

1. My Company¹

Communication: Introductions and small talk

Situation: You work in the IT department at Mech-On, a Nuremberg-based engineering company. You will look after a visitor from England until your supervisor, Ms Müller, is ready to meet him. To brush up your speaking skills in English you practice “meet and greet” situations.

- a) Introducing yourself and others to colleagues.

Listen to the people introducing themselves and fill in any missing information.



Name: Martyna Nowak Age: 42 Place of birth: Poland Job description: Product Manager	Name: Halil Özdemir Age: 29 Place of birth: Germany Job description: training supervisor
Name: Deema Mansour Age: 19 Place of birth: Syria Job description: Trainee for It-Administrator	Name: Robert Klein Age: 21 Place of birth: Austria Job description: Quality assurance tester
Name: Canan Tolon Age: 25 Place of birth: Turkey Job description: Business Analyst	Name: Alexei Melnyk Age: 39 Place of birth: Ukraine Job description: Software developer

- b) Now write down your own introduction and introduce yourself to the other people in class.

- c) Making formal introductions: Introduce yourself in a formal way to a visitor. Then introduce your partner to another pair.

Refer to useful phrases in your book, p.150

¹ Based on IT Matters, Cornelsen 3rd, p.12f

Foundation: A company profile (p.6-7)

Situation: You are an apprentice IT administrator with a German company that has also lots of trainees from abroad.

→ You write a short profile of your company in English for the apprentice file.

1 Reading a company website



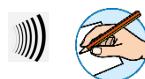
Before you write the profile, you read another company's English profile online (p.6)
Find phrases in the text:

Technical terms	Business English
network components, device connection technology, engineers, IT specialists, electrical, electronic cables, connectors, mechanical engineering, factory automation, data processing, networks, industrial electronics, telecommunication	Chairman of the Board, General Partner, Senior Vice President Finance and Purchasing, Senior Vice President New Technologies, Senior Vice President Sales and Marketing global player, vocational training, apprenticeships, family business

2 Introducing a company

Some people are introducing themselves and the companies they work for.

Listen and complete the grid.



Name of company	Sector	Head Office	Size
BCC Electronics			
International Solutions			
Nilsson Construction			
Han Gao			
Jahn Services			
Aikon			
Your company			

Unit 1: Compound words & questions (Foundation)²

A Take a word from each box and build a new one. Then translate it as in the example.

automotive • factory • family • electrical •
electronic • head • industrial • mechanical •
global • IT • vocational

business • engineering • cables • player •
specialist • equipment • training • office •
sector • electronics • automation

English

automotive sector

German

Automobilbranche



B Asking for information. Write questions to match the answers on the right.

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

I work for Nilsson Electronics.

It's located in Stockholm.

It has 250 employees.

We are in the electronics sector.

It was founded in 1985.

My job is to fix satellite dishes.



² KV 1.1 Cornelsen, Autor: Robert Kleinschroth



3 Writing the company profile

Write a short profile of your company. Cover the points below:

- name of the company
- sector
- location
- number of employees
- what the company does (*What is your company's line of business? What products do they sell? What services do they offer?*)
- target group/customers (*Who are the customers of your company?*)
- some competitors (*Who are the competitors of your company?*)

Refer to page 150 for useful phrases: Describing companies

The name of my company is msg systems ag, it's headquarter is in Ismaning and I am working in the Passauer branch. msg systems is an IT-company located in 25 different countries. Overall there are over 8.000 employees and in Passau there are approximatly 600. The sectors of the Passauer branch are Automotive, Insurance, Food and the Public sector. The sector I work in is the Insurance sector. We develop software solutions for all our customers in these sectors. Our competitors are Orion System Integrators and Giza Systems.

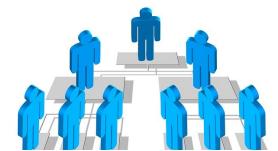
Find a partner to proofread each other's work.



Part A: The layout of a company (p.8-9)

Situation: You have just started s job at Accensys GmbH, a subsidiary of a large multinational IT services company. You are attending the company's induction week in Atlanta in the United States.

➔ You show a visitor around your training company's premises



1. Departments of a company

Put in the departments that match these descriptions:

Bild von Gerd Altmann auf Pixabay

sales & marketing	Promotes the business to customers to increase sales of its products and services.
Quality assurance	Makes sure that the software meets the technical standards.
human resources	Recruits and interviews new employees and handles staff relations, benefits and training.
legal department	Handles internal and external legal issues for a company.
hardware support	Maintains and repairs the employees' computers and company-owned servers.
software development	Creates, documents and debugs software used by costumers and/or employees.
Research & Development	Creates innovative products and/or improves existing products and production methods.
customer service	Provides information about products and services, replies to customer complaints and questions.

2. Showing a visitor around your company

Draw a floorplan of the building that you work in and take your learning partner on a guided tour. Swap roles when you have finished.

Showing visitors around the company – useful phrases

Giving a tour of the company Let's start by visiting Here we have the ... department On the left/right, you can see ... This is where we make/assemble...	Go down the corridor until you get to ... Take the first/second/last door on your right Turn right at the end of the corridor. Offering help/refreshment Can I take your coat? Would you like something to drink? Would you like some tea/coffee/water?
Asking for and giving directions Could you tell me the way to ..., please? Yes, certainly.	

