

The New Best Shots 2 – HAK/HUM

VocabExtra

[Not to be included in the Students' Books]

Zum Konzept

Das *VocabExtra* zu *The New Best Shots – HAK/HUM* dient der **Festigung und Vertiefung der Key Vocabulary-Einheiten** im Buch, die das relevante Vokabular der einzelnen Units (1–11) thematisch strukturiert zusammenfassen:

- **Deutsche Übersetzung** zu sämtlichen Vokabeln / Phrases
- Durchgehend mit **englischen Beispielsätzen** unterstützt
- **Lernvokabular** zu den verschiedenen Themenbereichen der einzelnen Units
- Gezielte **Erweiterung und Festigung des Basiswortschatzes**

Das Hauptaugenmerk liegt dabei viel mehr auf der Festigung von notwendigen sprachlichen Strukturen – **phrases, collocations** – als auf der Vermittlung von einzelnen, aus dem Kontext genommenen Wörtern. Während die *Vocabulary Reference* im Anhang des Buches – mit farbig hinterlegtem Lernvokabular – als reines Nachschlageinstrument zu den Texten und Übungen der einzelnen Units konzipiert ist, macht das *VocabExtra*, ergänzend zu *LanguageBoxes*, *VocabBoosters* und Vokabelarbeit im Buch die Lernenden fit für den **aktiven Umgang mit dem englischen Wortschatz**.

SBNR Buch inkl. Audiofiles: 230141
SBNR Buch inkl. Audiofiles + E-Book: 230142
SBNR Buch inkl. Audiofiles mit E-BOOK+: 230144

SBNR inkl. Audiofiles E-Book Solo: 230143
SBNR Buch inkl. Audiofiles E-BOOK+ Solo: 230145

1. Auflage 2026 (1,00)
© Verlag Hölder-Pichler-Tempsky GmbH, Wien 2026
www.hpt.at
Alle Rechte vorbehalten.

Contents

Unit 1	
Back from break	4
Unit 2	
Teen spirit	7
Unit 3	
Healthy life, smart choices – for you and the planet	11
Unit 4	
Clicks, carts & customers	16
Unit 5	
Landing the job	21
Unit 6	
Exploring the world	25
Unit 7	
Tourism	28
Unit 8	
It's all about money	33
Unit 9	
Like – follow – share	37
Unit 10	
AI in everyday life	41
Unit 11	
Getting work done	45

Unit 1 – Back from break

Summer break and school year goals

to sleep in	Anna likes to sleep in on Saturdays because she has no school.	ausschlafen
to have a lazy morning	Christian decided to have a lazy morning and read a book before breakfast.	einen entspannten Morgen haben
to stay up late	Tyler sometimes stays up late to watch a football match with his dad.	lange aufbleiben
to (not) have a fixed daily routine	Andrea doesn't have a fixed daily routine during the summer holidays.	(keine) feste Tagesroutine haben
to take each day as it comes	My uncle likes to take each day as it comes when he is on holiday.	jeden Tag auf sich zukommen lassen
to (not) have plans	Megan doesn't have plans for this weekend, so she may visit her cousins.	(keine) Pläne haben
to have a blast with friends	We had a blast with friends at the school picnic last Friday.	mit Freunden/Freundinnen eine tolle Zeit haben
to have a good time with so.	Greg always has a good time with his grandparents when he visits them.	eine gute Zeit mit jmdm. haben
to try sth. new	Joan wants to try something new, so she is learning how to bake cakes.	etw. Neues ausprobieren
to visit new places	My family loves to visit new places during the summer holidays.	neue Orte besuchen
to pass this school year	I hope to pass this school year if I keep working hard.	dieses Schuljahr bestehen
to get good grades	Roger studies every evening to get good grades in all his subjects.	gute Noten bekommen
to be more focused in class	Abby wants to be more focused in class so she can understand the lessons better.	im Unterricht konzentrierter sein
to prepare for tests earlier	We should prepare for tests earlier instead of waiting until the last minute.	sich früher auf Tests vorbereiten
to make an effort	If you make an effort, you will improve your English quickly.	sich anstrengen
to be better organised	Dan is trying to be better organised by writing all his homework in a notebook.	besser organisiert sein
to be even better than last school year	Our class hopes to be even better than last school year by working together and helping each other.	noch besser als im letzten Schuljahr sein

Getting back into the right mindset

to get back into the mindset	After the holidays, it took Nicole a few days to get back into the mindset of studying.	wieder in die richtige Einstellung kommen
to fall behind quickly	If you do not do your homework, you can fall behind quickly after the school break.	schnell den Anschluss verlieren
to have a hard time studying in one's room	Michael has a hard time studying in his room because his younger brother is very noisy.	Schwierigkeiten haben, im eigenen Zimmer zu lernen
to concentrate on assignments without distractions	Klaudia goes to the library to concentrate on assignments without distractions.	sich ohne Ablenkung auf Aufgaben konzentrieren
to create a list of all assignments, projects and tests	On the first day back, Lenny created a list of all assignments, projects and tests.	eine Liste aller Aufgaben, Projekte und Tests erstellen
to have a calendar	Aisha has a calendar on her wall to remember important school dates.	einen Kalender haben
to keep track of sth.	Jordan uses a notebook to keep track of his homework and deadlines.	etw. im Blick behalten

to improve time management skills and study skills	This year, Vivi wants to improve her time management skills and study skills.	Zeitmanagement- und Lernfähigkeiten verbessern
to take time to unwind	After finishing her homework, Ellie takes time to unwind by reading a book.	sich Zeit zum Entspannen nehmen
to become better in one's classes and personal life	Terry hopes to become better in his classes and personal life this school year.	in der Schule und im Privatleben besser werden
to feel good and stay healthy	Getting enough sleep helps me feel good and stay healthy during the school term.	sich gut fühlen und gesund bleiben
to be in the right mindset for studying	After the long break, it is important to be in the right mindset for studying.	in der richtigen Lernmentalität sein
to go to a quiet space	When the classroom is noisy, Daniel goes to a quiet space to study.	an einen ruhigen Ort gehen
to like studying with music in the background	Eva likes studying with music in the background because it helps her relax.	gerne mit Musik im Hintergrund lernen
to highlight key points	Harry highlights key points when he reads his History notes.	wichtige Punkte markieren
to ask the teacher or others for help	If I do not understand something, I ask the teacher or others for help.	den Lehrer/die Lehrerin oder andere um Hilfe bitten
to learn a lot when helping others	We learn a lot when helping others with difficult schoolwork.	viel lernen, wenn man anderen hilft
to study in study groups	My friends and I study in study groups before important tests.	in Lerngruppen lernen
to stay organised	Emily stays organised by writing all her homework in a planner.	organisiert bleiben
to have a quiet place with natural light	I study best if I have a quiet place with natural light.	einen ruhigen Ort mit Tageslicht haben
to not be surrounded by distractions	It is easier to study when you are not surrounded by distractions.	nicht von Ablenkungen umgeben sein
to keep one's desk clear	Leo keeps his desk clear so he can focus on his work.	den Schreibtisch frei / aufgeräumt halten
to add a plant	Grace decided to add a plant to her desk to make it look nicer.	eine Pflanze hinzufügen
to reduce stress and help concentrate	Taking short breaks can reduce stress and help you concentrate.	Stress reduzieren und die Konzentration fördern
to not overdo sth.	Although she wants good grades, Amber knows she should not overdo it.	etw. nicht übertreiben
to get neck pain from looking down	Roman got neck pain from looking down at his books for too long.	Nackenschmerzen bekommen, weil man nach unten schaut
to start using a laptop stand	Matty started using a laptop stand to make studying more comfortable.	beginnen einen Laptopständer zu benutzen
to use noise-cancelling headphones	Masha uses noise-cancelling headphones when she studies at home.	geräuscherdrückende Kopfhörer benutzen
to listen to instrumental music	Kristian listens to instrumental music while he does his homework.	Instrumentalmusik hören
to not get distracted	I switch off my phone so I do not get distracted while studying.	sich nicht ablenken lassen
Office supplies		
binder clips	I use binder clips to keep my worksheets together.	Klammern, Vielzweckklappen
copy paper	Our teacher asked us to bring some copy paper for the project.	Kopierpapier
diary	Mimi writes all her homework in her diary.	Terminkalender; Tagebuch
hanging file folders	Elijah keeps his science papers in hanging file folders.	Hängemappen
highlighters	Vali uses highlighters to mark the most important information.	Textmarker

hole punch	Vlad used a hole punch before putting his worksheets into his folder.	Locher
index dividers	Katlyn organised her subjects with index dividers in her binder.	Registertrennblätter
loose-leaf binder	Adam carries a loose-leaf binder for all his school notes.	Schnellhefter, Ordner, Ringbuch
paper clips	I use paper clips to keep my homework in the right order.	Büroklammern
pens	Richard always brings two blue pens to school.	Stifte
Post-it notes	Karoline writes reminders on Post-it notes and sticks them on her desk.	Haftnotizen
push pins	The teacher used push pins to put our posters on the classroom noticeboard.	Stecknadeln, Pinnadeln
spiral notebook	Judy takes notes in a spiral notebook during English lessons.	Spiralblock
stapler	Felix borrowed a stapler to put his project together.	Hefter, Tacker
tape	We used tape to fix the torn page in our workbook.	Klebeband
thumbtacks	Bill used thumbtacks to hang his timetable on the wall above his desk.	Pinnadeln, Reißnägeln
to-do lists	Alice makes to-do lists to remember everything she needs to do after school.	To-do-Listen
toner cartridges	The school bought new toner cartridges for the printers before the new term.	Tonerkartuschen
USB stick	Will saved his presentation on a USB stick before coming to school.	USB-Stick
writing pads	Alexa uses writing pads to practise her handwriting at home.	Schreibblöcke
Boosting your English skills		
to take English sessions seriously	This year, I want to take English sessions seriously so I can improve faster.	Englischstunden ernst nehmen
to strike up conversations outside of class	Emmalee likes to strike up conversations outside of class to practise her English.	außerhalb des Unterrichts Gespräche anfangen
to use grammar books for extra practice	Kellan uses grammar books for extra practice before his English tests.	Grammatikbücher zum zusätzlichen Üben nutzen
to get feedback on one's writing	Sara asked her teacher to get feedback on her writing after finishing her essay.	Feedback zu eigenen Texten bekommen
to switch on subtitles when it's hard to understand	When Jim watches an English film, he switches on subtitles if it's hard to understand.	Untertitel einschalten, wenn es schwer zu verstehen ist
to practise speaking with an AI assistant	Jackie practises speaking with an AI assistant for a few minutes every evening.	mit einem KI-Assistenten sprechen üben
to join a language club	Sean decided to join a language club after the school holidays.	einem Sprachclub beitreten
to ask for better ways to say things	Marcella often asks her teacher for better ways to say things in English.	nach besseren Ausdrucksweisen fragen
to keep using the language	If you want to improve, you need to keep using the language every day.	die Sprache weiter benutzen
to explore streaming platforms with easier shows or movies	Victor likes to explore streaming platforms with easier shows or movies to improve his listening skills.	Streaming-Plattformen mit einfacheren Serien oder Filmen nutzen
to learn with English websites and apps	Cheryl learns with English websites and apps whenever she has free time.	mit englischen Websites und Apps lernen

Unit 2 – Teen spirit

Changes, challenges and daily life

to have more control over one's life	As teenagers grow older, they usually have more control over their lives.	mehr Kontrolle über das eigene Leben haben
to come with added responsibility	More freedom often comes with added responsibility at home and at school.	mit zusätzlicher Verantwortung einhergehen
to start to form one's own opinions and beliefs	During the teenage years, many young people start to form their own opinions and beliefs.	anfangen, eigene Meinungen und Überzeugungen zu entwickeln
to question authority and challenge the status quo	Some teenagers question authority and challenge the status quo because they want to make their own decisions.	Autorität hinterfragen und den Status quo in Frage stellen
to lead to conflict with one's parents, teachers and other adults	This can sometimes lead to conflict with their parents, teachers and other adults.	zu Konflikten mit Eltern, Lehrern/ Lehrerinnen und anderen Erwachsenen führen
to be stressful at times	Teenage life can be stressful at times because of school, friendships and family problems.	manchmal stressig sein
to form new friendships	Lauren was nervous about starting a new school, but she soon formed new friendships.	neue Freundschaften schließen
to navigate the sometimes-complicated world of dating	Many teenagers find it difficult to navigate the sometimes-complicated world of dating.	sich in der manchmal komplizierten Welt des Datings zurechtfinden
to explore one's interests more deeply	Sam enjoys exploring his interests more deeply by joining the school photography club.	die eigenen Interessen tiefer erkunden
to put one's mind to sth. and work hard	If you put your mind to something and work hard, you can achieve your goals.	sich auf etw. konzentrieren und hart arbeiten
to feel overwhelmed or unsure of oneself	Maddie sometimes feels overwhelmed or unsure of herself before important exams.	sich überfordert oder unsicher fühlen
to rely on so. for support	When Dennis has a problem, he relies on his elder sister for support.	sich auf jmdn. als Unterstützung verlassen

