



Lehrplan Englisch

B-Profil

1. Semester	60 Lektionen
2. Semester	60 Lektionen
3. Semester	40 Lektionen
4. Semester	40 Lektionen
5. Semester	40 Lektionen
6. Semester	40 Lektionen
Total	<u>280 Lektionen</u>

Neue kaufmännische Grundbildung (NKG)



Lehrmittel 1:	New Headway Pre-Intermediate
Lehrmittel2:	Getting Ahead

1. Lehrjahr, 1. Semester, 3 Wochenstunden

Inhalte/Themen	Lehrmittel	Units	Lektionen	Leistungsziel
Getting to know you <ul style="list-style-type: none"> Tenses Questions Using a bilingual dictionary Social Expressions 1 	New Headway Pre-Intermediate p. 6 - 13	1	12	
The way we live <ul style="list-style-type: none"> Present tenses Have/have/got Collocation-daily life Making conversation 	New Headway Pre-Intermediate p. 14 - 21	2	12	
It all went wrong <ul style="list-style-type: none"> Past tenses Word formation Time expressions 	New Headway Pre-Intermediate p. 22- 29	3	12	
Lets go shopping <ul style="list-style-type: none"> Much/many Some/any A few/a little/a lot of Articles Shopping Prices 	New Headway Pre-Intermediate p. 30 - 37	4	12	

2. Semester, 3 Wochenstunden

What do you want to do? <ul style="list-style-type: none"> Verb patterns 1 Future forms Hot verbs How do you feel? 	New Headway Pre-Intermediate p. 38 - 45	5	12	
Tell me! What's it like? <ul style="list-style-type: none"> What...like? Comparatives and superlatives Synonyms and antonyms Directions 	New Headway Pre-Intermediate p. 46 - 53	6	12	



Famous couplet <ul style="list-style-type: none"> • Present perfect • For, since • Adverbs, word pairs • Short answers 	New Headway Pre-Intermediate p. 54 - 61	7	12	
Do's and don'ts <ul style="list-style-type: none"> • Have(got) to • Should/must • Words that go together • At the doctor's 	New Headway Pre-Intermediate p. 62 - 69	8	12	

2. Lehrjahr, 1. Semester, 2 Wochenstunden

Lehrmittel: New Headway Pre-Intermediate und Getting Ahead

Going places <ul style="list-style-type: none"> • Time clauses • If • Hot verbs • In a hotel 	New Headway Pre-Intermediate P. 70 - 77	9	10	
Scared to death <ul style="list-style-type: none"> • Verb patterns 2 • Manage to, used to • -ed/-ing adjectives • Exclamations 	New Headway Pre-Intermediate p. 78 - 85	10	10	
Things that changed the world <ul style="list-style-type: none"> • Passives • Verbs and nouns that go together • Notices 	New Headway Pre-Intermediate 86 - 93	11	10	

Introductions and greetings § <i>To be</i> § Introduce themselves and others § Identify themselves and others § Ask sand say where people are from § Office § Company § countries	Getting ahead p. 4 - 9	1	5	
Occupations § <i>Wh-questions</i> § Ask for and give personal and job-related information § Answer / get through on the phone § Say letters and spell § Say telephone numbers § Jobs description and types § Business sectors	Getting ahead p. 10 - 15	2	5	



2. Lehrjahr, 2. Semester, 2 Wochenstunden

Dreams and reality <ul style="list-style-type: none"> • Second conditional • Might • Phrasal verbs • Social expressions 2 	New Headway Pre-Intermediate p. 94 - 1001	12	10	
Earning a living Present Perfect Continuous Word formation Adverbs Telephoning	New Headway Pre-Intermediate p. 102 - 109	13	10	
Love you and leave you <ul style="list-style-type: none"> • Past Perfect • Reported statements • Saying goodbye 	New Headway Pre-Intermediate p. 110 - 117	14	10	
Companies § Adjectives of nationality § Present time § Present simple § Questions and short answers with <i>do/does</i> § Ask for and give information on companies and products § Say large numbers § Lay out a business letter § Types of business § Products and services § Business letters	Getting ahead p. 16 - 21	3	5	
The place of work § Ordinal numbers § Prepositions of location § Ask for and give directions § Talk about departments § Give and take telephone messages § Company departments	Getting ahead p. 22 - 27	4	5	
§ Revision and consolidation	Getting ahead p. 28 - 31	5	2	



