

A.V.11

Applying for a job and working abroad

Word sheets: going on a business trip – Thematic vocabulary in professional situations

Rita Reinheimer-Wolf, Mörlenbach

Illustrationen von Julia Lenzmann



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Eine wichtige Geschäftsreise ins englischsprachige Ausland steht vor der Tür! Sowohl die Vorbereitung als auch die Durchführung einer solchen Reise ist äußerst facettenreich und sprachlich sowie interkulturell herausfordernd. Ihre Schülerinnen und Schüler erweitern und vertiefen rezeptive und sprachproduktive Kenntnisse, indem sie in kreativen Anwendungssituationen repräsentativen und thematischen Wortschatz verwenden und üben. Auf diese Weise lernen die Schülerinnen und Schüler ihre verschiedenen Aufgaben auf einer Geschäftsreise zielführend zu kommunizieren.

KOMPETENZPROFIL

Niveau: 1

Dauer: 7 Unterrichtsstunden

Kompetenzen: 1. Wortschatz: themenspezifisches Vokabular in realistischen Situationen anwenden; 2. Hörverstehen: Hörtexten Informationen entnehmen; 3. Sprechen: Dialoge verfassen und präsentieren, Gespräche führen; 4. Grammatik: *conditional clauses* bilden und anwenden

Thematische Bereiche: *business trip, preparations, weather, hotel, food, directions, airport*

Medien: Bilder, Hörtexte, Vokabellisten

Zusatzmaterialien: Differenzierung, Transkripte, *feedback sheet*

 LearningApps -
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Auf einen Blick

1./2. Stunde

- Thema:** Don't forget to book your hotel! – Preparing a business trip
- M 1** **Preparations – thematic vocabulary** / sich themenspezifisches Vokabular zu Reisevorbereitungen aneignen
- M 2** **Do I have to make other arrangements? – Planning a business trip** / Hörverstehensaufgaben bearbeiten sowie eine Checkliste erarbeiten und präsentieren
- Benötigt:**
- CD 35, Track 1: *How to successfully prepare a business trip*
 - ggf. M 1 als digitale Version in LearningApps
 - M 2 als Folie, Worddokument oder Ausdruck
 - OHP, Smartboard oder Dokumentenkamera



3. Stunde

- Thema:** If I didn't go on a business trip ... – Conditional sentences
- M 3** **What if? – Rule sheet** / die Regeln der Konditionalsätze wiederholen
- M 4** **If I go on a business trip, I will ... – Practising conditional clauses** / die Regeln der Konditionalsätze in verschiedenen Aufgaben anwenden
- Benötigt:**
- M 3 und M 4 als Folie, Worddokument oder Ausdruck
 - ggf. M 4 als digitale Version in LearningApps
 - OHP, Smartboard oder Dokumentenkamera

4. Stunde

- Thema:** How to keep a conversation going – Taxi driver going – small talk
- M 5** **Small talk – how to start a conversation with the taxi driver** / sich anhand Hörtexten themenspezifisches Vokabular aneignen
- M 6** **Making conversation – useful phrases** / *useful phrases* für einen *small talk* nutzen
- Benötigt:**
- CD 35, Tracks 2–4: *Small talk with a taxi driver about the weather / with a receptionist about the hotel / with a colleague in a restaurant about the food*
 - OHP, Smartboard oder Dokumentenkamera



5. Stunde

- Thema:** How to get around in a foreign city – Asking your way
- M 7** **How do I get to ...? – Finding your way in an English-speaking country** / einem Hörtext Informationen zur Wegbeschreibung entnehmen; sich nach dem Weg, Gebäuden und öffentlichen Transportmitteln erkundigen
- Benötigt:**
- CD 35, Track 5: *Finding your way in an English-speaking country*
 - Tourist map* (M 7 bzw. ZM_M7_touristmap) als Folie, Worddokument oder Ausdruck
 - OHP, Smartboard oder Dokumentenkamera