School life

to attend a new school or class	Suzie was nervous to attend a new school, but she soon made new friends.	eine neue Schule oder Klasse besuchen
to have the first job interview	Will had his first job interview at a local café during the summer holidays.	das erste Vorstellungsgespräch haben
to have new responsibilities	As teenagers grow older, they often have new responsibilities at home and at school.	neue Verantwortungen haben
to study for one's (moped) driving licence	David is studying for his moped driving licence so he can travel on his own.	für den (Moped-)Führerschein lernen
long school days and short weekends	Many teenagers dislike long school days and short weekends.	lange Schultage und kurze Wochenenden
to feel pressure to get good grades	Kim sometimes feels pressure to get good grades because she wants to make her parents proud.	Druck verspüren, gute Noten zu bekommen
to have stressful exam periods	Having stressful exam periods can make it difficult to relax and enjoy free time.	stressige Prüfungsphasen haben
to have feelings for so.	Maarten has feelings for a girl in his class, but he is too shy to tell her.	Gefühle für jmdn. haben
to spend (a lot of) time online	Katie spends a lot of time online chatting with her friends and watching videos.	(viel) Zeit online verbringen

to have arguments between friends / classmates	It is normal to have arguments between friends / classmates during any sort of group project.	Streit zwischen Freunden/Freundinnen / Klassenkameraden/-kameradinnen haben
to take up a new hobby	Paul decided to take up a new hobby and started learning to play the guitar.	ein neues Hobby anfangen
to do sports after school	Jana does sports after school three times a week to stay fit.	nach der Schule Sport machen
to watch <i>Netflix</i> or <i>YouTube</i>	Harold likes to watch <i>Netflix</i> or <i>YouTube</i> when he has finished his homework.	<i>Netflix</i> oder <i>YouTube</i> schauen
to game with friends	John often games with friends online at the weekend.	mit Freunden/Freundinnen zocken
to have creative hobbies	Becca has creative hobbies such as painting and making jewellery.	kreative Hobbys haben
Keyboard symbols		
ampersand	We use an ampersand instead of 'and' in some company names.	Und-Zeichen, Et-Zeichen
apostrophe	Lisa forgot to add the apostrophe in the word <i>teacher's</i> .	Apostroph
asterisk	Ed put three asterisks under the answer to show that it was important.	Sternchen
at symbol	Every email address has an at symbol before the website name.	At-Zeichen
colon	The teacher used a colon before the list of school supplies.	Doppelpunkt
comma	Don't forget to put a comma after the first part of the sentence.	Komma
dollar sign	The new school bag costs 40 dollars, so it has a dollar sign on the price tag.	Dollarzeichen
equals sign	We use an equals sign to show that two values are the same.	Istgleichzeichen
euro sign	The notebook costs 8 euros, so the price includes the euro sign.	Eurozeichen
exclamation mark	Keegan added an exclamation mark because he was very excited.	Ausrufezeichen
full stop / period	Every sentence must end with a full stop / period.	Punkt
hash(tag) / number sign	Erin used a hashtag / number sign before the word <i>study</i> in her social media post.	Hashtag, Raute
hyphen / minus	Write your double surname with a hyphen / minus between the two names.	Bindestrich, Minuszeichen
plus sign	The plus sign shows that you need to add the numbers together.	Pluszeichen
quotation marks	Please put the title in quotation marks.	Anführungszeichen
question mark	Ben put a question mark at the end of his question.	Fragezeichen
round brackets / parentheses	Please write the extra information inside round brackets / parentheses.	runde Klammern
semicolon	The teacher used a semicolon to join two related ideas.	Strichpunkt, Semikolon
slash	Type a slash between the day and the month in the date.	Schrägstrich
underscore	Zach used an underscore in his username because spaces were not allowed.	Unterstrich
Mental health		
physical health	Physical health and mental health are both important for a happy life.	physische / körperliche Gesundheit

mental well-being	Regular exercise can improve your mental well-being.	mentales / psychisches Wohlbefinden
to find helpful strategies	Talking to a teacher can help you find helpful strategies when school feels difficult.	hilfreiche Strategien finden
to have good and bad days	Everyone has good and bad days, and that is completely normal.	gute und schlechte Tage haben
to deal with everyday life	Teenagers learn to deal with everyday life as they become more independent.	mit dem Alltag zurechtkommen
to take care of one's mental health	It is important to take care of your mental health, especially during stressful times.	sich um die eigene mentale / psychische Gesundheit kümmern
to manage difficult situations	Good friends can help you manage difficult situations.	schwierige Situationen bewältigen
to handle stress, problems and relationships	Exercise is a healthy way to handle stress, problems and relationships after a busy school day.	mit Stress, Problemen und Beziehungen umgehen
mental health challenges	Some teenagers face mental health challenges and need extra support.	Herausforderungen für die mentale / psychische Gesundheit
anxiety	Some people experience anxiety before important exams.	Angst / Angstzustände
depression	Depression can make everyday tasks feel much harder.	Depression
to affect everything we do	Mental health can affect everything we do at school, at home and with friends.	alles beeinflussen, was wir tun
to experience difficult feelings	It is normal to experience difficult feelings after a disappointing event.	schwierige Gefühle erleben
to impact one's daily life	Stress can impact your daily life if you do not deal with it.	das tägliche Leben beeinflussen
to lead to poor grades	Missing lots of lessons can lead to poor grades.	zu schlechten Noten führen
to have a negative influence on sth.	Spending too much time online can have a negative influence on your sleep.	einen negativen Einfluss auf etw. haben
to go through tough times	Everyone goes through tough times at some point in life.	schwierige Zeiten durchmachen
good mental health	Good mental health helps you cope with everyday problems.	gute mentale / psychische Gesundheit
to enjoy life	Looking after yourself helps you enjoy life more.	das Leben genießen
to look after one's mind	Reading or listening to music can help you look after your mind.	auf den eigenen Geist achten
to take care of one's emotional health	Talking about your feelings is one way to take care of your emotional health.	sich um die emotionale Gesundheit kümmern
to feel more confident and positive	Learning new skills can help you feel more confident and positive.	sich selbstbewusster und positiver fühlen
to build strong relationships	Being kind to others helps you build strong relationships.	starke Beziehungen aufbauen
to sleep better	If you sleep well, you usually sleep better the next night too.	besser schlafen
to cope better with stress or sadness	Good mental health helps you cope better with stress or sadness.	besser mit Stress oder Traurigkeit umgehen
to bounce back when things go wrong	Support from family can help you bounce back when things go wrong.	sich erholen, wenn etw. schief geht
to boost one's mental health	Spending time with friends can boost your mental health.	die mentale / psychische Gesundheit stärken

to talk to so. you trust	If you are worried, talk to someone you trust.	mit jmdm. sprechen, dem man vertraut
to get enough sleep	Teenagers should get enough sleep to stay healthy.	genug schlafen
to eat regularly and stay active	It is important to eat regularly and stay active every day.	regelmäßig essen und aktiv bleiben
to spend time doing things you enjoy	Try to spend time doing things you enjoy after school.	Zeit mit Dingen verbringen, die man gerne macht
to take a break when needed	Take a break when needed instead of working for hours without stopping.	eine Pause machen, wenn nötig
to ask for help	Asking for help is a sign of strength, not weakness.	um Hilfe bitten
Sport and mental health		
to be a massive tightening of the chest	For some people anxiety is a massive tightening of the chest.	ein starkes Engegefühl in der Brust sein
to feel suffocated, almost like drowning	Panic can make someone feel suffocated, almost like drowning.	sich erstickt fühlen, fast wie ertrinken
to spend a lot of time blaming oneself	Instead of moving forward, he tended to spend a lot of time blaming himself.	viel Zeit damit verbringen, sich selbst die Schuld zu geben
to track one's own thoughts	Keeping a journal can help you track your own thoughts.	die eigenen Gedanken verfolgen
to feel numb / heavy and weighed down	During depression, a person may feel numb and weighed down.	sich taub / schwer und niedergedrückt fühlen
to put one's hand up and reach for help	If you are struggling, put your hand up and reach for help.	die Hand heben und um Hilfe bitten
to get hateful comments on the internet	Getting hateful comments on the internet can seriously hurt people's feelings.	hasserfüllte Kommentare im Internet erhalten
to check one's phone before going to sleep	Amanda tries not to check her phone before going to sleep.	vor dem Schlafengehen das Handy überprüfen
to never doubt oneself again	It is healthy to learn from mistakes instead of expecting to never doubt yourself again.	nie wieder an sich selbst zweifeln
to feel free in the mind after training	After football training, Donald feels free in the mind.	sich nach dem Training geistig frei fühlen
to feel free in the mind from outside stress	A walk in nature helps Melissa feel free in the mind from outside stress.	sich geistig frei von äußerem Stress fühlen

Unit 3 – Healthy life, smart choices – for you and the planet

Food, climate and your choices

balanced diet	A balanced diet gives your body the nutrients it needs to stay healthy.	ausgewogene Ernährung
composting	My family started composting to reduce food waste and help the environment.	Kompostierung
contribution	Every small contribution can make a big difference to the health of our planet.	Beitrag
environmental impact	Riding a bike instead of driving can reduce your environmental impact.	Umwelteinfluss
food production	Food production uses a lot of water and energy around the world.	Lebensmittelproduktion
greenhouse gases	Greenhouse gases are one of the main causes of climate change.	Treibhausgase
landfill	Too much food ends up in landfills instead of being recycled or composted.	Mülldeponie
livestock farming	Livestock farming produces large amounts of greenhouse gases.	Viehzucht
methane	Cows produce methane, which is a powerful greenhouse gas.	Methan
plant-based diet	Some people choose a plant-based diet because it can be good for both their health and the environment.	pflanzenbasierte Ernährung
reduce one's environmental impact	Cycling to school is one way to reduce your environmental impact.	die eigene Umweltbelastung reduzieren
to be a typical meal in one's country	Roast chicken with potatoes is a typical meal in my country.	eine typische Mahlzeit in jmds. Land sein
to be common to have meat / fish / vegetables with ...	It is common to have meat, fish or vegetables with rice or potatoes.	es ist üblich, Fleisch / Fisch / Gemüse mit ... zu essen
to often eat seasonal / regional food	My family often eats seasonal / regional food because it is fresh and tasty.	oft saisonale / regionale Lebensmittel essen
to snack on junk food	Some teenagers snack on junk food instead of eating fruit.	Junkfood snacken, naschen
to prefer home-cooked meals	Leah prefers home-cooked meals because they are healthier.	selbstgekochte Mahlzeiten bevorzugen
to eat out often	Petra does not eat out often because her family likes cooking at home.	oft auswärts essen
to try to eat less meat	Our family is trying to eat less meat to help the environment.	versuchen, weniger Fleisch zu essen
to avoid eating too much sugar or greasy food	I avoid eating too much sugar or greasy food because I want to stay healthy.	versuchen, nicht zu viel Zucker oder fettiges Essen zu essen
to feel tired	If I do not eat breakfast, I usually feel tired at school.	sich müde fühlen
to give a lot of energy	A healthy breakfast gives me a lot of energy for the day.	viel Energie geben
to cause more pollution	Driving everywhere can cause more pollution than walking or cycling.	mehr Umweltverschmutzung verursachen
to use a lot of land or water	Some types of food use a lot of land or water to produce.	viel Land oder Wasser verbrauchen
to produce huge amounts of emissions	Air travel produces huge amounts of emissions every year.	große Mengen an Emissionen verursachen
to be good for one's health and the planet	Eating more fruit and vegetables can be good for your health and the planet.	gut für die Gesundheit und den Planeten sein

to eat more plant-based meals	My family is trying to eat more plant-based meals every week.	mehr pflanzenbasierte Mahlzeiten essen
to plan one's meals	We plan our meals before going shopping to save money and time.	die Mahlzeiten planen
to avoid food waste	We only buy what we need to avoid food waste.	Lebensmittelverschwendung vermeiden
to use leftovers	My mum often uses leftovers to make soup or pasta the next day.	Reste verwenden
to buy less packaged food	We try to buy less packaged food to reduce plastic waste.	weniger verpackte Lebensmittel kaufen
Zero-waste lifestyle & climate change		
to reduce waste	Our family tries to reduce waste by buying only what we need.	Abfall reduzieren
to recycle items	Everyone should recycle items such as paper, glass and plastic.	Gegenstände recyceln / wiederverwerten
to get rid of packaging	George always gets rid of packaging before recycling a box.	Verpackungen vermeiden
to bring one's own jar / bottle / bag	Martha brings her own jar / bottle / bag whenever she goes out.	ein eigenes Glas / eine eigene Flasche / einen eigenen Beutel mitbringen
to live a zero-waste lifestyle	Some people choose to live a zero-waste lifestyle to help protect the environment.	einen Zero-Waste-Lebensstil führen
to buy local products	We like to buy local products because they do not have to travel so far.	lokale Produkte kaufen
to avoid plastic packaging	My parents try to avoid plastic packaging when they go shopping.	Plastikverpackungen vermeiden
to simplify one's lifestyle	Julia wants to simplify her lifestyle by buying fewer unnecessary things.	den Lebensstil vereinfachen
to sell old things	Grant decided to sell his old things instead of throwing them away.	alte Dinge verkaufen
to use less energy	Turning off lights helps us use less energy at home.	weniger Energie verbrauchen
to compost food waste	My family composts food waste to make natural fertiliser for the garden.	Lebensmittelabfälle kompostieren
to buy animal product alternatives	More people are buying animal product alternatives such as oat milk and plant-based burgers.	Alternativen zu tierischen Produkten kaufen
to change shopping habits	We have changed our shopping habits to make more environmentally-friendly choices.	Einkaufsgewohnheiten ändern
to suffer from extreme weather	Some countries suffer from extreme weather because of climate change.	unter extremem Wetter leiden
to affect food and water supply	Climate change can affect the food and water supply in many parts of the world.	die Lebensmittel- und Wasserversorgung beeinflussen
to cause flooding or droughts	Heavy rainfall or long dry periods can cause flooding or droughts.	Überschwemmungen oder Dürren verursachen
to increase the risk of wildfires	Hot and dry weather can increase the risk of wildfires.	das Risiko von Waldbränden erhöhen
to reduce one's carbon footprint	Cycling instead of driving can reduce your carbon footprint.	den eigenen CO ₂ -Fußabdruck reduzieren
to write on a digital device instead of paper	Many students write on a digital device instead of paper.	auf einem digitalen Gerät statt auf Papier schreiben
to switch to plant-based meals	My family has switched to plant-based meals twice a week.	auf pflanzenbasierte Mahlzeiten umsteigen
to separate waste correctly	Our teacher showed us how to separate waste correctly.	Abfall richtig trennen

