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)

etw etwas

jdn jemanden

jdm jemandem

**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. |  |
| entrepreneur | Unternehmer/-in | There are more and more female entrepreneurs. |  |
| 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 – Word building**

| Englisch | Deutsch | Beispiele / Erklärungen | Eigene Beispiele oder Übersetzung in die Muttersprache |
| --- | --- | --- | --- |
| command | Beherrschen; Kenntnis | I have a good command of French. |  |
| appropriate | geeignet; passend | appropriate = suitable |  |
| whether | ob | I asked him whether he got the job or not. |  |
| willingness | Bereitschaft | = being happy to do something if it is needed |  |
| to adapt to | sich anpassen an | After working here for a few months I have started to adapt to the company culture. |  |
| careers advisor | Berufsberater/-in; Laufbahnberater/-in | = a person who gives students advice and information about jobs and careers |  |

**Skills workshop 2 – 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. |  |
| valuable | wertvoll | valuable → value → valued |  |
| 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 |  |
| typo | Tippfehler | = a typing mistake |  |
| attention | Aufmerksamkeit; Beachtung | attention → attentive |  |
| stain | Fleck; Verfärbung | Oh no! There's a stain on my favorite pair of jeans! |  |
| 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 | 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 |  |
| gap | Lücke; Abstand | Mind the gap. |  |
| to enclose | beifügen; beilegen | When you enclose sth, you put it in with the letter you want to send. |  |
| maintenance | Instandhaltung; Erhaltung; Pflege | maintenance → to maintain |  |
| facilities Pl. | Einrichtungen | = buildings, pieces of equipment, or services that are provided for a particular purpose |  |
| to gain | erwerben; sammeln; erreichen | Teresa has gained valuable experience during her internship. |  |
| 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 | 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: | 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 3 – Mediation**

| **Englisch** | **Deutsch** | **Beispiele / Erklärungen** | Eigene Beispiele oder Übersetzung in die Muttersprache |
| --- | --- | --- | --- |
| to convey | wiedergeben; vermitteln | These adjectives convey the atmosphere to the reader. |  |
| addressee | Adressat/-in; Empfänger/-in | addressee → to address |  |
| target language | Zielsprache | = the language into which a text, document, or speech is translated or mediated |  |
| vocational school | Berufsschule | = school which provides vocational education |  |
| issue | Ausgabe | issue = edition |  |
| career counselling | Berufsberatung | counselling → to counsel |  |
| guidance | Anleitung; Beratung | guidance → to guide |  |
| suitable | passend; geeignet | suitable → to suit |  |
| intended to | für etw gedacht sein; sollen | intended to → intention |  |

**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 pursue | verwirklichen; verfolgen | = to try to make sth come true |  |
| veterinarian (vet) | Tierazt/-ärztin | = a person qualified to treat diseased or injured animals |  |
| to encourage | fördern; ermutigen | to encourage → encouragement |  |
| aspiration | Bestrebung | I don’t have any political aspirations. |  |
| beyond | jenseits; außerhalb; darüber hinaus | We have customers in Germany and beyond. |  |
| 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 |  |
| advancement | Karriere; Aufstieg | = success and promotion in sb's job |  |
| below | unten; unterhalb | The TV magazine is on the shelf below the TV. Look, down there! |  |
| study | Studie; Untersuchung | study = survey |  |
| disappointed | enttäuscht | disappointed → disappointment |  |
| practically | praktisch; fast | practically = nearly |  |
| significant | bedeutend; deutlich | significant → significance |  |
| virtually | nahezu; praktisch | virtually = nearly |  |
| collaboration | Zusammenarbeit | collaboration → to collaborate |  |
| representation | Darstellung; Repräsentation | The representation in the media is false. |  |
| data *(pl only)* | Daten | We've checked again and the new data are up to date. |  |
| bar graph | Säulendiagramm; Balkendiagramm | The bar graph shows the favourite sports of 8th-graders. |  |

