



1 Preparing for the world of work 6

THEME: introducing myself, working in a different country, Europe and the EU

TOOLBOX: simple present, present continuous, future plans, simple past

WORKSHOP: introducing myself

EU TOPICS:

1. The European Union
2. Living and working abroad

SKILLS: Reading a text 13

CULTURE SPOTLIGHT: Language and culture 14

VIDEO LOUNGE: A Brit in Berlin

2 A letter of application 18

THEME: job advertisements, writing a letter of application, writing a CV

SKILLS: Remember this! 20

CULTURE SPOTLIGHT: Modern communication style 20

5 Working with tools and materials 42

THEME: basic tools and power tools in mechanical engineering, different materials and their properties

TOOLBOX: future (present continuous, future continuous, simple present)

WORKSHOP: materials

TECHNICAL TOPICS:

1. Material testing
2. Other materials

6 Working with computers and networks 56

THEME: hardware devices, types of software, networks and the internet

7 Industry, production and after-sales service 62

THEME: expansion of the service sector, changes in the workplace, programmable logic controllers, writing a report

TOOLBOX: tenses, more / less / fewer / most, rise / fall / increase / decrease

WORKSHOP: writing a report on the service sector

TECHNICAL TOPICS:

1. Changes through programmable logic controllers
2. Changes through automation

SKILLS: Using charts 67

8 Working with electricity 74

THEME: basics of electricity, measuring tools, electric circuits and symbols, production of electricity and the grid system



3 Basic situations at work 24

THEME: greeting a visitor, describing companies, famous companies

TOOLBOX: relative clauses

WORKSHOP: describing your company to a visitor

TECHNICAL TOPICS:

1. Famous companies
2. The history of a company

SKILLS: Listening 32

CULTURE SPOTLIGHT: Greeting people 24

VIDEO LOUNGE: An interview with James Dyson

4 Emailing and telephoning 36

THEME: writing everyday office emails, summarising emails in German, making phone calls, leaving voicemail messages on an answerphone

SKILLS: Mediation 41

CULTURE SPOTLIGHT: Email style 38



Medien-DVD

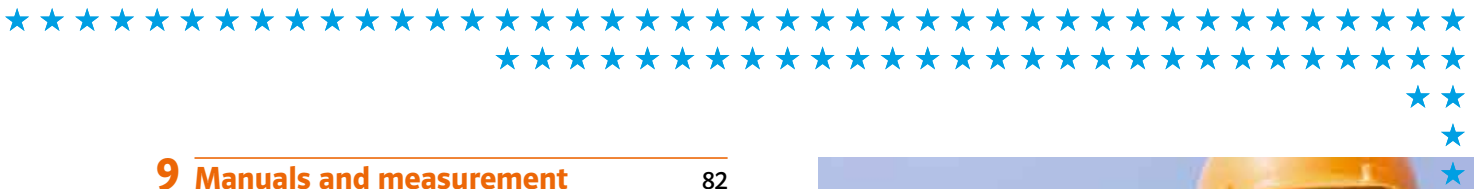


AUDIO-POOL: Schülerbuch- und Workbook-Audios (MP3), Hörtexte (PDF)

VIDEO-POOL: 6 Original-BBC-Videos (Video-Format), alle Videotexte (PDF)

DOKUMENTEN-POOL: Grundwortschatz (Word), Dokumentvorlagen (Word)

Im Lehrerhandbuch finden sich 2 Audio-CDs für CD-Player sowie viele Dokumente, auch in veränderbarer Form, im Teachers' toolkit – der CD für Ihre Unterrichtsvorbereitung.



9 Manuals and measurement 82

THEME: troubleshooting, reading manuals, understanding warranties

TOOLBOX: reported speech

WORKSHOP: warranty and measurement

TECHNICAL TOPICS:

1. Measuring tools
2. Units of measurement and the meanings of gauge
3. ISO standards

10 Complaints 94

THEME: writing a letter of complaint, dealing with complaints

11 Marketing and the media 100

THEME: describing products and services, consumer protection, creating a pop-up ad, writing a protest letter

TOOLBOX: adjectives, adverbs

WORKSHOP: creating a pop-up ad

ADVERTISING TOPICS:

1. Advertising and the new media
2. Consumer protection

SKILLS: Writing a protest letter 109

VIDEO LOUNGE: How safe is eBay?

12 Presenting technical products 112

THEME: describing technical products, making a presentation

SKILLS: Making a presentation 113

13 Challenges of globalisation 118

THEME: globalisation

TOOLBOX: asking for and giving information

WORKSHOP: conducting an interview about counterfeit products and product piracy

THE CHANGING WORLD OF WORK:

1. Sweatshops
2. eWork

CULTURE SPOTLIGHT: Be polite! 121

SKILLS: Interviews 123

VIDEO LOUNGE: Cocoa children



14 Safety at the workplace 130

THEME: safety regulations in a workshop, safety signs, safety equipment

15 Ecology and technology 136

THEME: alternative forms of energy, modes of freight transport and their impact on the environment, high-tech technologies and business, agreeing and disagreeing

TOOLBOX: the passive, conjunctions

WORKSHOP: comparing modes of freight transport

TECHNICAL TOPICS:

1. Green cars
2. Nanotechnology

CULTURE SPOTLIGHT: Distances and other measures in the USA 142

SKILLS: Giving your opinion, agreeing, disagreeing 145

VIDEO LOUNGE: Tuvalu

16 Energy and the environment 148

THEME: relationship between energy and the environment, interpreting graphs in English

WORKSHOP: renewable energies

VIDEO LOUNGE: Wind farms: good or bad?

Anhang

Reading for your exam 156

Grammar summary 172

Partner files 190

Unitbegleitendes Vocabulary 192

Alphabetisches Vocabulary 216