

# IT'S TIME TO SKILL UP!



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Welcome to our first **Skill Up!** vocabulary guide. In response to your requests, we've created a new product to help you to increase your active vocabulary. In each issue, we'll be focusing on **one main vocabulary area** and **one small-talk topic**.

This time, we're presenting language you will need to **talk about jobs** — your own and other people's jobs, too. We've divided the guide into sections in which different vocabulary and different ways to learn vocabulary are introduced. Look out for the small **Skill Up! boxes** for tips on how to remember the words we present.

### The sections:

**Picture This!** Use illustrations to help you to visualize the meanings of words.

**Word Bank** Study key expressions and translations in our vocabulary list.

**False Friends** Use visual memory aids for tricky translations.

**In Focus** Memorize common word partnerships to become more fluent.

**Essential Idioms** Learn idiomatic language through dialogues.

**Close Relations** Focus on words and word families.

**Small Talk** Learn common idioms and expressions for socializing.

**Your Profile** Personalize our guide with your own example sentences.

We hope you enjoy our new guide and look forward to your comments.

## SKILL UP!

The key to learning is **repetition**. If you want to be able to use the vocabulary in this guide, you will have to get into a language-learning routine: **read, repeat, read, repeat!** Leave a gap of no longer than 24 hours before the first repetition. Then, leave longer gaps, until you know the vocabulary. It's the best way to **remember** the words!

WWW.

## SKILL UP! online

On our website, you will find selected vocabulary from this guide in our **Word of the Day** section. To listen to the word, definition and example sentence — and to download the mp3 file of each word — go to [www.business-spotlight.de/skill-up1](http://www.business-spotlight.de/skill-up1)



## CHECKLIST: WHAT CAN YOU DO?

Below, you will find the contents of this issue of **Skill Up!** and a checklist of what you should be able to do with confidence after studying this guide. Ask yourself what you can really do. If you can't say yes to every statement, go back and spend more time on learning the vocabulary. Don't forget to read our **Skill Up!** tips and to do the online exercises.

Contents	Page(s)	Checklist	Not yet	A little	Yes!
<b>Picture This!</b> A professional job	4–5	I can talk about jobs using the correct names of common professions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Word Bank</b> Industries and jobs	6	I can use the correct terms for industries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Common jobs</b> and their titles	7–9	I can understand and use job titles much better.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>False Friends</b> Friends at work	10–11	I can identify the false friends presented here — and use the correct translations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>In Focus</b> Talking about jobs	12–13	I can confidently use the common word partnerships with “job”.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>All about work</b>	14–15	I can confidently use the common word partnerships with “work”.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Essential Idioms</b> Dialogues at work	16–17	I can correctly use idiomatic expressions that contain “job” and “work”.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Close Relations</b> Employ the family	18–19	I can correctly use all members of the “employ” family.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Small Talk</b> Game on!	20–21	I can make small talk about sport.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Your Profile</b> Jobs, work and sport	22	I can honestly say that I now feel more confident using the vocabulary in this guide.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Preview</b>	23				