

# Worksheets

Kopiervorlagen zur Arbeit mit dem  
*Großen OXFORD Wörterbuch*  
*für Schule und Beruf*



# Worksheets

## Photocopiable activities for use with the Großes Oxford Wörterbuch für Schule und Beruf

### Foreword

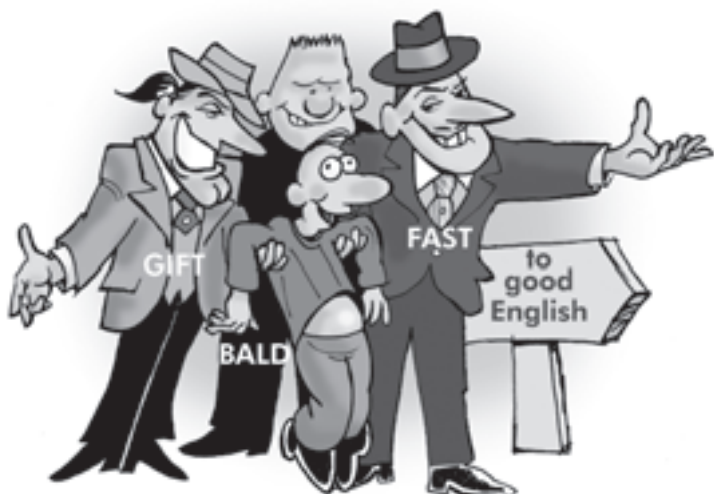
Welcome!

The *Großes Oxford Wörterbuch für Schule und Beruf* is a bilingual dictionary tailored to the needs of German learners of English. Its clearly structured entries will provide students at upper secondary level (Sekundarstufe II) with the language help they need to take them through their final school years and beyond into the world of work.

The *Großes Oxford Wörterbuch für Schule und Beruf* is a rich source of language information for students, helping them to find not only the correct meanings and pronunciations for new words but also information on usage, register, synonyms, antonyms and false friends. It helps to build their active vocabulary and produce more accurate written work. The *Infoseiten* in the middle of the dictionary provide additional information in German on many language areas, including a 16-page summary of all major grammar topics, punctuation, correspondence and literary and rhetorical terms.

These photocopiable worksheets for use in class or at home will help your students to understand and fully exploit the features of the dictionary. Working through these worksheets in class or as homework, learners will be motivated to use their dictionaries more effectively as a tool to solve their language problems.

The worksheets can be used in any order and cover topics such as: idioms and phrasal verbs, finding the correct meaning, word stress, British and American English, abbreviations, formal and informal language and false friends.



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### Impressum

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# Looking at an entry on the English-German side

## A Odd one out

Look at these headwords in your dictionary and find the odd one out in each of the four lists. Please give an explanation for your choice.

- |   |                                    |                                 |                                    |                                    |                                     |       |
|---|------------------------------------|---------------------------------|------------------------------------|------------------------------------|-------------------------------------|-------|
| 1 | <input type="checkbox"/> brood     | <input type="checkbox"/> mood   | <input type="checkbox"/> pool      | <input type="checkbox"/> blood     | <input type="checkbox"/> scoop      | _____ |
| 2 | <input type="checkbox"/> jeweler   | <input type="checkbox"/> fibre  | <input type="checkbox"/> neighbor  | <input type="checkbox"/> cozy      | <input type="checkbox"/> defense    | _____ |
| 3 | <input type="checkbox"/> contralto | <input type="checkbox"/> violet | <input type="checkbox"/> cymbal    | <input type="checkbox"/> canon     | <input type="checkbox"/> triangle   | _____ |
| 4 | <input type="checkbox"/> patrimony | <input type="checkbox"/> honcho | <input type="checkbox"/> quiescent | <input type="checkbox"/> evocative | <input type="checkbox"/> suzerainty | _____ |

## B Word stress

Look at these headwords and decide where the primary stress is. Circle the number of the syllable which is stressed, then check with your dictionary whether you were right. What is special about the last word?

- |   |                 |             |    |              |         |
|---|-----------------|-------------|----|--------------|---------|
| 1 | nationalize     | 1 2 3 4     | 6  | catastrophe  | 1 2 3 4 |
| 2 | spontaneous     | 1 2 3 4     | 7  | consultation | 1 2 3 4 |
| 3 | nationalization | 1 2 3 4 5 6 | 8  | honourable   | 1 2 3 4 |
| 4 | superfluous     | 1 2 3 4     | 9  | infiltration | 1 2 3 4 |
| 5 | surprise        | 1 2         | 10 | suspect      | 1 2     |

No 10 is special because \_\_\_\_\_.

## C Verbs and Nouns

Look at these words and decide which ones follow the same pattern as No. 10 in Exercise B. Then read the sentences and decide whether the word in *italics* is a noun or a verb.

- |   |  |   |                                 |   |                                 |   |                                |
|---|--|---|---------------------------------|---|---------------------------------|---|--------------------------------|
| 1 | record <input type="checkbox"/>  | 2 | permit <input type="checkbox"/> | 3 | burden <input type="checkbox"/> | 4 | debit <input type="checkbox"/> |
| 1 | The airline has an impressive <i>record</i> of being punctual.             |   |                                 |   | N                               | V |                                |
| 2 | The law does not <i>permit</i> you to smoke in public areas.               |   |                                 |   | N                               | V |                                |
| 3 | He soon became a <i>burden</i> to the whole family.                        |   |                                 |   | N                               | V |                                |
| 4 | The bank may <i>debit</i> your account with a charge for this transaction. |   |                                 |   | N                               | V |                                |

Now translate the sentences into German.

