

ANTiPOLiS

Unternehmensspezifisches Fremdsprachentraining



The Antipolis Business English Handbook

Speak the Language of Global Success: English!



The Antipolis Business English Handbook



www.antipolis.de

Antipolis GmbH

Bielefeld
Bolbrinkersweg 1
33617 Bielefeld

Berlin
Sieglindestraße 8
12159 Berlin

Telefon: +49 (0)521 2609570

info@antipolis.de

Copyright © 2025 Antipolis GmbH. All rights reserved.

No part of this booklet may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of the publisher.

Photo Anette Terlutter ©Marc Detering
All other photos used under license from Shutterstock.com

ANTIⁱPOLIS

Unternehmensspezifisches Fremdsprachentraining

Dear Reader,

It is with great pleasure that I welcome you to our Business English handbook! I'm excited to have you here, and as the Managing Director of Antipolis GmbH, I'd like to extend a warm greeting to each of you.

There's an old Chinese proverb: 'Every journey starts with the first step!' Well, consider this your first step towards mastering Business English. The role of English in globalisation cannot be overstated: Proficiency in the language is and will continue to be a critical element of international market expansion and individual professional opportunities.

Inside this handbook, you'll find a wealth of useful Business English resources, from key vocabulary and grammar tips to practical communication strategies and cultural insights. Our goal at Antipolis is to equip course participants like you with the skills and confidence to thrive in any business setting (and we've been doing so since 1997).

If you prefer digital learning, we've got you covered too. Head over to our website www.antipolis.de for a variety of engaging self-study resources, including content developed with the help of Artificial Intelligence. Go to [Antipolis Digital@ Selbstlernen](#) or [Antipolis Digital@ Self-Learning](#) on the navigation bar to access this content.

We've also put together some engaging, company-specific materials for you to use. Just ask your HR department or teacher for the password.

Whatever type of learner you are, just open this book, and it will open the world of Business English for you. You've already taken the first step by choosing to improve your English. Congratulations, and let's get started!

Warm regards,

Anette Terlutter



Anette Terlutter
Managing Director



How to optimise your language learning experience

1) A few general tips

Rely on experts. You wouldn't build your own house or tailor your own suit or dress, would you? Learning a language is one of the most complex things in life, and a good teacher can explain things to you and facilitate the learning process considerably.

Find yourself a spot where nobody and nothing can disturb you. Ideally, it is comfortable, well-lit and familiar to you.

You surely know what type of learner you are. Whenever possible, learn English in a way that is easiest for you.

Expose yourself to as much English as you can: listen to podcasts, watch movies, or read a book in English. There are a lot of interesting books available which have been simplified for non-native readers.

Always remember: learning a new language is fun, and every new word, every new grammar rule that you now master is an achievement.

2) Vocabulary

Only you can decide which words you want to learn, not your textbook or your teacher. If there are words which you think you will never use, ignore them.

Practice makes perfect! New words have to be looked at several times before you can remember them. This is absolutely normal and not a reflection of poor memory.

If you just want to know the meaning of a word, any translation service will do. If you want to learn it actively, it is better to look it up in a proper dictionary, be it in a book or in a digital dictionary.

Ideally, you should write down new words, either on cards or in a vocabulary learning app. Pick the app that you like best, which may not be the same as the one your co-learners are using.

Learn the words in their context, e.g. with the preposition. Or, even better, write down an entire sentence.

Revise the words after a day if you can, or at least relatively regularly.

Ignore words that you just find too difficult to remember, unless they are absolutely necessary for you. It is much more efficient to concentrate on words which you can remember.

Try to integrate learning vocabulary into your daily life. Why not revise a few words during the lunch break or when you are waiting at the doctor's?

3) Grammar

Grammar is the backbone of any language. The more you master it, the more you can build on it.

Learning grammar can also be a lot of fun and what a feeling it is when you do an exercise and get everything right!

This is why you should preferably do exercises and not just write down individual sentences. You can compare the answers to the sentences above or below and thus get an 'overall' picture. Doing them in a real book is the best way to practise.

Why not write down grammar (rules) just like vocabulary? Irregular word forms or rules like **he, she, it** – **das 's' muss mit.** and hey presto, you've learned a new rule!

4) The most important rule of all

Spend some time learning English regularly. It is more effective to look at it 10-15 minutes every other day than an hour per week.

Now make yourself a cup of tea or coffee and get to it.

You will enjoy every minute!



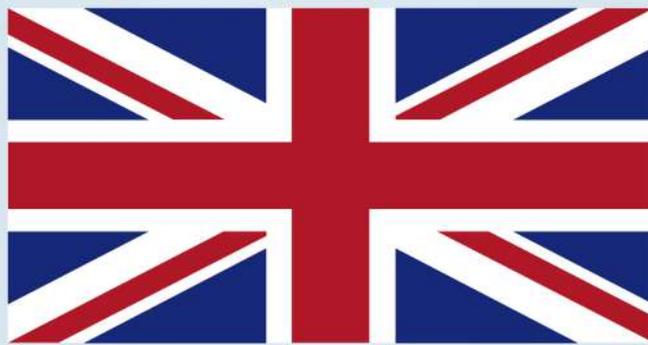


Table of contents

Common Errors	8	Essential email phrases	42
Common mistakes Germans make when speaking English	9	Presentations	44
False Friends	11	Dos and don'ts of giving perfect presentations in English	47
Twelve common speaking errors	12	Vocabulary	50
Essential Phrases	14	Idioms - Introduction	51
How to sound more polite in English	15	Twelve common business idioms	52
Greetings and small talk	16	Departments in a company	53
Talking about the weather	20	Key positions in a company	54
Bend it like Beckham!	23	Employment and human resources	55
At a hotel	24	Sales and purchasing	56
At a restaurant - General Vocabulary	27	Common irregular verbs	57
At a restaurant - Useful Phrases	29	Common technical verbs	60
Useful phrases at a trade fair	30	Numbers	61
Video conferences	33	Grammar	66
Useful phrases for meetings	37	Overview of the tenses in English	67
Chairing a meeting	38	Your notes	76
Essential telephone phrases for arranging a meeting	41		

Common errors

Learn **English**



enter



Common mistakes Germans make when speaking English

1. haben ≠ have

How would you translate the following 2 sentences?

- a) *Ich habe gestern gegessen.*
- b) *Ich habe schon gegessen.*

If you translated it as:

- a) I have eaten yesterday.
- b) I have already eaten.

then you only have one correct answer.

The first one should read: I ate yesterday.

If the action happened quite clearly in the past and has no connection to the present, then we use the past tense and not present perfect, i.e. not *'has/have'*.

2. seit ≠ since

How would you translate the following?

- a) *Ich lerne seit einem Jahr Englisch.*
- b) *Ich tanze seit Februar.*

Hopefully, you realised that there's something funny and didn't translate both using *since*, but rather:

- a) I've been learning English for one year.
- b) I've been dancing since February.

In English, we use *since* only when we speak about a *point in time* (since 8 o'clock, Monday, yesterday, etc.)

For is used for a *period of time* (for one week, 3 months, a long time).

3. machen ≠ make

How would you translate the following?

- a) *Wir machen Urlaub.*
- b) *Wir machen Ordnung.*
- c) *Wir machen ein Spiel.*

The right answers are:

- a) We are on holiday / We are going on holiday.
- b) We are tidying up.
- c) We are playing a game.

With none of these do we use *make*. *Make* is used when we talk about *producing something*, e.g. Miele makes washing machines. Antipolis regularly *makes* AI-powered interactive self-learning exercises for you.

Remember - Auf Englisch **machen** wir nicht viel, wir **tun** es lieber.

4. Wir sehen uns nächste Woche

Remember

Wir sehen uns nächste Woche. ≠ We see us next week.

Very often at the end of a class, even good students say 'We see us next week'. Unlike the German 'Wir sehen uns nächste Woche.' this is not reflexive in English. So, next time say, 'I will **see you next week.**' or just 'See you next week.'

5. aktuell ≠ actual

Remember

- actually = eigentlich
- current = aktuell, gegenwärtig
- actual = tatsächlich

Eigentlich spiegelt der *aktuelle* Projektzeitplan nicht den *tatsächlichen* Fortschritt unseres Teams wider.

Actually, the **current** project timeline doesn't reflect the **actual** progress made by our team.

These kinds of words are known as **false friends**. False friends are words that are spelled or pronounced the same or similarly in English and German. However, the meaning is different in both languages, which can lead to confusion. You will find some more on the next page.

False friends

German = English

bekommen = to get

Chef = boss, supervisor

Fabrik = factory

Handy = mobile, cellphone

Hausaufgabe = homework

Mappe = a folder

Meinung = opinion

Oldtimer = (old-timer) an old person

Rente = pension

sensibel = sensitive

prüfen = check

der See = lake

False friend

to become = *werden*

chef = *Chefkoch, Küchenchef*

fabric = *Stoff*

handy = *praktisch*

housework = *Hausarbeit*

map = *Landkarte, Stadtplan*

meaning = *Bedeutung*

vintage/antique car = *Oldtimer*

rent = *Miete*

sensible = *vernünftig*

prove = *beweisen*

sea = *Meer*



Twelve common speaking errors

Incorrect

1. I work by a German company.
2. We are five on my team.
3. How many persons were at the conference?
4. I enjoyed the party. It was very funny!
5. What means "valuable"?
6. My team has many topics to manage this week.
7. It depends on!
8. We will discuss about this at our next meeting.
9. My woman is the CEO.
10. My office is in the near of/to the city centre.
11. Please send me all the informations from the supplier.
12. We see us next week.

Correct

1. I work for/at a German company.
2. There are five of us/people on my team.
3. How many people were at the conference?
4. I enjoyed the party. It was fun!
5. What does "valuable" mean?
6. My team has many tasks/responsibilities to manage this week.
7. It depends.
8. We will discuss this at our next meeting.
9. My wife is the CEO.
10. My office is near the city centre.
11. Please send me all the information from the supplier.
12. See you next week.



Essential phrases



How to sound more polite in English.

Politeness is a cornerstone of communication in English-speaking countries, and mastering polite expressions is essential for effective interaction. Here are some key polite expressions and their usage in English:

Please and Thank you: These two simple phrases carry significant weight in English. 'Bitte' translates to 'please,' while 'danke' translates to 'thank you.' Use 'please' when making requests or asking for something, and always follow up with a 'Thank you' to show appreciation.

'Could you please pass me the salt? Thank you.'

Excuse me: 'Entschuldigung' or 'Entschuldigen Sie' translates to 'Excuse me' in English. This phrase is used to get someone's attention, apologize, or politely interrupt.

'Excuse me, may I ask you a question?'

I'm sorry: 'Es tut mir leid' is translated as 'I'm sorry' in English. Use this phrase to apologize for mistakes, inconvenience, or to express sympathy.

'I'm sorry for the delay.'

Would you mind: This phrase is a polite way to ask for permission or make a request. It softens the tone of the question and shows consideration for the other person's feelings.

'Would you mind closing the window? It's a bit cold in here.'

Could you possibly: Similar to 'Would you mind,' 'Could you possibly' is used to make requests more polite and less demanding.

'Could you possibly send me the report by tomorrow?'

May I: 'Darf ich' translates to 'May I' in English. This phrase is used to seek permission or ask for consent in a polite manner.

'May I borrow your pen, please?'

I'm afraid: 'I'm afraid' is often used to soften statements or to deliver unwelcome or bad news politely.

'I'm afraid the shipment has been delayed.'



Greetings and small talk

Small talk is really important when doing business internationally. It helps people feel comfortable with each other. This is vital, especially if you're meeting someone for the first time or in a different country where you don't know the customs. Small talk can also teach us about other cultures. By talking about things like food or sports, we show that we respect and understand their way of life. Plus, it's a good way to make friends beyond just business. When we show we care about people, they're more likely to want to do business with us.

