

1	Preparing for the world of work	6
	THEME: introducing myself, working in a different country, Europe and the EU	
	TOOLBOX: simple present, present continuous, future plans, simple past	
	WORKSHOP: introducing myself	
	EU TOPICS:	
	1. The European Union	
	2. Living and working abroad	
	SKILLS: Reading a text	13
	CULTURE SPOTLIGHT: Language and culture	14
	VIDEO LOUNGE: A Brit in Berlin	

2	Getting to know you	18
	THEME: introductions, small talk, conversations, internet chatting	

3	Working with children	24
	THEME: greeting a visitor, describing organisations, education systems	
	TOOLBOX: relative clauses	
	WORKSHOP: describing your school to a visitor	
	SOCIAL AND HEALTH TOPICS:	
	1. Teaching young children	
	2. Talking about the history of a school	
	SKILLS: Listening	32
	CULTURE SPOTLIGHT: Greeting people	24
	VIDEO LOUNGE: Kids rule	


4	Writing emails	36
	THEME: writing everyday emails, summarising emails in German, writing emails from German notes	
	CULTURE SPOTLIGHT: Email style	38

5	Working with the elderly	42
	THEME: talking about work in retirement homes, making phone calls, making arrangements for trips and outings	
	TOOLBOX: future (present continuous, future continuous, simple present)	
	WORKSHOP: working with the elderly	
	SOCIAL AND HEALTH TOPICS:	
	1. Choosing a home	
	2. Life in a hospice	

6	Being sensitive	54
	THEME: talking about grief and bereavement, writing letters of condolence, active listening	

7	Working with addiction	60
	THEME: defining addiction, types of addiction, common symptoms, treatment centres and other forms of therapy	
	TOOLBOX: adjectives, adverbs	
	WORKSHOP: computer games	
	SOCIAL AND HEALTH TOPICS:	
	1. Drug treatment centre	
	2. Alcoholics Anonymous	
	VIDEO LOUNGE: Binge drinking	

8	Talking about your workplace	72
	THEME: different workplace contexts, giving directions, disability at the workplace	
	SKILLS: Mediation	76
	CULTURE SPOTLIGHT:	
	Ground floor – first floor	74
	to spend	77

Medien-DVD 

AUDIO-POOL: Schülerbuch- und Workbook-Audios (MP3), Hörtexte (PDF)

VIDEO-POOL: 6 Original-BBC-Videos (Video-Format), alle Videotexte (PDF)

DOKUMENTEN-POOL: Grundwortschatz (Word), Dokumentvorlagen (Word)

Im Lehrerhandbuch finden sich 2 Audio-CDs für CD-Player sowie viele Dokumente, auch in veränderbarer Form, im Teachers' toolkit – der CD für Ihre Unterrichtsvorbereitung.

9	Violence and crime	78
	THEME: types of crime and punishment, school violence and bullying, music piracy, expressing your opinion, agreeing and disagreeing with others	
	TOOLBOX: the passive, conjunctions	
	WORKSHOP: domestic violence	
	SOCIAL AND HEALTH TOPICS:	
	1. School violence	
	2. Music piracy	
	SKILLS: Giving your opinion, agreeing, disagreeing	83
	CULTURE SPOTLIGHT: Mobbing	85
	VIDEO LOUNGE: CCTV Crime	

10	Handling the telephone	90
	THEME: taking and leaving a phone message	

11	Family life and growing up	96
	THEME: the concept of family, speaking and writing about changes, adoption and teenage pregnancies, writing a report	
	TOOLBOX: tenses, more / less / fewer / most, rise / fall / increase / decrease	
	WORKSHOP: family structures	
	SOCIAL AND HEALTH TOPICS:	
	1. Teenage pregnancies	
	2. Adoption	
	SKILLS: Using charts	101

12	Dealing with other cultures	108
	THEME: talking about culture, types of education systems, healthcare provision in different countries	

13	Dealing with the media	114
	THEME: speaking and writing about the effects of mass media, peer group pressure, making a presentation	
	TOOLBOX: reported speech	
	WORKSHOP: creating an advertising campaign	
	SOCIAL AND HEALTH TOPICS:	
	1. Aesthetic surgery	
	2. Censorship	
	SKILLS: Making a presentation	119
	VIDEO LOUNGE: Mediterranean Britain	

14	Working as a volunteer abroad	126
	THEME: understanding information about volunteering, asking for more information about working abroad	

15	Food and health	132
	THEME: speaking and writing about fitness and nutrition, specific health issues such as eating disorders, vaccinations and sexually transmitted diseases, asking for and giving information	
	TOOLBOX: asking for and giving information	
	WORKSHOP: nutrition	
	SOCIAL AND HEALTH TOPICS:	
	1. Inoculations and pandemics	
	2. Eating disorders	
	SKILLS: Interviews	137
	CULTURE SPOTLIGHT: Be polite	135
	VIDEO LOUNGE: Sexually transmitted infections	

16	Applying for a job	144
	THEME: understanding job advertisements, writing a letter of application, writing a CV	
	SKILLS: Remember this!	146
	CULTURE SPOTLIGHT: Modern business communication style	146

Anhang	
Reading for your exam	150
Grammar summary	166
Partner files	184
Unitbegleitendes Vocabulary	186
Alphabetisches Vocabulary	209