**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 |  |
| to tackle (an issue) | (ein Problem) angehen | = to fight against (a problem) |  |
| turnover | Umsatz | turnover = sales volume |  |
| decade | Jahrzehnt | I’ve known him for decades. |  |
| knowledge *(no pl)* | Wissen; Kenntnisse | knowledge → to know |  |
| business operations *(pl)* | Geschäftsbetrieb; Geschäftsentwicklung | = everything that happens within a company to keep it running and earning money |  |
| 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. |  |
| internal training | interne Fortbildung | = a training that takes place in your company |  |
| inappropriate | unangemessen | inappropriate = unsuitable |  |
| mainstream | herkömmlich; Massen- | Ben listens to mainstream pop music. |  |
| unforeseen | unvorhergesehen | unforeseen = unexpected |  |
| to vary | variieren; ändern | 1. If your feelings vary a lot, they change a lot.2. If you vary your vocabulary, you try not to repeat the same words. |  |
| 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. |  |
| light-coloured | hell(farbig) | = colours like white, yellow and orange |  |
| beforehand | vorher; vorab | beforehand = earlier |  |
| weakness | Schwäche | weakness ↔ strength |  |
| 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 |  |
| strength | Stärke; Kraft | I made a list of my strengths. |  |
| 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→ advertiser |  |
| to volunteer | sich freiwillig melden | to volunteer → volunteer → voluntary |  |
| to be passionate about sth | etw leidenschaftlich gern tun | passionate → passion |  |
| ad(vertisement) | Anzeige; Werbespot | ad(vertisement) → advertising → to advertise |  |
| file | ablegen; abheften | = to put in a folder |  |
| to run an errand | eine Besorgung machen | = to do or get something |  |
| reliable | zuverlässig | reliable → reliability |  |
| perfectionist | Perfektionist | perfectionist → perfection |  |
| disabled | behindert | Disabled people can use this door. |  |
| performance | Auftritt; Leistung | performance → to perform |  |

**Text workshop C – Skills and qualifications**

| **Englisch** | **Deutsch** | **Beispiele / Erklärungen** | **Eigene Beispiele oder Übersetzung in die Muttersprache** |
| --- | --- | --- | --- |
| to graduate | absolvieren; akademischen Grad erlangen | I graduated from university in 2010. |  |
| competency | Fähigkeit; Kompetenz | competency = skill |  |
| recruiter | Personaldienstleister/-in; Person die Einstellungen vornimmt | recruiter → recruit → recruitment agency →recruitment process |  |
| to get hired | eingestellt werden | to get hired ↔ to get fired |  |
| core skill | Kernkompetenz; grundlegende Fähigkeit | core skill = basic competence |  |
| to compete (with/against) | in Wettbewerb treten (mit); konkurrieren (mit); sich messen (mit) | It’s fun to compete with the other team because we usually win. |  |
| approach | Herangehensweise; Ansatz | approach → to approach |  |
| to resolve issues | Probleme lösen; Dispute beilegen | to resolve → resolution |  |
| to approach | nähern; annähern; ansprechen | Little children shouldn’t approach strangers. |  |
| to set a deadline | eine Frist setzen; einen Termin festlegen | = to set a time or date before which a particular task must be finished or a particular thing must be done |  |
| to lead by example | mit gutem Beispiel vorangehen | = to act in a way that shows others how to act |  |
| to prioritise | vorrangig behandeln | = to treat as the most important thing |  |
| resilience | Durchhaltevermögen | resilience → resilient |  |
| to enable | ermöglichen; befähigen | My job enables me to have enough free time for sport. |  |
| to cope with | zurechtkommen mit; schaffen | = to be able to deal with sth difficult |  |
| to assess | beurteilen | to assess = to evaluate |  |
| enterprise | Unternehmen; Vorhaben | enterprise → entrepreneur |  |
| business acumen | Geschäftssinn; Geschäftstüchtigkeit | = keenness and quickness in understanding and dealing with a business situation |  |
| perseverance | Ausdauer; Beharrlichkeit | perseverance → to persevere |  |
| generally | im Allgemeinen; üblicherweise | People in the office are generally very friendly. |  |
| to be unlikely | unwahrscheinlich sein | to be unlikely ↔ to be likely |  |
| sufficient | genug; genügend; ausreichend | My grades are sufficient to get into college. |  |
| in order to | um … zu; mit der Absicht | You often have to be creative in order to reach a goal. |  |
| key skills | Schlüsselfähigkeiten; -kompetenzen | key skills = core skills |  |
| benefit | Vorteil; Nutzen | benefit → to benefit |  |
| work experience | Berufserfahrung; Praktikum | I got some work experience in a hotel. |  |
| insight (into) | Einblick | My work placement gave me an insight into office life. |  |
| to uncover | aufdecken; frei legen | to uncover ↔ to cover up |  |
| variety (of) | Vielzahl (an); Vielfalt (von) | I like the variety of dishes that the restaurant offers. |  |
| importance | Bedeutung; Wichtigkeit | This decision was of huge importance for his career. |  |
| potential | potenziell; möglich | We sent information to all potential customers. |  |

