

TO-DO LIST English



WEEK 21

31st Jan.– 4th Feb.

Unit	To-do	?	S	T
On the job	1. Vocabulary “On the job” – I’ve chosen to specialise in _____ Write the vocabulary of the field you’ve chosen to specialise in (your “Fachbereich”)! Headline!	Ex.		
	2. Commerce/Office – CB p.66-67 Do exercises 1 - 4	CB		
	3. Tourism – CB p.68-69 Do exercises 1 – 3	CB		
	4. Service – CB p.70-71 Do exercises 1 – 3	CB		
	5. Woodwork – CB p.72-73 Do exercises 1 – 4	CB		
	6. Construction – CB p.74-75 Do exercises 1 – 3	CB		
	7. Metalwork – CB p.76-77 Do exercises 1 – 3	CB		
	8. Electricity – CB p.78-79 Do exercises 1 - 3	CB		
	9. Job description / Requirements / Advantages / Disadvantages – Choose one of the jobs (ex.1) from one of the seven job fields. Make a job-page in your exercise book or with your PC like the ones in your coursebook (p.66, 68, 70, 72, 74, 76, 78)	Ex/ sheet		
<p>Deadline: Monday, 7th Feb. 2022</p>				

Forwarding agent

Job
A forwarding agent must ...

- organise transport services for companies.
- choose and plan the right transport methods (rail, road, air, water).
- choose and plan the transport routes.
- do some office work.

Requirements
A forwarding agent should ...

- have telephone skills.
- be good at geography.
- have a basic knowledge of English.
- have basic computer skills.

Advantages

- You get to know a lot of interesting people.
- You have a five-day-week.
- You have good wages.
- You have good chances of promotion.

Disadvantages

- You have to sit a lot.
- You have to phone a lot.
- The truck drivers can be difficult.
- You have to deal with stress.

Evaluation:

