

Unit 3 – Welcome to the business world

First impressions count

to always stay positive	Even if your interview did not go well, it's important to always stay positive and hope for the best.	immer positiv bleiben
to check the dress code	If you check the dress code of an office ahead of time, you will know what clothes you need to buy.	den Dresscode (über)prüfen
to dress neatly	The first step for any interview is to dress neatly and look professional.	sich ordentlich kleiden
to be mindful of what you say	It is important to be mindful of what you say both at work and in your social life.	darauf achten, was man sagt
to be respectful / friendly / honest	It is important to be respectful / friendly when talking to your colleagues. / It is most important to be honest about your work experience.	respektvoll / freundlich / ehrlich sein
to learn the office rules	Learning the office rules before you even start work will impress your boss.	sich die Bürovorschriften aneignen
to get to know one's colleagues better	Once you have a job, getting to know your colleagues better is a great way to make friends.	die Kollegen/Kolleginnen besser kennenlernen
to not cross one's arms	Sara was taught not to cross her arms during a job interview because it might make her seem less confident.	die Arme nicht verschränken
to give a firm handshake	Giving a firm handshake at a job interview can make a big difference in your chances of getting the job.	einen festen Händedruck geben
to be aware of personal space	Suzie is aware of personal space and how it can affect how comfortable people are around you.	auf den persönlichen Abstand achten
to listen carefully	Tom should have listened carefully to the interviewer; he did not get the job.	aufmerksam zuhören
to maintain eye contact in the conversation	Katie decided to maintain eye contact in the conversation with the interviewer to show that she was interested.	während des Gesprächs Augenkontakt halten
to not use one's smart-phone when being with others	It is just common sense to not use one's smartphone when being with others, it can be seen as rude.	das Smartphone nicht benutzen, wenn man mit anderen beisammen ist

Business talk

I'm not happy with the way you ...	"I'm not happy with the way you treat other people in the office."	Ich bin nicht zufrieden damit, wie Sie / du ...
Can I have a word with you?	"Can I have a word with you?" the new employee asked.	Kann ich (kurz) mit Ihnen / dir sprechen?
I'll come straight to the point.	"I'll come straight to the point, you will no longer work here if you keep acting disrespectfully."	Ich komme gleich zum Punkt.
I've seen very little change.	I've seen very little change in his attitude since he got his promotion.	Ich habe kaum eine Veränderung gesehen.
I'm doing my job quite well.	I'm doing my job quite well despite what others may say.	Ich mache meine Arbeit ziemlich gut.
Can I speak to ... (name of the person)?	"Can I speak to Kaja in person or do I need to leave a message?"	Kann ich mit ... (Name der Person) sprechen?
I'm afraid he / she is in a meeting.	"I'm afraid she is in a meeting but I know she will be free in about 15 minutes."	Es tut mir leid, er / sie ist in einer Besprechung.
Could you hold on for a minute?	"Can you hold on for a minute? I have several other people waiting."	Können Sie / Kannst du kurz dranbleiben?

