

KOMPETENZMODUL 1 & 2

Unit 1: That's me

1

- Introduce yourself and others (*Speaking A2*)
- Describe a person's appearance and personality (*Speaking A2*)
- Talk about people's jobs (*Speaking A2*)
- Speak about your daily routine (*Speaking A2*)
- Write a description of your best friend (*Writing A2*)
- Read an article about *The Chateau Granville Hotel* (*Reading A2*)
- Listen to two apprentices talking about their jobs (*Listening A2*)
- Practise trouble-free grammar: Forming questions (*Language in use A2*)
Present tense simple and Present tense continuous (*Language in use A2*)
Adverbs of frequency (*Language in use A2*)
- Boost your vocabulary: Introducing and describing people
Talking about your daily routines

Unit 2: Travelling the world

14

- Talk about your last holiday trip (*Speaking A2*)
- Speak about an adventure trip in the Australian outback (*Speaking A2*)
- Write a hotel reservation (*Writing A2*)
- Write a blog entry about your last holiday trip (*Writing A2 / B1*)
- Read about teenagers' holiday experiences (*Reading A2*)
- Listen to people making reservations (*Listening A2*)
- Practise trouble-free grammar: *will*-future and *going-to* future (*Language in use A2*)
- Boost your vocabulary: Talking about adventures and holidays

Unit 3: The way I live

25

- Talk about the place where you live (*Speaking A2*)
- Make up a dialogue about renting an apartment (*Speaking A2*)
- Give a description of your dream house (*Speaking A2*)
- Write a hotel review blog entry (*Writing A2*)
- Write an informal e-mail about the way you live (*Writing A2*)
- Read an article about the perfect workplace (*Reading A2 / B1*)
- Listen to three teenagers describing their favourite rooms in a house (*Listening A2*)
- Practise trouble free grammar: Prepositions of place (*Language in use A2*)
Relative clauses (*who / which / that*) (*Language in use A2*)
- Boost your vocabulary: Different types of housing and accommodation

Unit 4: Past moments in life

37

- Talk about special moments in life (*Speaking A2*)
- Present your *YouTube* start-up idea (*Speaking A2 / B1*)
- Summarise a text on a famous *YouTube* star (*Speaking A2*)
- Speak about the best day in your life (*Speaking A2*)
- Write a biography (*Writing A2*)
- Read a biography of a young *YouTube* star (*Reading A2 / B1*)
- Listen to people's life stories (*Listening A2*)
- Practise trouble-free grammar: Past tense simple (*Language in use A2*)
Conjunctions (*and / but / because / so*) (*Language in use A2*)
- Boost your vocabulary: Talking about past activities

Self-assessment checklist Units 1–4

44

Contents

Unit 5: Welcome to our hotel 45

- Check in guests at the hotel (*Speaking B1*)
- Deal with complaints about a room (*Speaking A2 / B1*)
- Conduct a check-out conversation (*Speaking A2 / B1*)
- Write the FAQs of a hotel (*Writing A2*)
- Read an article about the perfect hotel bed (*Reading A2 / B1*)
- Read instructions on dealing with complaints (*Reading A2*)
- Listen to check-in conversations (*Listening A2 / B1*)
- Listen to conversations at the reception desk (*Listening A2 / B1*)
- Practise trouble-free grammar: Present perfect tense simple (*Language in use A2 / B1*)
- Boost your vocabulary: Types of accommodations and hotel rooms
Hotel services and amenities
Methods of payment

Unit 6: Shop until you drop 59

- Talk about shopping addiction and your own shopping behaviour (*Speaking A2*)
- Speak about online shopping (*Speaking A2 / B1*)
- Make up shopping dialogues (*Speaking A2*)
- Write a formal e-mail of complaint (*Writing A2 / B1*)
- Read an article about the pros and cons of online shopping (*Reading A2 / B1*)
- Listen to different shopping dialogues (*Listening A2 / B1*)
- Practise trouble-free grammar: Quantifiers (*much / many*) (*Language in use A2*)
- Boost your vocabulary: Clothes, shoes and accessories

