



___/6P

1 I can understand information about different jobs.

7
→p. 34/1

Listen to the texts and write the right jobs.

- | | |
|-----------------------|------------------------|
| 1. <u>electrician</u> | 4. <u>teacher</u> |
| 2. <u>engineer</u> | 5. <u>receptionist</u> |
| 3. <u>firefighter</u> | 6. <u>stylist</u> |

___/5P

2 I can describe jobs. (Musterlösung)

→p. 34/2

Write what these five people do in their jobs.

- police: they catch thieves and murderers
- dentist: they take care of people's teeth
- tour guide: they show people around who are on holiday
- inventor: they have ideas for new machines and build the new machines
- ranger: they help to protect nature and often work in a national park

___/5P

3 I can understand a questionnaire. (individuelle Schülerlösung)

→p. 34/3

Look at the jobs on page 25 again. Then do the questionnaire.

A: passenger pusher, B: professional sleeper, C: deodorant tester,
D: pet food taster, E: bicycle fisher, F: paint watcher

- Put the six jobs in order from "strangest" (1) to "not so strange" (6).
1 2 3 4 5 6
- Put the six jobs in order from "You couldn't pay me a million dollars to do that job" (1) to "Sure, I'd do that job" (6).
1 2 3 4 5 6
- Put the six jobs in order from "most boring" (1) to "it sounds interesting" (6).
1 2 3 4 5 6
- Put the six jobs in order from "most disgusting" (1) to "pretty normal" (6).
1 2 3 4 5 6
- Put the six jobs in order from "It probably doesn't pay much" (1) to "They make good money" (6).
1 2 3 4 5 6

Now add up the points that you gave to each job.

→ You shouldn't even think about getting the job with the least number of points!

→ You should start writing a job application for the job with the most number of points!

4 I can apply for a job.

→p. 35/4

Complete the letter of application. There are more words than you need.

- confident
- responsible
- creative
- attached
- workplace
- advert
- strengths
- apply for
- hearing
- shift
- experience
- apprenticeship



Dear Ms Jones,

I am writing to apply for the photographer apprenticeship. I read your advert online. As you can see from my CV, I have had a lot of experience. I belong to a local photography club and work part-time in a camera store. I am also the official photographer for my school newspaper. There I am not only responsible for taking pictures but also for editing them.

I am confident that I would be a successful apprentice. My strengths are being on time and never completing a project late. Not only am I reliable, but I am also creative. I have won photography prizes in local competitions. I would like to begin an apprenticeship as a photographer next fall when I will have finished school.

My CV and school certificates are attached.

I look forward to hearing from you.

Yours sincerely,

Brian Burkowitz

5 I can understand different texts about money. (individuelle Lösung)

→p. 35/5

Read the text about pocket money and answer the question.

1	My parents always say that every child is different, so that's their reason for giving me and my two brothers different amounts of pocket money. My younger brother doesn't care much about money. If he has money, he usually gives it away or spends it on his friends immediately. That makes his friends happy but not my parents, so they decided that they would give him just a small amount of pocket money every week. They pay for everything he needs. My older brother is the most responsible. He's very good at dealing with money. He knows exactly what he wants to spend it on and if he	doesn't have enough, then he'll save until he does. A long time ago my parents decided to give him a very large amount of pocket money each month. However, this also means that he has to pay for almost everything himself – school supplies, clothes, transportation, entertainment. As the middle child I don't get too little or too much money. I have just enough to go to the cinema at the weekend or buy a new T-shirt. Sometimes I even save a little bit. My parents pay for my clothes and all of the basic things I need. If I need money for something special, I ask them.	15
5			20
10			25

Can you imagine one of these pocket money versions for you? Why (not)? Give reasons and compare it to your pocket money situation. Write your answer in your exercise book.



○ **1 I can understand information about different jobs.**

Match three words or phrases with each job.

- | | | | | | |
|---------|------------|--------------|-----------|--------------|------------------------|
| analyse | appearance | bridges | classroom | customers | big machines |
| design | education | electricity | emergency | fire | first point of contact |
| hair | helpful | saving lives | welcome | young people | washing machine |

- teacher: young people, education, classroom
- engineer: analyse, bridges, design
- firefighter: emergency, saving lives, fire
- electrician: washing machine, big machines, electricity
- stylist: customers, appearance, hair
- receptionist: welcome, first point of contact, helpful

○ **2 I can describe jobs.**

Match the jobs to their descriptions. Write the right letter next to each job.

- | | | |
|-------------------|----------|---|
| 1. security guard | D | A they help you to get better when you are sick |
| 2. chef | E | B they help you to plan and book your holiday |
| 3. travel agent | B | C they fix your car when it is not working |
| 4. doctor | A | D they keep people in a building safe, for example in a shopping centre |
| 5. mechanic | C | E they cook food in a restaurant |

○ **3 I can understand a questionnaire. (individuelle Lösung)**

Look at the jobs on page 25 again. Write a letter for a job next to each question.

