

A.III.23

Business communication: writing

You *must* be prepared for your job interview – Using modal verbs and their different functions

Nach einer Idee von Konstanze Zander, Westerengel

Illustrationen von Julia Lenzmann



© RAABE 2020

© PeopleImages/E+

Must, should, might – Modalverben sind wichtige Helfer in der englischen Sprache. Aber wann verende ich nochmal welches *modal verb*? Und was sind die Besonderheiten bei deren Verwendung? In dieser Unterrichtseinheit wiederholen Ihre Schülerinnen und Schüler die Modalverben und wenden sie in verschiedenen themen- und alltagsrelevanten Kontexten an. Dabei vertiefen sie nicht nur ihre grammatikalischen Kompetenzen, sondern erwerben auch Grundwissen aus den Bereichen *job interviews, business trips, dating* und *healthy eating*.

KOMPETENZPROFIL

Niveau: A2/B1

Dauer: 6 Unterrichtsstunden

Kompetenzen: 1. Grammatik: Modalverben wiederholen und in verschiedenen Situationen anwenden; 2. Leseverstehen: kurze Artikel lesen, verstehen und graphisch darstellen; 3. Schreiben: Modalverben in verschiedenen Textformaten anwenden; 4. Sprechen: sich mit dem Partner austauschen

Thematische Bereiche: Modalverben, *job interviews, business trips, dating, healthy eating*

Medien: Texte, Bilder, Comic, *LearningApps*

Zusatzmaterialien: Differenzierungsmaterial, Ernährungspyramide, Laufzettel

 LearningApps -
interaktive Lernbausteine

Auf einen Blick

1./2. Stunde

Thema:	Obligations, possibilities, advice – modal verbs and their functions
M 1	What can I do? – Giving tips and advice / mit einem Bildimpuls in das Thema einsteigen und Modalverben für Empfehlungen und Tipps verwenden
M 2	Rule sheet – modal verbs / verschiedene Funktionen von Modalverben erarbeiten
M 3	Signs everywhere – obligations / anhand von Schildern mit den Modalverben <i>must</i> und <i>mustn't</i> Vorschriften artikulieren
Benötigt:	<input type="checkbox"/> OHP, Dokumentenkamera bzw. Beamer/Whiteboard <input type="checkbox"/> M 1 als Folie, Ausdruck bzw. Worddokument <input type="checkbox"/> ggf. M 2 und M 3 als digitale Version in <i>LearningApps</i>



3./4. Stunde

Thema:	In the office – talking about job interviews and business trips
M 4/M 5	My guidebook for a job interview – necessities and obligations / kurze Zeitungsartikel lesen und mit den Modalverben <i>must</i> und <i>should</i> Regeln für <i>job interviews</i> aufstellen
M 6	You need a new outfit! – Giving advice / mit den Modalverben <i>should/ shouldn't</i> und <i>need/needn't</i> Tipps für ein angemessenes Outfit geben
M 7	What do you tell me about your first meeting? – Possibilities / einen Lückentext mit den Modalverben <i>can, could, might, shall</i> und <i>will</i> befüllen
Benötigt:	<input type="checkbox"/> ggf. Registrierung bei der Anwendung <i>Book Creator</i> und entsprechende Zugangs-codes zur Bibliothek für die Schüler <input type="checkbox"/> ggf. Internetzugang sowie entsprechende Endgeräte, Smartboard/Beamer <input type="checkbox"/> ggf. Plakate und Stifte für das <i>guidebook</i> <input type="checkbox"/> Dokumentenkamera bzw. Beamer/Whiteboard <input type="checkbox"/> M 6 und M 7 als Folie, Ausdruck bzw. Worddokument <input type="checkbox"/> ggf. M 7 als digitale Version in <i>LearningApps</i>