Unit 7: A table for two 70

- Talk to guests in a restaurant (*Speaking A2*)
- Speak about preparing a restaurant for opening (*Speaking A2*)
- Write a memo for the intern (*Writing B1*)
- Politely respond to guests' reviews (*Writing B1*)
- Read articles about four restaurants in Dublin (*Reading A2*)
- Listen to short conversations in a restaurant (*Listening A2*)
- Listen to conversations about preparatory work (*Listening B1*)
- Practise trouble-free grammar: Giving directions (*Language in use A2*)
- Boost your vocabulary: Types of restaurants
Tasks and duties in a restaurant
Formal place settings

Unit 8: What's on your plate 83

- Talk about different kinds of food (*Speaking A2*)
- Speak about eating habits (*Speaking A2*)
- Make up a dialogue at a typical Austrian restaurant (*Speaking A2 / B1*)
- Write a report summarising the results of a survey (*Writing A2 / B1*)
- Write a blog comment on a healthy diet (*Writing A2*)
- Read an article about the top tips for business dinners (*Reading A2 / B1*)
- Listen to a telephone conversation on reserving a table in a restaurant (*Listening A2*)
- Practise trouble-free grammar: Gerund with phrasal verbs (*Language in use A2 / B1*)
Gerund with *to be* structures (*Language in use A2 / B1*)
- Boost your vocabulary: Talking about food, flavours and tastes
Different ways of cooking

Self-assessment checklist Units 5–8 95

KOMPETENZMODUL 3

Unit 9: Follow the rules

96

- Speak about your household duties (*Speaking A2*)
- Discuss introducing a new uniform at the workplace (*Speaking A2 / B1*)
- Make up dialogues about an accident at work (*Speaking A2*)
- Talk about the advantages and disadvantages of having to follow rules (*Speaking B1*)
- Write an informal e-mail about an accident you had (*Writing A2 / B1*)
- Read an article about uniforms at the workplace (*Reading A2 / B1*)
- Listen to safety and sanitation rules in the restaurant kitchen (*Listening A2*)
- Practise trouble-free grammar: Modal verbs (*have to / should / be allowed to / must not*)
(*Language in use A2 / B1*)
- Boost your vocabulary: Language for signs in everyday life
Language for signs in the kitchen
Household duties

Unit 10: Purchasing goods

106

- Control an HACCP checklist (*Speaking A2*)
- Present a tasting platter of Austrian specialities (*Speaking A2*)
- Write a complaint about an incorrect delivery (*Writing B1*)
- Read a blog entry about a visit to the farmers' market (*Reading B1*)
- Listen to a conversation about checking a delivery (*Listening B1*)
- Practise trouble-free grammar: *some* and *any* (*Language in Use A2*)
- Boost your vocabulary: Containers and packaging
Vegetables at the farmers' market

Unit 11 : The meat of the matter

116

- Talk about the pros and cons of eating meat (*Speaking B1*)
- Make up dialogues at the butcher's (*Speaking B1*)
- Make up restaurant dialogues explaining Austrian specialities (*Speaking A2 / B1*)
- Order meat as a main dish in a restaurant (*Speaking A2*)
- Write an order e-mail to a butcher (*Writing B1*)
- Read an article about food in the Middle Ages (*Reading A2 / B1*)
- Listen to conversations about buying and processing meat (*Listening A2*)
- Boost your vocabulary: Meat and meat dishes
Cuts of meat
Austrian meat specialities
Fish and seafood

Unit 12: No games, just sports

129

- Speak about your favourite leisure activities (*Speaking A2*)
- Talk about various sports and the equipment you need (*Speaking A2 / B1*)
- Give a presentation of a sport at a youth sports fair (*Speaking A2*)
- Write an article about your favourite sport (*Writing A2*)
- Read an article about the favourite kinds of sports of two teenagers (*Reading A2 / B1*)
- Listen to quotes from legends in sports (*Listening A2 / B1*)
- Practise trouble-free grammar: *so* and *such* (*Language in use A2*)
- Boost your vocabulary: Talking about different types of sports and equipment
Talking about leisure activities