to install recycling bins at school	The student council wants to install recycling bins at school.	Recyclingbehälter in der Schule aufstellen
to reduce food waste and packaging	Planning meals carefully can reduce food waste and packaging.	Lebensmittelverschwendung und Verpackung reduzieren
Business dinner skills		
to know one's client	Before the meeting, it is important to know your client well.	die Kunden/Kundinnen kennen
to choose the right restaurant	Ioanna chose the right restaurant for a business lunch with an important customer.	das richtige Restaurant wählen
to arrive early	Ike always arrives early for business meetings to make a good first impression.	früh ankommen
to start with small talk	It is a good idea to start with small talk before discussing business.	mit Small Talk beginnen
to find common ground	Asking about hobbies can help you find common ground with a new client.	Gemeinsamkeiten finden
to prepare some topics in advance	Gisel prepared some topics in advance so the conversation would not become awkward.	einige Themen im Voraus vorbereiten
to avoid sensitive topics	During a business meal, it is best to avoid sensitive topics such as politics or religion.	sensible Themen vermeiden
to avoid personal stories	Charles avoided personal stories and kept the conversation professional.	persönliche Geschichten vermeiden
to respect cultural differences	When working with people from other countries, it is important to respect cultural differences.	kulturelle Unterschiede respektieren
Eating out with a client		
Arranging an appointment		
How can I help you?	"How can I help you?" the receptionist asked when I called the office.	Wie kann ich Ihnen helfen?
Could I speak to ...?	"Could I speak to Mr Brown, please?" Leigh asked politely on the phone.	Könnte ich mit ... sprechen?
I'm afraid ...	"I'm afraid the manager is in a meeting at the moment," the receptionist replied.	Ich fürchte ...
I'd like to arrange an appointment.	"I'd like to arrange an appointment with the sales manager," Andy explained.	Ich möchte einen Termin vereinbaren.
I'll just look into Mr / Ms ...' diary	"I'll just look into Ms Green's diary," the assistant said before checking her schedule.	Ich schaue kurz in den Terminkalender von ...
So, when would it be convenient ...?	"So, when would it be convenient for you to stop in?" the receptionist asked.	Also, wann würde es Ihnen passen ...?
Shall we say ...	"Shall we say Thursday at 10 o'clock?" the assistant suggested.	Sollen wir ... sagen?
Booking a table		
to make a business dinner reservation	Sarah called the restaurant to make a business dinner reservation for her team.	ein Geschäftsessen reservieren
to book a table	Josh phoned the restaurant to book a table for six people.	einen Tisch reservieren
to get a table with a bit of privacy	We asked to get a table with a bit of privacy so we could discuss business.	einen Tisch mit etwas Privatsphäre bekommen
to serve vegetarian or gluten-free dishes	The restaurant serves vegetarian and gluten-free dishes for guests with different dietary needs.	vegetarische oder glutenfreie Gerichte anbieten

to pre-pay the bill	Our company decided to pre-pay the bill before the business dinner.	die Rechnung im Voraus bezahlen
What evening will you be joining us?	"What evening will you be joining us?" the receptionist asked politely.	An welchem Abend kommen Sie zu uns?
What time would you like to make the reservation for?	"What time would you like to make the reservation for?" the waiter asked.	Für welche Uhrzeit möchten Sie reservieren?
We would prefer ...	"We would prefer a quiet table near the window," Jade replied.	Wir würden ... bevorzugen.
Green actions		
Offices		
to keep everything paperless	Our company keeps everything paperless to reduce waste.	alles papierlos halten
to use only reusable water bottles	All employees use only reusable water bottles instead of plastic ones.	nur wiederverwendbare Wasserflaschen verwenden
to have a company garden where we grow our own herbs	We have a company garden where we grow our own herbs for the office kitchen.	einen Firmengarten haben, in dem wir eigene Kräuter anbauen
to have online meetings to avoid travel	My manager prefers to have online meetings to avoid travel.	Online-Meetings machen, um Reisen zu vermeiden
to use solar energy	The office uses solar energy to produce clean electricity.	Solarenergie nutzen
to donate old office equipment to people who still need it	Our company donates old office equipment to people who still need it.	alte Bürogeräte an Menschen spenden, die sie noch brauchen
to use motion sensor lights	We use motion sensor lights so that electricity is not wasted.	Bewegungsmelder verwenden
to bring one's own lunch in reusable containers	Most employees bring their own lunch in reusable containers.	eigenes Mittagessen in wiederverwendbaren Behältern mitbringen
to have desks made of recycled ocean plastic	The new office has desks made of recycled ocean plastic.	Schreibtische aus recyceltem Plastik aus den Ozeanen haben
to cycle or walk to work	Many people in our company cycle or walk to work whenever possible.	mit dem Fahrrad zur Arbeit fahren oder zu Fuß gehen
to get free fruits and vegetables	Employees get free fruits and vegetables in the office every day.	kostenloses Obst und Gemüse bekommen
to get local and seasonal food in the buffet	The employees are happy to get local and seasonal food in the buffet.	lokale und saisonale Lebensmittel am Buffet bekommen
to recycle everything, even one's coffee grounds	We recycle everything, even our coffee grounds, to reduce waste.	alles recyceln, sogar den Kaffeesatz
Schools		
to use energy from renewable sources	Our school uses energy from renewable sources to help protect the environment.	Energie aus erneuerbaren Quellen nutzen
to not print handouts unless necessary	Teachers at our school do not print handouts unless necessary.	Arbeitsblätter nur drucken, wenn nötig
to have digital schoolbooks	We have digital schoolbooks, so we carry fewer heavy books.	digitale Schulbücher haben
recycling bins in every classroom	There are recycling bins in every classroom to make recycling easier.	Recyclingbehälter in jedem Klassenzimmer
to use motion-sensitive lights in the hallways	The school uses motion-sensitive lights in the hallways to save electricity.	Bewegungsmelder in den Fluren verwenden
to refill one's bottle at water stations	Students can refill their bottles at water stations during the school day.	die Flasche an Wasserstationen auffüllen
the buffet avoids plastic packaging	The school buffet avoids plastic packaging whenever possible.	das Buffet vermeidet Plastikverpackungen

to sometimes have vegetarian or vegan days	Our school sometimes has vegetarian or vegan days in the canteen.	manchmal vegetarische oder vegane Tage haben
to encourage students to bring reusable lunch boxes	Teachers encourage students to bring reusable lunch boxes instead of disposable ones.	Schüler/innen ermutigen, wiederverwendbare Brotdosen mitzubringen
to turn off lights and devices after class	We always turn off lights and devices after class to save energy.	Lichter und Geräte nach dem Unterricht ausschalten
projects or lessons about the environment	Our science teacher often plans projects or lessons about the environment.	Projekte oder Unterrichtseinheiten über die Umwelt

Unit 4 – Clicks, carts & customers

Shopping behaviour

to prefer shopping in-store / online	Taira prefers shopping in-store / online because she thinks it is more convenient.	lieber im Laden / online einkaufen
to enjoy browsing clothes or products	Dexter enjoys browsing clothes or products in shopping centres at the weekend.	es genießen, Kleidung oder Produkte zu durchstöbern
to go shopping once / twice a month	My family goes shopping once or twice a month for new clothes.	einmal / zweimal im Monat einkaufen gehen
to buy things during sales	Bara usually buys things during sales to save money.	Dinge im Abverkauf / Sale kaufen
to compare prices before buying	Kevin always compares prices before buying a new pair of trainers.	Preise vor dem Kauf vergleichen
to spend money on clothes / shoes / accessories	Melissa spends most of her money on clothes / shoes / accessories.	Geld für Kleidung / Schuhe / Accessoires ausgeben
to try to save money when shopping	I try to save money when shopping by looking for special offers.	versuchen, beim Einkaufen Geld zu sparen
to pay for things with one's own money	Ken pays for things with his own money from his part-time job.	Dinge mit eigenem Geld bezahlen
to use gift cards or vouchers	Brian used a gift card to buy a new backpack.	Geschenkkarten oder Gutscheine verwenden
to let so. else pay the bill	Do you pay for your clothes yourself, or do you let your parents pay the bill?	jmd. anderen die Rechnung bezahlen lassen
to go shopping with friends / family	Chris likes to go shopping with his friends / family on Saturdays.	mit Freunden/Freundinnen / Familie einkaufen gehen
to ask so. for shopping advice	Elizabeth often asks her elder sister for shopping advice before buying new clothes.	jmdn. um Rat beim Einkaufen fragen
to enjoy shopping alone / in a group	Jed enjoys shopping alone because he can take his time.	es genießen, alleine / in einer Gruppe einzukaufen
to feel relaxed / stressed when shopping	C.J. feels relaxed / stress when shopping in larger shops.	sich beim Einkaufen entspannt / gestresst fühlen
to enjoy trying things on in the store	Toby enjoys trying things on in the store before making a decision.	es genießen, Dinge im Laden / im Geschäft anzuprobieren
to hate waiting in long lines	Abigail hates waiting in long lines at the checkout.	lange Warteschlangen hassen
to like finding great deals or bargains	Leo likes finding great deals or bargains during seasonal sales.	es mögen, gute Angebote zu finden
to feel uncomfortable in crowded shops	Amy feels uncomfortable in crowded shops, especially before Christmas.	sich in überfüllten Geschäften unwohl fühlen
to dislike spending too much money	I dislike spending too much money on things I do not really need.	es nicht mögen, zu viel Geld auszugeben
to enjoy discovering new shops or styles	Sam enjoys discovering new shops and styles whenever he visits a different city.	es genießen, neue Geschäfte oder Stile zu entdecken

Online shopping and in-store shopping

to have changed a lot	Shopping has changed a lot because many people now buy things on the internet.	sich stark verändert haben
to shop in-store / online	My parents usually shop in-store for food but online for clothes.	im Laden / online einkaufen
to enjoy the comfort and speed of buying items online	Tim enjoys the comfort and speed of buying items online.	den Komfort und die Geschwindigkeit des Onlinekaufs genießen
to save time	Online shopping helps busy people save time.	Zeit sparen
to browse at one's own pace	Bre likes to browse at her own pace without anyone rushing her.	im eigenen Tempo stöbern

to read customer reviews and expert articles	Before buying a laptop, Robert reads customer reviews and expert articles.	Kundenbewertungen und Fachartikel lesen
to find more products	You can usually find more products online than in a small shop.	mehr Produkte finden
to shop from anywhere and at any time	One advantage of online shopping is that you can shop from anywhere and at any time.	von überall und jederzeit einkaufen
to have high shipping costs	Some online shops have high shipping costs, which makes people buy less.	hohe Versandkosten haben
to have long delivery times	We had to wait because the company had long delivery times.	lange Lieferzeiten haben
to break during shipping	The glass vase broke during shipping, so the shop sent a new one.	beim Versand kaputtgehen
to not be able to test items	One disadvantage of online shopping is that cannot test items before buying them.	Produkte nicht testen können
to enjoy the shopping atmosphere	Nikki enjoys the shopping atmosphere in busy shopping centres.	die Einkaufsatmosphäre genießen
to compare the products more easily	You can compare the products more easily when they are displayed next to each other in a shop.	Produkte einfacher vergleichen
to waste time in traffic or queues	Driving to a shopping centre can waste time in traffic or queues.	Zeit im Verkehr oder in Warteschlangen verschwenden
to support local businesses	Many people like to support local businesses by shopping in their town.	lokale Geschäfte unterstützen
to get help from shop assistants	If I cannot find something, I try to get help from a shop assistant.	Hilfe von Verkäufern/Verkäuferinnen bekommen
to test products in person	Customers can test products in person before deciding to buy them.	Produkte persönlich testen
to find better deals online	My brother often finds better deals online than in local shops.	online bessere Angebote finden
to not be open 24/7	Small local shops are not open 24/7 like many online stores.	nicht rund um die Uhr geöffnet sein
to carry heavy shopping bags	After a long shopping trip, we had to carry heavy shopping bags home.	schwere Einkaufstaschen tragen
Shops, idioms and Black Friday		
boutique	Karen bought a beautiful dress in a small boutique near the town square.	Boutique, kleiner Laden
chain store	We usually buy clothes at a large chain store in the shopping centre.	Filialgeschäft, Filialkette
clothing store	John went to a clothing store to buy a new jacket.	Bekleidungsgeschäft, Kleidergeschäft
convenience store	I stopped at a convenience store to buy a bottle of water.	Nachbarschaftsladen, Mini-Markt
drug store	Mary went to the drug store to get some toothpaste.	Drogerie
grocery store	My dad visits the grocery store every Saturday morning.	Lebensmittelgeschäft
hardware store	Joe bought a hammer from the hardware store.	Baumarkt
liquor store	They stopped at a liquor store on the way to buy a bottle of wine for their host.	Spirituosengeschäft
newsstand	I bought today's newspaper at the newsstand near the station.	Zeitungskiosk
superstore	Our family does most of our shopping at a superstore outside the city.	Großmarkt, Supermarkt

to shop around	It is a good idea to shop around before buying an expensive phone.	Preise vergleichen
to shop until you drop	During the summer sales, my friends shopped until they dropped.	bis zum Umfallen shoppen
to talk shop	My parents sometimes talk shop at home because they work for the same company.	über die Arbeit reden
to go window shopping	We went window shopping because we did not want to spend any money.	einen Schaufensterbummel machen
to shoplift	It is against the law to shoplift from a store.	stehlen (im Laden)
to shop so.	The security guard asked a customer to shop someone who had stolen a wallet.	jmdn. in einen Laden begleiten / für jmdn. einkaufen
to be all over the shop	My room is all over the shop because I have not tidied it yet.	durcheinander sein
to be like a bull in a china shop	Mark is like a bull in a china shop, so he must be careful around fragile things.	sich wie ein Elefant im Porzellanladen verhalten
to be on a shopping spree	Cleo was on a shopping spree after receiving money for her birthday.	im Einkaufsrausch sein
shopping therapy	Some people think shopping therapy helps them feel better after a bad day.	Shoppingtherapie
to pay through the nose	We paid through the nose for the concert tickets because we bought them at the last minute.	viel zu viel bezahlen
to buy a lemon	My uncle bought a lemon, and his new car broke down after only one week.	einen Fehlkauf machen
overnight hours	Some supermarkets stay open during overnight hours.	Nachtöffnungszeiten
the Christmas shopping season	The town centre is always busy during the Christmas shopping season.	Weihnachtseinkaufssaison
to offer promotional sales	Many shops offer promotional sales before the holidays.	Sonderangebote anbieten
major retailers	Major retailers often advertise their biggest discounts online.	große Einzelhändler/innen
potential shoppers	The new shopping centre hopes to attract more potential shoppers.	potenzielle Käufer/innen
the busiest shopping day	The busiest shopping day of the year is usually just before Christmas.	der geschäftigste Einkaufstag
shortage of stock	There was a shortage of stock, so we could not buy the trainers we wanted.	Warenknappheit
Traditional marketing and social media marketing		
to hand out brochures	The company handed out brochures at the shopping centre to advertise its new products.	Broschüren verteilen
to launch a product	A famous sports brand will launch a new product next month.	ein Produkt auf den Markt bringen
to post promotional content	Angie posts promotional content for a local clothing shop on <i>Instagram</i> .	Werbeinhalte posten
to promote a brand on TV / radio	Many companies promote their brands on TV and radio.	eine Marke im TV / Radio bewerben
to create a story about a product experience	The advertisement creates a story about a customer's product experience.	eine Geschichte über ein Produkterlebnis erstellen
to reach a target group	The company wants to reach its target group of young adults.	eine Zielgruppe erreichen
to promote a brand on social media	Many businesses promote their brands on social media every day.	eine Marke in den sozialen Medien bewerben

