

Refresher course

Unit	Title	Skills	Grammar practice	Page
A	Introductions at work	<ul style="list-style-type: none"><li>• Exchanging personal information</li><li>• Saying and understanding letters and numbers</li><li>• Understanding and expressing mathematical terms and calculations</li></ul>	<ul style="list-style-type: none"><li>• Personal pronouns</li><li>• Possessive pronouns</li><li>• Short forms</li><li>• Word order</li><li>• Verbs <i>to have</i> and <i>to be</i></li></ul>	6
B	In the workshop	<ul style="list-style-type: none"><li>• Naming common hand and power tools and fasteners</li><li>• Explaining what tools are used for</li><li>• Talking about workshop supplies</li></ul>	<ul style="list-style-type: none"><li>• <i>This / that, these / those</i></li><li>• Plurals</li><li>• <i>Some, any</i></li></ul>	16
C	A typical day on the job	<ul style="list-style-type: none"><li>• Talking about your daily routine</li><li>• Filling out a work order form</li><li>• Making and receiving telephone calls</li></ul>	<ul style="list-style-type: none"><li>• Simple present: statements, questions and negatives</li></ul>	22
D	An industrial accident	<ul style="list-style-type: none"><li>• Explaining safety features of equipment used at work</li><li>• Understanding a description of a workplace accident</li><li>• Completing a form reporting a workplace accident</li></ul>	<ul style="list-style-type: none"><li>• Simple past: statements, questions and negatives</li></ul>	28
E	Finding your way around	<ul style="list-style-type: none"><li>• Identifying important features around town</li><li>• Understanding directions</li><li>• Giving directions</li></ul>	<ul style="list-style-type: none"><li>• Imperative</li><li>• Modal auxiliaries</li></ul>	35
F	A tour of a factory	<ul style="list-style-type: none"><li>• Describing the layout of a factory</li><li>• Taking clients on a tour of a company</li></ul>	<ul style="list-style-type: none"><li>• Adjectives and adverbs</li><li>• <i>Yes/no</i> and <i>wh</i>-questions</li></ul>	41

Main course

Unit	Title	Part A English at work	Part B Technical English	Part C Grammar practice	Skills	Page
1	On contract abroad	<ul style="list-style-type: none"><li>• Meeting a new project team</li></ul>	<ul style="list-style-type: none"><li>• Runway construction</li></ul>	<ul style="list-style-type: none"><li>• Adverbs of frequency</li><li>• Present progressive</li><li>• Question tags</li><li>• Short answers</li></ul>	<ul style="list-style-type: none"><li>• Describing roles and work activities</li><li>• Evaluating equipment</li><li>• Agreeing technical solutions</li></ul>	47
2	Finding a job abroad	<ul style="list-style-type: none"><li>• Looking and applying for a job</li></ul>	<ul style="list-style-type: none"><li>• Technical jobs</li></ul>	<ul style="list-style-type: none"><li>• Simple past</li><li>• Present perfect</li></ul>	<ul style="list-style-type: none"><li>• Understanding job advertisements</li><li>• Writing a cover letter and CV</li><li>• Expressing yourself in a job interview</li><li>• Describing technical job skills</li></ul>	57
3	A business trip to Canada	<ul style="list-style-type: none"><li>• Travelling for work</li></ul>	<ul style="list-style-type: none"><li>• Four-wheel drive</li></ul>	<ul style="list-style-type: none"><li>• The future:<ul style="list-style-type: none"><li>– <i>will</i></li><li>– <i>going to</i></li><li>– present progressive</li><li>– simple present</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Understanding travel information</li><li>• Making and changing appointments</li><li>• Explaining how a drivetrain works</li><li>• Troubleshooting problems on the phone</li></ul>	67

Unit	Title	Part A English at work	Part B Technical English	Part C Practising grammar	Skills	Page
4	Materials, processes and products	• Meeting a customer	• Metal roofing	• Passive 1: simple present, present progressive • Comparative and superlative	• Welcoming a visitor • Presenting products • Discussing the pros and cons of different materials • Describing an industrial process	77
5	Working with other companies	• Contacting a supplier	• Elementary shapes and parts	• Passive 2: present perfect, past and future	• Emailing a supplier • Replying to an inquiry • Describing machine elements • Describing basic shapes and angles	87
6	Project meetings	• Hosting a meeting	• Project plans	• Modal verbs and their substitutes	• Arranging a meeting • Clarifying information • Brainstorming to solve problems • Understanding progress reports	95
7	The connected home	• Working with customers	• Passive House construction	• Passive 3: modals • Relative clauses • Contact clauses	• Asking for and confirming customer requirements • Making recommendations to a customer • Comparing solution options	105
8	Electric vehicles	• At a trade fair	• Automotive electric motors	• Gerund and infinitive	• Talking about your company • Describing graphs and charts • Giving a technical presentation	115
9	Internet security	• We've been hacked!	• Software security	• Reported speech	• Writing complaints and replying to them • Dealing with sensitive information • Describing rules and regulations • Communicating decisions	125
10	Sustainable technology	• A discussion about climate change	• Product life cycle analysis	• Conditional sentences	• Taking part in a discussion • Describing the effects of climate change • Analysing the life cycle of a product • Mediating between English and German- speaking technicians	135

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