

Talking About Sweden © Janet Carr

*	asterisk (<i>note: NOT asterix!</i>)
✓	tick
40-talisterna	the baby-boomers
A	
ackord	piecework rate/contract
a-kassa/arbetslöshetskassa	unemployment insurance fund
allemansrätt	Freedom to roam; right to roam; Right of Common Access
allmän handling	official document
analfabet	illiterate
andrahandskontrakt	sublet
anhörig	relative; next-of-kin
anspråk	claim
ansvarig	responsible
ansvarig utgivare	legally responsible publisher; (often) Chief Editor
anvisningar	instructions; directions
Apoteket	The Swedish state-owned pharmacy chain; (<i>ett apotek - a pharmacy</i>)
arbetsbelastning	workload
arbetsför ålder	working age
arbetsförmedlingen	the employment office; the job centre
arbetsgivaravgift	social insurance contribution; payroll tax; employer's contribution; employer's fee; social fee
arbetsgivare	employer
arbetskraft; arbetsstyrka	manpower; labour/work force
arbetsledare	supervisor; foreman; manager
arbetsledning	management
arbetslöshetsförsäkring	unemployment insurance
Arbetsmarknadsstyrelsen	National Labour Market Board
arbetsplats	workplace
arbetsrätt	labour law; employment law
arbetstagare; anställd	employee
arbetstillstånd	work permit

asylsökande	asylum seeker
att söka asyl	to seek asylum
avdrag	deduction; allowance
avdragsgill	tax-deductible
avgift	fee; charge
avgångsersättning	severance pay
avgångsvederlag	severance package
avkastning	earnings; income; yield
avreglera	deregulate
avskaffa	abolish
avstå	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
avveckla; montera ned	phase out; dismantle
avvisa	refuse entry
B	
bakslag	setback
barnbidrag	child allowance (<i>allowance</i> means you get it automatically)
bedragare	a fraud
bedrägeri	fraud
befordra	promote
begrepp	concept; term
bekant	acquaintance
bemanningsföretag	staffing agency; recruitment agency; employment agency; temp agency; temporary work agency; temporary staffing firm
bereda ett ärende	prepare a matter
beslutsmässigt antal; kворum	quorum
bestick	cutlery; flatware
betänkande	report
bevaka	monitor; cover
bevilja	grant; award; allow
BNP	GDP - Gross Domestic Product
bolagsstämma	general meeting
bordlägga	to table (US); to postpone (UK)
bostadsbidrag	housing benefit (<i>benefit</i> means you have to prove you need it)

bostadskris	housing crisis
bostadsrätt	cooperative; tenant-ownership
Boverket	National Board of Housing, Building and Planning
Brittiska samväldet	The British Commonwealth
brutto	gross
budgetunderskott	budget deficit
budgetöverskott	budget surplus
bygglov	planning permission
byråkrati	bureaucracy
D	
dagordning	agenda
delat arbetspass	split shift
dotterbolag	subsidiary
drygt	just over
dyrortstillägg	cost-of-living allowance; weighting
E	
efternamn	last name; surname; family name
efterträdare; efterföljare	successor
engagerad	involved; devoted; committed
enhälligt	unanimous
ersättning; arvode	remuneration
extra bolagsstämma	extraordinary general meeting
extraknäck	a job on the side; to moonlight (verb)
F	
fackförening	trade union (UK); labor union (US)
fackutskott (Riksdag)	specialised committee
faktura	invoice
fallskärmsavtal	golden parachute; golden handshake (<i>avgångsvederlag = severance package</i>)
farmor/farfar	paternal grandmother/grandfather
fetma	obesity
flexitid	flexitime
flicknamn	maiden name
flygblad	flyer; leaflet
flyktning	refugee
foajé	lobby; foyer
folkomröstning	referendum (pl: referendums)
folkpension	national basic pension