5./6. Stunde

Thema:	Dos and don'ts – giving advice about dating and health
M 8	Oops, not a perfect date – giving advice / anhand eines Comics Ratschläge ableiten
M 9	A handbook for my first date – giving advice / mit den Modalverben <i>should/ shouldn't, need/needn't</i> und <i>must/mustn't</i> Dating-Empfehlungen geben

M 10 You shouldn't eat a lot of fats – giving advice / mit den Modalverben *should/ shouldn't* anhand der Ernährungspyramide Tipps zur gesunden Ernährung geben

M 11 Let's start a diet! – Giving advice / wichtige Aspekte einer gesunden Ernährung zusammenfassen

Benötigt:

- OHP, Dokumentenkamera bzw. Beamer/Whiteboard
- M 8 und M 10 als Folie, Ausdruck bzw. Worddokument
- ggf. M 8 als digitale Version in *LearningApps*



Zusatzmaterialien auf der CD 36 bzw. in der ZIP-Datei





M7ZusatzBusinessTrip M 7 als Version für leistungsschwächere Lernende
M8ZusatzComicB2 M 8 als Version für leistungsstärkere Lernende ohne Angabe der *phrases*
M10ZusatzFoodpyramid Ernährungspyramide als größere Version zur Besprechung der Lösung in M 10
ZMLaufzettel Laufzettel zur Durchführung der Unterrichtseinheit als Stationenlernen



Minimalplan

Haben Sie nur wenig Zeit zur Verfügung und möchten sich lediglich kurz wiederholen? Steigen Sie mit **M 1** und **M 2** ein und rekapitulieren Sie mit Ihren Lernenden die Regeln der *modal verbs*. Als Vertiefung können Sie daraufhin **frei wählen von den weiteren Materialien wählen** und eigene Schwerpunkte setzen. Möchten Sie im beruflichen Kontext bleiben und Ihre Schüler gleichzeitig auf *job interviews* vorbereiten, arbeiten Sie mit M 4–M 6 weiter. Möchten Sie viele verschiedene Modalverben auf einmal üben, setzen Sie M 7 ein. Möchten Sie lieber in die Alltagswelt Ihrer Lernenden eintauchen, können Sie die Materialien M 8–M 9 (*dating advice*) oder M 10–M 11 (*healthy eating*) einsetzen.

Hinweise zu den Differenzierungsstufen

	Finden Sie dieses Symbol in den Lehrerhinweisen, so findet eine Differenzierung statt. Es gibt drei Niveaustufen, wobei nicht jede Niveaustufe immer extra ausgewiesen wird.	
		
einfaches Niveau	mittleres Niveau	schwieriges Niveau

Rule sheet – modal verbs

M 2

You can use modal verbs to express different conditions¹ and to fulfil different functions.

Tasks

1. Find out about the different functions. Write down the translations. You can use a dictionary.
2. Assign² the different modal verbs and the sentences to the functions.
3. Name the replacements³ that can be used for modals in the past tense. You can use the internet to do some research.
4. Write down one more example for the different functions.



<https://learningapps.org/watch?v=p7mviu5na20>

Modal verbs (helping verbs) are not like other verbs.

- Their **form** does not change for different persons (there is no 3rd person singular 's'): *She must go home.*
- They do not need "do/does/did" to form **questions**: *Must she go home?*
- They are **followed by a verb** in the infinitive form: *She must go home.*
- Besides "could" and "would" there are no **past tenses**. You have to use a replacement.
- Using the **negative forms**: *must = müssen – mustn't = nicht müssen / need = brauchen – needn't = nicht müssen*

Function	Modal(s)	Example	Replacements for past tense
Ability Translation:			
Request / permission Translation:			
Advice Translation:			
Obligation / necessity Translation:			
Possibility Translation:			

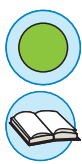
Modal verbs: can (3x) – may (2x) – could (3x) – should (2x) – must – would – shall – might – will

