

Name:

Klasse:

Datum:

Unit 5: The world of work

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tidy	['taɪdi]	ordentlich, aufgeräumt	Look at all this chaos! You should really keep your office tidy.
organized	['ɔ:gənaɪzd]	gut organisiert	This drawer isn't very organized. I don't know where to find anything in it.
to give sb directions	[gɪv də'rekʃnz]	jdm den Weg erklären	I'll give you directions how to get to her place.
to photocopy	['fəʊtəʊkɒpi]	fotokopieren	The boss needs a copy of this letter. Can you photocopy it for him?
invoice	['ɪnvɔɪs]	Rechnung	They sent me an invoice to tell me how much I had to pay.
to file (documents)	[faɪl]	(Dokumente) ablegen	Please file all the letters of today in this folder.
candidate	['kændɪdət]	BewerberIn, KandidatIn	
client	['klaɪənt]	Kunde/Kundin	He's a very important client – he does lots of business with us.
database	['deɪtəbeɪs]	Datenbank	

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exercise book	['eksəsaɪz bʊk]	(Schulübungs-)Heft	Write the answers in your exercise book.
divider	[dɪ'vaɪdə]	Trennblatt, Teiler	
to index	['ɪndeks]	indizieren, in ein Register aufnehmen	
to prioritize	[praɪ'brɔ:təɪz]	der Wichtigkeit nach ordnen, priorisieren	
neatly	['ni:tli]	ordentlich, sauber	
available	['ə'veɪləbl]	(am Telefon) zu sprechen	I'm sorry, Mr Smith is not available at the moment. Please call again later.
urgent	['ɜ:dʒənt]	dringend	
to take	[teɪk]	annehmen	

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to put sb through	[,pʊt 'θru:]	jdn durchstellen	I'm afraid I can't help you, but I'll put you through to someone who can.
appointment	[ə'pɔɪntmənt]	Termin	He can't talk to you at the moment. You can make an appointment to talk to him later.
all day	[ɔ:l 'deɪ]	den ganzen Tag	I have been working all day.
just in case	[dʒʌst ɪn 'keɪs]	für alle Fälle	
to see that ...	['si:]	dafür sorgen, dass ...	
branch	[brɑ:ntʃ]	Filiale, Niederlassung	This bank has branches all over the country.
seminar	['semɪnɑ:]	Seminar, Fachtagung	
to leave for	['li:v fə]	abreisen nach	We are leaving for London tomorrow morning.
to come round	[,kʌm 'raʊnd]	vorbeikommen	
courier	['kʊriə]	Bote/Botin	
at the latest	[ət ðə 'leɪtɪst]	spätestens	

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to show sb around	[,ʃəʊ ə'raʊnd]	jdn herumführen	I'm new here. Could you show me around please?
conference room	['kɒnfərəns ru:m]	Besprechungszimmer	This is the conference room where all our staff meetings take place.

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pleased	[pli:zd]	froh, erfreut, zufrieden	He was very pleased to hear the good news.
traffic	['træfɪk]	(Straßen-)Verkehr	There was no traffic on the roads. I got to work really fast.
to get started	[get 'stɑ:tɪd]	anfangen	
reception desk	[rɪ'sepʃn desk]	Rezeption, Empfang	Ask for Mr Smith at the reception desk in the entrance hall.
corridor	['kɒrɪdɔ:]	Gang, Korridor	My room is down the corridor, right after the staff kitchen.
next to	['nekst tə]	neben, am	If you don't want to walk, you can take the lift. It's next to the stairs.
secretary's office	[,sekɹətɹɪz 'ɒfɪs]	Sekretariat	
secretary	['sekɹətɹɪ]	SekretärIn	The boss asked his secretary to type the letter for him.
direct	[dɪ'rekt]	direkt, unmittelbar	
in-house	[,ɪn 'haʊs]	hauseigen, intern	
personnel	[,pɜ:sə'nel]	Personal, Belegschaft	There was a change of personnel on our team. We've got a new manager now.
purchasing department	['pɜ:tʃæsɪŋ dɪpɑ:tmənt]	Einkauf(sabteilung)	She works in the purchasing department of a big company.
accounts department	['ə'kaʊnts dɪpɑ:tmənt]	Buchhaltung(sabteilung)	If you've got any questions about finances, you should talk to someone in the accounts department.
sales department	['seɪlz dɪpɑ:tmənt]	Vertrieb(sabteilung)	The sales department wasn't very successful last month. They didn't sell enough products.
That's about it.	[ðætʃ ə'baʊt 'ɪt]	Das wär's so ziemlich.	
hint	[hɪnt]	Hinweis, Tipp	I don't know the answer to this question. Can you give me a hint?

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ground floor	[,graʊnd 'flɔ:]	Erdgeschoß	
personnel manager	[,pɜ:sə'nel mænɪdʒə]	PersonalleiterIn	
advertising campaign	['ædvətaɪzɪŋ kæmpəɪn]	Werbekampagne	The marketing department has started a new advertising campaign.
head	['hed əv]	LeiterIn, DirektorIn	Mrs Harris is my boss. She is head of our company.

