

Topic 2 The experience of work

Symbole und Abkürzungen

↔	ist das Gegenteil von ...	(AE)	Amerikanisches Englisch	(no pl)	kein Plural
→	ist verwandt mit	(BE)	Britisches Englisch	etw	etwas
=	entspricht	(sg)	Einzahl (Singular)	jdn	jemanden
sth	something	(pl)	Mehrzahl (Plural)	jdm	jemandem
sb	somebody			(ugs)	umgangssprachlich

Getting started

Englisch	Deutsch	Beispiele / Erklärungen	Eigene Beispiele oder Übersetzung in die Muttersprache
task	Aufgabe	I have to do different tasks every day at work.	
ambition	Ehrgeiz	ambition → ambitious	
passion	Leidenschaft	passion → passionate	
work-life balance	(ausgewogenes) Verhältnis zwischen Berufs- und Privatleben	= the division of one's time and focus between working and family or leisure activities	
human resources	Personalabteilung	human resources = personnel department	
lack of	Mangel an	The children are suffering from a serious lack of vitamins.	
to embarrass	in Verlegenheit bringen	I was so embarrassed when I got it wrong.	
to admire	bewundern	to admire → admiration → admired	
to support	unterstützen; helfen	My employer didn't support me at all while I was ill.	
appointment	Termin; Verabredung	= arrangement to meet sb at a particular time and place	

Englisch	Deutsch	Beispiele / Erklärungen	Eigene Beispiele oder Übersetzung in die Muttersprache
profession	Beruf	What profession are you in?	
according to	laut; gemäß	According to the report, youth unemployment is quite low.	
to handle	bearbeiten; erledigen	to handle = to deal with	
decent	angemessen	decent → decency	

Skills workshop 1 - Letter of application and CV

Englisch	Deutsch	Beispiele / Erklärungen	Eigene Beispiele oder Übersetzung in die Muttersprache
client	Kunde/Kundin	client = customer	
to provide (with)	bereitstellen; zur Verfügung stellen	The shop provided us with uniforms.	
applicant	Bewerber/-in	applicant → to apply → application	
employer	Arbeitgeber/-in	employer → employee → employment	
aim	Ziel; Absicht	aim = goal	
to receive	empfangen; erhalten; bekommen	= a formal word for "to get"	
essential	notwendig; wesentlich	essential ↔ unnecessary	
attention	Aufmerksamkeit; Beachtung	attention → attentive	
seriously	im Ernst; ernsthaft	seriously = earnestly	
to depend (on)	abhängen (von)	The price of the ticket depends on the date.	
to demand	fordern	to demand → a demand	
likely	wahrscheinlich	likely ↔ unlikely	
ability	Fähigkeit; Begabung	ability → to be able to do sth	

Englisch	Deutsch	Beispiele / Erklärungen	Eigene Beispiele oder Übersetzung in die Muttersprache
commitment	Verpflichtung; Bindung; Engagement	commitment → to commit	
patient	geduldig	patient ↔ impatient	
thoughtful	rücksichtsvoll; aufmerksam	thoughtful = considerate	
apprenticeship	Ausbildung; Lehre	apprenticeship → apprentice	
placement (BE)	Praktikumsplatz	A placement is a position you have for a short time in a company in order to learn about the work there.	
to mention	erwähnen	Did I mention that I have a cool new phone?	
recent	kürzlich; neueste/-r/-s; letzte/-r/-s	What does your new boyfriend look like? Do you have a recent photo of him?	
currently	derzeit; zurzeit; momentan	We currently have three placements for EU students.	
unless	es sei denn, (dass) ...; wenn nicht	You shouldn't apply for this job unless you have language skills.	
explicitly	ausdrücklich	explicitly ↔ implicitly	
maintenance	Instandhaltung; Erhaltung; Pflege	maintenance → to maintain	
facilities (pl)	Einrichtungen	= buildings, pieces of equipment, or services that are provided for a particular purpose	
to look forward to	sich freuen auf	I'm looking forward to the holidays.	
to achieve	erreichen; leisten	William didn't achieve the grades he needed to get a place at the university of his choice.	
open-minded	aufgeschlossen	= willing to consider other possibilities or ideas	
internship (AE)	Praktikum	The word in the USA for work placement is internship.	

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reference	Referenz; Referenzschreiben	When I finished the job, he gave me a great reference.	
rewarding	lohnend	rewarding → to reward	
reputation	Ruf; Ansehen	He had a bad reputation at school.	
due to	wegen; aufgrund	due to = because of	
Enc.: (= <i>enclosure</i>)	Anhang; Anlage	When you're adding one or more documents to a cover letter, you write "Enc." (one item) or "Encs." (two or more items) at the bottom of the letter.	

