Inhaltsverzeichnis

Unit 1: Welcome to your new job	7
Introducing yourself	7
Typical phrases	8
Job descriptions	9
Telling the time	9
Numbers and dates	10
My daily routine	12
Grammar: Prepositions, Simple Present, Present Progressive	13
Test yourself!	16
Unit 2: Receiving a new shipment	17
A new delivery	1 <i>7</i>
Problems with the delivery	18
A complaint	19
Departments in the warehouse - Flow of goods	22
Grammar: Simple Past	24
Words, words	25
Test yourself!	27
Unit 3: Safety at work	29
Different types of safety signs	29
Accident report	36
Presenting your company	37
Test yourself!	38
Unit 4: Equipment in the warehouse	40
Racking systems	40
Different types of forklift trucks and their equipment	42
Grammar: Simple Present or Simple Past	43
Accidents with the forklift truck	44
Code of behaviour at work	45
Test yourself!	46
Unit 5: Order picking	49
Paperless picking methods	49
Picking policy - FiFo and LiFo	50
Test yourself!	52
Unit 6: Packing goods	54
Different types of packing and packaging aids	54
M/sade weads weads	5.



Suitable packing for goods	57
Why do we pack goods?	58
Reasons for packing goods	58
Grammar: Simple Past or Present Perfect	60
Test yourself!	60
Unit 7: Labelling goods and packings	62
Hazardous material labels	63
Dangerous goods safety marks	64
Storing goods under favourable and safe conditions	65
Grammar: Will-Future or Going to-Future? The passive voice	68
Test yourself!	70
Unit 8: Containers	71
Different types of containers and their cargo	71
The story of containers	72
Measurements	72
Container marking	74
Packing pattern - the delivery note	77
Grammar: Adjective or adverb? Asking questions	80
Test yourself!	81
Unit 9: Means and modes of transport	83
Grammar: Comparative or superlative	86
Documents in international trade	86
Descriptions of the Incoterms® 2010	89
Languages and nationalities	93
Countries and nationalities	94
Test yourself!	96
Unit 10: Skill files: Business communication	97
Business communication	97
Writing a letter of application	98
Skills & Qualities	. 99
Job interview	101
Meet & Greet	102
Small talk	104
Writing business letters	106
Test yourself!	107

Test yourself!: First year of your apprenticeship	109
Flow of goods	
Receipt of goods	
, 3	
Immediate product testing	
People and their occupational activities	110
Safety at work	111
Equipment in the warehouse	113
Test yourself!: Second year of your apprenticeship	115
Picking methods	115
Packing goods	115
Handling signs	118
Hazardous material labels	119
Dangerous goods safety marks	120
Containers	121
Test yourself!: Third year of your apprenticeship	122
Means and modes of transport	122
Documents in international trade	122
Incoterms® 2010	123
Damages to a shipment	123