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visitor	['vɪzɪtə]	BesucherIn, Gast	
to service (a car)	[,sɜ:vɪs ə 'kɑ:]	Service (bei einem Auto)	
nearby	['nɪəbaɪ]	durchführen	If you are hungry, there's a café nearby.
garage	['gærɑ:ʒ]	nahe gelegen	My car needs to be repaired. I'll take it to the garage.
map	[mæp]	Autowerkstatt	Look at the map to find the way to the restaurant.
car park	['kɑ: ɪɑ:k]	Landkarte, Stadtplan	The car park was empty, because it was a Sunday and everyone's cars were at home.
row	[raʊ]	Parkplatz	
roundabout	['raʊndəbaʊt]	Reihe, Zeile	Drive down Abbey Road and then turn right at the roundabout.
petrol station	['petrəl steɪʃn]	Kreisverkehr	
railway bridge	['reɪlweɪ brɪdʒ]	Tankstelle	
straight on	[,streɪt 'ɒn]	Eisenbahnbrücke	The shop is on this road. Just go straight on and you'll see it in front of you.

traffic lights (pl)	['træfɪk laɪts]	Ampel	When the traffic lights are red, the cars have to stop.
bottle bank	['bɒtl ɛn]	Altglascontainer	Can you take those bottles to the bottle bank? It's next to the supermarket.

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subheading	['sʌbhɛdɪŋ]	Zwischenüberschrift	
paragraph	['pærəgrɑ:f]	Absatz, Abschnitt	
trainee	['treɪni:]	Auszubildende/r	I'm a trainee at an office. I've still got a lot to learn.
to chop	[tʃɒp]	(klein) schneiden	Could you chop the onions? It always makes me cry.
basics (pl)	['beɪsɪks]	Grundlagen	The basics can be learned quickly, but it takes a long time to become a really good chef.
buzz	[bʌz]	(aufgeregtes) Herumgeschwirre, Kitzel	
used to	['ju:s tə]	früher	He used to live in London, but now he lives in Birmingham.
to yell	[jel]	schreien, anschreien	
tourism	['tuəɪzəm]	Tourismus, Fremdenverkehr	She has a job in tourism. She works at a tourist office in London.
bandage	['bændɪdʒ]	Verband, Binde	
catering trade	['keɪtərɪŋ]	Gastronomiebranche	He planned to go into the catering trade. That's why he trained to be a chef.
cramped	[kræmpt]	eng, beengt	My room is cramped. I just don't have enough space here.
masterpiece	['mɑ:stəpi:s]	Meisterwerk	
apprentice	['ə'prentɪs]	Lehrling, Auszubildende/r	As a 3 rd year apprentice I can already do more complicated tasks.
to peel	[pi:l]	schälen	Shall I peel the potatoes for you?
to clean	[kli:n]	putzen, säubern	Make sure to clean the kitchen afterwards. It's always a mess when you cook in here.
passion	['pæʃn]	Leidenschaft	
to drop out of sth	['drɒp 'aʊt]	aus etw aussteigen, etw abbrechen	
exhausted	[ɪg'zɔ:stɪd]	erschöpft	
prepared to	['prɪ'peəd tə]	bereit zu	
value for money	['vælju: fə 'mʌni]	Gegenwert	
to stand sth	[ɛtænd]	etw aushalten, ertragen	
to hesitate	['hezɪteɪt]	zögern	He hesitated before answering the question, because he wasn't sure he understood it.

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no idea	[nəʊ aɪ'dɪə]	keine Ahnung	
to sweep	[swi:p]	fegen	You sweep the floor and I will tidy up.
to complain	[kəm'pleɪn]	sich beklagen, sich beschweren	British people often complain about the weather.
to suit sb	[su:t]	jdm stehen; jdm recht sein	
bricklayer	['brɪklɛɪə]	MaurerIn	
apprenticeship	['ə'prentɪʃɪp]	Lehre, Ausbildung	He is serving an apprenticeship as a chef.
school leaving certificate	['sku:l li:vɪŋ sə'tɪfɪkət]	Schulabgangszeugnis	
GCSE	['dʒi: si: ɛs 'i:]	<i>eine Prüfung in GB für SchülerInnen ab 15, mittlerer Schulabschluss</i>	
permanent	['pɜ:mənənt]	fest, dauerhaft	She's working in a shop at the moment, but it's not a permanent job. She's going to leave soon.

