	
upptagen	busy (a toilet is	occupied)
VD	MD; CEO	

Useful Websites

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

<http://mymemory.translated.net> - translation resource

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

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

Notes

Försvarshögskolan, FHS – the Swedish National Defence College (No longer Födep's authority, sorts under Ministry och 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.