to gain more followers	Pete posts interesting videos to gain more followers.	mehr Follower/innen gewinnen
to post a sponsored ad	The company posted a sponsored ad on <i>Facebook</i> before the sale.	eine gesponserte Anzeige posten
to place an ad in a magazine	The business placed an ad in a magazine to attract new customers.	eine Anzeige in einer Zeitschrift schalten
to attract customers	Shops often use special offers to attract customers.	Kunden/Kundinnen anziehen
to use hashtags to reach people	Many companies use hashtags to reach more people online.	Hashtags nutzen, um Menschen zu erreichen
to go viral with a post	The bakery went viral with a post about its colourful cakes.	mit einem Beitrag viral gehen
to advertise during prime time	Big companies often advertise during prime time to reach more viewers.	zur Hauptsendezeit werben
to sell products in a store	The family business sells its products in a small store in the town centre.	Produkte im Laden / im Geschäft verkaufen
to use posters and billboards	The supermarket uses posters and billboards to advertise its weekly offers.	Plakate und Werbetafeln verwenden
to offer discounts in-store	The shop offers discounts in-store during the weekend.	Rabatte im Laden / im Geschäft anbieten
to sell products online	Many small businesses now sell their products online.	Produkte online verkaufen
to tag people / friends in a post	Kimmy tagged people / friends in a post about a new café.	Personen / Freunde/Freundinnen in einem Beitrag markieren
to run a giveaway or challenge	We should run a giveaway or challenge to celebrate the first anniversary of our store.	ein Gewinnspiel oder eine Challenge durchführen
hashtag challenges	Hashtag challenges are popular on social media because they encourage people to join in.	Hashtag-Challenges
influencer endorsements	Influencer endorsements can help a brand become more popular.	Empfehlungen von Influencern/ Influencerinnen
behind-the-scenes content	Many followers enjoy watching behind-the-scenes content from their favourite brands.	Inhalte hinter den Kulissen
limited-time deals / countdowns	Limited-time deals and countdowns encourage customers to buy quickly.	zeitlich begrenzte Angebote / Countdowns
interactive stickers	Interactive stickers make social media stories more engaging.	interaktive Sticker
to promote a product at low costs	Social media allows small businesses to promote their products at low costs.	ein Produkt kostengünstig bewerben
to get negative comments from users	The company got negative comments from users after posting a misleading advertisement.	negative Kommentare von Nutzern/ Nutzerinnen bekommen
to reach a large audience quickly	A successful social media campaign can reach a large audience quickly.	schnell ein großes Publikum erreichen
to lose followers after a failed campaign	The brand lost many followers after a failed campaign.	nach einer gescheiterten Kampagne Follower/innen verlieren
to connect with young customers	Colourful videos help companies connect with young customers.	mit jungen Kunden/Kundinnen in Kontakt treten
to post sth. that offends people	A business should never post something that offends people.	etw. posten, das Menschen beleidigt
to react too slowly to online criticism	The company reacted too slowly to online criticism and lost customers.	zu langsam auf Online-Kritik reagieren
to follow a trend that is no longer popular	Some brands follow trends that are no longer popular.	einem nicht mehr beliebten Trend folgen

to go viral with a creative campaign	The charity went viral with a creative campaign that inspired thousands of people.	mit einer kreativen Kampagne viral gehen
to make promises that are not true	Good companies never make promises that are not true.	Versprechen machen, die nicht wahr sind
to damage your image with one bad post	A business can damage its image with one bad post.	das Image mit einem schlechten Beitrag schädigen
to build a strong brand image online	Regular, honest communication helps a company build a strong brand image online.	ein starkes Markenimage online aufbauen

Unit 5 – Landing the job

Dream job

to dream of becoming a(n) ...	Sasha dreams of becoming a graphic designer one day.	davon träumen, ein/e ... zu werden
to be interested in working in the field of ...	Ernie is interested in working in the field of engineering.	daran interessiert sein, im Bereich ... zu arbeiten
to found a start-up	After university, Hillary hopes to found a start-up with her friends.	ein Start-up gründen
to be good at communicating with people / solving problems / making decisions	Bill is good at communicating with people / solving problems / making decisions, so he would like to work in customer service.	gut darin sein, mit Menschen zu kommunizieren / Probleme zu lösen / Entscheidungen zu treffen
to be good with numbers / people / technology	Tereza is good with numbers / people / technology, and hopes to find a job that will let her show her talents.	gut mit Zahlen / Menschen / Technologie umgehen können
to need a degree in ... (e.g. business, design, etc.)	Many marketing jobs need a degree in business.	einen Abschluss in ... (z. B. Wirtschaft, Design usw.) brauchen
to have strong teamwork skills	Nigel has strong teamwork skills because he often works on group projects at school.	starke Teamfähigkeiten haben
to be able to speak more than one language	Zoe is able to speak more than one language, which will help her find a good job.	mehr als eine Sprache sprechen können
to be qualified for the job	After finishing her studies, Josephine hopes to be qualified for the job.	für den Job qualifiziert sein
to apply for an internship	Nat applied for an internship at a local technology company.	sich für ein Praktikum bewerben
to gain work experience in sth.	Eva wants to gain work experience in journalism before she graduates.	Berufserfahrung in etw. sammeln
to take a course in sth. relevant	Arnold decided to take a course in something relevant to his future career.	einen Kurs in einem relevanten Bereich belegen
to look for opportunities to learn	Keisha always looks for opportunities to learn new skills.	nach Lernmöglichkeiten suchen
to build a network of useful contacts	Ralph is building a network of useful contacts by attending career events and meeting professionals.	ein Netzwerk aus nützlichen Kontakten aufbauen

Internships

to be important for earning more money	Many people believe that education is important for earning more money in the future.	wichtig sein, um mehr Geld zu verdienen
to gain skills and experience	An internship is a great way to gain skills and experience.	Fähigkeiten und Erfahrung sammeln
to learn on the job	Tim hopes to learn on the job instead of only studying from books.	am Arbeitsplatz lernen
to follow and observe a team	During her internship, Wanda followed and observed a marketing team.	einem Team folgen und es beobachten
to complete real tasks	Carl was happy because he could complete real tasks on his first day.	echte Aufgaben erledigen
to manage small projects	Elaine learned how to manage small projects with her manager's help.	kleine Projekte leiten
to help so. build a professional network	Career events can help you build a professional network.	jmdm. helfen, ein berufliches Netzwerk aufzubauen
to develop important skills	Working with other people helps you develop important skills.	wichtige Fähigkeiten entwickeln
to improve one's chances of finding a job	An internship can improve your chances of finding a job after university.	die Chancen auf einen Job verbessern

to not be trusted with real tasks	Some interns are not trusted with real tasks at the beginning.	keine echten Aufgaben anvertraut bekommen
to gain experience in one's dream field	Jerry wants to gain experience in his dream field before applying for a full-time job.	Erfahrung im Traum-Bereich sammeln
to feel respected by others	Sue felt respected by others because her ideas were taken seriously.	sich von anderen respektiert fühlen
to feel ignored by the team	George felt ignored by the team because nobody asked for his opinion.	sich vom Team ignoriert fühlen
to work on real projects	Susan enjoyed working on real projects instead of doing simple exercises.	an echten Projekten arbeiten
to be part of the team	After a few weeks, Collin felt like he was part of the team.	Teil des Teams sein
to make coffee all day	Some people think interns only make coffee all day, but that is not always true.	den ganzen Tag Kaffee machen
to learn sth. new every day	Christiana says she learns something new every day at work.	jeden Tag etw. Neues lernen
to not get paid fairly	Some interns feel they do not get paid fairly for their work.	nicht fair bezahlt werden
to get support and feedback	I got support and feedback from my manager after every project.	Unterstützung und Feedback bekommen
to do the same boring task again and again	Steven became bored because he had to do the same boring task again and again.	immer wieder die gleiche langweilige Aufgabe machen
to be good at working in a team	Taylor is good at working in a team and enjoys helping her colleagues.	gut in Teamarbeit sein
to enjoy solving problems	Winston enjoys solving problems and finding creative solutions.	es genießen, Probleme zu lösen
to have strong communication skills	Clementine has strong communication skills and works well with customers.	starke Kommunikationsfähigkeiten haben
to stay calm under pressure	Antony stays calm under pressure, even when work becomes busy.	unter Druck ruhig bleiben
to be willing to learn new things	Employers like people who are willing to learn new things.	bereit sein, neue Dinge zu lernen
to learn from experienced people	During my internship, I learned from experienced people every day.	von erfahrenen Menschen lernen
to see how business works in real life	The internship helped me see how business works in real life.	sehen, wie ein Unternehmen in der Realität funktioniert
to improve one's language skills	Working with international colleagues helped me improve my language skills.	Sprachkenntnisse verbessern
to learn how to manage tasks better	I learned how to manage tasks better in my internship.	lernen, Aufgaben besser zu organisieren
to understand how a company is organised	The internship helped me understand how a company is organised.	verstehen, wie ein Unternehmen organisiert ist
to develop one's professional skills	This work experience helped me develop my professional skills.	berufliche Fähigkeiten entwickeln
Skills and qualifications		
to apply for an internship position	Elizabeth wants to apply for an internship position at a local marketing company.	sich auf eine Praktikumsstelle bewerben
to work well in a team	Jared works well in a team and enjoys helping his colleagues.	gut im Team arbeiten
to have good communication skills	Franklin has good communication skills and speaks confidently with customers.	gute Kommunikationsfähigkeiten haben
to be motivated to learn new things	Hugh is motivated to learn new things and improve his professional skills.	motiviert sein, neue Dinge zu lernen
to have good computer skills	Eleanor has good computer skills and can use different software programmes.	gute Computerkenntnisse haben

to speak English and German fluently	Martha speaks English and German fluently, which is useful in an international company.	fließend Englisch und Deutsch sprechen
to be able to work under pressure	Ashley is able to work under pressure and still finish her tasks on time.	unter Druck arbeiten können
to enjoy working with others	Rich enjoys working with others because he likes sharing ideas.	gerne mit anderen arbeiten
to have strong organisational skills	Julie has strong organisational skills and always plans her work carefully.	starke organisatorische Fähigkeiten haben
to be interested in customer service	Ethan is interested in customer service and enjoys helping people.	sich für Kundenservice interessieren
to be confident using <i>MS Office</i>	Megan is confident using <i>MS Office</i> for school projects and presentations.	sicher im Umgang mit <i>MS Office</i> sein
to learn quickly and independently	Patrick learns quickly and independently when he starts a new task.	schnell und selbstständig lernen
to communicate well with customers	Maria communicates well with customers and answers their questions politely.	gut mit Kunden/Kundinnen kommunizieren
to solve problems efficiently	Doug solves problems efficiently by thinking calmly and logically.	Probleme effizient lösen
to be good at handling tasks on time	Debra is good at handling tasks on time, even when she is busy.	gut darin sein, Aufgaben fristgerecht zu erledigen
to pay attention to detail	Terry always pays attention to detail when preparing reports.	auf Details achten
to take responsibility for one's work	Madison takes responsibility for her work and admits her mistakes.	Verantwortung für die eigene Arbeit übernehmen
to be reliable and punctual	Peter is reliable and punctual, so he is never late for work.	zuverlässig und pünktlich sein
to understand basic business processes	Victoria understands basic business processes because she studied business at school.	grundlegende Geschäftsprozesse verstehen
Dos and don'ts in a job interview		
to make a positive impression on so.	Dressing appropriately can help you make a positive impression on the interviewer.	einen positiven Eindruck auf jmdn. machen
to dress appropriately	Keith dressed appropriately for his job interview by wearing a smart shirt and trousers.	sich angemessen kleiden
to have questions to ask the interviewer	Be prepared to have a few questions to ask the interviewer at the end of the interview!	Fragen an den Interviewer/die Interviewerin haben
to go for a rather formal business look	Arthur decided to go for a rather formal business look to appear professional.	einen eher formellen Business-Look wählen
to bring a complete job application	Grace brought a complete job application, including her CV and cover letter.	eine vollständige Bewerbungsmappe mitbringen
to have good manners	Having good manners are important during every job interview.	gute Umgangsformen haben
to shake the interviewer's hand	Liam smiled and shook the interviewer's hand before sitting down.	dem Interviewer/der Interviewerin die Hand geben
to not use slang nor swear words	During the interview, Emma did not use slang nor swear words.	weder Slang noch Schimpfwörter verwenden
to not slouch in the chair	Dylan sat up straight and did not slouch in the chair.	nicht im Stuhl lümmeln
to be polite, positive and professional through the interview	Lucia was polite, positive and professional throughout the interview.	während des gesamten Gesprächs höflich, positiv und professionell sein
to arrive a few minutes earlier	Alan arrived a few minutes earlier so he would not be late.	ein paar Minuten früher ankommen

to set one's social media profiles to private	Before applying for the job, Diana set her social media profiles to private.	die Social-Media-Profile auf Privat stellen
to send an email thanking the interviewer	After the interview, Natalie sent an email thanking the interviewer for their time.	ein Dankes-E-Mail an den Interviewer/die Interviewerin schicken

Unit 6 – Exploring the world

Travelling the world

to document one's trips	Tiffany likes to document her trips by taking photos and writing a travel journal.	Reisen dokumentieren
to recognise countries	Albert can recognise many countries by looking at their flags.	Länder erkennen
to be considered dangerous	Some places are considered dangerous, so tourists should check travel advice before visiting them.	als gefährlich angesehen werden
to make incredible experiences	Travelling around Europe helped Sophie make incredible experiences and unforgettable memories.	unglaubliche Erfahrungen machen
to open up the world	Travelling can open up the world and teach you about different cultures.	die Welt erschließen / eröffnen
to immerse oneself in a culture	Brad wanted to immerse himself in the local culture by trying traditional food and learning a few phrases.	in eine Kultur eintauchen
to truly matter in life	Spending time with family and making happy memories truly matter in life.	im Leben wirklich wichtig sein
to live in complete isolation	Very few people want to live in complete isolation from the rest of the world.	in völliger Isolation leben
to realise people are all the same	After visiting several countries, Lori realised people are all the same in many ways.	erkennen, dass alle Menschen gleich sind
to feel inspired to do sth.	Watching a travel documentary made Vincent feel inspired to explore new places.	sich inspiriert fühlen, etw. zu tun