Unit 1: Directions & verbs in context (Part A)³

A Giving directions. Look at the signs and complete the phrases.

- 1 → Turn right _____ at the end of the corridor.
- 2 ↪ Turn around _____ to the meeting point.
- 3 ↙ Turn left _____ at the end of the corridor.
- 4 → Go straight _____ along the walkway until you get to the cafeteria.
- 5 ↑ Take _____ the elevator up to _____ level 3.
- 6 ↓ go down _____ the stairs to the second level.



B Build phrases with words from boxes and translate them.

create • explain • improve • increase •
promote • provide • recruit

existing products • new employees •
new products • product information • sales •
the business • the company structure

Phrases

- improve the company structure
recruit new employees
promote existing products
provide product information
create new products
explain the business
increase sales

German

- verbessere die Unternehmensstruktur
stellen sie neue Angestellte
werbung für existierende Produkte
Produktinformationen bereitstellen
entwickle neue Produkte
erkläre das Unternehmen
Verkäufe erhöhen

C English for IT engineers. Complete the phrases with verbs from the list and translate them.

debug • maintain • meet • repair • reply



- 1 repair _____ computers
- 2 debug _____ software
- 3 maintain _____ servers
- 4 meet _____ the technical standards
- 5 reply _____ to customer questions

- repariere Computer
Fehler der Software beheben
Server instandhalten
die technischen Standards einhalten
auf Kundenfragen antworten

³ KV 1.2 Cornelsen, Autor: Robert Kleinschroth

B The structure of a company (p.10-11)

1. Listening comprehension – Understanding a company organization structure

Complete the missing information



Name:

Datum:

Durchzeichnungsaufgabe ...

- 1 Chief Executive Officer
- 2 Chief Technology Officer
- 3 Chief Digital Officer
- 4 Head of Software Engineering
- 5 Head of IT Operations
- 6 Project Managers
- 7 Quality Assurance Managers

Unit 1: Part B, exercise 1B

1 Understanding a company organization structure

B 4)) Listen again and complete the gaps with the missing words from the list.

clients • data • goals • hardware • platforms • products • projects • responsibility •
software • system • technology • testing

Stephanie Sullivan: It's my responsibility¹ to set the overall company goals² and strategies, and to manage the company.

Chris Turner: I report directly to the CEO. I deal with system³ architecture, platforms, data⁴ processing, system analysis, and so on.

Mark Young: I am responsible for deciding how we use technology⁵ in Accensys to maximize benefit to the company and clients⁶. I also report to the CEO.

Lilian Lee: I supervise a large team of project managers. I liaise with all of the software⁷ teams to make sure that we deliver our projects⁸ on time.

Bharath Ragu: I manage the testing⁹ teams. I make sure that we release high-quality software products¹⁰ to our clients.

Andrew Burke: I keep our hardware¹¹ and software platforms¹² running so that both we, and our clients, can perform our daily tasks.

2. Describing the structure of your training company

Draw an organization chart, include main departments, names and job titles of people in important positions. Find a conversation partner from a different company. Explain your chart, team structures **and the relationships** between the members of the team.

Unit 1: Business English (Part B)⁴



A Relationships in a team. Match the verbs 1–6 to the nouns (a–f).
Then complete the sentences below using the phrases.

1 assist

2 liaise

3 manage

4 work

5 supervise

6 report

a with a team

b to the CEO

c the team

d a department

e the testers

f with the customer

- 1 You'll _____ to understand the technical requirements of the solution.
- 2 Three business analysts _____ to analyse their requirements.
- 3 Kieran Reed _____ of five developers.
- 4 You'll _____ to understand the way the systems integrate with one another.
- 5 Abhi _____ of 22 people.
- 6 You and three other developers _____ directly _____.

B Complete the business phrases with verbs from the list and translate them.

analyse • deliver • join • maximize • set

English**German**

1 _____ a team

2 _____ the company strategy

3 _____ benefit to the company

4 _____ the customer requirements

5 _____ the products on time

C Find words that have a similar meaning as the ones underlined.

1 visit clients

visit _____

2 make products better

_____ products

3 be in charge of

be _____

4 do a task

_____ a task

5 get the product to the customer

_____ the product

6 give information

_____ information

⁴ KV 1.3, Cornelsen, Autor: Robert Kleinschroth

Quizlet Vocabulary Sets

[Unit 01 My company Part I-Karteikarten | Quizlet](#)



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automotive sector

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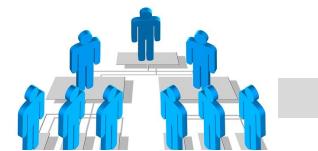
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Part A: The layout of a company (p.8-9)

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1. Departments of a company

Put in the departments that match these descriptions:

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	Promotes the business to customers to increase sales of its products and services.
	Makes sure that the software meets the technical standards.
	Recruits and interviews new employees and handles staff relations, benefits and training.
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	Maintains and repairs the employees' computers and company-owned servers.
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B Build phrases with words from boxes and translate them.

create • explain • improve • increase •
promote • provide • recruit

existing products • new employees •
new products • product information • sales •
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Phrases

German

C English for IT engineers. Complete the phrases with verbs from the list and translate them.

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1 _____ computers

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B The structure of a company (p.10-11)

1. Listening comprehension – Understanding a company organization structure

Complete the missing information



Name: _____

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Unit 1: Part B, exercise 1B

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Unit 1: Business English (Part B)⁴



A Relationships in a team. Match the verbs 1–6 to the nouns (a–f). Then complete the sentences below using the phrases.