fridlyst	protected
friskvård	preventive healthcare
frånvaro	absence
främja	promote; support
främlingsfientlighet	xenophobia
F-skattesedel	F-tax card; company tax registration
fullmakt	power of attorney
funktionshindrad	disabled
föra protokoll	keep minutes/record
förankra	deeply rooted; firmly established; gain approval for; build consensus
fördela	allocate; distribute
förebyggande åtgärder	preventive measures
föredragande	formal oral presentation
föredragningslista	agenda
föreningsfrihet	Freedom of Association
företagsam; företagande	enterprising
företagsamhet	enterprise, initiative; business activity
företagsledare	manager
företagsledning	management
företrädare	predecessor
förfallodatum	due date
förhandla	negotiate; bargain
förlikning	settlement
förmedla	act as intermediary
förmån	perquisite; perk; fringe benefit
förmögenhetsskatt	wealth tax
förnamn	given name; first name; Christian name
förort	suburb
förskola	pre-school
förstnämnd	former
försäkringskassan	Swedish Social Insurance Agency
förtidspension	early retirement/pension
förtidsröstning	Advance voting/early voting
förtroendeman	elected representative; <i>facklig förtroendeman</i> ---trade union

	representative
förvaltning	administration; department
föräldraledighet	<i>paid</i> parental leave
G	
genomsyra	permeate; pervade
glesbygd	rural area
grundlag	constitution
gruppstyrelse	management group
gruppsyck	peer pressure
gymnasium	upper secondary school (UK)
gå i konkurs	go bankrupt
gå in i väggen	hit the wall
gå ut	expire
gälla till	valid until
H	
handlingsplan	action plan
hela redogörelsen av ärendet	full report of/on the matter
hemligt	confidential; secret
husmanskost	home cooking; everyday food; traditional Swedish food.
hyresgäst	tenant
hyreskontrakt	lease; rental contract
hyresrätt	rental/rented apartment
hyresvärd	landlord
hån	mockery
högkonjunktur	(usually economic) boom
I	
indian (from US)	Native-American
inströmning tillströmning	influx
intäkter	revenue
J	
jobbskatteavdrag	earned income tax credit
jour	on-call duty
jurist	lawyer; legal counsel; legal advisor; legal expert
jämna siffror	even numbers
jämställdhet	gender equality
jämställdhetsintegrering	gender mainstreaming
K	
karensdag	qualifying day
karensperiod	qualifying period

kartlägga	map (out); survey
klubba	gavel
klämdag	bridging day
knappt	just under
kollektiv avtal	collective agreement
kollektivanslutning	collective affiliation
kollektivtrafik	public transport
kommun	local government/authority; municipality (kommunal = municipal)
kommunfullmäktige	municipal assembly
kompledighet	time in lieu (you can also be <i>paid in lieu</i>)
komplettera	supplement; complement
konjunkturnedgång	economic downturn; recession
konjunkturuppgång	economic upswing; boom
konjunkturutsikter	economic outlook
konkurrenskraftig	competitive
kontorslandskap	open-plan office
kryphål; lucka (i lagen)	loophole
kvitto	receipt
kön	gender; sex
L	
lagom	just enough; not too much, not too little; just right
landshövding	county governor
landsting	county council
ledning	management
likvidation	liquidation
lågkonjunktur	recession
långtidssjukskriven	long-term sick-listed
låt stå!	D.N.E. (do not erase)
läkarintyg	doctor's certificate
län	county
länsstyrelse	county administrative board
löneavdrag	wage/salary deduction
löneavtal	wage/salary agreement
lönepolitik	wage policy
löntagare	wage (weekly)/salary(monthly) earner
M	

mammaledighet	maternity leave
mandatperiod	term of office
mapp	folder
maskningsaktion	work-to-rule (slang: go-slow (UK); slowdown(US))
medbestämmandelagen; MBL	Swedish Co-Determination in the Workplace Act
medborgare	citizen
medla	mediate
minnesanteckningar; protokoll	record; minutes
mobbare	a bully
mobbning	bullying
moderbolag	parent company
moms	VAT (value-added tax); GST (general sales tax)
mormor/morfar	maternal grandmother/grandfather
motion	Private Member's motion; motion
motståndare	opponent
motsvarande	correspond to; be equivalent to
motsvarighet	counterpart
myndig	of age
myndighet	public authority; authority
mångfald	diversity
N	
nedskärningar	cutbacks
netto	net
nämnd	board; committee
närhet (formellt)	proximity
näringsliv	business world; industry and commerce; industry and trade
närmaste chef	immediate superior
O	
oavgjort resultat; lika röstetal	a tie; a stalemate; a deadlock
OB-tilläg	unsociable hours allowance
offentlig handling	public document
offentlighetsprincipen	The principle of public access to official documents
ohälsa	ill-health
omplacering	reassignment
omskolning	retraining