Sentences

<p>It will rain tomorrow afternoon.</p> <p>My colleague may visit us tomorrow.</p> <p>The man can speak three languages.</p> <p>Could you help me please?</p> <p>You should go on a vacation.</p>	<p>Would you mind if I sit down?</p> <p>We shall need an extra conference room when they arrive.</p> <p>You should pay the bill.</p> <p>Anna could do gymnastics when she was 6.</p>	<p>This hotel might be expensive.</p> <p>You can use my car.</p> <p>You must be prepared for your interview.</p> <p>May I borrow your pen?</p> <p>You should ask a lot of questions.</p>
---	--	--

1 **conditions:** hier: die Verhältnisse – 2 **to assign sth.:** etw. zuordnen – 3 **replacement:** der Ersatz

M 5



Partner A:

10 things not to say in a job interview

With the jobs market more competitive¹ than ever it can be hard work just to get an interview, so once you're actually in front of potential employers you don't want to ruin your prospects with an ill-chosen² comment.

Sadly, some job hunters³ still do speak before they think. Corinne Mills, managing director of Personal Career Management, says she can recall many instances of interviewees saying the wrong thing. "I remember when one man was asked why he wanted the job, he replied 'Because my mum thought it was a good idea'," she says.

She adds that some job hunters have also been known to say they've applied for a job "because it will pay the rent while I look for a job I really want to do" and a common response to a question about what candidates like to do in their spare time is "go to the pub". [...]

We asked Nott, Mills and Nik Pratap of Hays Senior Finance for their list of the top things to avoid⁴ saying at a job interview:

- 1) "Sorry I'm late." It goes without saying that punctuality is key. Your interviewer doesn't want you to arrive for work 20 minutes late every morning.
- 15 2) "What's your annual leave and sickness policy?" It doesn't sound good if, before you've even been hired, you're planning your absence⁵ from the company.
- 3) "I'll just take this call." Mills says a large number of candidates think it is OK to take telephone calls, texts etc during an interview. It isn't.
- 4) When asked, "Where do you see yourself in five years?" never say, "Doing your job." As much as this might be a genuine⁶ answer, Nott says candidates should "try to build a response around the experience they would like to have gained and the level of responsibility they'd like to have, rather than the company's job."
- 20 5) "My previous employer sucked." No matter how [...] boring those roles might have been, "speaking badly of a previous employer is not only unprofessional, but also reflects on your character," Pratap says. Your new employer will contact your former employer for references following an interview, so it's never wise to burn your bridges.
- 6) "You make widgets? I thought you made cricket bats." Failing to research your prospective employer fully is a big no-no. "Saying you've looked at their website is only marginally better – employers expect a bit more research," Mills explains.
- 30 7) "Bloody hell." Never swear in your interview. It can happen, especially if your interviewer is themselves prolific with the profanities⁷, but don't let them set the standard of the interview and remain professional at all times.
- 8) "I was very good at sorting out PEBs by using ARCs." Don't fall into the industry jargon of your previous employer or assume the interviewer knows anything about your experience, Pratap advises. Instead, speak clearly about your skills and experience to avoid any confusion or misunderstanding.
- 35 9) "Do I really have to wear that uniform?" Any criticism of staff uniform will go down like a lead balloon. Do you think your interviewer enjoyed wearing that fluorescent green uniform when they performed your role?
- 40 10) When asked, "What do you expect to enjoy most about this role?" never reply with any of the following: the perks, the pay, lunchtimes, my co-workers or the holidays, Nott says.

Published: 10 Oct 2017 <https://jobs.theguardian.com/article/10-things-not-to-say-in-a-job-interview?s=2>

1 **competitive**: konkurierend – 2 **ill-chosen**: unglücklich gewählt – 3 **job hunter**: die/der Jobsuchende – 4 **to avoid sth.**: etw. vermeiden – 5 **absence**: die Abwesenheit – 6 **genuine**: ehrlich – 7 **prolific with the profanities**: häufig Kraftausdrücke verwenden

M 6 You need a new outfit! – Giving advice

Looking neat¹ and professional is very important when you have a job interview.