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2 liaise

3 manage

4 work

5 supervise

6 report

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Part A: The layout of a company (p.8-9)

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B The structure of a company (p.10-11)

1. Listening comprehension – Understanding a company organization structure

Complete the missing information



Name: _____

Datum: _____

Unit 1: Part B, exercise 1B

1 Understanding a company organization structure

B 4)) Listen again and complete the gaps with the missing words from the list.

clients • data • goals • hardware • platforms • products • projects • responsibility •
software • system • technology • testing

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Some people are introducing themselves and the companies they work for.

Listen and complete the grid.



Name of company	Sector	Head Office	Size
BCC Electronics			
International Solutions			
Nilsson Construction			
Han Gao			
Jahn Services			
Aikon			
Your company			

Unit 1: Compound words & questions (Foundation)²

A Take a word from each box and build a new one. Then translate it as in the example.

automotive • factory • family • electrical •
electronic • head • industrial • mechanical •
global • IT • vocational

business • engineering • cables • player •
specialist • equipment • training • office •
sector • electronics • automation

English

automotive sector

German

Automobilbranche



B Asking for information. Write questions to match the answers on the right.

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

I work for Nilsson Electronics.

It's located in Stockholm.

It has 250 employees.

We are in the electronics sector.

It was founded in 1985.

My job is to fix satellite dishes.



² KV 1.1 Cornelsen, Autor: Robert Kleinschroth



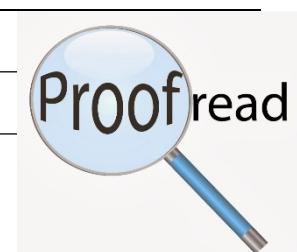
3 Writing the company profile

Write a short profile of your company. Cover the points below:

- name of the company
 - sector
 - location
 - number of employees
 - what the company does (*What is your company's line of business? What products do they sell? What services do they offer?*)
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Refer to page 150 for useful phrases: Describing companies

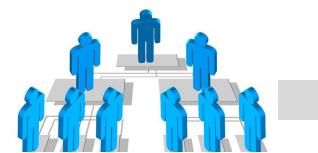
Find a partner to proofread each other's work.



Part A: The layout of a company (p.8-9)

Situation: You have just started s job at Accensys GmbH, a subsidiary of a large multinational IT services company. You are attending the company's induction week in Atlanta in the United States.

➔ You show a visitor around your training company's premises



1. Departments of a company

Put in the departments that match these descriptions:

Bild von Gerd Altmann auf Pixabay

	Promotes the business to customers to increase sales of its products and services.
	Makes sure that the software meets the technical standards.
	Recruits and interviews new employees and handles staff relations, benefits and training.
	Handles internal and external legal issues for a company.
	Maintains and repairs the employees' computers and company-owned servers.
	Creates, documents and debugs software used by costumers and/or employees.
	Creates innovative products and/or improves existing products and production methods.
	Provides information about products and services, replies to customer complaints and questions.

2. Showing a visitor around your company

Draw a floorplan of the building that you work in and take your learning partner on a guided tour. Swap roles when you have finished.

Showing visitors around the company – useful phrases

Giving a tour of the company Let's start by visiting Here we have the ... department On the left/right, you can see ... This is where we make/assemble...	Offering help/refreshment Go down the corridor until you get to ... Take the first/second/last door on your right Turn right at the end of the corridor. Can I take your coat? Would you like something to drink? Would you like some tea/coffee/water?
Asking for and giving directions Could you tell me the way to ..., please? Yes, certainly.	

Unit 1: Directions & verbs in context (Part A)³



A Giving directions. Look at the signs and complete the phrases.

- 1 → _____ at the end of the corridor.
- 2 ↪ _____ to the meeting point.
- 3 ↙ _____ at the end of the corridor.
- 4 → _____ along the walkway until you get to the cafeteria.
- 5 ↑ _____ the elevator _____ level 3.
- 6 ↓ _____ the stairs to the second level.



B Build phrases with words from boxes and translate them.

create • explain • improve • increase •
promote • provide • recruit

existing products • new employees •
new products • product information • sales •
the business • the company structure

Phrases

German

C English for IT engineers. Complete the phrases with verbs from the list and translate them.

debug • maintain • meet • repair • reply



1 _____ computers

2 _____ software

3 _____ servers

4 _____ the technical standards

5 _____ to customer questions

³ KV 1.2 Cornelsen, Autor: Robert Kleinschroth

B The structure of a company (p.10-11)

1. Listening comprehension – Understanding a company organization structure

Complete the missing information



Name: _____

Datum: _____

Unit 1: Part B, exercise 1B

1 Understanding a company organization structure

B 4)) Listen again and complete the gaps with the missing words from the list.

clients • data • goals • hardware • platforms • products • projects • responsibility •
software • system • technology • testing

Stephanie Sullivan: It's my _____¹ to set the overall company
_____² and strategies, and to manage the company.

Chris Turner: I report directly to the CEO. I deal with _____³
architecture, platforms, _____⁴ processing, system
analysis, and so on.

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in Accensys to maximize benefit to the company and
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_____⁷ teams to make sure that we deliver our
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release high-quality software _____¹⁰ to our clients.

