

	Unit	Year	Skill	I-can-statement	Task(s)	Level
1	May I introduce myself?	1	Speaking	I can describe myself and others. I can ask simple questions.	04 06, 07	A2 A2-B1, A2
			Writing	I can write a short text about myself.	02	A1-A2
			Reading	I can read about different strengths and weaknesses and know which ones apply to me.	05	A2-B1
			Listening	I can listen to and understand someone's introduction.	01	A2
2	Welcome to vocational school	1	Speaking	I can describe my school building and the subjects I study there. I can talk about the advantages and disadvantages of the education system in Austria.	08 09	A2-B1 B1
			Writing	I can write down key facts about my vocational school.	05, 06, 08	A1, A2-B1, A2-B1
			Reading	I can understand a text about the Austrian Vocational Education and Training.	01	A2
			Listening	I can understand a text about the Austrian Vocational Education and Training. I can understand descriptions of different jobs within the metalworking business.	01 04	A2 A2-B1
3	Various working materials	1	Speaking	I can talk about the advantages and disadvantages of sintering. I can explain the right choice of working materials based on different aspects. I can explain the processing steps of sintering and the term "calibrating", and talk about important sintered materials and what they are used for.	11 10, 12 13	A2-B1 A2-B1, A2-B1 A2-B1
			Writing	I can write down the various working materials. I can answer questions about sintered materials. I can write a dialogue about the advantages and disadvantages of sintering. I can write a short presentation about corrosion.	01, 02 05 10 12	A2, A2-B1 A2-B1 A2-B1 A2-B1
			Reading	I can read a text about the advantages and disadvantages of sintering. I can read and understand a text about corrosion and corrosion protection.	05 07	A2-B1 A2-B1
			Listening	I can understand a lecture about working materials and process materials.	04	A2
4	This is the company I work for		Speaking	I can talk about the differences between companies. I can describe my company.	04 09	A2 A2
			Writing	I can describe my company.	08	A2-B1
			Reading	I can understand a text about the metal industry.	01	A2
			Listening	I can understand an apprentice talking about himself and his company.	07	A2

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5	Tools		Speaking	I can talk about the various tools and ask questions about them.	07, 08, 10	A2-B1, A2, A2-B1
			Writing	I can write a short description of a tool. I can write a short summary about the history of metalworking.	13 11	A2-B1 B1
			Reading	I can read information about the different types of tools and how to use them.	01	A2
			Listening	I can understand apprentices talking about their tools. I can understand a short story about the history of metalworking.	05 11	A2 B1
6	Job profile		Speaking	I can describe pictures. I can describe what I do at different times of the day. I can talk about my profession and compare it to other ones.	07 09 11, 12	A2 A2-B1 A2-B1, A2-B1
			Writing	I can write figures and numbers. I can write down duties, personal skills and tools & materials. I can write a text about my working day.	01 04 08	A1 A2 A2-B1
			Reading	I can understand a text about the daily routines of an apprentice.	03, 06	A2, A2
			Listening	I can understand apprentices talking about their day at work.	05	A2
7	Shopping		Speaking	I can act out a shopping dialogue. I can talk about online shopping.	05, 06 07	A2-B1, A2-B1 A2-B1
			Writing	I can write a shopping dialogue.	05, 06	A2-B1, B1
			Reading	I can understand a dialogue at a hardware store.	03	B1
			Listening	I can understand a dialogue at a hardware store.	03	B1
8	Testing, measuring, scribing		Speaking	I can ask questions about testing methods, measuring and gauging tools and talk about them.	10, 11, 12, 13	A2-B1, A2-B1, A2-B1 A2-B1
			Writing	I can make a mind map about testing technologies.	10	A2-B1
			Reading	I can understand a text about testing, measuring and gauging tools.	04, 06, 08	A2-B1, A2, A2-B1
			Listening	I can understand apprentices talking about various tools for measuring, gauging and scribing.	14	A2-B1
9	Feeling at home		Speaking	I can describe what it means to “feel at home”. I can talk about cultural differences.	01 08	A1-A2 B1
			Writing	I can write the names of different countries, nationalities and languages.	04, 05	A2, A2
			Reading	I can understand a text about Austrian etiquette.	08	B1
			Listening	I can understand someone’s description of their traditions and cultural identity.	02	A2