Self-assessment checklist Units 9–12

137

Contents

KOMPETENZMODUL 4

Unit 13: I just can't get enough

138

- Speak about different addictions (*Speaking A2 / B1*)
- Talk about the risks and dangers of addictions (*Speaking B1*)
- Talk about the importance of technical devices and social media in everyday life (*Speaking B1*)
- Write a blog entry on being addicted to something (*Writing A2 / B1*)
- Read an article about the dangers of having a social media account (*Reading B1*)
- Listen to two telephone conversations (*Listening A2 / B1*)
- Practise trouble-free grammar: Modal verbs (*must / can't / may / might / could*) (*Language in use A2 / B1*)
- Boost your vocabulary: Risks and dangers of different addictions

Unit 14: At the café

147

- Take orders at a café (*Speaking A2*)
- Deal with complaints appropriately (*Speaking B1*)
- Write a blog comment on a blog entry about sustainability (*Writing B1*)
- Read an article about traditional Viennese cafés (*Reading B1*)
- Listen to a presentation about Austrian coffee specialities (*Listening A2*)
- Practise trouble-free grammar: Passive constructions
- Boost your vocabulary: Coffee and tea specialities
Coffee house equipment
Cakes and pastries

Unit 15: Going green

157

- Speak about how "green" you are (*Speaking A2 / B1*)
- Discuss a green company policy (*Speaking B1*)
- Write an informal e-mail on protecting the environment (*Writing A2 / B1*)
- Read an article about going green in the workplace (*Reading B1*)
- Listen to people giving advice on environmental protection (*Listening A2 / B1*)
- Practise trouble-free grammar: The difference in the use of *speak / talk / tell / say* (*Language in use A2 / B1*)
- Boost your vocabulary: Talking about a green lifestyle

Unit 16: Delicacies and dietary habits

166

- Present a survey about exotic foods (*Speaking A2 / B1*)
- Write a blog entry about a country's eating habits (*Writing A2 / B1*)
- Read texts about teenager's dietary issues (*Reading A2 / B1*)
- Listen to three episodes of the *World of Food* podcast (*Listening A2 / B1*)
- Practise trouble-free grammar: Comparison of adjectives (*Language in use A2*)
- Boost your vocabulary: Exotic foods
Allergies and food intolerances

Self-assessment checklist Units 13–16

177

KOMPETENZMODUL 5

Unit 17: Time for change

178

- Talk about changes in your life (*Speaking A2 / B1*)
- Present your favourite social network (*Speaking A2 / B1*)
- Speak about responsible smartphone use (*Speaking A2 / B1*)
- Write an informal e-mail to your colleagues (*Writing A2 / B1*)
- Read an article about teenagers and social media networks (*Reading A2 / B1*)
- Listen to a talk about using machines to translate (*Listening A2 / B1*)
- Practise trouble-free grammar: Past tense simple and present tense simple (*Language in use A2 / B1*)
Adjectives ending in *-ed* and *-ing* (*Language in use A2 / B1*)
- Boost your vocabulary: Talking about social networks

Unit 18: Tourism in Austria

188

- Speak about the weather in Austria (*Speaking A2 / B1*)
- Recommend famous Austrian sights (*Speaking B1*)
- Present a historical site (*Speaking B1*)
- Make up dialogues about renting equipment for winter sports (*Speaking B1*)
- Write a report on scientific data (*Writing B1*)
- Read an article about the history of tourism in Austria (*Reading B1*)
- Listen to conversations about the weather (*Listening A2*)
- Listen to conversations about renting equipment for winter sports (*Listening B1*)
- Practise trouble-free grammar: Adjectives and adverbs (*Language in use A2 / B1*)
- Boost your vocabulary: Weather conditions
Sport equipment
Places of interest

