
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	280 Lektionen
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Neue kaufmännische Grundbildung (NKG)

Stoffplan B-Profil Grundlagenfach Englisch

1. 1. Jahr 3 Lektionen pro Woche;
2. 2. und 3. Jahr 2 Lektionen je Woche

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

1. 1. Lehrjahr, 1. Semester, 3 Wochenstunden
2. 2. Semester, 3 Wochenstunden

Inhalte/Themen	Lehrmittel	Units	Lektionen	Leistungsziel
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Getting to know you •Tenses •Questions •Using a bilingual dictionary •Social Expressions 1	New Headway Pre-Intermediate p. 6 -13	1	12	
The way we live •Present tenses •Have/have/got •Collocation-daily life •Making conversation	New Headway Pre-Intermediate p. 14 -21	2	12	
It all went wrong •Past tenses •Word formation •Time expressions	New Headway Pre-Intermediate p. 22-29	3	12	
Lets go shopping •Much/many •Some/any •A few/a little/a lot of •Articles •Shopping •Prices	New Headway Pre-Intermediate p. 30 -37	4	12	

What do you want to do? •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? •What...like? •Comparatives and superlatives •Synonyms and antonyms •Directions	New Headway Pre- Intermediate p. 46 -53	6	12	

Famous couplet •Present perfect •For, since •Adverbs, word pairs •Short answers	New Headway Pre- Intermediate p. 54 -61	7	12	
Do's and don'ts •Have(got) to •Should/must •Words that go together •At the doctor's	New Headway Pre- Intermediate p. 62 -69	8	12	

2. Lehrjahr, 3. Semester, 2 Wochenstunden

Lehrmittel: New Headway Pre-Intermediate und Getting Ahead

Going places •Time clauses •If •Hot verbs •In a hotel	New Headway Pre- Intermediate P. 70 -77	9	10	
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Scared to death •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 •Passives •Verbs and nouns that go together •Notices	New Headway Pre-Intermediate 86 -93	11	10	

Introductions and greetings <ul style="list-style-type: none"> ▪ <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 <ul style="list-style-type: none"> ▪ <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	

Dreams and reality •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 •Past Perfect •Reported statements •Saying goodbye	New Headway Pre- Intermediate p. 110 -117	14	10	

Companies	Getting ahead p. 16 -21		
◆ Adjectives of nationality			
◆ Present time			
◆ Present simple			
◆ Questions and short answers with do/does			
◆ Ask for and give information on companies and products		3	5
◆ Say large numbers			
◆ Lay out a business letter			
◆ Types of business			
◆ Products and services			
◆ Business letters			
The place of work	Getting ahead p. 22 -27		
◆ Ordinal numbers			
◆ Prepositions of location			

<ul style="list-style-type: none"> ◆ Ask for and give directions ◆ Talk about departments ◆ Give and take telephone messages ◆ Company departments 	4	5		
<ul style="list-style-type: none"> ◆ Revision and consolidation 	Getting ahead p. 28 -31	5	2	
<p>Day-to-day work ◆ Prepositions of time</p> <ul style="list-style-type: none"> ◆ Adverbs of frequency ◆ Verb patterns ◆ Verbs followed by –ing ◆ Describe activities ◆ Ask for and give information on working routines (times and conditions) ◆ Express likes and dislikes ◆ The workplace: ◆ The working day ◆ Working conditions 	Getting ahead p. 32 -37	6	7	
<p>The working environment ◆ Modals</p> <ul style="list-style-type: none"> ◆◆ Make and respond to request ◆ Express obligation ◆ Give advice ◆ The workplace 	Getting ahead p. 38 -43	7	7	

<p>Plans ♦Future time ♦Present progressive for future arrangements ♦Wh-questions ♦Make plans and arrangements ♦Make appointments ♦Business travel appointments</p>	<p>Getting ahead p. 44 -49</p>	<p>8</p>	<p>7</p>	
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<p>Visits and travel ♦Past time ♦Past simple ♦Adjectives ♦Book a hotel room ♦Welcome visitors and make small talk ♦Describe business events ♦Write a letter requesting information ♦Business events ♦Business and leisure facilities and equipment</p>	<p>Getting ahead p. 50 -55</p>	<p>9</p>	<p>7</p>	
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<p>▪ Revision and consolidation</p>	<p>Getting ahead p. 56 - 59</p>	<p>10</p>	<p>2</p>	
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<p>Work history ♦ Past time ♦ Past simple regular and irregular verbs ♦ Express attitudes and feelings ♦ Describe career and experience ♦ Education, work experience and career</p>	<p>Getting ahead p. 60 -65</p>	<p>11</p>	<p>7</p>	
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<p>Fairs and sales ♦ Countable and uncountable nouns ♦ Some and any ♦ Book accommodation ♦ Describe products ♦ Give and take an order ♦ Trade fairs ♦ Product description ♦ Ordering goods</p>	<p>Getting ahead p. 66 -71</p>	<p>12</p>	<p>5</p>	
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<p>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</p>	<p>Getting ahead 72 -77</p>	<p>13</p>	<p>5</p>	
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<p>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</p>	<p>Getting ahead p. 78 -83</p>	<p>14</p>	<p>5</p>	<p>6</p>
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<p>▪ Revision and consolidation</p>	<p>Getting ahead p. 84 - 87</p>	<p>15</p>	<p>2</p>	
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<p>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</p>	<p>Getting ahead p. 88 - 93</p>	<p>16</p>	<p>5</p>	
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<p>Problems, problems ♦ Future time ♦ Will/future for decisions made at the time of speaking ♦ Will/future and present progressive ♦ Deal with problems and clients ♦ Complain and apologize ♦ Departmental responsibilities ♦ Business problems and product problems</p>	<p>Getting ahead p. 94 - 99</p>	<p>17</p>	<p>5</p>	
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<p>Future trends ♦Future time ♦Will/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</p>	<p>Getting ahead p. 100 -105</p>	<p>18</p>	<p>5</p>	
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<p>Enjoying a business trip ♦Explain leisure and entertainment possibilities to a visitor ♦Make offers ♦Thank people ♦Looking after business associates ♦Thanking hosts for hospitality</p>	<p>Getting ahead p. 106 -111</p>	<p>19</p>	<p>5</p>	
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<p>▪ Revision and consolidation</p>	<p>Getting ahead p. 112 - 115</p>	<p>20</p>	<p>2</p>	
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Revision and consolidation Exam preparation

Interne Prüfung