A: pet food taster, B: paint watcher, C: bicycle fisher,
D: professional sleeper, E: deodorant tester, F: passenger pusher

- Which job is the strangest?
- Which job would you never do?
- Which job seems the most boring?
- Which job is the most normal?
- Which job do you think pays the most?
- Which job would you like to try?
- Which job do you think is the most common?
- Which job would you recommend to a friend?



4 I can apply for a job.

Look at the letter of application and CV in your book on page 40 again. Are these sentences right or wrong or is the information not in the text?

	right	wrong	not in the text
1. Claire wants to do an apprenticeship at Westfield.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. She is good at solving problems and fixing things.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. She volunteered at a local DIY shop.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Claire made a lot of friends when she worked for a charity.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Claire is deaf in both ears.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. She does not live in London.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. She really likes to drive.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Mr Turner gave her a reference.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5 I can understand different texts about money.

Read this text about pocket money and answer the questions.

There are many different ways to give teenagers their pocket money. Here are four ideas:

1. John's parents don't give him any pocket money. If he needs money, he is expected to work for it either at a part-time job or by helping more around the house.
2. Ann's parents give her a small amount of pocket money. She doesn't have to pay for any of her basic needs or for clothes or entertainment. But if she wants something, she has to ask her parents for it.
3. Michelle's parents give her a "typical" amount of pocket money. Her parents pay for all of her basic needs and most clothes. If she wants special, more expensive clothes or to go to a concert, for example, she has to use her pocket money.
4. Andrew's parents give him a very large amount of pocket money. However, he must pay for everything, including school supplies, clothes, transportation and entertainment.



1. How does John get money for things? He has to work for it
2. Who does Ann ask if she wants something special? her parents
3. What does Michelle use to pay for concert tickets? her pocket money
4. Why does Andrew get so much pocket money? He has to pay for everything.
5. Which text compares best to your pocket money situation? number 1/2/3/4



Here you can learn how to do a mediation exercise.

51/3 1 Read the text about how to prepare for your first day of work.



1 Your first day of work actually starts the day before. This is when you have the time and should take the time to get everything prepared. Choose an outfit that feels comfortable; however, it shouldn't be the clothes you love to wear when you're watching TV from the sofa. Make sure your clothes are right for your work setting. This shows that you take your new job seriously. Check and see if everything is clean or if it needs to be ironed. It's also a good idea to do things like pack your lunch or fill your water bottle the evening before.

Do you need directions or a bus schedule to your new employer? If you don't know how to get there, work it out now. Sometimes you have to bring along paperwork, like your contract or a work permit, on your first day. Put all of the papers you'll need in a folder so that they stay neat and clean. The less you have to do in the morning, the less stressed you will arrive at work and you won't forget anything. Be sure to get a good night's sleep too. And one last tip for the day before – don't eat garlic or other foods with a strong smell. Your new colleagues will thank you.

When your alarm clock rings in the morning, don't use the snooze button. Instead get up right away and do some stretches to wake yourself up. Don't forget to grab your lunch from the refrigerator. Leave the house early so that you have extra time. You never know if there will be a traffic jam, a late bus or an accident on the way. If you arrive early, you can always walk around the block, chat with



colleagues and get a first impression of the atmosphere, but it would make a bad impression if you arrived late on your first day.

When you get to your new office or factory, introduce yourself and tell the receptionist why you are there. "Good morning. My name is Julian Radko and this is my first day. I'm scheduled to meet Ms Cleaver at 8:00." Talk clearly and politely and look people in the eye to appear confident. Especially on the first day it's very important to ask questions if you don't understand or remember something. It's better to ask someone to repeat or explain something immediately because this is an easy and excellent way to avoid mistakes later. Asking people for help shows you are interested.

Don't worry if you don't remember everyone's names right away. If you don't remember, just ask. "Excuse me, I know that we met this morning, but I can't remember your name. Could you tell me again, please?" Try not to be shy on your first day. Introduce yourself, talk to your new colleagues and ask them polite questions about work but nothing private. This is a good way to learn about the company and show that you're interested in your new job.



If you feel unsure about something, watch how everybody else does it first and then follow. For example, are you allowed to eat at your desk or do you have to go to the cafeteria? Can you leave your bag next to your workplace or is there a special place for it? If people offer help or ask you to sit with them at lunchtime, accept their offers and don't forget to say thank you.

Finally, don't make too many plans for that evening. You'll most likely be tired. Experiencing so many new things in one day can be exhausting for your body and mind, so give yourself a break. Get another good night's sleep and then you'll be ready for your second day. Each day will get easier if your first day is a success.

