

TABLE OF CONTENTS

UNIT	Title	Content
1	Talking about your company	Welcoming visitors Giving a presentation Describing a company
2	Describing your job and your workplace	Trades and workplaces A tour around a construction site Talking about jobs
Situations 1		
3	Advising customers	Dealing with customer enquiries Making appointments and arranging visits Dealing with customer complaints
4	Planning a job	Choosing tools, equipment and materials Organizing resources Dealing with organizational problems
Situations 2		
5	Using tools and instruments	Trades and tools Portable power tools Workshop machines
6	Troubleshooting	Identifying a problem Explaining and discussing a problem Dealing with a problem
Situations 3		
7	Preventing accidents	Talking about safety rules Identifying hazards Describing an accident
8	Recycling	Identifying recyclable materials Describing a recycling process Discussing the pros and cons of recycling
Situations 4		
9	After-sales service	Types of after-sales services Understanding difficult technical texts Giving and understanding installation instructions
10	Applying for a job	Writing a CV Applying for a job Preparing for an interview
Situations 5		
Appendix		
	KMK mock exam	121
	Partner files	127
	Useful phrases	133
	Basic word list	141

Language & skills	Grammar	KMK exam	Extra material	
Writing a summary Saying and writing numbers Reading for detail	Active and passive sentences	Leseverstehen Mediation	The future of cars is plastic	7
Describing a location Jobs, tasks and responsibilities Forming questions	Simple present and present progressive	Mediation	Two worker profiles	17
				28
Recording and collating customer information Comparing specifications Giving advice Making a written complaint	<i>Will</i> -future and <i>going to</i> -future	Mediation Produktion	Important facts about LED televisions	30
Discussing plans Describing and portraying statistics	Question formation	Hörverstehen Produktion Interaktion	How do you build a road?	41
				51
Describing the functions of tools Translating technical vocabulary Asking for and giving advice	Modal verbs	Interaktion	Using a combination square	53
Making notes Asking for help Describing a problem Giving and responding to advice	Simple past and past progressive	Mediation Produktion	Common universal motor problems	64
				75
How to deal with unknown vocabulary in technical texts How to avoid injury at work Describing the functions of safety equipment	Present perfect and simple past	Mediation Produktion	Accidents at work	77
Dealing with technical vocabulary Describing the properties of materials Understanding abbreviations used in texting and chat rooms	Sentences with <i>if</i> and <i>when</i>	Mediation Produktion	Plastic bottles	87
				97
Selecting information from a technical text Following installation instructions Using a flow diagram	Relative clauses	Hörverstehen Produktion	Heat pumps	99
Comparing and assessing job offers Presenting information clearly Understanding formal conventions Discussing personal attributes	Adjectives and adverbs	Interaktion	Writing your CV	109
				119
Chronological word list				147
Alphabetical word list				175
Basic technical vocabulary (German – English)				189
Common irregular verbs				190