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_____¹² running so that both we, and our clients,
can perform our daily tasks.

2. Describing the structure of your training company

Draw an organization chart, include main departments, names and job titles of people in important positions. Find a conversation partner from a different company. Explain your chart, team structures **and the relationships** between the members of the team.

Unit 1: Business English (Part B)⁴



A Relationships in a team. Match the verbs 1–6 to the nouns (a–f). Then complete the sentences below using the phrases.

1 assist

2 liaise

3 manage

4 work

5 supervise

6 report

a with a team

b to the CEO

c the team

d a department

e the testers

f with the customer

- 1 You'll _____ to understand the technical requirements of the solution.
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- 4 You'll _____ to understand the way the systems integrate with one another.
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- 6 You and three other developers _____ directly _____.

B Complete the business phrases with verbs from the list and translate them.

analyse • deliver • join • maximize • set

English

1 _____

a team

2 _____

the company strategy

3 _____

benefit to the company

4 _____

the customer requirements

5 _____

the products on time

German

C Find words that have a similar meaning as the ones underlined.

1 visit clients

visit _____

2 make products better

products _____

3 be in charge of

be _____

4 do a task

a task _____

5 get the product to the customer

the product _____

6 give information

information _____

⁴ KV 1.3, Cornelsen, Autor: Robert Kleinschroth

Quizlet Vocabulary Sets

[Unit 01 My company Part I-Karteikarten | Quizlet](#)



[Unit 01 My Company Part 2-Karteikarten | Quizlet](#)

For your notes

1. My Company¹

Communication: Introductions and small talk

Situation: You work in the IT department at Mech-On, a Nuremberg-based engineering company. You will look after a visitor from England until your supervisor, Ms Müller, is ready to meet him. To brush up your speaking skills in English you practice “meet and greet” situations.

- a) Introducing yourself and others to colleagues.

Listen to the people introducing themselves and fill in any missing information.



Name: Martyna Nowak Age: Place of birth: Poland Job description:	Name: Halil Özdemir Age: Place of birth: Job description: training supervisor
Name: Deema Mansour Age: Place of birth: Syria Job description:	Name: Robert Klein Age: 21 Place of birth: Job description:
Name: Canan Tolon Age: Place of birth: Turkey Job description:	Name: Alexei Melnyk Age: 39 Place of birth: Job description:

- b) Now write down your own introduction and introduce yourself to the other people in class.

- c) Making formal introductions: Introduce yourself in a formal way to a visitor. Then introduce your partner to another pair.

Refer to useful phrases in your book, p.150

¹ Based on IT Matters, Cornelsen 3rd, p.12f

Foundation: A company profile (p.6-7)

Situation: You are an apprentice IT administrator with a German company that has also lots of trainees from abroad.

→ You write a short profile of your company in English for the apprentice file.

1 Reading a company website



Before you write the profile, you read another company's English profile online (p.6)
Find phrases in the text:

Technical terms	Business English

2 Introducing a company

Some people are introducing themselves and the companies they work for.

Listen and complete the grid.



Name of company	Sector	Head Office	Size
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business • engineering • cables • player •
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sector • electronics • automation

English

automotive sector

German

Automobilbranche



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- 1 _____
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3 Writing the company profile

Write a short profile of your company. Cover the points below:

- name of the company
 - sector
 - location
 - number of employees
 - what the company does (*What is your company's line of business? What products do they sell? What services do they offer?*)
 - target group/customers (*Who are the customers of your company?*)
 - some competitors (*Who are the competitors of your company?*)

Refer to page 150 for useful phrases: Describing companies

Find a partner to proofread each other's work.



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Put in the departments that match these descriptions:

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Unit 1: Directions & verbs in context (Part A)³



A Giving directions. Look at the signs and complete the phrases.

- 1 → _____ at the end of the corridor.
- 2 ↪ _____ to the meeting point.
- 3 ↙ _____ at the end of the corridor.
- 4 → _____ along the walkway until you get to the cafeteria.
- 5 ↑ _____ the elevator _____ level 3.
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B Build phrases with words from boxes and translate them.

create • explain • improve • increase •
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existing products • new employees •
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the business • the company structure

Phrases

German

C English for IT engineers. Complete the phrases with verbs from the list and translate them.

debug • maintain • meet • repair • reply



1 _____ computers

2 _____ software

3 _____ servers

4 _____ the technical standards

5 _____ to customer questions

³ KV 1.2 Cornelsen, Autor: Robert Kleinschroth

B The structure of a company (p.10-11)

1. Listening comprehension – Understanding a company organization structure

Complete the missing information



Name: _____

Datum: _____

Unit 1: Part B, exercise 1B

1 Understanding a company organization structure

B 4)) Listen again and complete the gaps with the missing words from the list.

clients • data • goals • hardware • platforms • products • projects • responsibility •
software • system • technology • testing

Stephanie Sullivan: It's my _____¹ to set the overall company
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Unit 1: Business English (Part B)⁴



A Relationships in a team. Match the verbs 1–6 to the nouns (a–f). Then complete the sentences below using the phrases.