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_

**D Pronunciation**

Look at these phonetic transcriptions and write the words beside them. Speak the words as they are transcribed. Which three words will sound American? Check in your dictionary.

- 1 ['li:zər] \_\_\_\_\_
- 2 ['premiə(r)] \_\_\_\_\_
- 3 [stə'lægmaɪt] \_\_\_\_\_
- 4 ['klɒzɪt] \_\_\_\_\_
- 5 [spɪə(r)] \_\_\_\_\_
- 6 ['kwɔ:rənti:n] \_\_\_\_\_



**E Colour collocations**

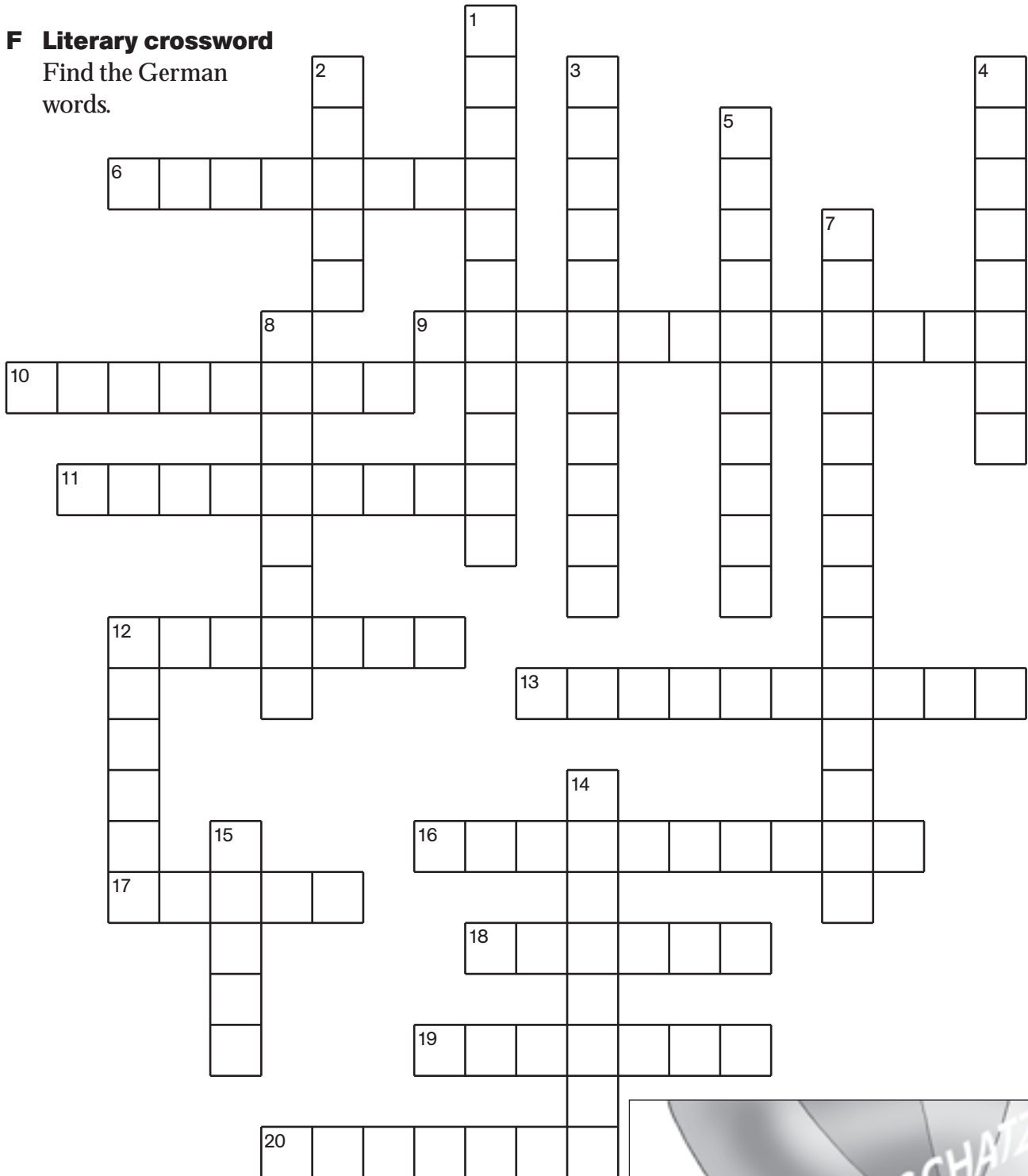
Look at the colours in the left-hand column and the nouns in the box below. Which is the best collocation for each colour? Write the phrases and translate them.

cheese ■ fingers ■ handshake ■ herring ■ ice ■ lie ■ matter ■ medal ■ pages ■ paper ■ patch ■ slip

- black \_\_\_\_\_
- blue \_\_\_\_\_
- brown \_\_\_\_\_
- golden \_\_\_\_\_
- green \_\_\_\_\_
- grey \_\_\_\_\_
- pink \_\_\_\_\_
- purple \_\_\_\_\_
- red \_\_\_\_\_
- silver \_\_\_\_\_
- white \_\_\_\_\_
- yellow \_\_\_\_\_

## F Literary crossword

Find the German words.



