

1- Getting Started

Read these three articles about the employee's first day at the warehouse. Then answer the questions:



Emilio

The first day was **exhausting**. I was never in a warehouse this big before. I had no sense of direction. I got lost a few times. I forgot to bring safety shoes on the first day. But it was ok. The colleagues here had a **spare** pair of shoes for me. My English wasn't as good as it is now, so it was not easy for me to understand the health and safety training. But I made friends with two other guys – they translated for me. I used SAP before so that wasn't too difficult to learn. I think the free coffee in the canteen on the first floor is great.



Mary

I never worked in a warehouse or a logistics center before. So I did not really understand what I had to do on my first day. I never used an SAP device either. But my group leader is very supportive. He sent an advanced user to help me on the first day. I found it **difficult** to remember all the codes. But now after 3 months, I am very well able to work with the system. My English is better too. I go to lunch every day with three of my colleagues. We have a lot of fun working together. They are from India, Syria and Turkey.



Divia

I didn't speak any German when I started working in the warehouse. Not a word! Now I can speak a little. I have **been** in Germany for 2 months now. I learn using an App on my phone. I can **follow** my group leader a little better now, so sometimes we talk in English and sometimes in German. I never worked with scanners or SAP systems before, but I think it's **straightforward** and only takes a week or two to learn how to use it. After that I was able to work fast. The warehouse has good technical supporters.

Answer these questions about the people in the articles:

1. Who used an SAP system before?
2. Who is taking German lessons?
3. Who got lost around the warehouse at the beginning?
4. Who found it hard to remember all the codes for the SAP scanners?
5. Who goes to lunch every day with the same 3 colleagues?

Match these definitions with the words **highlighted in yellow** in the texts:

- _____ : not complicated / easy to understand
- _____ : extremely tired
- _____ : understand someone when talking
- _____ : hard / tough / not easy
- _____ : extra ones

Now take some minutes to write an account of your first day at the warehouse. Talk about your first impression. What did you like? What did you not like? What was complicated? What was difficult? Did you meet people you liked? When you have finished, give them to your trainer. He will read them aloud and you have to guess who wrote what.

Jetzt nehmt euch ein paar Minuten Zeit, um einen Bericht über euren ersten Tag im Lager zu schreiben. Sprecht über euren ersten Eindruck. Was hat euch gefallen? Was hat euch nicht gefallen? Was war kompliziert? Was war schwierig? Habt ihr Leute getroffen, die ihr mochtet? Wenn ihr fertig seid, gebt sie eurem Trainer. Er wird sie vorlesen und ihr müsst erraten, wer was geschrieben hat.

Complete these sentences. Work in pairs if you like.

Beende diese Sätze. Arbeitet zu zweit, wenn ihr möchtet.

- My biggest challenge at work today is..
Meine größte Herausforderung bei der Arbeit ist heute...
- The most annoying thing that happened yesterday was..
Das Nervigste, was gestern passiert ist, war...
- A colleague of mine is currently...
Ein Kollege von mir ist derzeit...
- The most frustrating thing at the moment is...
Das Frustrierendste im Moment ist...
- I wish I had more...
Ich wünschte, ich hätte mehr...
- My job would be easier if I had...
Meine Arbeit wäre einfacher, wenn ich... hätte.
- I am nervous about..
Ich bin aufgeregt wegen
- I think I am going to need help today with...
Ich glaube, ich werde heute Hilfe brauchen bei...
- I am looking forward to..
Ich freue mich auf...

2 - Daily Challenges

How many of these challenges do you have in your daily work?

Wie viele dieser Herausforderungen hast du in deiner täglichen Arbeit?

Say yes or no beside each.

Sag neben jeder Frage Ja oder Nein.

Then put the challenges that you do have in order from the most frequent to the least frequent.

Dann ordne die Herausforderungen, die du hast, nach Häufigkeit, von der häufigsten bis zur seltensten.

Add 4 more daily challenges.

Füge noch 4 weitere tägliche Herausforderungen hinzu.

Challenge	Yes / No	Most frequent to Least Frequent
1. We don't have enough staff. <i>Wir haben nicht genügend Personal.</i>		
2. We don't have enough pieces. <i>Wir haben nicht genügend Artikel.</i>		
3. The garments are the wrong pick location. <i>Die Kleidungsstücke befinden sich am falschen Kommissionierort.</i>		
4. We have no garments at the pick location. <i>Wir haben keine Kleidungsstücke am location.</i>		
5. The wrong labels are on the totes. <i>Die falschen Etiketten sind auf den Behältern angebracht.</i>		
6. Some full totes are not scanned. <i>Einige volle Behälter werden nicht gescannt.</i>		
7. We don't have enough totes. <i>Wir haben nicht genügend Behälter.</i>		
8. The order isn't ready in time for departure. <i>Die Bestellung ist nicht rechtzeitig zum Versand fertig.</i>		
9. The totes aren't sorted correctly. <i>Die Behälter sind nicht richtig sortiert.</i>		
10. I can't communicate with temporary staff. <i>Ich kann mich mit den Zeitarbeitskräften nicht verständigen.</i>		
11. Some of the staff can't use the scanners. <i>Einige Mitarbeiter können die Scanner nicht bedienen.</i>		
12.		
13.		
14.		
15.		

