

Unit 5 – Stepping into the job world

Work life

to work indoors / outdoors	She prefers to work indoors / outdoors.	in der Halle, drinnen / im Freien, draußen arbeiten
to wear safety clothes / a uniform / business clothes	Rick wears safety clothes / a uniform / business clothes at his place of work.	Sicherheitskleidung / eine Uniform / Geschäftskleidung tragen
to work at the weekend / at night	Restaurant workers work at the weekend / at night.	am Wochenende / in der Nacht arbeiten
to do shift work	Melvin does shift work at the local emergency room.	im Schichtdienst arbeiten
to work in an office / in a factory / from home / in a laboratory	Margaret works in an office / in a factory / from home / in a laboratory.	im Büro / in einer Fabrik / von zu Hause aus / in einem Labor arbeiten
to get dirty on the job	If you work at a construction site, you will probably get dirty on the job.	sich bei der Arbeit schmutzig machen
to be mostly done by women / men	Secretarial jobs are mostly done by women.	meist von Frauen / Männern ausgeführt werden
to need a lot of patience / creativity / courage in a job	You need a lot of patience / creativity / courage in a job at a children's summer camp.	in einem Beruf viel Geduld / Kreativität / Mut brauchen
to use a computer regularly	Kris uses a computer regularly.	regelmäßig einen Computer benutzen
to have regular contact with clients / customers	I have regular contact with clients / customers from that region.	regelmäßig Kontakt mit Kunden / Kundinnen haben
to be physically fit	You have to be physically fit to work in construction.	körperlich fit sein
to work part-time / full-time / overtime / flexitime	Ideally, he would work part-time / full-time / overtime / flexitime to reach his goals.	Teilzeit arbeiten / Vollzeit arbeiten / Überstunden machen / Gleitzeit arbeiten
to have flexible working hours	Stephanie enjoys having flexible working hours.	flexible Arbeitszeiten haben
to have regular working hours	Many people have regular working hours.	regelmäßige Arbeitszeiten haben
to get a low / high / reasonable wage / salary	Sergio gets a low / high / reasonable salary working in an office. / The company offers high wages to attract skilled workers.	einen niedrigen / hohen / angemessenen Lohn / ein niedriges / hohes / angemessenes Gehalt bekommen
to earn a lot of money	Leonardo's goal was always to earn a lot of money.	viel Geld verdienen
to be on parental leave	My friend's mother is on parental leave at the moment.	in Elternzeit sein, in Karenz sein
to be employed / unemployed	Ever since I left college, I've been employed / unemployed.	angestellt / arbeitslos sein
to do some further training	Billy will do some further training to prepare himself for the next career step.	sich weiterbilden, eine zusätzliche Ausbildung machen
to get a promotion	Florence finally got a promotion.	eine Beförderung erhalten, befördert werden

Skills and qualifications needed for a job

Personal qualities

to be highly motivated	I like Abe because he is highly motivated to succeed in both his personal and professional life.	hoch motiviert sein
to be hard-working	William is a hard-working lawyer, so he's always prepared for his cases.	fleißig / hart arbeitend sein

to be flexible	Mary has a really flexible schedule that allows her to easily organise work events.	anpassungsfähig / flexibel sein
to be committed	Chase is committed to making the bank he works in a better place.	engagiert sein
to be enthusiastic	Edwin is the most enthusiastic person in our office; he's always so excited!	begeisterungsfähig / enthusiastisch sein
to be creative	Gideon is creative and can always find a solution to any problem.	kreativ sein
to be innovative	Students should try to be innovative when solving problems.	erfinderisch / innovativ sein
to be ambitious	It's important to be ambitious if you want to succeed.	ehrgeizig sein
to be results-oriented	She is really results-oriented and always finishes her work on time.	ergebnisorientiert sein
to be sensitive	Designers must be sensitive to users' needs when inventing new products.	einfühlsam / sensibel sein
to be supportive	A good product development team is supportive of each other's ideas.	unterstützend sein
to be reliable	I can't let him go, he's a really reliable worker.	verlässlich sein
Work skills		
to have good communication skills	If you want to work in media, you need to have good communication skills.	gute Kommunikationsfähigkeiten haben
to be able to work independently	Emmalee is a great employee because she is able to work independently most of the time.	selbstständig arbeiten können
to work well with others	I like her, but I don't think she works well with others.	gut mit anderen zusammenarbeiten
to deal confidently with customers	His ability to deal confidently with customers makes him great at sales.	selbstsicher mit Kunden / Kundinnen umgehen
to pay attention to detail	Nicole is excellent at paying attention to detail.	auf Details achten
to be good at multitasking	Kellan is the best manager because he is good at multitasking.	gut im Multitasking sein
to work well under pressure	The school looks for employees who work well under pressure.	belastbar sein, mit Arbeitsdruck gut zurechtkommen
to have strong organisational skills	You need to have strong organisational skills for most office jobs.	gute organisatorische Fähigkeiten haben
to be a problem-solver	My boss is a problem-solver, which is why we like working for him.	ein Problemlöser / eine Problemlöserin sein
to keep to deadlines	I need to keep to deadlines or I get stressed out.	Abgabetermine / Termine / Fristen einhalten
to be good at managing conflict	My boss is really good at managing conflict.	gut im Lösen von Konflikten sein, gut mit Konflikten umgehen können
to have good time-management skills	As a teacher, I have good time-management skills that I use every day.	gute Zeitmanagementfähigkeiten haben
Women in technical jobs		
there is a massive gender gap in technical fields of work	Because there is a massive gender gap in technical fields of work, it's harder for women to enter and succeed in those careers.	es gibt große Geschlechtsunterschiede / Ungleichbehandlung der Geschlechter in technischen Arbeitsbereichen
to work in a male-dominated field	She has spent many years working in a male-dominated field, namely engineering.	in einem männerdominierten Feld arbeiten