6. Stunde

Thema:	Last call for flight number LH 551 – at the airport
M 8	How to spend your time at the airport / Orte im Flughafen kennenlernen und Auskunft darüber geben, wie man seine Zeit am Flughafen verbringen kann
M 9	Can I see your passport please? – Procedures at the airport / Hörtexte mit den neuen Vokabeln verstehen und Aufgaben bearbeiten
Benötigt:	<input type="checkbox"/> Bilder (M 8) als Folie, Worddokument oder Ausdruck <input type="checkbox"/> OHP, Smartboard oder Dokumentenkamera <input type="checkbox"/> ggf. M 8 als digitale Version in LearningApps <input type="checkbox"/> CD 35, Tracks 6–7: <i>At the airport</i>

7. Stunde

Thema:	Business trip experts – grammar, small talk, preparations and writing dialogues
M 10	Test – going on a business trip
M 11	Do you know the word? – Vocabulary test
Benötigt:	<input type="checkbox"/> ggf. M 11 als digitale Version in LearningApps

Zusatzmaterialien auf der CD 35 bzw. in der ZIP-Datei

ZM_M1_A2	Differenzierungsmaterialien Niveau A2
ZM_M2_transcriptA	Transkript zum Hörtext in M 2: <i>How to successfully prepare a business trip</i>
ZM_M2_checklist	Vorlage für die zu erstellende Checkliste in M 2
ZM_M2_feedback	<i>Peer feedback sheet</i> für Rückmeldungen zu (kurzen) Präsentationen
ZM_M4_B1	Zusatzaufgabe zum Üben der conditional clauses
ZM_M5_transcriptB	Transkript zum Hörtext in M 5: <i>Small talk</i>
ZM_M5_vocabulary_list	Beispiel für eine Vokabelliste zum Thema <i>small talk</i>
ZM_M7_A2_Vocabulary	Vokabelhilfe für M 7 für leistungsschwächere Lernende
ZM_M7_transcriptA	Transkript zum Hörtext in M 7: <i>Finding your way in an English-speaking country</i>
ZM_M8_touristmap	<i>Tourist map</i> von New York City zur Projektion
ZM_M9_transcriptB	Transkript zum Hörtext in M 9: <i>At the airport</i>

Minimalprogramm

Sie haben nur zwei Stunden zur Verfügung? So können Sie die wichtigsten Inhalte bearbeiten:

- 2. Stunde: Preparing a business trip M 1–M 2
- 3. Stunde: Asking your way M 7

Ergänzung: Haben Sie mehr Zeit zur Verfügung? Vertiefen Sie das Gelernte, indem Sie mit den Schülern ein Falbeispiel durchführen. Die Lernenden planen auf Basis Ihrer Vorgaben (Terminplan, Budget, etc.) selbst eine Geschäftsreise von Flug über Hotel bis hin zum Sightseeing.

Preparations – thematic vocabulary

M 1

Planning a business trip can be challenging. This vocabulary will help you with your preparations.

Tasks

1. Name important aspects of planning a (business) trip. Use the picture and add your own ideas.
2. Read the expressions and explanations below for yourself. With a partner, match the expressions with the corresponding explanations. If you need help, you can research the expressions and/or use a dictionary. Use a physical dictionary, your mobile phones or tablets.
3. With your partner, find the English translations for these German words.



- a) das Auswärtige Amt =
- b) gültige Kreditkarte =
- c) Zollbestimmungen =
- d) Kautions =
- e) Unterlagen zusammenstellen =
- f) ins Ausland reisen =
- g) ein Visum beantragen =

1. to travel abroad	A. to put together the complete written information concerning the business trip
2. to book sth.	B. to communicate with the boss about the state of affairs
3. flight	C. the suitcase and bags you take with you when going on a trip
4. hotel room	D. a sum of money that is kept back as a kind of insurance
5. schedule	E. the time at which your plane/you arrive at your travel destination
6. passport	F. a document that is accepted
7. (not) valid	G. to ask for permission from the authorities to travel to a certain country



<https://learningapps.org/watch?v=p7jjkh4tk20>

M 3

What if? – Rule sheet



Grammar time: Look at the grammar sheet below and make sure that you remember the grammar rules of conditional clauses.

