

Theme	Toolbox	Technical topics	
1 Job perspectives			8
<ul style="list-style-type: none"> > introducing myself > working in a different country > Europe and the EU 	<ul style="list-style-type: none"> > simple present > present continuous > future plans > simple past 	1 The European Union 2 Living and working abroad VIDEO How does one become an event manager? WORKBOOK ► Unit 1	
2 Job applications			20
<ul style="list-style-type: none"> > writing a letter of application > writing a CV > job advertisements 	<ul style="list-style-type: none"> > layout of a formal letter > giving information about yourself > graduations and qualifications 	1 Letter of application 2 Job opportunities VIDEO Applying for a job WORKBOOK ► Unit 1	
3 Basic situations at work			32
<ul style="list-style-type: none"> > greeting a visitor > describing companies > famous companies 	<ul style="list-style-type: none"> > relative clauses 	1 Famous companies 2 Talking about the history of a company VIDEO Greeting visitors and guests WORKBOOK ► Unit 2	
4 Entering the workforce			44
<ul style="list-style-type: none"> > writing emails > making phone calls > giving an outline of one's educational background 	<ul style="list-style-type: none"> > telephoning and email phrases 	1 Apprenticeship versus on-the-job training 2 Apprenticeship in the USA 3 Cooperative State University VIDEO Ordering goods WORKBOOK ► Unit 5	

Theme	Toolbox	Technical topics	
5 Working with tools and materials			56
<ul style="list-style-type: none"> > basic tools, power tools and machine tools in mechanical engineering > different materials and their properties > material testing 	<ul style="list-style-type: none"> > future: present continuous > future continuous > simple present > Uhrzeiten, Zeitangaben 	<ol style="list-style-type: none"> 1 Joining and assembling 2 Welding, soldering and brazing 3 Ceramics and other materials 4 Material testing <p>VIDEO How to build rubbish trucks WORKBOOK ► Unit 2</p>	
6 Working with computers and networks			68
<ul style="list-style-type: none"> > hardware devices > types of software > networks and the internet 	<ul style="list-style-type: none"> > discussing and solving problems 	<ol style="list-style-type: none"> 1 BIOS and operating systems 2 The internet <p>VIDEO Technical support</p>	
7 Industry, production and after-sales service			80
<ul style="list-style-type: none"> > expansion of the service sector > writing a report 	<ul style="list-style-type: none"> > tenses > more/less/fewer/most > rise/fall/increase/decrease 	<ol style="list-style-type: none"> 1 Changes through programmable logic controllers 2 CAD, CAM and CNC 3 Changes through automation <p>VIDEO Robots in the hospital</p>	
8 Working with electricity			92
<ul style="list-style-type: none"> > basics of electricity > measuring tools > electric circuits and symbols > production and distribution of electricity 	<ul style="list-style-type: none"> > passive voice > phrases 	<ol style="list-style-type: none"> 1 Generation of electricity 2 Distributing electricity <p>VIDEO High voltage work WORKBOOK ► Unit 6</p>	

Theme	Toolbox	Technical topics	
9 Measuring, maintenance and troubleshooting			104
<ul style="list-style-type: none"> > maintaining machine tools > troubleshooting > understanding manuals and warranties 	<ul style="list-style-type: none"> > reported speech 	Measuring and gauging tools VIDEO Pipe inspection WORKBOOK ► Unit 6	
10 Dealing with quality problems			116
<ul style="list-style-type: none"> > understanding technical features > dealing with quality problems and customer complaints 	<ul style="list-style-type: none"> > phrases: making and dealing with complaints 	1 Galvanized steel inspection 2 Paint defects VIDEO Dealing with complaints WORKBOOK ► Unit 6	
11 Marketing and the media			128
<ul style="list-style-type: none"> > describing products and services > consumer protection > creating a landing page > writing a protest letter 	<ul style="list-style-type: none"> > adjectives > adverbs 	1 Online performance marketing 2 Consumer protection VIDEO Sensory manipulation – the wonderful world of smell	
12 Presenting technical products and services			140
<ul style="list-style-type: none"> > describing technical products > making a presentation 	<ul style="list-style-type: none"> > phrases: presenting new products > presentation skills 	1 A new paint robot 2 Powder coatings VIDEO How to recycle a car WORKBOOK ► Unit 3	
13 Challenges of globalisation			152
<ul style="list-style-type: none"> > globalisation > producing a radio programme 	<ul style="list-style-type: none"> > asking and giving information 	1 Sweatshops 2 eWork VIDEO Rotterdam – Significant hub of the world’s economy	

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14 Safety at the workplace			
<ul style="list-style-type: none"> > safety regulations in a workshop > safety signs > safety equipment > working safely with machine tools and electricity 	<ul style="list-style-type: none"> > talking about safety 	<ol style="list-style-type: none"> 1 Danger of accidents at the workplace 2 Working safely with electrical systems 3 Air pollution control <p>VIDEO Pipelines WORKBOOK ► Unit 2</p>	164
15 Polymers and plastics			
<ul style="list-style-type: none"> > current plastic materials > features and manufacturing of synthetic materials > creating a flow chart 	<ul style="list-style-type: none"> > passive infinitive > units and measurements 	<ol style="list-style-type: none"> 1 Density matters 2 Bottle production <p>VIDEO How to make felt-tip pens</p>	176
16 Technology and the environment			
<ul style="list-style-type: none"> > alternative forms of energy > interpreting graphs 	<ul style="list-style-type: none"> > discussing graphs and charts > stating facts and expressing opinions 	<ol style="list-style-type: none"> 1 Solar power 2 FFVs and E85 3 Rare earths <p>VIDEO The electricity of tomorrow WORKBOOK ► Unit 4</p>	188
Appendix			
Grammar summary	200	Unit vocabulary	220
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