omsättning	turnover (staff turnover; stock turnover; financial turnover)
omyndig	under-age
opålitlig	unreliable
ordförande	Chair; Madam Chairman; chairman
P	
pappaledighet	paternity leave
pendeltåg	commuter train
pendla	commute
pendlare	commuter
pensionsförsäkring	pension insurance; pension policy
pensionsstiftelse	pension fund
pensionsålder	retirement age; pensionable age
permanent uppehållstillstånd; PUT	permanent residence permit
permission	leave of absence
permittera	lay off; make redundant
personalbrist	personnel shortage; staff shortage
personnummer	PIN (personal identification number); civil registration number; Identity number; ID number; Social Security number (US); NI (National Insurance) number (UK)
podium	podium; platform
porslin	crockery
postförskott	cash on delivery (COD)
praktikant	trainee; intern
praxis; prejudikat	precedent
protokoll	minutes; record
provanställning	probationary period (of employment)
provision	commission (Note: NOT kickback ; which is an illegal bribe)
provisorisk	interim
psykisk störning	mental disorder
pärm	file
R	
recept	prescription (to get medicine at the pharmacy); recipe (when you are cooking)
redigera	revise; edit

remiss	referral; consultation
replik/genmälen	reply; rejoinder
revision	audit
revisor	auditor
riksavtal	national collective agreement
Riksbanken	The Swedish Riksbank; The Swedish Central Bank
riktlinjer	guidelines
rutin	procedure; routine
rättfärdiga	justify
röd dag	public holiday; bank holiday (UK)
S	
sambo	partner; person with whom one lives; common-law spouse
sammanhang	context
sammanslagning; fusion	merger; amalgamation (public sector)
sekretess	professional secrecy; confidentiality
senarelägga	postpone
servicehus	residential home
sessionsal	conference room
sistnämnd	latter
sjukpenning	sickness allowance/benefit; sick pay (US)
sjukskriven	sick-listed
skadestånd	damages; reparation; restitution
skatteutjämning	tax equalisation system
skiftarbete	shift work
skiljedom	arbitration
skiljenämnd	Arbitration Board
skolka	play truant; cut class (US) (<i>skolkare-a truant; skolkning – truancy</i>)
skrivelse	written communication
skyddsombud	safety representative
skyldighet; belastning	liability
skönmåling	whitewash; flattering description
skönsmässigt	arbitrary
slarv	negligence
snus	moist snuff; oral tobacco
sociala kostnader	payroll overheads

sociala rörlighet	social mobility
socialbidrag	social (welfare) benefit (<i>benefit</i> means you have to prove you need it)
Socialstyrelsen	National Board of Health and Welfare
stadgar	bye-laws; regulations; statutes
statlig bidrag	state grant
statlig inkomstskatt	state tax
statsförvaltning	state administration
stillasittande	sedentary
stridsåtgärder	strike action (lock-out)
studiebidrag	study grant; study benefit (studielån = study loan)
ställa in	cancel
stämning	complaint; summons; writ; subpoena
subvention	subsidy
subventionera	subsidise
supande	binge drinking
suppleant; ersättare	substitute
Svenskt Näringsliv	The Confederation of Swedish Enterprise
syndabock	scapegoat
syskon	siblings; brothers and sisters
sysselsättningsgrad	employment rate
Systembolaget	state-owned alcohol retail monopoly; bottle store
säga upp; friställer; bortrationalisera	lay off; make redundant; retrench
särintresse	vested interest
T	
talargestol	rostrum
tillgång och efterfrågan	supply and demand
tillsätta	appoint
tillägg	supplement; addition; addendum
tilläggs pension	supplementary pension
timlön	hourly wage
timtaxa	hourly rate
tjänsteman	office worker; civil servant (in the government offices); white-collar worker; salaried employee