### Across

- 6 Non-fiction book
- 9 Headline
- 10 Footnote
- 11 Tragedy
- 12 Chapter
- 13 Main character
- 16 Setting
- 17 Whodunit
- 18 Appendix
- 19 Verse
- 20 Poem

### Down

- 1 Spine
- 2 Fable
- 3 Paperback
- 4 Romanticism
- 5 Pamphlet
- 7 Short story
- 8 Comedy
- 12 Criticism
- 14 Epilogue
- 15 Quote



## G Synonyms

In the following sentences replace the word in italics with the most likely synonym.

- 1 His *bellicose* tone frightened most of the supporters.  
 repugnant       aggressive       lunatic       gregarious
- 2 In 1678 his widow *renounced* all claim to the estate.  
 gave up       brought out       got back       put up
- 3 They were seeking power by *subverting* the peace process.  
 building up       undermining       reaffirming       describing
- 4 At 37 she had long blonde hair and *ravishing* good looks.  
 melodramatic       emaciated       jagged       gorgeous

## H One word, lots of meanings

Look at the entries for *snap* on page 590. Which of the headwords and categories do these sentences belong to?

- 1 She felt the bones *snap* like twigs.
- 2 The Conservatives wanted a *snap* election.
- 3 I will count from 1 to 3 and *snap* my fingers.
- 4 "Go away," she *snapped*. "Leave me in peace."
- 5 He *snapped* on the radio and stood by the window.
- 6 The tickets were all *snapped* up in in the first half hour.
- 7 Just as I tried to sneak out, the door *snapped* shut and I was trapped.
- 8 I never liked him – at the slightest hitch he'd *snap* and shout at us for no reason.
- 9 The photographer *snapped* the band behind the scenes in their dressing room.
- 10 Suddenly he heard a loud *snap* behind him then everything was quiet and dark again.
- 11 I was very gloomy after failing the exam, and everyone kept telling me to *snap* out of it, which didn't help.
- 12 There were *snaps* of children pinned to the wall and newspapers strewn around on chairs and tables.



## I The world of work

Find the opposites of these words.

- |               |       |              |       |
|---------------|-------|--------------|-------|
| 1 classified  | _____ | 5 privatize  | _____ |
| 2 export      | _____ | 6 profit     | _____ |
| 3 flexible    | _____ | 7 relegate   | _____ |
| 4 overstaffed | _____ | 8 downmarket | _____ |

## J Abbreviations

Put the following abbreviations in one of the categories *business* or *education*. What do they mean in German?

GCSE ■ COD ■ FE ■ FTSE ■ GDP ■ Ltd ■ MBA ■ NCT ■ PAYE ■ RE

Business

---

---

---

---

---

Education

---

---

---

---

---

## K Phrasal verbs

Choose a verb from the first box and one or two particles from the second box to complete the sentences. Then write down the English infinitive and the German translation.

bring ■ come ■ go (2) ■ keep ■  
kick ■ make ■ rip ■ run

along ■ away ■ back ■ from ■  
in ■ into ■ off ■ up (3) ■ with

- 1 After years of quarrelling they finally \_\_\_\_\_ .
- 2 Please don't \_\_\_\_\_ the topic of politics at dinner, it will only start an argument.
- 3 Please \_\_\_\_\_ the fire, it's dangerous.
- 4 That night her shop \_\_\_\_\_ in flames and her livelihood was destroyed.
- 5 The repairs to my car were really expensive. I think the mechanic \_\_\_\_\_ me \_\_\_\_\_ .
- 6 Jane is the easiest in the group, she generally \_\_\_\_\_ what we suggest.
- 7 You never guess who I \_\_\_\_\_ the other day – Carla, she has left Madrid to \_\_\_\_\_ to London.
- 8 We hope that the situation will improve when the new laws \_\_\_\_\_ next month.

## L Correcting a letter

Eric Lowe is writing to a company that produces computer components to enquire about job opportunities.

There are twelve spelling mistakes in his letter. Find them and correct them.

Dear Ms Jackson,

While researching possible future employees in the field of computer manufacturing, my attention was drawn to your company. I will be completing my bachelors' degree in May and would like to enquire about a position with your company as a systems engineer.

As you will see in the resumé inclosed, I have been working part-time for a company that services your computers during the last two years and have become familiar with your product's exellent design and its reliability features. In addition to my hands-on experience, I have taken several courses to supplement the normal IT curriculum. My senior project, which I will complete next semester, will focus on the application off microcomputers to control production systems.

Threw part-time jobs and extracurricular activities I have also strengthened my communication and teamwork skills. For three semesters I was responsible for editing and designing the local student paper *IT match*, working closely with a team of writers and reporters, comissioning articles, working to deadlines and managing the finances.

This background, as well as my educational and work experience, has prepared me to combine an interest in motivating people with a desire to work in a technically environment.

Please contact me with any questions you may have or with regard to an interview. Thank you for your time and your consideration of my qualifications.

Sincerely,  
Eric Lowe

## Looking at the info pages

### A Letter: what style?

Sabine wanted to write a formal letter to the Glasgow School of Art, but she's made eight style mistakes.

Find the mistakes and correct them.

Sabine Ostfeld  
Hauptstrasse 24  
71774 Filderstadt  
12 December

Hello ladies and gentleman!

I am writing to enquire about a position at your college.