1 assist

2 liaise

3 manage

4 work

5 supervise

6 report

a with a team

b to the CEO

c the team

d a department

e the testers

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- 1 You'll _____ to understand the technical requirements of the solution.
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B Complete the business phrases with verbs from the list and translate them.

analyse • deliver • join • maximize • set

English

- 1 _____ a team
- 2 _____ the company strategy
- 3 _____ benefit to the company
- 4 _____ the customer requirements
- 5 _____ the products on time

German

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

C Find words that have a similar meaning as the ones underlined.

- 1 visit clients visit _____
- 2 make products better _____ products
- 3 be in charge of be _____
- 4 do a task _____ a task
- 5 get the product to the customer _____ the product
- 6 give information _____ information



⁴ KV 1.3, Cornelsen, Autor: Robert Kleinschroth

Quizlet Vocabulary Sets

[Unit 01 My company Part I-Karteikarten | Quizlet](#)



[Unit 01 My Company Part 2-Karteikarten](#) | [Quizlet](#)

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- b) Now write down your own introduction and introduce yourself to the other people in class.

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Situation: You are an apprentice IT administrator with a German company that has also lots of trainees from abroad.

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Find phrases in the text:

Technical terms	Business English

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Name of company	Sector	Head Office	Size
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business • engineering • cables • player •
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English

automotive sector

German

Automobilbranche



B Asking for information. Write questions to match the answers on the right.

- 1 _____
- 2 _____
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- 4 _____
- 5 _____
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I work for Nilsson Electronics.

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It has 250 employees.

We are in the electronics sector.

It was founded in 1985.

My job is to fix satellite dishes.



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3 Writing the company profile

Write a short profile of your company. Cover the points below:

- name of the company
 - sector
 - location
 - number of employees
 - what the company does (*What is your company's line of business? What products do they sell? What services do they offer?*)
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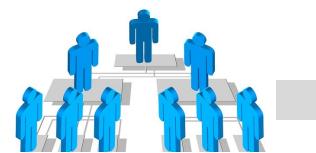
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Part A: The layout of a company (p.8-9)

Situation: You have just started s job at Accensys GmbH, a subsidiary of a large multinational IT services company. You are attending the company's induction week in Atlanta in the United States.

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1. Departments of a company

Put in the departments that match these descriptions:

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B The structure of a company (p.10-11)

1. Listening comprehension – Understanding a company organization structure

Complete the missing information



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Unit 1: Part B, exercise 1B

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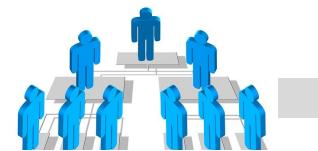
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Giving a tour of the company Let's start by visiting Here we have the ... department On the left/right, you can see ... This is where we make/assemble...	Offering help/refreshment Go down the corridor until you get to ... Take the first/second/last door on your right Turn right at the end of the corridor. Can I take your coat? Would you like something to drink? Would you like some tea/coffee/water?
Asking for and giving directions Could you tell me the way to ..., please? Yes, certainly.	

Unit 1: Directions & verbs in context (Part A)³



A Giving directions. Look at the signs and complete the phrases.

- 1 → _____ at the end of the corridor.
- 2 ↪ _____ to the meeting point.
- 3 ↙ _____ at the end of the corridor.
- 4 → _____ along the walkway until you get to the cafeteria.
- 5 ↑ _____ the elevator _____ level 3.
- 6 ↓ _____ the stairs to the second level.



B Build phrases with words from boxes and translate them.

create • explain • improve • increase •
promote • provide • recruit

existing products • new employees •
new products • product information • sales •
the business • the company structure

Phrases

German

C English for IT engineers. Complete the phrases with verbs from the list and translate them.

debug • maintain • meet • repair • reply



1 _____ computers

2 _____ software

3 _____ servers

4 _____ the technical standards

5 _____ to customer questions

³ KV 1.2 Cornelsen, Autor: Robert Kleinschroth

B The structure of a company (p.10-11)

1. Listening comprehension – Understanding a company organization structure

Complete the missing information



Name: _____

Datum: _____

Unit 1: Part B, exercise 1B

1 Understanding a company organization structure

B 4)) Listen again and complete the gaps with the missing words from the list.

clients • data • goals • hardware • platforms • products • projects • responsibility •
software • system • technology • testing

Stephanie Sullivan: It's my _____¹ to set the overall company
_____² and strategies, and to manage the company.

Chris Turner: I report directly to the CEO. I deal with _____³
architecture, platforms, _____⁴ processing, system
analysis, and so on.

Mark Young: I am responsible for deciding how we use _____⁵
in Accensys to maximize benefit to the company and
_____⁶. I also report to the CEO.

Lilian Lee: I supervise a large team of project managers. I liaise with all of the
_____⁷ teams to make sure that we deliver our
_____⁸ on time.

Bharath Ragu: I manage the _____⁹ teams. I make sure that we
release high-quality software _____¹⁰ to our clients.

Andrew Burke: I keep our _____¹¹ and software
_____¹² running so that both we, and our clients,
can perform our daily tasks.

2. Describing the structure of your training company

Draw an organization chart, include main departments, names and job titles of people in important positions. Find a conversation partner from a different company. Explain your chart, team structures **and the relationships** between the members of the team.

Unit 1: Business English (Part B)⁴



A Relationships in a team. Match the verbs 1–6 to the nouns (a–f). Then complete the sentences below using the phrases.

