

Inhaltsverzeichnis

Unit 1: Welcome to your new job

Skills and Competencies	7
Introducing yourself	7
Getting started in a new job	8
Job descriptions	9
Numbers, dates and times.....	9
My daily routine.....	9
Grammar: Simple Present and Present Progressive.....	10
Interview and Poster	11
Vocabulary Trainer: Matching Words.....	11
Anhang mit Arbeitsblättern, Folienvorlagen und Lösungen	12

Unit 2: Receiving a new shipment (Lernfeld 1)

Skills and Competencies	18
A new delivery	18
Problems with the delivery	20
Flow of goods – departments in the warehouse.....	22
The accounts department	22
Grammar: Simple Past	23
Writing an essay.....	23
Vocabulary Trainer: Word Search.....	23
Anhang mit Arbeitsblättern, Folienvorlagen	24

Unit 3: Safety at work (Lernfeld 1)

Skills and Competencies	27
Safety First.....	27
Error Analysis	28
Safety Signs.....	28
Grammar: Giving instructions with modal verbs	30
How to behave in case of an accident.....	30
Vocabulary Trainer: Accident report.....	31
Anhang mit Arbeitsblättern, Folienvorlagen	32

Unit 4: Different types of warehouses and their equipment (Lernfeld 2/3/4)

Skills and Competencies	39
Lifting, transporting and stacking goods	39
Tools and equipment.....	41
Racking systems.....	41
Different types of forklift trucks and their equipment	42
Grammar: Simple Present or Simple Past.....	42
Accidents with the forklift truck.....	43
Vocabulary Trainer: Different racking systems	43

Unit 5: Order Picking (Lernfeld 5)

Skills and Competencies	44
Order Picking.....	44
Paperless picking methods.....	44
Pick to light.....	45
Grammar: Passive voice	46
Vocabulary Trainer: Picking Policy – <i>FiFo</i> and <i>LiFo</i>	46
Anhang mit Arbeitsblättern, Folienvorlagen und Lösungen	47

Unit 6: Packing goods (Lernfeld 6)	
Skills and Competencies	55
Reasons for packing goods	55
Different types of packaging means and packaging aids.....	56
Suitable packings for goods	57
True or false?	58
Grammar: Simple Past or Present Perfect.....	58
Reducing the costs for packing	59
Vocabulary Trainer: Odd one out!.....	59

Unit 7: Labelling goods and packings (Lernfeld 2/6)	
Skills and Competencies	60
The correct label for all goods	60
Handling signs.....	60
Hazardous materials labels	61
Dangerous goods safety marks.....	61
Some story to tell	62
Grammar: Will-future or going to-future?.....	63
How do you label packages?	63
Vocabulary Trainer: How to label goods, packings and containers	64
Anhang mit Arbeitsblättern, Folienvorlagen	65

Unit 8: Containers (Lernfeld 6/8)	
Skills and Competencies	69
The story of containers	69
Measurements	69
Load Securing.....	70
Grammar: Adjective or adverb – Asking questions	71
Packing Pattern	72
Vocabulary Trainer: Different types of containers and their cargo.....	73
Anhang mit Arbeitsblättern, Folienvorlagen	75

Unit 9: Means and modes of transport (Lernfeld 7/9/11)	
Skills and Competencies	80
The best way to send goods.....	80
Means and modes of transport	80
Documents in international trade.....	81
Route Planning	83
Grammar: Comparative or Superlative	83
Incoterms®	84
Vocabulary Trainer: Damages to a shipment	85
Anhang mit Arbeitsblättern, Folienvorlagen und Lösungen	86

Skill Files – Business Communication	
Applying for an internship	94
Letter of application	94
Writing a letter of application	95
Job advertisements.....	95
The job interview	95
Meet & Greet	97
At the restaurant	97
Small talk and facial expressions	98
Topics for small talk	98
Commercial correspondence.....	99
Writing an e-mail.....	99
Helpful phrases for writing a business letter.....	100

Writing a fax (facsimile messages) 101

Telephone Training 102

Answering the phone 102

Helpful phrases for talking on the phone 103

Telling the way 103

Telling the way in the warehouse 104

Anhang mit Arbeitsblättern, Folienvorlagen und Lösungen 105

Skill Files – Working with literature 118

Skill Files: Grammar

Simple Present..... 121

Present Progressive/Present Continuous 122

Simple Past 124

Present Perfect 125

will – Future 127

going to – Future..... 128

Appendix – Vocabulary Training

1. Sophister 129

2. Hangman 129

3. Memory mit Vorlage..... 129

4. Tic Tac Toe mit Beispiel..... 133

5. Magic wall mit Beispiel und Tafelbild..... 134

6. Domino mit Vorlage (Tools & Equipment) 135

7. Encourage Talking..... 137

8. Find the mistakes 145

9. Shadow hunting 146

10. Labyrinth 147

Bildquellenverzeichnis..... 149