

1. Jobs/job areas:

Health sector /healthcare:

doctor	Arzt
dentist	Zahnarzt
vet	Tierarzt
nurse	Kranken- schwester, -pfleger

Manual work:

Factory worker	Fabrik- arbeiter
farmer	Bauer
mechanic	Mechaniker
bricklayer	Maurer
electrician	Elektriker

Service sector:

postman	Briefträger
fireman	Feuerwehr- mann
shop assistant	Verkäufer:in
waiter	Kellner:in
soldier	Soldat:in
teacher	Lehrer:in
professor	Professor:in
lawyer	Rechtsanwalt

Office jobs:

secretary	
receptionist	
accountant	Buchhalter:in
bank clerk	Bankbeamter

Travel sector:

bus driver	
train driver	
pilot	
flight attendant	Flug- begleiter:in
tour guide	Fremden- führer:in
travel agent	Reisbüro- angestellter

Media/communication:

web designer	
app developer	
programmer	
journalist	
reporter	
columnist	

2. How to learn a job:

apprentice	Auszubildender (Azubi), Lehrling
apprenticeship	Lehre
internship	Praktikum
intern	Praktikant
study (at university)	Studium

3. How to get a new job:

apply for a job	sich für einen Job bewerben
letter of application	Bewerbungsschreiben
job interview	Bewerbungsgespräch
career advisor	Berufsberater
dream job	Traumberuf

4. Job interview

Preparation for the interview:

Find out about the company and the employer you are going to meet.

Think about your own skills and interests and experience.

Your plans for the future?

How do you describe yourself:

- hard-working
- interested in new things
- concentrated
- focused on..
- not easily bored
- you never give up

How to dress:

not too formal (not in a black suit)
with a tie (depending on the type of company you go to)
not too casual (not in jeans o shorts)

clean clothes, no holes

How to behave:

sit upright
smile confidently
listen carefully
keep eye contact with your interviewer
don't use bad language

The interviewer's questions:

What are your hobbies?

Do you do team sports or sports which you do alone?

Why are you interested in this particular job? What do you expect?

In which subjects were you strong at school?

What were your weak subjects?

What are your greatest strengths?

What has been your greatest achievement in your life so far?

What is your ambition for the future?

Are you looking for a lot of money or job satisfaction?

What is most important for you in a job?

- a) big money b) nice team c) good working conditions d) personal job satisfaction

Why should we hire you for this job?

5. Problem areas

- a. Are there typical male or female jobs?
- b. Equal pay: should men and women be paid the same for the same job?
- c. Having a family or having a career? Can you have both? Who looks after the kids during working hours?
- d. More money or job satisfaction?
- e. Work alone or in a team?
- f. The pros and cons of a particular job (choose one and list them)
- g. Work – life balance?