H = Host V = Visitor

Meeting someone for the first time

Formal

H: Welcome, Mr Jones. I'm Sarah Middleton. It's a pleasure to meet you.

V: How do you do, Ms Middleton? I'm pleased to meet you too.

Informal

H: Hello, I'm Sarah. It's nice to meet you.

V: Hi, Sarah. I'm Marcel. Nice to meet you too.

Tip 1: Consider the formality of the person's culture before you meet them. For example, Americans tend to be less formal and only use first names, while British people may use more formality.



Tip 2: Shake hands. The British and Americans usually only shake hands when they meet for the first time.

Greeting someone you already know

H: Hi, Marcel. How are you?

V: I'm well, thank you. It's nice to see you again.

H: It's nice to see you too.

Greeting someone you have worked with but haven't met in person

H: Hi, Marcel. It's nice to finally meet you in person.

V: Hello, Sarah. It's great to put a face to the name. *(Used only if you have never seen the person's face via video call)*

Tip: In English, we only say 'It's nice to **meet** you' the first time we are ever introduced to someone. Every time after that, we say, 'It's nice to **see** you (again).'

Introducing two people

H = Host **V1= Visitor 1** **V1= Visitor 2**

H: Sarah, I don't think you know/have met Emily Jones.

OR

Emily Jones – Sarah Middleton.

Sarah, let me introduce Emily Jones to you.

Emily, this is Sarah Middleton.

V1: Nice to meet you.

V2: Nice to meet you too.

H: Emily is in charge of course administration.

Tip: Make sure that you provide a topic that helps the people you have just introduced to engage in a conversation.

Showing hospitality to visitors

H: May I take your coat and bag?

V: Yes, thank you.

H: Would you like something to drink? We have water, coffee, or tea.

V: I'd love some coffee, thank you.

H: How do you take it?

V: Black, please./With a bit of sugar and milk, please.

H: I'll be back in a moment. Please help yourself/yourselfs to some snacks on the table.

V: Thank you.

(H returns with coffee)

H: Here you are.

Tip: 1 person = yourself; 2 or more people = yourselves

Tip: It is incorrect to say: *'Do you want to drink something?'* It is better to say: *'Would you like something to drink?'* or *'May I offer you something to drink?'*



Small talk about the weather and the journey

H: How was your trip?/How was your flight?

V: There was a slight (train) delay, but otherwise, it was fine.

H: I'm glad to hear that. I wish the weather were more cooperative for your visit.

V: That's OK. We're also seeing quite a bit of rain in my city.

H: Is this your first visit to Bielefeld?

V: Yes, it is. Do you have any recommendations for things to do?

No, it isn't. It's my second time here actually.

H: I suggest visiting the ... (public library, museum, restaurant, etc.).

Small talk about your town

H: Bielefeld is a rather small city, which was founded in 1214. We've got a population of about 350,000.

H: There are several important medium-sized companies in this region:

- Many specialize in manufacturing and produce high-quality industrial machinery.
- Other major industries include food processing, construction, IT, waste and recycling management.
- Bielefeld is also known as the **Leineweberstadt**, the town of linen weavers, so it comes as no surprise that we are still one of the centres of the textile industry with well-known fashion brands.
- A global premium brand for domestic appliances, one of the world's largest media conglomerates and a major construction company specialising in modular construction are based in the region.

V: Oh, how interesting! What would you recommend to see or do here?

H: If you're outdoorsy, you can go hiking in the Teutoburger Wald. On the cultural side, there is an open-air museum in Detmold. And the Hermann Monument is a must, too.

V: Thank you for the suggestions. I'll check them out!

Saying goodbye

H: It was a pleasure having you.

V: Thank you for your hospitality. Let's stay in touch about what we discussed.

H: Yes, let's. Have a safe journey back.

V: Thank you. Have a nice day/evening/weekend.

Talking about the weather



WEATHER GLOSSARY

Blizzard (Schneesturm)

Winter storm with strong winds with a lot of falling and/or blowing snow that frequently reduces visibility

Thunderstorm (Gewitter)

A violent short-lived storm with thunder, lightning and rain.

Freezing rain (überfrierende Nässe)

Rain that falls and freezes upon impact with the cold ground, possibly producing a thin coating of ice.

Sleet (Schneeregen)

Precipitation (Niederschlag) consisting of a mixture of snow and rain.

Frost (Frost)

A covering of ice on exposed surfaces when the air temperature falls below freezing.

Fog (Nebel)

A cloud with its base on the ground, reducing visibility. If visibility is frequently reduced to 400 metres or less, it is called dense or thick fog.

Mist (Nebel)

Light, thin fog reducing visibility but less dense

Heatwave (Hitzewelle)

Prolonged period of abnormally high temperatures.

Flood (Hochwasser)

The condition that occurs when water overflows the artificial or natural boundaries of a stream, river or other body of water; or when a lot of water accumulates after a heavy rainfall.

Climate change (Klimawandel)

The long-term alteration in global weather patterns, especially increases in temperature and storm activity.

USEFUL PHRASES

Rainy weather

It looks like rain, doesn't it?	<i>Es sieht nach Regen aus.</i>
We could do with some rain.	<i>Wir könnten ein bisschen Regen gut gebrauchen.</i>
Is that rain?	<i>Regnet es?</i>
It's only a shower.	<i>Das ist nur ein Schauer.</i>
It's pouring.	<i>Es gießt nur so.</i>
We'd better run for it.	<i>Lass uns laufen!</i>
I'm soaked to the skin.	<i>Ich bin bis auf die Haut durchnässt.</i>
It's been raining cats and dogs all day.	<i>Es regnet den ganzen Tag Bindfäden.</i>
It's just drizzle.	<i>Sind nur ein paar Tropfen./Ist nur Nieselregen.</i>

Cold weather

A cold front is moving in.	<i>Eine Kaltfront kommt herein.</i>
The temperature is dropping.	<i>Die Temperaturen gehen zurück.</i>
It's quite fresh. Take a jumper.	<i>Es ist ziemlich frisch. Nimm einen Pullover mit!</i>
It's a bit chilly. Wrap up warm.	<i>Es ist ein wenig kalt. Zieh dich warm an!</i>
It's freezing cold outside!	<i>Es ist eiskalt draußen!</i>
It must be below zero, minus five or more.	<i>Es muss unter null sein. Minus fünf oder mehr.</i>
The roads are icy.	<i>Die Straßen sind vereist.</i>

Warm weather

It's a marvellous day.	<i>Es ist ein wunderschöner Tag.</i>
The weather's lovely. It's not too hot.	<i>Das Wetter ist angenehm. Es ist nicht zu heiß.</i>
It's cloudy and humid today.	<i>Es ist bewölkt und schwül heute.</i>
It's pretty hot, isn't it?	<i>Es ist ziemlich warm, nicht wahr?</i>
Yes, indeed! We're having a heat wave!	<i>Ja, in der Tat. Wir haben eine Hitzewelle.</i>
It's so hot! It must be over 40.	<i>Es ist so heiß. Es müssen über 40 Grad sein.</i>
It's absolutely boiling!	<i>Es ist brütend heiß.</i>
It's awful today, isn't it? I totally agree!	<i>Schreckliches Wetter heute, oder? Ganz bestimmt.</i>



In business, talking about sport is a great way to break the ice and bring people together. Whether you're discussing recent games or upcoming tournaments, sport can help everyone feel more connected. Plus, comparing sport strategies to business tactics can teach us about leadership and staying focused on goals. So don't be afraid to mention sport next time you're in a business meeting — it could lead to some meaningful connections.



Bend it like Beckham!

Football isn't exactly renowned for its intellectuals, and here's the proof! We've compiled a top ten list featuring the wit and wisdom of some of the greatest players ever to kick a ball, along with some memorable gems from commentators. Enjoy!

'We must have had 99 per cent of the match. It was the other three per cent that cost us.'

Ruud Gullit

'And with 4 minutes gone, the score is already 0-0.'

Ian Dark

'I'm going to make a prediction: it could go either way.'

Ron Atkinson

'Certain people are for me and certain people are pro me.'

Terry Venables

'Strangely, in slow motion replay, the ball seemed to hang in the air for even longer.'

David Acfield

'For those of you watching in black and white, Spurs are in the all-yellow strip.'

John Motson

'If you closed your eyes, you couldn't tell the difference between the two sides.'

Phil Brown

'I'd like to play for an Italian club, like Barcelona.'

Mark Draper

And here's a bonus from the Bundesliga!

**'Sometimes you lose,
and sometimes the
other team wins.'**

Otto Rehhagel
(Former German coach)



At a hotel



GENERAL VOCABULARY

single room:	for one person with a single bed
double room:	for two people, one large bed (regular, queen or king size)
twin room:	for two people, with two single (US: twin) beds
full board:	includes breakfast, lunch and dinner
B&B:	just the room (bed) and breakfast

Personnel/Staff at Hotels

Manager:	person in charge of the hotel	<i>Hoteldirektor</i>
Receptionist:	person at the reception desk	<i>Empfangsdame/-herr</i>
Porter:	carries the suitcases up to the rooms	<i>(Gepäck)träger, Pförtner</i>
Housekeeper:	person who cleans the rooms	<i>Reinigungskraft</i>
Concierge:	doorkeeper (could also be the porter)	<i>Portier/Portiersfrau</i>

USEFUL PHRASES

You

Checking into the hotel

My name is ... I have a reservation for a double room.

The reservation number is ...

Could I have an early morning call?

Could you wake me up at 7 am, please?

What time is breakfast (served)?

Where is the lift (US: elevator)?

Hotel

Could you wait a moment please, so I can pull up your reservation.

Thank you. Would you fill out this registration form, please?

At what time would you like it?

Of course.

Breakfast is (served) from 6 to 10 am.

To your left/right. At the end of the corridor.

During your stay

You

I'd like to order room service, please.
(food to be brought to the room)

Could you put it on my bill, please?

Can I sign for it, please? (example: drink from the bar)

Could you order a taxi for me?

I'm sorry, the television doesn't work.

How do I get to the conference centre?

I'd like to use the wellness facilities, please.

Thank you for your help.

Hotel

Sure, what would you like?

No problem, Sir/Madam.

Of course, what time would you like the taxi to be here?

I'm sorry to hear that. I'll send someone over right away/as soon as possible.

It's right across the hall/on the second floor.

You can make an appointment by calling the Wellness Centre at 049 ...

You're welcome!

Checking out of the hotel

You

What's the check-out time?

Could I pay my bill, please?

I'd like to pay the bill, please.

Could you split the bill into business and private, please?

I'm sorry, I think there is a mistake on my bill.

Could you please explain these charges?

Thank you, we enjoyed our stay.

Hotel

Check-out is at 12 noon.

Of course.

One moment please, I'll print it out for you right away.

Sure. Please let me know how you would like it to be split.

I'm sorry about that. Let me check it out.

Sure. They are for ...

I'm happy to hear that. We look forward to seeing you again.