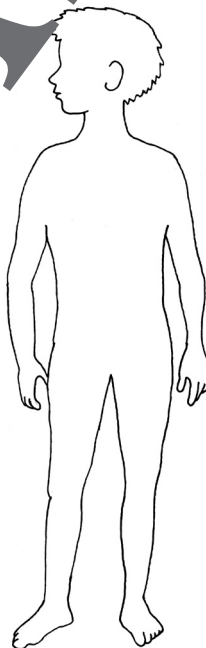
Tasks

- Here are two pictures that show a boy and a girl with outfit problems. Choose one picture and give him/her five suggestions² to improve³ the outfit. Use *should/shouldn't* and *needn't*.



© Julia Lenzmann

- Draw a funny boy or girl with outfit problems. Show it your partner. He/she should make five suggestions for him/her.



© Julia Lenzmann

Vocabulary

1 **neat**: ordentlich – 2 **suggestion**: der Vorschlag – 3 **to improve**: verbessern

M 7



<https://learningapps.org/watch?v=phppz9n4j20>

Could you tell me about our first meeting? – Possibilities

When you are talking about future plans with your colleague you use modal verbs.

Task

Read the text and fill in the following modal verbs: *can/could, cannot/could not (can't/couldn't) may/might, will, will not (won't)*.

Paul and Sarah are leaving for a business trip on Monday.

Paul: Good morning Sarah. Let us talk about our business trip next week.

Sarah: Sure. _____ you tell me about the flights and hotel?

Paul: Our flight _____ leave at 8 a.m. _____ Monday morning. I think it _____ be good if we meet here at 6.30.

Sarah: Yes, I think that is a good idea. The traffic _____ be really busy on Monday mornings and we _____ miss _____ flight. _____ you check our check-in and boarding times once again before we leave?

Paul: I _____ do that. Our hotel is _____ the city centre. Since it _____ rain on Monday, I think it's best to order an airport transfer. _____ you take care of that?

Sarah: O.K., but _____ expensive?

Paul: Don't worry about that! Our company _____ pay for all our expenses while we are on a business trip.

Sarah: Good. I have already _____ our schedule for the trip.

Paul: That's great. _____ you tell me when our first appointment is?

Sarah: It is not before Tuesday. That means that we _____ have time to get _____ settled in _____ before the meetings start.

Paul: Amazing. _____ meet up with an old friend of mine who lives in London.

_____ I join you?

Paul: Of course. You _____ join us for dinner if you like. I am sure he won't mind.

Sarah: Thank you. Our last meeting is on Friday at 10 a.m.

Paul: Alright. Our plane leaves at 3 p.m. _____ you also take care about the transfer back to the airport?

Sarah: Of course. Maybe the transfer company _____ even offer a two-way deal.

Paul: Yes they _____. Last but not least: We have to make sure to fill in all the paper work, so that the company _____ pay back all of our expenses.

Oops, not a perfect date – giving advice

M 8

Not every date goes perfectly.

