

Table of contents

| UNIT | TITLE | CONTENTS | EXTRA MATERIAL | SKILLS | GRAMMAR | PAGE |
|----------|-----------------------------------|--|--|--|---|------|
| 1 | My company | Describing a company Showing visitors around | A job advertisement | Talking about your company Polite answers Giving directions Learning: Wie kann ich mein Englisch verbessern? | Talking about the present: simple present and present progressive | 6 |
| 2 | My job and workplace | Talking about your job and workplace Tools | Electrical apprenticeships in Britain | Describing a job Language for discussion Learning: Flüssiges Sprechen trainieren | The simple past | 16 |
| 3 | House wiring, 1 | Dealing with customers Electrical fittings | From the power station to the consumer | Describing installations Meeting and greeting people Introducing yourself Learning: Wie man Sprache für den Berufsalltag lernt | If-sentences type 1 | 26 |
| 4 | House wiring, 2 | Safety signs Safety standards Circuit breakers | Electric shocks | Asking for information Learning: Wie man Vokabeln lernt | If-sentences type 2 | 36 |
| 5 | Installing a network | Different kinds of network Advising customers Installation instructions for a switch | Network security – installing a firewall | Advising a customer Writing faxes and emails Learning: Mediation | Comparatives and superlatives of adjectives | 46 |
| 6 | Energy and the environment | Forms of energy Photovoltaic systems An operating manual for an inverter | Energy efficiency | Dealing with numbers and mathematical operations Describing a process Learning: Wie kann ich Grammatik lernen? | The passive | 56 |

| UNIT | TITLE | CONTENTS | EXTRA MATERIAL | SKILLS | GRAMMAR | PAGE |
|------|---------------------------------|--|----------------------------|---|-------------------------------------|------|
| 7 | Electrical components | Electrical components Circuit diagrams Tracing a fault | Why are tubes still used? | Describing circuits Learning: Wie man Fachvokabeln mit Hilfe des Internets übersetzt | The present perfect and simple past | 66 |
| 8 | Measuring and testing, 1 | Measuring instruments Describing components | Understanding a data sheet | Talking about voltages Asking for information Giving information Learning: Wie kann ich mein Hörverständnis verbessern? | Modal verbs: must and can | 76 |
| 9 | Measuring and testing, 2 | A washing machine breakdown Troubleshooting Understanding technical texts Electric motors | User manuals | Making/Answering product enquiries Learning: Lesestrategien | Adjectives and adverbs | 86 |
| 10 | International contacts | International electricity standards Preparing business trips At a trade fair Cultural differences | Cross-cultural pitfalls | Giving a presentation (1) Learning: Tipps für das Gruppengespräch auf Englisch | Relative pronouns | 96 |
| 11 | On installation abroad | Understanding an agenda Making travel arrangements PLCs | On installation in China | Giving a presentation (2) Learning: Wie kann ich meine Sprechfertigkeit verbessern? | Talking about the future | 106 |
| 12 | Applying for a job | Job advertisements Cover letter and CV Job interviews | Job interviews | Writing a CV Writing a letter of application Answering interview questions | -ing forms and infinitives | 116 |

| | | | | |
|-----------------|----------------|-----|---------------------|-----|
| Appendix | Pairwork files | 126 | Basic word list | 184 |
| | Transcripts | 133 | Irregular verb list | 189 |
| | Unit word list | 142 | Abbreviations | 190 |
| | A-Z word list | 166 | Numbers and symbols | 191 |