I'm a German student and I will be finishing my university degree in architecture next June. I would be interested in working at the Glasgow School of Art for a period of one year as a student tutor.

Last semester I wrote my thesis on the famous Scottish architect Charles Rennie Mackintosh. A year's experience in Glasgow would provide me with valuable practical experience following my final exams and also help me to perfect my English.

I enclose my CV for your information. Please contact me if you require any further information.

Anyway, I would welcome an opportunity to discuss my skills and abilities with you in person. I will be visiting Glasgow next month, so I'll give you a ring, OK?

All the best,  
Sabine Ostfeld

## B Telephoning

Below are two jumbled telephone conversations. Put each one into the right order and then answer the questions about the conversations.

A

Hello?

No problem, see you Saturday. Bye.

Mark it's Tina. I was wondering if you'd like to go to the cinema on Friday.

Hello, is that Mark?

Oh, I'm afraid I've got training on Friday. What about Saturday?

Yes, excellent! Shall we meet outside the cinema at half past seven, then?

Yes, it is. Who's speaking?

Yes, that would be fine. It's "Return to Paradise". Do you know it?

All right, I'll see you then. Thanks for calling.

Seven thirty at the Savoy, yes perfect!

Bye.

B

Hello, I'm afraid my DVD player isn't working. Would it possible to send it in for repair?

Tech5 solutions, Tina Rogerson speaking. How can I help?

Excellent! I'll send it in right away.

Good afternoon, I was wondering if you could help me. I've got a problem with my DVD player.

Good afternoon Customer Services.

Certainly sir. I'll put you through to Customer Services. Just a minute, please.

No problem sir. We'll deal with it immediately.

Thank you for calling, goodbye.

Yes, of course. If it's still under warranty we'll be happy to exchange it for a new one.

Thank you very much!

- 1 Which conversation is between friends?
- 2 Which is from the business world?
- 3 Which conversation is about making an appointment?
- 4 Which is about solving a problem?
- 5 Which conversation uses formal language?
- 6 Which uses informal expressions?

- |   |                          |                          |   |
|---|--------------------------|--------------------------|---|
| A | <input type="checkbox"/> | <input type="checkbox"/> | B |
|   | <input type="checkbox"/> | <input type="checkbox"/> |   |
|   | <input type="checkbox"/> | <input type="checkbox"/> |   |
|   | <input type="checkbox"/> | <input type="checkbox"/> |   |
|   | <input type="checkbox"/> | <input type="checkbox"/> |   |
|   | <input type="checkbox"/> | <input type="checkbox"/> |   |

## C Text message decoder

Here are some text messages. Write them out in full sentences, then text a reply to one of the messages:

- 1 ru ok? wr r u? yr late! :-/ Gerry  
\_\_\_\_\_
- 2 coming 2 pub 2moro nite? hope 2 cusn :-) Pat  
\_\_\_\_\_
- 3 ru at cinema yt? if so pls by 2 xtra tickets 4 me+Joe thx M  
\_\_\_\_\_
- 4 2 tired to shop 4 food cn u order pizza 4 2nite? lol Ben  
\_\_\_\_\_



# Looking at an entry on the German-English side

## A False friends

Match the words in the box on the left with a word from the box on the right. Be careful, there are more words in the box on the right than you need.

1	Akkord	_____
2	Branche	_____
3	charmant	_____
4	Extrem	_____
5	Fokus	_____
6	infam	_____
7	porös	_____
8	sensibel	_____
9	seriös	_____
10	Muster	_____

a	accord	i	muster
b	branch	j	porous
c	charming	k	respectable
d	chord	l	sample
e	extreme	m	sensible
f	focus	n	sensitive
g	industry	o	serious
h	infamous	p	wicked

Now look at the remaining words and translate them into German.

_____	_____
_____	_____
_____	_____

## B Bombenrichter – brandmarken

Look at page 868 of your dictionary. Under which German entries can you find ...

- 1 a German countable noun with a translation that is uncountable \_\_\_\_\_
- 2 a translation that is a registered trademark \_\_\_\_\_
- 3 a medical term \_\_\_\_\_
- 4 a cross reference to another German headword \_\_\_\_\_
- 5 a usage note to help you avoid mistakes \_\_\_\_\_
- 6 words that are only used in American English \_\_\_\_\_
- 7 words that are mainly used in American English \_\_\_\_\_
- 8 a reference to the grammar notes in the middle of your dictionary \_\_\_\_\_
- 9 English verbs that are irregular \_\_\_\_\_
- 10 English nouns that are plural \_\_\_\_\_

### C Spoken language

Translate the following sentences into English.

- 1 Sie hat ein voll geiles Fahrrad. \_\_\_\_\_
- 2 Er ist ein echter Crack am Klavier. \_\_\_\_\_
- 3 Kennst du den Typ da drüben? \_\_\_\_\_
- 4 Ich habe echt den Durchblick verloren. \_\_\_\_\_
- 5 Sie fährt überhaupt nicht auf ihn ab. \_\_\_\_\_
- 6 Du hast doch ein Rad ab! \_\_\_\_\_
- 7 Mein Kumpel Paul hat echt viel auf dem Kasten. \_\_\_\_\_
- 8 Das war voll die irre Party. \_\_\_\_\_
- 9 Die lügt doch wie gedruckt. \_\_\_\_\_
- 10 Hat der Typ ne Macke? \_\_\_\_\_
- 11 Das ist doch voll pervers. \_\_\_\_\_
- 12 Dann habe ich endlich gecheckt, was dort abging. \_\_\_\_\_

### D Formal or informal?

Look at the two different translations for the German word and decide which context you would use them in – formal (F), neutral (N) or informal (I).

