



	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 and the subjects I study there.	04, 09	A1, A2-B1
			Writing	I can write down key facts about my vocational school.	04, 08, 10	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.	01 07	A2 A2-B1
3	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
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 Austrian industry.	01	A2
			Listening	I can understand an apprentice talking about himself and his company.	07	A2
5	Tools		Speaking	I can talk about various tools.	04, 05	A2-B1, A2
			Writing	I can write a short description of a tool.	07	B1
			Reading	I can read information about tools and how to use them.	02	A2
			Listening	I can understand apprentices talking about their tools.	06	A2-B1



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6	My working day		Speaking	I can describe pictures. I can say figures and numbers. I can describe what I do at different times of the day.	08 11 10, 14	A2 A1-A2 A2, 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.	05 07 09	A1 A2 A2-B1
			Reading	I can understand a text about the daily routines of an apprentice.	02, 06	A2, A2
			Listening	I can understand a report about the working days of apprentices.	13	A2-B1
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	Feeling at home		Speaking	I can describe what it means to “feel at home”. I can talk about my home and family.	01 09	A1-A2 A2-B1
			Writing	I can write the names of different countries, nationalities and languages. I can describe my flat/house.	04, 05 08	A2, A2 A2
			Listening	I can understand someone’s description of their traditions and cultural identity.	02	A2
9	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
10	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



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11	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
12	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 reporting about spam email.	06	A2-B1
13	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
14	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



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15	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
16	Pep-up your writing		Speaking	I can describe the different parts of a business letter.	06	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
			Listening	I can understand a dialogue about improving a letter.	09	A2
17	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.	10 12	B1 A2
			Writing	I can describe pictures. I can write a description of an accident in the workshop.	09 11	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 supervisor giving safety instructions on the job.	03, 04	A2-B1, A2-B1
18	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. I can talk about a difficult situation with a customer.	01 11 13 14	A2 A2-B1 A2-B1 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



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			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 complaining customer and a company representative.	07 13	A2-B1 A2-B1
19	Environmental and social issues		Speaking	I can talk about different kinds of waste. I can talk about homelessness. I can report about how to take care of the environment. I can discuss statements about Fair Trade.	05 06 12 13	A2-B1 A2-B1 B1 A2-B1
			Writing	I can write down things I could do to take better care of the environment. I can define different kinds of waste.	03, 12 04, 05	A2, B1 A2, A2-B1
			Reading	I can understand a text about homeless teenagers. I can understand the principles of Fair Trade.	07 08	A2-B1 B1
			Listening	I can understand a conversation about homelessness. I can understand a dialogue about the ecological footprint.	06 10	A2-B1 A2
20	Meeting and greeting		Speaking	I can start and leave a conversation politely.	05, 06	A2-B1, A2-B1
			Writing	I can list phrases for starting and leaving a conversation. I can create a collage about etiquette in different countries.	02 04	A2-B1 B1
			Reading	I can understand a text about Tom's first day at work. I can understand a dialogue about getting to know people at a presentation. I can understand a text about Austrian etiquette.	01 02 04	A2-B1 A2-B1 B1
			Listening	I can understand whether someone is talking to a colleague, a customer or a friend.	03	A2
21	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 04, 05	A2-B1, A2-B1 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 07 08	B1 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 06	A2-B1 B1
			Listening	I can understand a person describing her career.	03	A2-B1



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22	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 02 05	A2-B1 A2-B1 A2-B1
			Listening	I can understand a description of London's landmarks.	03	A2-B1
23	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 06 10	A2-B1, A2-B1 A2-B1 A2-B1
			Listening	I can understand an interview between an apprentice and his job coach.	03, 05	A2-B1, A2-B1
24	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 12	A2-B1, A2-B1, A2-B1 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 11	A2-B1 A2-B1
			Reading	I can understand a text about how to prepare for a job interview.	04	B1
			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 09 12	A2-B1, A2-B1, A2-B1 A2-B1 B1