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10	Planning a trip abroad		Speaking	I can talk about what I have to do before I can go abroad and what could go wrong.	10, 11	A2-B1, A2
			Writing	I can write a presentation of the trip of my dreams.	12	A2-B1
			Reading	I can understand a text about finding my way through the airport. I can understand a text about advantages and disadvantages of different hotels. I can understand a text about how to use an ATM. I can do research for organising a trip.	03 05 06 13	A2 A2-B1 A2 A2-B1
			Listening	I can understand announcements at the airport. I can understand people checking in and out of a hotel. I can understand people complaining about their hotel room.	04 07 08	A2 A2-B1 A2-B1
11	Communicating in the workshop		Speaking	I can ask polite questions in a conversation. I can talk about safety equipment and workshop rules. I can welcome visitors and do small talk.	03 07, 09 09	A2 A2, A2-B1 A2-B1
			Writing	I can write down workshop rules. I can turn impolite phrases into polite ones. I can write a typical “building site conversation”.	02, 09 04 10	A2-B1 A2-B1 A2-B1
			Reading	I can understand a text about different workshop rules.	02	A2-B1
			Listening	I can understand small talk conversation in the workshop.	05	A2
12	Telephone talk		Speaking	I can spell my name and address. I can act out a specific phone call situation with a partner.	03 05	A2-B1 A2
			Writing	I can take down messages.	06	A2-B1
			Reading	I can read useful phrases for a telephone conversation.	02	A2
			Listening	I can understand a business call.	01, 06	A2-B1, A2-B1
13	Getting to know cutting and non-cutting operations		Speaking	I can present a cutting or non-cutting operation.	06	A2-B1
			Writing	I can write down operations I have often been using at work. I can prepare a presentation of a cutting or non-cutting operation.	05 06	A2 A2-B1
			Reading	I can understand a text about cutting and non-cutting operations. I can understand a text about the water-jet cutter.	01, 02 04	A2, A2 A2-B1
			Listening	I can understand apprentices talking about cutting and non-cutting operations.	03	A2-B1

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14	Cutting operations with machines and by hand		Speaking	I can talk about the parts of a twist drill and a column-type drilling machine and the materials they are used for.	06	A2-B1
			Writing	I can write down the various cutting operations by hand and by machines. I can complete a text about a turning machine, a milling machine and a grinding machine.	02 08	A2 A2-B1
			Reading	I can understand a text about countersinking and reaming. I can understand the descriptions of saws. I can understand a text about twist drills and a column drilling machine.	03 04 06	A2-B1 A2 A2-B1
			Listening	I can understand a conversation about filing.	05	A2-B1
15	Non cutting operations in detail		Speaking	I can talk about various topics such as advantages and disadvantages of forging compared to cutting operations, heating of semi-finished products, free forming and closed die forging and the tools needed for forging.	13, 14, 15	A2-B1, A2-B1, B1
			Writing	I can write a short text about my personal forging experience.	17	B1
			Reading	I can understand a text about non-cutting operations. I can understand a text about forging and its advantages and disadvantages	02 11	A2 A2
			Listening	I can understand a conversation about bending.	07, 08	A2, B1
16	Getting help		Speaking	I can make a police report. I can ask for and give directions.	04 07	A2-B1 A1-A2
			Writing	I can describe the content of a first aid kit. I can write about unpleasant things that may happen to a traveller.	03 05	A2-B1 A2-B1
			Reading	I can understand a text about what to do if your wallet is stolen. I can read a map.	04 07	A2-B1 A1-A2
			Listening	I can understand the story of a person who gets sick abroad. I can understand directions.	02 07	A2-B1 A2-B1
17	Blast furnace		Speaking	I can create a role play/telephone call to enquire about the details of a guided tour through "Voest Alpine Stahl Donawitz GMBH". I can ask questions regarding the blast furnace and give the correct answers. I can present the blast furnace and its different parts, zones and products.	12 13 11, 16	A2-B1 A2-B1 A2-B1, A2
			Writing	I can write down the correct answers to false statements.	05	A2-B1
			Reading	I can understand a text about a blast furnace and its pig iron production.	02	A2-B1
			Listening	I can understand a guided tour through "Voest Alpine Stahl Donawitz GMBH".	06, 07	A2-B1, A2-B1