1 assist

2 liaise

3 manage

4 work

5 supervise

6 report

a with a team

b to the CEO

c the team

d a department

e the testers

f with the customer

- 1 You'll _____ to understand the technical requirements of the solution.
- 2 Three business analysts _____ to analyse their requirements.
- 3 Kieran Reed _____ of five developers.
- 4 You'll _____ to understand the way the systems integrate with one another.
- 5 Abhi _____ of 22 people.
- 6 You and three other developers _____ directly _____.

B Complete the business phrases with verbs from the list and translate them.

analyse • deliver • join • maximize • set

English**German**

1 _____ a team

2 _____ the company strategy

3 _____ benefit to the company

4 _____ the customer requirements

5 _____ the products on time

C Find words that have a similar meaning as the ones underlined.

- 1 visit clients visit _____
- 2 make products better _____ products
- 3 be in charge of be _____
- 4 do a task _____ a task
- 5 get the product to the customer _____ the product
- 6 give information _____ information



⁴ KV 1.3, Cornelsen, Autor: Robert Kleinschroth

Quizlet Vocabulary Sets

[Unit 01 My company Part I-Karteikarten | Quizlet](#)



[Unit 01 My Company Part 2-Karteikarten](#) | [Quizlet](#)

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1. My Company¹

Communication: Introductions and small talk

Situation: You work in the IT department at Mech-On, a Nuremberg-based engineering company. You will look after a visitor from England until your supervisor, Ms Müller, is ready to meet him. To brush up your speaking skills in English you practice “meet and greet” situations.

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Listen to the people introducing themselves and fill in any missing information.



Name: Martyna Nowak Age: Place of birth: Poland Job description:	Name: Halil Özdemir Age: Place of birth: Job description: training supervisor
Name: Deema Mansour Age: Place of birth: Syria Job description:	Name: Robert Klein Age: 21 Place of birth: Job description:
Name: Canan Tolon Age: Place of birth: Turkey Job description:	Name: Alexei Melnyk Age: 39 Place of birth: Job description:

- b) Now write down your own introduction and introduce yourself to the other people in class.

- c) Making formal introductions: Introduce yourself in a formal way to a visitor. Then introduce your partner to another pair.

Refer to useful phrases in your book, p.150

¹ Based on IT Matters, Cornelsen 3rd, p.12f

Foundation: A company profile (p.6-7)

Situation: You are an apprentice IT administrator with a German company that has also lots of trainees from abroad.

→ You write a short profile of your company in English for the apprentice file.

1 Reading a company website



Before you write the profile, you read another company's English profile online (p.6)
Find phrases in the text:

Technical terms	Business English

2 Introducing a company

Some people are introducing themselves and the companies they work for.

Listen and complete the grid.



Name of company	Sector	Head Office	Size
BCC Electronics			
International Solutions			
Nilsson Construction			
Han Gao			
Jahn Services			
Aikon			
Your company			

Unit 1: Compound words & questions (Foundation)²

A Take a word from each box and build a new one. Then translate it as in the example.

automotive • factory • family • electrical •
electronic • head • industrial • mechanical •
global • IT • vocational

business • engineering • cables • player •
specialist • equipment • training • office •
sector • electronics • automation

English

automotive sector

German

Automobilbranche



B Asking for information. Write questions to match the answers on the right.

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

I work for Nilsson Electronics.

It's located in Stockholm.

It has 250 employees.

We are in the electronics sector.

It was founded in 1985.

My job is to fix satellite dishes.



² KV 1.1 Cornelsen, Autor: Robert Kleinschroth



3 Writing the company profile

Write a short profile of your company. Cover the points below:

- name of the company
- sector
- location
- number of employees
- what the company does (*What is your company's line of business? What products do they sell? What services do they offer?*)
- target group/customers (*Who are the customers of your company?*)
- some competitors (*Who are the competitors of your company?*)

Refer to page 150 for useful phrases: Describing companies

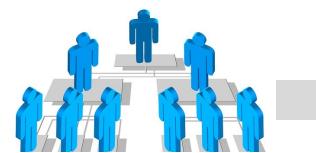


Find a partner to proofread each other's work.

Part A: The layout of a company (p.8-9)

Situation: You have just started s job at Accensys GmbH, a subsidiary of a large multinational IT services company. You are attending the company's induction week in Atlanta in the United States.

➔ You show a visitor around your training company's premises



1. Departments of a company

Put in the departments that match these descriptions:

Bild von Gerd Altmann auf Pixabay

	Promotes the business to customers to increase sales of its products and services.
	Makes sure that the software meets the technical standards.
	Recruits and interviews new employees and handles staff relations, benefits and training.
	Handles internal and external legal issues for a company.
	Maintains and repairs the employees' computers and company-owned servers.
	Creates, documents and debugs software used by costumers and/or employees.
	Creates innovative products and/or improves existing products and production methods.
	Provides information about products and services, replies to customer complaints and questions.

2. Showing a visitor around your company

Draw a floorplan of the building that you work in and take your learning partner on a guided tour. Swap roles when you have finished.

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Giving a tour of the company Let's start by visiting Here we have the ... department On the left/right, you can see ... This is where we make/assemble...	Offering help/refreshment Go down the corridor until you get to ... Take the first/second/last door on your right Turn right at the end of the corridor. Can I take your coat? Would you like something to drink? Would you like some tea/coffee/water?
Asking for and giving directions Could you tell me the way to ..., please? Yes, certainly.	