Check with your dictionary.

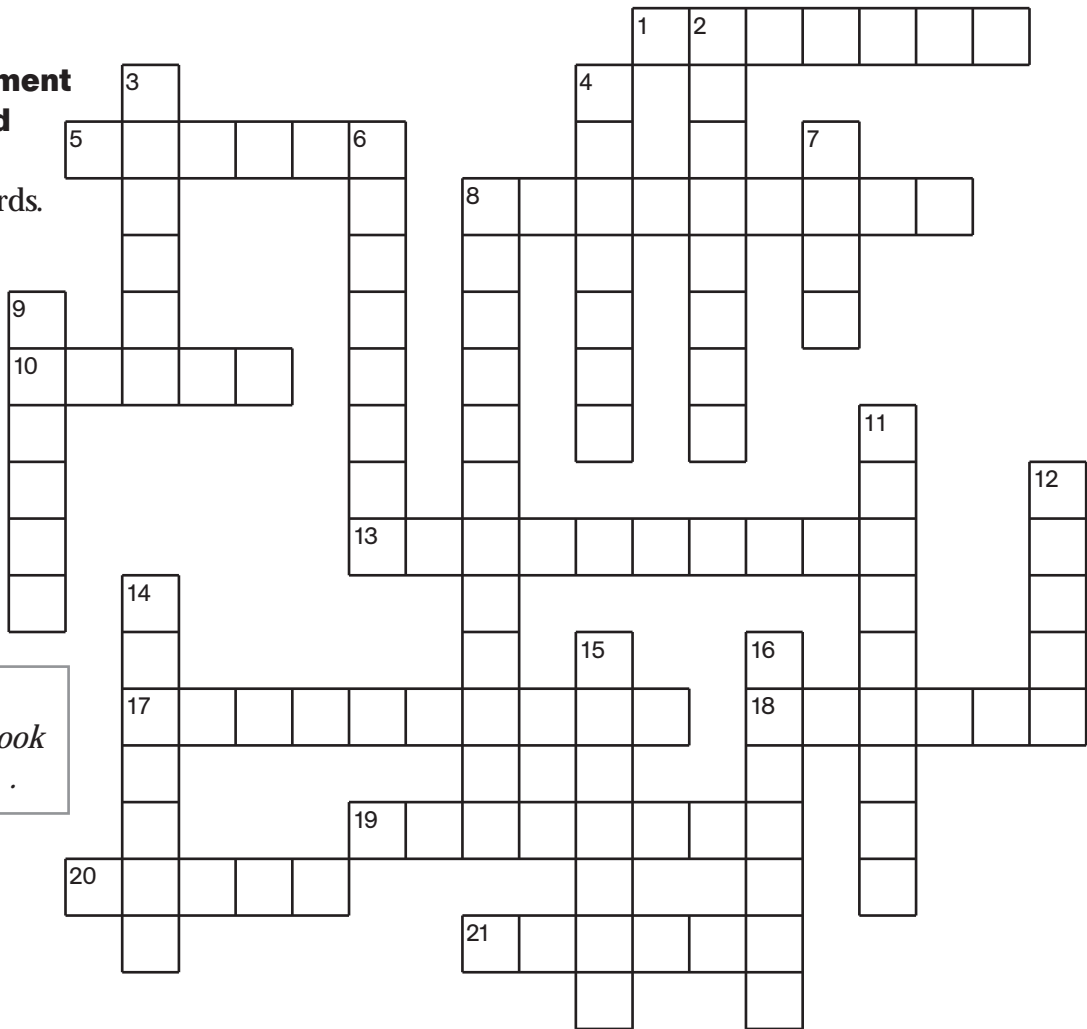
- 1 *kaufen*: buy, purchase
- 2 *Antwort*: answer, reply
- 3 *jdn feuern*: fire sb, sack sb
- 4 *ausradieren*: erase, rub sth out
- 5 *bevorzugen*: favour, prefer
- 6 *Schinderei*: hard work, slog
- 7 *überfluten*: flood, inundate
- 8 *verbieten*: ban, prohibit
- 9 *sich verdrücken*: clear off, slip away
- 10 *klauen*: nick, steal

F	N	I



## E Entertainment crossword

Find the English words.



*Clue:  
You can also look  
at page 766 ....*

### Across

- |                          |                |
|--------------------------|----------------|
| 1 Zeichentrickfilm       | 17 Ausstellung |
| 5 Fortsetzung            | 18 Kino        |
| 8 Untertitel             | 19 Regisseur   |
| 10 Oper                  | 20 Bühne       |
| 13 Nachrichtensprecherin | 21 Serie       |

### Down

- |                   |                 |
|-------------------|-----------------|
| 2 Publikum        | 9 Lautstärke    |
| 3 Neuverfilmung   | 11 Vorführung   |
| 4 Synchronisation | 12 Komparsen    |
| 6 Drehort         | 14 Abspann      |
| 7 Theaterstück    | 15 Konzert      |
| 8 Drehbuchautor   | 16 Schauspieler |

## F True or false?

Use the notes in the following entries to help you:

Anwalt ■ Bewerbungsunterlagen ■ Feiertag ■ Gymnasium ■ Lohn ■ Musikschule

- |   | True                     | False                    |
|---|--------------------------|--------------------------|
| 1 Salary refers to a monthly pay and is transferred straight into a bank account. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 When you leave a job in Britain, it is usual to ask for a testimonial.          | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 Music schools are very popular in Britain.                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 May Day Holiday is always on the same day in Britain and Germany.               | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 Most Americans have attended senior high school before they go to university.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 In America your attorney can represent you in court.                            | <input type="checkbox"/> | <input type="checkbox"/> |

## G American and British English

On a separate piece of paper translate the following sentences into English – for an American person. Mark the expressions that you would translate differently for a British person and give the British equivalent.

