

TABLE OF CONTENTS

UNIT	Title	Content
1	My company	What your company does Ritter solves a customer's problem Company presentations at trade fairs
2	My job and workplace	Jobs and job profiles Tools and their uses Tools for laying cable in concrete
3	House wiring, 1	New English-speaking customers EIB systems Installation in an office building and a flat Dangerous situations
4	House wiring, 2	Components Wiring symbols Safety
5	Installing a PLC	A new sliding door system for a customer PLC systems Wiring techniques
6	Energy and the environment	Solar energy Household energy systems HVDC current
7	Electrical components	Components and circuit diagrams A broken guitar amplifier Fault-tolerant power supplies
8	Measuring and testing	Instruments: multimeters, oscilloscopes, etc. Expressions for measuring and testing Gadgets built from circuit diagrams
9	Electric motors	Motor components Pros and cons of different motor types Electric motor nameplates Problems with a DC motor
10	International contacts	A checklist for business trips International standards Electricity around the world
11	An installation abroad	Meeting agenda and minutes At the airport A machine is commissioned
12	Applying for a job	CVs for international purposes Tips for job applications Your online reputation

Appendix

Partner files	126	Grammar	142
KMK mock exam	134	Transcripts	145
Useful phrases	139	Basic word list	162

Language & skills	Grammar	KMK exam	Extra material	
Describing your job and your company Contacting foreign suppliers Discussing an electrical problem Showing a visitor around the company	Simple present and present progressive	Mediation Produktion Hörverstehen Interaktion	A company's website	6
Describing jobs Ordering and describing tools Discussing working conditions and tools	Simple past	Produktion Interaktion Leseverstehen	An apprentice's career prospects	16
Explaining and planning installations for customers Comparing types of house wiring Describing where to install fittings	Conditional 1	Mediation Interaktion Produktion Hörverstehen	Electricity supply	26
Describing a wiring diagram Planning a room with a customer Explaining safety rules	Conditional 2	Mediation Mediation Produktion	Electric shocks	36
Advising and corresponding with customers Arranging appointments Understanding instruction manuals	Comparative and superlative forms of adjectives	Mediation Interaktion Hörverstehen Produktion	Ladder logic	46
Explaining installations and other processes Numerical expressions Explaining features of energy systems	Passive forms	Mediation Interaktion Leseverstehen	Smart meters	56
Explaining how to trace a fault Understanding technical advice Understanding a data sheet	Present perfect and simple past	Hörverstehen Mediation Leseverstehen	Uses of tubes	66
Giving and getting instructions Describing electrical components Understanding technical data	Translating <i>können</i> and <i>müssen</i>	Interaktion Hörverstehen Mediation	Data sheet: voltage regulator	76
Understanding technical instructions Troubleshooting on the telephone Understanding a troubleshooting guide	Adjectives and adverbs	Mediation Leseverstehen Interaktion Produktion	Electric cars	86
Expressing opinions in meetings Meeting customers at trade fairs Describing plugs and sockets	Relative clauses	Produktion Leseverstehen Leseverstehen	Quiz: cross-cultural understanding	96
Discussing plans for an installation abroad Giving presentations Mediating between colleagues and customers	Talking about the future	Leseverstehen Hörverstehen Produktion	Doing business with Chinese	106
Evaluating job advertisements Writing your CV and cover letter Interviewing for jobs	-ing forms and infinitives	Hörverstehen Mediation Interaktion	Job interview dos and don'ts	116
Chronological word list	166	Conversion tables		212
Alphabetical word list	197	Terms, units and abbreviations		214
Europass CV	210	Irregular verbs		216