51/3

2 Verwende die Informationen aus dem Artikel auf Seite 36 und beantworte die Fragen (1–5) stichpunktartig auf Deutsch. (Musterlösung)

1. Was ist wichtig bei der Auswahl der Kleider?
bequem aber nicht zu lässig/leger,
der Arbeit angemessen, sauber und gebügelt,
Kleider und Aussehen zeigen, dass man die Arbeit
ernst nimmt
2. Warum soll man am Abend vorher so viel vorbereiten?
genügend Zeit vorhanden, weniger Stress
am Morgen, nichts vergessen
3. Warum ist es besonders wichtig, am ersten Tag Fragen zu stellen?
einfache Möglichkeit, spätere Fehler zu vermeiden,
zeigt Interesse
4. Welche Vorteile hat es, sich mit den neuen Kollegen zu unterhalten?
mehr über die Firma in Erfahrung bringen,
den Kollegen gegenüber Interesse an der
neuen Stelle signalisieren
5. Wie soll man sich nach dem ersten Arbeitstag verhalten?
nicht zu viele Pläne machen,
sich entspannen, früh schlafen gehen

For mediation exercises you do not have to translate every single word, but it is important to translate everything correctly so that there are no mistakes in your answers.

If you don't know a word for something, try to describe it instead. For example, if you don't know the English word for 'pünktlich', say something like 'not late, always on time'. If you don't understand a word from the English text, look at the context to help you.

51/3

3 Welche Ratschläge stehen nicht im Text?

1. Vergewissern Sie sich am Abend vorher, wie Sie zu Ihrer Arbeitsstelle kommen werden.
2. Am Tag vorher sollen Sie leicht verdauliche Mahlzeiten zu sich nehmen.
3. Viel zu früh zu erscheinen hinterlässt auch einen sehr schlechten Eindruck.
4. Fragen Sie höflich nach vergessenen Namen Ihrer neuen Kollegen.
5. Stellen Sie keine Fragen zu privaten Angelegenheiten.
6. Haben Sie vorübergehend keine Aufgaben, beschäftigen Sie sich mit z. B. IT-Themen.
7. Ein einfaches „Dankeschön“ ist ein Zeichen der Wertschätzung.
8. Bereiten Sie Hintergrundfragen zu Ihrer neuen Firma vor, um den Chef zu beeindrucken.



How can I help you?

52/1 **1** Farid, the new apprentice, has arrived.



E



B



D



A



C



F

It is Farid's first day at work at a German company, but he does not speak German. Look at the pictures. What do the people in the pictures say to Farid? Match each sentence with the right picture. Then write the correct number under each picture.

- A Now I want to introduce you to your team. They will help you get started.
Starting time is 7:30. It is important to be on time.
- B Hi, my name is Luca. I have your work clothes here for you.
I hope they are the right size.
- C Lunch is from 12:00 to 12:30. We can meet here and sit together.
The food here is pretty good, or you can bring your own lunch.
- D You can change your clothes in here and leave everything in your locker.
Remember to always lock your locker. Here is your key.
- E Welcome, Farid. It's nice to meet you. I hope you have a great first day.
I have some papers here which I need you to sign.
- F Was your first day tiring? There is so much to learn your first couple of weeks.
But don't worry it will get easier.



- 52/1  ● **2 (WRITING) Write a short dialogue for one of the pictures on page 38. (Individuelle Lösung)**

- 53/3  ● **3 Complete the sentences about Farid's first day and what he learned.**

- a) Put in a relative pronoun or leave it out if you don't need one.

1. There is a separate room where they can change their clothes.
2. The man who/that showed Farid around works in the same team.
3. The first person who/that Farid talked to was his team leader.
4. The parking lot — employees use fills up quickly in the morning.
5. They gave Farid a book which/that explains the company rules.
6. Everyone — Farid met was friendly and helpful.

- b) Explain what these words mean. Make single sentences using a relative clause. (Musterlösung)

1. colleague: work with you: A colleague is someone who works with you.
2. apprentice: learn new job: An apprentice is a person who is learning a new job.
3. designer: create something new: A designer is someone who creates something new.
4. interviewee: answer questions: An interviewee is the person who answers questions.
5. factory: place to work: A factory is a place where you can work.

- 53/4  ● **4 Complete the text about Farid's team leader by choosing the right word.**

I've worked here for six years and I (1) started / created as an apprentice. Even (2) as / though I already knew some of my colleagues from my sports club, it was still a little hard at (3) first / the moment. The first (4) few / around weeks were very tiring. I remember I went (5) additionally / directly to bed after my first day of work. But it got easier. The company has an (6) smart / excellent training program. You learn a lot here and they really help you to develop your own (7) strengths / requirements. I'm already a team leader after (8) own / only six years. It was hard to work (9) my / your way up, but I was really (10) determined / understanding when I started here. I tried to make myself useful all the time. I think it's a real advantage that it's a small company. The boss (11) applies / notices when you work hard. I like that you can be self-organised here. Then I can prioritise my (12) tasks / advertises myself.