*Sie haben Ihre Handtasche in der Straßenbahn verloren? Am besten gehen Sie zum Fundbüro. Es ist leider nicht mehr im Stadtzentrum. Das alte Rathaus war zu klein und einige Verwaltungsbüros wurde verlegt. Am besten nehmen Sie von hier die U-Bahn. Sehen Sie das große graue Gebäude mit der Werbung für einen Immobilienmakler? Gehen Sie daran vorbei bis zur nächsten Kreuzung. An der Ecke ist eine Drogerie, da biegen Sie links ab, dann sehen Sie auch schon den Eingang zur U-Bahnstation. Nehmen Sie den Lift, es sind über 100 Stufen bis nach unten. Die Linie 4 fährt zum Bahnhof, die nehmen Sie und steigen am Markusplatz aus. Das Fundbüro ist in dem neuen großen Glasgebäude mit der Stadtverwaltung. Einige Büros sind auch an Rechtsanwälte vermietet, die Stadt hat ja kein Geld. Ich glaube, das Fundbüro ist im dritten Obergeschoss, aber ich bin mir nicht sicher, am besten Sie fragen den Pförtner. Viel Glück!*



## H Böse, böse!

The words in the box are all translations for the German word *böse*. Find the right one for each of the sentences underneath. You might have to use a different form of the word.

angry ■ cross ■ evil ■ nasty ■ naughty ■ serious ■ unkind ■ wicked

- 1 I had a \_\_\_\_\_ feeling that he would forget our meeting.
- 2 The newspaper article provoked an even \_\_\_\_\_ response from the minister.
- 3 “What do you want?”, she asked \_\_\_\_\_. “Leave me alone!”
- 4 Why do children always have to be \_\_\_\_\_?
- 5 I thought it was just a cold at first, but it turned out to be a \_\_\_\_\_ illness.
- 6 He was never actually \_\_\_\_\_ to me, he just ignored me.
- 7 They told stories about a \_\_\_\_\_ witch living in the woods.
- 8 This house has been haunted by \_\_\_\_\_ spirits for many years.

## I Body idioms

These German idioms are all related to parts of the body. Does the English equivalent use the same kind of image or a different one? Translate the idioms and check in your dictionary.

- 1 Das hat mir die Augen geöffnet. \_\_\_\_\_  
 same       different
- 2 Du willst mich wohl auf den Arm nehmen? \_\_\_\_\_  
 same       different
- 3 Er steckt seine Nase immer in Dinge, die ihn nichts angehen. \_\_\_\_\_  
 same       different
- 4 Wenn ich den in die Finger kriege ... \_\_\_\_\_  
 same       different
- 5 Sie ist bis über beide Ohren verliebt. \_\_\_\_\_  
 same       different
- 6 Das solltest du nicht übers Knie brechen. \_\_\_\_\_  
 same       different
- 7 Das hat ihm das Herz gebrochen. \_\_\_\_\_  
 same       different
- 8 Sie hat nie ein Blatt vor den Mund genommen. \_\_\_\_\_  
 same       different

## J One word in German, two words in English

Give the right translation for the word in *italics*.

- |   |  |
|---|--|
| 1 a Ich kann mich nicht <i>erinnern</i> .<br>b Das <i>erinnert</i> mich an meine Schulzeit.<br><br>a _____ b _____    | 5 a Der <i>Boden</i> war mit Schnee bedeckt.<br>b Auf dem <i>Boden</i> lagen Teppiche.<br><br>a _____ b _____            |
| 2 a Ich habe <i>bis</i> zehn Uhr frei.<br>b Ich bin <i>bis</i> zehn Uhr zurück.<br><br>a _____ b _____                | 6 a Er <i>sagte</i> , er käme später.<br>b Er <i>sagte</i> mir, wann er kommen würde.<br><br>a _____ b _____             |
| 3 a Kannst du mir dein Motorrad <i>leihen</i> ?<br>b Ich will mir ein Motorrad <i>leihen</i> .<br><br>a _____ b _____ | 7 a Ich kenne sie <i>seit</i> fünf Jahren.<br>b Ich kenne sie <i>seit</i> 1999.<br><br>a _____ b _____                   |
| 4 a <i>Bring</i> mir bitte den Kaffee.<br>b <i>Bring</i> bitte den Kaffee nach draußen.<br><br>a _____ b _____        | 8 a Sie hat die Verabredung <i>vergessen</i> .<br>b Sie hat ihr Handy zu Hause <i>vergessen</i> .<br><br>a _____ b _____ |

## Key English–German

**A** 1 blood, pronunciation; 2 fibre, British spelling; 3 violet, others are musical terms; 4 honcho, others are formal

**B** 1 1st syllable; 2 2nd syllable; 3 5th syllable; 4 2nd syllable; 5 2nd syllable; 6 2nd syllable; 7 3rd syllable; 8 1st syllable; 9 3rd syllable; 10 *suspect* is special because the stress can be on the first or second syllable, depending on whether it is used as a noun or a verb.