At a restaurant - General vocabulary

The Menu

starters, appetizers:	soup, salad	<i>Suppe, Salat</i>
main courses:	meat (beef, pork, lamb) poultry (chicken, turkey, duck)	<i>Fleisch (Rind, Schwein, Lamm) Geflügel, (Hähnchen, Pute, Ente)</i>
seafood:	fish, shellfish	<i>Fisch, Schalentiere</i>
side dishes/orders:	salad, rice, potatoes, vegetables	<i>Salat, Reis, Kartoffeln, Gemüse</i>
desserts:	ice cream, fruit, pastries	<i>Eis, Obst, Gebäck</i>
drinks:	aperitif, wine, beer, alcoholic or non-alcoholic beverages	<i>Aperitif, Wein, Bier, alkoholische oder alkoholfreie Getränke</i>

Ways of cooking food

boiled:	in water	<i>gekocht</i>
steamed:	above hot, boiling water	<i>gedämpft, gedünstet</i>
fried:	above the heat, in oil or butter	<i>gebraten</i>
deep-fried:	covered in hot oil	<i>frittiert</i>
grilled/broiled:	under the heat	<i>gegrillt</i>
roasted:	in the oven, using oil	<i>geröstet, gebraten</i>

Steaks can be

rare:	cooked quickly, still red	<i>englisch</i>
medium-rare:	cooked a bit longer and light-red	<i>medium</i>
medium:	cooked more, pink	<i>medium-plus</i>
well-done:	cooked even longer, not pink at all	<i>durch</i>
tender or tough:	easy or hard to cut	<i>zart, zäh</i>

Describing food

tasty:	has lots of flavour, tastes good	<i>geschmackvoll, lecker</i>
tasteless:	negative, not good	<i>geschmacklos</i>
bland:	without a strong taste, neutral in flavour	<i>fad</i>
sweet:	lots of sugar	<i>süß</i>
salty:	lots of salt	<i>salzig</i>
spicy:	lots of spices	<i>würzig</i>
hot:	peppery, burns the tongue	<i>scharf</i>
fatty:	with a lot of fat	<i>fetthaltig</i>
lean:	without much fat	<i>mager</i>
delicious:	tastes very good	<i>köstlich</i>
not (too) bad:	could be better	<i>es geht/nicht schlecht</i>

At a restaurant - Useful phrases



Ordering food and drinks

Question:

Are you ready to order?

What will you have?

How do you like your steak cooked?

Answer:

Yes./Not yet, thank you.

I'd like to order/have ...

I'll have ...

I'd like it rare/medium/well-done ...

Asking for more information

If you want to know the side dishes:

If you would like to know if something is in it:

If you want to know about drinks:

What does it come with?

Does it contain ...?

May I see your drinks list?

What wine would you recommend with ...

Conversation at the table

Could you pass me the salt, please?

How do you like your food?

What is your favourite meal/type of food?

Have you ever eaten ...?

Sure. Here you are.

It's delicious/not so good.

I really like Italian.

Yes, I have./No, I haven't.

When it is time to pay

May I have the bill (US: check), please?

Could we have the bill, please?

Can I pay by credit card?

Is service included in the price?

Sure. One moment, please.

Of course.

No problem.

If service is not included, you may leave a tip. 10% is normal in the UK and in the US it is 20%.

Useful phrases at a trade fair



Trade fairs are wonderful opportunities for business people like you to make new connections, attract customers and check out the competition. In this section you will find a collection of phrases and expressions you can use in various situations at a trade fair.

Golden rules for trade fairs:

Avoid yes/no questions.

Don't approach the customer too early.

Make sure the customer can test the product for himself or herself.

Try to get his/her visiting card *asap* (as soon as possible).

Things to find out from the customer:

Familiarity with your products.

Familiarity with your competitors' products.

Problems with the products used so far (especially with your competitors').

Special interest in one product.

Good first questions (new/potential customer):

Do you know our solar panels?

What can I show you?

How can I help you?

Good first questions (long-standing customer):

Ms/Mr ..., (how) nice to see you again! How are you?

Ms/Mr ..., long time no see! (*Lange nicht gesehen*). How are you?

Useful phrases:

Why don't you try it (for) yourself?

Would you like to try it (for) yourself?

Maybe we can speak about that over a cup of coffee.

Help *yourself* (1 person) / *yourselves* (2 or more people) to milk and sugar/to biscuits.

How to end the conversation:

All right, Ms/Mr ... I've written down that you're interested in our new solar panels. I'll send you all the details as soon as I'm back in the office.

What else would you like to know more about?

What else can I send you?

Okay, Ms/Mr ... so much for our new solar panels. Are you interested in any of our other products?

If you want to signal that you would like to end the conversation, say *okay*, *so* or *all right* and use the person's name!

Okay, Mr Smith ...



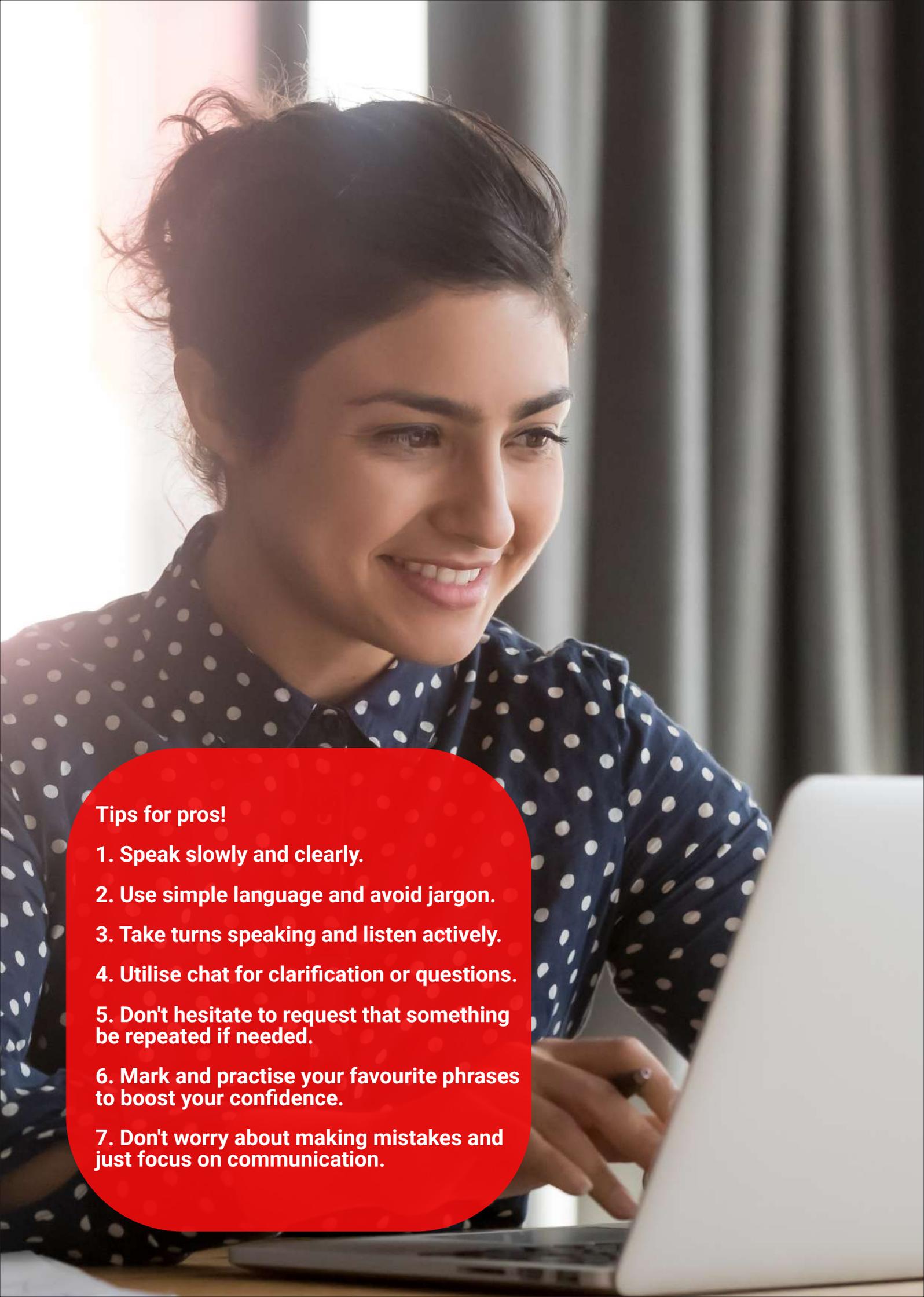
The very last words:

Thank you (very much for your interest in our products)

Nice to have met you, Mr/Ms ...

Thank you for coming to see us.

It was good to talk to you in person again.



Tips for pros!

- 1. Speak slowly and clearly.**
- 2. Use simple language and avoid jargon.**
- 3. Take turns speaking and listen actively.**
- 4. Utilise chat for clarification or questions.**
- 5. Don't hesitate to request that something be repeated if needed.**
- 6. Mark and practise your favourite phrases to boost your confidence.**
- 7. Don't worry about making mistakes and just focus on communication.**

Video conferences

Four points to consider beforehand

1. Camera position

Understand how the camera's distance affects the way you look to a viewer. If you position the camera too close, every expression and gesture will be exaggerated. The best results come when the screen-image frame starts a little above your head and ends around waist level. When not using them to gesture, place your hands on the desk in front of you so that people can see them. Keep them relaxed and separated. Don't hang onto the edge of the table or you will look desperate. Don't play with your pen or shuffle papers. Make sure you keep a preview window open to check how you look to remote viewers.

2. Look at the lens

Each time you look at the screen, you shift your eyes from the camera. If the camera is above the screen, you'll always appear to be looking down, and a lack of eye contact reduces trust and viewer satisfaction with the interaction. You might have to raise or lower the height of your monitor so that the lens hits you at about eye level.

Occasionally glancing down to read from notes is fine, but if you are going to refer to them constantly, try having one set of notes on the table, and then placing sticky notes with short bullet points right below or next to the camera lens. That way you won't be breaking eye contact so often. It's also fine to look at the screen when others are speaking. Just remember to move your eyes back to the camera when you reply.

3. Warm up

Research has discovered that participants in video conferences tend to be more influenced by how likeable they perceive the speaker to be rather than by the quality of the arguments presented by him/her.

When you are the presenter, you will want to guard against looking stilted and emotionless or the opposite by 'over-acting', since distracting mannerisms and facial expressions will all be picked up on camera. Instead, stay relaxed and mentally picture the viewer. Doing so will help you naturally express non-verbal signals of empathy, likeability and warmth.

4. Watch your posture

Posture affects how people perceive you. Just as someone with good posture sends non-verbal signals of energy, enthusiasm and health, a person with poor body posture appears uncertain, uninterested or lethargic, which is not the impression that any of us want to project in a video conference. Sit up straight and put both feet on the floor. The goal is to look comfortable and confident.

Getting started

Good morning/afternoon from Bielefeld.

This is Erika Mustermann.

I'd like to welcome you all to this video conference about ...

Thanks to all of you for being on time.

Let's get started then.

Stating purpose

You should all have the agenda.

As you all know, we are here today to talk about ...

We need to talk about 3 points:
First ..., second ..., thirdly ...

Let's take a quick look at / review ...

Inviting people to speak

Erika, would you like to start?

John, perhaps you could explain the situation.

Would you like to comment on that, Erika?

John, I think you wanted to say something.

We haven't heard from John yet.

Linda, what do you think?

Any other comments?

Interrupting someone

Can I come in here?

Can I just say ... ?

Can I add that ... ?

Emailing a document

Just a second, I'll find the document on my laptop and email it to you now.

Talking about a particular part of a document everyone has

In the first section / paragraph / sentence / bullet point ...

Summing up the discussion

I'd like to sum up the main points.

If I could just summarise the main points here.

Let me try to recap.

Right, I think that covers the first point.

If nobody has anything else to add, ...

To sum up, I think we all agree that ...

Deciding on action

So, what's the next step then?

Basically we should aim to ...

Now the only thing to do is to finalise ...

Delegating

John, could you mail us a report on this by next Friday?

John, could you look into ... ?

I need the information/file by Friday if possible.

Could you do that, Cathrin?

Prioritising (Phrases for the person in charge)

This is the order in which we should proceed.

First, we should ... , second, ...

I think we should have the following priorities:
Firstly ..., secondly..., thirdly ...

Organising the ..., that's the most important point.

Finishing the current project is our top priority.

Prioritising (Phrases for participants)

I don't think I'll have time to get the data together by Friday because I've still got the ... Do you think Monday would do?

What would you like me to do first?

What has higher priority?

Moving on to the next point

Right, if no one has any further comments, I think we can go on to the next point.

Good, let's move on then.

Now we come to the question of ...

