

			Page
1	My Business	1.1 Meeting People 6 1.2 Inside the Company 8 1.3 Business Correspondence 15	5
2	Warehouse Safety	2.1 Dangers at Work 22 2.2 Safety Issues 24 2.3 Health and Safety Hazards 30 2.4 Safety Signs and Safety Clothing 33 2.5 Business Correspondence 36	21
3	Receiving and Storing Goods	3.1 Receiving Goods 42 3.2 Registration of Goods Receipt 47 3.3 Storing Goods 50 3.4 Proper Storage 52 3.5 Storage Systems 54 3.6 Hazardous Goods 55 3.7 Business Correspondence 56	41
4	Order Picking and Packing Goods	4.1 Order Picking 62 4.2 Packing Goods 65 4.3 Business Correspondence 76	61
5	Transport and Logistics	5.1 European Countries 82 5.2 Organising a Transport 82 5.3 Going Global 84 5.4 Modes of Transport 87 5.5 Material Handling Equipment for Internal Transport 92 5.6 Documents in National and International Trade 94 5.7 Business Correspondence 96	81
	Phonetics Table		101
	Word List: Word Banks		102
	Alphabetical Word List: English-German		107
	Alphabetical Word-List: German-English		112
	Irregular Verbs		118
	Picture Credits		120