Unit 1: Directions & verbs in context (Part A)³



A Giving directions. Look at the signs and complete the phrases.

- 1 → _____ at the end of the corridor.
- 2 ↪ _____ to the meeting point.
- 3 ↙ _____ at the end of the corridor.
- 4 → _____ along the walkway until you get to the cafeteria.
- 5 ↑ _____ the elevator _____ level 3.
- 6 ↓ _____ the stairs to the second level.



B Build phrases with words from boxes and translate them.

create • explain • improve • increase •
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existing products • new employees •
new products • product information • sales •
the business • the company structure

Phrases

German

C English for IT engineers. Complete the phrases with verbs from the list and translate them.

debug • maintain • meet • repair • reply



1 _____ computers

2 _____ software

3 _____ servers

4 _____ the technical standards

5 _____ to customer questions

³ KV 1.2 Cornelsen, Autor: Robert Kleinschroth

B The structure of a company (p.10-11)

1. Listening comprehension – Understanding a company organization structure

Complete the missing information



Name: _____

Datum: _____

Unit 1: Part B, exercise 1B

1 Understanding a company organization structure

B 4)) Listen again and complete the gaps with the missing words from the list.

clients • data • goals • hardware • platforms • products • projects • responsibility •
software • system • technology • testing

Stephanie Sullivan: It's my _____¹ to set the overall company
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architecture, platforms, _____⁴ processing, system
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in Accensys to maximize benefit to the company and
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Lilian Lee: I supervise a large team of project managers. I liaise with all of the
_____⁷ teams to make sure that we deliver our
_____⁸ on time.

Bharath Ragu: I manage the _____⁹ teams. I make sure that we
release high-quality software _____¹⁰ to our clients.

Andrew Burke: I keep our _____¹¹ and software
_____¹² running so that both we, and our clients,
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Draw an organization chart, include main departments, names and job titles of people in important positions. Find a conversation partner from a different company. Explain your chart, team structures **and the relationships** between the members of the team.

Unit 1: Business English (Part B)⁴



A Relationships in a team. Match the verbs 1–6 to the nouns (a–f). Then complete the sentences below using the phrases.

1 assist

2 liaise

3 manage

4 work

5 supervise

6 report

a with a team

b to the CEO

c the team

d a department

e the testers

f with the customer

- 1 You'll _____ to understand the technical requirements of the solution.
- 2 Three business analysts _____ to analyse their requirements.
- 3 Kieran Reed _____ of five developers.
- 4 You'll _____ to understand the way the systems integrate with one another.
- 5 Abhi _____ of 22 people.
- 6 You and three other developers _____ directly _____.

B Complete the business phrases with verbs from the list and translate them.

analyse • deliver • join • maximize • set

English

- 1 _____ a team
- 2 _____ the company strategy
- 3 _____ benefit to the company
- 4 _____ the customer requirements
- 5 _____ the products on time

German

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

C Find words that have a similar meaning as the ones underlined.

- 1 visit clients visit _____
- 2 make products better _____ products
- 3 be in charge of be _____
- 4 do a task _____ a task
- 5 get the product to the customer _____ the product
- 6 give information _____ information



⁴ KV 1.3, Cornelsen, Autor: Robert Kleinschroth

Quizlet Vocabulary Sets

[Unit 01 My company Part I-Karteikarten | Quizlet](#)



[Unit 01 My Company Part 2-Karteikarten](#) | [Quizlet](#)

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Situation: You work in the IT department at Mech-On, a Nuremberg-based engineering company. You will look after a visitor from England until your supervisor, Ms Müller, is ready to meet him. To brush up your speaking skills in English you practice “meet and greet” situations.

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Name: Canan Tolon Age: Place of birth: Turkey Job description:	Name: Alexei Melnyk Age: 39 Place of birth: Job description:

- b) Now write down your own introduction and introduce yourself to the other people in class.

- c) Making formal introductions: Introduce yourself in a formal way to a visitor. Then introduce your partner to another pair.

Refer to useful phrases in your book, p.150

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Situation: You are an apprentice IT administrator with a German company that has also lots of trainees from abroad.

→ You write a short profile of your company in English for the apprentice file.

1 Reading a company website



Before you write the profile, you read another company's English profile online (p.6)
Find phrases in the text:

Technical terms	Business English

2 Introducing a company

Some people are introducing themselves and the companies they work for.

Listen and complete the grid.



Name of company	Sector	Head Office	Size
BCC Electronics			
International Solutions			
Nilsson Construction			
Han Gao			
Jahn Services			
Aikon			
Your company			

Unit 1: Compound words & questions (Foundation)²

A Take a word from each box and build a new one. Then translate it as in the example.

automotive • factory • family • electrical •
electronic • head • industrial • mechanical •
global • IT • vocational

business • engineering • cables • player •
specialist • equipment • training • office •
sector • electronics • automation

English

automotive sector

German

Automobilbranche



B Asking for information. Write questions to match the answers on the right.

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

I work for Nilsson Electronics.

It's located in Stockholm.

It has 250 employees.

We are in the electronics sector.

It was founded in 1985.

My job is to fix satellite dishes.