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easy-going	[,i:zi'gəʊɪŋ]	unbekümmert, leichtlebig	Jane is an honest person. She always tells the truth.
honest	['ɒnɪst]	ehrlieh, anständig	
work-shy	['wɜ:kʃaɪ]	arbeitsscheu	Big trucks take wood to the factory.
to attend	[ə'tend]	besuchen, absolvieren	
army	['ɑ:mi]	Militär, Armee	
truck	[trʌk]	Last(kraft)wagen	
racing car	['reɪsɪŋ kɑ:]	Rennwagen	

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human resources manager	[,hju:mən rɪ'sɔ:sɪz mænɪdʒə]	PersonalleiterIn	There were 5 applicants for the job. She's a very sociable girl. She enjoys being with other people and makes friends easily.
school leaver	['sku:l li:və]	SchulabgängerIn	
curriculum	[kə'ɹɪkjələm]	Lehrplan	Sam is reliable. You can count on him. I wanted to go to the cinema and he wanted to go to a bar. We couldn't find a solution because none of us wanted to compromise.
up to date	[,ʌp tə 'deɪt]	aktuell, auf dem neuesten Stand	
workplace	['wɜ:kpleɪs]	Arbeitsplatz	
applicant	['æplɪkənt]	BewerberIn	
sociable	['səʊfəbl]	umgänglich, gesellig	
to give a talk	[,gɪv ə 'tɔ:k]	einen Vortrag halten	It's important to be punctual in this job. You should always be on time for your meetings.
right now	[,raɪt 'naʊ]	im Augenblick, bereits jetzt	
reliable	['rɪ'laɪəbl]	zuverlässig	
to compromise	['kɒmprəmaɪz]	Kompromisse eingehen	My knowledge of German is not very good. Can we speak in English instead?
ready to compromise	[,redi tə 'kɒmprəmaɪz]	kompromissbereit	
punctual	['pʌŋktʃuəl]	pünktlich	
open-minded	[,əʊpən 'maɪndɪd]	aufgeschlossen, offen	
knowledge	['nɒlɪdʒ]	Wissen, Kenntnisse	

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to smile	[smɑɪl]	lächeln	I've been looking for employment in the catering trade. I'd like to work as a chef.
salary	['sæləri]	Gehalt, Lohn	
employment	[ɪm'plɔɪmənt]	Anstellung, Beschäftigung, Arbeit	Terry is a producer. He spends a lot of time in the TV studio.
to come into existence	[kʌm ɪntə ɪg'zɪstəns]	entstehen	
producer	[prə'dju:sə]	ProduzentIn	
passive solar building designer	[,pæsɪv səʊlə 'bɪldɪŋ dɪzəɪnə]	SolararchitektIn	

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to place an order	[,pleɪs ən 'ɔ:də]	eine Bestellung aufgeben	If you'd like to place an order, please call our sales department.
in stock	[ɪn 'stɒk]	auf Lager, vorrätig	I'm afraid the product's not available at the moment. We don't have it in stock.
consignment	[kən'saɪnmənt]	Sendung, Lieferung	Please click on the link in the email to confirm your email address.
within	[wɪ'ðɪn]	innerhalb, binnen, in	
working day	['wɜ:kɪŋ deɪ]	Werktag	
to confirm	[kən'fɜ:m]	bestätigen	

Seite 65 Transkript

to hold the line	[həʊld]	dranbleiben (<i>Telefon</i>)	Please hold the line – she'll be able to talk to you soon.
regular customer	[ˌregjələ 'kʌstəmə]	Stammkunde/-kundin	
right away	[raɪt ə'weɪ]	sofort, sogleich	This work is very important. Please do it right away.

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quantity	['kwɒntəti]	Menge, Quantität	I can give you a discount if you order a large quantity of this product.
subtotal	['sʌbtəʊtl]	Zwischensumme	
approved	[ə'pru:vɪd]	bewährt, anerkannt	
signature	['sɪgnətʃə]	Unterschrift	
payable to	['peɪəbl tə]	ausgestellt auf (<i>Scheck</i>)	
expiry date	[ɪk'spaɪəri deɪt]	Verfallsdatum, Ablaufdatum	

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paper bin	['peɪpə bɪn]	Papierkorb	Put your waste paper in the paper bin.
drawer	[drɔ:]	Schublade	The pencils are in the top drawer of my desk.
swivel chair	['swɪvl tʃeə]	Drehstuhl	I've got a swivel chair in my office. It can turn around in a circle.
notepad	['nəʊtpæd]	Notizblock	He's always got his notepad with him in case he has to write down anything important.
pinboard	['pɪnbɔ:d]	Pinnwand	She's got photos of her family and friends on her pinboard.
coat hanger	['kəʊt hæŋə]	Kleiderhaken	A coat hanger is used for hanging clothes in a closet.
stapler	['steɪplə]	Hefter	Can I borrow your stapler? I'd like to put these pieces of paper together.
calculator	['kælkjuleɪtə]	(Taschen-)Rechner	43*271? I need a calculator to tell you the result!
paper clips	['peɪpə klɪps]	Büroklammern	

Do you remember? 1

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password	['pɑ:swɜ:d]	Passwort, Kennung	
to access sth	['ækses]	auf etw zugreifen	My computer's not working properly. It won't let me access this file.
generation	[ˌdʒenə'reɪʃn]	Generation	
machine	[mə'ʃi:n]	Maschine	In the future, you won't need a person to do this job. A machine will do it for you!

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sportswoman	['spɔ:tswʊmən]	Sportlerin
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