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18	Staying fit and healthy		Speaking	I can describe healthy and unhealthy behaviour. I can discuss statements about health.	01 03	A2 B1
			Writing	I can write suggestions about how to live a healthy life.	04, 05, 08	A2, A2, A2-B1
			Reading	I can understand a text about stress.	09	A2-B1
			Listening	I can understand someone giving advice concerning study problems.	06, 07	A2-B1, A2-B1
19	Heat treatment		Speaking	I can present different aspects of different types of steel.	07	A2-B1
			Writing	I can write down the different heating colours. I can make a presentation of different aspects of different types of steel.	06 07	A2-B1 A2-B1
			Reading	I can understand a text about heat treatment techniques. I can understand a text about the hardening process.	02 05	A2-B1 A2-B1
			Listening	I can understand a text about the hardening process.	04	A2-B1
20	Are you safe at work?		Speaking	I can report about the rules and regulations in my company. I can act out a role play about an accident at work. I can report about how to take better care of the environment.	11 13 14	B1 A2 B1
			Writing	I can define different kinds of waste and how it should be disposed of. I can describe pictures. I can write a description of an accident in the workshop.	07, 08 10 12	A2, A2-B1 A2 A2-B1
			Reading	I can understand a text about different safety signs. I can understand a text about the safe handling of hazardous materials.	02 05	A2 A2-B1
			Listening	I can understand a foreman giving safety instructions on the job.	03, 04	A2-B1, A2-B1
21	Windows, doors and gates		Speaking	I can talk about the various doors and gates.	09	A2-B1
			Writing	I can answer questions about gates. I can write a short summary about windows.	06 08	A2-B1 A2
			Reading	I can understand a text about windows. I can understand a text about gates.	03 06	A2-B1 A2-B1
			Listening	I can understand a lecture about windows.	07, 08	A2-B1, A2
22	Up on the roof		Speaking	I can talk about the different roof types in Austria. I can describe roofs my company has built. I can talk about the advantages and disadvantages of different roof coverings.	07 08 09	A2 A2-B1 A2-B1
			Writing	I can identify the different parts of a roof.	03	A2

	Unit	Year	Skill	I-can-statement	Task(s)	Level
			Reading	I can understand a text about the different types of roof. I can understand a text about what a roofing carpenter has to do. I can understand a text about different roof coverings.	02 06 09	A2 A2 A2-B1
			Listening	I can understand an expert talking about roofs.	05	A2-B1
23	Tolerances and fits		Speaking	I can talk about the three possibilities to tolerate manufacturing dimensions. I can ask questions about the different tolerances and give the right answers.	09 10	B1 A2-B1
			Writing	I can write down examples from my practical work where different types of tolerances are used.	09	B1
			Reading	I can understand a text about tolerances and the three different dimensional tolerances.	01, 04	A2, A2-B1
24	Eating out		Speaking	I can order meals at a restaurant and ask for the bill. I can complain about the food at a restaurant.	04 05	A2 A2
			Writing	I can write an email about eating out in Austria.	06	A2-B1
			Reading	I can read a menu. I can understand phrases for complaining and asking for information.	02 05	A2-B1 A2
			Listening	I can understand conversations at the restaurant.	02	A2-B1
25	Dealing with customers		Speaking	I can describe different situations in which I might have to deal with customers. I can talk about how to practice better performance in customer dialogues. I can act out a role play between a customer and a company representative.	01 11 13	A2 A2-B1 A2-B1
			Writing	I can write rules about how to deal with customers. I can write down situations in which I have contact with customers or business partners. I can create a mind map about personal characteristics that are important when dealing with customers. I can write a short text about how to deal with customers.	02 03 04 15	A2-B1 A2-B1 A2 B1
			Reading	I can understand a text about how to deal with customers. I can read phrases for dealing with customers.	02 06	A2-B1 A2-B1
			Listening	I can understand a conversation between the boss of a metalworking company and a customer. I can understand a conversation between a customer and a roofer. I can understand a conversation between a complaining customer and a company representative.	07 12 14	A2-B1 A2 A2-B1