to work in the service sector / in education	Many women are still encouraged to work in the service sector or in education instead of technical fields.	im Dienstleistungsbereich / im Bildungsbereich arbeiten
to get mentoring by female industry experts	I think women are most likely to succeed in tech when they get mentoring by female industry experts.	Mentoring von weiblichen Branchenexpertinnen bekommen
to inspire someone to do something	The professor inspired Molly to study physics.	jemanden dazu inspirieren, etwas zu tun
to be as talented as men	Studies show that women are as talented as men.	genauso talentiert sein wie Männer
to seek help in the tech community	It's easier than ever for women to seek help in the tech community if they face problems.	Hilfe in der Tech-Community suchen
to never doubt oneself	Girls in school must never doubt themselves.	niemals an sich selbst zweifeln
to turn one's ideas into reality	The government should commit itself to turning students' ideas into reality.	Ideen in die Realität umsetzen
to be viewed as less qualified	It's unfair that female candidates are viewed as less qualified for certain positions.	als weniger qualifiziert angesehen werden
to (not) get many chances to learn about science / technology	In a lot of countries, girls do not get many chances to learn about science / technology.	(nicht) viele Chancen bekommen, etwas über Wissenschaft / Technologie zu lernen
to (not) be interested in science / technology	Maddie is not interested in science or technology as a career.	sich (nicht) für Wissenschaft / Technologie interessieren
to have difficulties combining a career and motherhood	Because some countries have limited childcare support, many women in tech have difficulties combining a career and motherhood.	Schwierigkeiten haben, Karriere und Mutterschaft zu verbinden
to not offer flexible working arrangements	Unfortunately, the company does not offer flexible working arrangements.	keine flexiblen Arbeitszeiten anbieten
to (not) be expected to do high-tech jobs	In some cultures, women are not expected to do high-tech jobs.	es wird nicht erwartet, dass man Hightech-Jobs macht
there is a lack of female role models	One problem for girls is that there is a lack of female role models in scientific fields.	es gibt einen Mangel an weiblichen Vorbildern
to have to deal with discrimination	Sheila had to deal with discrimination in her workplace.	mit Diskriminierung umgehen müssen
to (not) be in leadership positions	Women in technical fields should be in leadership positions more often to inspire others.	(nicht) in Führungsrollen sein
Dos and taboos in job interviews		
to research the company before the job interview	If you research the company before the job interview, you'll feel much more prepared.	sich vor dem Vorstellungsgespräch über die Firma informieren
to review the job description	You should probably review the job description to make sure you have all the right skills.	die Stellenbeschreibung durchsehen / überprüfen
to prepare what questions to ask the interviewer / for the job interview	She took some time to prepare what questions to ask the interviewer. / She asked me to help her prepare for the job interview next Friday.	vorbereiten welche Fragen man dem Interviewer/der Interviewerin stellt / sich für das Vorstellungsgespräch vorbereiten
to print out one's application	They'll really be impressed if you print out your application before the interview.	die Bewerbung ausdrucken
to talk about one's strengths / skills / qualifications / work experience	Before you talk about your strengths / skills / qualifications / work experience, practice a short speech that highlights your achievements.	über die Stärken / Fähigkeiten / Qualifikationen / Berufserfahrung sprechen

to do mock interviews with family members / friends	I prefer to do mock interviews with family members / friends because it feels like there's not as much pressure.	Probevorstellungsgespräche mit Familienmitgliedern / Freunden/Freundinnen machen
to present oneself confidently	If you want to present yourself confidently, stand up straight and smile.	sich selbstbewusst präsentieren
to arrive on time	It's important for me to arrive at the interview on time, so I will plan out how to get there this afternoon.	pünktlich ankommen / erscheinen
to give a firm handshake	Julia gave a firm handshake to the man interviewing her.	einen festen Händedruck geben
to keep eye contact	If you keep eye contact throughout your interview, people will remember you more.	Blickkontakt halten
to not interrupt the interviewer	Try not to interrupt the interviewer at any time.	den Interviewer/die Interviewerin nicht unterbrechen
to not lie / exaggerate	I hope it goes without saying that you should not lie / exaggerate during the interview.	nicht lügen / übertreiben
to not only focus on wage / salary	During the job interview, you should not only focus on wage / salary, because there are likely other benefits to consider.	sich nicht nur auf den Lohn / das Gehalt konzentrieren
to be unprepared	He was unprepared for the question but was able to quickly think of something to say.	unvorbereitet sein
to dress (un)professionally	To avoid dressing unprofessionally, always make sure to wear a tie.	sich (nicht) professionell kleiden
to make a good / bad first impression	It's always possible to make a good / bad first impression without even realising it.	einen guten / schlechten ersten Eindruck machen