Grammar sheet: conditional clauses

Ein Bedingungssatz besteht immer aus zwei Teilen. Der „wenn“-Teil (*if*) beschreibt eine Bedingung und der Hauptteil die entsprechende Folge. Die Reihenfolge der Satzteile kann variieren. Begleitet der Satz mit dem *if*-Teil, steht ein Komma zwischen den Satzteilen. Es gibt drei Typen von Bedingungssätzen, die sich in der Wahrscheinlichkeit der Folge unterscheiden.

I will plan everything in advance if I go on a business trip.



Illustration: Julia Lenzmann

If I had gone on a business trip, I would have planned everything in advance.



Illustration: Julia Lenzmann

Bedingungssätze des Typs I:

die Folge ist (fast) sicher

Leitfrage: ... ist, wenn ...?

Bildung:

if + simple present + will future (oder Modalverb)

Beispiele:

- **If you book** your flight early, you **will get** a cheaper price.
- I **will accept** **if** my boss **asks** me to go on a business trip
- **If** your colleague **comes** into the office this afternoon, you **can** ask him for advice.

Bedingungssätze des Typs II:

die Folge ist möglich, aber unwahrscheinlich

Leitfrage: Was wäre, wenn ...?

Bildung:

if + simple present + would + Infinitive

Beispiele:

- **If you booked** your flight earlier, you **would get** a cheaper price.
- I **would accept** **if** my boss **asked** me to go on a business trip.

Bedingungssätze des Typs III:

die Folge ist unmöglich

Leitfrage: Was wäre gewesen, wenn ...?

Bildung:

if + past perfect + would have + 3. Verbform

Beispiele:

- **If you had booked** your flight earlier, you **would have got** a cheaper price.
- I **would have accepted** **if** my boss **had asked** me to go on a business trip.

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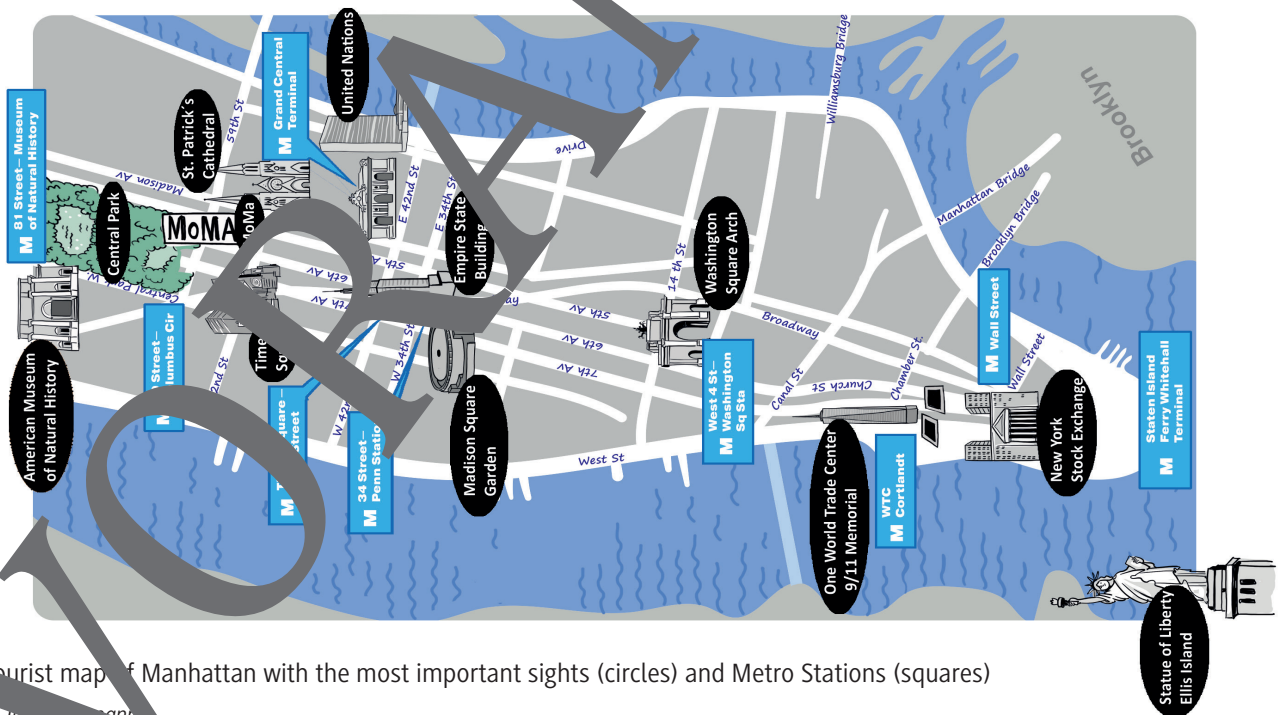
Sorry, how do I get to ...? – Finding your way in an English-speaking country

