

Topic 1–4 | Foundation course

Topic 1 – New beginnings

Getting started	
Maintaining a work-life balance	10
Working with an infographic • Focus on words • Listening • Creating a questionnaire	
Exam skills	
Doing mixed reading tasks	12
Multiple matching • Multiple choice • True-false • Tasks on the text	
Text A	
First jobs	14
Talking about first jobs • Focus on words • Reading for detail • Writing a blog post about daily routines	
Skills	
Improving your vocabulary	17
Mind maps • Word families • Word formation	
Text B	
Internships	19
Talking about internships • Reading for gist • Reading for detail • Focus on words • Writing an e-mail • Giving a presentation on your ideal internship	
Grammar	
Talking about the present	23
Simple present, present progressive • If-clauses: Type I • Writing a letter	
Job skills	
Job ads, applications and interviews	25
Talking about job ads • Applying for a job • Writing an email for a job application • Confirming a job interview • Doing job interviews	
Exam skills	
Doing mixed listening tasks	28
Short-answer questions • Multiple matching • Sentence completion • Multiple choice	

Topic 2 – So many choices

Getting started	
Create your life!	32
Working with pictures and quotes • Focus on words • Listening • Presenting a celebrity and the cause they support	
Skills	
Working with words	34
Using a dictionary • Using phrasal verbs • Using collocations • Using prepositions • Using conjunctions	
Text A	
The power of music	37
Thinking about special songs • Focus on words • Reading for gist • Writing a summary • Listening • Working with statistics • Presenting a music genre	
Grammar	
Adjectives and adverbs	41
Using adjectives or adverbs • Comparisons with adjectives	
Skills	
Understanding marketing	42
Understanding advertising • Understanding target groups for effective marketing • Branding • Creating a marketing campaign	
Text B	
AI on the job	45
Thinking about AI in event planning • Reading for gist • Reading for detail • Focus on words • Focus on grammar: Quantifiers • Planning a trip with AI	
Text C	
Fashion and minimalism	48
Talking about your shopping behaviour • Reading for gist • Reading for detail • Writing a letter to the editor • Creating a packing list • Analysing the style of a person	
Skills	
Monologue and dialogue	51
Monologue • Dialogue	

Topic 3 – In the media

Getting started

Social media: risk or resource? 54

Working with pictures and quotes • Focus on words • Listening • Your ideal future job environment

Exam skills

Working with visuals 56

Describing, analysing and evaluating pictures and cartoons • Describing, analysing and evaluating statistics

Text A

News in a digital age 60

Talking about news sources • Reading for detail • Focus words • Translation • Focus on grammar: Relative clauses • Working with an infographic • Writing an email to media providers

Job skills

Job applications 64

Talking about tech-smart employers • A traditional cover letter • Listening • Making your own video application

Text B

Influencer marketing 66

Talking about influencers • Reading for gist • Reading for detail • Focus on words • Creating an influencer info sheet

Text C

Navigating fake news 69

Facts or fake news? • Reading for gist • Focus on words • Reading for detail • Working with an infographic • Writing an email to a friend • Creating a fact sheet about deepfakes

Exam skills

Writing argumentative texts 73

Preparing for, writing and checking a comment • Preparing for, writing and checking an argumentative essay

Topic 4 – New industries, new jobs

Getting started

Different careers 76

Talking about careers in new industries • Focus on words • Reading for detail • Jobs and careers of the future

Text A

Future job skills 78

Talking about job skills • Reading for gist • Reading for detail • Writing a summary • Creating a personal skills profile

Skills

Presenting and discussing 80

Presentation • Discussion

Text B

Modern working models 82

Talking about workplaces • Reading for gist • Reading for detail • Listening • Doing a role play about the future of work

Grammar

Talking about the past 85

Present perfect, simple past • Simple past, past progressive • If-clauses type II

Text C

Having your own business 87

Talking about self-employment • Focus on words • Reading for gist • Reading for detail • Writing a diary entry • Presenting a business idea

Job skills

Organising a meeting 90

Planning a meeting • Writing a meeting invitation

Exam skills

Mediation 92

German-English • English-German

Topic 5-10 | Advanced course

Doing business communication

Job skills

Doing business calls XX

Writing business emails and letters:

Enquiries XX

Offers XX

Orders XX

Complaints XX

Reminders XX

Exam

Exam practice

A: Listening Misinformation online, Are young people not interested in politics? . . . XX

B: Reading Why is the far right gaining popularity among young people? XX

C: Mediation NGO einfach erklärt XX

D: Writing XX

Speaking Talking about values and beliefs XX

Topic 5 – Equal opportunities



Getting started

Having a voice XX

Working with pictures and headlines • Focus on words • Writing a text: The voice of your school

Job skills

Business communication XX

Working with pictures and headlines • Focus on words • Writing a text: The voice of your school

Text A

What is democracy? XX

Defining democracy • Talking about voting • Reading for gist • Focus on words • Reading for detail • Writing a summary • Creating a poster about democracies around the world