Infinitive constructions

to advise (so.)	My parents advised me to pack a raincoat before the trip.	(jmdm.) raten
to agree	We agreed to meet at the airport two hours before the flight.	zustimmen
to ask	Sylvie asked to sit by the window on the plane.	fragen
to choose	Dan chose to visit Italy during his summer holiday.	wählen
to decide	Tatiana decided to travel by train instead of by car.	entscheiden
to expect (so.)	I expected the journey to take about three hours.	(von jmdm.) erwarten
to forget	Issac forgot to bring his passport to the airport.	vergessen
to hope	Mary hopes to visit Australia one day.	hoffen
to plan	We plan to explore the old town tomorrow morning.	planen
to prefer	My family prefers to stay in small hotels rather than large resorts.	bevorzugen
to promise	Flo promised to send us photos from his holiday.	versprechen
to refuse	Dima refused to go swimming because the sea was too cold.	sich weigern, ablehnen
to remember	Remember to check your passport before leaving home.	sich erinnern
to remind (so.)	My mum reminded me to charge my phone before the trip.	(jmdn.) erinnern

to want	I want to visit as many countries as possible.	wollen
to try	Riley tried to learn a few Spanish words before her holiday.	versuchen
Behaving appropriately		
to bring flowers or a homemade cake	It is polite to bring flowers or a homemade cake when you visit someone's home.	Blumen oder einen selbst-gemachten Kuchen mitbringen
to suit up for the event	Barney suited up for the event because it was a formal dinner.	sich für die Veranstaltung schick anziehen
to greet in a friendly way	Rachel greeted everyone in a friendly way when she arrived at the party.	freundlich begrüßen
to give a firm handshake	Joseph gave the host a firm handshake before introducing himself.	einen festen Händedruck geben
to thank a person for their time	Betty thanked her host for their time and hospitality before leaving.	sich bei jmdm. für seine/ihre Zeit bedanken
to kiss the host on both cheeks	In some countries, it is common to kiss the host on both cheeks when you arrive.	den Gastgeber/die Gastgeberin auf beide Wangen küssen
to wait until you are asked to sit down	We waited until we were asked to sit down before taking our seats.	warten, bis man aufgefordert wird, sich zu setzen
to bring some friends with you	Mark did not bring some friends with him because the invitation was only for him.	einige Freunde/Freundinnen mitbringen
to answer a call on your smartphone	During the meal, Sandy did not answer a call on her smartphone because she wanted to be polite.	einen Anruf auf dem Smartphone annehmen
Staying with a host family		
to do a lot of travelling	Sharon wants to do a lot of travelling after she finishes school.	viel reisen
to sign up for sth.	Ron signed up for a student exchange programme last month.	sich für etw. anmelden
to practise the language	Kate practises the language by speaking with local people every day.	die Sprache üben
to see oneself as part of a global family	Travelling can help people see themselves as part of a global family.	sich als Teil einer globalen Familien fühlen
to change people's minds in a positive way	Meeting students from other countries can change people's minds in a positive way.	die Meinung der Menschen positiv verändern
to have well-thought-out schedules	The organisers made sure they had well-thought-out schedules for all the visitors.	gut durchdachte Zeitpläne haben
to give so. the schedule beforehand	We were given the schedule beforehand, so we knew what to expect.	jmdm. den Zeitplan im Voraus geben
to break down stereotypes	Travelling and meeting new people can help break down stereotypes.	Stereotype abbauen
to put on a show	The students put on a show with traditional music and dances from their country.	eine Aufführung veranstalten
to enjoy an experience	Chris really enjoyed the experience of staying with a host family.	eine Erfahrung genießen
to build community and friendships	Student exchange programmes help build community and friendships.	Gemeinschaft und Freundschaften aufbauen
to go abroad	Tina is excited to go abroad for the first time.	ins Ausland gehen
to get an insight into another culture	Staying with a local family Ben got an insight into another culture.	einen Einblick in eine andere Kultur bekommen
to take part in cultural exchange	Many teenagers take part in cultural exchange programmes during the summer.	an einem Kulturaustausch teilnehmen

to share one's real-life routine	Liz shared her real-life routine with her host family.	die eigene Alltagsroutine teilen
to join a programme	Jack decided to join a programme that helps young people travel abroad.	an einem Programm teilnehmen
to make a positive change	Small acts of kindness can make a positive change in the world.	eine positive Veränderung bewirken
to be an ambassador of one's country	During the exchange programme, Carrie was proud to be an ambassador of her country.	ein Botschafter/eine Botschafterin des eigenen Landes sein
to put one's culture in a positive light	Cultural festivals are a good way to put one's culture in a positive light.	die eigene Kultur in ein positives Licht rücken

Unit 7 – Tourism

Your best holiday ever

to travel around (<i>a country / region</i>)	My family loves to travel around Italy during the summer holidays.	herumreisen, bereisen (<i>ein Land / eine Region</i>)
to explore (<i>a city / an area</i>)	Cynthia wants to explore the old part of the city on foot.	(<i>eine Stadt / Gegend</i>) erkunden
to visit (<i>sights, attractions, museums</i>)	We visited several famous sights, museums and tourist attractions.	(<i>Sehenswürdigkeiten, Attraktionen, Museen</i>) besuchen
to relax by the pool / at the beach	Michael spent the afternoon relaxing by the pool / at the beach.	am Pool / am Strand entspannen
to try local food / cuisine	Patricia always tries the local food / cuisine when she visits a new country.	lokale Speisen / Küche probieren
to enjoy the scenery / atmosphere	We enjoyed the beautiful scenery / atmosphere while walking through the mountains.	die Landschaft / Atmosphäre genießen
to take a guided tour	Our group took a guided tour of the historic castle.	an einer Führung teilnehmen
to travel with friends / family / a partner / colleagues	Jesse usually prefers to travel with friends / his family / a partner / colleagues during the school holidays.	mit Freunden/Freundinnen / Familie / einem Partner/einer Partnerin / einem Kollegen/einer Kollegin reisen
to check in / out	We wanted to check in / out early.	einchecken / auschecken
to find the room clean / comfortable / basic / cosy	Donna found the new room clean / comfortable / basic / cosy.	das Zimmer sauber / komfortabel / einfach / gemütlich finden
to have a nice view of the sea / mountains / city	Our hotel room had a nice view of the sea / mountains / city.	einen schönen Blick auf das Meer / die Berge / die Stadt haben
to go by car / train / plane / bus / ferry	Sabina wants to go by car / train / plane / bus / ferry to Edinburgh.	mit dem Auto / Zug / Flugzeug / Bus / der Fähre reisen
to pick up a rental car	After landing, Ben picked up a rental car at the airport.	einen Mietwagen abholen
to watch the sunset / sunrise	We watched the sunset / sunrise from the top of the hill.	den Sonnenuntergang / Sonnenaufgang beobachten
to make unforgettable memories	We made unforgettable memories during our trip to Greece.	unvergessliche Erinnerungen schaffen
to look for peace and quiet / adventure / culture / fun	Jaime told us that for this vacation, he was looking for peace and quiet / adventure / culture / fun.	Ruhe und Stille / Abenteuer / Kultur / Spaß suchen
to prefer active / relaxing holidays	Kyle prefers active / relaxing holidays, though Jade disagrees.	aktive / entspannende Urlaube bevorzugen
to enjoy discovering new places / trying new things	Matthew enjoys discovering new places and trying new things on holiday.	es genießen, neue Orte zu entdecken / neue Dinge auszuprobieren
to avoid touristy areas / crowds	My parents like to avoid touristy areas / crowds and visit quieter villages instead.	touristische Gegenden / Menschenmengen vermeiden
to choose destinations based on weather / activities / price	We usually choose our holiday destinations based on the weather / activities available / price.	Reiseziele nach Wetter / Aktivitäten / Preis auswählen

How influencers impact tourism trends

to provide an authentic perspective	Travel bloggers can provide an authentic perspective on a destination by sharing their personal experiences.	eine authentische Perspektive bieten
to display the most beautiful parts	Many influencers try to display the most beautiful parts of a city in their videos.	die schönsten Seiten zeigen
to make reviews	Linda likes to make reviews of hotels and restaurants after her holidays.	Bewertungen machen

to be invited for free trips	Popular travel influencers are sometimes invited for free trips by tourism companies.	zu kostenlosen Reisen eingeladen werden
to get a popularity boost	The travel video helped the destination get a popularity boost.	einen Popularitätsschub bekommen
to visit a less popular spot	Will decided to visit a less popular spot to avoid large crowds.	einen weniger beliebten Ort besuchen
to be frequently overcrowded	Some famous attractions are frequently overcrowded during the summer season.	häufig überfüllt sein
to face an issue	Caroline faced an issue when her flight was cancelled at the last minute.	mit einem Problem konfrontiert sein
to be a unique experience	Staying with a local family was a unique experience for Jack.	eine einzigartige Erfahrung sein
to encourage so. to do sth.	Travel videos often encourage people to explore new places and try different activities.	jmdn. ermutigen, etw. zu tun
Going on holiday		
to pack one's backpack	Margaret packed her backpack the night before the trip so she would not forget anything.	den Rucksack packen
to queue up in front of a museum	AJ had to queue up in front of the museum because many tourists wanted to visit it.	sich vor einem Museum anstellen
to read a travel guide	Claudia read a travel guide before visiting the new city.	einen Reiseführer lesen
to check in at the hotel	We checked in at the hotel after arriving at the airport.	im Hotel einchecken
to blow up one's airbed	Dennia blew up his airbed before going camping with his friends.	die Luftmatratze aufblasen
to play beach volleyball	Dee played beach volleyball with other tourists during her holiday.	Beachvolleyball spielen
to relax on the sunbed	Mac relaxed on the sunbed while enjoying the warm weather.	auf der Sonnenliege entspannen
to cycle through the countryside	My family cycled through the countryside and enjoyed the beautiful views.	durch die Landschaft radeln
to sit around the campfire	In the evening, we sat around the campfire and told stories.	am Lagerfeuer sitzen
to buy souvenirs	Michelle bought souvenirs to remember her trip abroad.	Souvenirs kaufen
to take a boat trip	James took a boat trip around the island with his family.	eine Bootsfahrt machen
to use suntan lotion	Michaela used suntan lotion because the sun was very strong.	Sonnencreme benutzen
to study the map	Kyle studied the map before exploring the area.	die Karte studieren
to lie in the sun	On the first day of our holidays, we lay in the sun for hours and enjoyed finally having time to relax.	in der Sonne liegen
to put up a tent	Carol and her friends put up a tent before it started getting dark.	ein Zelt aufbauen
to prepare a meal on the camping cooker	Matt prepared a meal on the camping cooker after a long day of hiking.	eine Mahlzeit auf dem Campingcooker zubereiten
to hike to the top of a mountain	Marcella hiked to the top of a mountain and enjoyed the amazing view.	bis zum Gipfel eines Berges wandern
Travelling without parents		
to be under the radar	Betty prefers to be under the radar when travelling and avoid popular tourist places.	unauffällig sein

to enjoy the unplanned	Jason loves travelling because he can enjoy the unplanned and discover unexpected places.	das Ungeplante genießen
to be a once-in-a-lifetime experience	Visiting the remote island was a once-in-a-lifetime experience for Jill.	eine einmalige Erfahrung sein
to sleep rough	Some adventurous travellers choose to sleep rough when they explore new places.	im Freien schlafen
to engage with strangers	Amanda enjoyed engaging with strangers and learning about their stories.	mit Fremden in Kontakt treten
to evaluate and decide sth.	When you travel independently, you have to evaluate and decide what to do next.	bewerten und entscheiden
to live on sth.	During his trip, Luke lived on very little money and simple food.	von etw. leben
to be far more self-reliant	Travelling alone taught Stephanie be far more self-reliant.	viel selbstständiger sein
Holiday activities		
to go bungee jumping	Rebecca wants to go bungee jumping during her adventure holiday.	Bungee-Jumping machen
to visit an island	Kenneth visited an island and explored its beautiful beaches.	eine Insel besuchen
to hike across a lava field	Nancy hiked across a lava field during her trip to Iceland.	über ein Lavafeld wandern
to paraglide over a canyon	Kellan went paragliding over a canyon and enjoyed the amazing view.	mit dem Gleitschirm / Paraglider über eine Schlucht fliegen
to bathe in a natural hot spring	Laura bathed in a natural hot spring after a long day of hiking.	in einer natürlichen heißen Quelle baden
to float in a salt lake	Rich floated in a salt lake and took many photos.	in einem Salzsee treiben
to zipline	Barbara decided to zipline through the forest with her friends.	an einer Seilrutsche gleiten
to take a local cooking class	Joey took a local cooking class to learn how to prepare traditional dishes.	an einem lokalen Kochkurs teilnehmen
to sleep in a tree house	Mel slept in a tree house during her stay in the countryside.	in einem Baumhaus schlafen
to scuba dive	William went scuba diving and saw colourful fish under the water.	tauchen (mit Gerät)
to go canyoning	Linda went canyoning and explored waterfalls with a guide.	Canyoning machen
to go rafting	Gary went rafting on a fast river during his adventure holiday.	Rafting machen
Interrailing		
to embark on an adventure	Teresa decided to embark on an adventure and travel across South America for three months.	sich auf ein Abenteuer begeben
to be very grateful	Gerald was very grateful for the help he received from local people during his trip.	sehr dankbar sein
to be worth doing sth.	Betty believes that learning a new language is worth doing because it helps you connect with others.	sich lohnen, etw. zu tun, die Sache wert sein
to be absolutely underrated	Bill thinks travelling by train is absolutely underrated because it offers amazing views.	absolut unterschätzt sein
to be completely improvised	Andrea's trip was completely improvised, so she made plans as she travelled.	völlig improvisiert sein
to solo-travel	Keith wants to solo-travel around Europe after finishing school.	alleine reisen

to meet people along the way	Abigail enjoyed meeting people along the way and hearing their travel stories.	unterwegs Menschen kennenlernen
to advise doing sth.	My teacher advised doing some research before visiting a new country.	raten, etw. zu tun
to increase exponentially	The number of tourists in the area increased exponentially after it became popular online.	exponentiell ansteigen
to put sth. into practice	Sean put his travel skills into practice during his first solo trip.	etw. in die Praxis umsetzen