3 – Work-life Balance

Complete this table about your basic working conditions. At my company:

- You work _____ hours a day.
- You work _____ days a week.
- You get _____ breaks in each shift.
- You have to start work at _____.
- You finish work at _____.
- You get _____ days holiday a year.
- You work _____ hours overtime a month.
- You work _____ weekend hours a month.

Now complete this survey. Give yourself a score out of 5 in each case. **5 means the statements are completely true for you and one means that they are totally not true.** Add up the totals. If your score is under 25, your work-life balance might be tipped too much in the direction of work.

Jetzt füllst du den Fragebogen aus. Gib dir für jede Aussage eine Punktzahl von 1 bis 5. 5 heißt, dass die Aussage für dich total zutrifft, und 1, dass sie überhaupt nicht zutrifft. Rechne die Punkte zusammen. Wenn du weniger als 25 Punkte hast, ist dein Work-Life-Balance vielleicht zu sehr auf die Arbeit ausgerichtet.

	Score
I don't think I work too many hours.	
I think my breaks are long enough.	
I have enough holidays.	
It doesn't take too long to commute.	
I never think of work when I am at home.	
I usually plan my free time.	
I mostly leave home when I have holidays.	
I don't have social commitments during my free time (have to look after children, an aging parent etc.)	
I take exercise (walk, swim etc.) in my free time.	
I am in a club (sports / hobby)	

What else do you feel you could do / What else do you feel your company could do to improve your work-life balance?

4 – Core Tenses

Complete these sentences using Present Simple (I work), Present Continuous (I am working) or Past Simple (I worked). Refer to the tables in the last pages of handout 38.

- At the moment, I _____ (work) a lot of overtime because we are short-staffed in my department.
Im Moment arbeite ich viele Überstunden, weil wir in meiner Abteilung unterbesetzt sind.
- Right now, we _____ (sit) in our English training.
Wir sitzen gerade in unserem Englischkurs.
- It _____ (rain) outside right at this moment.
Draußen regnet es gerade.
- Tomorrow is Saturday so we _____ (not/work) tomorrow.
Morgen ist Samstag, also morgen arbeiten wir nicht.
- After the English lesson, I _____ (go) for lunch.
Nach dem Englischunterricht gehe ich zum Mittagessen.
- This weekend, I _____ (go) to visit a friend.
Dieses Wochenende besuche ich einen Freund.
- Every weekend, I _____ (go) to the supermarket.
Jedes Wochenende gehe ich zum Supermarkt.
- But this weekend, I _____ (not/go) to the supermarket because I _____ (do) my shopping yesterday evening instead.
Aber dieses Wochenende gehe ich nicht zum Supermarkt, weil ich gestern Abend stattdessen meine Einkäufe erledigt habe.
- We _____ (have) an evacuation last Friday.
Letzten Freitag hatten wir eine Evakuierung.
- Everyone _____ (leave) the building and went to the assembly points.
Alle haben das Gebäude verlassen und sind zu den Sammelplätzen gegangen.
- Someone _____ (have) to check the lists to make sure everyone was out.
Jemand musste die Listen überprüfen, um sicherzustellen, dass alle draußen waren.
- After about half an hour, we all _____ (go) back inside and started work again.
Nach etwa einer halben Stunde sind wir alle wieder hineingegangen und haben unsere Arbeit wieder aufgenommen.
- Luckily, it _____ (be) dry while we were standing outside.
Zum Glück war es trocken, während wir draußen standen.
- We _____ (do) fire training once a year.
Wir machen einmal im Jahr eine Brandschutzübung.
- During the fire training, someone _____ (show) us how to use the fire extinguishers.
Während der Brandschutzübung hat uns jemand gezeigt, wie man die Feuerlöscher benutzt.

Listening Comprehension

Watch this interview with Ryan Gosling and answer the questions

<https://www.youtube.com/watch?v=SNRJZeenTus>

- His best sandwich?
- His first concert?
- What is the scariest animal for him?
- Apples or oranges?
- Who was the first person he asked for an autograph?
- What does he think happens when we die?
- His favorite action movie?
- Window or aisle?
- His favorite smell?
- His least favorite smell?
- Earliest memory?
- Cats or dogs?
- What song would he listen to if he could only listen to one song?
- What number is he thinking of?
- How does he describe the rest of his life in 5 words?