tjänstledighet	leave of absence
traktamente	subsistence allowance; daily allowance; per diem
tre månaders varsel	three months' notice
tredje man	third party
trovärdig	credible
trovärdighet	credibility
Trygghetsrådet	Swedish Employment Security Council
träda i kraft	come into effect/force
trängselavgift	congestion charge
tröskel	threshold
turordning	last in, first out; last hired, first fired
tätort	urban area
U	
udda siffror	odd numbers
undantag	exception
undantag (EU)	derogation; opt-out; exemption
undantagstillstånd	state of emergency
underentreprenör; underleverantör	sub-contractor
underlag	background document; basic document; basic data; transaction report
underskott	deficit
undersköterska	assistant nurse; nursing aide
uppehållstillstånd	residence permit
uppgörelse	deal
upphandling	purchase (upphandlingsprocess – tender process)
utredning	investigation; inquiry
utsatt	vulnerable
utslagsröst	casting vote
utvecklingssamtal	development dialogue
utvisa	deport
utvärdera	evaluate
V	
V.G.V (var god vänd)	P.T.O. (Please Turn Over)
vaktmästare	janitor; caretaker; messenger
VD; Verkställande Direktör	Managing Director/MD (UK); Chief Executive Officer/CEO(US) Note: VD in English is Venereal Disease! (venerisk)

	<i>sjukdom)</i>
verk	agency (<i>statligt verk</i> ---government agency (board; authority; department))
verksamhet	activity; operation; business
vidareutbildning	further education
vikarie	supply teacher; substitute
vild strejk	wildcat strike; unofficial strike
villkorlig	conditional
vinstandelssystem	profit-sharing scheme
vite	fine; penalty
vråka	evict
väljare; valman	constituent; voter
Y	
yrke	profession; occupation; trade
yrkesarbete	skilled work
yrkeskår	profession
yrkesutbildning	vocational training
yttrande	statement; opinion
Å	
återfall	relapse
åtgärder	steps; measures
Ä	
ämnesoråde	subject area
ärende	matter; issue
Ö	
öronmärka	earmark; target
övergång (övergångsperiod)	transition; changeover (transition period)
överklaga	appeal
överskott	surplus
Övrigt (on a meeting agenda)	A.O.B./Any Other Business (on a meeting agenda)

Financial Terms

A	
anläggningsnummer	asset number; asset identity; asset ID
anläggningsregister	asset register
anläggningstillgångar	fixed assets
anskaffningsvärde	acquisition value

anslag	appropriation
attesteras	witnessed; certify
avdragsgilla	deductible; tax-deductible
avskrivning	depreciation of fixed assets
B	
balanskonton	balance account
balansräkning	balance sheet
begrepp	concept
belasta (t.ex. anslag/delegerade medel etc)	charge (belasta ett konto = charge to an account); to have an effect on the appropriation
bidrag	grant
bokför	enter (into the accounts)
bokföringsförordningen	The Bookkeeping Ordinance
bokföringslagen	The Bookkeeping Act
bokföringstext/en	(explanatory) text; transaction text
bokslut	financial year end
budgetår	financial year; fiscal year
D	
delegerade medel	delegated budget
delårsbokslut	interim report
depositioner	deposits
dubbelfakturering	double invoicing
E	
ekonomisk livslängd	economic lifespan
ekonomist bistånd	financial/economic aid
erhållna bidrag	received grants
expeditionsavgift; exp.avg	service charge
F	
fakturamottagare	invoice recipient
fakturerar	to invoice
faktureringsavgift; fakt.avg	invoice fee
fastighetsobjekt	property object
fordringar	claims; credit; receivables
frågemallen	template; transaction template
F-skattesedel	F-tax card; company tax registration
fält	field
förfallodatum	due date
förkortning	abbreviation

företbetalda kostnader	prepaid costs
G	
generellt bemyndigande	general authorisation; authorisation
godkänd	approved; verified
gälla	apply
H	
huvudbok	general ledger
I	
inbetalda medel	funds paid in
inbetalning	payment
ingen motprestation krävs	no reciprocation required
inkomstkonton	revenue accounts
intäkter	revenue
J	
jäv	disqualification; conflict of interest
K	
konsolidering	consolidation
kontering	accounting
konton	accounts
kontoutdrag	monthly statement
kostnader	cost
kundfakturering	client invoicing
kundreskontra	accounts receivable ledger
L	
leverantör	supplier; vendor
leverantörsreskontra	accounts payable ledger
löpande utgifter under månaden	running expenses during the month; running costs
M	
makulera	invalidate; cancel
makulering	invalidation
marknadsvärde	market value
motkontering; dubbelbokföring	double entry bookkeeping
månadsbokslut	month end; monthly closing
O	
omföring/ombokning	re-entering the figures; transfer
P	
paraff	initial
parafiera	to initial

periodiseringar	accruals; accrued
påminnelse	reminder
R	
redovisningsansvarig	officer in charge of accounting
resultatkonton	profit and loss account
resulträkning	operating report; income statement
revision	audit
revisor	auditor
riktlinjer	guidelines
räkenskaper	accounts; books; records
S	
skriva av	write off
skriva ner	write down
skulder	debts
sluta/stänga räkenskaperna	close (settle) the books/accounts
sponsring	sponsorship
spärria/t belopp	freeze a/frozen sum of money; block an amount
stryka	cross out
styrning	operating rules; financial management; governance
T	
tecken	character
U	
underlag	background document; basic document; basic data; transaction report
uppföljning	follow-up; review
upplupna kostnader	accrued costs
utestående förskott	outstanding advances
utgifter	expenditure
utlägg	outlay; expense
utränga	to scrap; to remove from asset register
V	
verifikationer	verifications; vouchers
verifikationsunderlag	basic documentation for verification
verksamhetsplanering	business planning; corporate planning

Å	
årsbokslut	financial year end; final statement
årsredovisning	annual report
Ö	
öresavrundning	rounding off; rounding up; rounding down

Company Terms

aktiebolag (AB)	incorporated company; share company; public limited company (Plc)
aktieägare	shareholders
auktoriserad revisor	authorised public accountant
bolag	company (Co)
bolagsordning	Articles of Association
bolagsstyrelse	Board of Directors
dotterbolag	subsidiary
ekonomichef	Financial Manager
ekonomisk förening	cooperative economic association
enkelt bolag; enskild firma	non-trading partnership, sole trader; sole proprietorship; one-man business
filial	branch office
handelsbolag (HB)	trading partnership
ideel förening	non-profit organisation
intressebolag	associated company
kommanditbolag (KB)	limited partnership
koncernbolag	affiliated company; group company
konsortium	konsortium
moderbolag	parent company
revisor	auditor
stiftelse	foundation; trust

Swedish Public Holidays and Celebrations

Alla helgons dag	All Saints' Day
Annandag jul	Boxing Day; St. Stephen's Day

Annandag pingst	Whitmonday
Annandag påsk	Easter Monday
fettisdag	Shrove Tuesday
flaggdag	flag day
Första maj	May Day; Workers' Day
höstdagjämning	autumnal equinox
Julafton	Christmas Eve
Juldagen	Christmas Day
jämna födelsedagar	40; 50; 60
klämdag	bridging day
Kristi himmelsfärdsdag	Ascension Day
Långfredag	Good Friday
Midsommarafton	Midsummer Eve
Midsommardagen	Midsummer Day
namnsdag	name day
Nyårsafton	New Year's Eve
Pingstdagen	Pentecost; Whit Sunday
Påskdagen	Easter Sunday
röd dag	public holiday; bank holiday (UK)
skottår	Leap Year
Skärtorsdag	Maundy Thursday
sommarsolståndet	summer solstice
Trettondagen	Epiphany
Valborgsmässoafton	Walpurgis Night
vintersolståndet	winter solstice
vårdagjämning	vernal (spring) equinox

The Swedish Government Offices

A	
allmän handling	official document
arbetslivsminister	Minister for Employment
assistent	Clerical Officer; administrative officer
avdelning	department; division
avdelningschef	Deputy Director-General
avdelningsdirektör	Principal Administrative Officer
B	
barn- och familjeminister	Minister for Children and Families
betänkande	report

biståndsmminister	Minister for Development Cooperation
biträdande statssekreterare	Deputy State Secretary
borgerliga partierna	non-socialist parties
budgetproposition	Budget Bill
byråassistent	Senior Clerical Officer
byråchef	Director
byråsekreterare	Senior Administrative Officer
D	
demokrati- och integrationsminister	Minister for Democracy and Integration Issues
departementsråd	Director
departementsråd + enhetschef	Deputy Director-General
departementssekreterare	Desk Officer
DS; Departementsserien	Ministry Publication Series
E	
enhet	department (UD och Försvarsdepartementet); division (resten of departementen)
expeditionschef	Director-General for Administrative Affairs
F	
fackutskott (Riksdag)	specialised committee
Finansdepartementet	The Ministry of Finance
finansminister	Minister for Finance
finansråd (i Finansdepartementet)	Director-General, Ministry of Finance
folkhälso- och socialtjänstminister	Minister for Public Health and Social Services
folkomröstning	referendum
förordning	Ordinance (an ordinance is made by government, a law is made by parliament)
förskole- och ungdomsminister samt minister för vuxnas lärande	Minister for Preschool Education, Youth Affairs and Adult Learning
Försvarsdepartementet	The Ministry of Defence
försvarsminister	Minister for Defence
förvaltningsavdelningen, Regeringskansliets	Office for Administrative Affairs, The Government Offices
förvaltningschef	Permanent Secretary
G	
generaldirektör	Director-General