Confirming flight details

to agree on a holiday destination	Ann and her family agreed on a holiday destination after discussing different countries.	sich auf ein Urlaubsziel einigen
to show one's passport and booking reference at the check-in desk	Lawrence showed his passport and booking reference at the check-in desk before his flight.	am Check-in-Schalter den Reisepass und die Buchungsnummer vorzeigen
to arrange transport to the airport	Charlotte arranged transport to the airport the day before her departure.	den Transport zum Flughafen organisieren
to board the airplane	Carl boarded the airplane after all passengers were called.	ins Flugzeug einsteigen
to find the check-in desks	Janice asked an airport worker where she could find the check-in desks.	die Check-in-Schalter finden
to check the correct gate and boarding information on the screen	Walt checked the correct gate and boarding information on the screen.	das richtige Gate und die Boarding-Informationen auf dem Bildschirm überprüfen
to drop off one's luggage	Claire dropped off her luggage before going through security.	das Gepäck aufgeben
to wait at the correct gate	Charlie waited at the correct gate until it was time to board.	am richtigen Gate warten
to find out the departure time	Kate found out the departure time on the airline's website.	die Abflugzeit herausfinden
to book a hotel and a flight	Jack booked a hotel and a flight for his summer holiday.	ein Hotel und einen Flug buchen
to pass the security-check	Lily passed the security-check and went to the departure area.	durch die Sicherheitskontrolle gehen
to wait for one's luggage at the luggage belt	Jesse waited for his luggage at the luggage belt after landing.	am Gepäckband auf das Gepäck warten
to check in at one's hotel	Rose checked in at her hotel after arriving in the city.	im Hotel einchecken
to head to the passport check	Logan headed to the passport check after leaving the plane.	zur Passkontrolle gehen
to grab a taxi to one's hotel	Gloria grabbed a taxi to her hotel because she had heavy bags.	ein Taxi zum Hotel nehmen
to head to the beach	Alan headed to the beach as soon as he arrived at the seaside resort.	zum Strand gehen
to make one's way to the arrival hall	Diana made her way to the arrival hall to meet her family.	sich zur Ankunftshalle begeben
to change some money	Joe changed some money at the airport before starting his holiday.	etwas Geld wechseln

Using the gerund

to apologise for	Beverly apologised for being late to the meeting because her bus was delayed.	sich entschuldigen für
to concentrate on	Mason needs to concentrate on studying before the final exams.	sich konzentrieren auf

to depend on	Our travel plans depend on finding a suitable accommodation.	abhängen von
to feel like	Yeah feels like staying at home after a long day at school.	Lust haben auf
to give up	Brad wanted to give up mountain hiking, but his friends encouraged him to continue.	aufgeben
to insist on	Tiffany insisted on paying for her own meal at the restaurant.	bestehen auf
to look forward to	Cameron is looking forward to going on holiday next month.	sich freuen auf
to succeed in	Kayla succeeded in finding a cheap flight online.	Erfolg haben bei
to thank so. for	Randy thanked his teacher for helping him prepare for the exam.	jmdm. danken für
to think about	Julia is thinking about studying abroad after finishing school.	nachdenken über

Unit 8 – It's all about money

Earning extra money

to babysit for neighbours	Rachel babysits for neighbours to earn some extra money after school.	auf die Kinder aus der Nachbarschaft aufpassen
to tutor other students at school	Jack tutors other students at school because he is good at maths.	anderen Schülern/Schülerinnen in der Schule Nachhilfe geben
to mow lawns for elderly people	Christie mows lawns for elderly people in her neighbourhood during the summer.	für ältere Menschen den Rasen mähen
to work part-time	Alexander works part-time at a local café to save money.	Teilzeit arbeiten
to coach younger kids in sports	Maria coaches younger kids in sports at the weekends.	jüngere Kinder im Sport trainieren
to sell unused / unwanted items online	Nicholas sells unused items online to make some extra cash.	unbenutzte / unerwünschte Gegenstände online verkaufen
to create content on social media	Angela creates content on social media and earns money from her videos.	Inhalte für soziale Medien erstellen
to do extra work in the household	Ryan does extra work in the household to get some pocket money from his parents.	zusätzliche Arbeit im Haushalt erledigen

Handling your money

ATM	Rebecca used the ATM to withdraw some money before going shopping.	Geldautomat, Bankomat
bank branch	Ken went to the bank branch to ask about opening a new account.	Bankfiliale
bank clerk	Madalena spoke to a bank clerk about her savings account.	Bankangestellte/r
banknotes	David kept some banknotes in his wallet for emergencies.	Banknoten, Geldscheine
coins	Julia collected coins in a jar to save money for a holiday.	Münzen
credit / debit card	Tamar paid for his new phone with a credit / debit card.	Kredit- / Debitkarte
mobile banking	Mayssa uses mobile banking to check her account balance.	mobiles Banking, Online-Banking
wallet	George always keeps his wallet in a safe place.	Geldbörse
to spend money on sth.	Pam likes to spend money on clothes and books.	Geld für etw. ausgeben
to waste money	Brandon sometimes wastes money on things he does not really need.	Geld verschwenden
to borrow money from so.	Anna borrowed money from her parents to buy a new laptop.	sich Geld von jmdm. leihen / ausborgen
to lend money to so.	Justin lent money to his friend when he forgot his wallet.	jmdm. Geld leihen
to pay back money	Shelby paid back the money she borrowed from her sister.	Geld zurückzahlen
to cut costs	Tony tries to cut costs by cooking at home instead of eating out.	Kosten senken
to charge money for sth.	The shop charges money for delivery if you order online.	Geld für etw. verlangen
to save money	Jessica saves money every month for her future plans.	Geld sparen
to not be able to afford sth.	Daniel cannot afford a new phone because it is too expensive.	sich etw. nicht leisten können
to withdraw money	Margaret withdrew money from her account before going on holiday.	Geld abheben

to pay cash	Steven prefers to pay cash when he buys small things.	bar bezahlen
to pay by card / mobile phone	Debby usually pays by card or mobile phone when she shops.	mit Karte / Handy bezahlen
The history of money		
bank account	Cynthia opened a bank account to keep her money safe.	Bankkonto
bank money	Eric keeps most of his savings as bank money instead of cash at home.	Buchgeld der Banken
cash	Angela paid in cash when she bought a snack at the market.	Bargeld
goods and services	Shops provide goods and services in exchange for money.	Waren und Dienstleistungen
means of exchange	Money is a means of exchange that allows people to buy and sell things easily.	Zahlungsmittel
money transfer	Jeff made a money transfer to his friend to pay him back.	Geldüberweisung
same value	The two products have the same value, so they cost the same amount of money.	gleicher Wert
Trading instead of buying		
to be broke	After spending all his money on the trip, Donald was completely broke.	pleite sein
to achieve a goal	Kathleen worked hard to achieve her goal of starting her own business.	ein Ziel erreichen
to be valued	Shirley wants to feel valued by her colleagues at work.	geschätzt werden
to be valuable	Larry learned that his time and skills are valuable.	wertvoll sein
to offer sth. in exchange	Laura offered her old books in exchange for some school supplies.	etw. im Tausch anbieten
to be a stroke of genius	Justin's idea for a new app was a stroke of genius.	ein genialer Einfall sein
to gain traction	The small business started to gain traction after many people shared it online.	an Bedeutung gewinnen
to catch the eye of so.	The colourful design caught the eye of many customers.	die Aufmerksamkeit von jmdm. erregen
to be a win-win	Helping each other was a win-win situation for both companies.	eine Win-win-Situation sein
to be a life-changing journey	Travelling abroad was a life-changing journey for Emma.	eine lebensverändernde Reise sein
to be a blueprint	The start-up's success story is a blueprint for other young entrepreneurs.	eine Vorlage / ein Vorbild sein
to teach so. entrepreneurial thinking	Business projects can teach students entrepreneurial thinking.	jmdm. unternehmerisches Denken beibringen
to spot opportunities	Successful entrepreneurs know how to spot opportunities in everyday situations.	Chancen erkennen
How to make a budget		
to be an underrated topic	Olivia thinks that personal finance is an underrated topic that more young people should learn about.	ein unterschätztes Thema sein
to budget one's finances	Jack learned how to budget his finances before moving out of his parents' house.	die Finanzen planen
to make financial decisions	Maria has to make financial decisions when she decides what to spend her money on.	finanzielle Entscheidungen treffen

to have money at one's disposal	Patrick has some money at his disposal, so he can pay for his own hobbies.	Geld zur Verfügung haben
to have a spending plan	Christine has a spending plan to control her monthly expenses.	einen Ausgabenplan haben
to create financial stability	Tim wants to create financial stability by saving money regularly.	finanzielle Stabilität schaffen
to hold on to your budget plan	Kathy tries to hold on to her budget plan even when she wants to buy new things.	am Budgetplan festhalten
to keep on track	Abe uses a banking app to keep on track with his spending.	auf Kurs bleiben
to get a monthly allowance	Mary gets a monthly allowance from her parents for personal expenses.	monatliches Taschengeld bekommen
to lose the relationship to money	Some people lose the relationship to money and start spending without thinking.	den Bezug zu Geld verlieren
Good money habits		
to build future wealth	Francine saves and invests regularly because she wants to build future wealth.	zukünftigen Wohlstand aufbauen
to be in debt	William was in debt after spending too much money on things he did not need.	verschuldet sein
to be able to afford sth.	Viki is able to afford a new laptop because she saved money for several months.	sich etw. leisten können
to have a financial buffer	Chase has a financial buffer to help him during difficult times.	einen finanziellen Polster haben
to take care of unexpected expenses	Kate saves money to take care of unexpected expenses, such as repairs or medical bills.	unerwartete Ausgaben bewältigen
to be a financially savvy person	George is a financially savvy person who knows how to manage his money well.	sich gut mit Finanzen auskennen, finanziell versiert sein
to track your income and expenses	Klara tracks her income and expenses to understand where her money goes.	Einnahmen und Ausgaben verfolgen
to think about a side hustle	James is thinking about a side hustle to earn some extra money.	über einen Nebenjob nachdenken
Fixed expenses		
car insurance	Pam spends part of her money on car insurance every month.	Autoversicherung
gym membership	Julie pays for a gym membership because she enjoys exercising regularly.	Fitnessstudio-Mitgliedschaft
housing insurance	Janet pays for housing insurance to protect her home and belongings.	Haushaltsversicherung
phone contract	Greg pays for his phone contract every month.	Handyvertrag
rent	Anna pays higher rent because she lives on her own.	Miete
sports lessons	John pays for sports lessons because she wants to improve her skills.	Sportstunden
streaming subscription (e.g. Spotify, Netflix)	Adam has a streaming subscription for services like <i>Spotify</i> or <i>Netflix</i> .	Streaming-Abonnement (z. B. <i>Spotify</i> , <i>Netflix</i>)
Variable expenses		
clothing	Tyler saves money for clothing because he likes buying new styles.	Kleidung
eating out	Samantha tries to reduce the amount of money she spends on eating out.	auswärts essen
gifts	Justin puts some money aside for gifts for his family and friends.	Geschenke

holidays	Henry saves money for holidays by avoiding unnecessary spending.	Urlaub
hygiene products	Frank buys hygiene products such as shampoo and toothpaste every month.	Hygieneprodukte
leisure activities	Olivia spends some of her pocket money on leisure activities with friends.	Freizeitaktivitäten
snacks and drinks	Sam often spends money on snacks and drinks after school.	Snacks und Getränke
Initial costs		
to buy safety gear	Kelly saved money to buy safety gear before riding her moped.	Schutzausrüstung kaufen
to furnish the house	Charlie wants to furnish the house with modern and comfortable furniture.	das Haus einrichten
to cover legal fees	Gary had to save money to cover legal fees after a difficult situation.	Anwaltskosten decken
to pay a deposit	Robin saved enough money to pay a deposit for her new flat.	eine Kautions bezahlen
to purchase the moped	Olivia saved money to purchase the moped she wanted.	das Moped kaufen
to register the moped	Austin registered the moped before using it on public roads.	das Moped anmelden
to buy furniture and appliances	Rachel spent a lot of money to buy furniture and appliances for her new home.	Möbel und Geräte kaufen
Running costs		
to maintain the property	Nick helps his parents maintain the property by doing small repairs around the house.	die Immobilie instand halten
to store the moped	Kathleen built a small garage to store the moped safely.	das Moped unterstellen
to pay for insurance	Jeremy pays for insurance every year to protect his home and vehicle.	die Versicherung bezahlen
to renovate the interior	Nicole plans to renovate the interior of her house next summer.	den Innenraum renovieren
to pay the mortgage or rent	Martin has to pay the mortgage or rent every month.	die Hypothek oder Miete bezahlen
to pay for parking	Jeremiah has to pay for parking when he leaves his moped in the city centre.	fürs Parken bezahlen
to cover repairs	Scott keeps some money aside to cover repairs when something breaks.	Reparaturen bezahlen
to pay for utilities	Peter pays for utilities such as electricity, water and heating every month.	Nebenkosten bezahlen
to fill up with petrol	Doug needs to fill up with petrol before going on a long trip.	tanken
to maintain the moped	Ruth regularly maintains the moped to keep it in good condition.	das Moped warten
to pay property taxes	Terry pays property taxes every year for his house.	Grundsteuer bezahlen

Unit 9 – Like – follow – share

Sharing is caring

to comment on a photo	Madison commented on her friend's photo after seeing her holiday pictures.	ein Foto kommentieren
to spend time online	Brian spends a lot of time online watching videos and chatting with friends.	Zeit online verbringen
to share a post	Isabella shared a post about an interesting event at her school.	einen Beitrag teilen
to watch a reel / <i>TikTok</i>	Logan likes to watch reels and <i>TikToks</i> when he has free time.	ein Reel / <i>TikTok</i> anschauen
to snap a photo	Juan snapped a photo of the beautiful sunset and posted it online.	ein Foto machen
to log in to a social network	Jamal logged in to a social network to check his messages.	sich bei einem sozialen Netzwerk anmelden
to upload a photo	Beverly uploaded a photo from her trip to her social media account.	ein Foto hochladen
to go live	Willie went live to show his followers a special event.	live gehen
to communicate with people	Alice uses social media to communicate with people from different countries.	mit Menschen kommunizieren
to add a filter	Wayne added a filter to his photo before sharing it with friends.	einen Filter hinzufügen
to get likes	Caleb posted the photos because he wanted to get likes.	Likes bekommen
to get followers	Vincent hopes to get more followers by creating interesting content.	Follower/innen bekommen
to block so.	Emily blocked someone who was sending her rude messages.	jmdn. blockieren
to be entertained	Bill uses social media to be entertained after a long day.	unterhalten werden
to stay up-to-date	Sophie checks the news online to stay up-to-date with what is happening.	auf dem Laufenden / up to date bleiben