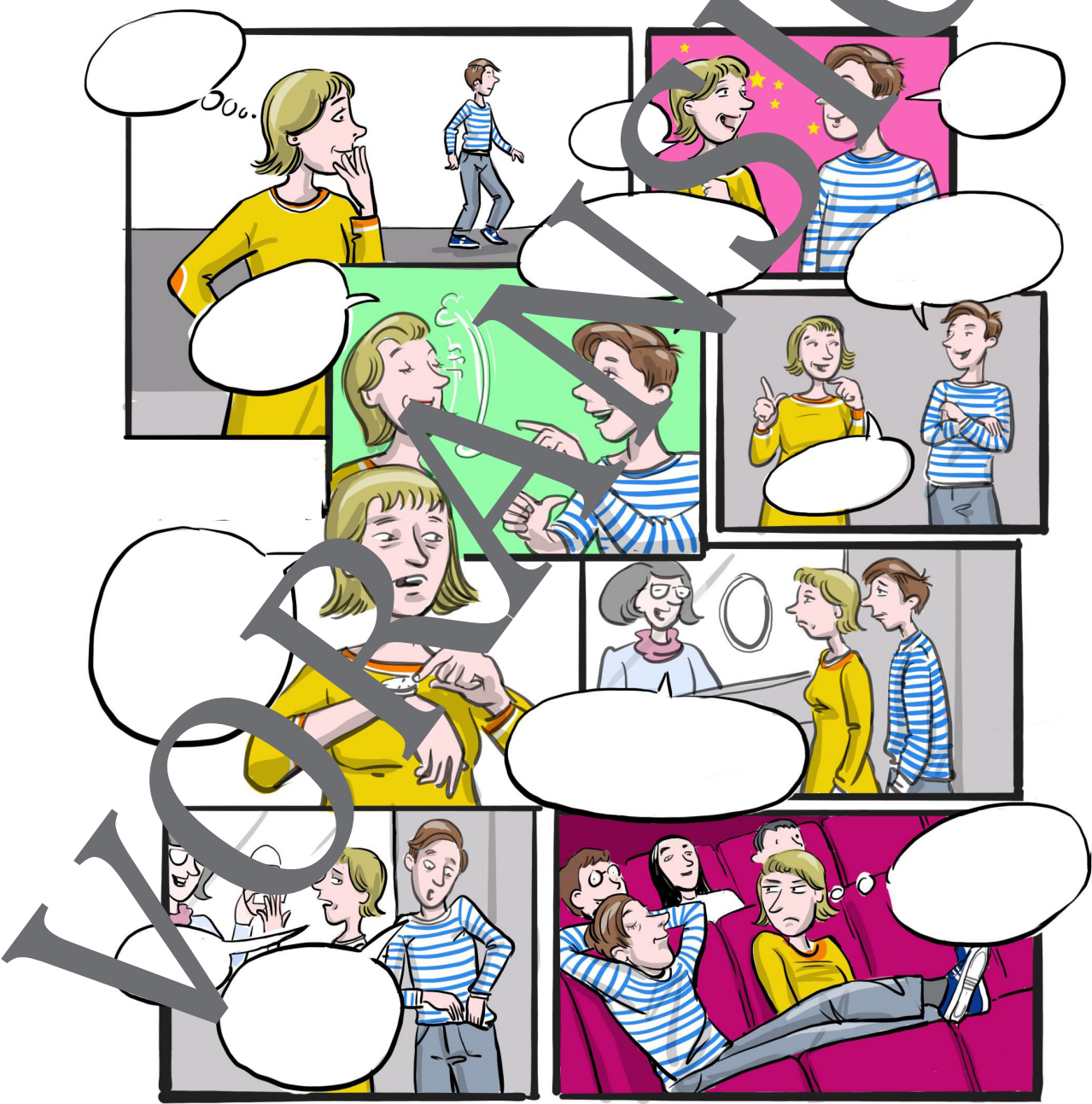
Tasks

1. Complete the speech bubbles with the following sentences.
2. Name four things you *shouldn't/mustn't* do on a date.

A comedy.	Do you want to go to the cinema with me?	He is so cute!	I'm fine.
We only have got tickets for the kids' film.	What kind of film would you like to see?	How are you?	This date is terrible!
Oh no! I forgot my wallet.	You're late. We have to hurry to see the beginning of the film.	Okay, I can pay.	Yes, that sounds