I	
informationssekreterare	Information Officer
infrastrukturminister	Minister for Communications and Regional Policy
J	
Jordbruksdepartementet	The Ministry of Agriculture, Food and Consumer Affairs
jordbruksminister	Minister for Agriculture, Food and Consumer Affairs
Justitiedepartementet	The Ministry of Justice
justitieminister	Minister for Justice
jämställdhetsminister	Minister for Gender Equality Affairs
K	
kabinettsekreterare	State Secretary for Foreign Affairs
kanslichef	Head of Chancery (<i>ambassad</i>); Senior Judge Referee (<i>Högsta domstolen, Regeringsrätten</i>); Secretary (<i>Riksdagens utskott</i>); Chief Executive (<i>kommunkansli, landsting</i>); Administrative Director (<i>nämder och kanslier i övrigt</i>)
kansliråd	Deputy Director
kanslisekreterare	Administrative Officer
kansliskrivare	Clerk
kommittésekreterare; utredningssekreterare	Secretary to the Committee (on....); Secretary
kommun	local government/authority; municipality (kommunal = municipal)
kommun- och bostadsminister	Minister for Local Government and Housing
kommunfullmäktige	municipal council
kulturråd	Counsellor for Cultural Affairs
L	
Lagrådet	Council on Legislation
lagstiftning	legislation
landsting	county council
lottlåda	ballot box
M	
mandatperiod	term of office
migrationsminister	Minister for Migration and Asylum Policy

Miljö- och samhällsbyggnadsdepartementet	The Ministry of Sustainable Development
miljöminister	Minister for the Environment
minister för internationell ekonomi och finansmarknader	Minister for International Economic Affairs and Financial Markets
motion	Private Member's motion; motion; proposal
N	
Näringsdepartementet	The Ministry of Industry, Employment and Communications
näringsminister	Minister for Industry and Trade
offentlig handling	public document
offentlighetsprincipen	The principle of public access to official documents
P	
pressattaché	Press Attaché
pressekreterare	Press Secretary
proposition	Government Bill
R	
regeringsformen	The Instrument of Government
regeringsförklaring	Statement of government policy
Regeringskansliet	The Government Offices
Regeringskansliets förvaltningsavdelningen	The Government Offices, Office for Administrative Affairs
regeringssammanträde	Cabinet Meeting
regeringsskrivelse	Written communication from the Government (<i>skrivelse</i> - [written] communication)
registrator	Senior Registry Clerk
regleringsbrev	budget document; appropriation directions
rättschef	Director-General for Legal Affairs
S	
sakkunnig	Advisor
samhällsbyggnadsminister	Minister for Sustainable Development
samordningsminister	Minister for Policy Coordination
sekretariat	secretariat
sektion	section
SFS; Svensk författningssamling	Swedish Code of Statutes
Socialdepartementet	The Ministry of Health and Social

	Affairs
socialminister	Minister for Health and Social Affairs
SOU; Statens offentliga Utredningar	Swedish Government Official Reports
statsminister	Prime Minister
statsråd (*stad is to do with Stadshuset)	Minister
Statsrådsberedningen	The Prime Minister's Office
statssekreterare	State Secretary
T	
talman	Speaker of Parliament/the Riksdag
U	
Utbildnings- och Kulturdepartementet	The Ministry of Education, Research and Culture
utbildnings och- kulturminister	Minister for Education, Research and Science
Utrikesdepartementet (UD)	The Ministry for Foreign Affairs (MFA)
utrikesminister	Minister for Foreign Affairs
utskott (RD)	committee; standing committee
utskottsbetänkande (RD)	committee report
V	
valkretsar	constituencies
valrörelse	election campaign
valsedel	ballot paper
valsystem	electoral system
veckoberedning	weekly drafting meeting
verk	agency (<i>statligt verk</i> --- government agency (board; authority; department))
vice statsminister	Deputy Prime Minister
vice-talman	Deputy Speaker of Parliament/the Riksdag
vårproposition	Spring Fiscal Policy Bill