The impact of social media on teens

to be annoying	The comments on the post were annoying to Martha because they were repeated many times.	nervig sein
to try to get attention	Jesse posted funny videos because he was trying to get attention from other users.	versuchen, Aufmerksamkeit zu bekommen
to be at risk for sth.	Young people can be at risk for cyberbullying when they use social media.	ein Risiko für etw. haben, gefährdet sein
to seem to be better than sth.	Some influencers seem to be better than others because they have more followers.	besser wirken als etw.
to post about a controversial topic	Kayla decided not to post about a controversial topic because she wanted to avoid arguments.	über ein kontroverses Thema posten
to find worrisome content	Jack reported the account after he found worrisome content online.	beunruhigende Inhalte finden
to check social media accounts of applicants	Many companies check social media accounts of applicants before offering them a job.	die Social-Media-Konten von Bewerbern/Bewerberinnen überprüfen
to pretend to be so. else	Some people pretend to be someone else online to trick others.	vorgeben jmd. anderes zu sein
to be a troublesome trend	Spreading fake news on social media is a troublesome trend.	ein problematischer Trend sein

Types of content		
art	Emma follows accounts about art because she enjoys learning about famous paintings.	Kunst
brands	Elijah watches videos about brands to learn more about new products.	Marken
celebrities	Grace likes watching interviews with celebrities online.	Prominente
challenges	Justin takes part in social media challenges with his friends.	Herausforderungen
comedy	Jean follows comedy accounts because she enjoys funny videos.	Komödie
cooking tips	Noah watches cooking tips to improve his skills in the kitchen.	Kochtipps
DIY (do it yourself)	Ava uses DIY videos to learn how to make things herself.	Heimwerken, Basteln
economy and finance	Liam follows channels about economy and finance to learn about money.	Wirtschaft und Finanzen
fitness and workouts	Natie watches fitness and workout videos to stay healthy.	Fitness und Training
gaming	Alan spends a lot of time watching gaming content online.	Zocken, Gaming
learning	Eric uses learning videos to understand difficult topics better.	Lernen
local news	Steve follows local news accounts to know what is happening in his area.	lokale Nachrichten
makeup tutorials	Shirley watches makeup tutorials to learn new techniques.	Make-up-Anleitungen, -Tutorials
music	Jonathan listens to music content and discovers new artists online.	Musik
nutrition	Angela follows accounts about nutrition to learn about healthy eating.	Ernährung
outfits and styling	Peter enjoys watching videos about outfits and styling.	Outfits und Styling
pets	Larry watches pet videos because they make her happy.	Haustiere
photography	Mark likes photography accounts that share creative pictures.	Fotografie
product reviews	Carol reads product reviews before buying new things.	Produktbewertungen
recipes	Joshua saves recipes from cooking accounts to try at home.	Rezepte
relationships	Amy follows relationship advice pages to learn more about communication.	Beziehungen
science	Charles watches science videos because he finds discoveries interesting.	Wissenschaft
studying tips	Jenna follows studying tips to prepare better for exams.	Lerntipps
technology	Karen watches technology videos to learn about new devices.	Technologie
travelling	Eliza follows travelling accounts to discover new places.	Reisen
tutoring	Thomas watches tutoring videos when he needs extra help with school subjects.	Nachhilfe
world news	Adela follows world news accounts to stay informed about global events.	Weltnachrichten

What we see on social media and why		
to be controlled by algorithms	Many aspects of what we see online seem to be controlled by algorithms, which decide which posts appear first in our feeds.	von Algorithmen kontrolliert werden
to filter the posts in so.'s feed	Social media algorithms filter the posts in users' feeds to show them interesting content.	die Beiträge in jmds. Feed filtern
to leave (digital) footprints	Monty knows that he leaves digital footprints whenever he uses websites and apps.	(digitale) Spuren hinterlassen
to sign up for sth.	Jen signed up for a new social media platform to follow her favourite creators.	sich für etw. anmelden
to surround oneself with sth. or so.	Robby surrounds himself with positive people and inspiring content online.	sich mit etw./jmdm. umgeben
to create a personal feed	Patricia created a personal feed by following accounts about her interests.	einen persönlichen Feed erstellen
to match so's opinion and beliefs	Mark follows pages that match his opinions and beliefs.	zu den eigenen Meinungen und Überzeugungen passen
to spread instantly	A popular video can spread instantly and reach millions of people.	sich sofort / augenblicklich verbreiten
to burst so.'s bubble	Mike's friend burst his bubble by showing him that the information was not true.	jmdn. aus seiner/ihrer Blase holen
to widen one's sources	Nafsika tries to widen her sources by reading news from different websites.	die Informationsquellen erweitern
Social media and business		
to be affordable	Reese chose the product because it was affordable and fit her budget.	erschwinglich sein
to bring traffic to one's website	John uses social media advertisements to bring traffic to his website.	Traffic auf die eigene Website bringen
to build loyalty	Companies try to build loyalty by offering good products and excellent service.	Loyalität aufbauen
to keep an eye on competitors	Susan follows other brands online to keep an eye on competitors.	die Konkurrenz im Blick behalten
to be well-advised	Matthew was well-advised to research the market before starting his business.	gut beraten sein
to humanise your brand	Ashley shares personal stories online to humanise her brand.	deiner Marke ein menschliches Gesicht geben
to build genuine relationships with so.	Christopher focuses on building genuine relationships with his customers.	echte Beziehungen zu jmdm. aufbauen
to service customers	The company works hard to service customers and answer their questions quickly.	Kunden/Kundinnen bedienen
to be more engaging	Lauren uses videos and interactive posts because they are more engaging.	ansprechender sein
Reaching your target group		
to promote discounts	Megan's company uses social media to promote discounts and attract new customers.	Rabatte bewerben
to share step-by-step guides	Maddie shares step-by-step guides to help people use his products correctly.	Schritt-für-Schritt-Anleitungen teilen
to post informative videos	Joyce posts informative videos about her services every week.	informative Videos posten
to use influencers	Nathan uses influencers to promote his brand to a wider audience.	Influencer/innen nutzen / einsetzen
to share memes	Diane shares memes to make her brand's content more entertaining.	Memes teilen

to run contests	Harold runs contests to encourage people to interact with his posts.	Wettbewerbe veranstalten
to explain product benefits	The company explains product benefits so customers understand why they should buy it.	Produktvorteile erklären
to post short, fun videos	Abigail posts short, fun videos to attract more followers.	kurze, unterhaltsame Videos posten
to share customer reviews	Jed shares customer reviews to show that people are happy with his products.	die Bewertungen von Kunden/Kundinnen teilen
to use simple and clear language	Molly uses simple and clear language so everyone can understand her posts.	einfache und klare Sprache verwenden
to offer webinars, tutorials	Roger offers webinars and tutorials to teach customers new skills.	Webinare / Tutorials anbieten
to post success stories	Jacqueline posts success stories to inspire potential customers.	Erfolgsgeschichten posten
to share trending challenges	Billy shares trending challenges to connect with younger audiences.	angesagte / virale Challenges teilen
to share helpful tips	Janice shares helpful tips to provide value to her followers.	hilfreiche Tipps teilen

Unit 10 – AI in everyday life

Electronic devices and AI

chatbots	Charlotte uses chatbots on websites when she needs quick answers from companies.	Chatbots; kommunizierende Computerprogramme
e-commerce	Many people use e-commerce platforms to buy products online.	Online Handel
email services	Kellan relies on email services to communicate with his teachers and colleagues.	E-Mail-Dienste
navigation apps	Lucia uses navigation apps to find the fastest route to new places.	Navigations-Apps
self-driving cars	Self-driving cars could change the way people travel in the future.	selbstfahrende Autos
smart personal assistants	Kyle uses a smart personal assistant to set reminders and organise his day.	smarte / digitale persönliche Assistenten
smart watches	Smart watches can track your fitness activities.	Smartwatches
social media	Jonas spends time on social media to communicate with friends.	soziale Medien
streaming services	Masha uses streaming services to watch films and series online.	Streaming-Dienste
artificial intelligence	Artificial intelligence plays an important role in many areas of modern life.	künstliche Intelligenz
augmented reality	Augmented reality can add digital information to the real world.	erweiterte Realität
copyright infringement	Companies must be careful to avoid copyright infringement when using online content.	Urheberrechtsverletzung
ethical concerns	The development of new technologies often raises ethical concerns.	ethische Bedenken
generative AI	Generative AI can create text, images and other types of content.	generative KI
hallucinations	AI systems can sometimes produce hallucinations and provide incorrect information.	Halluzinationen
human error	Human error can lead to mistakes when using advanced technology.	menschlicher Fehler
language model	A language model can understand and create text based on patterns in data.	Sprachmodell
neural networks	Neural networks help computers learn and solve complex problems.	neuronale Netzwerke
output	The output of an AI tool depends on the information it receives.	Ausgabe, Ergebnis
prompt	A clear prompt can help an AI system produce a better answer.	Eingabeaufforderung, Prompt
tech empires	Large technology companies have created powerful tech empires around digital services.	Technologieimperien
to play a pivotal role these days	Artificial intelligence plays a pivotal role these days in education, business and communication.	heutzutage eine zentrale Rolle spielen
to blur the lines between real and virtual life	Virtual reality and AI can blur the lines between real and virtual life.	die Grenzen zwischen realem und virtuellem Leben verwischen

to be at odds with regulations and laws	Some new technologies are at odds with regulations and laws because they develop quickly.	im Widerspruch zu Vorschriften und Gesetzen stehen
to harness the potential of AI	Businesses want to harness the potential of AI to improve their products and services.	das Potenzial von KI nutzen
to gain widespread acceptance in society	New technologies need to gain widespread acceptance in society before becoming common.	breite gesellschaftliche Akzeptanz gewinnen
to spit out a response within seconds	Some AI tools can spit out a response within seconds after receiving a question.	innerhalb von Sekunden eine Antwort ausgeben
to generate output / images	Generative AI can generate output such as articles, pictures and videos.	Ergebnisse / Bilder generieren
to process requests from users	Chatbots process requests from users and provide helpful answers.	Anfragen von Nutzern/Nutzerinnen verarbeiten
AI use		
to get speedy responses	Elaine uses AI tools to get speedy responses when she has questions about homework.	schnelle Antworten bekommen
to not like the style of writing	Kirk does not like the style of writing that some AI tools produce.	den Schreibstil nicht mögen
to rely on output from AI	Martha does not want to rely on output from AI because she prefers to think independently.	sich auf KI-Ergebnisse verlassen
to be stuck on a tricky assignment	Andrew was stuck on a tricky assignment, so he asked an AI assistant for help.	bei einer schwierigen Aufgabe feststecken
to show the steps that lead to the solution	Jess likes tools that show the steps that lead to the solution instead of only giving the answer.	die Schritte, die zur Lösung führen, zeigen
to use more variation in writing	Dave wants to use more variation in his writing to make his texts more interesting.	mehr Abwechslung in den Schreibstil bringen, abwechslungsreicher schreiben
to prepare practice tests	Bre uses AI to prepare practice tests before her exams.	Übungstests vorbereiten
to do a little bit of coding	Alexander sometimes uses AI to do a little bit of coding for his school projects.	ein bisschen programmieren
The history of AI		
to publish a paper	Hana published a paper about how artificial intelligence can improve healthcare.	eine wissenschaftliche Arbeit veröffentlichen
to coin a term	Jim coined a term to describe a new type of AI technology.	einen Begriff prägen
to diagnose infections	Scientists use AI to diagnose infections more quickly and accurately.	Infektionen diagnostizieren
to become part of everyday life	AI has become part of everyday life through apps, devices and online services.	Teil des Alltags werden
to revolutionise sth.	Artificial intelligence could revolutionise the way people work and learn.	etw. revolutionieren
to analyse huge amounts of data	AI systems can analyse huge amounts of data in a short time.	große Datenmengen analysieren
to transform sth.	New AI tools are transforming many industries, including education and medicine.	etw. völlig verändern / verwandeln / transformieren
to access information	People use AI assistants to access information quickly.	auf Informationen zugreifen

to control gadgets	Smart devices use AI to control gadgets such as lights and home systems.	Geräte steuern
to make predictions based on data	AI can make predictions based on data from the past.	Vorhersagen auf Grundlage von Daten treffen
AI and the environment		
to use applications in everyday life	Jennifer uses AI applications in everyday life to organise her schedule and find information.	Anwendungen im Alltag nutzen
there are two sides to every coin	William believes there are two sides to every coin when it comes to new technology.	jede Medaille hat zwei Seiten
to be an essential resource	Artificial intelligence is an essential resource for many industries.	eine unverzichtbare Ressource sein
to cool down a place	Some smart systems use AI to cool down a place by controlling temperature automatically.	einen Ort kühlen
to be a complete game changer	Jack thinks AI is a complete game changer because it can solve many complex problems.	ein absoluter Gamechanger sein
to produce emissions	Some technologies produce emissions that can harm the environment.	Emissionen verursachen
to require energy	Advanced AI systems require energy to process large amounts of information.	Energie benötigen
to monitor developments	Scientists monitor developments in AI to understand its future impact.	Entwicklungen überwachen
to be beneficial but also harmful	Artificial intelligence can be beneficial but also harmful depending on how people use it.	sowohl nützlich als auch schädlich sein
Using AI for language learning		
to practise speaking about everyday topics	Donna uses AI to practise speaking about everyday topics before her English lessons.	üben, über Alltagsthemen zu sprechen
to get feedback on writing	Bob uses AI tools to get feedback on his writing and improve his texts.	Rückmeldung / Feedback zu einem geschriebenen Text erhalten
to read and understand short texts	Barbara uses AI to read and understand short texts in a foreign language.	kurze Texte lesen und verstehen
to train listening skills with mini conversations	Ike trains his listening skills with mini conversations created by an AI tool.	Hörverstehen mit kurzen Dialogen trainieren
to prepare for an oral exam	Sarah uses AI to prepare for an oral exam by practising possible questions.	sich auf eine mündliche Prüfung vorbereiten
to learn how to use new vocabulary	Michelle uses AI to learn how to use new vocabulary in different situations.	lernen, neuen Wortschatz zu verwenden
to get help with grammar explanations	Kimberly uses AI to get help with grammar explanations when she does not understand a rule.	Hilfe bei Grammatik-Erklärungen bekommen
AI in the classroom		
to use AI regularly in class / for assignments / for studying	Some students use AI regularly in class, for assignments and for studying.	KI regelmäßig im Unterricht / für Aufgaben / zum Lernen nutzen
to not be allowed to use AI in class	Steven is not allowed to use AI in class during certain exams.	KI im Unterricht nicht verwenden dürfen
to see AI as part of modern learning	Sharon sees AI as part of modern learning and an important educational tool.	KI als Teil modernen Lernens sehen
to get support from the teacher with AI tools	Edward gets support from the teacher with AI tools during lessons.	Unterstützung von der Lehrkraft beim Einsatz von KI-Tools bekommen