Sticking to the point

John, can we just deal with ... (*topic*) first?

John, we'll come to that in a moment.

John, that point is coming up in a moment.

John, perhaps we could come back to the main point.

You need to have a short break

Sorry, I need to speak to this person for just two minutes. I'll contact you again when I finish.

I have to take this (call), if you don't mind.

I'll just go and get the documents. I'll be back in a second.

You need to discuss something privately with just your side/team

Can you give us a moment?

We need to discuss this, if you don't mind.

I'll just turn off our microphone for a second.

Closing the video conference

Right then, I think we've covered everything.

We've covered the main points.

To sum up, I think we all agree that ...

Before we close, let me just summarise the main points.

Thank you all for participating today.

Dealing with technical problems

The video has some problems.

The video is rather jumpy/jerky.

I can't see people at the sides of the room.

Your image has frozen/disappeared.

The image and sound are out of sync.

Maybe if we hang up and try again, it'll sort out the problem.

You have problems hearing

You're a bit hard to hear. Could you turn up your volume?

Just a second, I'm going to turn the volume up.

Can you try moving the microphone closer to you?

You can't identify who is speaking

Was that John?

Sorry, who was that just now?

You don't understand something

Sorry, I didn't catch that/what Sarah just said.

Sorry, I still didn't get it. Once more.

Could you just say/repeat that one last time?

There is an interruption on your side

Sorry, someone has just come in.

Sorry, there's a lot of noise outside.



Useful phrases for meetings

By learning these expressions, you can improve communication in meetings. Using them actively will help make exchanges clearer and encourage everyone to participate and it will set the stage for a successful and collaborative endeavour!

Expressing an opinion

I think (that) ...

In my opinion, ...

My (personal) view is that ...

I'm convinced that ...

Putting forward a suggestion

Could(n't) we (do) ...?

How about (doing) ...?

What if we ...?

Commenting

Have you considered ... ?

I'd just like to point out that ...

Asking for clarification

I'm not sure what you mean.

I'm not sure I follow.

Anette, what exactly do you mean by ... ?

Agreeing

Absolutely!

That's great/right/fine.

That's what I think.

Yes, I agree (completely).

Disagreeing

I'm afraid I can't agree.

Yes, but ...

You have a point there, but ...

I'm not so sure I agree.

Being non-committal

I can see what you're getting at.

I think I can see your point.

Perhaps.

Expressing reservations

Don't you think that ...

I agree, but ...

Perhaps we should consider ...

Chairing a meeting

Getting started

I think we're all here.

Right, let's begin.

Let's get started then.



Stating purpose

We're here today

Our aim is

As you all know, we need

What we want to do today is

to talk about our company's English training.

to intensify cooperation with Antipolis.

to discuss our new strategy.

to come to an agreement concerning ...

Welcoming visitors

I'm very pleased to welcome

It's a pleasure to welcome

Anette Terlutter from Antipolis, who will give us a short talk on her company's range of customised courses.

Talking about the minutes

Susan, could you take the minutes, please, as usual?

Could you make a note of that (*point*), please?

Can I start the meeting by reading the minutes of our last meeting?

Reviewing the agenda

I hope that you've all got a copy of the agenda and that you've had time to read through it.

As you can see, there are only three items on today's agenda.

Point 1 deals with ... We'll cover the budget in item 2. Finally, in item 3, we'll decide ...

Is there any other business (= *Verschiedenes*)?

Timing

This should take about an hour.

The meeting's due to finish at 12:00.

We're short of time, so can I ask you to be brief?

Inviting people to speak

Jane, can I ask you to start the discussion?

Joe, perhaps you could explain the current situation to us.

Susan, what's your opinion?

Dev, what do you think?

Summing up the discussion

If I could just summarise the main points here.

Let me just recap.

Right, I think that covers the first item.

Are we all in agreement on that?

Deciding on action

So, what's the next step then?

Joe, could you let us have a report on ... by next Friday?

Jane, could you look into ...?

Moving on to the next point

If no one has any further comments, I think we can go on to the next point.

Good, let's move on then.

The next item on the agenda is ...

Now we('ll) come to the question of ...

Keeping to the agenda

Can we come back to that point later?

That point is coming up in a moment.

Perhaps we could come back to the main point.

Talking about problems of time

We're rather short of time.

I'm afraid we're running out of time.

We'll have to leave that to another time.

Closing the meeting

Is there any other business?

Before we close, let me just summarise the main points.

We'll circulate the minutes of the meeting later today.

We'll meet again on Thursday at 3:00.

Thank you all for coming today.

Thank you all for your contributions.



アンティポリ
安提波利斯
ANTIPOLES
نيبوليس
АНТИПОЛИС

Essential telephone phrases for arranging a meeting

Suggesting a time

What time would suit you?

When would be convenient?

Can we meet on
How about
What about Friday morning?

Friday morning would be the best for me.

I could make it on Friday morning. What about you?

Would Friday morning suit you?
be convenient for you?

Agreeing on a suggested time

Yes, that works for me.

I'm free then.

Friday morning looks good.
would suit me fine.

Saying you are not free

I'm sorry, but I'm not free on Friday morning.

I'm afraid I can't make that.
Friday morning.
it then.

Unfortunately, I'm tied up all day.
I'm on a business trip on Friday.
we'll be having visitors then.

Postponing a meeting

I'm calling about our meeting on Thursday.
appointment

We were going to have lunch together, but ...

I'm afraid I can't keep our appointment.

I'm sorry, but I'm going to have to cancel our meeting.

I'm afraid I've overlooked a prior engagement.

I'm sorry, but an unexpected business trip has come up.

Unfortunately, our managing director has had to go away on urgent business.

Could we change the time to 3 pm?

Can we postpone the meeting until next week?

meet at 3 pm (instead)?

re-arrange the meeting?

Would you mind changing the time to 3 pm?

postponing it until 3 pm?

Essential email phrases



Greetings

Formal

Dear Mr Jones
Dear Ms Middleton

Dear Dr Smith (medical doctors, PhD holders)

Dear all

Tip: In US English, full stops are used after titles (Mr. Ms. Dr.) and a comma after the greeting.

Informal

Dear James
Hi James

Hi everyone

Openings

Formal

With reference to your email of 29 February ...

Further to our discussion of 1st March ...

Informal

In response to your email of ...

To follow up on our discussion of ...

Tip: Contrary to German, in English you start the first word in the first paragraph with a capital letter.

Reasons for writing

Formal

I am writing to ...	request ...
	inform you/let you know ...
	clarify ...

(This is to) thank you for your email.

Informal

I'm just writing to ...	ask if ...
Just a short note to ...	tell you/say ...
	explain ...

Thanks (very much) for your email.

Good news/Bad news/Apologies

Formal

We are delighted/pleased to inform you that ...

You will be pleased to hear that ...

We (deeply) regret to inform you that ...

We are not/were not satisfied with ...

Our sincere apologies for ...

I do apologise for the delay in replying/in getting back to you.

Informal

I'm happy to let you know that ...

I'm afraid that ... /Unfortunately ...

I'm (so) sorry, but ...

I'm really sorry for/about ...

Requesting/Offering Help

Formal

We would appreciate it if you could ...

I would be grateful if you could ...

Could you please clarify/explain ...

Informal

Can/will you please ...?

If you need more information, I'd be happy to ...

Would you like me to ...?

Endings

Formal

Do not hesitate to contact us if you require further assistance.

Please let me know if I can help you further.

I appreciate your assistance (with ...)

We would appreciate a reply as soon as possible.

We look forward to hearing from you.

Informal

Feel free to get in touch if you need more help.

If you have any other questions, let me know.

Thanks for your help (with ...)

Thanks in advance (for ...)

I'm looking forward to seeing/meeting you soon.

Speak to you soon.

Closing

Formal

Yours sincerely (UK)

Sincerely (US)

Best regards

Kind regards

Informal

Best

Regards

Best wishes



Presentations



Starting

Introduction I - Welcome & introduction

Welcoming the audience

Good morning/afternoon, everyone.
First, let me thank you for coming today.

Introducing yourself

Let me introduce myself. I'm ... from ...
I work for (*company*) as a (*job title*).
For those of you who don't know me, I'm ...

Introducing your topic

As you can see on the screen, our topic is ...
What I'd like to present to you today ...

Saying why your topic is relevant to the audience

I think you'll find this especially useful because ...
By the end of this talk, you'll be familiar with ...

Introduction II - Structuring

Saying how the talk is structured

I've divided my presentation into three main parts.

Explaining each section

First, I'll give you an overview of ...
Second(ly), we'll be looking into/discussing/
reviewing ...
The last point deals with ...

Outlining the organisation

Timing

My presentation should take about 45 minutes.
It should/will take about 1 hour to cover these
points.

Handouts/Materials

Does everyone have a handout? Please take one and pass it on. (in-person meeting)

This meeting will be recorded and I'll email the presentation slides to you. (virtual presentation)

Questions

There will be time for questions after the presentation.

If you have questions, feel free to stop/interrupt me at any point.

Content

Sequencing

First, ... second, ... third, ...

Then, ... next, ... finally/lastly, ...

Let's move to/go on to/proceed to ...

Explaining visuals

This first slide shows our international sales in the form of a pie chart.

As you can see, the pie chart has four sections.

The largest section shows our European sales. These make up 50% of the total.

These four bullet points show the major responses to the customer survey.

It's clear that most customers are pleased with our product range.

Highlighting information

I'd (also) like to point out that ...

I'd (particularly) like to draw your attention to ...

Perhaps the most interesting section/figure is ...

Conclusion and Q&A

Summarising

I'll briefly summarize the main issues: ...

Let me recap the key points ...

Recommending

So, I would propose/suggest that we ...

In our/my view, the way forward is ...

Inviting questions

If there are any questions, I'd be glad to answer them.

Now I'd like to pause here and answer questions.

I'm not sure about that, but I'll find out and get back to you.

Concluding

I'd like to leave you with the following thought: ...

Finally, the most important thing to remember is (that) ...

Thank you for your attention./Thank you for listening.

Dos and don'ts of giving perfect presentations in English

The historic moment has come: You are going to give a presentation in English! Of course, there are many things that are the same as in German, but there are also certain differences. This short guide will show you how you can make sure that your English presentation will be a success.

DO

Know your objective and audience

1. Ask yourself the three crucial questions:
What information does my audience hope to get from me?
What kind of information do I want to give them?
What else do I want them to know?
2. Write down the objective of your presentation in one or two sentences.
3. Consider your audience's command of English. What use is it if you hold your presentation in perfect English but your audience hardly understands you?

... use meaningful visuals

Visual elements are very important in any presentation. In your English presentation, it is even more important - because perfect visualisation can save you many a comment. It will also ensure that even people whose English is not that good will understand your point.

1. Design all your charts from your audience's point of view. Remember what background they have, how good their English is, and what they are interested in.
2. Make a slide/chart with the outline of your presentation and refer back to it during the presentation. Tell your audience which items you are going to deal with now or next. In important presentations or before a large audience, you should either put the main points down on the individual slides/charts or even show them again before each new item and then highlight the next item to come in colour or in bold.
3. When using figures, remember that where German uses a full stop (e.g. 10.000), English uses a comma to separate hundreds from thousands, thousands from millions, etc. (e.g. 10,000). Where English uses a decimal point (e.g. 9.45), German uses a comma (e.g. 9,45).

... prepare and practice

1. Try to anticipate when there may be questions or objections, and prepare your answers beforehand: How would you word them in English? Or would it be better if you included one or the other question in your presentation?
2. Practice your presentation using signposts, such as *firstly, secondly, finally* or 'so much for X, let's now turn to Y' Explicitly say: 'What is really important here is ...' or 'A major advantage of X is Y.' This helps guide your audience through your key points.

DON'T

... forget to thank your audience at the end. At present, it is customary to do this with a special 'Thank-you-slide'.