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26	Joining technology		Speaking	I can talk about various fasteners. I can make a presentation about various screwing connections, the shapes of screws and bolts, their applications areas and the different types of pins. I can ask and answer questions about quick fastening systems.	10 12 13	A2 A2-B1 A2-B1
			Writing	I can write down the correct answers to false statements. I can write down the most important facts about various screwing connections, the shapes of screws and bolts, their applications areas and the different types of pins. I can make a list of the different welding techniques and add facts I found on the internet.	09 12 14	A2-B1 A2-B1 B1
			Reading	I can understand a text about detachable joining elements. I can understand a text about the different welding techniques.	04 08, 14	A2 A2-B1, B1
			Listening	I can understand a conversation of apprentices talking to their supervisor about joining technologies.	09	A2-B1
27	Plain bearings and rolling bearings		Speaking	I can talk about the advantages and disadvantages of rolling bearings over plain bearings. I can make a presentation about bearings.	05 08	A2-B1 A2-B1
			Writing	I can answer questions about bearings. I can write down the areas of application of plain bearings and rolling bearings. I can create a presentation about bearings.	04, 06 07 08	A2-B1, A2-B1 A2 A2-B1
			Reading	I can understand a text about bearings.	02, 04	A2-B1, A2-B1
			Listening	I can understand a lecture about bearings.	06	A2-B1
28	Pep-up your writing style!		Speaking	I can describe the different parts of a business letter.	09	A2-B1
			Writing	I can write an enquiry and fill out the enquiry form. I can write down some information for my company's social media page. I can write an order. I can write an answer to an enquiry.	07 08 10 11	A2-B1 A2-B1 A2-B1 A2-B1
			Reading	I can understand a text about the workflow of a business transaction. I can understand a business letter. I can understand phrases of business communication.	01 03 05	A2 A2-B1 A2-B1

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29	Take a chance on me!		Speaking	I can talk about the goals and expectations I had when starting my apprenticeship. I can talk about my soft skills.	02, 05	A2-B1, A2-B1		
					04, 05	A2, A2-B1		
			Writing	I can summarize a text. I can write a flyer with “terrible advice”. I can write about my daily work challenges.	06	B1		
					07 08	A2-B1 A2-B1		
			Reading	I can read a questionnaire about happiness in my job. I can understand an article about daily work challenges.	01	A2-B1		
					06	B1		
			Listening	I can understand a person describing her career.	03	A2-B1		
30	Working abroad		Speaking	I can list the possibilities and benefits of working abroad.	06	A2-B1		
			Writing	I can answer questions about an advertisement.	05	A2-B1		
					Reading	I can understand a text about work placement in London. I can understand statements about the benefits of spending time abroad. I can understand a metalworking company’s advertisement.	01	A2-B1
							02 05	A2-B1 A2-B1
			Listening	I can understand a description of London’s landmarks.	03	A2-B1		
31	Applying for a job		Speaking	I can describe the process of applying for a job.	01	A2-B1		
			Writing	I can write a CV and a letter of application.	04, 11, 12	B1, A2-B1, A2-B1		
					Reading	I can understand an interview between an apprentice and his job coach. I can understand a letter of application. I can understand job advertisements.	03, 05	A2-B1, A2-B1
							06 10	A2-B1 A2-B1
			Listening	I can understand an interview between an apprentice and his job coach.	03, 05	A2-B1, A2-B1		
32	Talking your way into the job		Speaking	I can talk about how to prepare for a job interview. I can respond to the most common questions asked in a job interview.	06, 07, 08	A2-B1, A2-B1, A2-B1		
					12	B1		
			Writing	I can write my own answers to the most common questions asked in job interviews. I can write down my own questions for the interviewer.	10	A2-B1		
					11	A2-B1		
						Reading	I can understand a text about how to prepare for a job interview.	04
			Listening	I can understand an interview between an apprentice and his job coach. I can understand the most common questions asked in job interviews. I can understand a job interview dialogue.	01, 02, 03	A2-B1, A2-B1, A2-B1		
					09	A2-B1		
					12	B1		

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33	Unbelievable! I never thought <i>that</i> would happen to me		Speaking	I can describe unpleasant situations. I can talk about how to protect myself online. I can talk about bullying.	02 03 08	A2 A2-B1 A2-B1
			Writing	I can write down online dangers. I can create a poster about dangerous situations.	02 09	A2 A2-B1
			Reading	I can understand a text about bullying. I can understand reactions to bullying situations. I can understand a text about hate speech.	01 04 07	A2 A2 A2-B1
			Listening	I can understand someone talking about spam email.	06	A2-B1
34	Something new for a change		Speaking	I can describe how others like to express themselves. I can talk about hobbies and interests.	03 08, 09, 10	A2-B1 A2-B1, A2-B1, A2-B1
			Writing	I can write a text about various free-time activities. I can describe my friends' talents and hobbies.	06 07	A2 A2
			Reading	I can understand a text about talents.	01	A2
			Listening	I can understand people describing their hobbies.	02	A2