**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. |  |
| to commit sth | etw einsetzen | to commit sth = to stake sth |  |
| distraction | Ablenkung | distraction → to distract |  |
| 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. |  |
| engineering | Technik; Maschinenbau | engineering → engine → engineer |  |
| surrounded by | umgeben von | He said he was surrounded by idiots at the meeting. |  |
| business loan | Geschäftskredit | = a loan specifically intended for business purposes |  |
| to secure | sichern | to secure → security |  |
| to distribute | verteilen; ausschütten | to distribute → distribution |  |
| to range from … to | eine Bandbreite haben von … bis | to range → range |  |
| to launch | einführen; auf den Markt bringen | We launched our first product in 2013. |  |
| to promote | werben für | The company promoted their new car. |  |
| unique | einzigartig; einzig | Sth unique is the only one of its kind. |  |
| compelling | fesselnd; unwiderstehlich | compelling → to compell |  |
| expansion | Ausdehnung; Erweiterung; Expansion | expansion → to expand |  |
| aspiring | bestrebt; ambitioniert | aspiring → to aspire |  |
| to indicate | angeben; kenntlich machen | They didn’t indicate that they had money problems. |  |
| whilst | während; solange | whilst = during |  |

**Topic task**

| **Englisch** | **Deutsch** | **Beispiele / Erklärungen** | Eigene Beispiele oder Übersetzung in die Muttersprache |
| --- | --- | --- | --- |
| to be renowned | berühmt sein; einen guten Ruf haben | renowned = well-known |  |
| precision | Genauigkeit; Präzision | precision → precise |  |
| striking | bemerkenswert; auffallend | He is a striking actor. |  |
| to liaise with | zusammenarbeiten mit | to liaise with = to work closely with |  |
| supplier | Lieferant/-in; Zulieferer/-in | supplier → to supply |  |
| across borders | grenzüberschreitend | across borders = transnational |  |
| 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. |  |
| data processing | Datenverarbeitung | processing → to process |  |
| telephone correspondence | *hier:* Telefonkommunikation | = telecommunication |  |
| 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. |  |
| state-of-the-art | hochmodern; auf dem neuesten Stand der Technik | state-of-the-art = very modern |  |
| care facility | Betreuungseinrichtung | = an establishment that provides care for ill and/ or elderly patients |  |
| recently-qualified | Berufsanfänger | = someone 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. |  |
| range of vocabulary | Wortschatz | = all the words known and used by a particular person |  |
| to be prepared to do sth | bereit sein, etw zu tun | be prepared to do sth ↔ to be unwilling to do sth |  |

**New for you?**

| **Englisch** | **Deutsch** |  | Eigene Beispiele oder Übersetzung in die Muttersprache |
| --- | --- | --- | --- |
| to believe in oneself | an sich selbst glauben |  |  |
| to find one’s calling | seine Berufung finden |  |  |
| prospects for promotion | Beförderungsaussichten; Aufstiegschancen |  |  |
| climb the career ladder | die Karrierleiter hochsteigen |  |  |
| lifelong learning | lebenslanges Lernen |  |  |
| to be self-employed | selbstständig sein |  |  |
| to be one’s own boss | sein eigener Chef sein |  |  |
| to work as a freelancer | als Freiberufler/-in arbeiten |  |  |
| gig economy | auf Freiberuflern basierendes Wirtschaftsmodell |  |  |
| to make a living | Lebensunterhalt bestreiten |  |  |
| anxiety about the future | Zukunftsangst |  |  |
| to make ends meet | über die Runden kommen |  |  |
| to be unemployed/out of work | arbeitslos sein |  |  |
| to be on the dole | Arbeitslosenunterstützung bekommen |  |  |
| to work flexitime | in Gleitzeit arbeiten |  |  |
| to work overtime | Überstunden machen |  |  |
| maternity/paternity leave | Mutterschafts-/ Vaterschaftsurlaub |  |  |
| gender pay gap | Lohngefälle zwischen Männern und Frauen |  |  |
| glass ceiling | Glasdecke; [unsichtbare Barriere, die v.a. Frauen am beruflichen Aufstieg hindert] |  |  |