M 7

Finding your way in an English-speaking country can be tricky¹. Sometimes you have to ask other people how to get to a certain place.

Tasks

- Listen to the dialogue of a German business woman in New York trying to find her way to Times Square. Then answer the listening comprehension questions by writing down a complete sentence as an answer. If you need help, you can use the transcript of the dialogue and a vocabulary list while listening.
 - What does the American tell the German business woman about the subway?
 - What is the German employee looking for?
 - How does the German business woman get to her place of interest?
 - Why is it unpleasant² to walk in New York City?
 - What is the German business woman surprised about?
 - Why does the American recommend³ going to the MoMA or the Natural History Museum?
 - Check the tourist map below. Is the American giving the German woman the correct information about the way from the Empire State Building to Times Square?
- Choose three sights from the tourist map of New York below that you would like to visit.
 - Your hotel is located at Times Square. Ask your partner how to get to your sights. Use the Internet and research the sights of your partner and how to get there. Only take notes.
 - Act out the dialogue.



Tourist map of Manhattan with the most important sights (circles) and Metro Stations (squares)

© Julia ...

Vocabulary

1 **tricky**: schwierig – 2 **unpleasant**: unangenehm – 3 **to recommend**: empfehlen

How to spend your time at the airport

M 8

At the airport there is a lot to do. Find out about the procedures¹ when flying to another city/country and how you can spend your time at the airport.

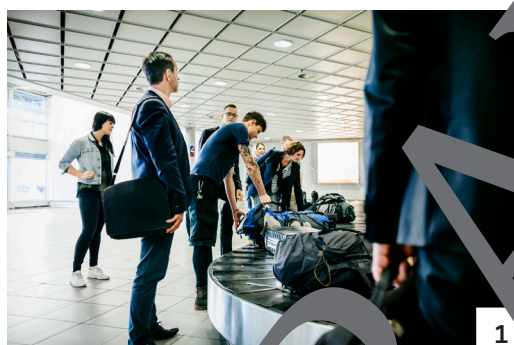
Tasks

1. Look at the pictures below. Put them in the correct order. Afterwards match² the following expressions to the different pictures. If you do not know the meaning of the words you can use a dictionary or the Internet to find out. If you need help matching the expressions to the pictures use the TIP box below.

boarding pass	gate	boarding	safety features	flight number	customs	landing
luggage tag	seat	departures	airport security	check in	terminal	last call
airport transfer	baggage tracing desk	baggage reclaim	passport	flight attendant		

<https://learningapps.org/watch?v=pwr7n90yj20>

2. Look at the vocabulary sheet "at the airport". Write down what you can do at the different buildings/locations. If you do not know the meaning of the words, use a dictionary or the Internet to find out.
3. Imagine that your plane at the end of your business trip is many hours late. Wait around in the room. Talk to different classmates about how to spend your time at the airport. Include the new vocabulary and give reasons for your activities.



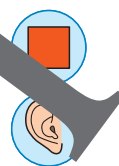
Vocabulary

1 **procedure**: die Vorgehensweise – 2 **to match**: zusammenpassen



Can I see your passport please? – Procedures at the airport

M 9



How does everything work at the airport? Find out about some procedures at the airport.

Listening comprehension

1. Take your time to read the listening comprehension questions below.
2. Listen to the dialogue.
3. Afterwards you have 3 minutes time to tick the correct answers.
4. Listen to the dialogue a second time.
5. Finish your answers.
6. Compare your results to the transcript of the dialogues and correct wrong answers.

