## Inhalt

### Theme Toolbox Technical topics

### 1 Job perspectives
- introducing myself
- working in a different country
- Europe and the EU
  - simple present
  - present continuous
  - future plans
  - simple past

### 2 Job applications
- writing a letter of application
- writing a CV
- job advertisements
  - layout of a formal letter
  - giving information about yourself
  - graduations and qualifications

### 3 Basic situations at work
- greeting a visitor
- describing companies
- famous companies
  - relative clauses

### 4 Entering the workforce
- writing emails
- making phone calls
- giving an outline of one’s educational background
  - telephoning and email phrases

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### Technical topics

1. The European Union
2. Living and working abroad

VIDEO How does one become an event manager?
WORKBOOK ➞ Unit 1

1. Letter of application
2. Job opportunities

VIDEO Applying for a job
WORKBOOK ➞ Unit 1

1. Famous companies
2. Talking about the history of a company

VIDEO Greeting visitors and guests
WORKBOOK ➞ Unit 2

1. Apprenticeship versus on-the-job training
2. Apprenticeship in the USA
3. Cooperative State University

VIDEO Ordering goods
WORKBOOK ➞ Unit 5
## Theme Toolbox Technical topics

### 5 Working with tools and materials 56
- > basic tools, power tools and machine tools in mechanical engineering
- > different materials and their properties
- > material testing
- > future: present continuous
- > future continuous
- > simple present
- > Uhrzeiten, Zeitangaben

1 Joining and assembling
2 Welding, soldering and brazing
3 Ceramics and other materials
4 Material testing

VIDEO How to build rubbish trucks
WORKBOOK ➤ Unit 2

### 6 Working with computers and networks 68
- > hardware devices
- > types of software
- > networks and the internet
- > discussing and solving problems

1 BIOS and operating systems
2 The internet

VIDEO Technical support

### 7 Industry, production and after-sales service 80
- > expansion of the service sector
- > writing a report
- > tenses
- > more/less/fewer/most
- > rise/fall/increase/decrease

1 Changes through programmable logic controllers
2 CAD, CAM and CNC
3 Changes through automation

VIDEO Robots in the hospital

### 8 Working with electricity 92
- > basics of electricity
- > measuring tools
- > electric circuits and symbols
- > production and distribution of electricity
- > passive voice
- > phrases

1 Generation of electricity
2 Distributing electricity

VIDEO High voltage work
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- safety regulations in a workshop
- safety signs
- safety equipment
- working safely with machine tools and electricity
- talking about safety

1 Danger of accidents at the workplace
2 Working safely with electrical systems
3 Air pollution control

VIDEO Pipelines

15 Polymers and plastics

- current plastic materials
- features and manufacturing of synthetic materials
- creating a flow chart
- passive infinitive
- units and measurements

1 Density matters
2 Bottle production

VIDEO How to make felt-tip pens

16 Technology and the environment

- alternative forms of energy
- interpreting graphs
- discussing graphs and charts
- stating facts and expressing opinions

1 Solar power
2 FFVs and E85
3 Rare earths

VIDEO The electricity of tomorrow

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