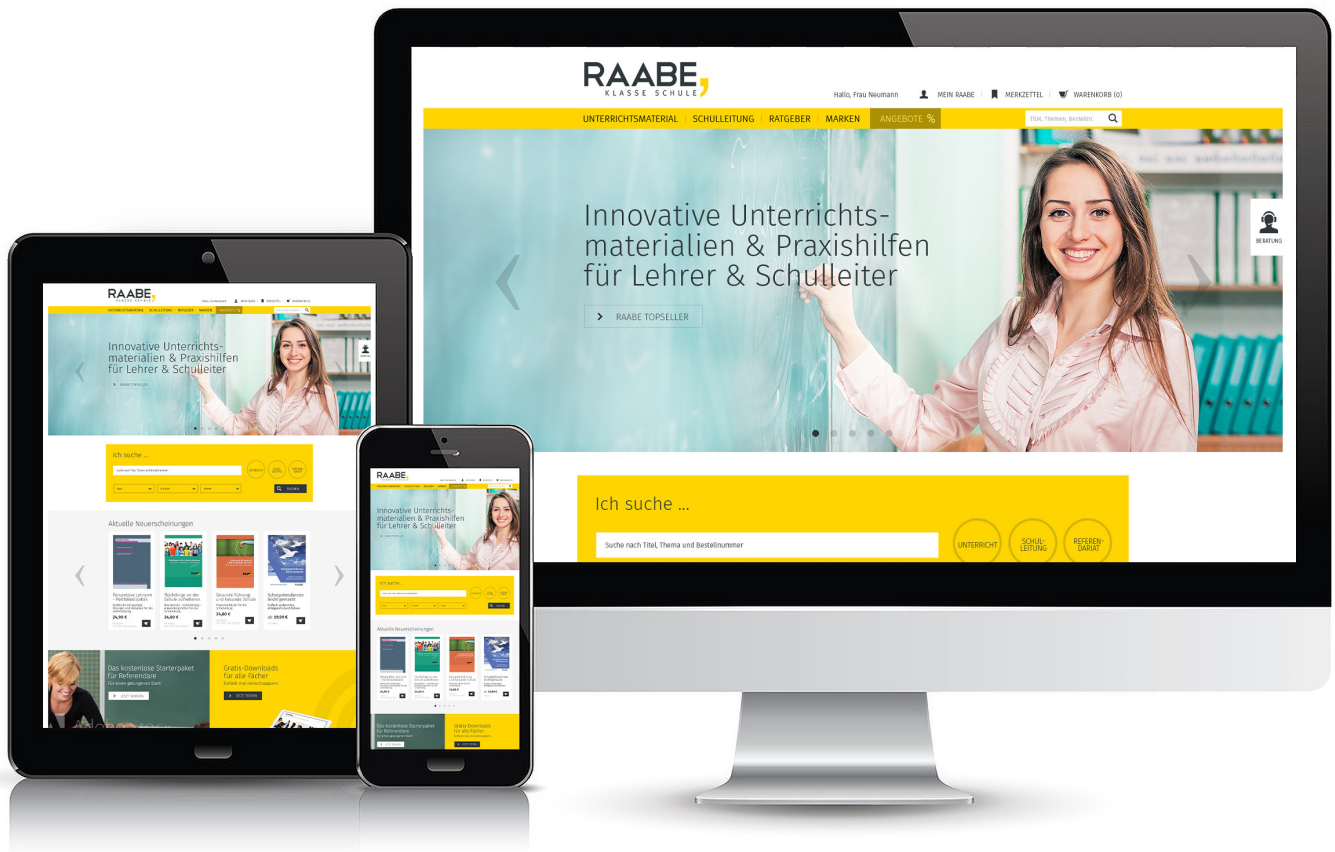
<https://learningapps.org/watch?v=p5nak9onj20>



© RAABE 2020

© Julia Lenzmann

Der RAABE Webshop: Schnell, übersichtlich, sicher!



Wir bieten Ihnen:



Schnelle und intuitive Produktsuche



Übersichtliches Kundenkonto



Komfortable Nutzung über
Computer, Tablet und Smartphone



Höhere Sicherheit durch
SSL-Verschlüsselung

Mehr unter: www.raabe.de