

Unit 8 – Obeying the rules?

A world of rules

to respect other people's privacy	It's important to respect other people's privacy by not posting pictures of them without permission.	die Privatsphäre anderer respektieren
to not cheat	Schools expect you to not cheat on exams.	nicht schummeln
to keep noise down during late hours	You need to keep noise down during late hours or the neighbours may call the police.	nachts leise sein
to handle private data secretly	Tech companies should handle private data secretly and make sure no one can get a hold of it.	private Daten vertraulich behandeln
to do your job properly	If you do your job properly, you should have no difficulty with management.	die Arbeit ordentlich erledigen
to dress according to the company's dress code	It is expected that you dress according to the company's dress code, or you may be sacked.	sich gemäß der Kleiderordnung des Unternehmens kleiden
to do household chores	Kids and parents should both do household chores.	Hausarbeit erledigen
to separate waste	Separating waste is a great way to help the environment.	Müll trennen
to behave professionally at work	You need to behave professionally at work, which means treating others with respect.	sich am Arbeitsplatz professionell verhalten
to complete tasks on time	Students and workers must both complete tasks on time.	Aufgaben fristgerecht / rechtzeitig erledigen
to arrive on time	If you arrive on time at the office, you can get your work done sooner.	pünktlich ankommen
to support older people	It's important that we support older people by helping them in any way we can.	ältere Menschen unterstützen
to help people in need	If you want to help people in need, consider giving away clothes you never wear.	Menschen in Not helfen
to keep places clean and tidy	One way to keep places clean and tidy is to make sure to take out the rubbish every few days.	Orte sauber und ordentlich halten
to wait patiently for one's turn in queues	Customers need to wait patiently for their turn in queues, or they'll never get their food.	geduldig in der Schlange warten, bis man an der Reihe ist
to tidy up one's room	I need to tidy up my room because it's really messy at the moment.	das Zimmer aufräumen
to start work on time	If you start work on time, you'll most likely finish it on time.	pünktlich mit der Arbeit beginnen
to show respect to family members	You should show respect to family members, particularly elderly relatives.	Familienmitgliedern Respekt erweisen
to respect teachers, staff, and fellow students	It is expected at this school that you will respect teachers, staff, and fellow students.	Lehrer, Personal und Mitschüler respektieren
to respect public property and facilities	We should all respect public property and facilities by picking up any rubbish we find.	öffentliches Eigentum und Einrichtungen respektieren
to obey school rules	Some students don't like to obey school rules, but they need to for safety reasons.	Schulregeln befolgen
to attend classes regularly	Attending class regularly will ensure that you succeed academically.	regelmäßig am Unterricht teilnehmen

Going the extra mile

to be exhausting	I have to wake up every day at 6 am and it's exhausting.	anstrengend sein
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to go the extra mile	She always goes the extra mile at work, which is why she's being promoted.	etw. über das erwartbare Maß hinaus machen, sich besonders anstrengen
to pretend to do sth.	He pretended to do work but secretly he was listening to music.	vortäuschen, etw. zu tun
to be predictable	My timetable is predictable, but that means I can wake up at the same time every day.	vorhersehbar sein
to have obligations	I leave work at five pm because I have obligations at home too.	Verpflichtungen haben
to be overwhelming	The work I had last week was overwhelming, but it's much better now.	überwältigend sein
to get on so.'s nerves	My flatmate talks too much, and it really gets on my nerves.	jmdm. auf die Nerven gehen
to develop a schedule	I developed a schedule that balanced my work and free time.	einen Zeitplan erstellen
to be consistent	If you want to be healthy, you need to be consistent in your workout routine.	konsequent / beständig sein
to boost one's grades	He boosted his grades by doing an extra credit project.	die Noten verbessern
to procrastinate	I procrastinate too much and always finish big projects the night before.	aufschieben
to accomplish sth.	We all felt proud of Ioanna and Maarten when they finally accomplished their goal of completing the half-marathon.	etw. erreichen
to trick so. into thinking sth.	He tricked his boss into thinking he had finished everything and left work early.	jmdn. dazu bringen (täuschen), etw. zu glauben

Rules and regulations at work

to guarantee safety	We have fire drills to guarantee safety for all the workers in the building.	Sicherheit garantieren
to treat everyone equally	Managers should treat everyone equally, no matter who they are.	alle gleich behandeln
to run well with good rules	Most offices can run well with good rules that are fair for everyone.	mit guten Regeln gut funktionieren
to make perfect sense	What the boss said made perfect sense as soon as he explained it again.	absolut sinnvoll sein
to get so.'s approval	She got Diana's approval once she started showing up to work on time.	jmds. Zustimmung erhalten
to inform oneself about one's rights and responsibilities	It's important to inform yourself about your rights and responsibilities before you take the job.	sich über Rechte und Pflichten informieren
to result in a change	Employee anger resulted in a change to the uniform policy.	zu einer Veränderung führen
to be considered as a compliment	I was told that being in charge of the new interns should be considered as a compliment because it means they trust me.	als Kompliment betrachtet werden