Situation 1	Situation 2
<p>a) Angelika is at the check-in desk because ...</p> <p><input type="checkbox"/> ... she has lost her passport (1).</p> <p><input type="checkbox"/> ... Peter told her to do so (2).</p> <p><input type="checkbox"/> ... she wants to check in (3).</p> <p><input type="checkbox"/> The answer is not in the text (4).</p>	<p>f) Peter and Angelika nearly miss the flight because ...</p> <p><input type="checkbox"/> ... they are afraid of flying (1).</p> <p><input type="checkbox"/> ... the security check took a long time (2).</p> <p><input type="checkbox"/> ... they forgot to check in (3).</p> <p><input type="checkbox"/> The answer is not in the text (4).</p>
<p>b) The lady at the desk asks for...</p> <p><input type="checkbox"/> ... Angelika's name (1).</p> <p><input type="checkbox"/> ... her passport (2).</p> <p><input type="checkbox"/> ... her job (3).</p> <p><input type="checkbox"/> The answer is not in the text (4).</p>	<p>g) Angelika is ...</p> <p><input type="checkbox"/> ... glad that they made the flight (1).</p> <p><input type="checkbox"/> ... angry that they made the flight (2).</p> <p><input type="checkbox"/> ... mad at Peter (3).</p> <p><input type="checkbox"/> The answer is not in the text (4).</p>
<p>c) Angelika tells the lady that ...</p> <p><input type="checkbox"/> ... she enjoyed her time in New York City (1).</p> <p><input type="checkbox"/> ... she's travelling with a colleague (2).</p> <p><input type="checkbox"/> ... she is travelling with her brother (3).</p> <p><input type="checkbox"/> The answer is not in the text (4).</p>	<p>h) Peter and Angelika hope that ...</p> <p><input type="checkbox"/> ... the flight will not be too tiring (1).</p> <p><input type="checkbox"/> ... the baggage will arrive in Frankfurt (2).</p> <p><input type="checkbox"/> ... the baggage reclaim in Frankfurt will be quick (3).</p> <p><input type="checkbox"/> The answer is not in the text (4).</p>
<p>d) At the end, the lady hands ...</p> <p><input type="checkbox"/> ... their boarding pass (1).</p> <p><input type="checkbox"/> ... their baggage tags (2).</p> <p><input type="checkbox"/> ... information about the airport facilities (3).</p> <p><input type="checkbox"/> The answer is not in the text (4).</p>	<p>i) The flight attendant gives them ...</p> <p><input type="checkbox"/> ... their dinner (1).</p> <p><input type="checkbox"/> ... headphones (2).</p> <p><input type="checkbox"/> ... a blanket (3).</p> <p><input type="checkbox"/> The answer is not in the text (4).</p>
<p>e) Peter does not want to play in the departure lounge because he ...</p> <p><input type="checkbox"/> ... is tired (1).</p> <p><input type="checkbox"/> ... is hungry (2).</p> <p><input type="checkbox"/> ... wants to walk around (3).</p> <p><input type="checkbox"/> The answer is not in the text (4).</p>	<p>j) The safety features of the aircraft ...</p> <p><input type="checkbox"/> ... are shown by the flight attendants (1).</p> <p><input type="checkbox"/> ... are shown on the screen (2).</p> <p><input type="checkbox"/> ... can be read in a brochure (3).</p> <p><input type="checkbox"/> The answer is not in the text (4).</p>

Do you know the words? – Vocabulary test

M 11

Part I: English – German / German – English: Translate the following vocabulary.

1. deposit		2.	die Jahreszeit
3. valid		4.	die Unterkunft
5. to apply for visa		6.	abfahren
7. I'm freezing.		8.	die Selbstverpflegung
9. humid		10.	die Beilage



<https://learningapps.org/watch?v=paahm6a4520>

(___ p. / 10 p.)

Part II: Fill in the gaps with the vocabulary below.

get off	line	destination
museum	subway	help

A: Sorry, could you _____ (1) me. I am looking for the next _____ (2) station.

B: Of course. It's just around the corner. What's your _____ (3).

A: I would like to go to the National History _____ (4).