Unit 19 : Advertise your image

201

- Speak about your favourite TV commercial (*Speaking B1*)
- Discuss pros and cons of advertising (*Speaking B1*)
- Talk about brands and why they are successful (*Speaking B1*)
- Analyse the marketing strategy of a famous brand (*Speaking B1*)
- Advertise a product (*Speaking B1*)
- Write an argumentative text about the pros and cons of advertising targeting children (*Writing B1*)
- Read an article about advertising strategies in shops (*Reading B1*)
- Listen to an interview about the dangers of advertising for children (*Listening B1*)
- Practise trouble-free grammar: Adverbs with two forms and meanings (*Language in use A2 / B1*)
- Boost your vocabulary: Marketing words

Unit 20: Raise your glass

213

- Present a bottle of wine to a group of guests (*Speaking A2 / B1*)
- Recommend famous Austrian drinks (*Speaking A2 / B1*)
- Speak about brewing beer (*Speaking B1*)
- Write instructions for cocktails (*Writing A2*)
- Read descriptions of famous Austrian beverages (*Reading A2 / B1*)
- Read an article about Austrian wine (*Reading A2 / B1*)
- Listen to a presentation of a beer flight tray (*Listening A2 / B1*)
- Practise trouble-free grammar: Conditional I and conditional II (*Language in use B1*)
- Boost your vocabulary: Non-alcoholic and alcoholic beverages
Cocktail making equipment and ingredients

Self-assessment checklist Units 17–20

226

Contents

KOMPETENZMODUL 6

Unit 21: A question of culture

227

- Speak about living together with people from other countries (*Speaking B1*)
- Give advice on how to behave appropriately in other countries (*Speaking B1*)
- Write an informal reply e-mail giving advice on how to behave in Austria (*Writing B1*)
- Read two articles about apprentices working overseas (*Reading B1*)
- Listen to two famous chefs running restaurants abroad (*Listening A2 / B1*)
- Practise trouble-free grammar: Giving advice (*Language in use A2 / B1*)
- Boost your vocabulary: Talking about working abroad
Talking about appropriate behaviour
Language for giving advice

Unit 22: Life@work

236

- Talk about the tasks and duties of different jobs (*Speaking B1*)
- Talk about skills and qualifications needed for certain jobs (*Speaking B1*)
- Discuss dos and taboos in job interviews (*Speaking B1*)
- Talk about skills needed for teamwork (*Speaking B1*)
- Write an e-mail of application (*Writing B1*)
- Create an online CV (*Writing B1*)
- Read an article about unfair payment for female apprentices (*Reading B1*)
- Listen to an interview on teen job interview tips (*Listening B1*)
- Practise trouble-free grammar: Conditional III (*Language in use B1*)
- Boost your vocabulary: Talking about jobs

Unit 23: Getting down to business

250

- Give guests a tour of the hotel (*Speaking A2 / B1*)
- Give a presentation about the importance of small talk (*Speaking A2 / B1*)
- Write an invoice (*Writing B1*)
- Write payment reminders (*Writing B1*)
- Read an e-mail of enquiry about renting facilities for an event (*Reading A2 / B1*)
- Listen to a voicemail about ordering stationery (*Listening A2 / B1*)
- Practise trouble-free grammar: Reported speech (*Language in use B1*)
- Boost your vocabulary: Office equipment and stationery

Unit 24: Meals and courses

262

- Conduct a formal dinner service (*Speaking B1*)
- Write a menu for a *Valentine's Day* dinner (*Writing A2*)
- Read an advertisement for brunch at a hotel (*Reading A2 / B1*)
- Listen to descriptions of the breakfast buffet (*Listening B1*)
- Practise trouble-free grammar: Prepositions of time (*Language in use A2 / B1*)
- Boost your vocabulary: Describing dishes

Self-assessment checklist Units 21–24

273

Vocabulary reference

274

Grammar reference – List of irregular verbs

281