The Swedish Parliament

1:a kammaren	Upper House (First Chamber)
2:a kammaren	Lower House (Second Chamber)

A	
adeln	nobility
allmän handling	official document
arbetsrum	office
B	
bereda ett ärende	prepare a matter
betänkande	report
borgare	burghers
borgerliga partierna	non-socialist parties
bönder	peasantry
D	
definitiva protokollet	the final minutes
delning	circulation for comment
direkta/allmänna val	direct/general election
dra lott om	draw lots for
DS; Departementsserien	Ministry Publication Series
E	
enkammarriksdag	one-chamber system (unicameral)
F	
fackutskott	specialised committee
filmduk	screen
foajé	lobby; foyer
föra protokoll	keep minutes/record
föredragningslista	agenda
förordning	Ordinance (an ordinance is made by government, a law is made by parliament)
G	
grundlag	fundamental law
H	
hela redogörelsen av ärendet	full report of/on the matter
I	
indirekta val	indirect election
K	
kammarkansli	secretariat of the chamber
kammarsekreterare	clerk of the chamber
kansli	secretariat; (government) office
kanslihus, statsrådsberedning (sb)	The Prime Minister's Office
klubbrum	lounge
kommun	local government/authority;

	municipality (kommunal = municipal)
kommunfullmäktige	municipal assembly
kvittningssystem	pairing system
L	
Lagrådet	Council on Legislation
lagstiftning	legislation
landsting	county council
lottlåda	ballot box
län	county
länsvapensköldar	county coats of arms
M	
magnetslingor	magnetic loops
mandatperiod	term of office
motion	Private Member's Bill; motion; proposal
O	
offentlig handling	public document
offentlighetsprincipen	The principle of public access to official documents
offentligt	public
omröstning	division
omröstningssignal	division signal
P	
partigrupp	party group
partilokal	party hall; caucus (Am)
partipolitisk	party-political
plenisal	assembly hall
plenisalsfoajé	main lobby
podium	podium; platform
proposition	government bill
protokoll	minutes; record
präster	clergy
R	
RD tryck, Riksdagstryck	parliamentary prints
redigera	revise; edit
regeringsformen	The Instrument of Government
regeringsförklaring	Statement of government policy
regeringskansliet	The Government Offices
regeringssammanträde	Cabinet Meeting
regirum	control room

remiss	referral; proposal referred for consideration
replik/genmälen	reply; rejoinder
Riksdagen	The Swedish Riksdag (The Swedish Parliament)
riksdagsarbete	Parliamentary work
riksdagsgrupp	Parliamentary party group
Riksdagshuset	The Riksdag/Parliament building
Riksdagsledamot	MP (Member of Parliament)
Riksmöte	Parliamentary year/session
riksrättsåtal	impeachment
röstfördelningstablå	indicator panel; result board
röstlängd	electoral register; voters' roll
rösträtt	the right to vote; be entitled to vote
S	
sessionsal	conference room
SFS	Swedish Code of Statutes
sk snabbprotokollet	'short' minutes
sommaruppehåll	summer recess
SOU; Statens offentliga Utredningar	Swedish Government Official Reports
statsråd* (*stad- is to do with Stadshuset)	Minister
stenograf	stenographer
stenogram	shorthand note
suppleant, ersättare	substitute
T	
talarstol	rostrum
talmannen	The Speaker
träder i kraft	come into effect/force
tvåkammarriksdag	two-chamber system (bicameral)
U	
utgiftsanslag	expenditure appropriation
utredning	investigation; inquiry
utrikesnämnden	Advisory Council on Foreign Affairs
utrikespolitisk debatt	general debate on foreign policy
utskott	committee; standing committee
utskottsbetänkande	committee report
utskrift	transcript

utslagsröst	casting vote
V	
valbar	eligible
valkretsar	constituencies
vallokal	polling station
valrörelse	election campaign
valsedel	ballot paper
valsystem	electoral system
veckoberedning	weekly drafting meeting
verk	agency (<i>statligt verk</i> --- government agency (board; authority; department))
vice statsminister	Deputy Prime Minister
vice-talman	Deputy Speaker of Parliament/the Riksdag
vårproposition	Spring Fiscal Policy Bill
välja av/genom	elect by
vävnad	tapestry
Å	
åhörarläktaren	public gallery
Ä	
ämnesområde	subject area
ändring i lagförslag	amendment
ärende	matter; issue

trafikutskottet	The Committee on Transport and Communications
utbildningsutskottet	The Committee on Education
utrikesutskottet	The Committee on Foreign Affairs