... write your presentation as a script. Prepare flashcards written in big letters with the crucial points highlighted in bold. Make sure that you cannot mix up the individual cards, even if you drop them.

... overuse the passive voice. Active voice is clearer and more engaging.

Passive voice: *The figures **were calculated** for the next quarter.*

Active voice: *Our team **calculated** the figures for the next quarter.*

... use words that you find hard to pronounce.

... include idioms or metaphors. People may not understand them or take them literally. Likewise, avoid slang and jargon.

Tips for pros! How to Americanize your Presentation

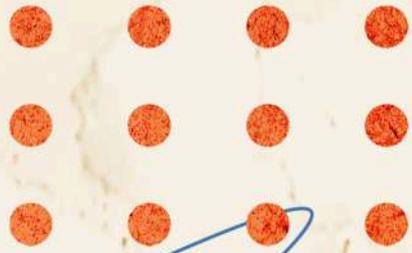
Remember that Americans are motivated by 'WIIFM' (What's in it for me). So design your talk to fulfil your partner's needs, expectations and goals. Refer to them and their company as often as possible. Don't refer to your own company too often. However, do establish yourself as an individual person in your presentation.

Give your presentation an informal and personal touch. Americans link the person to the topic. (In German presentations, the person is often separated from the topic and the presentation could be delivered by 'anyone'.)

Reduce, reduce, reduce! Especially, don't overload your audience with information concerning the history of your company. Americans are only interested in the present and the future.

KISS: Keep it short and simple. Don't inform them more than you need to, even if you feel that this is oversimplifying. You need to maintain their attention for the entire talk, and the attention curve drops dramatically after **20 minutes**. Don't overload your charts. Americans often complain that German charts are too busy.

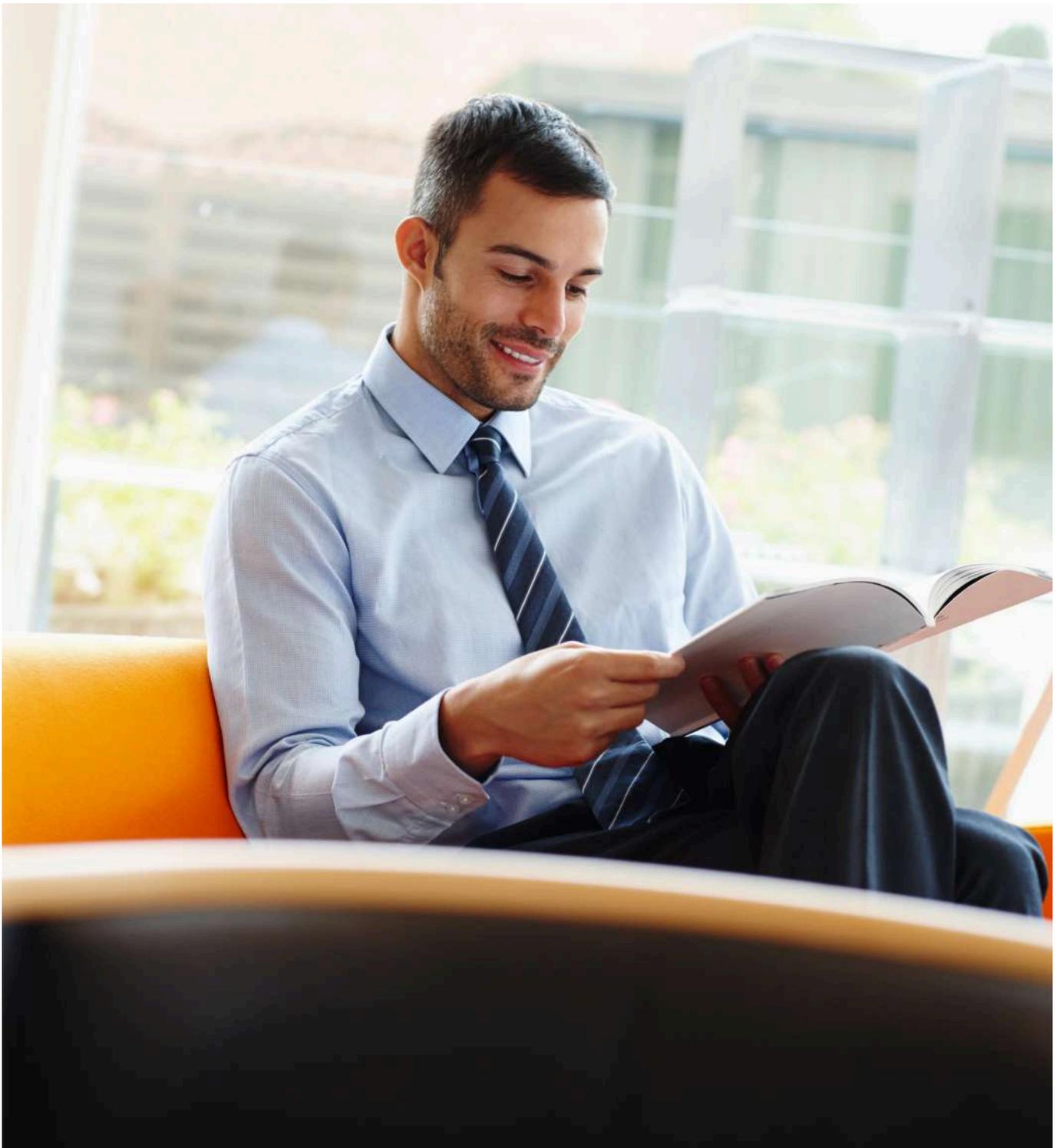
Don't worry about language mistakes. Americans show a high tolerance for language mistakes. If you feel confident, allow questions at any time!



ANTI*P*OLIS

Unternehmensspezifisches Fremdsprachentraining

Vocabulary



Idioms - Introduction

Mastering idioms can be a game-changer in your English learning journey. Idioms add colour to your conversations and make you sound more like a native speaker.

Here's a funny text filled with some idioms to help you get familiar with them in a practical context. Don't worry if you don't get them all at first: understanding and using idioms takes time, practice, and a bit of humour!

Dear colleagues

Let's make this project a big success! Remember, (1) the early bird catches the worm, but (2) the second mouse gets the cheese. So, don't worry if you aren't always the first in line. However, in the rush to deliver, don't (3) put the cart before the horse, start with a realistic schedule and adjust as necessary.

Also remember, when things get tough, (4) don't lose your head. (5) Keep as cool as a cucumber and (6) stay on the ball. We're all (7) in the same boat, so let's (8) keep our fingers crossed and (9) give 110 percent.

We have to ensure that we don't (10) make a mountain out of a molehill. With a bit of (11) elbow grease and a lot of team spirit, we can climb every mountain, even if it feels like we are (12) swimming against the tide.

(13) Let's show them what we're made of!

Best regards
The management

Idioms and their Meanings

- 1. The early bird catches the worm:** Those who start early are more likely to succeed.

- 2. The second mouse gets the cheese:** Sometimes it's beneficial to wait and let others go first, especially when risks are involved.

- 3. to put the cart before the horse:** to do things in the wrong order

- 4. to lose your head:** to lose control and not act in a calm way

- 5. (as) cool as a cucumber:** very calm and steady, even in difficult situations

- 6. to stay on the ball:** to be alert and focused

- 7. in the same boat:** when people are in the same situation, usually a difficult one

- 8. to keep our fingers crossed:** to hope for good luck

- 9. to give 110 percent:** to put in extra effort beyond what is expected

- 10. to make a mountain out of a molehill:** to make a small problem seem bigger than it is

- 11. elbow grease:** hard work, usually physical

- 12. to swim against the tide:** to do something difficult that goes against the general trend or opinion

- 13. to show (someone) what (one's) made of:** to show others how talented, clever, hardworking or brave you are

Twelve common business idioms

Idiom	Example	Definition
to cut corners	<i>The company decided to cut corners by outsourcing some production processes to cheaper suppliers.</i>	to do something to a lower standard to save time or money
up in the air	<i>The date for our new product launch is still up in the air; we haven't finalized the details yet.</i>	undecided
to go back to the drawing board	<i>The head of department rejected our first proposal, so we had to go back to the drawing board.</i>	to start something again (usually after an unsuccessful attempt)
to raise the bar	<i>The competitor's recent success has motivated us to raise the bar and improve our products.</i>	to increase standards or improve the quality of something
on the same page	<i>All team members must be on the same page regarding project goals to ensure efficient collaboration.</i>	to agree or understand each other
to wear many hats	<i>As a small business owner, she wears many hats: she's a manager, an accountant, a marketing expert, and a customer service representative.</i>	to have many different roles or tasks to perform
ahead of the curve	<i>In using Artificial Intelligence to make film and TV recommendations to its users, Netflix was ahead of the curve.</i>	to be one of the first to do something new (which often later becomes popular)
to learn the ropes	<i>Please be patient with the new employee; he's still learning the ropes.</i>	to learn how to do things or how things work
lots of moving parts	<i>The project has lots of moving parts, such as coordinating different departments and suppliers, which makes it challenging to manage.</i>	a complicated situation with a lot of variables or components
the ball is in (somebody's) court	<i>We presented our offer to the client, so now the ball is in their court.</i>	when it's someone else's turn to make a decision or take action
in a nutshell	<i>It's a very complicated situation. In a nutshell, we'll have to review our strategy very carefully.</i>	in summary or in a few words

Departments in a company

Deutsch

English

Betriebsrat

Works Council

Buchhaltung

Accounting, Accounts Department

Einkauf(sabteilung)

Purchasing Department/Procurement

Exportabteilung

Export (Sales) Department

Finanzbuchhaltung

Administrative Accounting

Forschung und Entwicklung (F+E)

Research and Development (R&D)

Fertigungsabteilung

Manufacturing Department

Lohn- und Gehaltsabteilung

Payroll Department

Geschäftsleitung

Management

Importabteilung

Import Department

Technische Abteilung

Engineering Department

IT-Abteilung

IT Department (Information Technology)

Kundendienst

Customer Service

Lagerhaltung

Warehousing

Logistik

Logistics

Marketing

Marketing

Materialwirtschaft

Materials Administration

Personalabteilung

Human Resources/Personnel Department

Presse- und Öffentlichkeitsarbeit

Public Relations (PR) Department

Produktionsabteilung

Production Department

Rechtsabteilung

Legal Department

Technischer Support

Technical Support

Versandabteilung

Dispatch Department/Shipping Department

Verkaufsabteilung

Sales Department

Verwaltung

Administration

Key positions in a company

Deutsch

English

<i>Betriebsleiter</i>	Operations Manager
<i>Betriebsratsvorsitzender</i>	Chairman of the Works Council
<i>Betriebswirt</i>	Business Administrator
<i>Compliance-Beauftragter</i>	Compliance Officer
<i>Einkaufsleiter</i>	Purchasing/Procurement Manager
<i>Facility Manager</i>	Facilities Manager (FM)
<i>Finanzdirektor</i>	Chief Financial Officer (CFO)
<i>Leiter Forschung und Entwicklung</i>	Head of Research and Development
<i>Geschäftsführer</i>	Chief Executive Officer (CEO)
<i>Geschäftsführer</i>	Managing Director (small and medium-sized companies)
<i>IT-Leiter</i>	Chief Information Officer (CIO)
<i>Kommunikationsleiter</i>	Communications Manager
<i>Kundendienstleiter</i>	Customer Service Manager
<i>Logistikleiter</i>	Logistics Manager
<i>Marketingdirektor</i>	Marketing Manager
<i>Personalchef</i>	Chief Human Resources Officer (CHRO)
<i>Personalmanager</i>	Human Resources Manager
<i>Produktionsleiter</i>	Production Manager
<i>Projektleiter</i>	Project Manager
<i>Produktionsplanungsleiter</i>	Production Planning Manager
<i>Qualitätsmanager</i>	Quality Manager
<i>Rechtsberater</i>	Legal Counsel
<i>Supply-Chain-Manager</i>	Supply Chain Manager
<i>Technischer Leiter</i>	Chief Technology Officer (CTO)
<i>Unternehmenssprecher</i>	Corporate Spokesperson/Spokesman/Spokeswoman
<i>Vertriebsleiter</i>	Sales Manager
<i>Vorstandsvorsitzender</i>	Chairman of the Board

