

5. Semester – Kompetenzmodul 5

Unit 1 – Multicultural me

1

- Talk about influences of other cultures on your life (*Speaking B1*)
- Discuss the benefits and drawbacks of cultural diversity in everyday and job life (*Speaking B1*)
- Take part in a discussion (*Speaking 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 vs. present tense continuous (*Language in use A2/B1*)
- Boost your vocabulary: Taking part in a discussion; Presentation phrases

Unit 2 – Tourism

14

- Give a sales pitch (*Speaking B1*)
- Discuss different jobs in tourism (*Speaking A2/B1*)
- Deal with customer questions and complaints (*Speaking B1*)
- Act out phone calls about booking and cancelling business trips (*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 six careers in tourism and hospitality (*Reading B1*)
- Listen to a single traveller exploring the world on \$ 30 a day (*Listening B1*)
- Listen to customers booking and cancelling a business trip (*Listening B1*)
- Listen to a customer complaining about a service on the phone (*Listening B1*)
- Practice trouble-free grammar: Making comparisons (*Language in use A2/B1*)
- Boost your vocabulary: Dealing with customer questions and complaints; Booking and cancelling a business trip

Unit 3 – Communication and media

30

- 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 about media consumption (*Writing B1*)
- Write a report about teens' social media consumption (*Writing B1*)
- Read an article about digital detox (*Reading B1*)
- Listen to a talk about 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: Giving advice and making suggestions (*Language in use B1*)
Conditional I (*Language in use A2/B1*)
- Boost your vocabulary: Phrases for presenting findings

Unit 4 – Jobs, jobs, jobs

44

- Talk about your job experience (*Speaking B1*)
- Describe tasks at the practice firm (*Speaking B1*)
- Speak about different business habits and customs (*Speaking B1*)
- Write an e-mail of application (*Writing B1*)
- Write a price list (*Writing A2*)
- Read an article about the importance of business etiquette (*Reading B1*)
- Listen to teenagers talking about their internship experiences (*Listening B1*)
- Practise trouble-free grammar: Past tense vs. present perfect tense (*Language in use B1*)
- Boost your vocabulary: Make your career

Unit 5 – Moving around

59

- Talk about different means of transportation (*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*)
- Read an article about the best ways to get to work (*Reading B1*)
- Listen to a customer complaining about a service (*Listening B1*)
- Listen to a presentation about dangerous school routes all over the world (*Listening B1*)
- Practise trouble-free grammar: Gerund (*Language in use B1*)
Conditional II (*Language in use B1*)
- Boost your vocabulary: Means of transportation

Unit 6 – Let's talk money

73

- Speak about banking and banking services (*Speaking B1*)
- Speak about ways to earn money as a teenager (*Speaking B1*)
- Present a promotional video for a smartphone app (*Speaking B1*)
- Write a leaflet about banking services (*Writing B1*)
- Write a blog entry about teenagers and money (*Writing B1*)
- Write a company description (*Writing B1*)
- Read an article about crowdfunding and business loans (*Reading B1*)
- Listen to a conversation at the bank (*Listening B1*)
- Listen to the founder of *Vresh Clothing* talking about how they got started (*Listening B1*)
- Listen to a presentation about a crowdfunding website (*Listening B1*)
- Practise trouble-free grammar: *used to/didn't use to/never used to* (*Language in use B1*)
- Boost your vocabulary: Banking

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

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6. Semester – Kompetenzmodul 6

Unit 7 – Protecting planet Earth

90

- Talk about the problem of global warming, climate change and CO₂ emissions (*Speaking B1*)
- Speak about people acting against climate change (*Speaking B1*)
- Discuss a green school policy (*Speaking B1*)
- Write a leaflet about how to be more environmentally-friendly at school (*Writing B1*)
- Read an article about the impact of video streaming on the environment (*Reading B1*)
- Listen to Leonardo DiCaprio talking about climate change (*Listening B1*)
- Practise trouble-free grammar: The difference between *speak, talk, say, tell* (*Language in use A2/B1*)
Conditional III (*Language in use B1*)
- Boost your vocabulary: Important words for talking about the climate and the environment

Unit 8 – Effective advertising

103

- Talk about advertising (*Speaking B1*)
- Speak about the effectiveness of advertisements (*Speaking B1*)
- Talk about trade fairs (*Speaking B1*)
- Present a product (*Speaking B1*)
- Write a blog comment about advertising targeted at teenagers (*Writing B1*)
- Write an analysis of an advertisement (*Writing B1*)
- Read an article about advertising tricks (*Reading B1*)
- Listen to a talk about the latest trends in advertising (*Listening B1*)
- Practise trouble-free grammar: Adverbs with two forms and meanings (*Language in use B1*)
Comparison of adverbs (*Language in use B1*)
- Boost your vocabulary: Advertising; Sales conversation

Unit 9 – No problems – just solutions	119
<ul style="list-style-type: none"> ■ Speak about solving problems (<i>Speaking B1</i>) ■ Speak about the dos and don'ts in customer service (<i>Speaking B1</i>) ■ Discuss the importance of customer service (<i>Speaking B1</i>) ■ Write a notice of defects (<i>Writing B1</i>) ■ Write a text message (<i>Writing B1</i>) ■ Read an article about improving customer service (<i>Reading B1</i>) ■ Listen to two customer service telephone conversations (<i>Listening B1</i>) ■ Practise trouble-free grammar: Modal verbs <i>must/can't/may/might/could</i> (<i>Language in use B1</i>) ■ Boost your vocabulary: Problem solving; Customer service 	
Unit 10 – Business world	133
<ul style="list-style-type: none"> ■ Analyse and present company profiles (<i>Speaking B1</i>) ■ Present an Austrian company (<i>Speaking B1</i>) ■ Speak about going abroad (<i>Speaking B1</i>) ■ Write a company profile (<i>Writing B1</i>) ■ Write a circular e-mail in order to introduce a new co-worker (<i>Writing B1</i>) ■ Read an article about the effectiveness of circular e-mails (<i>Reading B1</i>) ■ Listen to employers talking about tasks and duties of interns (<i>Listening B1</i>) ■ Listen to a talk about how to write a company profile (<i>Listening B1</i>) ■ Practise trouble-free grammar: Passive constructions with modal verbs (<i>Language in use B1</i>) ■ Boost your vocabulary: Different types of companies and structures; Delegating tasks 	
Self-assessment checklist Units 7–10 / 6. Semester – Kompetenzmodul 6	149
Mock exams – Get ready for your final exam	151
Vocabulary reference	156
Irregular verbs	162

Introduction

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 effectively improve your English and you will find them useful in your future professional life.

Icons



Speaking



Reading



Internet



British English



Writing



Listening



American English

Checklists

The self-assessment checklists after units 6 and 10 will 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!