

5. Semester – Kompetenzmodul 5

Unit 1 – Broaden your horizon

1

- Talk about stereotypes and prejudices (*Speaking B1*)
- Discuss the benefits and drawbacks of cultural diversity in everyday life and job life (*Speaking B1*)
- Write a leaflet on the importance of cultural diversity (*Writing B1*)
- Write an e-mail of inquiry (*Writing B1*)
- Write an order (*Writing B1*)
- Read an article about the advantages of workplace diversity (*Reading B1*)
- Listen to teenagers' experiences with different cultures (*Listening B1*)
- Watch a *YouTube* video about people learning about their real origins (*Listening B1*)
- Practise trouble-free grammar: Present tense simple and continuous (*Language in use B1*)
- Boost your vocabulary: Taking part in a discussion
Stereotypes and prejudices

Unit 2 – TNT

17

- Give a sales pitch (*Speaking B1*)
- Discuss different jobs in tourism (*Speaking A2/B1*)
- Deal with customer questions and complaints (*Speaking B1*)
- Describe charts (*Speaking B1*)
- Write a text message to your co-worker (*Writing A2/B1*)
- Write an e-mail of complaint (*Writing B1*)
- Read a blog entry about the top eight careers in tourism and hospitality (*Reading B1*)
- Listen to a single traveller exploring the world on \$ 30 a day (*Listening B1*)
- Listen to an interview on business tourism (*Listening B1*)
- Listen to a presentation on the next generation of tourism marketing (*Listening B1*)
- Practise trouble-free grammar: Future tense continuous and future perfect tense simple
(*Language in use B1*)
- Boost your vocabulary: Describing charts, graphs and diagrams
Dealing with customer questions and complaints

Unit 3 – It's job time

33

- Talk about your job experience (*Speaking B1*)
- Describe tasks at the practice firm (*Speaking B1*)
- Present yourself in a job interview (*Speaking B1*)
- Answer an e-mail of inquiry (*Writing B1*)
- Write a curriculum vitae (*Writing B1*)
- Write an e-mail of application (*Writing B1*)
- Write a note to your friend (*Writing B1*)
- Read an article about how to choose the right career (*Reading B1*)
- Listen to a news report on how to write a successful CV (*Listening B1*)
- Listen to employers talking about tasks and duties of interns (*Listening B1*)
- Practise trouble-free grammar: Past tense vs. present perfect tense (*Language in use B1*)
- Boost your vocabulary: Phrases for job interviews

Unit 4 – Business matters

49

- Analyse and present company profiles (*Speaking B1*)
- Write a company profile (*Writing B1*)
- Write a circular e-mail in order to introduce a new co-worker (*Writing B1*)
- Read an article about the success story of *Amazon* (*Reading B1*)
- Listen to the founder of *Vresh Clothing* talking about how they got started (*Listening B1*)
- Listen to a presentation on a crowdfunding website (*Listening B1*)
- Listen to a talk on how to write a company profile (*Listening B1*)
- Practise trouble-free grammar: Passive constructions with modal verbs (*Language in use B1/B2*)
- Boost your vocabulary: Talking about different types of companies and structures
Delegating tasks

Contents

Unit 5 – Media rules the world

65

- Talk about your media consumption (*Speaking B1*)
- Discuss the advantages and disadvantages of media for your business (*Speaking B1*)
- Present the main findings of a survey (*Speaking B1*)
- Write a handout for a presentation on media consumption (*Writing B1*)
- Write a memo about your classmates' media consumption (*Writing B1*)
- Read an article about digital detox (*Reading B1*)
- Read an article about the benefits of mobile marketing to boost your business (*Reading B1*)
- Listen to a talk on the tips and tricks for giving a killer presentation (*Listening B1*)
- Listen to an expert talking about the importance of social media for business (*Listening B1*)
- Practise trouble-free grammar: Past perfect tense simple and continuous (*Language in use B1/B2*)
- Boost your vocabulary: Phrases for presentations

Unit 6 – The American Dream

80

- Speak about the main idea of the American Dream (*Speaking B1*)
- Discuss your dreams for the future (*Speaking B1*)
- Write a summary of an article (*Writing B1*)
- Write an article about living the American Dream (*Writing B1/B2*)
- Read an article about the American Dream today (*Reading B1/B2*)
- Listen to four famous people talking about the American Dream (*Listening B1*)
- Listen to Steve Jobs' commencement speech (*Listening B1/B2*)
- Practise trouble-free grammar: Zero conditional and conditional I (*Language in use B1*)
- Boost your vocabulary: Important phrases for comparing the American Dream and the European Dream

Self-assessment checklist Units 1–6 / 5. Semester – Kompetenzmodul 5

92

6. Semester – Kompetenzmodul 6

Unit 7 – Always on the go

94

- Talk about different means of transportation and their changes (*Speaking B1*)
- Discuss positive and negative consequences of technological advancements (*Speaking B1*)
- Discuss the impact of transportation on our lives (*Speaking B1*)
- Deal with customer complaints (*Speaking B1*)
- Write an article about home delivery (*Writing B1*)
- Write an e-mail of complaint (*Writing B1*)
- Read an article about ridesharing (*Reading B1*)
- Read an article about drones (*Reading B1*)
- Listen to an interview on the future of transportation (*Listening B1*)
- Listen to a talk with Elon Musk, the CEO of *Tesla Inc.* (*Listening B1*)
- Practise trouble-free grammar: Conditional II (*Language in use B1*)
Gerund (*Language in use B1/B2*)
- Boost your vocabulary: Means of transportation