3 Lehrjahr, 1. Semester, 2 Wochenstunden

<p>Day-to-day work § Prepositions of time § Adverbs of frequency § Verb patterns § Verbs followed by <i>-ing</i></p> <p>§ Describe activities § Ask for and give information on working routines (times and conditions) § Express likes and dislikes</p> <p>§ The workplace: § The working day § Working conditions</p>	<p>Getting ahead p. 32 - 37</p>	6	7	
<p>The working environment § Modals § § Make and respond to request § Express obligation § Give advice</p> <p>§ The workplace</p>	<p>Getting ahead p. 38 - 43</p>	7	7	
<p>Plans § Future time § Present progressive for future arrangements § <i>Wh</i>-questions</p> <p>§ Make plans and arrangements § Make appointments</p> <p>§ Business travel appointments</p>	<p>Getting ahead p. 44 - 49</p>	8	7	
<p>Visits and travel § Past time § Past simple § Adjectives</p> <p>§ Book a hotel room § Welcome visitors and make small talk § Describe business events § Write a letter requesting information</p> <p>§ Business events § Business and leisure facilities and equipment</p>	<p>Getting ahead p. 50 - 55</p>	9	7	



§ Revision and consolidation	Getting ahead p. 56 - 59	10	2	
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Work history § Past time § Past simple regular and irregular verbs § Express attitudes and feelings § Describe career and experience § Education, work experience and career	Getting ahead p. 60 - 65	11	7	
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3. Lehrjahr, 2. Semester, 2 Wochenstunden

Fairs and sales § Countable and uncountable nouns § <i>Some</i> and <i>any</i> § Book accommodation § Describe products § Give and take an order § Trade fairs § Product description § Ordering goods	Getting ahead p. 66 - 71	12	5	
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Product description § Comparative and superlative adjectives § Describe and compare goods and products § Describe conditions of sale § Make suggestions and compare choices § Conditions of sale § Office equipment and facilities	Getting ahead 72 - 77	13	5	
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Entertaining § Use social skills and cultural awareness in business and entertaining guests § Make and accept or decline invitations § Take a business associate to dinner § Social situations and cultural differences	Getting ahead p. 78 - 83	14	5	6
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§ Revision and consolidation	Getting ahead p. 84 - 87	15	2	
Firms and factories § Past time § Past simple and present perfect § Show visitors around a company or factory § Warn visitors of dangers while in factories § Describe recent events in a company § Describing company performance	Getting ahead p. 88 - 93	16	5	
Problems, problems § Future time § <i>Will</i> future for decisions made at the time of speaking § <i>Will</i> future and present progressive § Deal with problems and clients § Complain and apologize § Departmental responsibilities § Business problems and product problems	Getting ahead p. 94 - 99	17	5	
Future trends § Future time § <i>Will</i> future for forecasts and predictions § Degrees of certainty § Express prediction of future trends § Express degrees of certainty § Vocabulary of general business and economic concepts § Work environment in the future	Getting ahead p. 100 - 105	18	5	



Enjoying a business trip § Explain leisure and entertainment possibilities to a visitor § Make offers § Thank people § Looking after business associates § Thanking hosts for hospitality	Getting ahead p. 106 - 111	19	5	
§ Revision and consolidation	Getting ahead p. 112 - 115	20	2	

Revision and consolidation
Exam preparation

Interne Prüfung