Employment and human resources

Deutsch	Englisch	Deutsch	Englisch
Abfindung	severance pay	Entlassung	dismissal
Anforderung	requirement	ernennen	to appoint
angelernt	semi-skilled	Facharbeiter(in)	skilled worker
Angestellte(r)	white-collar worker	Fähigkeiten	skills
Arbeiter(in)	blue-collar worker	freie Stelle	vacancy
Arbeitgeber(in)	employer	freiwillig	voluntary
Arbeitsbedingungen	working conditions	Gehalt	salary
Arbeitsumfeld	work environment	gesetzlich	statutory
Arbeitsvertrag	employment contract	Gewerkschaft	trade union (UK) labor union (US)
Aufgaben; Pflichten	duties	Gewinnbeteiligung	profit-sharing
Ausbildung	training	Gleitzeit	flexitime (UK)
aussieben; überprüfen	to screen	Grundgehalt	basic salary
Auszubildende(r)	apprentice	Homeoffice	remote work, work from home
befördern	to promote	in den Ruhestand treten	to retire
Beförderung	promotion	jdm. kündigen	to give sb. notice
Beitrag	contribution	berichtet an jdm.	responsible to sb.
beschäftigen; anstellen	to employ	krankgeschrieben	on sick leave
Beschäftigte(r)	employee	(selbst) kündigen	hand in one's notice
Beschäftigung	employment	Kündigungsfrist	period of notice
betriebliche Altersversorgung	company pension	Leistung	performance
Bewerbung	application	Leistungsanreiz	incentive
Brutto-	gross	leistungsbezogener Lohn	merit pay
Chancengleichheit	equal opportunity	Lohn	wage
Einarbeitung	induction	Lohn-/Gehaltserhöhung	rise (UK)/raise (US)
einstellen	to take on	Mindestlohn	minimum wage
engere Wahl	shortlist		

Deutsch

Englisch

Mitarbeiterbindung	employee retention
Mitarbeitergespräch	employee appraisal
Mitbestimmung	co-determination
Mutterschaftsurlaub	maternity leave
Netto-	net
Nettoverdienst	take-home pay
Personal	personnel
Prämie	bonus
Probezeit	probationary period
Ruhestand	retirement
Schicht	shift
Schichtzulage	shift allowance
selbstständig	self-employed
Spesenkonto	expense account
Stellenabbau	downsizing
Teilzeit-	part-time
Überstundenzulage	overtime allowance
ungelernt	unskilled
Urlaubsantrag	leave request
verantwortlich für	responsible for
Verantwortung	responsibility
verhandeln	to negotiate
Vollbeschäftigung	full-time employment
Vollzeit-	full-time
Vorgesetzte(r)	superior, supervisor
Vorstellungsgespräch	interview
Weiterbildung	further education
zuständig sein	to be in charge
zuverlässig	reliable

Sales and purchasing

Deutsch

Englisch

Anbieter	provider
Ansprechpartner	contact person
Beschaffung	procurement
Gutschein	voucher
Handel	trade
Kostenerstattung	cost reimbursement
Lieferkosten	shipping costs
Lieferung	delivery
Lieferzeitpunkt	delivery time
MwSt.	VAT(value added tax)
Rabatt	discount
Rahmenvertrag	framework agreement
Rechnung	invoice, bill
Rechnungsadresse	billing address
Rückerstattung	refund
Verpackung	packaging
Versicherung	insurance
Versandadresse	shipping address
Versandart	shipping method
Währung	currency
Zahlung	payment
Zahlungsbedingungen	terms of payment
Zahlungserinnerung	payment reminder
Zahlungsfrist	payment date

Common irregular verbs

verb	past simple	past participle	
be	was/were	been	<i>sein</i>
beat	beat	beaten	<i>schlagen, besiegen</i>
become	became	become	<i>werden</i>
begin	began	begun	<i>beginnen</i>
bite	bit	bitten	<i>beißen</i>
blow	blew	blown	<i>blasen</i>
bring	brought	brought	<i>bringen</i>
break	broke	broken	<i>(zer)brechen, kaputtgehen</i>
build	built	built	<i>bauen</i>
burn	burnt/burned	burnt/burned	<i>(ver)brennen</i>
buy	bought	bought	<i>kaufen</i>
catch	caught	caught	<i>fangen</i>
choose	chose	chosen	<i>auswählen</i>
come	came	come	<i>kommen</i>
cost	cost	cost	<i>kosten</i>
cut	cut	cut	<i>schneiden</i>
dig	dug	dug	<i>graben</i>
do	did	done	<i>tun, machen</i>
draw	drew	drawn	<i>ziehen, zeichnen</i>
dream	dreamt/dreamed	dreamt/dreamed	<i>träumen</i>
drink	drank	drunk	<i>trinken</i>
drive	drove	driven	<i>fahren</i>
eat	ate	eaten	<i>essen</i>
fall	fell	fallen	<i>fallen</i>
feed	fed	fed	<i>füttern</i>
feel	felt	felt	<i>fühlen</i>
find	found	found	<i>finden</i>

verb	past simple	past participle	
fly	flew	flown	<i>fliegen</i>
forget	forgot	forgotten	<i>vergessen</i>
get	got	got(UK)/gotten(US)	<i>bekommen</i>
give	gave	given	<i>geben, schenken</i>
go	went	gone	<i>gehen</i>
have	had	had	<i>haben</i>
hear	heard	heard	<i>hören</i>
hide	hid	hidden	<i>verstecken</i>
hit	hit	hit	<i>treffen, schlagen</i>
hold	held	held	<i>halten</i>
hurt	hurt	hurt	<i>verletzen</i>
keep	kept	kept	<i>halten, behalten</i>
know	knew	known	<i>wissen, kennen</i>
lay	laid	laid	<i>legen</i>
lead	led	led	<i>(an)führen, leiten</i>
learn	learnt/learned	learnt/learned	<i>lernen</i>
leave	left	left	<i>(ver)lassen</i>
lend	lent	lent	<i>leihen, borgen</i>
let	let	let	<i>lassen, zulassen</i>
lie	lay	lain	<i>liegen</i>
light	lit	lit	<i>anzünden</i>
lose	lost	lost	<i>verlieren</i>
make	made	made	<i>machen</i>
mean	meant	meant	<i>bedeuten, meinen</i>
meet	met	met	<i>treffen, kennen lernen</i>
pay	paid	paid	<i>bezahlen</i>
put	put	put	<i>setzen, stellen</i>
read	read	read	<i>lesen</i>
ring	rang	rung	<i>klingeln, anrufen</i>
run	ran	run	<i>laufen</i>
say	said	said	<i>sagen</i>

verb	past simple	past participle	
see	saw	seen	<i>sehen</i>
sell	sold	sold	<i>verkaufen</i>
send	sent	sent	<i>schicken, senden</i>
set	set	set	<i>(an)setzen</i>
shake	shook	shaken	<i>erschüttern, schütteln</i>
shine	shone	shone	<i>scheinen</i>
shoot	shot	shot	<i>(er)schießen</i>
show	showed	shown/showed	<i>zeigen</i>
shut	shut	shut	<i>schließen</i>
sing	sang	sung	<i>singen</i>
sink	sank	sunk	<i>sinken</i>
sit	sat	sat	<i>sitzen</i>
smell	smelt/smelled	smelt/smelled	<i>riechen</i>
speak	spoke	spoken	<i>sprechen</i>
spell	spelt/spelled	spelt/spelled	<i>buchstabieren</i>
spend	spent	spent	<i>ausgeben, verbringen</i>
spit	spat	spat	<i>spucken</i>
spoil	spoil/spoiled	spoil/spoiled	<i>verderben, verwöhnen</i>
stand	stood	stood	<i>stehen</i>
steal	stole	stolen	<i>stehlen</i>
stick	stuck	stuck	<i>kleben</i>
strike	struck	struck	<i>schlagen, treffen</i>
take	took	taken	<i>nehmen</i>
teach	taught	taught	<i>unterrichten, lehren</i>
tell	told	told	<i>erzählen</i>
think	thought	thought	<i>denken, glauben</i>
throw	threw	thrown	<i>werfen</i>
understand	understood	understood	<i>verstehen</i>
wear	wore	worn	<i>tragen</i>
win	won	won	<i>gewinnen</i>
write	wrote	written	<i>schreiben</i>

Common technical verbs

regular verbs

verb	past simple	past participle	
attach	attached	attached	<i>anbauen, anbringen</i>
Assemble	assembled	assembled	<i>zusammenbauen, montieren</i>
connect	connected	connected	<i>zusammenfügen, anschließen, verbinden</i>
crack	cracked	cracked	<i>spalten, platzen, brechen, rissig werden</i>
damage	damaged	damaged	<i>(be-)schädigen</i>
dent	dented	dented	<i>einbeulen, sich beulen</i>
disconnect	disconnected	disconnected	<i>trennen, unterbrechen, entkuppeln</i>
drop	dropped	dropped	<i>tropfen, (ab-)fallen, (ab-)sinken</i>
fit	fitted	fitted	<i>einbauen, anbringen, montieren</i>
inspect	inspected	inspected	<i>inspizieren, genau untersuchen</i>
mount	mounted	mounted	<i>aufstellen, montieren, zusammenbauen</i>
remove	removed	removed	<i>abmachen, ausbauen, wegräumen</i>
repair	repaired	repaired	<i>reparieren, flicken, instandsetzen</i>
scratch	scratched	scratched	<i>einritzen, (ver-)kratzen</i>
suspend	suspended	suspended	<i>aufhängen</i>

irregular verbs

bend	bent	bent	<i>(ver-)biegen, krümmen</i>
break	broke	broken	<i>brechen, kaputt gehen</i>
burn	burned/burnt	burned/burnt	<i>(ver-)brennen, versengen</i>
build	built	built	<i>(auf-/ er-)bauen, konstruieren, errichten</i>
drive	drove	driven	<i>fahren, lenken, (an-)treiben</i>
fall	fell	fallen	<i>fallen</i>
find	found	found	<i>(vor-)finden</i>
hold	held	held	<i>(auf-)halten, fassen (Volumen)</i>
leave	left	left	<i>verlassen, (zurück-)lassen</i>
rise	rose	risen	<i>steigen, aufgehen</i>

Numbers



In legal contracts and on cheques the numbers above 100 are said and written as follows:

100	a hundred/one hundred
200	two hundred (not: two hundreds)
1,000	a/one thousand
1,100	a/one thousand one hundred or eleven hundred
1,357	a/one thousand three hundred and fifty-seven thirteen hundred and fifty-seven
2,300	two thousand three hundred
100,000	a/one hundred thousand
1,000,000	a/one million
1,000,000,000	a/one billion
1,000,000,000,000	a/one trillion

British English uses the word 'and' in numbers – two hundred and thirty-three thousand;

American English doesn't use 'and' in numbers – two hundred thirty-three thousand.



In English a comma is used to separate large numbers into groups of three digits, counting from the right:

98,765	Ninety-eight thousand, seven hundred and sixty-five
98,765,432	Ninety-eight million, seven hundred and sixty-five thousand, four hundred and thirty-two

Currencies

The name of a currency is said **after** the number (or in the **middle** of the number) but is written **before** the number.

€15	fifteen euros
£18.80	eighteen pounds eighty/eighteen eighty
\$17.68	seventeen dollars sixty-eight
¥60,000	sixty thousand yen

The smaller unit, e.g. cents or pence, is not normally said.