² KV 1.1 Cornelsen, Autor: Robert Kleinschroth



3 Writing the company profile

Write a short profile of your company. Cover the points below:

- name of the company
- sector
- location
- number of employees
- what the company does (*What is your company's line of business? What products do they sell? What services do they offer?*)
- target group/customers (*Who are the customers of your company?*)
- some competitors (*Who are the competitors of your company?*)

Refer to page 150 for useful phrases: Describing companies

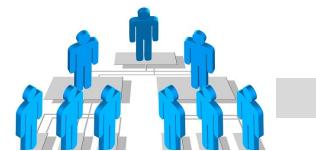


Find a partner to proofread each other's work.

Part A: The layout of a company (p.8-9)

Situation: You have just started s job at Accensys GmbH, a subsidiary of a large multinational IT services company. You are attending the company's induction week in Atlanta in the United States.

➔ You show a visitor around your training company's premises



1. Departments of a company

Put in the departments that match these descriptions:

Bild von Gerd Altmann auf Pixabay

	Promotes the business to customers to increase sales of its products and services.
	Makes sure that the software meets the technical standards.
	Recruits and interviews new employees and handles staff relations, benefits and training.
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Showing visitors around the company – useful phrases

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Asking for and giving directions Could you tell me the way to ..., please? Yes, certainly.	

Unit 1: Directions & verbs in context (Part A)³



A Giving directions. Look at the signs and complete the phrases.

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- 3 ↙ _____ at the end of the corridor.
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B Build phrases with words from boxes and translate them.

create • explain • improve • increase •
promote • provide • recruit

existing products • new employees •
new products • product information • sales •
the business • the company structure

Phrases

German

C English for IT engineers. Complete the phrases with verbs from the list and translate them.

debug • maintain • meet • repair • reply



1 _____ computers

2 _____ software

3 _____ servers

4 _____ the technical standards

5 _____ to customer questions

³ KV 1.2 Cornelsen, Autor: Robert Kleinschroth

B The structure of a company (p.10-11)

1. Listening comprehension – Understanding a company organization structure

Complete the missing information



Name: _____

Datum: _____

Unit 1: Part B, exercise 1B

1 Understanding a company organization structure

B 4)) Listen again and complete the gaps with the missing words from the list.

clients • data • goals • hardware • platforms • products • projects • responsibility •
software • system • technology • testing

Stephanie Sullivan: It's my _____¹ to set the overall company
_____² and strategies, and to manage the company.

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Unit 1: Business English (Part B)⁴



A Relationships in a team. Match the verbs 1–6 to the nouns (a–f). Then complete the sentences below using the phrases.

1 assist

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B Complete the business phrases with verbs from the list and translate them.

analyse • deliver • join • maximize • set

English

1 _____

a team

2 _____

the company strategy

3 _____

benefit to the company

4 _____

the customer requirements

5 _____

the products on time

German

C Find words that have a similar meaning as the ones underlined.

1 visit clients

visit _____

2 make products better

products _____

3 be in charge of

be _____

4 do a task

a task _____

5 get the product to the customer

the product _____

6 give information

information _____

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Quizlet Vocabulary Sets

[Unit 01 My company Part I-Karteikarten | Quizlet](#)



[Unit 01 My Company Part 2-Karteikarten](#) | [Quizlet](#)

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business • engineering • cables • player •
specialist • equipment • training • office •
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English

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German

Automobilbranche



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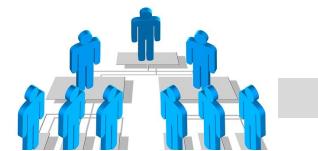
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Unit 1: Directions & verbs in context (Part A)³



A Giving directions. Look at the signs and complete the phrases.

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Phrases

German

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debug • maintain • meet • repair • reply



1 _____ computers

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B The structure of a company (p.10-11)

1. Listening comprehension – Understanding a company organization structure

Complete the missing information



Name: _____

Datum: _____

Unit 1: Part B, exercise 1B

1 Understanding a company organization structure

B 4)) Listen again and complete the gaps with the missing words from the list.

clients • data • goals • hardware • platforms • products • projects • responsibility •
software • system • technology • testing

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Draw an organization chart, include main departments, names and job titles of people in important positions. Find a conversation partner from a different company. Explain your chart, team structures **and the relationships** between the members of the team.

Unit 1: Business English (Part B)⁴



A Relationships in a team. Match the verbs 1–6 to the nouns (a–f). Then complete the sentences below using the phrases.

1 assist

2 liaise

3 manage

4 work

5 supervise

6 report

a with a team

b to the CEO

c the team

d a department

e the testers

f with the customer

- 1 You'll _____ to understand the technical requirements of the solution.
- 2 Three business analysts _____ to analyse their requirements.
- 3 Kieran Reed _____ of five developers.
- 4 You'll _____ to understand the way the systems integrate with one another.
- 5 Abhi _____ of 22 people.
- 6 You and three other developers _____ directly _____.

B Complete the business phrases with verbs from the list and translate them.

analyse • deliver • join • maximize • set

English

- 1 _____ a team
- 2 _____ the company strategy
- 3 _____ benefit to the company
- 4 _____ the customer requirements
- 5 _____ the products on time

German

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

C Find words that have a similar meaning as the ones underlined.

- 1 visit clients visit _____
- 2 make products better _____ products
- 3 be in charge of be _____
- 4 do a task _____ a task
- 5 get the product to the customer _____ the product
- 6 give information _____ information



⁴ KV 1.3, Cornelsen, Autor: Robert Kleinschroth

Quizlet Vocabulary Sets

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For your notes