

Entry English, English, everywhere

6



- > English as a world language
- > introducing myself
- > meeting people
- > making a phone call
- > writing on a social networking site
- > *to be*
- > pronouns
- > possessive adjectives
- > genitive 's
- > *there is/are, to have*
- > the time
- > simple present statements
- > finishing a text and a conversation
- > test

Unit 1 At college

20



- > talking about myself, my college and my course
- > vocational education in the USA
- > posting a message on the internet
- > simple present statements
- > questions
- > negatives
- > posting messages on the internet
- > **Video Lounge:**
A stopover in New York

Unit 2 People and jobs

30



- > naming and describing jobs
- > saying why people choose a job
- > talking about the present
- > simple present with adverbs of frequency
- > present continuous
- > answering a questionnaire
- > making a job profile
- > **Video Lounge:**
Working as a receptionist

Unit 3 Products and services

40



- > talking and writing about some famous products and services
- > talking about the past
- > simple past
- > collecting and giving information about a product
- > mediation
- > **Video Lounge:**
Making movies

Unit 4 Dos and don'ts at work

50



- > talking and writing about workplace rules
- > understanding signs in the workplace
- > talking and writing about conflict in the workplace

- > modal verbs: *must (have to) / mustn't / don't have to*

- > talking and writing about the differences between college and work
- > **Video Lounge:** Working as a PA

Unit 5 Success stories

60



- > talking and writing about success stories
- > saying how long something has happened

- > present perfect with *since* and *for*

- > chatting online
- > talking about people you know
- > **Video Lounge:** Introducing people

Unit 6 Work experience

70



- > understanding advertisements
- > writing a CV
- > applying for a work experience placement
- > saying what will happen if ...

- > *if*-sentences type 1

- > writing an email of application
- > **Video Lounge:** Meeting a star

Partnerfiles / Job Pages / Test

80



Partner files	81
Job Pages:	82
> Emails at work (Unit 1)	
> Travelling for work (Unit 2)	
> A company profile (Unit 3)	
> Product catalogues (Unit 4)	
> Writing an advertisement (Unit 5)	
> A business letter (Unit 6)	
Test	94

Anhang Grammar summary / Skills files / Vocabulary

98



Grammar summary	99
Skills files	108
Grundwortschatz und Zahlen	121
Unitbegleitendes Vokabular	124
Alphabetisches Vokabular	139
Abbildungsnachweis	144