to think AI is useful for school tasks	Melissa thinks AI is useful for school tasks because it helps her learn faster.	KI für Schulaufgaben als nützlich erachten
to use AI to prepare for a presentation	Ryan uses AI to prepare for a presentation and organise his ideas.	KI zur Vorbereitung einer Präsentation nutzen
to get feedback from AI on one's ideas	Emmalee gets feedback from AI on her ideas before starting a project.	Feedback von KI zu eigenen Ideen bekommen
to be a game changer when studying	Many students think AI is a game changer when studying.	ein Gamechanger beim Lernen sein
to work smoothly	Tony's AI tool works smoothly and helps him complete his homework.	reibungslos funktionieren
to not get what one wanted	Laura did not get what she wanted because the AI gave her a different answer.	nicht das bekommen, was man wollte
to get wrong information	Nick checked the information because you sometimes get wrong information when using AI.	falsche Informationen bekommen
Pros		
to help understand difficult topics	Ashley uses AI to help understand difficult topics that she finds confusing at school.	helfen, schwierige Themen zu verstehen
to learn to pronounce new words and phrases	Jacob uses AI tools to learn to pronounce new words and phrases in English.	neue Wörter und Ausdrücke aussprechen lernen
to save time	Ronald uses AI to save time when he needs quick explanations.	Zeit sparen
to give ideas from a different perspective	Samantha likes that AI can give ideas from a different perspective.	Ideen aus einer anderen Perspektive geben
Cons		
to use AI for cheating	Donna knows that using AI for cheating can have negative consequences.	KI zum Schummeln benutzen
to get wrong answers	Anthony checks AI answers carefully because you sometimes get wrong answers.	falsche Antworten bekommen
to stop thinking for oneself	Betty worries that using AI too much could make students stop thinking for themselves.	aufhören, selbst zu denken
to not really learn anything	Rick thinks students may not really learn anything if they let AI do all their work.	eigentlich nichts lernen
to become lazy	Justin believes that relying too much on AI can make people become lazy.	faul / träge werden
AI and classroom rules		
to use AI to learn, not to cheat	Ronald tries to use AI to learn, not to cheat.	KI zum Lernen nutzen, nicht zum Schummeln
to always try first on your own	Stephanie always tries first on her own before asking AI for help.	immer zuerst selbst / alleine versuchen
to be honest with your teacher about AI use	Jason is honest with his teacher about his AI use for assignments.	dem Lehrer/der Lehrerin gegenüber ehrlich sein bezüglich der Nutzung von KI
to not use AI during tests or exams	Shirley does not use AI during tests or exams because it is not allowed.	KI in Tests oder Prüfungen nicht verwenden
to use AI to check your work, not to write everything	Joshua uses AI to check his work, not to write everything for him.	KI nutzen, um die Arbeit zu überprüfen, nicht um alles zu schreiben

Unit 11 – Getting work done

Company structures

Accounts	Erin works in Accounts and is responsible for checking the company's financial records.	Buchhaltung
Administration	Keegan works in Administration and organises documents and daily office tasks.	Verwaltung
Human Resources	Samantha wants to work in Human Resources because she enjoys helping employees.	Personalabteilung
Legal	Justin works in Legal and gives advice about contracts and company rules.	Rechtsabteilung
Production	Margaret works in Production and helps create the company's products.	Produktion
Purchasing	Stephen works in Purchasing and orders materials from suppliers.	Einkauf
Research and Development	Heather is interested in Research and Development because she wants to create new ideas.	Forschung und Entwicklung
Sales and Marketing	Maria works in Sales and Marketing and helps promote the company's products.	Vertrieb und Marketing
Transport	Kathleen works in Transport and organises deliveries to customers.	Transport

Tasks in company departments

to maintain vehicles	Eileen works in Transport and helps to maintain vehicles used by the company.	Fahrzeuge warten
to support management	Jeff is an assistant manager and his role is to support management with daily tasks.	das Management unterstützen
to negotiate prices with suppliers	Jent works in Purchasing and negotiates prices with suppliers.	Preise mit Lieferanten/ Lieferantinnen verhandeln
to resolve conflicts	Jerry works in Human Resources and helps to resolve conflicts between employees.	Konflikte lösen
to assemble products	Victoria works in Production and helps to assemble products in the factory.	Produkte zusammenbauen
to analyse data	Frank works in Research and Development and analyses data from experiments.	Daten analysieren
to load and unload goods	Joy works in Transport and helps to load and unload goods.	Waren ein- und ausladen
to attend trade shows	Aaron attends trade shows to present the company's products to new customers.	an Messen teilnehmen
to evaluate vendors	Avery evaluates vendors before the company chooses new suppliers.	Lieferanten/Lieferantinnen bewerten
to develop advertising campaigns	Matt works in Sales and Marketing and develops advertising campaigns.	Werbekampagnen entwickeln
to plan routes	Brenda plans routes to make sure deliveries arrive on time.	Routen planen
to organise meetings	Doug helps to organise meetings for different departments.	Meetings organisieren
to organise company trips	Helen organises company trips for employees and business partners.	Firmenausflüge organisieren
to inspect quality	Adam works in Production and inspects quality before products are sold.	Qualität prüfen

to draft contracts	Julie works in Legal and drafts contracts for the company.	Verträge entwerfen
to test new materials	Ethan tests new materials to improve future products.	neue Materialien testen
to process invoices	Andrea works in Accounts and processes invoices from suppliers.	Rechnungen bearbeiten
to manage budgets	Christian helps managers to manage budgets and control spending.	Budgets verwalten
to review regulations	Megan reviews regulations to make sure the company follows the law.	Vorschriften überprüfen
to design prototypes	Dylan works in Research and Development and designs prototypes for new products.	Prototypen entwerfen
to maintain equipment	Isabella maintains equipment to keep machines working properly.	Geräte warten
to handle disputes	Gerald works in Legal and handles disputes between the company and other parties.	Konfliktfälle bearbeiten
to coordinate office activities	Sara coordinates office activities and makes sure everything runs smoothly.	Büroaktivitäten koordinieren
to post job adverts	Logan works in Human Resources and posts job adverts for new positions.	Stellenanzeigen veröffentlichen
to negotiate with clients	Anna negotiates with clients to find suitable agreements.	mit Kunden/Kundinnen verhandeln
to place orders	Liam works in Purchasing and places orders for necessary materials.	Bestellungen aufgeben
to prepare financial statements	Sophie prepares financial statements to show the company's financial situation.	Finanzberichte erstellen
Speculating about problems		
to call in sick	Emma called in sick because she had a high fever and could not go to work.	sich krankmelden
to have troubles with	Arthur is having troubles with his computer, so he cannot finish his report.	Probleme haben mit
to place an order	Janice placed an order for new office supplies last week.	eine Bestellung aufgeben
to check the paper slot	Alan checked the paper slot because the printer was not working properly.	den Papiereinzug überprüfen
to run out of ink	Amber could not print the documents because the printer ran out of ink.	keine Tinte mehr haben
to pay into so.'s account	Roger paid into his colleague's account to return the money he borrowed.	auf das Konto von jmdm. einzahlen
to be delayed	Natalie's delivery was delayed because of bad weather.	verspätet sein
to work extra hours	Bruce had to work extra hours to finish an important project.	Überstunden machen
to be short-staffed	Beverly's company was short-staffed, so everyone had more tasks to complete.	unterbesetzt sein
Making a good impression at work		
to show oneself as confident	Alice showed herself as confident during the job interview by speaking clearly and calmly.	sich selbstbewusst zeigen
to have a relaxed body posture	Wayne had a relaxed body posture when he met his new colleagues.	eine entspannte Körperhaltung haben
to make up one's mind about sth.	Tiffany made up her mind about accepting the job offer after thinking carefully.	sich über etw. klar werden, sich für etw. entscheiden

to offer a proper handshake	Isaac offered a proper handshake when he introduced himself to the interviewer.	einen festen Händedruck geben
to focus on the conversation	Judy focused on the conversation and listened carefully during the meeting.	sich auf das Gespräch konzentrieren
to (not) be rude on any level	Juan did not want to be rude on any level, so he answered politely.	(nicht) in irgendeiner Weise unhöflich sein
to (not) seem absent	Jean seemed absent during the discussion because she was thinking about something else.	(nicht) abwesend wirken
to take initiative	Joe took initiative and suggested a new idea for the project.	Initiative ergreifen
to identify what needs to be done	Gloria identified what needs to be done before starting the task.	erkennen, was zu tun ist
to bring sth. to the table	Luke brought his experience and creativity to the table during the team meeting.	etw. (Nützliches) einbringen
Mastering small talk		
to be friendly	Grace was friendly when she met her new colleagues for the first time.	freundlich sein
to share private information	Harold avoided sharing private information during the business meeting.	persönliche Daten teilen, private / vertrauliche Informationen weitergeben
to only talk about yourself	Kayla did not want to only talk about herself, so she asked others about their experiences.	nur über sich selbst reden
to gossip	Brad likes to gossip about celebrities with his friends.	tratschen
to try to find common ground	Alexis tried to find common ground with her new teammate by talking about their hobbies.	versuchen, Gemeinsamkeiten finden
to interrupt	Noah did not interrupt while his colleague was explaining an idea.	unterbrechen
to ask <i>yes/no</i> -questions	Lori asked <i>yes/no</i> -questions to get simple answers during the conversation.	Ja-/Nein-Fragen stellen
to listen actively	Cameron listened actively and showed interest in what the other person was saying.	aktiv zuhören
to ask follow-up questions	Ava asked follow-up questions to keep the conversation going.	Rückfragen stellen
to make jokes	Marilyn made jokes to create a relaxed atmosphere at the meeting.	Witze machen
Making small talk		
Looking forward to the weekend?	Grace asked her colleague, "Looking forward to the weekend?" while they were leaving the office.	Freust du dich auf das Wochenende?
Beautiful day, isn't it?	Noah started a conversation with a stranger by saying, "Beautiful day, isn't it?"	Schöner Tag, nicht wahr?
Hello again.	Jauna greeted her old colleague by saying, "Hello again."	Hallo nochmal.
Long time no see.	Carl met his former classmate and said, "Long time no see."	Lange nicht gesehen.
You are ..., aren't you?	Gabby asked, "You are the new manager, aren't you?" when she saw a new face at work.	Du bist ... / Sie sind ..., nicht wahr?

We haven't met.	Lucas introduced himself by saying, "We haven't met. I'm Lucas from the marketing team."	Wir haben uns noch nicht kennengelernt.
Oh hey. Did you hear that ...	Katka started a friendly conversation by saying, "Oh hey. Did you hear that our company won an award?"	Oh hey. Hast du / Haben Sie gehört, dass ...
Did you catch the news today?	Mason asked his colleague, "Did you catch the news today?" during their lunch break.	Hast du / Haben Sie heute die Nachrichten mitbekommen / gesehen?
That reminds me ...	Martina remembered an important detail and said, "That reminds me, I need to send an email."	Das erinnert mich an ...
Speaking of ...	Taira changed the topic by saying, "Speaking of holidays, have you planned your trip yet?"	Apropos ...
Funny you should say that because ...	Lily responded, "Funny you should say that because I had the same experience last week."	Lustig, dass du das sagst / dass Sie das sagen, denn ...
While we are on the subject of ...	Bridget continued the discussion by saying, "While we are on the subject of technology, I have a question."	Wo wir gerade beim Thema ... sind, ...
It was really nice talking to you.	After chatting for a while during the coffee break, Esme smiled and said, "It was really nice talking to you."	Es war wirklich schön, sich mit dir / mit Ihnen zu unterhalten.
I'm afraid I'll have to be going.	Jesse said, "I'm afraid I'll have to be going," when he needed to end the conversation politely.	Ich fürchte, ich muss jetzt gehen.
Well, if you ever want to chat again, ...	Dexter ended the conversation with, "Well, if you ever want to chat again, just let me know."	Also, falls du irgendwann wieder plaudern möchtest / falls Sie irgendwann wieder plaudern möchten, ...
It was great to see you.	Dave said, "It was great to see you," before leaving the event.	Schön / Es hat mich gefreut, dich / Sie gesehen zu haben.

Teamwork

to require so. to do sth.	Petra's manager required her to complete the report before the deadline.	jmdn. dazu erfordern, etw. zu tun
to take guidance from so.	Ralf took guidance from his teacher when he needed help with the project.	sich von jmdm. leiten lassen
to take strength and confidence from peers	Judy took strength and confidence from her peers during the difficult presentation.	durch Gleichaltrige Kraft und Selbstvertrauen gewinnen
to feel the burden to succeed	Gabriel felt the burden to succeed because everyone expected him to do well.	den Druck verspüren, erfolgreich zu sein / die Last des Erfolgsdrucks spüren
to share the load	Maddie and her teammates shared the load to finish the assignment on time.	die Last teilen
to be threatened by so. or sth.	There is no need to be threatened by a teammate's competence.	von jmdm. oder etw. bedroht sein
to fly through a task	Virginia flew through the task because she had practised it many times before.	eine Aufgabe mühelos erledigen
to gain insights	Michael gained insights from experienced colleagues during his internship.	Einblicke gewinnen
to end a heated argument	Anna helped to end a heated argument between two team members.	einen hitzigen Streit beenden
to work towards a shared goal	Sean and his colleagues worked towards a shared goal to improve the project.	auf ein gemeinsames Ziel hinarbeiten