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NACH DIESEM MODUL

- ✓ kann ich eine Stellenanzeige auf Englisch verstehen,
- ✓ kann ich meine Fähigkeiten und Qualifikationen auf Englisch beschreiben,
- ✓ kann ich eine Bewerbung auf Englisch schreiben.



Applications

The world today is full of opportunities. You might decide to work in your hometown, a big city, or even another country. Maybe you want to work for a small family-run company or a major corporation with branches across the globe. Whatever you decide, the opportunities are out there, but it is up to you to take them.

- 1 Look at the pictures above and describe them using the words below.

to apply • job advertisement • letter of application • CV • to search • job interview • employment contract • to invite • newspaper • to write

- 2 Put the steps of the application process shown in the pictures above into the correct order.

- P 3 Work on your own. What skills and qualifications do you need for a job in your industry? Make a list. Use these words to help you:

hard-working • motivated • logical • good with numbers • good with your hands • communicative • good team player • technical skills • able to understand plans and diagrams • attention to detail • computer skills

- 4 Work with a partner and decide upon a final list. Share it with the class.



A | Job advertisements

- M/R 1 Read the three online job advertisements below and find the English translations for the following German words and expressions.

- | | |
|--------------------------|-------------------------------|
| 1. verantwortungsbewusst | 9. Erfahrung |
| 2. aktiv, praktisch | 10. abgeschlossene Ausbildung |
| 3. Bewerber | 11. gute Bezahlung |
| 4. Störungssuche | 12. fließendes Englisch |
| 5. pünktlich | 13. teamfähig |
| 6. lernbereit | 14. Montage |
| 7. begeistert | 15. Grundkenntnisse in CAD |
| 8. gültige Fahrerlaubnis | 16. freie Stelle |

Job Title	Description
1 City Garage – Car mechanic (full-time)	City Garage in Wolverhampton is looking for a recently-qualified car mechanic to join our busy team. Are you enthusiastic, willing to learn, responsible and punctual? If so, then contact us. We offer good rates of pay and a pleasant working atmosphere. Applicants must have a clean and valid driver's license. Please send a written application and a CV to Michael McCarthy at the following address: City Garage 17 Gorsebrook Rd. Wolverhampton WV6 5PI Tel.: 0044 (0)1902 554997...
2 Harper Shipping Client Support Technician	We are looking for a client support technician for our IT team to provide support and troubleshooting for hardware and software installation. You will also be responsible for new system configuration and maintaining the desktop client software. You should have two years experience, good English skills and be able to work as part of a team. Salary: negotiable Email application to: careers@HS.com
3 Trafford Tools Mechatronic Technician	Trafford Tools is a leading supplier of high-quality tools. We have a vacancy for a hands-on person to work as a mechatronic technician. Tasks: fault finding, maintenance, assembly, assist with installation. Skills: completed apprenticeship, basic CAD skills, good knowledge of tools, fluent English. Contact: James Truman J.truman@TT.co.uk Tel: 0044 (0)161 929496...

- I/M 2 One of your colleagues does not speak English and asks you to tell him about one of the job ads. Choose one of the ads and give him a brief summary in German. Swap roles.

WORD BANK

branch – Filiale
family-run company – Familienunternehmen
job application – Bewerbung
maintain (v) – warten
opportunities – Möglichkeiten
qualifications – Qualifikationen
skills – Fähigkeiten
troubleshooting – Fehlerbehebung