**C** 1 yes; 2 yes; 3 no; 4 no  
1 Noun. Die Fluglinie hat einen ausgezeichneten Ruf, was ihre Pünktlichkeit angeht.  
2 Verb. Das Gesetz verbietet das Rauchen in der Öffentlichkeit.  
3 Noun. Schon bald fiel er der ganzen Familie zur Last.  
4 Verb. Die Bank kann ihr Konto für diese Transaktion mit Gebühren belasten.

**D** 1 leisure (American); 2 premiere; 3 stalagmite (American); 4 closet; 5 spare; 6 quarantine (American)

**E** Black ice *Glätte*; blue cheese *Schimmelkäse*; brown paper *Packpapier*; golden handshake *Abfindung (s-summe)*; green fingers *grüner Daumen*; grey matter *graue Zellen*; pink slip *Entlassungsschreiben*; purple patch *Glückssträhne*; red herring *falsche Spur*; silver medal *Silbermedaille*; white lie *Notlüge*; yellow pages *gelbe Seiten / Branchenverzeichnis*

**F** Down: 1 Buchrücken; 2 Fabel; 3 Taschenbuch; 4 Romantik; Broschüre; 7 Kurzgeschichte; 8 Komoedie; 12 Kritik; 14 Nachwort; 15 Zitat  
Across: 6 Sachbuch; 9 Überschrift; 10 Fußnote; 11 Tragedie; 12 Kapitel; 13 Hauptfigur; 16 Schauplatz; 17 Krimi; 18 Anhang; 19 Strophe; 20 Gedicht.

**G** 1 bellicose = aggressive; 2 renounced = gave up; 3 subverting = undermining; 4 ravishing = gorgeous

**H** 1 snap<sup>1</sup>; 2 snap<sup>3</sup>; 3 snap<sup>1</sup> IDM; 4 snap<sup>1</sup>; 5 snap<sup>1</sup>; 6 snap<sup>1</sup> PHRV; 7 snap<sup>1</sup> 2; 8 snap<sup>1</sup> 6; 9 snap<sup>1</sup> 5; 10 snap<sup>2</sup> 1; 11 snap<sup>1</sup> IDM, 3; 12 snap<sup>2</sup> 2

**I** 1 unclassified; 2 import; 3 inflexible; 4 understaffed; 5 nationalize; 6 loss; 7 promote; 8 upmarket

**J** Business: COD = cash on delivery/collect on delivery *per Nachnahme*; FTSE = footsie *Financial-Times-Index*; GDP = gross domestic product *Bruttoinlandsprodukt*; Ltd = limited *GmbH*; PAYE = pay as you earn *System, bei dem die Lohnsteuer direkt abgezogen wird*

Education: GCSE = General Certificate of Secondary Education, *Schulabschlussprüfung für 16-Jährige in England, Wales und Nordirland*; FE = Further education *Weiterbildung*; MBA = Master of Business Administration *Diplom in Betriebswirtschaft, Diplombetriebswirt/in*; NCT = National Curriculum Test *Standardtest für alle Schüler einer bestimmten Alterstufe*; RE = Religious education *Religionsunterricht*

**K** 1 made up / make up *sich wieder vertragen*; 2 bring up *mit etwas wieder anfangen*; 3 keep away from *von jemandem/etwas wegbleiben*; 4 went up / go up *zerstört werden*; 5 ripped off / rip sb off *jdn übers Ohr hauen*; 6 go along with sb/sth *mit etwas/jdm einverstanden sein*; 7 ran into / run into sb *jdn zufällig treffen*; come back *zurückkommen*; 8 kick in *einsetzen, wirksam werden*

**L** Dear Ms Jackson,  
While researching possible future *employees* (employers) in the field of computer manufacturing, my attention was drawn to your company. I will be completing my *bachelors'* (bachelor's) degree in May and would like to enquire about a position with your company as a systems engineer.  
As you will see in the resumé *inclosed* (enclosed), I have been working part-time for a company that services your computers during the last two years and have become familiar with your product's *excellent* (excellent) design and its *reliability* (reliable) features. In addition to my hands-on experience, I have taken several relevant courses to supplement the normal IT *curriculum* (curriculum). My senior project, which I will complete next semester, will focus on the application *off* (of) microcomputers to control production systems.  
*Threw* (through) part-time jobs and extracurricular activities I have also strengthened my communication and teamwork skills. For three semesters I was *responsable* (responsible) for editing and designing the local student paper *IT match*, working closely with a team of writers and reporters, *comissioning* (commissioning) articles, working to deadlines and managing the finances.  
This background, as well as my educational and work experience, has prepared me to combine an interest in motivating people with a desire to work in a *technically* (technical) environment.  
Please contact me with any questions you may have or with regard to a (an) interview. Thank you for your time and your consideration of my qualifications.  
Sincerely,  
Eric Lowe

## Looking at the infopages

**A** 1 Remove name from above address in top left-hand corner; 2 include name and address of addressee; 3 change form of address to *Dear Sir/Madam, Dear Sir or Madam*; 4 remove exclamation mark from form of address; 5 replace *I'm* with *I am*; 6 remove *Anyway*; 7 replace *so I'll give you a ring, OK?* with *and would be happy to contact you by phone* or similar wording; 8 Change *All the best*, to *Yours faithfully*.