Decimals

English uses a point (.) for decimal numbers. Before the decimal point the numbers are said normally and after a decimal point all the digits are said separately.

2.47	two point four seven
16.83	sixteen point eight three
3.14159	three point one four one five nine
0.5	nought/zero point five point five

Fractions

$\frac{1}{2}$	a half	$\frac{6}{16}$	six sixteenths
$\frac{1}{3}$	a third/one third	$\frac{9}{48}$	nine forty-eighths
$\frac{1}{4}$	a quarter/one quarter	$1 \frac{1}{2}$	one and a half
$\frac{3}{4}$	three quarters	$2 \frac{2}{3}$	two and two thirds
$\frac{1}{5}$	a fifth/one fifth		

In American English you can also say "a fourth" instead of "a quarter".

Ordinals

To put things in an order, use **ordinal numbers**.

1st	(the) first	40th	(the) fortieth
2nd	(the) second	41st	(the) forty-first
3rd	(the) third	42nd	(the) forty-second
4th	(the) fourth	100th	(the) hundredth
5th	(the) fifth	1,000th	(the) thousandth
10th	(the) tenth		

Zero, nil, oh, nought, love, etc.

0 is normally called 'zero' but in British English it can also be called 'nought'.

In room numbers, bus numbers, telephone numbers, dates (years), etc., we say 'oh' or 'zero'.

Your room number is 602. (six oh two)

Take bus number 204. (two oh four)

My gran was born in 1907. (nineteen oh seven)

Our phone number is 0521 2609570 (oh/zero five two one, two six oh/zero nine five seven oh/zero)

For football scores we say 'nil': Man United won two nil. (2-0)

For tennis scores we say 'love': The score is 15 love. (15-0)

Measurements in English

The **metric system** (centimetres and metres) is used in most European countries. The **imperial system** (inches and feet) is used in many countries which belong to the former British Empire.

Length

Imperial Unit	Abbreviation	Size	Metric equivalent
inch	in./"	-	2.54 cm
foot	ft./' (12 inches)	12 inches	30.48 cm
yard	yd. (3 feet)	3 feet	91.44 cm
mile	mi./M (1750 yards)	1750 yards	1.61 km

Dimensions are expressed as length by width by height (or depth) in three-dimensional space.

My desk is 4' 10" x 3' 5" *My desk is 4 feet, 10 inches long by 3 feet, 5 inches wide.*

The swimming pool is 18 m by 3 m by 1.5 m. *The swimming pool is 18 metres long, 3 metres wide and 1.5 metres deep.*

We use the word '**tall**' for people, buildings and things that grow. Otherwise we use the word '**high**'.

He's very **tall** for his age.

The Commerzbank Tower in Frankfurt is the **tallest** building in Germany.

The sunflowers in our garden are much **taller** than our neighbour's.

Many old German flats have **high** ceilings.

Peter can't get his books down because the shelf is too **high**.



Weight

Imperial unit	Abbreviation	Size	Metric equivalent
pound	lb./pd.	-	370 g
ounce	oz	16oz = 1 lb	28.25 g
stone	St.	14 lbs	6.35 g

The recipe requires 6 lb of flour and 4 oz of salt.

6 pounds of flour and 4 ounces of salt

Mary weighs 10 St 8 lbs.

Mary weighs 10 stone and 8 pounds.

Liquids

Imperial unit	Abbreviation	Size	Metric equivalent
fluid ounce	fl.oz.	$\frac{1}{20}$ pint	28.5 ml
pint	pt.	20 ounces	568 ml
UK gallon	gal	8 pints	4.546 L
US gallon	gal	8 pints	3.785 L

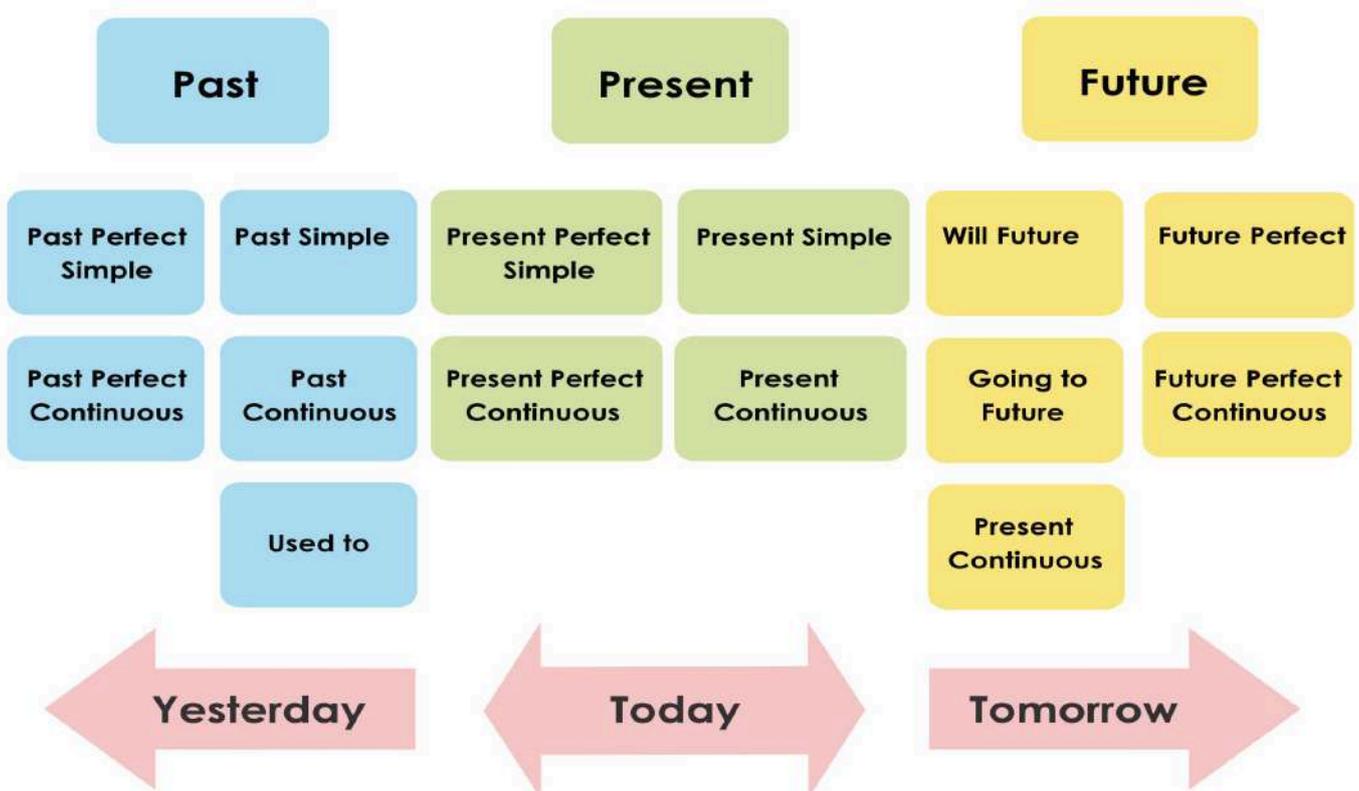


Grammar



Overview of the tenses in English

Verbs in English come in three tenses: Past, Present and Future. The past is used to describe things that have already happened. The present tense is used to describe things that are happening right now, or things that happen regularly. The future tense describes a time later than now. In the following pages you will find a detailed explanation of the various tenses.



Past

Past Tenses (Past Simple and Past Continuous)

Zeit	Wichtige Verwendungsregeln	Bildung		Signalwörter
Past Simple	<p>1. Für Handlungen, die in der Vergangenheit liegen und für die Gegenwart nicht relevant sind</p> <p>2. Um über Vorgänge und Personen zu reden, die klar in der Vergangenheit anzusiedeln sind (klassisches Beispiel: I was born on...)</p> <p>Achtung:</p> <p>1. Statische Verben (z. B. belong, own, need, seem)</p> <p>2. Verben des Fühlens, Denkens und der Wahrnehmung (z. B. like, prefer, think, mean, taste, sound) werden auch im Past Tense normalerweise nur im Past Simple verwandt.</p>	<p>Infinitiv + ed (bzw. Infinitiv + d bei Verben, die auf „e“ enden)</p> <p>Merke: die Vergangenheitsform ist für alle Personen gleich (kein „he, she, it – „s“ muss mit!)</p> <p>Viele häufig gebrauchte Verben haben eine unregelmäßige Vergangenheitsform (= „Zweite Spalte“ bei unregelmäßigen Verben)!</p> <p>I <i>started</i> working at Antipolis in January. Last year, our turnover <i>grew</i> by 15 %.</p> <p>Verneinung mit „didn't“ + Infinitiv: I didn't like my first job.</p>		<p>yesterday last (year, winter...) in 2010 in the last century at the/that time (3 years) ago When? What time? from (2008) to (2010) When JFK was President, ... in those days at that moment on that occasion at that point (in time)</p>
Past Continuous (Past Progressive)	<p>In der Regel wird das Past Continuous benutzt, um über Handlungen zu berichten, die gerade abliefen, als etwas Anderes passierte (wie im umgangssprachlichen Deutschen: Ich war gerade am Telefonieren, als ich die Nachricht von dem Anschlag in New York hörte). Deshalb steht es oft zusammen mit dem Simple Past.</p>	<p>I <u>was</u> You <u>were</u> He/she/it <u>was</u> We <u>were</u> They <u>were</u></p>	<p>(not) looking learning working ...</p>	<p>When As While</p> <p>(Simple past)</p> <p></p> <p>(Past Continuous)</p>
		<p><i>I was talking</i> to a customer on the telephone when my mobile phone rang. <i>He was working</i> on his presentation when his colleague told him that the Twin Towers in New York <i>were burning</i>.</p>		

Past

Past Tenses (Used to)

Zeit	Wichtige Verwendungsregeln	Bildung	Signalwörter
Used to	„Used to“ ist eine besondere Zeitform im Englischen. Sie wird ausschließlich verwendet, um anzuzeigen, dass die beschriebene Aktivität früher regelmäßig ausgeführt wurde oder dass früher ein ganz bestimmter Zustand herrschte (und in der Regel heute nicht mehr) bzw. anders herum. Im Deutschen verwendet man dafür häufig „früher immer/nie“.	<p>used<u>u</u> to + Infinitiv</p> <p>Verneinung: didn't use to + Infinitiv</p> <p>Frage: did(n't) you use to + Infinitiv</p> <p>Achtung: Bei der Verneinung und der Frage entfällt das „d“ von „used to“</p>	<p>but now but nowadays</p> <p>(Achtung: Diese Signalwörter stehen in dem Satzteil, in dem beschrieben wird, wie man heute verfährt)</p>
		<p><i>I used to go to work by bike.</i></p> <p><i>We used to travel a lot, but now we hold video conferences.</i></p> <p><i>I didn't use to read English books, but now I can't get enough of them.</i></p> <p><i>Didn't you use to smoke?</i></p>	

Past

Past Tenses (Past Perfect Simple and Past Perfect Continuous)