Skills workshop 2 - Mediation

Englisch	Deutsch	Beispiele / Erklärungen	Eigene Beispiele oder Übersetzung in die Muttersprache
below	unten, unterhalb	The TV magazine is on the shelf below the TV. Look, down there!	
vocational school	Berufsschule	= school which provides vocational education	
issue	Ausgabe	issue = edition	
career counselling	Berufsberatung	counselling → to counsel	
guidance	Anleitung; Beratung	guidance → to guide	
to be intended to	für etw gedacht sein; sollen	intended to → intention	
suitable	passend; geeignet	suitable → to suit	

Text workshop A - Choosing a career

Englisch	Deutsch	Beispiele / Erklärungen	Eigene Beispiele oder Übersetzung in die Muttersprache
to be likely to do sth	wahrscheinlich etw tun	If you drink too much at the party, you're likely to make a fool of yourself.	
research (no pl)	Forschung; Untersuchung	research → to research	
to reveal	enthüllen; aufzeigen	The company revealed who was going to be fired.	
survey	Umfrage; Studie	What do people think? – Find out with a survey.	
to encourage	fördern; ermutigen	to encourage → encouragement	
beyond	jenseits; außerhalb; darüber hinaus	We have customers in Germany and beyond.	
to volunteer	sich freiwillig melden	to volunteer → volunteer → voluntary	
role model	Vorbild	It is important for young people to have suitable role models.	
emphasis	Betonung	If you stress sth, you give it emphasis.	
debt	Schuld; Schulden	So many people are in debt and don't understand why.	
meaningful	bedeutungsvoll; sinnvoll	meaningful → meaning → to mean	
work schedule	Arbeitsplan; Arbeitszeitplan	work schedule → to schedule	
study	Studie; Untersuchung	study = survey	
disappointed	enttäuscht	disappointed → disappointment	
practically	praktisch; fast	practically = nearly	
significant	bedeutend; deutlich	significant → significance	
collaboration	Zusammenarbeit	collaboration → to collaborate	
reliable	zuverlässig	reliable → reliability	

Englisch	Deutsch	Beispiele / Erklärungen	Eigene Beispiele oder Übersetzung in die Muttersprache
bar graph	Säulendiagramm; Balkendiagramm	The bar graph shows the favourite sports of 8th-graders.	
representation	Darstellung; Repräsentation	The representation in the media is false.	

Text workshop B - Applying for a job

Englisch	Deutsch	Beispiele / Erklärungen	Eigene Beispiele oder Übersetzung in die Muttersprache
to succeed (in)	Erfolg haben (in/bei/mit)	to succeed → successful → success	
decade	Jahrzehnt	I've known him for decades.	
knowledge (no pl)	Wissen; Kenntnisse	knowledge → to know	
to anticipate	erwarten	to anticipate → anticipation	
genuine	echt; ehrlich	genuine = real	
vacancy	freie Stelle	= an available job position	
circumstance	Umstand	She worked under difficult circumstances.	
inappropriate	unangemessen	inappropriate = unsuitable	
unforeseen	unvorhergesehen	unforeseen = unexpected	
furthermore	darüberhinaus; außerdem	= a formal word you can use to introduce another point that helps your argument	
obvious	offensichtlich	It is obvious that you studied hard. You got an A.	
to swear	fluchen	It's very rude to swear.	
preferably	bevorzugt; vorzugsweise	The job should be done soon, preferably by the end of the week.	
weakness	Schwäche	weakness ↔ strength	
strength	Stärke; Kraft	I made a list of my strengths.	

Englisch	Deutsch	Beispiele / Erklärungen	Eigene Beispiele oder Übersetzung in die Muttersprache
interviewee	Befragte/-r; Interviewte/-r	interviewee → interviewer → to be interviewed	
to consider	betrachten; erwägen	I'm considering applying for a work placement abroad.	
to be supposed to	sollen	= to be expected to do sth	
improve	verbessern	I would love to improve my English.	
behaviour (<i>no pl</i>)	Verhalten; Benehmen	behaviour → to behave	
to be satisfied	zufrieden sein; überzeugt sein	satisfied ↔ dissatisfied	
first impression	erster Eindruck	She has made a good first impression.	
advertising (<i>no pl</i>)	Werbung; Reklame	advertising → to advertise → advertisement	
to file	ablegen; abheften	= to put in a folder	
disabled	behindert	Disabled people can use this door.	
performance	Auftritt; Leistung	performance → to perform	