B: Ok. Take _____ (5) _____ and _____ (6) at the station "81 Street / Museum of National History".

A: Thank you for your help. (___ p. / 6 p.)

Part III: Pictures: Label the objects/persons.

1. _____ 2. _____ 3. _____ 4. _____ 5. _____



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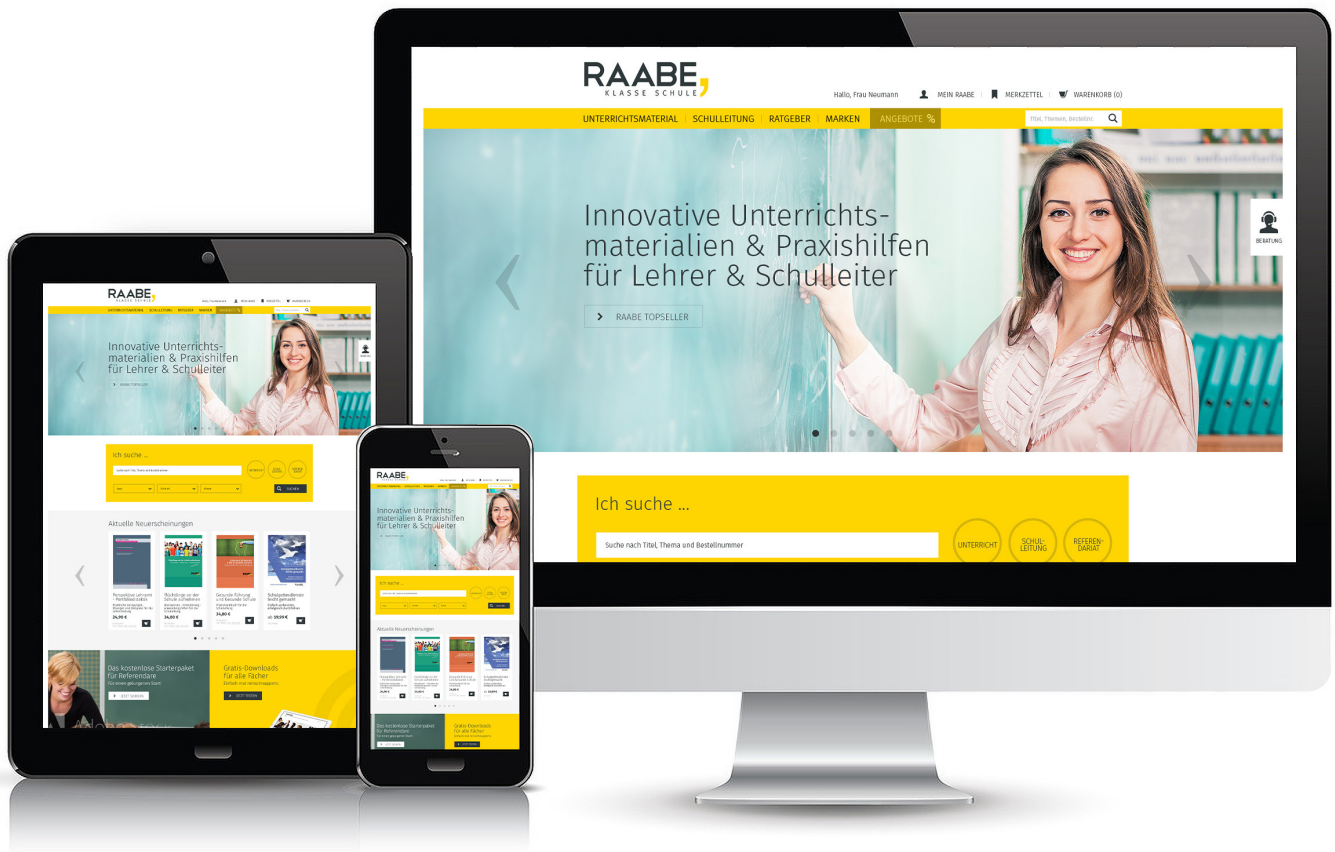


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(___ p. / 5 p.)

Total: _____ p. / 21 p.

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