Compulsory internships

to get hands-on experience	Internships are the best way to get hands-on experience at a worksite.	praktische Erfahrung sammeln
to be under pressure and stress	A lot of employees are under pressure and stress just before Christmas because of the increased workload.	unter Druck und Stress stehen
to build a network	If you want to be successful, you should build a network of people in your field.	ein Netzwerk aufbauen
to develop personally	Teaching doesn't pay very well, but it's really helped me to develop personally.	sich persönlich weiterentwickeln

to do boring tasks	When you first start your internship, don't be surprised if you have to do boring tasks at first.	langweilige Aufgaben erledigen
to earn only little money	You may earn only little money from your internship, but it's better than nothing.	nur wenig Geld verdienen
to get in touch with potential employers	People you work with during your internship may help you to get in touch with potential employers in the future.	mit potenziellen Arbeitgebern/Arbeitgeberinnen in Kontakt treten
to get insights into the working world	Your internship may help you get insights into the working world and help you decide on a career path.	Einblicke in die Arbeitswelt erhalten
to have less leisure time	Sadly, having a summer internship means having less leisure time overall.	weniger Freizeit haben
to have less time to prepare for exams	If you have an internship while attending school, you will have less time to prepare for exams.	weniger Zeit zur Prüfungsvorbereitung haben
to improve communicative skills	Working in marketing helped him improve his communicative skills.	kommunikative Fähigkeiten verbessern
to not be interesting	Some parts of the internship will not be interesting, but they are still part of the job.	nicht interessant sein

Getting ready for your internship

to answer the phone	My job is to answer the phone at work and direct the caller to someone who can help them.	Anrufe entgegennehmen / beantworten
to work together with colleagues	I love to work together with colleagues from different parts of the world.	mit Kollegen/Kolleginnen zusammenarbeiten
to communicate the company's vision	A manager's job is to communicate the company's vision to the employees under them.	die Vision des Unternehmens kommunizieren
to complete tasks within deadlines	You need to complete tasks within deadlines, or we will all get behind on work.	Aufgaben innerhalb der Fristen erledigen
to contribute ideas	Everyone should contribute ideas during the meeting.	Ideen einbringen
to enter data	The last thing I do before the end of the day is enter data into the company database.	Daten eingeben
to file data	I think we should use AI to file data because it takes a very long time otherwise.	Daten speichern / archivieren
to help create content for social media	We hired someone to help create content for social media, and it really helped our sales numbers.	bei der Erstellung von Social-Media-Inhalten helfen
to communicate with customers and clients	It's important to be patient and kind when you communicate with customers and clients.	mit Kunden und Klienten/Kundinnen und Klientinnen kommunizieren
to make important decisions	I think being a manager would be stressful because you need to make important decisions all the time.	wichtige Entscheidungen treffen
to check the company's performance	Our boss checks the company's performance twice a year.	die Leistung des Unternehmens überprüfen
to participate in team meetings	Everyone is expected to participate in team meetings and share their opinions.	an Team-Meetings teilnehmen
to represent the company at big events	He had to represent the company at big events even though he didn't like attending them.	das Unternehmen bei großen Veranstaltungen vertreten

to set goals for the whole company	The CEO is the one who sets goals for the whole company.	Ziele für das gesamte Unternehmen setzen
to shadow experienced employees	Interns should shadow experienced employees.	erfahrene Mitarbeiter/innen begleiten
to lose one's focus at work	It's normal to lose one's focus at work, especially if there are lots of distractions.	die Konzentration bei der Arbeit verlieren
to make the best out of one's internship	You're not there for very long, so you need to make the best out of your internship.	das Beste aus dem Praktikum machen
to be relevant to one's position	You should only ask questions that are relevant to your position in the company.	für die eigene Position relevant sein
to introduce oneself to everyone	On your first day as an intern, you should introduce yourself to everyone.	sich allen vorstellen
to keep oneself busy	As an intern, you should keep yourself busy so that everyone knows you're a hard worker.	sich selbst beschäftigen, ständig beschäftigt sein
to uphold a certain standard of professionalism	No matter how fun the office is, you're expected to uphold a certain standard of professionalism.	einen bestimmten Standard an Professionalität wahren
to avoid talking about personal matters	It's best to avoid talking about personal matters during a meeting because it's not very professional.	vermeiden, über persönliche Angelegenheiten zu sprechen
to do sth. to the best of one's ability	Our last intern always did everything to the best of his ability, which impressed us.	etw. nach bestem Können tun

Dos and don'ts at work

to be polite	You should be polite to everyone, no matter who they are.	höflich sein
to prepare for meetings	You need to prepare for meetings, even if they seem unimportant.	sich auf Meetings vorbereiten
to speak at an acceptable sound level	If you can't speak at an acceptable sound level, you will be asked to step outside.	in angemessener Lautstärke sprechen
to show up on time	If you don't show up on time, you will be expected to stay later.	pünktlich erscheinen
to offer help to others	It's polite to offer help to others, no matter how long they've worked at the company.	anderen Hilfe anbieten
to double-check emails for spelling errors	Tina always double-checks emails for spelling errors because she wants to sound intelligent.	E-Mails auf Rechtschreibfehler überprüfen
to use formal language with customers	You should use formal language with customers so they know they are speaking to a professional.	formelle Sprache mit Kunden/Kundinnen verwenden
to vape in the office	You are not allowed to vape in the office, even when no one is there.	im Büro (E-Zigaretten) dampfen
to dress too casually	I always wear a suit to work to avoid dressing too casually.	sich zu locker / leger kleiden
to give away confidential data	If you give away confidential data, you should be sacked.	vertrauliche Daten preisgeben
to brag about achievements	If you brag about your achievements, don't expect anyone to want to talk to you for long.	mit Leistungen angeben
to play games on one's phone	Ryan likes to play games on the phone, but only during his breaks.	Handyspiele spielen
to send snaps	I love to send snaps to my co-workers, even when they're right in front of me.	Snaps verschicken
to check personal messages	It's ok to check personal messages at work, but you shouldn't take very long.	persönliche Nachrichten überprüfen