Unit 8 – It's in your hands

108

- Talk about the problem of global warming, climate change and CO₂ emissions (*Speaking B1*)
- Speak about alternative forms of energy (*Speaking B1*)
- Give a presentation about how to reduce, reuse and recycle waste (*Speaking B1*)
- Write an article about responsible tourism (*Writing B1*)
- Write a leaflet about how to reduce, reuse and recycle waste (*Writing B1*)
- Read an article about alternative forms of energy (*Reading B1*)
- Listen to a talk on the effects of climate change (*Listening B1*)

- Listen to Leonardo DiCaprio talking about climate change (*Listening B1*)
- Listen to people talking about zero-waste facilities (*Listening B1*)
- Practise trouble-free grammar: Conditional III (*Language in use B1/B2*)
Relative clauses (*Language in use B1/B2*)
- Boost your vocabulary: Important words for talking about the climate and the environment
Talking about alternative forms of energy

Unit 9 – Sell the benefit

124

- Talk about advertising (*Speaking B1*)
- Speak about the effectiveness of advertisements (*Speaking B1*)
- Discuss dos and don'ts in advertising (*Speaking B1*)
- Give a talk about successful advertising campaigns (*Speaking B1*)
- Present a product (*Speaking B1*)
- Write an e-mail to the editor (*Writing B1*)
- Write an analysis of an advertisement (*Writing B1*)
- Read an article entry about different advertising strategies for small businesses
(*Reading B1/B2*)
- Listen to an interview on the latest trends in advertising (*Listening B1*)
- Listen to people talking about the future of advertising (*Listening B1*)
- Practise trouble-free grammar: Reported commands and suggestions (*Language in use B1*)
- Boost your vocabulary: Vocabulary for advertising

Unit 10 – “United in diversity” – the European Union

139

- Talk about the European Union (*Speaking B1*)
- Speak about the positive and negative impacts of the EU (*Speaking B1*)
- Give a talk about the history of the EU (*Speaking B1*)
- Speak about team-building activities (*Speaking B1*)
- Write a handout for a presentation (*Writing B1*)
- Write a leaflet for an *Erasmus+* programme (*Writing B1*)
- Write an e-mail of acknowledgement (*Writing B1*)
- Read an article about the history of the European Union (*Reading B1*)
- Listen to an interview on the impact of the EU on our lives (*Listening B1/B2*)
- Listen to people talking about the advantages and disadvantages of the European Union
(*Listening B1/B2*)
- Practise trouble-free grammar: Linking words I (*Language in use B1/B2*)
used to (*Language in use B1*)
- Boost your vocabulary: Talking about politics

Unit 11 – Business etiquette

154

- Speak about different business habits and customs (*Speaking B1*)
- Give a presentation about business etiquette in different countries (*Speaking B1*)
- Act out phone calls about booking and cancelling business trips (*Speaking B1*)
- Write an e-mail of confirmation (*Writing B1*)
- Write a memo (*Writing B1*)
- Read an article about the importance of adhering to business etiquette (*Reading B1*)
- Listen to an interview about common mistakes in business etiquette (*Listening B1*)
- Listen to ten tips on British culture for successful business (*Listening B1*)
- Practise trouble-free grammar: Linking words II (*Language in use B1/B2*)
Phrasal verbs with *get* (*Language in use B1/B2*)
- Boost your vocabulary: Booking and cancelling of a business trip

Contents

Unit 12 – It's all about politics

168

- Talk about different political systems (*Speaking B1*)
- Speak about the importance of politics (*Speaking B1/B2*)
- Discuss quotes about democracy (*Speaking B1/B2*)
- Debate a controversial topic (*Speaking B1*)
- Write a blog entry about young people in politics (*Writing B1*)
- Write a note to pass on information (*Writing B1*)
- Write a graph description summarising survey results (*Writing B1*)
- Read an article about the impact of social media on politics (*Reading B1/B2*)
- Listen to a political speech (*Listening B1/B2*)
- Listen to teenagers talking about their views on politics (*Listening B1/B2*)
- Practise trouble-free grammar: *I wish/If only* (*Language in use B1*)
- Boost your vocabulary: Political institutions
Political terms

Self-assessment checklist Units 7–12 / 6. Semester – Kompetenzmodul 6

182

Writing reference

183

Vocabulary reference

200

How does this book work?

This book consists of twelve units, each a separate set of tasks with its own theme. The activities give you the chance to practise your speaking, writing, reading and listening skills. Working on these skills will improve your English in a very effective way and you will find them useful in your future professional life.

Icons



Speaking



Reading



Internet



Writing



Listening



Additional material
for download



British English



American English

Checklists

The self-assessment checklists after the units 6 and 12 help you to find out more about the personal progress you have made.

- 😊 If most of your ticks are in the first column, you have done a great job so far. You are on the right track. Congratulations!
- 😐 If most of your ticks are in the second column, you have done a good job. However, there is some room for improvement. So keep up the good work!
- 😞 If most of your ticks are in the third column, go back to the individual tasks and have a detailed look at them again. Ask your teacher for help. You need to work hard, but you will manage!