

Auf einen Blick

Baustein 1: Wortschatzspiele

- Thema:** Wordfield „Job application“ – learning and paraphrasing vocabulary
- M 1** **Vocabulary Bingo** / 25 Vokabeln aus dem Wortfeld „Job application“ anhand eines Bingospiels lernen
- Benötigt:** doppelseitige Kopien von M 1 im Klappensatz
 eine Folienkopie von M 1, aus der die Wörter einzeln ausgeschnitten sind
- M 2** **Guess the word** / die Themenwörter in einem Kartenspiel paraphrasieren und erraten
- Benötigt:** (lamierte) Kartensätze aus M 2 entsprechend der Anzahl der Gruppen, in denen gespielt wird

Baustein 2: Sprechspiele

- Thema:** Wordfield „Job application“ – practicing vocabulary
- M 3** **Casual conversations – using new words in a context** / die Themenwörter in einem vorbereiteten Dialog verwenden und den Dialog präsentieren
- M 4** **Throw the dice – share your thoughts** / das thematische Vokabular spielerisch im Monolog über den eigenen Beruf und Arbeitgeber anwenden
- Benötigt:** 1 bis 2 Würfeln entsprechend der Anzahl der Gruppen, in denen gespielt wird
- M 5** **Job interviews – speed dating** / das spontane, dialogische Sprechen mit wechselnden Gesprächspartnern üben und den thematischen Wortschatz anwenden

Zusatzmaterialien auf der CD 32 bzw. in der ZIP-Datei

- M1_Zusatz_1 Blankovorlage für das *Vocabulary Bingo*
- M1_Zusatz_2 Englische Vokabeln mit deutscher Entsprechung als Hilfestellung für den Spielleiter
- M2_Zusatz Blankovorlage für *Guess the word*
- M3_Zusatz Differenzierungsmaterial mit Rollenkarten als Hilfestellung für das Niveau A2
- M4_Zusatz Blankovorlage für *Throw the dice – share your thoughts*

Minimalplan

Sie können alle Materialien einzeln unabhängig voneinander einsetzen.

Vocabulary Bingo

M 1

Tasks

1. Fill in 25 of the 55 given words from the box below.
2. The quizmaster picks a card, puts it onto his/her grid and reads the word out loud.
3. You mark the words on your grid. If you have marked all five words in a row (vertically, horizontally, or diagonally) you shout: „Bingo“.



to apply	letter of application	employer	flexible	determined
job interview	internship	employee	language skills	administrative work
CV (Curriculum Vitae)	work experience	part-time	challenging	weakness
certificate	computer skills	full-time	career	meticulous
A-levels	qualifications	home office	apprenticeship	human resources
to write	reliable	salary	traineeship	tasks
vacancy	punctual	competitive	job advertisement	demanding
to look for a job	accurate	working hours	head of the department	colleague
attached	job offer	job	appointment	supervisor
enclosed	applicant	confident	strength	boss
vacancy	to get a rise	to work overtime	CEO (Chief Executive Officer)	to run a firm



<p>work</p>	<p>salary</p>	<p>administrative work</p>
<p>The following words are not allowed:</p> <p><i>to gain</i></p> <p><i>knowledge</i></p> <p><i>skills</i></p>	<p>The following words are not allowed:</p> <p><i>money</i></p> <p><i>income</i></p> <p><i>to earn</i></p>	<p>The following words are not allowed:</p> <p><i>to phone</i></p> <p><i>to file</i></p> <p><i>office</i></p>
<p>confident</p>	<p>challenging</p>	<p>meticulous</p>
<p>The following words are not allowed:</p> <p><i>optimistic</i></p> <p><i>self-esteem</i></p> <p><i>insecure</i></p>	<p>The following words are not allowed:</p> <p><i>difficult</i></p> <p><i>hard</i></p> <p><i>demanding</i></p>	<p>The following words are not allowed:</p> <p><i>exact</i></p> <p><i>mistakes</i></p> <p><i>perfectionist</i></p>
<p>to look for a job</p>	<p>enclosed</p>	<p>A-Levels</p>
<p>The following words are not allowed:</p> <p><i>to search</i></p> <p><i>unemployed</i></p> <p><i>work</i></p>	<p>The following words are not allowed:</p> <p><i>letter</i></p> <p><i>documents</i></p> <p><i>to send along</i></p>	<p>The following words are not allowed:</p> <p><i>to pass</i></p> <p><i>certificate</i></p> <p><i>test</i></p>



VORANSICHT

Throw the dice – share your thoughts

M 4

Tasks

1. Get together in groups of four. The youngest one in your group starts the game.
2. Throw the dice twice: The first number gives you the topic you will talk about; the second number says how long you have to speak about it.
3. The person sitting opposite to the youngest one stops the time.
4. The other group members can help by asking questions.
5. Then the person sitting on the left of the youngest one continues.



Topic: My workplace		Time
1	my boss	1 – 15 seconds
2	my colleagues	2 – 20 seconds
3	my working hours and my breaks	3 – 30 seconds
4	my tasks at work	4 – 40 seconds
5	my job interview/my first day at work	5 – 50 seconds
6	what I like/hate about my job	6 – 60 seconds

Useful vocabulary

1	my boss	organised ↔ chaotic – helpful ↔ unhelpful – stressed ↔ relaxed – head of the ... department – instructor – superior – optimistic – sceptical – instructions – overworked
2	my colleagues	atmosphere – friendly – helpful – team work/project work – independent work
3	my working hours and my breaks	to work overtime – flexible – fixed – part time ↔ full time – lunch break – home office – business trips
4	my tasks at work	administrative work – to take phone calls – to arrange appointments – to meet clients – to write business letters – to file documents
5	my job interview/ my first day at work	nervous – first impression – candidate – assistant – CEO – CV – questions ↔ answers – to stutter
6	what I like/hate about my job	annoying – challenging – unreliable – unfair