Parliamentary Committees

arbetsmarknadskottet	The Committee on the Labour Market
bostadsutskottet	The Committee on Housing
finansutskottet	The Committee on Finance
försvarsutskottet	The Committee on Defence
justitieukskottet	The Committee on Justice
konstitutionsutskottet	The Committee on the

	Constitution
kulturutskottet	The Committee on Cultural Affairs
lagutskottet	The Committee on Civil Law
miljö- och jordbruksutskottet	The Committee on Environment and Agriculture
näringsutskottet	The Committee on Industry and Trade
skattutskottet	The Committee on Taxation
socialförsäkringutskottet	The Committee on Social Insurance
socialutskottet	The Committee on Health and Welfare
trafikutskottet	The Committee on Transport and Communications
utbildningsutskottet	The Committee on Education
utrikesutskottet	The Committee on Foreign Affairs

Swedish Political Parties

Centerpartiet	Centre Party
Folkpartiet liberalerna	Liberal Party
Kristdemokraterna	Swedish Christian Democrats
Miljöpartiet de Gröna	Green Party
Moderata samlingspartiet	Moderate Party
Sveriges Socialdemokratiska Arbetareparti	Swedish Social Democratic Party
Vänsterpartiet	The Left Party

LO Trade Unions

Fastighetsanställdas förbund	The Building Maintenance Workers' Union
Grafiska Fackförbundet - Mediafacket	The Graphic Workers' Union
Handelsanställdas förbund	The Commercial Employees' Union

Hotell och Restaurang Facket	The Hotel and Restaurant Workers' Union
Industrifacket	The Industrial Workers' Union
LO/Landsorganisationen	The Swedish Trade Union Confederation
SEKO – Facket för Service och Kommunikation	The Union for Service and Communications Employees
Skogs- och Träfacket	The Swedish Forest and Wood Workers' Union
Svenska Byggnadsarbetareförbundet	The Swedish Building Workers' Union
Svenska Elektrikerförbundet	The Swedish Electricians' Union
Svenska Kommunalarbetareförbundet	The Swedish Municipal Workers' Union
Svenska Livsmedelsarbetareförbundet	The Swedish Food Workers' Union
Svenska Metallindustriarbetareförbundet	The Swedish Metalworkers' Union
Svenska Musikerförbundet	The Swedish Musicians' Union
Svenska Målareförbundet	The Swedish Painters' Union
Svenska Pappersindustriarbetareförbundet	The Swedish Paper Workers' Union
Svenska Transportarbetareförbundet	The Swedish Transport Workers' Union

Swedish Legal System

allmänna domstolarna	The General Public Courts
Arbetsdomstolen	The Labour Market Court; The Labour Court
dömd; fälld	convicted
edligt försäkran	deposition
frikänd	acquitted
förvaltningsdomstolarna	The Administrative Courts
hovrätterna	The Courts of Appeal
Högsta domstolen	The Supreme Court
kammarrätterna	The Administrative Courts of Appeal
lagregler	statutory requirements
lagstridig	conflicts with the law
länsrätterna	The County Administrative Courts

Marknadsdomstolen	The Market Court
medbestämmandelagen; MBL	Swedish Co-Determination in the Workplace Act
mened	perjury
Regeringsrätten	The Swedish Supreme Administrative Court
riksrättsåtal	impeachment
rättegång	trial
skiljedomstol	Arbitration Court
skyldighet	liability
slutplädering	closing argument
stadgar	bye-laws; regulations; statutes
tingsrätterna	The High Court; The District Court; The City Court (e.g. Stockholm)

Swedish School System

akademiker	a graduate
bli godkänd	pass
daghem (dagis); förskola	day-care centre; day nursery; kindergarten (US); pre-school
eftergymnasial utbildning	tertiary education
examen	degree (sometimes <i>diploma</i>)
grundskola (- år 5)	primary school
grundskola (år 6 - 9)	secondary school
gymnasium	upper secondary school; college; sixth-form;
högskola	university college (less correctly, university)
kommunal skola	state school
MVG	pass with honours
privatskola	public school
sluttentamen	final examination
ta examen	to graduate
tentamen	examination
universitet	university
VG	pass with distinction