Text workshop C - Dealing with customers

Englisch	Deutsch	Beispiele / Erklärungen	Eigene Beispiele oder Übersetzung in die Muttersprache
to be suspended	gesperrt sein	to be suspended = to be blocked	
phishing	Phishing	= criminal attempt to get passwords, credit card details etc of Internet users	
to be compelled to	sich genötigt sehen	= to feel forced to do sth	
threatening	bedrohlich	That dog looks very threatening. I'm really afraid of it.	
convincing	überzeugend	The story doesn't sound convincing.	

Englisch	Deutsch	Beispiele / Erklärungen	Eigene Beispiele oder Übersetzung in die Muttersprache
to blame	verantwortlich machen; beschuldigen	<i>False friend</i> : to blame ≠ blamieren	
to skim	überfliegen	Don't concentrate on details, just skim the text.	
register	Sprachebene	It's important to change your register to match the situation you're in. That means you should always use the right language for the right situation.	
expression	Ausdruck; Wendung; Äußerung	We often use English expressions in German.	
Colloquial	umgangssprachlich	= an informal style of language that is used in speaking more than in writing	
to admit	zugeben	to admit = to confess	
delivery	Lieferung; Zustellung	We get pizza delivery from a restaurant in town.	
to trouble	behelligen mit etw; belästigen	I'm sorry to trouble you.	
invoice	Rechnung	Did you remember to pay the invoice?	
shipment	Lieferung	= a load of goods that has been sent to a customer	
consignment	Warensendung	consignment = shipment	
intention	Absicht; Intention	= what sb wants and plans to do	
to identify yourself	sich zu erkennen geben	= to say who you are	
customer service attendant	Kundendienstbetreuer/-in	= a person who answers the phone when you call a company about a product	
upset	aufgebracht; bestürzt	Why are you so upset? – I can't find my phone.	
to appreciate	wertschätzen; würdigen	If you appreciate sth, you like it because you recognise its positive characteristics.	

Text workshop D - Going your own way

Englisch	Deutsch	Beispiele / Erklärungen	Eigene Beispiele oder Übersetzung in die Muttersprache
rising	steigend; ansteigend; aufsteigend	rising → to rise	
to be willing to do sth	bereit sein, etw zu tun	I'm more than willing to help you.	
meanwhile	mittlerweile; in der Zwischenzeit	I'll finish making the salad. Meanwhile, you set the table.	
proudly	stolz	Jay proudly announced that he had won the singing contest.	
surrounded by	umgeben von	He said he was surrounded by idiots at the meeting.	
to distribute	verteilen; ausschütten	to distribute → distribution	
to promote	werben für	The company promoted their new car.	
compelling	fesselnd; unwiderstehlich	compelling → to compel	
expansion	Ausdehnung; Erweiterung; Expansion	expansion → to expand	

Topic Task

Englisch	Deutsch	Beispiele / Erklärungen	Eigene Beispiele oder Übersetzung in die Muttersprache
precision	Genauigkeit; Präzision	precision → precise	
supplier	Lieferant/-in; Zulieferer/-in	supplier → to supply	
advantage	Vorteil	advantage ↔ disadvantage	
office assistant	Büroangestellte/-r	= a person doing administrative work in an office	
headquarters (pl)	Zentrale; Stammsitz	The bank has its headquarters in London.	

Englisch	Deutsch	Beispiele / Erklärungen	Eigene Beispiele oder Übersetzung in die Muttersprache
perk	Vergünstigung	perk = benefit	
to be keen to do sth	sehr daran interessiert sein, etw zu tun	The CEO was keen to make the deal.	
care facility	Betreuungseinrichtung	= an establishment that provides care for ill and/or elderly patients	
recently-qualified	Berufsanfänger/-in	= sb who has just finished their qualification	
diverse	vielfältig	diverse → diversity	
highly-skilled	hoch qualifiziert	highly-skilled = highly-qualified	
enquiry	Anfrage	Your job will be to deal with enquiries and complaints.	
health insurance	Krankenversicherung	You need to have good health insurance.	
resilient	belastbar	resilient → resilience	
observer	Beobachter/-in; Zuschauer/-in	observer → to observe	
fluency	Sprachgewandtheit	They talked about my fluency in English and German.	
to be prepared to do sth	bereit sein, etw zu tun	be prepared to do sth ↔ to be unwilling to do sth	