

Unit 1 Tomorrow's world

6



- > talking about life in the future
- > talking about global warming
- > saying what will happen in the future if ...
- > *if*-sentences type 1
- > *will/won't be able to*
- > writing a diary
- > global warming (project)
- > **Video Lounge**
Discussing career plans
- > **Go for it!** Cyberbullying

Unit 2 Travelling for work

18



- > talking about travel
- > how airports work
- > understanding hotel brochures
- > checking in at a hotel
- > relative pronouns *who, which, where*
- > relative sentences
- > writing a holiday postcard
- > role-playing
- > **Video Lounge**
Choosing a career
- > **Go for it!**
Who speaks English?

Unit 3 Apprenticeships

30



- > apprenticeships in England
- > applying for an apprenticeship
- > an interview for an apprenticeship
- > *if*-sentences type 2
- > writing a CV
- > describing a cartoon
- > **Video Lounge**
Applying for a job
- > **Go for it!** Tips for the perfect job interview

Unit 4 A visit to a company

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- > understanding companies and processes
- > introducing yourself and others politely
- > adjectives and adverbs
- > adverbs of manner
- > writing a report
- > making a poster
- > **Video Lounge**
Starting a new job (1)
- > **Go for it!** Do you want to look 'cool'?

Unit 5 Global business

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- > living in a globalised world
- > the production and global distribution of goods
- > the 'good' and 'bad' sides of globalisation
- > simple present passive
- > simple past passive
- > a class survey
- > making a poster
- > **Video Lounge**
Starting a new job (2)
- > **Go for it!** Other countries, other customs

Unit 6 A month in New Zealand

66



- > New Zealand: country, people, history
- > using polite language to deal with everyday situations
- revision of:
> present perfect with *since/for*
- > writing a text to describe Germany
- > **Video Lounge**
Facing challenges
- > **Go for it!**
Becoming an adult

Unit 7 My job is special

78



- > talking about why people choose a career
- > saying what had already happened before an event in the past
- > saying what would have happened if ...
- > past perfect
- > *if*-sentences type 3
- > writing a text about yourself for a social networking site
- > making a radio interview
- > **Video Lounge** Holding a business meeting
- > **Go for it!** Katie's story

Unit 8 Starting work

90



- > working as a retail assistant
- > tips for the first days at work
- > verbs + infinitive / verbs + *ing*-form
- > making a mindmap
- > making a conversation about a job
- > **Video Lounge** Maya's last day
- > **Go for it!** Exam tips: Get the best grades in your exams

Unit 9 Working in an office

102



- > talking about everyday office life
- > reporting what others have said
- > reporting phone messages
- > reported speech (after past tense reporting verbs)
- > reporting verbs
- > a press conference
- > **Video Lounge** Reviewing career plans
- > **Go for it!** What's in the news?

Partner files / Job Pages / Test

114



- Partner file 115
- Job pages: 116
- > A company profile
- > Business correspondence 1: an enquiry
- > Business correspondence 2: an offer
- > Business correspondence 3: an order
- > Business correspondence 4: a complaint
- > Understanding advertisements
- Test 128

Anhang Grammar summary / Skills files / Vocabulary

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