to get a promotion	Lucia got a promotion because she is the best employee at the company.	befördert werden
to be allowed to take leave	You will be allowed to take leave after three months working for the company.	Urlaub nehmen dürfen
to be out of office	"I am out of office right now, but if you leave a message, I'll get back to you as soon as I can."	außer Haus sein / nicht im Büro sein
I could make it after ... (time) / on ... (date).	"I could make it after 9 am on July 4 th if that works for you."	Ich könnte es nach ... (Uhrzeit) / am ... (Datum) schaffen.
When would it be convenient for you?	"When would it be convenient for you? Most times next week are fine with me."	Wann wäre es Ihnen / dir recht?
Would next Wednesday be okay?	"Would next Wednesday be okay or is that too soon?"	Wäre nächster Mittwoch in Ordnung?
Successful teamwork		
to be more efficient	To be more efficient, the team wrote down each person's tasks.	effizienter sein
to be easier to solve problems	It is easier to solve problems if your employees communicate effectively.	leichter sein, Probleme zu lösen
to have conflicts with team members / different opinions / ideas	Steve has conflicts with team members because he usually has different opinions / ideas and will not change his mind.	Konflikte mit Teammitgliedern / unterschiedliche Meinungen / Ideen haben
to have different work styles	Amy believes that just because people have different work styles does not mean that one is better than the other.	unterschiedliche Arbeitsstile haben
to (not) participate actively in the team	Andrew did not participate actively in the team and as a result, the final presentation was not very good.	(nicht) aktiv im Team mitarbeiten
to feel frustrated / exploited	Too many workers these days feel frustrated / exploited at work.	sich frustriert / ausgenutzt fühlen
to address the problem	If you have a problem with someone at work, it is best to address the problem immediately.	das Problem ansprechen
to work accurately	It is important to work accurately and quickly in this job.	genau arbeiten
to listen to other team members	If you do not listen to other team members, you will miss valuable information.	anderen Teammitgliedern zuhören
to be helpful	Katka always tries to be helpful when there are new team members at her job.	hilfsbereit sein
to always give one's best	It's important to always give one's best when starting a new job.	immer das Beste geben
to achieve a goal	I always try to achieve a goal I choose at the beginning of the year.	ein Ziel erreichen
to take everyone's ideas into consideration	A good manager knows to take everyone's ideas into consideration before making a big decision.	auf die Ideen aller Bedacht nehmen
to work for the good of the group	A team member who does not work for the good of the group is not as valuable as a team player.	zum Wohl der Gruppe arbeiten
to have a say	Arthur wants to have a say in how the company is run, that's why he applied to be a manager.	etwas zu sagen haben / mitreden
to share responsibilities	Good teams share responsibilities as well as their successes and failures.	Verantwortung teilen
to make a team great	What really makes a team great is their ability to produce good work.	ein Team großartig machen

to complete tasks and projects	If you complete tasks and projects on time, you will most likely be considered for a promotion.	Aufgaben und Projekte abschließen
to improve one's teamwork skills	It is possible to improve one's teamwork skills, but it takes a lot of listening and patience.	die Teamfähigkeit verbessern
to work on one's strengths	It is important to work on one's strengths as well as one's weaknesses.	an den Stärken arbeiten
Bullying in the workspace		
bullying has become an increasing problem for employees and employers	New studies show that bullying has become an increasing problem for employees and employers, but employees still tend to get bullied more often.	Mobbing ist zu einem zunehmenden Problem für Arbeitnehmer/innen und Arbeitgeber/innen geworden
to be a bully / a victim of bullying	If someone is a bully, it is likely that they have also been a victim of bullying at some point in their lives.	ein Tyrann/eine Tyrannin / ein Mobbingopfer sein
to witness a bullying incident	If you witness a bullying incident, you should stop it or report it.	einen Mobbingvorfall mitbekommen
to hurt someone by words / actions	Many people do not understand that it is still bullying if you hurt someone by words / actions.	jemanden durch Worte / Taten verletzen
to lack emotional intelligence	Bullies often lack emotional intelligence, which is necessary to interact normally with people.	keine emotionale Intelligenz haben
to experience social / verbal / physical bullying / cyber-bullying	Many people experienced social / verbal / physical bullying / cyberbullying in school.	soziales / verbales / körperliches / Cyber-Mobbing erleben
to not deserve what is happening	Victims of bullying do not deserve what is happening to them.	nicht verdienen, was passiert
to be treated with respect	Everyone should be treated with respect no matter who they are.	mit Respekt behandelt werden
to talk to someone	If you need to talk to someone, I'm always here.	mit jemandem sprechen
to develop a plan how to respond to the situation	If you are being bullied in the workplace, you need to contact your manager and develop a plan for how to respond to the situation.	einen Plan entwickeln, wie man auf die Situation reagieren kann
to stand up to the bully	Many find it difficult to stand up to the bully in their workplace.	dem Tyrannen/der Tyrannin die Stirn bieten
to not accept bullying behaviour	My boss will not accept bullying behaviour and I really admire her for it.	Mobbingverhalten nicht akzeptieren
to confront the bully at the first incident	If you confront the bully at the first incident, it is unlikely the bullying will continue.	den Tyrannen/die Tyrannin beim ersten Vorfall konfrontieren
to document the behaviour	If you are bullied, it is important to document the behaviour.	das Verhalten dokumentieren / festhalten
experts provide training and advice on bullying	Experts provide training and advice on bullying but people often do not think to contact them.	Experten/innen bieten Schulungen und Beratung zum Thema Mobbing an