Text B / Mediation

Political landscapes XX

Talking about parties and US elections • Focus on words • Reading for detail • English-German mediation • Focus on grammar: Modal verbs • Working with an infographic • Presenting your own political party

Text C

Values for a better future XX

Talking about the Obama Foundation • Focus on words • Reading for detail • Listening • Planning an awareness campaign

Topic 6 – Social and economic shifts



Getting started

How is society changing? XX

Working with pictures • Writing a background story • Listening • Talking about society in the future

Text A

Fighting loneliness XX

Writing a dialogue • Reading for gist • Reading for detail • Focus on words • Focus on grammar: If-clauses type III • Working with statistics • Creating a flyer on how to fight loneliness

Text B

Europe's youth job crisis XX

Talking about young people's expectations after school • Reading for gist • Focus on words • Reading for detail • English-German Mediation • Listening • Writing a comment about the youth job market

Text C

The many faces of migration XX

Talking about family roots • Reading for gist • Focus on words • Reading for detail • Working with an infographic • Researching migration • Presenting migration and its impact on society

Mediation

A case of equality? xx
 German-English mediation • Translation •
 Talking about discrimination • Working with a
 visual • Writing a text about being an ally

Exam

Exam practice

A: Listening Equality and diversity in
 recruitment xx
B: Reading Multigenerational homes are
 on the rise for good reason xx
C: Mediation Labour Law: basic principles
 and why it matters xx
D: Writing xx
Speaking Presenting a company xx

Topic 7 - Employment in technology

Getting started

It's all about inventions xx
 Working with pictures • Researching failed
 inventions

Text A

Space exploration xx
 Talking about life in space • Reading for gist •
 Reading for detail • Focus on words •
 Listening • Working with statistics • Writing
 an essay about the importance of space
 exploration

Text B

New technology, new jobs xx
 Talking about new jobs and technologies •
 Focus on words • Reading for detail •
 English-German mediation • Working with a
 cartoon • Focus on grammar: Future tenses •
 Presenting ideas for a sustainable tourism

Mediation

Human experimenting xx
 German-English mediation • Having a
 discussion about brain-computer interfaces •
 Creating a storyboard

Exam

Exam practice

A: Listening 4D printing, Electric-powered
 flying cars xx
B: Reading AI can help – and hurt – student
 creativity xx
C: Mediation Surveillance in smart
 devices xx
D: Translation xx
E: Writing xx

Speaking Talking about technological
 innovations, Discussing the future of
 cities xx

Topic 8 - Eco and economy

Getting started

Problems and solutions xx
 Working with pictures • Focus on words •
 Listening • Getting involved

Text A

Climate change xx
 Thinking about climate change • Focus on
 words • Reading for detail • Presenting the
 consequences of climate change • Listening •
 Focus on grammar: The passive voice •
 Making a video about tips for a sustainable
 festival

Text B

Biodiversity loss xx
 Discussing the loss of biodiversity • Reading
 for detail • Focus on words • Listening •
 Working with an infographic • Creating an
 informative podcast

Text C / Mediation

Extreme weather xx
 Talking about heat waves • Reading for gist •
 Reading for detail • English-German
 mediation • Focus on words • Focus on
 grammar: Present perfect vs simple past •
 Writing an article about the planet in 2060

Exam	Exam practice	
	A: Listening The importance of earthworms, The Green Nobel Prize.	xx
	B: Reading Sweatshops and fast fashion	xx
	C: Mediation Welternährung	xx
	D: Translation	xx
	E: Writing	xx
	Speaking Discussing your carbon footprint and different energy sources	xx

Topic 9 – Globalisation and work



	Getting started	
	Aspects of globalisation	xx
	Talking about pictures and quotes • Discussing global challenges • Testing your knowledge • Researching global players	

	Text A	
	An interconnected world	xx
	Talking about interconnection • Reading for gist • Reading for detail • Writing a comment • Listening • Creating a visual about global citizenship	

	Text B	
	Global consumption	xx
	Talking about shopping habits • Reading for detail • Listening • Discussing fair trade • Writing a blog post to raise awareness	

	Text C	
	People on the move	xx
	Talking about global migration • Reading for gist • Reading for detail • Focus on words • Focus on grammar: Infinitive and participle constructions • Working with a video • Writing a welcome speech	

	Mediation	
	Global politics: the EU	xx
	Talking about the EU • German-English mediation • Conducting a survey on the EU	

Exam	Exam practice	
	A: Listening The influence of Bollywood, How can we make globalisation more sustainable?	xx
	B: Reading 6 tips on how to run a company in turbulent times	xx
	C: Mediation How to make your next holiday better for the environment.	xx
	D: Writing	xx
	Speaking Discussing future perspectives of globalisation	xx

Anhang

	Helping hand	xx
	Skills files	xx
	Grammar files	xx
	Incoterms / Word banks / Vocabulary	xx