Zeit	Wichtige Verwendungsregeln	Bildung			Signalwörter
Past Perfect Simple	<p>Es gelten die gleichen Regeln wie für das Present Perfect Simple (Regel 1 + 2). Der grundlegende Unterschied ist, dass der Bezugspunkt die Vergangenheit ist.</p> <p>Merke: Man verwendet das Past Perfect, um auszudrücken, dass von zwei Handlungen in der Vergangenheit eine früher stattgefunden hat. Diese steht im Past Perfect. Sobald irgendein Bezug zur Gegenwart besteht, wird das Past Perfect nicht angewandt!</p>	had (not)	+ Infinitiv + (e)d (bei regelmäßigen Verben) oder + Partizip Perfect (= „Dritte Spalte“)		after when just ever never (= noch nie) until then that (week, year ...) for (= seit) since already (not) yet Before (+ PPS im anderen Satzteil)
		<p>He <i>had worked</i> at 5 different companies before he found his dream job.</p> <p>I <i>had already agreed</i> to the job in Tokyo when I heard about the earthquake.</p>			
Past Perfect Continuous (Past Perfect Progressive)	<p>Oft besteht kein Unterschied in der Bedeutung zwischen Past Perfect Simple und Past Perfect Continuous.</p> <p>Es werden die gleichen Regeln wie beim Present Perfect Continuous angewandt.</p> <p>Der grundlegende Unterschied ist, dass der Bezugspunkt die Vergangenheit ist.</p> <p>Dies bedeutet de facto, dass das Past Perfect Continuous eher selten verwandt wird.</p>	had (not)	been	doing learning coming studying ...	after when how long...? for since all Before (+ PPC im anderen Satzteil)
		<p>I <i>had been working</i> as an English teacher for several years when I was offered a job at Antipolis.</p> <p>I <i>had been reading up</i> on marketing before I began to study.</p>			

Present

Present Tenses (Present Simple and Present Continuous)

Zeit	Wichtige Verwendungsregeln	Bildung		Signalwörter
Present Simple	<ol style="list-style-type: none"> 1. Regelmäßig wiederkehrende Handlungen der Gegenwart und Routinen 2. Allgemeingültige Feststellungen und Fakten 3. Statische Verben (z. B. belong, own, need, seem) 4. Verben des Fühlens, Denkens und der Wahrnehmung (z. B. like, prefer, think, mean, taste, sound) 5. In gesprochenem Englisch für Schilderungen einer Begebenheit in der Vergangenheit (wie im Deutschen) 6. Für Zeitpläne in der Zukunft (vgl. <i>Zukunft</i>, S. 6) 	<p>I, you, we, they: Infinitiv he/she/it: Infinitiv + „s“</p> <p>(Merke: „he, she, it – ,s‘ muss mit!“)</p> <p>We <i>learn</i> English on Tuesdays. He <i>learns</i> English on Tuesdays.</p> <p>Verneinung mit „don’t“ (I, you, we, they) oder „doesn’t“ (he/she/it) + Infinitiv</p> <p>We <i>don’t learn</i> French on Tuesdays. He <i>doesn’t learn</i> French on Tuesdays.</p> <p>Beispiel für Regel 5: He notices me, seems to recognize me, walks up to me and says: ...</p>		<p>every (week, Tuesday, month...) on <u>Mondays</u> always often usually generally normally seldom rarely never as a rule in general</p>
Present Continuous (Present Progressive)	<ol style="list-style-type: none"> 1. Handlungen, die im Augenblick des Sprechens passieren (wie im umgangssprachlichen Deutschen: Ich bin gerade am Kopieren.) 2. Aktuelle Projekte 3. Zeitweilige Situationen 4. Langsame Veränderungen 5. Für Pläne und Absichten in der Zukunft (vgl. <i>Zukunft</i>, S. 5) 	<p>I am (I’m) you are (you’re) he is (he’s) she is (she’s) it is (it’s) we are (we’re) they are (they’re)</p>	<p>(not) doing learning coming studying ...</p>	<p>now at the moment at present today this (week, month...) Look! Listen!</p>
		<p>He’s <i>reading</i> a book on marketing at the moment.</p> <p>He <i>isn’t reading</i> a book on presenting.</p>		

Present

Present Tenses (Present Perfect Simple and Present Perfect Continuous)

Zeit	Wichtige Verwendungsregeln	Bildung			Signalwörter
<p>Present Perfect Simple</p>	<p>1. Für Handlungen, die in der Vergangenheit angefangen haben und noch andauern</p> <p>2. Für Dinge, die in der Vergangenheit passiert sind und die jetzt relevant sind (Achtung: Sobald angegeben ist, wann etwas passiert ist, muss Past Tense verwandt werden!)</p> <p>3. Am Anfang von Neuigkeiten/ Nachrichten: Danach wird Past Tense verwandt! (s. Beispiel zur Fußball-Weltmeisterschaft)</p>	<p>I have (not) You have (not) He <u>has</u> (not) She <u>has</u> (not) It <u>has</u> (not) We have (not) They have (not)</p>	<p>+ Infinitiv + (e)d (bei regelmäßigen Verben)</p> <p>oder</p> <p>+ Partizip Perfect (= dritte Spalte bei unregelmäßigen Verben)</p>	<p>just ever never (= noch nie) until now so far today this (week, year ...) for (= seit) since already (not) yet lately recently of late still</p>	
<p>Present Perfect Continuous (Present Perfect Progressive)</p>	<p>Oft besteht kein Unterschied in der Bedeutung zwischen Present Perfect Simple und Present Perfect Continuous.</p> <p>Das Present Perfect Continuous wird jedoch häufig benutzt, wenn man die Aktivität betonen möchte, das Present Perfect Simple, wenn das Ergebnis im Fokus steht.</p>	<p>I have You have He <u>has</u> She <u>has</u> It <u>has</u> We have They have</p>	<p>(not) been</p>	<p>doing learning coming studying ...</p>	<p>How long ...? for since all</p>
		<p><i>I've been working</i> at Antipolis since 1997.</p> <p><i>I've been writing</i> e-mails all morning.</p> <p>How long <i>have you been working</i> on this project?</p>			

Future

Future Tenses (Future 1)

Merke: „Future sense, future tense“

Anders als im Deutschen muss im Englischen in der Regel eine Zeitform des Futurs verwendet werden, wenn man über die Zukunft spricht.

Zeit	Wichtige Verwendungsregeln	Bildung/Beispiele		
Will-Future Gesprochenes und geschriebenes Englisch!	1. Für spontane Entschlüsse 2. Für Versprechen 3. Für Drohungen 4. Für Warnungen 5. Für Vorhersagen, die auf der persönlichen Meinung oder früheren Erfahrungen beruhen 6. Für Aussagen über die fernere Zukunft 7. Für Aussagen über dauerhafte Zustände in der Zukunft (ebenfalls richtig: „Going to-Future“) 8. Für Spekulationen über „now“ Nicht selten werden die o. g. Fälle durch folgende Wörter eingeleitet: probably, I expect, be sure, think, (I)don't think, wonder eine Besonderheit der Verneinung (won't): 9. Um auszudrücken, dass man sich weigert, etwas zu tun!	will + Infinitiv will not / won't + Infinitiv <i>Die Nummerierung bezieht sich auf die Verwendungsregeln links:</i> 1. This looks like a real bargain. <i>I'll buy</i> the shoes. 2. Don't worry, <i>I'll help</i> you with the translation. 3. <i>I'll report</i> you to the police. 4. They <i>will fire</i> you if you don't stop bullying (= mobben). 5. They <i>won't buy</i> at this price. 6. In ten years' time, they <i>ll learn</i> Chinese in school. 7. People in India <i>will live</i> longer as well. 8. Don't ring John now, he <i>ll be</i> at lunch. 9. Ask Mary, I <i>won't help</i> you.		
		Going to-Future Meist gesprochenes Englisch!	1. Für Absichten und Pläne 2. Für Vorhersagen, für die es klare Anzeichen gibt 3. Für Aussagen über dauerhafte Zustände in der Zukunft (ebenfalls richtig: „Will-Future“)	I'm You're He's/ she's/it's We're You're They're
		<i>Die Nummerierung bezieht sich auf die Verwendungsregeln links:</i> 1. <i>I'm going to make</i> my presentation in English. 2. Look at his face! He <i>is going to complain</i> about the meal. 3. Climate change <i>is going to cause</i> sea levels to rise.		

Future

Future Tenses (Future 1)

Zeit	Wichtige Verwendungsregeln	Bildung/Beispiele		
<p>Present Continuous with future meaning</p> <p>Meist gesprochenes Englisch!</p>	<p>Für feste Pläne und Absichten</p> <p>Achtung: Bei dieser Zeitform ist es unerlässlich, dass in dem Satz selbst oder im Kontext eine Zeitangabe der Zukunft steht (vgl. Beispiele). In diesen Fällen ist es häufig eine Alternative zum „Going to-Future“.</p>	<p>(Bildung s. Present Tense)</p> <p><i>I'm flying to Paris next week.</i></p> <p><i>I'm afraid I can't join you for dinner.</i></p> <p><i>I'm meeting a customer at 8.</i></p> <p><i>I'm visiting a museum with friends this weekend.</i></p>		
<p>Present Simple with future meaning</p> <p>Gesprochenes und geschriebenes Englisch!</p>	<p>1. Für offizielle Zeitpläne (Fahrpläne, Kalender etc.)</p> <p>2. Achtung: Ausnahme zur Regel „Future sense, future tense!“:</p> <p>In Nebensätzen der Zeit, genau wie im Deutschen</p>	<p>(Bildung s. Present Tense)</p> <p>Die Nummerierung bezieht sich auf die Verwendungsregeln links:</p> <p>1. Our train tomorrow leaves at 7.20. Labour Day is on a Monday next year.</p> <p>2. I'll ring you when I arrive in Paris.</p>		
<p>Future Continuous (Future Progressive)</p> <p>Meist gesprochenes Englisch!</p>	<p>1. Für Dinge, die an einem bestimmten Zeitpunkt in der Zukunft gerade ablaufen werden</p> <p>2. Um über ein zukünftiges Ereignis zu sprechen, das das Ergebnis einer Routine ist</p> <p>3. Wenn man besonders höflich sein möchte, wenn man Leute nach ihren Plänen fragt oder darüber berichtet (besonders wichtig für Chefs!)</p>	<p>will (not)/ won't</p>	<p>be</p>	<p>doing learning coming studying ...</p>
		<p>Die Nummerierung bezieht sich auf die Verwendungsregeln links:</p> <p>1. This time tomorrow I'll be flying to New York.</p> <p>2. I'll be seeing Peter tomorrow morning. That's when we usually have our departmental meeting.</p> <p>3. You will be working next door. Will you be making coffee for our meeting?</p>		

Future

Future Tenses (Future 2)

Zeit	Wichtige Verwendungsregeln	Bildung/Beispiele				
Future Perfect Simple	<p>Es gelten die gleichen Regeln wie für das Present Perfect Simple (Regel 1 + 2).</p> <p>Der Unterschied hierbei ist, dass der Bezugspunkt die Zukunft ist. Diese Zeitform wird selten gebraucht und steht in der Regel mit einer Angabe der Zeit.</p>	will (not)/ won't	have	been gone worked stopped ...	<p>This time next week, I'll have finished the testing.</p> <p>By tomorrow morning, I will have read the report.</p>	
Future Perfect Continuous (Future Perfect Progressive)	<p>Oft besteht kein Unterschied in der Bedeutung zwischen Future Perfect Simple und Future Perfect Continuous.</p> <p>Das Future Perfect Continuous wird jedoch häufig benutzt, wenn man die Länge der Aktivität betonen möchte.</p> <p>Auch diese Zeitform wird selten gebraucht und steht in der Regel mit einer Angabe der Zeit.</p>	will (not)/ won't	have	been	doing learning coming studying ...	<p>By this time next week, I will have been lying on the beach for 3 days.</p> <p>Tomorrow morning, we will have been running tests for 3 days in a row.</p>

Tense? Moody? Irregular?

You must be a verb!



**Your
notes:**

ANTiPOLiS

Unternehmensspezifisches Fremdsprachentraining

**Your
notes:**

ANTiPOLiS

Unternehmensspezifisches Fremdsprachentraining

**Your
notes:**

ANTiPOLiS

Unternehmensspezifisches Fremdsprachentraining

**Your
notes:**

ANTI*P*POLIS

Unternehmensspezifisches Fremdsprachentraining

**Your
notes:**



Bolbrinkersweg 1
33617 Bielefeld

Antipolis GmbH
www.antipolis.de
info@antipolis.de

Sieglindestraße 8
12159 Berlin

Telefon: +49 (0)521 2609570

