Topic 2 The experience of work

**Symbole und Abkürzungen**

↔ ist das Gegenteil von …

→ ist verwandt mit

= entspricht

sth something

sb somebody

(AE)Amerikanisches Englisch

(BE)Britisches Englisch

(sg)Einzahl (Singular)

(pl)Mehrzahl (Plural)

(no pl)kein Plural

etw etwas

jdn jemanden

jdm jemandem

(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 |  |
| 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 |  |
| 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. |  |
| 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.: *(= enclosure)* | 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 |  |
| 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. |  |
| 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 *(no pl)* | 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 *(no pl)* | 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. |  |
| to blame | verantwortlich machen; beschuldigen | *False friend:* 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. |  |
| 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 |  |