**B** Conversation A: Hello? – Hello, is that Mark? – Yes, it is. Who's speaking? – Mark it's Tina. I was wondering if you'd like to go to the cinema on Friday. – Oh, I'm afraid I've got training on Friday. What about Saturday? – Yes, that would be fine. It's "Return to Paradise". Do you know it? – Yes, excellent! Shall we meet outside the cinema at half past seven, then? – Seven thirty at the Savoy, yes perfect! – All right, I'll see you then. Thanks for calling. – No problem, see you Saturday. Bye. – Bye.

Conversation B: Tech5 solutions, Tina Rogerson speaking. How can I help? – Good afternoon, I was wondering if you could help me. I've got a problem with my DVD player. – Certainly sir. I'll put you through to Customer Services. Just a minute, please. – Good afternoon Customer Services. – Hello, I'm afraid my DVD player isn't working. Would it possible to send it in for repair? – Yes, of course. If it's still under warranty we'll be happy to exchange it for a new one. – Excellent! I'll send it in right away. – No problem sir. We'll deal with it immediately. – Thank you very much! – Thank you for calling, goodbye.

1 A; 2 B; 3 A; 4 B; 5 B; 6 A

**C** 1 Are you OK? Where are you? You are late! :-/ Gerry; 2 Coming to the pub tomorrow night? Hope to see you soon. :-) Pat; 3 Are you at the cinema yet? If so, please buy 2 extra tickets for me and Joe. Thanks, M; 4 Too tired to shop for food. Can you order pizza tonight? Lots of love, Ben.

## Key German–English

**A** *Akkord* chord; *Branche* industry; *charmant* charming; *Extrem* extreme; *Fokus* focus; *infam* wicked; *porös* porous; *sensibel* sensitive; *seriös* respectable.

accord *Abkommen*; branch *Ast*, *Zweigstelle*; infamous *berüchtigt*, *niederträchtig*, *muster Appell*, *Versammlung*; sensible *vernünftig*, *praktisch*; serious *ernst*, *schwer*, *ernsthaft*;

**B** 1 Bonbon (meist), Botschaft; 2 Branchenverzeichnis; 3 böseartig; 4 Bord, böse; 5 Bonbon, borgen; 6 Bon, Bonbon; 7 Bordstein; 8 Börse/n-makler(in), Botaniker(in), Botschafter(in), Boxer(in); 9 Bord, borgen, boxen, Brand, brachliegen; 10 Bonbon (häufig), Bootsflüchtlinge, Boxershorts

**C** 1 Her bike is really wicked. 2 He's a real ace on the piano. 3 Do you know that bloke over there? 4 I'm completely lost. 5 She's not at all keen on him. 6 You must be round the bend. 7 My mate Paul is really bright. 8 That was a really wild party. 9 She's lying through her teeth. 10 Is that bloke mad? 11 That's really outrageous. 12 Then I finally twigged what was going on.

**D** Formal: purchase, reply, erase, favour, inundate, prohibit  
Neutral: buy, answer, fire sb, rub sth out, prefer, hard work, flood, ban, slip away, steal  
Informal: sack sb, slog, clear off, nick

**E** Across: 1 cartoon; 5 sequel; 8 subtitles; 10 opera; 13 newscaster; 17 exhibition; 18 cinema; 19 director; 20 stage; 21 series  
Down: 2 audience; 3 remake; 4 dubbing; 6 location; 7 play; 8 scriptwriter; 9 volume; 11 screening; 12 extra; 14 credits; 15 concert; 16 actress

**F** 1 true; 2 false; 3 false; 4 false; 5 true; 6 true

**G** You lost your *purse* (handbag) in the *streetcar* (on the tram)? Well, you'd better go to the *lost and found* (lost property office). Well, unfortunately it's not *downtown* (in the city centre) anymore. The old *city hall* (town hall) was too small and some council offices were moved. You better take the *subway* (underground) from here. Do you see that big *gray* (grey) building with the advertisement for a *realtor* (an estate agent)? Walk past it and keep going until you get to the next *intersection* (crossroads). Turn left at the *drugstore* (chemist's) on the corner and you'll see the entrance to the *subway* (underground) station. Take the *elevator* (lift) because there are more than 100 steps. Take Line 4 to the *railroad* (railway) station and get off at Markusplatz. The *lost and found* (lost property office) is in the big new glass building with the *city* (town) council. Some offices have been let to attorneys / lawyers (solicitors) – the *city* (town) doesn't have any money. I think the *lost and found* (lost property office) is on the *fourth* (third) floor, but I'm not sure, it's best to ask the *concierge* (porter). Good luck!

**H** 1 nasty; 2 angrier; 3 crossly; 4 naughty; 5 serious; 6 unkind; 7 wicked; 8 evil

**I** 1 same: It opened my eyes. 2 different: You're pulling my leg, aren't you? 3 same: He always pokes his nose into things that have nothing to do with him. 4 different: If I get my hands on him ... 5 different: She's head over heels in love. 6 different: You shouldn't rush that. 7 same: It broke his heart. 8 different: She's never minced her words.

**J** 1a remember, b reminds; 2a until, b by; 3a lend, b borrow/hire; 4a bring, b take; 5a ground, b floor; 6a said, b told; 7a for, b since; 8a forgotten, b left